

## Appendix 4: Individual mandates for savings

Proposal Title	Federation of schools	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	CYP001	Directorate:	CYP
Version No:	1	Section:	Support Services
Date:	28-11-18		

Version	Date	Changes Made
1	28-11-18	Form Completed
2		

### Brief Summary (Please include a brief description of the proposal being proposed)

The proposal is to federate a small number of primary schools to enhance leadership capacity and reduce management costs. The vision is that one head will manage two schools (in the first instance) in a local area with a head of school / deputy in each school to support

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.																												
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document																												
What consultation and engagement has been undertaken to date?		SLT and Cabinet. Further consultation will be required with governing bodies, pupils and parents.																												
Has an option appraisal been undertaken?	N	No other options considered. However this model has successfully been implemented when a Headteacher is absent. It is also progressing in two Monmouthshire schools and is positively received by partners.																												
Does this proposal affect other MCC services?	N																													
Is this proposal dependant on other services?	N																													
Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	Y	There will potentially be a Headteacher redundancy. However, it is likely that this would only be considered if there were a vacancy in the school in order to reduce this risk to a minimum.																												
Will this project have any legal implication for the authority?	N	However, it will need to go through a governance process with the Governing body. There are Welsh Government regulations regarding this and they will be followed.																												
What is the financial benefit of this proposal?	Y	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Federation of schools</td> <td></td> <td>23,000</td> <td></td> <td></td> <td></td> <td>23,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Federation of schools		23,000				23,000														
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Will this proposal require revenue or capital investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																																	<b>Additional Comment:</b>				
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Has this proposal considered the opportunities for external funding?	N																																														
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td>Sharing of best practise</td></tr> <tr><td>2</td><td>More opportunities for staff</td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td>Possible redundancy costs</td></tr> <tr><td>2</td><td>Reduced opportunities for Headteachers</td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table>	Ref	Benefit	1	Sharing of best practise	2	More opportunities for staff	3		4		Ref	Disadvantage	1	Possible redundancy costs	2	Reduced opportunities for Headteachers	3		4		<b>Additional Comment:</b>																								
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																													
Will this proposal present any future collaboration opportunities?	N																													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<p>Impact will be measured via</p> <ul style="list-style-type: none"> <li>• Saving achieved,</li> <li>• impact on school to raise standards,</li> <li>• increased opportunities for staff.</li> </ul>																												

Proposal Title	Investigate options to revise running and budgeting of Gwent Music	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	CYP003	Directorate:	CYP
Version No:	1	Section:	Finance
Date:	23/08/18		

Version	Date	Changes Made
1	23-08-18	Initial proforma
2	28-11-18	Review of proforma and update for consultation with Gwent music

**Brief Summary** (Please include a brief description of the proposal being explored)

**Monmouthshire have maintained a significant level of funding for Gwent Music where other authorities have reduced their funding significantly over a short period. The intention is that we reduce our additional contribution by £40,000 to a core level of funding of £110,000. The consequence of this will be that there will be an increase in the charge for participation in the Gwent Music Centres. This change will bring our charging into line with the other participating Gwent authorities.**

**Gwent Music are aware that the funding is being considered by Monmouthshire and will work with us to minimise the impact on parents and pupils, but also achieve the savings.**

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It's appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																														
Does this proposal align with the MCC Corporate Plan?	Y																															
Has this proposal been included in your current Service/Business Improvement Plans?	N	<b>At the point of writing the plan it was not a consideration. However the impact and implementation of this will be included in the plans going forward.</b>																														
Has a Future Generation Evaluation been completed?	Y																															
Has an Option Appraisal been completed?  (Please refer to MCC Standard Option Appraisal Process/Template)	N	<b>Several options were discussed with Gwent Music, and the final option was agreed as it would have the least impact on the wider school community and parents.</b>																														
Will this proposal affect any other service provision?	N	<b>It is unlikely that there will be an impact on other services, however if the costs become prohibitive for parents then this may impact on the provision of music lessons in schools.</b>																														
Will this proposal require any amendments to MCC policy?	N																															
Will this proposal have any staffing implications?	Y	<b>This will impact Gwent Music staff, but depending on how the savings are made, MCC could be liable for some redundancy costs.</b>																														
Will this project have any legal implication for the authority?	N	<b>No the joint agreement with Gwent music remains unaffected.</b>																														
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Have the political implication of this proposal been assessed?	N	<b>Members will be aware that Gwent Music budgets were reduced by £50k a year for 3 years, this was completed about 2 years ago</b>																												
Will consultation and engagement be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td></td> <td>Gwent Music</td> <td>Consultation has taken place and proposals to implement the savings are being considered.</td> <td>Complete</td> </tr> <tr> <td></td> <td>Parents</td> <td>Gwent music will need to inform parents of the new charges</td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Consultee	Description	Comp/Pending		Gwent Music	Consultation has taken place and proposals to implement the savings are being considered.	Complete		Parents	Gwent music will need to inform parents of the new charges	Pending																
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	Parents	Gwent music will need to inform parents of the new charges	Pending																											
Is any research required for the implementation of this proposal?	Y	Data from Gwent Music. These charges have been increased in other authorities and the impact has been used to develop this.																												
Will this proposal require procurement of goods, services or works?	N																													
Has a timeline been considered for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Activity</th> <th>Start</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td></td> <td>Consultation with Gwent Music</td> <td>November 18</td> <td>Y</td> </tr> <tr> <td></td> <td>Informing of Parents</td> <td>March 19</td> <td>N</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Activity	Start	Complete		Consultation with Gwent Music	November 18	Y		Informing of Parents	March 19	N																
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What evidence/data has been gathered to date to inform this Proposal?	Y	<b>Data on number of pupils accessing the provision. Data on number of pupils accessing the access fund. Assumed drop of in numbers. All this data is held by Gwent Music</b>																												
Will any additional evidence/data analysis be required for this proposal?	Y	<b>Actual pupil number drop off and the numbers accessing the access fund.</b>																												
Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External																								
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Will this proposal impact on the authorities built assets?	N																													
Will this proposal present any collaboration opportunities?	Y	<b>Possibly with other authorities who are currently supported by Gwent Music.</b>																												
Will this project benefit from digital intervention?	N																													
How will the impact of this proposal be measured?		<b>Savings achieved and impact on numbers attending the music centres. Impact on the numbers accessing the access fund.</b>																												



Proposal Title	Before school Clubs	Lead/Responsible Officer:	Nikki Wellington / Sue Hall
Your Ref No:	CYP004	Directorate:	CYP
Version No:	1	Section:	Finance / Early Years
Date:	23/08/18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

**Proposal was submitted for 18/19 to charge £1 per pupil to attend the before schools clubs held in our schools. These clubs usually run for 1 hour, the first 30 minutes are childcare and the remaining 30 minutes are for breakfast. The proposal is that if a child attends for the full hour, they will pay £1 for the childcare element. If they attend only for the second 30 minutes, there will be no charge.**

**All children who are entitled to free school meals can attend the whole session with no charge.**

**As a consequent of this decision in the budget for 2018-19, this mandate reflects the 4 month (April to July 2019) £1 charge to all non-Free School Meal pupils.**

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It's appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																														
Does this proposal align with the MCC Corporate Plan?	Y	The proposal contributes additional funding that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.																														
Has this proposal been included in your current Service/Business Improvement Plans?	Y	The decision to introduce this charge was made last year; therefore, the action in the business plan is to monitor the impact.																														
Has a Future Generation Evaluation been completed?	Y	For the original 18/19 proposal																														
Has an Option Appraisal been completed?	N	As this has been implemented last year there is no appraisal necessary. However, last year a range of options were considered and the impact on families.																														
Will this proposal affect any other service provision?	Y	Schools operate the day-to-day running of the clubs.																														
Will this proposal require any amendments to MCC policy?	N																															
Will this proposal have any staffing implications?	Potentially	If numbers of pupils attending reduce then there is a potential that staffing will also need to reduce.																														
Will this project have any legal implication for the authority?	N																															
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The original 2018-19 saving proforma modelled the £1 increase for 7 months (Sept-Mar) in 2018-19 financial year. This proforma calculates the additional beneficial effect in respect of the 4 months of the current academic year falling into 2019-20 (Apr-Jul).

Will this proposal require investment to implement?

N

Investment Description	18/19	19/20	21/22	22/23	Total	Source of funding

**Additional Comment:**

Will this proposal have any non-financial impacts?

Y

Ref	Benefit
1	Pupils benefit from a healthy breakfast.
2	Parents benefit from childcare.
3	
4	

Ref	Disadvantage
1	
2	

**Additional Comment:**

Has this proposal made any assumptions?

N

Ref	Assumption
1	
2	
3	
4	

**Additional Comment**  
£1 increase for 7 months based on current numbers continuing. .

Has a risk analysis been completed for this proposal? -

N

**Main Risks**

Ref	Risk	RAG Rating	Mitigation

**Additional Comment:**

		As this is an on-going proposal that was approved last year there is no requirement for this.																												
Have the political implication of this proposal been assessed?	Y	For the original agreed last year.																												
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Is any research required for the implementation of this proposal?	N	All completed last year																												
Will this proposal require procurement of goods, services or works?	N																													
Has a timeline been considered for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Activity</th> <th>Start</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>This was completed last year</p>	Ref	Activity	Start	Complete																								
Ref	Activity	Start	Complete																											
What evidence/data has been gathered to date to inform this Proposal?		Current pupil numbers attending free club, further work will need to be done once the charges are introduced in September 18 to see any impact.																												
Will any additional evidence/data analysis be required for this proposal?	Y	As above																												
Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External																								
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Will this proposal impact on the authorities built assets?	N																													
Will this proposal present any collaboration opportunities?	N																													
Will this project benefit from digital intervention?	N																													
How will the impact of this proposal be measured?		<ul style="list-style-type: none"> <li>• Number of pupils attending.</li> <li>• Impact on low-income families.</li> </ul>																												

Proposal Title	Reduction in funding for Mounnton House through the funding formula	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	CYP006	Directorate:	CYP
Version No:	1	Section:	Finance
Date:	29/11/18		

Version	Date	Changes Made
1	30-11-18	Initial draft
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

The budget proposal is to reduce the funding via the funding formula for Mounnton House. This is based on a reduction in pupil numbers attending the provision. This has also led to a reduction in recoupment income for pupils attending the school.

The current numbers on roll are 19 pupils.

The funding formula delegation for Mounnton House Special School has not been reviewed since 2010 and at which stage the formula funded based on full residential capacity, being 42 placements. However, in 2016-17 the budget was reduced by £250,000 as reflection of the reduction in pupil numbers at that time. At that time there were 10 residential pupils, there is currently 1.

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It's appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																								
Does this proposal align with the MCC Corporate Plan?	Y	The proposal contributes additional funding that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.																								
Has this proposal been included in your current Service/Business Improvement Plans?	N	No as this was not a consideration when writing the plan. Now this is being progressed the impact will be monitored.																								
Has a Future Generation Evaluation been completed?	Y	See separate document																								
Has an Option Appraisal been completed?	Y	Other options were considered to achieve the savings, after a consideration of the risks around these it was agreed that this option would be taken forward.																								
Will this proposal affect any other service provision?	N																									
Will this proposal require any amendments to MCC policy?	N																									
Will this proposal have any staffing implications?	Y	Dependant on the final proposals there will be an impact but this is yet to be determined. However the school and local authority will work together to minimise the impact.																								
Will this project have any legal implication for the authority?	N																									
Will this proposal have any financial benefit?	Y	<table border="1"> <thead> <tr> <th>Description</th> <th>18/19</th> <th>19/20</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Mounnton House – Funding reduction</td> <td></td> <td>275,000</td> <td></td> <td></td> <td>275,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	18/19	19/20	21/22	22/23	Total	Mounnton House – Funding reduction		275,000			275,000												
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		<b>Additional Comments:</b> The area of the savings be determined as the review is completed. However, it is likely that this will be made through a reduction in staff. The impact will be minimise by following our employment policies.																																		
Will this proposal require investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>18/19</th> <th>19/20</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <b>Additional Comment:</b>							Investment Description	18/19	19/20	21/22	22/23	Total	Source of funding																					
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Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td> </td></tr> <tr><td>2</td><td> </td></tr> <tr><td>3</td><td> </td></tr> <tr><td>4</td><td> </td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td>Possible staffing reductions</td></tr> <tr><td>2</td><td> </td></tr> <tr><td>3</td><td> </td></tr> <tr><td>4</td><td> </td></tr> </tbody> </table> <b>Additional Comment:</b>							Ref	Benefit	1		2		3		4		Ref	Disadvantage	1	Possible staffing reductions	2		3		4									
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Has a risk analysis been completed for this proposal? -  (Please refer to MCC Strategic Risk Management Policy)	Y	<b>Main Risks</b> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>School not achieving the saving and reporting a deficit budget.</td> <td>A</td> <td>Early consultation with the school to reduce this risk.</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <b>Additional Comment:</b>							Ref	Risk	RAG Rating	Mitigation	1	School not achieving the saving and reporting a deficit budget.	A	Early consultation with the school to reduce this risk.																				
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Have the political implication of this proposal been assessed?	Y																																			
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Is any research required for the implementation of this proposal?	Y	School budget position and current monitoring outcomes. Staffing structures to ensure full needs are met.																								
Will this proposal require procurement of goods, services or works?	N																									
Has a timeline been considered for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Activity</th> <th>Start</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Informing the Finance forum</td> <td>Jan 19</td> <td></td> </tr> <tr> <td>2</td> <td>Consultation with the school / Governors</td> <td>Jan 19</td> <td></td> </tr> <tr> <td>3</td> <td>Proposals brought forward</td> <td>Feb 19</td> <td></td> </tr> <tr> <td>4</td> <td>Proposals agreed</td> <td>March 19</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Activity	Start	Complete	1	Informing the Finance forum	Jan 19		2	Consultation with the school / Governors	Jan 19		3	Proposals brought forward	Feb 19		4	Proposals agreed	March 19					
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4	Proposals agreed	March 19																								
What evidence/data has been gathered to date to inform this Proposal?	Y	<b>Financial information for schools, pupil numbers currently and projections going forward.</b>																								
Will any additional evidence/data analysis be required for this proposal?	Y	.Staffing structures proposed and current. Cost of redundancies if applicable.																								
Will support services be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CYP Finance</td> <td>Budgets</td> <td>Internal</td> </tr> <tr> <td>2</td> <td>People Services</td> <td>Staffing</td> <td>Internal</td> </tr> <tr> <td>3</td> <td>Unions</td> <td>Staffing</td> <td>External</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External	1	CYP Finance	Budgets	Internal	2	People Services	Staffing	Internal	3	Unions	Staffing	External								
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Will this proposal impact on the authorities built assets?	N																									
Will this proposal present any collaboration opportunities?	N																									
Will this project benefit from digital intervention?	N																									
How will the impact of this proposal be measured?	Y	<b>Budget monitoring, savings achieved. Impact on staff.</b>																								

Proposal Title	Early years	Lead/Responsible Officer:	Sharon Randall Smith/Nicola Wellington
Your Ref No:	CYP007	Directorate:	CYP
Version No:	1	Section:	Early years
Date:	29/11/18		

Version	Date	Changes Made
1	29-11-18	Draft
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

**The proposal is to make staffing budget savings from the early year's team. Both posts are grant funded and have budget in the base CYP budget hence there is double funding.**

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It's appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																																				
Does this proposal align with the MCC Corporate Plan?	Y	This is in line with the MTFP and value for money.																																				
Has this proposal been included in your current Service/Business Improvement Plans?	N	No this was discussed after the business plans were agreed, however going forward this will be monitored going forward.																																				
Has a Future Generation Evaluation been completed?	Y	See separate document																																				
Has an Option Appraisal been completed?	N	This is the only option considered, with this proposal there are no other options to consider.																																				
Will this proposal affect any other service provision?	N	There will be no change in service provision, just the funding.																																				
Will this proposal require any amendments to MCC policy?	N																																					
Will this proposal have any staffing implications?	N	Notification of the grants have been received for 2019-20 and therefore there are no staffing implications. Should the grant not be available in future years, as the work will still need to be covered this will be a pressure to the directorate budget.																																				
Will this project have any legal implication for the authority?	N																																					
Will this proposal have any financial benefit?	Y	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>18/19</th> <th>19/20</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>40,000</td> <td></td> <td></td> <td>40,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	18/19	19/20	21/22	22/23	Total			40,000			40,000																								
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Will this proposal have any non-financial impacts?	N	<table border="1" data-bbox="635 472 1449 645"> <thead> <tr><th>Ref</th><th>Benefit</th></tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1" data-bbox="635 674 1449 869"> <thead> <tr><th>Ref</th><th>Disadvantage</th></tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table> <p data-bbox="644 904 1449 1155"><b>Additional Comment:</b></p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4									
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Has this proposal made any assumptions?	N	<table border="1" data-bbox="635 1234 1449 1406"> <thead> <tr><th>Ref</th><th>Assumption</th></tr> </thead> <tbody> <tr><td>1</td><td>Grants are assumed to continue beyond the 2019-20 financial year.</td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <p data-bbox="644 1442 1449 1550"><b>Additional Comment</b></p>	Ref	Assumption	1	Grants are assumed to continue beyond the 2019-20 financial year.	2		3		4																			
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Has a risk analysis been completed for this proposal? -	N	<p data-bbox="644 1615 1449 1653"><b>Main Risks</b></p> <table border="1" data-bbox="635 1659 1449 1861"> <thead> <tr><th>Ref</th><th>Risk</th><th>RAG Rating</th><th>Mitigation</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p data-bbox="644 1890 1449 2114"><b>Additional Comment:</b> There is no requirement for a risk analysis for 2019-20 financial year as the grant funding is in place. Should this be reduced in future years then a risk analysis will be completed at that time.</p>	Ref	Risk	RAG Rating	Mitigation																								
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Will consultation and engagement be required for this proposal?	N	<table border="1" data-bbox="635 152 1445 412"> <thead> <tr> <th data-bbox="635 152 703 208">Ref</th> <th data-bbox="703 152 911 208">Consultee</th> <th data-bbox="911 152 1241 208">Description</th> <th data-bbox="1241 152 1445 208">Comp/Pending</th> </tr> </thead> <tbody> <tr> <td data-bbox="635 208 703 264">1</td> <td data-bbox="703 208 911 264">Elected Members</td> <td data-bbox="911 208 1241 264">Formal Scrutiny</td> <td data-bbox="1241 208 1445 264">Jan 19</td> </tr> <tr> <td data-bbox="635 264 703 320">2</td> <td data-bbox="703 264 911 320">Public</td> <td data-bbox="911 264 1241 320">Public Consultation</td> <td data-bbox="1241 264 1445 320">Jan 19</td> </tr> <tr> <td data-bbox="635 320 703 376"></td> <td data-bbox="703 320 911 376"></td> <td data-bbox="911 320 1241 376"></td> <td data-bbox="1241 320 1445 376"></td> </tr> <tr> <td data-bbox="635 376 703 432"></td> <td data-bbox="703 376 911 432"></td> <td data-bbox="911 376 1241 432"></td> <td data-bbox="1241 376 1445 432"></td> </tr> <tr> <td data-bbox="635 432 703 488"></td> <td data-bbox="703 432 911 488"></td> <td data-bbox="911 432 1241 488"></td> <td data-bbox="1241 432 1445 488"></td> </tr> <tr> <td data-bbox="635 488 703 544"></td> <td data-bbox="703 488 911 544"></td> <td data-bbox="911 488 1241 544"></td> <td data-bbox="1241 488 1445 544"></td> </tr> </tbody> </table> <p data-bbox="635 443 1445 555"><b>Additional Comments:</b></p>	Ref	Consultee	Description	Comp/Pending	1	Elected Members	Formal Scrutiny	Jan 19	2	Public	Public Consultation	Jan 19																
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Will support services be required for this proposal?	N	<table border="1" data-bbox="635 835 1445 1066"> <thead> <tr> <th data-bbox="635 835 703 869">Ref</th> <th data-bbox="703 835 1031 869">Support Service</th> <th data-bbox="1031 835 1230 869">Activity</th> <th data-bbox="1230 835 1445 869">Internal/External</th> </tr> </thead> <tbody> <tr> <td data-bbox="635 869 703 902"></td> <td data-bbox="703 869 1031 902"></td> <td data-bbox="1031 869 1230 902"></td> <td data-bbox="1230 869 1445 902"></td> </tr> <tr> <td data-bbox="635 902 703 936"></td> <td data-bbox="703 902 1031 936"></td> <td data-bbox="1031 902 1230 936"></td> <td data-bbox="1230 902 1445 936"></td> </tr> <tr> <td data-bbox="635 936 703 969"></td> <td data-bbox="703 936 1031 969"></td> <td data-bbox="1031 936 1230 969"></td> <td data-bbox="1230 936 1445 969"></td> </tr> <tr> <td data-bbox="635 969 703 1003"></td> <td data-bbox="703 969 1031 1003"></td> <td data-bbox="1031 969 1230 1003"></td> <td data-bbox="1230 969 1445 1003"></td> </tr> <tr> <td data-bbox="635 1003 703 1037"></td> <td data-bbox="703 1003 1031 1037"></td> <td data-bbox="1031 1003 1230 1037"></td> <td data-bbox="1230 1003 1445 1037"></td> </tr> <tr> <td data-bbox="635 1037 703 1066"></td> <td data-bbox="703 1037 1031 1066"></td> <td data-bbox="1031 1037 1230 1066"></td> <td data-bbox="1230 1037 1445 1066"></td> </tr> </tbody> </table> <p data-bbox="635 1093 1445 1317"><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External																								
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Will this proposal impact on the authorities built assets?	N																													
Will this proposal present any collaboration opportunities?	N																													
Will this project benefit from digital intervention?	N																													
How will the impact of this proposal be measured?	Y	Impact will be measured via the budget monitoring process and service business plans.																												



Proposal Title	SpLD Service to schools	Lead/Responsible Officer:	Sharon Randall-Smith
Your Ref No:	CYP009	Directorate:	CYP
Version No:	1	Section:	Specific Learning Difficulties
Date:	31/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Our proposal is to remodel the SpLD Service to deliver more effective support for pupils with literacy difficulties in primary schools. This means that we would target our support towards literacy difficulties, rather than on the global definition of SpLD. As a result, we propose to reduce the SpLD team from the current 3.8 fte to 1.6 fte. Schools would still be able to access advice, support, guidance and training from the SpLD team.

Over the last three years, schools have developed the skills to identify and meet the needs of learners with SpLD and they are well placed to support the needs of a range of learners. . The SpLD team has delivered 'Identifying SpLD Dyslexia and Supporting Strategies within the Classroom' training to all thirty primary schools, one secondary school and our special school.

At present primary schools currently, contribute to cost of the SpLD service through an SLA. Under this proposal, primary schools would no longer be required to buy into an SLA to access this support. Secondary schools could still commission bespoke advice and support as required and as they do under the existing arrangements.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal will assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.
Has a Future Generations Evaluation been completed for this proposal?	Y	<b>See separate document</b>
What consultation and engagement has been undertaken to date?	Y	Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	Y	The option appraisal considered the following four options. <ol style="list-style-type: none"> <li><b>Do nothing and retain the current service</b> across the full range of SpLD including the provision of support, advice, guidance, training and direct teaching. This was discounted based on the cost compared to the overall impact of the service on pupil outcomes.</li> <li><b>Increase the cost of the SLA for primary schools</b> and retain the current service. This would retain the current service across the full range of SpLD including the provision of support, advice, guidance, training and direct teaching. This option was discounted because the average cost per primary school would increase from £1,791 to £3,733 in 2018/19, and would be subject to on-going increase to cover annual increases in staffing costs. There is a high risk that schools may not opt to buy into the SLA and this would result in a shortfall in funding and the service would become unsustainable.</li> <li><b>Restructure the service</b> to focus on supporting pupils with literacy difficulties only. The service would include the provision of support, advice, guidance, training and direct teaching where appropriate but to support pupils with literacy difficulties only. This option was considered to be the most effective and sustainable going forward and would have a greater impact albeit for a smaller number of pupils.</li> <li><b>Withdraw the service and delegate full responsibility</b> for supporting all pupils with SpLD to schools. This option was discounted because even though almost all schools have attended training, very few have</li> </ol>

		the capacity to carry out specialist assessments and most still require a level of on-going support, advice and training in order to effectively support pupils with SpLD. This option would not provide any direct teaching for pupils.																																										
Does this proposal affect other MCC services?	Y	The Statutory ALN and EPS teams may be required to carry out more individual pupil assessments in the first year following the change.																																										
Is this proposal dependant on other services?	Y	The proposal is dependent on schools implementing the SpLD Framework as part of their wider approach to providing support for learners with ALN.																																										
Will this proposal require any amendments to MCC policy?	Y	MCC Special Educational Needs Policy would need to be amended to reflect the changes to the service. The SEN Policy is due to be updated to reflect the new ALN Bill and Code of Practice ready for full implementation from September 2020.																																										
Will this proposal have any staffing implications?	Y	There would be a 2.2FTE reduction in staffing if the proposal when ahead.																																										
Will this project have any legal implication for the authority?	Potentially	If pupils have a Statutory Statement, identifying specialist support for SpLD the may LA have to provide it. However, as there are only a small number of pupils in the county, the proposed reduction would not impact on this provision.																																										
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduction of staffing by 2.2FTE</td> <td></td> <td>119,994</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reduction in travel costs</td> <td></td> <td>4,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reduction in resources</td> <td></td> <td>1,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less income</td> <td></td> <td>66,750</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total saving</b></td> <td></td> <td><b>58,244</b></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>The current total cost for the SpLD Service is £211,274. £66,750 is received into the service from an SLA with schools and a contribution from Early Years. This means that the actual cost to the LA is £144,524. If staffing levels are reduced to 1.6 fte the cost is £86,280 for the year including travel and resources. This means that the saving is <b>£58,244</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduction of staffing by 2.2FTE		119,994					Reduction in travel costs		4,000					Reduction in resources		1,000					Less income		66,750					<b>Total saving</b>		<b>58,244</b>				
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Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																																					
Has this proposal considered the opportunities for external funding?	Y	Given the change in the service and the current pressures on school budgets, it has been decided not to continue with the SLA for this service.																																										
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Monmouthshire would retain SpLD specialist teachers to support pupils with literacy difficulties.</td> </tr> <tr> <td>2</td> <td>Primary schools would retain access to specialist SpLD assessments, advice support, guidance and training. Direct teaching would continue for identified pupils.</td> </tr> <tr> <td>3</td> <td>Secondary schools would be able to continue to commission additional support for SpLD where appropriate.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> </tbody> </table>	Ref	Benefit	1	Monmouthshire would retain SpLD specialist teachers to support pupils with literacy difficulties.	2	Primary schools would retain access to specialist SpLD assessments, advice support, guidance and training. Direct teaching would continue for identified pupils.	3	Secondary schools would be able to continue to commission additional support for SpLD where appropriate.	Ref	Disadvantage																																
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Will this proposal require procurement of goods, services or works?	N	Not applicable for this proposal												
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N													
What evidence/data has been gathered to date to inform this Proposal?	Y	The impact and uptake of the service over the last three years has been gathered, This shows that there has been a slight increase in the number of pupils meeting the entry/exit to access the service. Over the last year, only half of these pupils maintained or improved their reading score.												
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Access to digital equipment to provide advice and guidance, share-learning programs and maintain contact with schools will be very beneficial in securing service quality.												

How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Number of pupils with SpLD making appropriate progress within mainstream schools for example: showing an improvement in reading scores and enhanced progress in literacy skills.
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Proposal Title	Teachers Pay Award	Lead/Responsible Officer:	Peter Davies
Your Ref No:	CYP010	Directorate:	CYP
Version No:	1	Section:	Schools
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following significant lobbying and pressure from Local Government upon receipt of the Provision Budget Settlement from Welsh Government on 9th October 2018 the First Minister sent a letter on the 20th November 2018 to Local Authority Leaders outlining a package of additional funding proposals.

One aspect of these proposals that directly benefitted the Council was a commitment to fund a further £7.5m across Wales to meet the costs of the implementation of the teachers' pay award. This follows a sum of £7.5m of additional funding confirmed for the current financial year (2018/19) and where individual authority sums had been confirmed in the provisional Local Government Settlement from WG. This same sum has been used to determine the anticipated amount due to the Council for 19/20 given that the distribution mechanism will be the same.

The Council will receive absolute confirmation of this change when the Final Local Government Settlement is received. This is due on the 19th December 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Yes	The proposal contributes additional core funding from Welsh Government and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.														
Has a Future Generations Evaluation been completed for this proposal?	No	Not required as this simply represents additional funding to support the Council in delivering its services and against its stated priorities, specifically those that concern providing children and young people the best possible start in life.														
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet														
Has an option appraisal been undertaken?	No	N/A														
Does this proposal affect other MCC services?	No	Indirectly and in a beneficial way in providing additional funding to support delivery of education and schooling.														
Is this proposal dependant on other services?	No	N/A														
Will this proposal require any amendments to MCC policy?	No	N/A														
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Will this project have any legal implication for the authority?	No	N/A														
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		2	That the amount received is not in line with the amount of similar funding confirmed in 2018/19 in respect of teachers' pay award.	L	As above																				
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What evidence/data has been gathered to date to inform this Proposal?		<ol style="list-style-type: none"> <li>1. Letter received from the First Minister on the 20<sup>th</sup> November</li> <li>2. Provisional Local Government Settlement data</li> <li>3. Discussion and confirmation with Education Finance colleagues</li> </ol>																							
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																								
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<p>The Final Local Government Settlement is due on the 19<sup>th</sup> December 2018. This will confirm the amount of core funding that the Council will receive from Welsh Government and determine whether the commitments made by the First Minister have been carried through as anticipated. Any variation will be managed as the authority finalises its budget proposal in the New Year and following the statutory consultation period.</p>																							

Proposal Title	Teachers' Pension Scheme funding	Lead/Responsible Officer:	Peter Davies
Your Ref No:	CYP011	Directorate:	CYP
Version No:	1	Section:	Schools
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following significant lobbying and pressure from Local Government upon receipt of the Provision Budget Settlement from Welsh Government on 9<sup>th</sup> October 2018 the First Minister sent a letter on the 20<sup>th</sup> November 2018 to Local Authority Leaders outlining a package of additional funding proposals.

One aspect of these proposals that remains unresolved concerns the funding of increased costs to local authorities in Wales with regards to changes to teachers' pensions. The Council has recently received copies of correspondence that has been exchanged between Welsh Government, WLGA and UK Government. It is hoped and anticipated that confirmation will be forthcoming that the increased costs will be met in full and that Welsh Government allocate the full consequential of the Chancellor's commitment through to local authorities.

Whilst it is hoped and expected that the funding will be passed through in full the Council has aired on the side of caution and only factored in receipt of 60% of the funding at this time. The situation will continue to be monitored and updated when the budget proposals are finalised at the end of the budget consultation phase.

The Council will receive absolute confirmation of this change when the Final Local Government Settlement is received. This is due on the 19<sup>th</sup> December 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Yes	The proposal contributes additional core funding from Welsh Government and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that support delivery of education in our schools.
Has a Future Generations Evaluation been completed for this proposal?	No	Not required as this simply represents potential additional funding to support the Council in delivering its services and against its stated priorities, specifically those that concern providing children and young people the best possible start in life.
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	No	N/A
Does this proposal affect other MCC services?	No	Indirectly and in a beneficial way in providing additional funding to support delivery of education and schooling.
Is this proposal dependant on other services?	No	
Will this proposal require any amendments to MCC policy?	No	



Will this proposal have any staffing implications?	N																																				
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Will this proposal have any non-financial impacts?	N	<table border="1" data-bbox="416 1261 1225 1435"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="416 1462 1225 1637"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p data-bbox="416 1664 1230 1832"><b>Additional Comment:</b> As stated above any impact will be beneficial in providing additional funding to support delivery of education and schooling.</p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4																
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Will this proposal impact on the authorities built assets.	N																									

E.g. service change, resource amendment etc.		
What evidence/data has been gathered to date to inform this Proposal?		<ol style="list-style-type: none"> <li>1. Letter received from the First Minister on the 20<sup>th</sup> November</li> <li>2. Correspondence shared by WLGA confirming letters sent and received from UK Government</li> <li>3. As per the link below to HM Treasury's Budget 2018 report and specifically page 32 concerning public service pensions commitments made to the funding of costs arising. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752202/Budget_2018_red_web.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752202/Budget_2018_red_web.pdf</a></li> <li>4. Discussion and confirmation with Education Finance colleagues</li> </ol>
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		The Final Local Government Settlement is due on the 19 <sup>th</sup> December 2018. This will confirm the amount of core funding that the Council will receive from Welsh Government and determine whether the commitments made by the First Minister have been carried through as anticipated. Any variation will be managed as the authority finalises its budget proposal in the New Year and following the statutory consultation period.

Proposal Title	Children & Young People Directorate – Discretionary Fee Increase	Lead/Responsible Officer:	Nikki Wellington
Your Ref No:	CYP012	Directorate:	CYP
Version No:	1	Section:	CYP
Date:	11/12/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**As part of the Authority's MTFP process and in setting an annual budget, we have reviewed all of our current fees & charges and if there is any scope to increase this for 2019/20.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?																														
Has a Future Generations Evaluation been completed for this proposal?																														
What consultation and engagement has been undertaken to date?	N/A																													
Has an option appraisal been undertaken?	N/A																													
Does this proposal affect other MCC services?	N/A																													
Is this proposal dependant on other services?	N/A																													
Will this proposal require any amendments to MCC policy?	N/A																													
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Will this project have any legal implication for the authority?	N/A																													
What is the financial benefit of this proposal?	£68	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Discretionary Fee Increase</td> <td></td> <td>£68</td> <td></td> <td></td> <td></td> <td>£68</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Discretionary Fee Increase		£68				£68														
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Will this proposal present any future collaboration opportunities?	No																	
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N/A																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Budget																	

Service Area	Service being charged for	Percentage increase	Proposed Budget 2019/20	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>CHILDREN &amp; YOUNG PEOPLE DIRECTORATE</b>					
Usk CRC	Hiring		3,506	68	
Mounton House	Day			£42,304 per day pupil	This is subject to a wider decision which may increase the charges above inflation. Will be debated through the budget process.
	Residential			£72,739 per residential pupil	This is subject to a wider decision which may increase the charges above inflation. Will be debated through the budget process.
	SUB TOTAL CHILDREN & YOUNG PEOPLE		£3,506	£68	

Proposal Title	Adult Social Care – Operational Efficiency Savings	Lead/Responsible Officer:	Eve Parkinson
Your Ref No:	SCH001	Directorate:	SCH
Version No:	1	Section:	Adult social care and health
Date:	29 <sup>th</sup> November 2018		

Version	Date	Changes Made
1	29/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

It's the final year of the original practice change mandate across social care and health. Over recent years introduction of new ways of working have realised savings in adult services, this is an on-going journey and further savings are anticipated.

These will be achieved by;

- Place based working in collaboration with third / independent sector / other sectors – we are developing a place based approach to service delivery whereby services will “wrap” themselves around communities and effectively become part of the community. This will lead to services based on relationships that are empowered and inclusive. A move towards a pro-active approach to well-being as opposed to a “crisis” intervention. This way of working will focus on the individual’s assets and networks supporting them to lead the life that they want to lead.
- Preventative innovations – it is well known that poor health, loneliness and isolation lead to illness and dependency on services. Supporting individuals to stay well with a focus on well-being will reduce the demand on services and ensure that people stay well for longer.
- Ensuring all assessments and interventions are person centred with a focus on well-being therefore reducing dependency and empowering individuals / families / communities to realise and achieve their own outcomes. Providing people with advice, assistance early on will enable them to maximise on their own strengths and assets and reduce the demand for more conventional care. Our FISH way of working has evidenced that people often are happy and able to manage their own difficulties but just want to be given some advice. FISH is also an opportunity to sign post people to more appropriate agencies who focus on well-being and inclusion. Assessments that are needed will focus on the individual’s assets, what is important to them and what is needed to help them achieve the outcomes. The emphasis is on working “with” people and not doing “to” people.
- Maximise opportunities to utilise equipment / telecare etc. to reduce the need for “care” services. There are many new and exciting opportunities in these fields which will enable people to get on with their own lives.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Yes	
Has a Future Generations Evaluation been completed for this proposal?	Yes	
What consultation and engagement has been undertaken to date?	Y	With managers of service and SCH Finance team
Has an option appraisal been undertaken?	Y	



Does this proposal affect other MCC services?	N																									
Is this proposal dependant on other services?	Y	Collaborative approach which includes Community Hubs, Supporting People and the Community Development and Partnerships Team																								
Will this proposal require any amendments to MCC policy?	N																									
Will this proposal have any staffing implications?	N																									
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Will this proposal have any non-financial impacts?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Manage demand</td> </tr> <tr> <td>2</td> <td>Staff well-being</td> </tr> <tr> <td>3</td> <td>Further integration across independent and voluntary sectors</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>None</td> </tr> <tr> <td>2</td> <td>None</td> </tr> <tr> <td>3</td> <td>None</td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1	Manage demand	2	Staff well-being	3	Further integration across independent and voluntary sectors	Ref	Disadvantage	1	None	2	None	3	None								
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No																									
Will this proposal present any future collaboration opportunities?	Yes	<b>Place based working will result in greater collaboration with primary care, social landlords and third sector partners</b>																								

Will this project benefit from digital intervention to increase efficiency or increase service quality?	Yes	<b>Digital intervention such as telecare and telehealth opportunities are becoming more sophisticated and inclusive. Opportunities need to be explored to maximise benefits across Monmouthshire particularly in rural areas.</b> <b>Yes the Gov Tec challenge will assist in addressing rural isolation and transport issues</b>
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Through existing budget management arrangements

Proposal Title	Additional income from non residential charging	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH002 – SCH003	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	27/11/18		

Version	Date	Changes Made
1	27/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**The additional income from non residential charging for the below: -**

- 1. Anticipating Welsh Government increasing the current weekly maximum charge from £80 to £90 in 2019/20 and then £100 in 2020/21**

Currently when assessing clients through the means tested criteria set out in the SSWB Act 2014, the maximum weekly charge we can enforce for non residential services is £80. The Government pledge was to increase the maximum charge to £100 per week by 2020. This proposal is to model if the Government rose next year the maximum to £90 per week, and then the following year to £100 per week, what additional income that would generate, based on our current client base and their ability to pay the increased charge.

- 2. Introducing a flat rate charge for respite care**

At present we charge for respite care based on a person's means tested ability to pay and the unit is per night's stay of £11.95, our current hourly rate charge for non residential care. There is an inequity with this charge as a night stay can be up to 12 hours, but the current charge is based on an hour's non residential charge. This proposal is to introduce a flat charge equivalent to the maximum non residential weekly charge, or their means tested assessed charge, whichever is the lower.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	<b>Allows for accountability in how charges are affected by laid down legislation, meeting budget setting targets and maximise generate income for sustainable services in the future</b>
Has a Future Generations Evaluation been completed for this proposal?	Y	
What consultation and engagement has been undertaken to date?	N	
Has an option appraisal been undertaken?	N	
Does this proposal affect other MCC services?	N	
Is this proposal dependant on other services?	N	
Will this proposal require any amendments to MCC policy?	Y	<b>Amend current charging policy to change respite charge to flat rate being proposed</b>
Will this proposal have any staffing implications?	N	
Will this project have any legal implication for the authority?	N	
What is the financial benefit of this proposal?		

Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total																									
Increase in weekly maximum non residential charge		129,000	116,000			245,000																									
Introduce flat rate charge for respite		9,000				9,000																									
<b>Additional Comments:</b> Full workings are available and the figures above have been rounded to the nearest £'000																															
Will this proposal require revenue or capital investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <b>Additional Comment:</b>						Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
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					Government will need to increase the weekly charge by £20. Initial discussions seem to suggest a £10 per week increase over two years
		<b>Additional Comment:</b>			
What further consultation and engagement will be required for this proposal?	N				
		<b>Ref</b>	<b>Consultee</b>	<b>Description</b>	<b>Comp/Pending</b>
		1	Elected Members	Formal Scrutiny	Jan 19
		2	Public	Public Consultation	Jan 19
		<b>Additional Comments:</b>			
Will this proposal require procurement of goods, services or works?	N				
Will support services be required for this proposal?	N				
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		<b>Additional Comment:</b>			
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N				
Will this proposal present any future collaboration opportunities?	N				
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>By the additional income generated in the year identified. This can be measured during the formal forecast monitoring cycle.</b>			

Proposal Title	Income from section 33 Mardy Park agreement	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH004	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	27/11/18		

Version	Date	Changes Made
1	27/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**A report on the remodelling of Mardy Park went before Cabinet on 16<sup>th</sup> April 2016 and as a result, the transfer in 2017/18 from a section 31 to a section 33 pooled fund agreement for Mardy Park took place. The income from Health's contribution has increased from the previous agreement in 2016/17 of £141,000 to £176,885 in 2017/18. As a result the income budget for Mardy Park can be increased by £36,000 in the 2019/20 MTFP.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	N	<b>As an accounting treatment to set a budget</b>																					
What consultation and engagement has been undertaken to date?	Y	<b>A new agreement was drawn up in 2017/18 for the Mardy Park section 33 which has been signed as formal acceptance. This principle will be carried forward into 2018/19 and for subsequent years.</b>																					
Has an option appraisal been undertaken?	N																						
Does this proposal affect other MCC services?	N																						
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	N																						
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N	<b>Any implications have already been actioned following the 13<sup>th</sup> April 2016 report</b>																
Will this proposal present any future collaboration opportunities?	Y	<b>Demonstrates the advantages of operating integrated services with our Health colleagues</b>																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Meeting the new budget income target which can be measured through the formal forecast monitoring cycle</b>																

Proposal Title	Adult Transport Provision	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH005	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	06/12/18		

Version	Date	Changes Made
1	06/12/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**Reduce the Adult Transport budget for 2019/20 in light of newer and more fuel efficient vehicles, the introduction of the service user transport policy and optimising vehicle usage through planned routes. These measures have already been implemented during 2018/19 with a projected underspend as at month 7.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	N	<b>As an accounting treatment</b>																					
What consultation and engagement has been undertaken to date?	Y																						
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Will this proposal require procurement of goods, services or works?	N	Vehicle stock has already been replaced																											

Will support services be required for this proposal?	N	<table border="1" data-bbox="625 192 1437 280"> <thead> <tr> <th data-bbox="625 192 694 226">Ref</th> <th data-bbox="694 192 1023 226">Support Service</th> <th data-bbox="1023 192 1222 226">Activity</th> <th data-bbox="1222 192 1437 226">Internal/External</th> </tr> </thead> <tbody> <tr> <td data-bbox="625 226 694 259"></td> <td data-bbox="694 226 1023 259"></td> <td data-bbox="1023 226 1222 259"></td> <td data-bbox="1222 226 1437 259"></td> </tr> <tr> <td data-bbox="625 259 694 280"></td> <td data-bbox="694 259 1023 280"></td> <td data-bbox="1023 259 1222 280"></td> <td data-bbox="1222 259 1437 280"></td> </tr> </tbody> </table> <div data-bbox="625 309 1437 365" style="border: 1px solid black; padding: 5px;"> <b>Additional Comment:</b> </div>	Ref	Support Service	Activity	Internal/External								
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Will this proposal present any future collaboration opportunities?	N													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Monitoring target attainment through the formal forecast monitoring cycle in 2019/20</b>												

Proposal Title	Adult Social Care – Operational Efficiency Savings	Lead/Responsible Officer:	Ceri York
Your Ref No:	SCH006 – SCH008	Directorate:	SCH
Version No:	1	Section:	Commissioning
Date:	27 <sup>th</sup> November 2018		

Version	Date	Changes Made
1	27/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following a review of operational practice a range of efficiency activity has been identified across the budget areas which will deliver a range of modest budget savings. These will be achieved by:

- Increased income generation
- Reduction in staffing costs following end of current two year detriment
- Increased effectiveness of rotas and staff deployment

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Yes															
Has a Future Generations Evaluation been completed for this proposal?	Yes															
What consultation and engagement has been undertaken to date?	Y	With managers of service and SCH Finance team														
Has an option appraisal been undertaken?	Y															
Does this proposal affect other MCC services?	N	These are discreet operational efficiencies														
Is this proposal dependant on other services?	N															
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	N															
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2. Increased income generation</td> <td></td> <td>11,000</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	2. Increased income generation		11,000				
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Has this proposal considered the opportunities for external funding?	N/A																									
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No																	
Will this proposal present any future collaboration opportunities?	No																	
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Through existing budget management arrangements																

proposal to Elected Members and wider stakeholders and allow SLT to provide necessary support for implementation.

Proposal Title	Adult Continuing Health Care cost recovery	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:		Directorate:	SCH
Version No:	1	Section:	Finance
Date:	29/11/18		

Version	Date	Changes Made
1	29/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**Projected cost recovery for final year of CHC practitioner caseload on client care packages that have been assessed as meeting Continuing Health Care eligibility and should be met by Health. This is an extension of the previous Continuing Health Care mandate savings of £200,000 as part of the 2016/17 MTFP process which detailed making savings after the investment in the CHC practitioner post. Since the post of CHC practitioner was established cost recovery has declined as we work through current caseloads and we then move into cost avoidance by directing these cases to Health from the outset. Current savings in 2018/19 are forecast to be in the region of £150,000.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	Y																						
What consultation and engagement has been undertaken to date?	Y																						
Has an option appraisal been undertaken?	N																						
Does this proposal affect other MCC services?	N																						
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	N																						
Will this project have any legal implication for the authority?	Y	<b>Subject to challenge from Health</b>																					
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Cost recovery from identified CHC cases</td> <td></td> <td>100,000</td> <td></td> <td></td> <td></td> <td>100,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Cost recovery from identified CHC cases		100,000				100,000							
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How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Monitoring target attainment through the formal forecast monitoring cycle in 2019/20</b>												

Proposal Title	Recovering additional residential care charges from service user property sales	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH010 – SCH011	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	27/11/18		

Version	Date	Changes Made
1	27/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**Residential charging is means tested as laid down in the SSWB Act 2014. Part of that legislation sets out how to deal with the treatment of a service user's property when they come into residential/nursing care. Each year we have service users whose property we consider as eligible to be used to fund their care. This proposal is to set a budget for income for care fees where a property is determined to be used to pay for a service user's care. Based on the latest forecast outturn for 2018/19 being month 7, we anticipate recovering £250,000 in care fee charges from service user property sales**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																								
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																									
Has a Future Generations Evaluation been completed for this proposal?	N	<b>As an accounting treatment to set a budget</b>																								
What consultation and engagement has been undertaken to date?	N	<b>As no change in current charging policy or the way it is to be administered.</b>																								
Has an option appraisal been undertaken?	N																									
Does this proposal affect other MCC services?	N																									
Is this proposal dependant on other services?	N																									
Will this proposal require any amendments to MCC policy?	N																									
Will this proposal have any staffing implications?	N																									
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Will this proposal have any non-financial impacts?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> Additional Comment:	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4	
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How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Achieving the budget which can be measured through the formal forecast monitoring cycle</b>												

proposal to Elected Members and wider stakeholders and allow SLT to provide necessary support for implementation.

Proposal Title	WG additional grant funding for LAC	Lead/Responsible Officer:	Peter Davies
Your Ref No:	SCH012	Directorate:	SCH
Version No:	1	Section:	Children's Services
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following significant lobbying and pressure from Local Government upon receipt of the Provision Budget Settlement from Welsh Government on 9th October 2018 the First Minister sent a letter on the 20th November 2018 to Local Authority Leaders outlining a package of additional funding proposals.

One aspect of these proposals that directly benefitted the Council was a commitment to allocate the full £2.3m consequential from the UK Autumn Budget for children's social services and to help prevent children from being taken into care. The Council has estimated it's share of the £2.3m as being £41,000 using the Looked After Children IBA (Indicator Based Assessment), which is the one most closely aligned to the distribution of funding. IBAs is one of the key building blocks on which Welsh Government determines the Local Government settlement.

The Council will receive absolute confirmation of this change when the Final Local Government Settlement is received. This is due on the 19th December 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional core funding from Welsh Government and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan and specifically those priorities that provide children and young people with the best possible start in life and with lifelong wellbeing.														
Has a Future Generations Evaluation been completed for this proposal?	N	Not required as this simply represents additional funding to support the Council in delivering its services and against its stated priorities, specifically those that concern providing children and young people the best possible start in life and with lifelong wellbeing.														
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet.														
Has an option appraisal been undertaken?	N/A															
Does this proposal affect other MCC services?	N	Indirectly and in a beneficial way in providing additional funding to prevent children from being taken into care.														
Is this proposal dependant on other services?	N															
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	N															
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What evidence/data has been gathered to date to inform this Proposal?		<ol style="list-style-type: none"> <li>4. Letter received from the First Minister on the 20<sup>th</sup> November</li> <li>5. Provisional Local Government Settlement data</li> <li>6. Discussion and confirmation with Social Services Finance colleagues</li> </ol>																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		The Final Local Government Settlement is due on the 19 <sup>th</sup> December 2018. This will confirm the amount of core funding that the Council will receive from Welsh Government and determine whether the commitments made by the First Minister have been carried through as anticipated. Any variation will be managed as the authority finalises its budget proposal in the New Year and following the statutory consultation period.																



Proposal Title	Increase in SCH directorate Fees & Charges for 2019/20	Lead/Responsible Officer:	Tyrone Stokes
Your Ref No:	SCH013	Directorate:	SCH
Version No:	1	Section:	Finance
Date:	29/11/18		

Version	Date	Changes Made
1	29/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**As part of the Authority's MTFP process and in setting an annual budget, we have reviewed all of our current fees & charges and if there is any scope to increase this for 2019/20.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																													
Has a Future Generations Evaluation been completed for this proposal?	Y																													
What consultation and engagement has been undertaken to date?	N	<b>As part of the public consultation on the 2019/20 budget proposal and client groups affected</b>																												
Has an option appraisal been undertaken?	N																													
Does this proposal affect other MCC services?	N																													
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		A full breakdown is shown in the spreadsheet included in this proposal and the amount has been rounded to the nearest £'000																								
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How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>The additional income proposed can be measured through the formal forecast monitoring cycle</b>												

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>SOCIAL CARE &amp; HEALTH DIRECTORATE</b>					
<b>ADULT SERVICES</b>					
<b>Community Meals</b>	Community Meals & Day centre meals	Remain the same at £4.50	0	-	Remain the same due to a double increase in 2018/19 and M7 forecast has shown a decline in meals purchase, need to stabilise the client base
Mardy Park	Catering - Mardy Park	Pricing follows that of Community meals	0	-	Follows pricing of Community meals
	Mardy Park room hire	No change as new and limited target market	0	-	No change as new and limited target market

Overmonnow	Overmonnow Room Hire	No change as very limited market and same users of site such as small clubs with limited finances	0	-	
	Non residential fees	Based on individual ability to pay as means tested so propose to increase the budget in line with initial Government predicted rise in benefits and SRP of 2.6%. This will increase the current hourly rate from £11.95 to £12.26	2.6%	11,359	
	Residential/Nursing Fees which includes Part III own care home being Severn View and Budden Crescent	Based on individual ability to pay as means tested, but increase budget in line with Government proposed rise in benefits and state pension of 2.6%. This will increase our own home charge from its current £523.37 per week to £536.98	2.6%	68,735	

Severn View	Catering - Severn View	Pricing follows that of Community meals		-	Follows pricing of Community meals
<b>Public Health</b>	Fee Income	Waiting for 2019/20 rates	Assume 2.4% based on Oct 18 CPI as waiting for 2019/20 fees	381	
	Commercial licences			46	
	Commercial Fee Income			597	
	Food Safety training	Proposed £185 level 3 and £48 level 2		-	
Page 226	Veterinary Inspection Recharge	no change		-	
	Riding Establishments			-	
	Petrol Station Permits/Licenses			-	
	Registration for acupuncture, tattooing and ear piercing			-	
	<b>Local Authority Pollution, Prevention and Control</b>				
	Application fee				
	Private water supplies (fees set by Council but within max fig defined by EC directive)				

Trading Standards.	Licences	Awaiting review of 2019/20 fees by the TS manager	Assume 2.4% based on Oct 18 CPI as waiting for 2019/20 fees review	119	
	Fee Income			226	
	<b>Animal Licences</b>				
	Boarding Establishment				
	Dog Breeding				
	Home Boarding				
	Dangerous Wild Animals				
	Pet Shop				
	<b>Explosive Licences</b>				
	New 1 Year				
	Renewal 1 Year				
	New 2 Year				
	Renewal 2 Year				
	New 3 Year				
	Renewal 3 Year				
	New 4 Year				
	Renewal 4 Year				
	New 5 Year				
	Renewal 5 Year				

	Weights & Measures				
	Fee per TSO				
	Fee per TO				
<b>Licensing</b>	Licenses		Assumed 2.4% based on CPI rates at Oct 18 as majority of fees will not be set until 15th January 2019	5,000	
	Hackney Licenses	Charges for 2019/20 will be set by the Licensing Committee on 15th January 2019. To note some fees are either for three and five years so income can fluctuate.		-	
	Lottery and Gambling	Awaiting new fees from Central Government		-	
	Licensing	Awaiting new fees from Central Government		-	



	Other Licenses	Charges for 2019/20 will be set by the Licensing Committee on 15th January 2019. To note some fees are either for three and five years so income can fluctuate.			
<b>Registrars</b>	Service Charge		Some fees will increase so overall for budget 2.4% based on CPI as at Oct 18	6,301	
	Registrations - General Income				
	Approved Venue - Marriage & Civil Partnership	£394-£504			
	Old Parlour	210			
	Celebratory Services at approved or other venues	£380-£490			
	License for approved venues - New	1,500			
	License for approved venues - Renewal	1,200			
	Registrars attendance @ service (Registrar - Superintendent)	35			
	<b>SUB TOTAL SOCIAL CARE &amp; PUBLIC PROTECTION</b>			<b>92,763</b>	

Proposal Title	Budget savings/ increased income – Development Management	Lead/Responsible Officer:	Philip Thomas
Your Ref No:	ENT001-ENT002	Directorate:	Enterprise
Version No:	1	Section:	Development Management (DM)
Date:	29/11/18		

Version	Date	Changes Made
1	29/11/18	Clarification provided regarding fee increases vs additional workload/income
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**This proposal relates to increased income from some discretionary services we provide for our customers (£13k) and to reduce spending on the cost of advertising planning applications as a result of changes made by WG regarding the publicising of certain types of planning applications £4.5k).**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Yes, by providing a Planning Service that helps build sustainable and resilient communities that support the well-being of current and future generations. Our discretionary services, referred to in this budget proposal, are designed to reflect what matters to our customers and will help ensure timely, well-considered planning decisions. Press notices are not a meaningful method of community engagement so that change will not be detrimental to our social justice strategy.
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document - No significant adverse impact is identified
What consultation and engagement has been undertaken to date?		Discussions with management team within the Development Management Section and item discussed at the Team meeting held. This has also been discussed and considered at Enterprise DMT, SLT and Cabinet.
Has an option appraisal been undertaken?	Y	The following options were considered in isolation and in combination: <ol style="list-style-type: none"> <li>1) Do nothing. This was discounted as it does not secure any budget saving;</li> <li>2) Increase pre-application fees by 2.5% (with higher increases for pre-purchase and completion certificates). This option was chosen for the reasons given below;</li> <li>3) Increase pre-application fees by more than 2.5%. This option was discounted because it risks deterring use of the pre-application service. The service is beneficial to both the customer and the Authority, and should result in quicker and better outcomes, and we would not wish to prejudice its uptake by over-pricing;</li> <li>4) Increase the discretionary services income line by £10k. This option was considered to be realistic and manageable;</li> <li>5) Increase the discretionary services income line by more than £10k. This option was discounted as too risky. Previous income targets have been missed and a careful balance must be struck between likely emerging work and the potential volatility of the development sector which is almost entirely beyond the Council's control;</li> <li>6) Continue to advertised the named applications in the local press despite regulations no longer requiring this. This was discounted as being an inefficient use of public resources, as expanded upon below;</li> <li>7) Cease advertising the named applications in the local press, resulting in a £4.5k saving. This option has been chosen because</li> </ol>

		<p>the press notices are an ineffective way of making stakeholders aware of schemes that may affect them.</p> <p>Options 2, 4 and 7 were selected in combination to achieve the proposed savings, and are considered to balance customer service, stakeholder interests/access to services and risk with the need to make savings.</p>																												
Does this proposal affect other MCC services?	N	The pre-application service incorporates a multi-disciplinary development team approach, but that service already operates and the proposed fee changes do not adversely affect any other service or users of those services.																												
Is this proposal dependent on other services?	Y	Our discretionary services need input from other Council services like Highways and Green Infrastructure to make them work effectively for our customers. Those services do get a proportion of the fees DM charge to recover their costs.																												
Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	N	None, although if income increases significantly from increased use of our discretionary services, including our pre-application advice service, we may need to seek additional staff resource to help with application workload and to ensure we are providing a positive and timely service.																												
Will this project have any legal implication for the authority?	N	Legal advice has been sought by another Local Planning Authority regarding the advertising requirements, and this has been shared across Wales.																												
What is the financial benefit of this proposal?	£17,500	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>increased income target from discretionary services including pre-application advice service</td> <td>-</td> <td>£13k</td> <td>-</td> <td>-</td> <td>-</td> <td>£13k</td> </tr> <tr> <td>Reduced costs of advertising in local newspapers</td> <td>-</td> <td>£4.5k</td> <td></td> <td></td> <td></td> <td>£4.5k</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£17,500</b></td> <td></td> <td></td> <td></td> <td><b>£17,500</b></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>In relation to the increased income target from discretionary services including pre-application advice service, £3k would relate to the pre-application advice service itself and the remainder to other services we provide.</p> <p>The extra income will be secured via:</p> <ul style="list-style-type: none"> <li>- Additional discretionary work resulting in extra income. This will be in part due to new SUDs/SAB regulations;</li> <li>- Increasing pre-application charges by 2.5%;</li> <li>- Increasing the charges for pre-purchase and completion certificates from £120 and £180 to £200 and £250 respectively, to better reflect the level of work and responsibility that they involve. Although this are high proportionate increases, the fee remains low in terms of value to the customer and in relation to other expenses involved in moving house. These are a wholly discretionary service.</li> </ul> <p>Regulations have been amended and as revised no longer require planning applications affecting a Listed Building or within a Conservation Area to be advertised in the local press. These bilingual notices were costly, and this change is expected to save £4.5k per annum. Such applications will be publicised via a site notice and neighbour notification</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	increased income target from discretionary services including pre-application advice service	-	£13k	-	-	-	£13k	Reduced costs of advertising in local newspapers	-	£4.5k				£4.5k	<b>Total</b>		<b>£17,500</b>				<b>£17,500</b>
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		letters. Town/Community Councils and Ward Members will continue to be notified as per the current system.																								
Will this proposal require revenue or capital investment to implement?	N	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																			
Has this proposal considered the opportunities for external funding?	N	N/A																								
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>It could be argued that certain applications are publicised less widely by not using the local press.</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b>  Press adverts are an inefficient and old fashioned way of publicising matters. Data shows that £1.39m was spent on press notices for planning applications across Wales over the last three years. Readership numbers are falling and the chances of a resident or interested party reading the right newspaper on the right day seem slim. Customers who engage with us consistently refer to having received a letter, seen a site notice, and heard about it from a neighbour or social media. The change to the regulations has been made by Welsh Government: this proposal simply ends a now unnecessary spend.</p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1	It could be argued that certain applications are publicised less widely by not using the local press.	2		3		4					
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		development within the County		the County make it an attractive place to live, so this impact is low likelihood												
		<b>Additional Comment:</b>														
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		<b>Additional Comments:</b> Regular customers will be notified of discretionary fee changes via existing contact groups and fora.														
Will this proposal require procurement of goods, services or works?	N															
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Will this proposal impact on the authority's built assets. E.g. service change, resource amendment etc.	N															
Will this proposal present any future collaboration opportunities?	N															
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Already working on improvements to our web pages with the Digital Team to promote our discretionary services. Other changes such as online payment have just been implemented.														
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Budget income received; PIs on % of applications approved; stats on uptake of pre-application advice and discretionary services (already measured); ongoing customer satisfaction survey.														

Proposal Title	Reusable polypropylene plastic bags for collections of dry recycling at kerbside	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	ENT003	Directorate:	Enterprise
Version No:	1	Section:	WSS
Date:	06/12/18		

Version	Date	Changes Made
1	06/12/2018	Carl Touhig 06.35
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

MCC is moving towards greater separation of recycling through the recycling review meaning that glass will be collected separately and the red and purple bags will no longer be collected within a single compartment on the refuse freighter. A change from single use plastic bags for collection of dry recyclate to more durable and reusable polypropylene sacks gives MCC an opportunity to reduce the reliance upon and costs associated with single use plastic bags and increase income from those materials.

This service change and proposal has been considered by the Strong Communities Select committee in December 2018.

**The proposal is to be presented for decision to Cabinet on the 9<sup>th</sup> of January 2019.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Council is working towards reducing single use plastics and becoming a Plastic Free County. The change to polypropylene sacks will reduce the usage of single use plastics by 50 tonnes per annum
Has a Future Generations Evaluation been completed for this proposal?	Y	WFGA evaluation completed for report
What consultation and engagement has been undertaken to date?	Y	<ul style="list-style-type: none"> <li>• Informal consultation with SLT and Cabinet</li> <li>• Resident survey</li> <li>• Informal Cabinet and SLT</li> <li>• Strong Communities Select Committee December 2018</li> </ul>
Has an option appraisal been undertaken?	Y	<p>We have consulted with the public in relation to options for the use of polypropylene bags which was the preferred option.</p> <p>There are many size options available and we will continue to work with the public to ensure the best size bags are provided for use by householders.</p> <p>Following discussion at Strong Communities select, it is proposed that there is a phased approach of roll out of the bags to allow bespoke solutions to be investigated to accommodate problematic collection areas e.g. High street shopping areas with mixed hereditaments (flats above shops with no outdoor storage).</p>
Does this proposal affect other MCC services?	Y	Polypropylene bags are likely to be more difficult for hubs to store but should see a significant reduction in residents coming to hubs for replacement single use red and purple bags.
Is this proposal dependant on other services?	Y	Support from hubs in the provision of replacement bags. Full consultation and engagement will ensure that this support is provided.
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	Y	The new collection rounds were designed with sufficient operational capacity to allow for the additional time that would be required to collect and return caddies and glass

		boxes. The frontline operatives will have training prior to the implementation of the service change.																								
Will this project have any legal implication for the authority?	N																									
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Roll out of red and purple polyprop bags</td> <td></td> <td>90,000</td> <td></td> <td></td> <td></td> <td>90,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b>  Quality of the bags purchased ranges from £1.50 to £2.50 per bag but higher quality bags should reduce replacement costs in subsequent years. Replacement based on 20-30% pa. Bags have been assumed at mid value point £2.00.</p> <p>The Council currently spend £180,000 per annum on single use bags. Total = £540,000 over 3 years.</p> <p>The cost of issuing reusable bags in year 1 would be approximately £170,000. Reusable bags are guaranteed for 3 years. However, assumptions have been made for replacement bags at a rate of 25-30% or 50,000 in year 2 and year 3. Total = £270,000 over 3 years</p> <p><b>Total saving over 3 years = £270,000</b></p> <p><b>In year 1 a cashable saving of £90,000 is proposed</b></p> <p><b>The remaining saving will be used to prudentially borrow to cover the upfront costs of buying the bags.</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Roll out of red and purple polyprop bags		90,000				90,000										
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Has this proposal considered the opportunities for external funding?	Yes	Yes – Welsh Government have been asked to support through its Collaborative Change Programme																								
Will this proposal have any non-financial impacts?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>More choice for public</td> </tr> <tr> <td>2</td> <td>More kerbside recycling</td> </tr> <tr> <td>3</td> <td>Better kerbside recycling</td> </tr> </tbody> </table>	Ref	Benefit	1	More choice for public	2	More kerbside recycling	3	Better kerbside recycling																
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		<b>The proposal is to be presented for decision to Cabinet on the 9<sup>th</sup> of January 2019.</b>												
Will this proposal require procurement of goods, services or works?	Yes	Yes – procurement of new supplier for bags												
Will support services be required for this proposal?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Communications Team</td> <td>Advertising new arrangements</td> <td>Internal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External	1	Communications Team	Advertising new arrangements	Internal				
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1	Communications Team	Advertising new arrangements	Internal											
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No													
Will this proposal present any future collaboration opportunities?	Yes	Collaboration with Torfaen and Blaenau Gwent through Heads of Valleys to market dry recyclables and sell to market as regional contract												
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Proposal will be measured via <ul style="list-style-type: none"> <li>• Revenue budget monitoring process</li> <li>• Customer satisfaction survey</li> <li>• Recycling performance indicators</li> </ul>												

Proposal Title	Recycled plastic bags for food waste caddies	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	ENT004	Directorate:	Enterprise
Version No:	1	Section:	WSS
Date:	05/12/18		

Version	Date	Changes Made
1	05/12/2018	Carl Touhig 20.38
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

MCC signed a new contract for the treatment of Food Waste with Agrivert in April 2018. The contract stipulates that Agrivert must accept food contained in compostable (starch) bags. Whilst the company is obliged to receive food in compostable bags the bags are not composted as a part of this process; they are removed from the food and are sent for Energy from Waste (EfW) for treatment (incineration).

MCC currently supply corn starch bags for food waste collections – the new reprocessor would prefer food to be collected in plastic bags as this increases the food yield and quality. The provision of plastic bags would allow MCC to save money with no diminution in service.

The provision of plastic bags are significantly cheaper than corn starch with corn starch bags currently costing around 1.5p each, and plastic bags range from .06p to 1p per bag.

This service change and proposal has been considered by the Strong Communities Select committee in December 2018.

**The proposal is to be presented for decision to Cabinet on the 9<sup>th</sup> of January 2019.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Council is working towards reducing single use plastics and become a Plastic Free County. The change to plastic bags will allow residents to re-use bread bags, frozen food bags, and vegetable bags in their food caddies and reduce reliance on council provision.																
Has a Future Generations Evaluation been completed for this proposal?	Y	WFGA evaluation completed for report (combined with ENT003)																
What consultation and engagement has been undertaken to date?		<ul style="list-style-type: none"> <li>Site visit to new reprocessor facility with Members November 18</li> <li>Strong Communities Select Dec 18</li> <li>Consultation with Plastic Free Groups January 2019</li> <li>Informal SLT and Cabinet</li> </ul>																
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Does this proposal affect other MCC services?	Y	Plastic bags would allow us to increase number of bags on roll and this would decrease residents visiting Hubs for replacement bags. Full consultation and engagement with Hubs regarding proposal will ensure that this is managed																								
Is this proposal dependant on other services?	N	This is a waste service proposal only																								
Will this proposal require any amendments to MCC policy?	N	Current Waste Policies are being drafted to incorporate this change																								
Will this proposal have any staffing implications?	N	This change is in relation to the bag used for food recycling only and will not have any staff implications																								
Will this project have any legal implication for the authority?	N	There will not be any foreseen legal implications for the authority																								
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>MCC Purchase plastic bags</td> <td></td> <td>30,000</td> <td></td> <td></td> <td></td> <td>30,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b>  Heads of Valley have funding for promotion of food waste across the 3 partners Blaenau Gwent and Torfaen. If bags were purchased collaboratively with HoV funding there would be a one off saving of £70,000 in 2019, if this windfall occurs the £70k will be utilised to support and enhance the marketing of the change in service, delivery of the bags and roll out of all of the service changes proposed within Waste and Street Scene. A successful marketing campaign could reduce food waste costs for future years.</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	MCC Purchase plastic bags		30,000				30,000										
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Has this proposal considered the opportunities for external funding?	Y	Potential funding for 20/21 through Heads of Valleys partnership to deliver food waste reduction campaign aligned to Love Food Hate Waste																								
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>More choice for public</td> </tr> <tr> <td>2</td> <td>More kerbside recycling of food waste</td> </tr> <tr> <td>3</td> <td>Better yield of food waste</td> </tr> <tr> <td>4</td> <td>Reduction in food in black bags residual</td> </tr> </tbody> </table>	Ref	Benefit	1	More choice for public	2	More kerbside recycling of food waste	3	Better yield of food waste	4	Reduction in food in black bags residual														
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Will this proposal require procurement of goods, services or works?	Y	Yes – procure new supplier for bags, however it is likely we can use an existing framework and call off from this for the supply for bags.																				
Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b> This change will not require this level of support and the framework is in place and it is minor service change.</p>	Ref	Support Service	Activity	Internal/External																
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N	
Will this proposal present any future collaboration opportunities?	Y	Collaboration with Torfaen and Blaenau Gwent through Heads of Valleys food waste partnership to look at other waste and recycling streams to reduce costs regionally
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/ Customer KPI's		<p>The proposal will be measured via</p> <ul style="list-style-type: none"> <li>• Budget monitoring process</li> <li>• Customer survey</li> <li>• Recycling Performance Indicators</li> </ul>

Proposal Title	Day closure of Household Waste Recycling Centres (HWRC)	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	ENT005 + ENT006	Directorate:	Enterprise
Version No:	1	Section:	WSS
Date:	05/12/18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Under the Environmental Protection Act 1990, local authorities have a legislative duty to provide one Civic Amenity Site in the County for the disposal of bulky waste items. MCC have four sites across the County, Five Lanes Caldicot, Llanfoist, Abergavenny, Usk and Mitchel Troy Monmouth. Of the four sites both Llanfoist and Five Lanes offer a modern Household Waste Recycling Centre (HWRC) facility to manage a wide range of materials, which can be recycled at the sites. The sites each open for 70 hrs per week. However the range of materials that are accepted at each site vary as does the suitability and condition of each site.

A number of proposals regarding the service provision at the HWRC's have been presented to Strong Communities Select on the 6<sup>th</sup> of December for recommendation to Council. After consideration of various options, including full closures, it was recommended by the Select Committee that only one of these options should be proposed and that was to consider day closures at the sites. These are day closures (reduction of opening hours through the week) this option will consist of the following closures– Llanfoist 1 day, Troy 2 days, Usk 2 days, Five Lanes 1 day. This offers the most cost effective configuration and avoids weekend closures.

Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Llanfoist	0800-1800	Closed	0800-1800	0800-1800	0800-1800	0800-1800	0800-1800
Troy	0800-1800	0800-1800	0800-1800	Closed	Closed	0800-1800	0800-1800
Usk	Closed	Closed	0800-1800	0800-1800	0800-1800	0800-1800	0800-1800
Five Lanes	0800-1800	0800-1800	Closed	0800-1800	0800-1800	0800-1800	0800-1800

Whilst the proposal in the 2019/20 budget is for day closures applied across the County the assessment of options has highlighted significant inconsistencies in the quality of HWRC provision offered at the four sites. To assess the standard and suitability of the existing sites Welsh Government are sponsoring via their advisors WRAP, an independent audit of the sites. The results of this audit will be provided in the 2019/20 financial year. Irrespective of the audit, officers are already aware of operating problems at Troy given the congested nature of the site as well as the need for significant investment required at Usk to remain open. With investment, the site at Usk will remain extremely limited in what it can receive, coupled with being poorly situated in a congested car park and concerns about the adequacy of the drainage system.

Of relevance to the Usk site a decision has been taken to jointly fund with Usk Town Council a wider study that will investigate the priorities for Usk and Woodside residents (including issues such as traffic, parking, supporting retail, leisure facilities etc). The results and outcome of the audit including any findings and recommendations will be incorporated into the results of the study.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Better use of Council resources

Has a Future Generations Evaluation been completed for this proposal?	Y	FGEA evaluation completed for report																											
What consultation and engagement has been undertaken to date?	Y	<ul style="list-style-type: none"> <li>• Informal consultation with SLT and Cabinet</li> <li>• Resident survey</li> <li>• Strong Communities Select Committee December 2018</li> </ul>																											
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Does this proposal affect other MCC services?	Y	Contact centre may see an increase in calls but we will provide full details of all site opening times on our website																											
Is this proposal dependant on other services?	N	N/A																											
Will this proposal require any amendments to MCC policy?	N	Current policies for HWRC sites will be updated to reflect the changes, if approved.																											
Will this proposal have any staffing implications?	N	The implications will not be to MCC staff but there is an impact upon those employed by the contractor that manages this service on behalf of MCC.																											
Will this project have any legal implication for the authority?	N	We are meeting our statutory obligation so no legal implications																											
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Day Closures</td> <td></td> <td>72,000</td> <td></td> <td></td> <td></td> <td>72,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments</b></p> <p>Day Closures:            If day closures are agreed and implemented from March 1<sup>st</sup>, the full reduction in costs could be achieved in 2019/20. It is recommended that 2 months' notice should be provided for day closures. The saving proposed is based upon costs provided by the contractor Viridor. Any adjustments to service provision have already been discussed with the contractor and indications of the financial impact are shown in the mandate. However following approval by Council officers must then formally inform the contractor who will then launch into formal staff</p>							Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Day Closures		72,000				72,000							
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Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding													
Has this proposal considered the opportunities for external funding?	Yes	Neighbouring authorities have been asked to support costs of cross border waste over past 2 years.																		
Will this proposal have any non-financial impacts?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>More kerbside recycling</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Residents will not have same level of service</td> </tr> <tr> <td>2</td> <td>Potential fly tipping increase</td> </tr> <tr> <td>3</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b> Authorities that have implemented day closures have not reported increased fly tipping but as more councils implement restrictions this remains a risk.</p>	Ref	Benefit	1	More kerbside recycling	2		3		4		Ref	Disadvantage	1	Residents will not have same level of service	2	Potential fly tipping increase	3	
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How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<ul data-bbox="584 1505 954 1568" style="list-style-type: none"> <li>• Budget management process</li> <li>• Customer surveys</li> </ul>																												

Proposal Title	Resident Permits for use of household waste recycling centres (HWRC)	Lead/Responsible Officer:	Carl Touhig
Your Ref No:	ENT008	Directorate:	Enterprise
Version No:	1	Section:	WSS
Date:	05/12/18		

Version	Date	Changes Made
1	05/12/2018	Carl Touhig 20.34
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Local Authorities across Wales are introducing new mechanisms within their HWRC's that change the service provision or introduce intervention schemes to increase recycling. The changes within neighbouring Local Authority areas (both in England and Wales) has increased the amount of cross border waste entering the sites within MCC.

A number of proposals regarding the service provision at the HWRC's have been presented to Strong Communities Select on the 6<sup>th</sup> of December for recommendation to Council. Within this report the implementation of a permit system was proposed and supported by the Committee.

It is proposed that a resident permit scheme for using the HWRCs is introduced to reduce cross border waste. During surveys on HWRCs in August and September 2018, 15% of people gave an out of county postcode as their address. In a second survey, residents were asked if they would support a permit scheme for use of the HWRCs and only 31% of over 1700 respondents disagreed.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Better use of Council Resources																
Has a Future Generations Evaluation been completed for this proposal?	Y	FGE evaluation completed for report																
What consultation and engagement has been undertaken to date?		<ul style="list-style-type: none"> <li>Resident survey</li> <li>Informal consultation with SLT and Cabinet</li> <li>Strong Communities Select December 2018</li> </ul>																
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Does this proposal affect other MCC services?	N	This is a standalone change to the operations at the HWRC's, we will ensure training is provided to the contact centre and hub staff on the scheme so that they are able to provide advice to residents.																

Is this proposal dependant on other services?	N																									
Will this proposal require any amendments to MCC policy?	Y	WSS Policies are currently being drafted and will include updates in relation to the permit scheme.																								
Will this proposal have any staffing implications?	N	This change will not affect any staff but the staff at the HWRC sites will need to check permits and we have informed the contractor that this change may be coming.																								
Will this project have any legal implication for the authority?	N																									
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduced costs of cross border waste</td> <td></td> <td>30,000</td> <td>50,000</td> <td></td> <td></td> <td>80,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>Savings are based on 15% cross border waste = 3000tpa  Average cost per tonne treatment £50 = £150k  Costs to promote, implement and operate the scheme in year 1 will be higher than in subsequent years. These estimates will be tightened up in when we move into budget setting process next year.  £30k saving achievable in 2019/20 with an additional £50k saving potentially achievable in 20/21.</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduced costs of cross border waste		30,000	50,000			80,000										
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Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																			
Has this proposal considered the opportunities for external funding?	Yes	Neighbouring authorities have been asked to support costs of cross border waste over past 2 years																								
Will this proposal have any non-financial impacts?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reduced waiting times at Monmouthshire sites for residents</td> </tr> <tr> <td>2</td> <td>Reduction in closures for skip movements on Troy site</td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Residents from neighbouring authorities will need to travel further to dispose of their waste and may increase fly tipping</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p> <p>Authorities that have implemented permit schemes have not reported increased fly tipping but as more councils implement restrictions this remains</p>	Ref	Benefit	1	Reduced waiting times at Monmouthshire sites for residents	2	Reduction in closures for skip movements on Troy site	3		4		Ref	Disadvantage	1	Residents from neighbouring authorities will need to travel further to dispose of their waste and may increase fly tipping	2									
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Will this proposal require procurement of goods, services or works?	Yes	Yes – resident permits can be supplied by existing garden waste permit provider.																													
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Will this proposal present any future collaboration opportunities?	No																														
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Yes	Permit replacements will be an automated process through MCS																													

How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<ul style="list-style-type: none"><li>• Tonnage based data from sites</li><li>• Budget savings monitoring</li><li>• Customer satisfaction surveys</li></ul>
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Proposal Title	Waste – Freeze Head of Waste Post	Lead/Responsible Officer:	Roger Hoggins
Your Ref No:	ENT009	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	03/12/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Included in the 18-19 MTFP was a one-off £40k (net) saving relating to the freezing of the Head of Waste post. As it was one-off in nature the budget is due to be returned for 19/20 but it has been decided that this will not be needed in 19/20 so the saving can be continued.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional core funding to the MTFP and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan																					
Has a Future Generations Evaluation been completed for this proposal?	N	N/A – a Future Generations Evaluation is not required for this proposal																					
What consultation and engagement has been undertaken to date?	Y	Informal SLT and Cabinet																					
Has an option appraisal been undertaken?	Y	Consideration has been given to the capacity within WSS and the structure within the service area and the options have been considered prior to proposing this saving.																					
Does this proposal affect other MCC services?	N																						
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	Y	Staff resources have been rearranged to manage the reduction in post.																					
Will this project have any legal implication for the authority?	N																						
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Has this proposal considered the opportunities for external funding?	Y	Funding and support from WRAP (Waste Resources Action Programme) and Welsh Government is continually sought to support to service area.																								
Will this proposal have any non-financial impacts?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4					
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																	
Will this proposal present any future collaboration opportunities?	Y	Continued discussions with partners to explore opportunities for joint working in order to maintain service resilience and quality																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Y	Proposal will be measured via the budget management process																



Proposal Title	Car Park Saving Proposals	Lead/Responsible Officer:	Roger Hoggins
Your Ref No:	ENT010-ENT017	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	30/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

This proposal sets out a number of changes to the current Car Parking charges which are set out below:

ENT010	OPS - Car Parks - Increase in charges - 10% (short stay car parks to increase to £1.50 for up to 2 hours)	(90)
ENT011	OPS - Car Parks - Charging for Blue Badge Holders but with concession – first hour free	(45)
ENT012	OPS - Car Parks - Remove Xmas free parking (town councils to be offered opportunity to pick up subsidy).	(20)
ENT014	OPS - Car Parks - Identifying additional car parking sites. Severn Tunnel Junction (requires investment)	(15)
ENT017	OPS - Charging for HGVs overnight in Abergavenny Bus Station	(2.0)
ENT015	OPS - Car Parks - changing charging times 08.00-18:00	(3)
ENT016	OPS - Car Parks - Charging On a Sunday - single flat fee £1 all day	(40)

There are specific proposals relating to the car parking service summarised above. It is important to note that the funding generated is reinvested into services such as car park management and maintenance, traffic management, public transport, road safety, highway management/maintenance; services that would otherwise be under greater financial pressure. The Council has adopted priorities that include promoting sustainable transport (supported by WG in a review of sustainable fuel alternatives (electricity and hydrogen)), sustaining and improving rural transport. Members are also anxious to improve traffic management and infrastructure to improve town centre retail offers. The car park income contributes to supporting such services that are otherwise under further financial pressure through the corporate budget setting exercise.

This consultation exercise proposes a 10% increase to charges with a new minimum of £1.50 in short stay car parks. During 2019/20 the authority will also undertake a wider review of its charging strategy. The car park charging regime will form part of that review and officers will be asked to examine if MCC charges, fees, fines etc. support the Council's priorities (referred to in para 3.8 of the covering report) and offer sufficient flexibility to reflect demand in each car park and town. This will include considering car parks that are currently provided free of charge.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional income that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan
Has a Future Generations Evaluation been completed for this proposal?	Y	
What consultation and engagement has been undertaken to date?		SLT, Cabinet informally, Enterprise DMT

Has an option appraisal been undertaken?	Y	Inherent in any review of service provision and budget impact is appraisal of options. This schedule above are those proposals that are being offered for further scrutiny and assessment as part of the budget setting process																																
Does this proposal affect other MCC services?	N	Other than funding from car parking is used to support traffic management, car park maintenance, public transport, highway management etc.																																
Is this proposal dependant on other services?	N	N/A																																
Will this proposal require any amendments to MCC policy?	Y	A new charging regime will have to be adopted by the council and a new car parking order consulted upon and implemented for some aspects within the mandate																																
Will this proposal have any staffing implications?	Y	Extra staffing to introduce the infrastructure for new car parks and legal support to prepare and manage new car parking order																																
Will this project have any legal implication for the authority?	Y	New car parking order required – drafting, consultation, decision, advertising, implementation																																
What is the financial benefit of this proposal?	£215,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>See brief summary above</td> <td></td> <td>£215,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>Assumes financial impact continues year on year.</p> <p>Full financial year benefit is estimated at £215k. However, implementation requires a new car park order and installation costs to be found. The car park order and installation is likely to take up to 6 months so in the first year (2019/20) it may prove difficult to achieve the full income benefit</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	See brief summary above		£215,000																						
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Will this proposal require revenue or capital investment to implement?	Y	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td>Build/machines</td> <td></td> <td>100</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>revenue</td> <td></td> <td>35</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p> <p>Capital investment to create car parks, introduce equipment and ongoing revenue implication of car park maintenance and cash collection etc. A bid has been made for £100k from Local Transport Fund Grant but should this be unsuccessful then funding will be sought through prudential borrowing.</p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding	Build/machines		100						revenue		35													
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Will this proposal require procurement of goods, services or works?	Y	Engineering works to create car parks and purchase of equipment																								

Will support services be required for this proposal?	Y	<table border="1" data-bbox="624 253 1366 400"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Legal</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Accountancy</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>IT</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="624 427 1437 483"><b>Additional Comment:</b></p>	Ref	Support Service	Activity	Internal/External	1	Legal			2	Accountancy			3	IT						
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	Y	Alternative use of open spaces																				
Will this proposal present any future collaboration opportunities?	N	N/A																				
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Better car park machines will help manage the service more effectively																				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Y	Budget, customer feedback																				

Proposal Title	Releasing of Surplus Pay Award budget	Lead/Responsible Officer:	Roger Hoggins
Your Ref No:	ENT017	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Proposal relates to unused pay award pressure budget that was given to Operation in 18-19 to cover the 2% pay award increase. The full amount was not required so the remaining saving can be released back into the MTFP as a budget saving for 19/20.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional funding that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.																												
Has a Future Generations Evaluation been completed for this proposal?	Yes	Please find attached FGE																												
What consultation and engagement has been undertaken to date?	Y	Consultation with DMT and SLT to consider the savings required and proposal provided.																												
Has an option appraisal been undertaken?	N	This proposal relates to unused pay award and therefore an options appraisal has not been completed																												
Does this proposal affect other MCC services?	N																													
Is this proposal dependant on other services?	N																													
Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	N																													
Will this project have any legal implication for the authority?	N																													
What is the financial benefit of this proposal?	£30,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Release of spare budget</td> <td></td> <td>30,000</td> <td></td> <td></td> <td></td> <td>30,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Release of spare budget		30,000				30,000														
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How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Budget	The budget will be monitored throughout 2019/20																

Proposal Title	HIGHWAYS OPERATIONS : INCREASE TURNOVER TO SUPPORT REVENUE BUDGET	Lead/Responsible Officer:	STEVE LANE
Your Ref No:	ENT019	Directorate:	ENTERPRISE
Version No:	1	Section:	HIGHWAY OPERATIONS
Date:	28/11/18		

Version	Date	Changes Made
1	November 18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**INCREASE TURNOVER WITHIN HIGHWAY OPERATION ACTIVITY TO GENERATE SURPLUSES.**

These will be achieved through various clients but will consist of MCC capital, MCC grant and external clients such as public bodies. It will mean that Highways Operations will eventually increase its workforce to take on more capital and grant work that is presently turned down. The benefit to the revenue account is generated by extra overhead recovery which contributes to the revenue income figure

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional budget that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document
What consultation and engagement has been undertaken to date?		Informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	Y	Development of existing strategy – since 2011 MCC Highways Operations has been increasing its turnover, outside of its revenue budget. MCC Capital work has enabled turnover to remain steady, whilst revenue budget has reduced by over 50%. The ongoing, successful strategy is to develop more opportunities to increase surplus through undertaking low risk capital work for MCC partners such as Town and Community Councils and other public bodies.
Does this proposal affect other MCC services?	Y	Developing existing working relationships – we currently work for MCC Property Services, Highways Traffic and Development, Town and Community Councils and BBNPA in a limited way, using both Capital and grant monies.. The focus will be to work more closely with clients and develop additional surplus by undertaking work within our engineering capability.
Is this proposal dependant on other services?	Y	Other services areas within the authority will be consulted and engaged regarding the potential for Highways Operations to be the default provider for any requirements in the future.
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	N	Not currently but will depend on future workloads



Will this project have any legal implication for the authority?	N																																	
What is the financial benefit of this proposal?	£50,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Increased income</td> <td></td> <td>£50,000</td> <td></td> <td></td> <td></td> <td>£50,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b>            Ambitious target which is achievable. Actual value of works undertaken will be greater than £50k. This figure indicates the additional fixed overhead recovery (over and above the existing) to create a net revenue budget.</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Increased income		£50,000				£50,000																		
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																					
Will this proposal present any future collaboration opportunities?	Y	Predominantly within MCC but also with neighbouring authorities and other public sector organisations																				
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Opportunities being explored with the assistance of the Digital Programme Office																				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Demonstrated by increased turnover on baseline 17/18. This will be measured via the revenue budget monitoring process																				

Proposal Title	HIGHWAYS OPERATIONS : REVIEW OF DISPOSING OF ARISINGS	Lead/Responsible Officer:	STEVE LANE
Your Ref No:	ENT020	Directorate:	ENTERPRISE
Version No:	1	Section:	HIGHWAY OPERATIONS
Date:	28/11/18		

Version	Date	Changes Made
1	November 18	

**Brief Summary** (Please include a brief description of the proposal being proposed)

Investigation and implementation of new ways to deal with waste generated from highway work. The proposal seeks to find a private sector partner to partner with and by so doing to increase our recycling figures (highways arising – mostly mechanical sweeper arising's but some other products that the plant can handle) and also to reduce our costs for managing highways waste.

Possible arrangement would be for MCC to purchase processing equipment with the private sector partner operating and generating additional custom for our mutual financial benefit.

Any such joint agreement/partnership would require a legal contract to protect the Council's position/investment but early exploratory talks suggest that the scheme is feasible.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Improved recycling rate providing environmental benefits to the county
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document
What consultation and engagement has been undertaken to date?	Y	Early meetings with a potential partner organisation Informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	Y	The technology and practical elements have been worked through with potential partner company. The structuring of the partnership with regard financials is being worked through as options at present.
Does this proposal affect other MCC services?	N	N/A
Is this proposal dependant on other services?	N	N/A
Will this proposal require any amendments to MCC policy?	N	N/A
Will this proposal have any staffing implications?	N	<b>Not with MCC</b> – the proposal requires MCC to fund a Capital investment in equipment. This equipment will be operated by the partnering business.
Will this project have any legal implication for the authority?	Y	<b>Depending upon the model taken forward there will be a requirement for legal advice and subsequently a binding contract. This is why we are taking forward a few options at this stage for further investigation.</b>

What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduced cost</td> <td></td> <td>£25,000</td> <td></td> <td></td> <td></td> <td>£25,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduced cost		£25,000				£25,000																		
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Has this proposal considered the opportunities for external funding?	Y	The model in which MCC provide the Capital funding, the partnering business supply the operating knowledge and customer base is the one that allows MCC to benefit from the cost reductions this process enables																																
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Increased recycling performance</td> </tr> <tr> <td>2</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1	Increased recycling performance	2		Ref	Disadvantage	1		2		3																			
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Will this proposal require procurement of goods, services or works?	Y	Depending on option taken forward it might require investment in plant and equipment and MCC's contribution to the joint arrangement.																												
Will support services be required for this proposal?	Y	<table border="1" data-bbox="624 1245 1441 1417"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>Legal</b></td> <td></td> <td><b>both</b></td> </tr> <tr> <td>2</td> <td><b>Corporate Procurement</b></td> <td></td> <td><b>internal</b></td> </tr> <tr> <td>3</td> <td><b>Due diligence</b></td> <td></td> <td><b>both</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b>          Depending on which option taken forward support will be minor or significant</p>	Ref	Support Service	Activity	Internal/External	1	<b>Legal</b>		<b>both</b>	2	<b>Corporate Procurement</b>		<b>internal</b>	3	<b>Due diligence</b>		<b>both</b>												
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N	Capital investment will be written down over duration of partnership. Operational needs will be provided by partnering company away from MCC																												
Will this proposal present any future collaboration opportunities?	Y	Will depend on which option taken forward																												
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Demonstrated by Cash savings on baseline 16/17, which will be measured via the revenue budget monitoring process																												

Proposal Title	Street Lighting – Rearranging of Salix Loans	Lead/Responsible Officer:	Gareth Sage
Your Ref No:	ENT021	Directorate:	ENT
Version No:	1	Section:	OPS
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Over the past 3 years MCC have carried out a LED lamp replacement programme within Street Lighting. The funding for this work has come in the form of 2 interest free SALIX loans via Welsh Government which are being repaid over an 8 and 10 year period with the Street lighting budget being stripped by the equivalent annual repayment cost.

The proposal is to extend the repayment out to 15 years to spread the loan over the life of the asset, this will release budget back into the service that can be offered up as a saving. MCC will still repay the loans back to WG over the agreed period but the service budget will benefit from the loan being stretched. Our Treasury team have indicated there will be a small amount of interest to reflect the short term loans that will have to be taken out centrally to cover the shortfall in repayments (due to the extended timescale) but these have been factored into the saving.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	This proposal focuses upon the rearrangement of SALIX loans. The improvement to street lighting via LED lamps will enable the reduction of energy costs.  The proposal contributes additional funding that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document
What consultation and engagement has been undertaken to date?	Y	Consultation with SLT and informal Cabinet
Has an option appraisal been undertaken?	Y	Consideration has been given to the most appropriate repayment model and the proposal presented provides the best saving.
Does this proposal affect other MCC services?	No	
Is this proposal dependant on other services?	No	
Will this proposal require any amendments to MCC policy?	No	
Will this proposal have any staffing implications?	No	
Will this project have any legal implication for the authority?	Yes	MCC must comply with the terms and conditions of the SALIX loans.

What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Realign Salix Loan Repayment</td> <td></td> <td>£38,000</td> <td></td> <td></td> <td></td> <td>£38,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Realign Salix Loan Repayment		£38,000				£38,000																												
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Proposal Title	DPS Retendering Savings	Lead/Responsible Officer:	Richard Cope
Your Ref No:	ENT022	Directorate:	Enterprise
Version No:	1	Section:	Operations /Passenger Transport Unit
Date:	30.11.18		

Version	Date	Changes Made
1	30.11.18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

To realise the retendering savings on a full year spend from the DPS retendering carried out during 2018/19. To follow on with this and have a rolling programme of route optimisation to ensure that best value is obtained from the tender.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Transport is one of the corporate priorities set out in the 22 for 22 and achieving best value from our fleet is essential to this success.														
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document														
What consultation and engagement has been undertaken to date?	Y	<ul style="list-style-type: none"> <li>Meet the Operator Day was held before the retender and assistance in showing operators how they could register onto the DPS framework.</li> <li>Engagement with the providers and operators continues.</li> <li>Informal consultation with SLT and Cabinet</li> </ul>														
Has an option appraisal been undertaken?	Y	Route optimisation was undertaken before the retender. The tender was evaluated by option appraisal with all options available to the authority. Personal transport budgets were considered, the tender costs were also evaluated and comparison of in house provision which had been costed by finance colleagues and external provision was considered along with availability of operators and personnel														
Does this proposal affect other MCC services?	Y	Education services and social services could be affected by the proposals if the provision that has been procured is not suitable. In house provision within transport may also be affected by changes to services if some are externalised.														
Is this proposal dependant on other services?	Y	The savings will only be achieved if education numbers are as forecast. Extra pupils especially on ALN contracts will impact negatively upon the saving if more contracts are required.														
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	Y	Ongoing contract management and monitoring of the suppliers to ensure they comply with the contract and their legal obligations														
What is the financial benefit of this proposal?	£330,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;">Page 269 of 269</td> </tr> </tbody> </table>	Description	Remainder	19/20	20/21	21/22	22/23	Total	Page 269 of 269						
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Has this proposal made any assumptions?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Assumption</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>That no large increase in pupils or ALN requests will occur.</td> </tr> <tr> <td>2</td> <td>Route optimisation is sustainable if behavioural difficulties occur with pupils who have been amalgamated on one route</td> </tr> <tr> <td>3</td> <td>Timings of routes do not impact on pupil's journeys to school.</td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table>	Ref	Assumption	1	That no large increase in pupils or ALN requests will occur.	2	Route optimisation is sustainable if behavioural difficulties occur with pupils who have been amalgamated on one route	3	Timings of routes do not impact on pupil's journeys to school.	4															
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		<b>Additional Comment</b> Any large increase or increase in ALN pupils may mean adding extra contract costs.  The optimising of routes can sometime bring unforeseen circumstances with pupils not being able to travel together especially for ALN pupils. Some journey times may increase and this will need to be monitored over a period to ensure it is not unreasonable in line with the Learner travel wales guidance.																								
Has a risk analysis been completed for this proposal?	Yes	<b>Main Risks</b> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ref	Risk	RAG Rating	Mitigation																				
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		<p><b>Additional Comment:</b></p> <p>Work on a new ALN policy is ongoing and more in county provision for ALN pupils is sought to reduce travelling costs and time outside of the county</p>																	
What further consultation and engagement will be required for this proposal?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Public</td> <td>Public Engagement</td> <td>Pending</td> </tr> <tr> <td>2</td> <td>Elected Members</td> <td>Formal Scrutiny</td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>		Ref	Consultee	Description	Comp/Pending	1	Public	Public Engagement	Pending	2	Elected Members	Formal Scrutiny	Pending				
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Will this proposal require procurement of goods, services or works?	Yes	The proposal will require the procurement of taxi, minibus and coach operators to carry out the Home to school contract routes and social services transport routes for children's services.																	
Will support services be required for this proposal?	No	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>		Ref	Support Service	Activity	Internal/External												
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No																		
Will this proposal present any future collaboration opportunities?	Yes	The DPS has been collaborated with Newport, Torfaen and Blaenau Gwent Councils																	
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Yes	Electronic tendering is already in place																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<ul style="list-style-type: none"> <li>The impact will be measured via quarterly capital and revenue budget monitoring process.</li> <li>Customer experience and complaints will be monitored throughout the year.</li> </ul>																	

Proposal Title	Community and Partnership Development – Budget Savings	Lead/Responsible Officer:	Cath Fallon
Your Ref No:	ENT023	Directorate:	Enterprise
Version No:	1	Section:	Enterprise and Community Development
Date:	19 <sup>th</sup> November 2018		

Version	Date	Changes Made
1	19 <sup>th</sup> November 2018	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Forecasted under spend 2018/19 and subsequent saving 2019 onwards due to a vacant post and a decrease in spend against supplies and services.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Does not affect on-going delivery														
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document														
What consultation and engagement has been undertaken to date?	Y	Team have been consulted however as this saving will not impact delivery or staff numbers no issues have arisen.  Informal consultation also undertaken with SLT and Cabinet														
Has an option appraisal been undertaken?	Y	Budget analysis has been undertaken.														
Does this proposal affect other MCC services?	N															
Is this proposal dependant on other services?	N															
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	N															
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduction in services budget by 50%</td> <td>10,000</td> <td>10,000</td> <td></td> <td></td> <td></td> <td>10,000</td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduction in services budget by 50%	10,000	10,000				10,000
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Has this proposal considered the opportunities for external funding?	N	N/A																								
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Will this proposal present any future collaboration opportunities?	N																					
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N																					
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Proposal will be monitored via budget monitoring process and service business plan																				

Proposal Title	MonLife – Alternative Delivery Model for TLCY Services	Lead/Responsible Officer:	Ian Saunders
Your Ref No:	ENT024	Directorate:	Enterprise
Version No:	1	Section:	TLCY
Date:	29/11/18		

Version	Date	Changes Made
1	29/11/18	
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Work has been ongoing since later 2015, to develop an alternative delivery model for TLCY services. Various reports including the development of a five case business model as well as business plans have been presented to Select Committees, Cabinet and Council. On 29 January 2018, the Council's Cabinet Committee approved the recommendation from the five case business model for the establishment of an ADM as the best means of enabling a sustainable and resilient future for Tourism, Leisure, Culture and Youth services.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	MonLife aims and objectives align to Public Service Board priorities from the Well-being Plan and Assessments																												
Has a Future Generations Evaluation been completed for this proposal?	Y	See separate document.  FG Evaluations also completed for all reports that have been submitted to Select, Cabinet and Council																												
What consultation and engagement has been undertaken to date?	Y	Considerable – schedule can be provided if required																												
Has an option appraisal been undertaken?	Y	Five case business model and business plan																												
Does this proposal affect other MCC services?	Y	Has an impact on some support services as MonLife may wish to deliver them itself over time																												
Is this proposal dependant on other services?	N																													
Will this proposal require any amendments to MCC policy?	Y	Transfer of services to another body																												
Will this proposal have any staffing implications?	Y	Possible TUPE implications																												
Will this project have any legal implication for the authority?	Y	Legal agreements required between MonLife and MCC such as service contract, grant agreement, service level agreements																												
What is the financial benefit of this proposal?	£331,000	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ADM (k)</td> <td>0</td> <td>331,000</td> <td>31,000</td> <td>46,000</td> <td>22,000</td> <td>430,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	ADM (k)	0	331,000	31,000	46,000	22,000	430,000														
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Will this proposal require revenue or capital investment to implement?	Y	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>Additional Comment:</b>  There are various income pipelines included within the model requiring capital investment, which MonLife would fund directly. The investment costs have been built into the business plan along with the capital repayments (please see business plan for more information)</p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																																								
Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																																											
Has this proposal considered the opportunities for external funding?	Y	The business case explores this in detail and identifies potential future funders that otherwise would not apply to a local authority																																																
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td>Maintain existing services</td></tr> <tr><td>2</td><td>Growth of existing services</td></tr> <tr><td>3</td><td>Contribute to maintenance of buildings</td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <p><b>Additional Comment:</b>  Please see Business case and business plan for further information</p>	Ref	Benefit	1	Maintain existing services	2	Growth of existing services	3	Contribute to maintenance of buildings	4		Ref	Disadvantage	1		2		3		4																													
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4	TLCY Staff		Ongoing																											
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Will this proposal require procurement of goods, services or works?	Y	Continuing support from external legal team / consultants regarding compliance and value for money options																												
Will support services be required for this proposal?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><b>Additional Comment:</b> All core services delivered within existing budget</p>	Ref	Support Service	Activity	Internal/External																								
Ref	Support Service	Activity	Internal/External																											
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	Y	MonLife will lease assets from MCC at peppercorn rent but MCC would retain the maintenance responsibility																												

Will this proposal present any future collaboration opportunities?	Y	Please see business case and business plan for more information
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Please see business case and business plan for more information
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Y	Please see separate performance and evaluation framework for MonLife

Proposal Title	Enterprise Directorate Discretionary Fee Increase	Lead/Responsible Officer:	Frances Williams
Your Ref No:	ENT025	Directorate:	ENT
Version No:	1	Section:	ENT
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Increased income as a result of discretionary fee increases across the Enterprise Directorate (including TLCY). Budget saving to be put forward of £85,934.

ENT £26,551 – various increases  
 TLCY £59,383 – 2.5% inflationary increase

Full details can be found on the attached spreadsheet extract.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	<b>The proposal contributes additional income that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.</b>
Has a Future Generations Evaluation been completed for this proposal?	Y	<b>See separate document</b>
What consultation and engagement has been undertaken to date?		<b>Early consultation with SLT and informal Cabinet</b>
Has an option appraisal been undertaken?	N	
Does this proposal affect other MCC services?	N	
Is this proposal dependant on other services?	N	
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	N	
Will this project have any legal implication for the authority?	N	

What is the financial benefit of this proposal?	£85,934	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Tourism, Leisure, Culture and Youth Services - Discretionary Fee Increase</td> <td></td> <td>£59,383</td> <td></td> <td></td> <td></td> <td>£59,383</td> </tr> <tr> <td>Enterprise Directorate – Discretionary Fee Increase</td> <td></td> <td>£26,551</td> <td></td> <td></td> <td></td> <td>£26,551</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£85,934</b></td> <td></td> <td></td> <td></td> <td><b>£85,934</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p> <p>Full details can be found in the attached spreadsheet extract</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Tourism, Leisure, Culture and Youth Services - Discretionary Fee Increase		£59,383				£59,383	Enterprise Directorate – Discretionary Fee Increase		£26,551				£26,551	<b>Total</b>		<b>£85,934</b>				<b>£85,934</b>														
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Has this proposal considered the opportunities for external funding?	Y	All opportunities for external funding are continuously monitored to mitigate the level of fee increase required.																																										
Will this proposal have any non-financial impacts?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fee increase have been kept to a minimum to limit impact on customers. This has resulted in greater attention at innovative and efficient service delivery to ensure services are affordable and sustainable</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Increased costs will be incurred by customers – Impact will be considered through the consultation and engagement process</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p> <p>See attached spreadsheet for breakdown of all fee increases</p>	Ref	Benefit	1	Fee increase have been kept to a minimum to limit impact on customers. This has resulted in greater attention at innovative and efficient service delivery to ensure services are affordable and sustainable	2		3		4		Ref	Disadvantage	1	Increased costs will be incurred by customers – Impact will be considered through the consultation and engagement process	2		3		4																							
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Has this proposal made any assumptions?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Assumption</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment</b></p>	Ref	Assumption	1		2		3		4											
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Has a risk analysis been completed for this proposal?	N	<p><b>Main Risks</b></p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Risk</th> <th>RAG Rating</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Risk	RAG Rating	Mitigation																
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What further consultation and engagement will be required for this proposal?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td></td> <td>Public</td> <td>TBC</td> <td>Pending</td> </tr> <tr> <td></td> <td>Elected Members</td> <td>Scrutiny Process</td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Ref	Consultee	Description	Comp/Pending		Public	TBC	Pending		Elected Members	Scrutiny Process	Pending								
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	Elected Members	Scrutiny Process	Pending																			
Will this proposal require procurement of goods, services or works?	N																					
Will support services be required for this proposal?	N	<table border="1"> <thead> <tr> <th>Ref</th> <th>Support Service</th> <th>Activity</th> <th>Internal/External</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p> <p>Proposal will be delivered via core services</p>	Ref	Support Service	Activity	Internal/External																
Ref	Support Service	Activity	Internal/External																			
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																					
Will this proposal present any future collaboration opportunities?	Y	Collaboration with local authorities is constantly being explored to find opportunities to improve service quality, resilience and value for money of service delivery.																				
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Y	Various digital interventions have been made across the directorate's services in order to improve customer experience and improve efficiency. This has allowed services to become more cost effective and limit the need for greater increases to fees and charges.																				

How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Impact of this increase will be measured via the revenue budget monitoring process and business plan key performance indicators.
---	--	--

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage Increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>ENTERPRISE DIRECTORATE</b>					
Traffic & Road Safety	Road Closures	£1,950.00	2.63%	£1,225	Inflationary increase
				£0	
Streetworks	Scaffolding Licence	£76.00	10%	£795	within market rates
	Skip Licence	£76.00	10%	£808	within market rates
	Section 50 Licence	£415.00	0%	£0	
	FPN & RASWA Fees	Various	0%	£0	
Highways Development	Street Name & Numbering	£50.00	25%	£6,099	better reflects service charge
	Highways Inspection Fees/278 fees/external		0%	£0	
	Dropped Kerbs	£125.00	10%	£500	better reflects service charge
	Land Search Income	£40.00	33%	£763	better reflects service charge
Floods & SUDS	Ordinary Watercourse Inspection Fee	£50.00	0%	£500	Set by Statute
			0%	£0	Note -further saving included in budget savings mandates for Highway Ops to increase workload and hence turnover to create net revenue benefit (£50k) over and above this entry. Increased charges for these services are not considered realistic based upon 18/19 forecast.
Highways Ops	External Works, advertising, nhs gritting.	Various			
Car Parking	Charges	£1.50 - 2 hr. stay, £1.90 - 3 hr. stay, £2.40 - 4 hr. stay, £4.80 all day. £3.60 daily charge Tuesday only at Byefield Lane. Over stay £6.00		0.00	Move to minimum charge of £1.50 and other increases of around 10% added into savings. The revised car park charge options are described in mandate ENT010-017 so additional income is shown in the car park mandate rather than here (avoiding 'double accounting').
		£25/£50		0.00	From April this fee will be out of our control due to the implementation of CPE. The fee is proposed to be £50 reduce to £25
		£60.00		0.00	Not increasing this fee as at top end of range based upon other councils.
		£60.00		0.00	Not increasing this fee as at top end of range based upon other councils.

		£430 pa. £220 6 months or £110 3 months	General 10% uplift across service	0.00	Increase of 10% proposed in budget mandate ENT010 - 017 but not presumed for season tickets. These charges have previously been agreed but not yet applied so a further increase is not proposed at this time.
		£540 pa. £275 6 months or £138 3 months			Increase of 10% proposed in budget mandate ENT010 - 017 but not presumed for season tickets. These charges have previously been agreed but not yet applied so a further increase is not proposed at this time.
		£1,500 per visit depending on what it will be used for.		0.00	The budget for this is not being achieved
		Various		0.00	This depends on the level of income recovered by our recovery service
		Various		0.00	
Page 284					
Catering	School Meals	£2.50	2%	0.00	Proposal to link school meal charge to RPI in coming years. The budget is not adjusted as this may initially cause a dip in custom in 19/20 but assumption is it will recover.
Cleaning		Various	0%		No negotiations entered into local authorities to agree an increase.
Waste	Sale of Bags	£18 per bag	0%	800	Undergoing service review and current thinking is that price increase will lose customers.
		£2.56 each	0%	0	Undergoing service review and current thinking is that price increase will lose customers.
		£0.62p each	0%	0	Undergoing service review and current thinking is that price increase will lose customers.
	Trade Bins	£11.67 to £23.13 for coll & disp chg, but £7.59 to £15.38 for just collection chg	0%	0	This range of charge reflects the different bin sizes available to customers. There is significant competition for commercial waste mgt in MCC so no increase is viable without loss of custom.



	Trade Notes			1,000	Every year a trade waste customer must provide information about their waste arising for which there is a charge.
		£28.50	10%		
	Waste Disposal			0	This is recharge to Blaenau Gwent CBC to compensate MCC for their residents using MCC HWRC's (Lanfoist in particular). Ultimately BGCBC declined to pay so it is not feasible to propose an increase. The budget pressure arising as a result of this money not being forthcoming is included in the budget pressures mandate list so is not accounted for here (to avoid the risk of 'double accounting').
			0%		
	Town and Community Charges	Various- dependant on agreement		0	Although MCC will put a 2.5% increase on what we chg the Town CC, we will not increase the income budget of £121k as we are not achieving the current budget. This is net income anticipated from carrying out more chargeable wrks for local councils butthis has not been achieved.
			2.50%		
Transport	Private MOTs	£54.85 for a Car MOT - Price Fixed centrally. Prices increase depending on size of vehicle	2.50%	200.00	
Grounds Maintenance	External Income	Various depends on size and type of contract	0%	0	Not meeting target in 18-19 so keep it as is for now. This is works undertaken on behalf of housing associations, other public bodies (police, health) but financial pressure in these areas make any increase unrealistic
Passenger Transport	Private Hire	Various - depends upon the length of the hire and the number of drivers, hire times and fuel prices.	0%	0	The Passenger Transport Unit has been subject to major review during 18/19 and there are no plans to extend the hire service in 19/20. Custom is currently falling and it is proving difficult to service lettings in some instances. So any increase is considered unrealistic
Borough Theatre	Admission, Refreshments, Room/Facility Hire	Various - depends upon type of show, length of hire etc....	2%	4,029	Increase to cover standard 2% pay award.
Events Team	Event Management	Various - depends on time required.	0%	0	Increase already built into business plan for 19/20

Planning & Housing	Building Control Fees	Various	2.5%	9,833	Based on demand not individual price increase due to trading reserve being in a surplus the actual fees are to remain at 18-19 prices to keep reserve levels in line with legislation. The additional budget will instead be met via increased workload.
	High Hedge Determinations	Maximum allowable £320 per inspection	0.0%	0	Already set at the maximum allowed by Welsh Government regulations
	Development Management	Various	2.5%	0.00	The £17.5k saving put forward by Development Management already includes the 2.5% increase for pre-application fees, with a higher fee increase for pre-purchase and completion certificates. No additional budget is shown here to avoid double-counting.
Housing	Careline Alarms non business	£4.50 per week per client	0%	0.00	Increasing the weekly cost and/or installation costs for Careline customers will reduce customer take-up and may result in some existing customers ending their contracts.
	Careline Installation Charges	£40 per installation est. of 200	0%	0.00	
	Disabled Facility Grant Admin Fee	£950 per grant	0%	0.00	This income is a fixed amount per capital grant awarded, the more this increases the less money there is in the capital scheme to award as grants, all of which is funded by the Council. An increase would be self-defeating.
			0%		
<b>Sub-Total ENTERPRISE</b>				<b>26,551</b>	

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage Increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>TOURISM, LEISURE &amp; CULTURE</b>					
Leisure Sites	Sporting Equipment	Range from £1.40 - £29.25 depending on item purchased	2.5%	399	
	Swimming Badges	Range from £3.10 - £8.85	2.5%	112	
	Children's Clothing Resale		0.0%	0	
	Cafeteria	Range from 40p - £9.25	2.5%	2,199	
	Vending	Range from 35p - £3.90	2.5%	2,180	
	Swimming Lessons	Range from £0 - £256.25	2.5%	8,920	
	Swimming Lesson 1-2-1	1:1 Lessons £15.60 - £19.90	2.5%	266	
	Sport classes with Instruction	Range from 0p - £102.50	2.5%	2,445	
	Swimming Pool Usage - No Instruction	Range from £0 - £63.05	2.5%	3,551	
	Casual Bookings	Range from £5.85 - £44.70	2.5%	1,022	
	Schools Out	Range from £5.85 - £44.70	2.5%	57	
	Block Bookings Non Sports Hall	Range from £4.20 - £46.10	2.5%	3,580	
	Outside Facility Hire (no block bookings)	Range from £4.20 - £46.10	2.5%	2,364	
	Sports Hall Hire (no block bookings)	Range from £5.85 - £44.70	2.5%	2,149	
	Hire of Facilities	Range from £4.50 - £52.00	2.5%	1,093	
Hire of Swimming Pool	Range from £4.50 - £52.00	2.5%	280		
Lettings (Room Only)	Range from £14.15 - £25.40	2.5%	2,311		
Advertising	Range from £40.85 - £115.90	2.5%	83		
Sauna	Range from £1.05 - £18.25	2.5%	79		

<b>Leisure Fitness</b>	Advance (Sale of Equipment)	Range from £2.05 - £13.85	2.5%	254		
	Personal Instruction	Range from Op - £51.25	2.5%	125		
				19,504		
	Fitness Suite membership	Range from Op - £357.05	2.5%			
	Advance Courses	Range from Op - £51.25	2.5%	2,955		
	Fit4Life	Range from Op - £51.25	2.5%	3,078		
				0		
<b>Leisure General</b>	Sports Classes with Instruction	Range from Op - £102.50	2.5%	379		
	Raglan CRC Lettings	Range from £13.80 - £24.80	0.0%	0		
				0		
<b>Shirehall</b>	Hiring	Range from £70-£4000	0.0%	0		
	Rents	Range from £70-£4000	0.0%	0		
		x250% for every good resold		0		
	Sale of goods & equipment		0.0%		No planned increase - We are continuously reviewing our fees and charges for hire and sales to ensure they are competitive.	
	Catering	Range from £3.75-£12.00	0.0%	0		
	Admission Charges	Range from £1.00-£50	0.0%	0		
Market Rents	SLA with Monmouth TC	0.0%	0			
			0			
			0			
<b>Countryside</b>	Rights of Way Orders	Recovery of Actual Costs	0.0%	0		
	Land Search Income	£30 set by land charges	0.0%	0		
		Set by planning - we get a share based on proportionate time allocation		0		
	Pre Application Planning Advice		0.0%		No planned increase -majority of charges are set by planning	
	Grazing Rights		0.0%	0		
<b>Old Station</b>				0	No planned increase - we are continuously reviewing our fees and charges in this area of service and any increase at this stage would be likely to have a detrimental impact on service usage.	
	Old station Tintern Car Parking	£2.00; £3.50; £17.00 (season).	0.0%			
						0
	Old station Tintern Camping	£4.20	0.0%			
						0
	Old station Signal Box Hire	£65-£95	0.0%			
	Old station Tintern Sales	Variable event charges and shop sales	0.0%	0		
	Old station Tintern Catering	Per rental agreement	0.0%	0		

<b>Caldicot Castle</b>	Hiring	Range from £25 room hire to £5,000 for exclusive use	0.0%	0	No planned increase - we are continuously reviewing our fees and charges in this area of service. We are aware of our competitors and their prices and are currently reviewing the service and developing an alternative model which looks at concentrating on marketing the service and developing other opportunities
	Building fee	Range from £7.50-£1,500	0.0%	0	
	Bar Sales	Range from 50p - £55	0.0%	0	
	Sales (Non VAT)	Range from 85p - £9.30	0.0%	0	
	Facility Fees	Range from £7.50-£1,500	0.0%	0	
	General Events	Range from £7.50-£1,500	0.0%	0	
	Educational Events	£3.00 per child or £200 for a workshop	0.0%	0	
	Caravan Rallies	Range £6.00	0.0%	0	
<b>Page 289</b> <b>Stepstow TIC</b> <b>Museums</b>	Sale of goods & equipment	Range from 10p-£199	0.0%	0	No planned increase -we are continuously reviewing our fees and charges for the sale of goods and equipment to ensure they are competitive.
	Sales VAT	Range from 10p-£199	0.0%	0	No planned increase - We do not charge admission fees on museums or attractions and are continuously reviewing our fees and charges for hire and sales to ensure they are competitive.
	Sales Non Vat	Range from 10p-£199	0.0%	0	
	Refreshments	Range from £1-£1.50	0.0%	0	
	Hire of Facilities	Range from £0-£1250	0.0%	0	
	Exhibitions Commission	25% plus VAT	0.0%	0	
	Educational Events	Range from £100-£200 per school	0.0%	0	
<b>Outdoor Education</b>	Lettings	Avg Per pupil: Primary £225 Secondary £236		0	No planned increase - we are continuously reviewing our fees and charges in this area of service. We are aware of our competitors and their prices and are currently reviewing the service and developing an alternative model which looks at concentrating on marketing the service and developing other opportunities
	<b>Sub-Total TLCY</b>			<b>59,383</b>	

Proposal Title	Policy and Governance – Aggregation of smaller savings	Lead/Responsible Officer:	Matthew Gatehouse
Your Ref No:	CEO001 – CEO004	Directorate:	CEOs
Version No:	0.1	Section:	Policy, Governance and Customer Service
Date:	29 November 2018		

Version	Date	Changes Made
1	29/11/18	Initial version
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**An aggregated proposal of smaller budget reductions to ensure the continued delivery of the service within budget. These smaller savings will not result in a change to front-line council services.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	N	This has no impact on the council's corporate plan																												
Has a Future Generations Evaluation been completed for this proposal?	N	This represents an aggregation of smaller items, none of which will result in a change to front-line council services																												
What consultation and engagement has been undertaken to date?	N	The budget reduction offering a reduced funding level to Citizens Advice Monmouthshire was done with full engagement of CAB.																												
Has an option appraisal been undertaken?	N	No. This proposal has been weighed-up against the other savings that would need to be made to deliver a balanced budget																												
Does this proposal affect other MCC services?	N	This required action by the Transport team to end the lease on a pool car																												
Is this proposal dependant on other services?	N																													
Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	Y	It will mean it is not possible to recruit an apprentice into the Policy and Performance Team as previously planned.																												
Will this project have any legal implication for the authority?	N																													
What is the financial benefit of this proposal?	£9,060	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Don't fill apprentice post</td> <td></td> <td>3000</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Reduce Funding to CAB</td> <td></td> <td>1060</td> <td>530</td> <td>530</td> <td></td> <td></td> </tr> <tr> <td>Reduction in subscriptions</td> <td></td> <td>3000</td> <td>0</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Don't fill apprentice post		3000	0	0			Reduce Funding to CAB		1060	530	530			Reduction in subscriptions		3000	0	0		
Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total																								
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		and grants budget																														
		Income from flexible workspace at Caldicot Hub	2000	£2K income each year	£2K income each year																											
<b>Additional Comments:</b>																																
Will this proposal require revenue or capital investment to implement?		<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding		0																				
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<b>Additional Comment:</b> Capital Investment for Caldicot Hub has been secured via a Cabinet paper in Oct 2018 seeking prudential borrowing, authors Deb Hill-Howells and Cath Fallon																																
Has this proposal considered the opportunities for external funding?	N																															
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Will this proposal present any future collaboration opportunities?	No																	
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																	
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Budget monitoring.																



Proposal Title	Community Education Skills@Work Project Saving	Lead/Responsible Officer:	Richard Drinkwater
Your Ref No:	CEO005	Directorate:	
Version No:	1	Section:	Community Hubs
Date:	29/11/18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Via the inclusion of two members of the Community Education/Community Hubs team in the delivery model of the Skills@Work ESF funded project we are in apposition to recoup 40% of their staffing costs. In essence, this is achieved via an accounting treatment, which we feel will not directly affect upon service.

It is proposed that we include the Community Learning Lead (FT position) and an Information Officer (78.85 FTE), this would place the service in a position to propose a saving of £25k based on the current staff SCP.

NB: This project is scheduled to run for a 5-year delivery window, commencing November 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?		N/A as the delivery of the project is aligned to the franchise delivery model for our current community education provision.																					
Has a Future Generations Evaluation been completed for this proposal?		N/A as the proposed saving will be achieved via an accounting treatment.																					
What consultation and engagement has been undertaken to date?		None																					
Has an option appraisal been undertaken?		N/A																					
Does this proposal affect other MCC services?	N	Not currently, will require evaluation as/when Abergavenny Community Hub is delivered as the information officer post will be integrated in to the team and will be migrated to a full time position.																					
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	N	Not currently as the duties of the two identified members of staff will encompass the duties required within the Skills@Work Project. There is a potential for staffing implications as discussed above as and when Abergavenny Community Hub is delivered.																					
Will this project have any legal implication for the authority?	N																						
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>40% Saving on delivery staff</td> <td>-</td> <td>£25K</td> <td>£25</td> <td>£25k</td> <td>£25</td> <td>£100k</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b> These are close approximations of the potential saving from involvement in the ESF Skills@Work project which are also</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	40% Saving on delivery staff	-	£25K	£25	£25k	£25	£100k							
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		dependant on the success and sustainability of the project and MCC meeting the delivery goals. There is also other smaller saving that will be achieved via other delivery staff (tutors) involvement in the project, this however is not feasible to estimate at present.																								
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Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																			
Has this proposal considered the opportunities for external funding?	Yes	This proposed saving would be achieved via match funding our existing franchise grant from Coleg Gwent to the ESF for inclusion in the project. Funding/grant usage approval has been sort from Coleg Gwent.																								
Will this proposal have any non-financial impacts?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reduced Staffing Costs</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Savings only possible during the life of the project</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p><b>Additional Comment:</b>  A cautionary note regarding that the savings are only possible during participation in the project, on conclusion of the project these savings will not be achievable past 22/23. However if WG consultation does benefit MCC as indication we should experience an uplift in current grant funding in the region of £100k which should then offset this.</p>	Ref	Benefit	1	Reduced Staffing Costs	2		3		4		Ref	Disadvantage	1	Savings only possible during the life of the project	2		3		4					
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	No																	
Will this proposal present any future collaboration opportunities?	Yes	Potential to utilise future grant funding from Coleg Gwent for match funded projects.																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No	However, potential investment in current digital provision within the Hubs/Community Education via the project will have a positive impact on digital inclusion.																
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<ul style="list-style-type: none"> <li>Budget Monitoring</li> <li>KPI/Project Outcomes</li> </ul>																

Proposal Title	Integrated Customer Communications	Lead/Responsible Officer:	Matthew Gatehouse
Your Ref No:	CEO006	Directorate:	CEOs
Version No:	0.1	Section:	Policy, Governance and Customer Service
Date:	29 November 2018		

Version	Date	Changes Made
1	20/11/18	Initial version
2	29/11/18	Updated to reflect revised calculations of call volumes and staffing rotas

**Brief Summary** (Please include a brief description of the proposal being proposed)

Customers have increasing expectations and expect to be able to contact their council using a range of different channels. The proposal will improve the efficiency of our customer contact arrangements. This includes using demand data to optimise staffing rotas in the contact centre; aggregating responses to multiple customer channels including telephony, social media and chatbot in one service; reviewing software and associated license costs and removing under-used licenses and devices; procuring a new telephony/integrated communications software in the second half of 2019/20.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	E-19 Future Focused Council. This proposal contributes to the development of a new business model for Community Hubs and Customer Care to increase access and provide a greater choice of channels for customers to engage with us (online, via the My Monmouthshire app, over the phone or face-to-face)														
Has a Future Generations Evaluation been completed for this proposal?	Y	No changes yet.														
What consultation and engagement has been undertaken to date?	N	None carried out to date. However the thinking that informed the proposal was drawn from engagement undertaken during the Evolve Cohort looking at customer service from October 2017 onwards.														
Has an option appraisal been undertaken?	N	Work is underway to identify the options for re-provision of the telephone system in the second half of 2019-20. Options are presently being examined to identify the most efficient staffing model.														
Does this proposal affect other MCC services?	Y	Will involve colleagues from community hubs and communications and engagement team.														
Is this proposal dependant on other services?	Y	Will require support from SRS and requires a change of working from some staff handling telephone calls to answer queries in a way that makes them useable via the council's new chatbot.														
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	Y	As part of this proposal there will be changes to staffing at the council's contact centre. This will result in a change to rotas and a reduction in the number of contracted hours dedicated to telephony. Any impact on staff would seek to be mitigated through the council's protection of employment policy.														
Will this project have any legal implication for the authority?	N															
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<b>Additional Comment:</b>																															
Will this proposal impact on the authorities built assets e.g. service change, resource amendment etc.	No	Not applicable																													
Will this proposal present any future collaboration opportunities?	Yes	There is the potential to collaborate with other authorities in the procurement of a new system																													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	Yes	This has been built into the plans so far with the involvement of the digital programme office																													

How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	We expect to see a reduction in missed calls as certain points of the week as a result of rota changes. Expect to see a reduction in call volumes as a result of new channel being introduced. Will measure customer satisfaction of those using the chatbot and measure the efficacy of responses via this channel.
--	--

Proposal Title	Subsidy of Chairman's Charity and Operation of Chairman's Car	Lead/Responsible Officer:	Matthew Gatehouse
Your Ref No:	CEO007 & CEO008	Directorate:	CEOs
Version No:	0.1	Section:	Policy, Governance and Customer Service
Date:	29 November 2018		

Version	Date	Changes Made
1	29/11/18	Initial version
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

The Chairman's charity operates with a budget allocated by council. This budget pays the operating costs for charity events, such as hire of venues and food. This means that historically all proceeds from the sale of tickets for raffles or events go to charity. The proposal would see the budget reduced with the effect that the costs of running these events would need to be met from ticket sales and donations with only the profit element being donated to the Chairman's charity.

Part two of the proposal is to ensure that the chairman's car (Leased Ford Mondeo) is used more productively by ensuring it is used as a staff pool car when not in use by the chairman. This would enable a cost saving as the lease on a smaller pool car could be ended.

Both savings would take effect from March 2019 and would not impact upon the work of the present Chairman of the Council.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact														
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	N	This has no impact on the council's corporate plan														
Has a Future Generations Evaluation been completed for this proposal?	N	As the chairman's charity differs each year it is difficult to assess the impact on particular groups. The reduction would take effect from May 2019 for which charity's have yet to be named, the impact is therefore in terms of an opportunity foregone for as as-yet unidentified. There would be a small increase in CO2 emissions from using a Mondeo rather than a smaller model such as a Ford Fiesta or Nissan Leaf for some pool car journeys														
What consultation and engagement has been undertaken to date?	N	None														
Has an option appraisal been undertaken?	N	No. This proposal has been weighed-up against the other savings that would need to be made to deliver a balanced budget														
Does this proposal affect other MCC services?	Y	This required action by the Transport team to end the lease on a pool car and to actively promote and ensure optimisation of the Chairman's car.														
Is this proposal dependant on other services?	Y	As above														
Will this proposal require any amendments to MCC policy?	N															
Will this proposal have any staffing implications?	N															
Will this project have any legal implication for the authority?	N															
What is the financial benefit of this proposal?	£11,240	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total							
Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total										



		Reduction in lease payments for car	0	3240				£3,500	
		Ending of subsidy of chairman's charity	0	8000				£8000	
		<b>Additional Comments:</b>							
Will this proposal require revenue or capital investment to implement?		<b>Investment Description</b>	<b>Remainder of 18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>Total</b>	<b>Source of funding</b>
			0						
		<b>Additional Comment:</b>							
Has this proposal considered the opportunities for external funding?	Y	It may be possible to secure donations of prizes and venues for chairmans events to offset the loss of subsidy.							
Will this proposal have any non-financial impacts?		<b>Ref</b>	<b>Benefit</b>						
		1							
		2							
		3							
		4							
		<b>Ref</b>	<b>Disadvantage</b>						
		1	Potential marginal increase in CO2 emissions						
		2	Pressure on existing pool cars if staff do not adapt or are reluctant to use the Mondeo						
		3							
		4							
		<b>Additional Comment:</b>							
Has this proposal made any assumptions?		<b>Ref</b>	<b>Assumption</b>						
		1	That staff would be willing to use a larger car for journeys and that the lease on an existing pool car can be ended without penalty						
		2	That the reduction of the subsidy element on the charity would have no impact on the success of charity events organised by the Chairman of the Council.						
		3							
		4							
		<b>Additional Comment</b>							
Has a risk analysis been completed for this proposal?		<b>Main Risks</b>							
		<b>Ref</b>	<b>Risk</b>	<b>RAG Rating</b>	<b>Mitigation</b>				
			Potential risk that the Chairman's Car could be in use by another service when needed by the chairman	L	Ensure an effective ad well-understood booking system. Ensure that Chairman's civic engagement events are given priority for use of the Mondeo				

		<b>Additional Comment:</b>																			
What further consultation and engagement will be required for this proposal?		<table border="1"> <thead> <tr> <th>Ref</th> <th>Consultee</th> <th>Description</th> <th>Comp/Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Elected Members</td> <td>Formal Scrutiny</td> <td>Jan 19</td> </tr> <tr> <td>2</td> <td>Public</td> <td>Public Consultation</td> <td>Jan 19</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <b>Additional Comments:</b>				Ref	Consultee	Description	Comp/Pending	1	Elected Members	Formal Scrutiny	Jan 19	2	Public	Public Consultation	Jan 19				
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Will this proposal impact on the authorities built assets e.g. service change, resource amendment etc.	No																				
Will this proposal present any future collaboration opportunities?	No																				
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No																				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Amount of revenue generated for charitable causes Reduction in total spend on pool cars																			

Proposal Title	CEO Directorate – Discretionary Fee Increase	Lead/Responsible Officer:	Paul Matthews
Your Ref No:	CEO009	Directorate:	CEO
Version No:	1	Section:	CEO
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**Increased income as a result of discretionary fee increases across the CEO Directorate. Budget saving to be put forward of £897.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	N/A																						
Has a Future Generations Evaluation been completed for this proposal?	No	Proposal is of negligible value so Future Generations Evaluation is not required.																					
What consultation and engagement has been undertaken to date?	N/A																						
Has an option appraisal been undertaken?	N/A																						
Does this proposal affect other MCC services?	N/A																						
Is this proposal dependant on other services?	N/A																						
Will this proposal require any amendments to MCC policy?	N/A																						
Will this proposal have any staffing implications?	N/A																						
Will this project have any legal implication for the authority?	N/A																						
What is the financial benefit of this proposal?	£897	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Discretionary Fee Increase</td> <td></td> <td>£897</td> <td></td> <td></td> <td></td> <td>£897</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Discretionary Fee Increase		£897				£897							
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Will this proposal have any non-financial impacts?	N/A	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> </tr> <tr> <td>2</td> <td> </td> </tr> <tr> <td>3</td> <td> </td> </tr> <tr> <td>4</td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> </tr> <tr> <td>2</td> <td> </td> </tr> <tr> <td>3</td> <td> </td> </tr> <tr> <td>4</td> <td> </td> </tr> </tbody> </table> <p><b>Additional Comment:</b></p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4					
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Will this proposal require procurement of goods, services or works?	No																									

Will support services be required for this proposal?	No	<table border="1" data-bbox="625 253 1439 342"> <thead> <tr> <th data-bbox="625 253 694 286">Ref</th> <th data-bbox="694 253 1023 286">Support Service</th> <th data-bbox="1023 253 1222 286">Activity</th> <th data-bbox="1222 253 1439 286">Internal/External</th> </tr> </thead> <tbody> <tr> <td data-bbox="625 286 694 320"></td> <td data-bbox="694 286 1023 320"></td> <td data-bbox="1023 286 1222 320"></td> <td data-bbox="1222 286 1439 320"></td> </tr> <tr> <td data-bbox="625 320 694 342"></td> <td data-bbox="694 320 1023 342"></td> <td data-bbox="1023 320 1222 342"></td> <td data-bbox="1222 320 1439 342"></td> </tr> </tbody> </table> <div data-bbox="625 371 1439 456" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Additional Comment:</b>    </div>	Ref	Support Service	Activity	Internal/External								
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Will this proposal present any future collaboration opportunities?	N/A													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N/A													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's	Budget													

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>CHIEF EXECUTIVES</b>					
Community Education		Various	2.50%	144	
Libraries				0	The actual income against these budget figures is barely reaching 50% of the target so to increase fees would just add to the pressure that already exists
	Overdue Charges	22p per day, max charge £15.00			
		For concessionary groups, 12p per day, max charge £7.50			
	Internet Usage	£1.02 per half hour for non members			
	Photocopying	From 21p to 36p per sheet			
	Reservation Fees (Inter Library Loans)	£4.20 per reservation			
	Promotional Sales Commission			0	
Elections	Electoral Registration	0.00	2.5%	41	
	Training Income	0.00	2.5%	63	
Communications	External Fees	Varies - Dependant on length of time spent	0	0	This budget relies heavily on external fees but the unit struggles to meet these requirements as resource is taken up with providing marketing and graphic design services to internal corporate services therefore any increase on this budget would simply be unachievable. <b>Pressure put forward to remove this income budget</b>
Legal Services	Legal advice for external clients	Charged at Officer time rate.	2.0%	649	Head of service is looking to take a full review of the service area charges at present 2% would be realistic
<b>Sub-Total CEO</b>				<b>897</b>	

Proposal Title	Re-fit Energy savings	Lead/Responsible Officer:	Debra Hill-Howells
Your Ref No:	RES001	Directorate:	Resources
Version No:	1	Section:	Landlord Services
Date:	29.11.18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**The Council is working with Local Partnerships to implement a Re-Fit scheme, which works with the private market to identify adaptations or additions that can be implemented within the council's estate to generate energy savings. The costs of the work will be funded through loan funding with agreed pay back periods and the cost of servicing the debt will be met through the anticipated savings, which will be realised through the implemented works.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	Y																						
What consultation and engagement has been undertaken to date?	N	<b>This has to date been an internal process, although consultation has been undertaken with Gwent Police and Coleg Gwent to give them the opportunity to share in the benefits that the scheme will realise</b>																					
Has an option appraisal been undertaken?	Y	<b>Contained with Cabinet Member report dated 13.06.18</b>																					
Does this proposal affect other MCC services?	Y	<b>The proposal will result in changes to mechanical and electrical installations within the councils property estate</b>																					
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	Y	<b>Additional support is required to support the delivery of this project and the management of the Council's energy service. This is being managed through the creation of an additional post within the Landlord Services re-structure.</b>																					
Will this project have any legal implication for the authority?	Y	<b>We will be required to undertake a procurement process, which is underway, and then enter into a contract with the preferred bidder to provide the implantations with a guaranteed payback.</b>																					
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>25k</td> <td>tbd</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b> The 25k is net of borrowing costs</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total			25k	tbd										
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Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																		
Has this proposal considered the opportunities for external funding?	<b>Yes and it will be dependent on loan funding</b>																								
Will this proposal have any non-financial impacts?	<table border="1" data-bbox="625 712 1439 913"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Energy efficiency measures will contribute to the Councils corporate aspirations to reduce our carbon footprint</td> </tr> <tr> <td>2</td> <td> </td> </tr> <tr> <td>3</td> <td> </td> </tr> <tr> <td>4</td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="625 943 1399 1115"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> </tr> <tr> <td>2</td> <td> </td> </tr> <tr> <td>3</td> <td> </td> </tr> <tr> <td>4</td> <td> </td> </tr> </tbody> </table> <div data-bbox="625 1144 1439 1227" style="border: 1px solid black; padding: 5px;"> <p><b>Additional Comment:</b></p> </div>	Ref	Benefit	1	Energy efficiency measures will contribute to the Councils corporate aspirations to reduce our carbon footprint	2		3		4		Ref	Disadvantage	1		2		3		4					
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	Yes	<b>It will result in improved efficiencies to both operational and investment portfolios.</b>																				
Will this proposal present any future collaboration opportunities?	Yes	<b>Discussions have already taken place with Gwent Police and Coleg Gwent to become a party to this procurement</b>																				
Will this project benefit from digital intervention to increase efficiency or increase service quality?		<b>We utilise Team as our energy software which would benefit from improvements and a portal to disseminate information to users – this is managed by Ian Hocom at present</b>																				
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Budget savings, reduction in carbon output</b>																				

Proposal Title	Central Services Recharge to ADM	Lead/Responsible Officer:	Peter Davies
Your Ref No:	RES002	Directorate:	RES
Version No:	1	Section:	ADM
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2019	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

In the event that MonLife (an alternative delivery model for the provision of Tourism, Leisure, Culture and Youth (TLC&Y) services) is established in 19/20, relevant budgets and posts will be transferred in order for the new organisation to deliver services. This transfer will see services being bought back into by MonLife with MonLife paying for the service through SLAs and the Council similarly in receipt of income.

As part of the budget process and to create separation within budgets in readiness for any proposed and potential transfer of services a budget amounting to the value of services to be acquired by MonLife from the Council needs to be established. The MTFP budget model has accommodated one aspect of this, being the budget made available to MonLife to acquire these services (an expenditure budget of £704,000). The income also needs to be separately accommodated in the budget proposals and this savings mandate represents the creation of that income budget for £704,000.

This proposal is somewhat of a technical matter. However, it was concluded that it should be afforded transparency so it is understood what level of services that MonLife is proposing to have provided by the Council.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	Consistent with the Council's objective to be a future-focussed Council the provision of services to MonLife, and upon any subsequent transfer being agreed, will be put on a commercial footing that will ensure that support services and delivering a competitive and quality service.
Has a Future Generations Evaluation been completed for this proposal?	N	Not required. This mandate is a technical matter and that looks to create the income budget for services that the Council is looking to provide to MonLife.
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	N	
Does this proposal affect other MCC services?	N	
Is this proposal dependant on other services?	N	
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	N	No directly. Any staffing implications are addressed through the separate pressure mandate (PRES004) which concerns the residual impact on the Council where MonLife receives the expenditure budget but does not wish to use the Council's support services in future years.
Will this project have any legal implication for the authority?	N	Not directly. However there are legal implications separately needing to be considered in facilitating the transfer of services to MonLife. One aspect of

		this is getting the necessary Services Level Agreements (SLAs) in place for the services that Monlife wishes the Council to provide it.																												
What is the financial benefit of this proposal?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ADM Recharge</td> <td>0</td> <td>704,000</td> <td></td> <td></td> <td></td> <td>704,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total saving</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>704,000</td> </tr> </tbody> </table> <p><b>Additional Comments:</b></p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	ADM Recharge	0	704,000				704,000								Total saving						704,000
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Has this proposal considered the opportunities for external funding?	N	Not directly relevant to this mandate.																												
Will this proposal have any non-financial impacts?	Y	<table border="1"> <thead> <tr> <th>Ref</th> <th>Benefit</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Ref</th> <th>Disadvantage</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <p><b>Additional Comment:</b> No non-financial benefits specifically attached to this mandate proposal.</p>	Ref	Benefit	1		2		3		4		Ref	Disadvantage	1		2		3		4									
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		There are no risks per se as this is largely a technical matters as described in the brief summary above. Any change in the level of services that MonLife are looking to secure from the Council will simply result in a corresponding adjustment to the expenditure budget being afforded to MonLife and separately in the MTFP budget model. The impact would however be felt as a potential residual cost to the Council and where MonLife was choosing not to secure services from the Council. This pressure however is being separately included in pressure mandate PRES004.																
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Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.	N																	
What evidence/data has been gathered to date to inform this Proposal?	N	Support service recharges and costs have been estimated through a reasonable apportionment of the cost of delivering support services to TLCY services. These are currently being reviewed and negotiated as part of the work leading up to a decision to transfer to MonLife.																
Will this project benefit from digital intervention to increase efficiency or increase service quality?	N	Not directly.																
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		There will not need to be any specific monitoring once the budget is finalised as this is a largely technical matter as described above.  However, the income generated from selling support services to MonLife will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the Service Business Plans for the business area in order to monitor and challenge the delivery of the proposal, including the performance being achieved and the level of impact.																

Proposal Title	Commercial Investments Income Generation	Lead/Responsible Officer:	Debra Hill-Howells
Your Ref No:	RES003/RES004	Directorate:	Resources
Version No:	1	Section:	Landlord Services
Date:	29.11.18		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

**This proposal seeks to maximise the generation of net income from the acquisition of a commercial portfolio whose primary purpose is to generate income to offset revenue pressures, where possible the portfolio will also seek to realise economic and social justice outcomes.**

**The Council acquired Castlegate Business Park in September 2018 and a £170k of the income proposal will be realised from the net rental income from this site. The remaining £400K will be achieved through the acquisition of further commercial assets to generate additional income.**

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																						
Has a Future Generations Evaluation been completed for this proposal?	Y	<b>FGE undertaken for Asset Management Strategy and updated to reflect this proposal</b>																					
What consultation and engagement has been undertaken to date?		<b>The Asset Investment Policy was the subject of a full Council decision and any decision to acquire is delegated to Investment Committee which is made up of Senior Members</b>																					
Has an option appraisal been undertaken?	Y																						
Does this proposal affect other MCC services?	N																						
Is this proposal dependant on other services?	N																						
Will this proposal require any amendments to MCC policy?	N																						
Will this proposal have any staffing implications?	Y	<b>Landlord Services Re-structure is in the process of being developed to reflect capacity needs and market conditions; we will also rely on independent external advisors when assessing proposed investments and providing management agency advice for acquired assets.</b>																					
Will this project have any legal implication for the authority?	N	<b>The policy has already been agreed by members and has been implemented.</b>																					
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					short of the 7% target due to market conditions
			<b>Borrowing costs increase which impacts on net profit</b>		Develop blended funding options at the point of acquisition
			<b>Lack of capacity or expertise within the Estates team</b>		Working with market advisors
		<b>Additional Comment:</b>			
What further consultation and engagement will be required for this proposal?					
		<b>Ref</b>	<b>Consultee</b>	<b>Description</b>	<b>Comp/Pending</b>
		<b>Additional Comments:</b> When a potential acquisition is identified a business case will be prepared with Finance and presented to Investment Committee			
Will this proposal require procurement of goods, services or works?		Should managing agent support be required this will need to be procured. The investment support is already in place.			
Will support services be required for this proposal?					
		<b>Ref</b>	<b>Support Service</b>	<b>Activity</b>	<b>Internal/External</b>
			Legal support	Due diligence and documentation	Internal
			Finance	Due diligence and financial appraisals	Internal
			Investment advice	Market evidence & Independent valuation	External
		<b>Additional Comment:</b>			
Will this proposal impact on the authorities built assets. E.g. service change, resource amendment etc.		<b>This proposal will result in the acquisition of additional assets, which will be held for investment purposes. They will require estate management, maintenance and facilities management support</b>			
Will this proposal present any future collaboration opportunities?		<b>The assets will be available to develop economic development initiatives and support the creation of clusters / align with the aspirations of the Future Economies report (if acquired in Monmouthshire or the CCCR)</b>			
Will this project benefit from digital intervention to increase efficiency or increase service quality?		<b>No</b>			
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		<b>Income realised</b>			

Proposal Title	Mileage reduction	Lead/Responsible Officer:	Rob O'Dwyer
Your Ref No:	RES005	Directorate:	Resources
Version No:	01	Section:	Business Transformation
Date:	30/11/18		

Version	Date	Changes Made
1	30/11/18	Original
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

**Reduced mileage and fares for travel: -**

Ensuring that our organisation has a sustainable, effective and efficient workforce that is sufficient to meet the demands of today and of the future. Effective workforce planning to reduce the need for external and unplanned staffing

This will be enabled through a targeted focus on high areas of spend and consistent monitoring and analysis of workforce related costs/issues. Working with People Services and service managers to develop workable solutions to workforce issues. Ownership across the whole organisations to ensure costs are considered, reasonable and wherever possible reduced to ensure the future sustainability of our services.

**Total average mileage expenditure - £670K per annum (based on average over 3 years)**

**Proposed reduction for targeting mileage/travel of £50,000 in 19/20**

**Reduction Options**

- 12 weeks/annum travel free
- Culture change – "Travel smarter not less" (raise cost consciousness)
- Process Controls – Full implementation of due process and compliance with policy
- Continuous analysis and management – software
- Car sharing
- Green Travel Policy – alignment with corporate plan (carbon reduction strategy)
- Greater use of digital communication options
- Alignment with rural transport policy
- Route optimisation
- Members remote attendance at meetings (Constitutional change approved Nov 2017)

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It is appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	<b>E 21 – The proposal will help deliver a sustainable and resilient organisation and relevant and viable public services</b>
Has this proposal been included in your current Service/Business Improvement Plans?	Y	<b>Proposal is included as an action in my business plan and incorporated within my 19/20 budget forecast.</b>
Has a Future Generation Evaluation been commenced?	Y	<b>See separate document</b>
	N	The following options have been considered to facilitate further mileage reduction



		<ul style="list-style-type: none"> <li>Increased provision of Skype</li> <li>Increased investment in Video Conferencing</li> <li>12 weeks/annum travel free</li> <li>Culture change – “Travel smarter not less” (raise cost consciousness)</li> <li>Process Controls – Full implementation of due process and compliance with policy</li> <li>Continuous analysis and management – software</li> <li>Car sharing</li> <li>Green Travel Policy – alignment with corporate plan (carbon reduction strategy)</li> <li>Greater use of digital communication options</li> <li>Alignment with rural transport policy</li> <li>Route optimisation</li> <li>Members remote attendance at meetings (Constitutional change approved Nov 2017)</li> </ul>																								
What is the impact of this proposal on other services?	NA	<b>This proposal will apply to the whole organisation</b>																								
What other services will affect this proposal?	NA	<b>The digital programme office will play a key role in ensuring that officers have the tools to do their jobs in an efficient and agile way</b>																								
Will this proposal require any amendments to MCC policy?	No																									
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Will this proposal require procurement of goods, services or works?	No	Investment of digital technology such as skype is already part of MCC's investment programme																
Has a timeline been considered for this proposal?	Yes	<table border="1"> <thead> <tr> <th>Ref</th> <th>Activity</th> <th>Start</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Budget adjustment</td> <td>March 19</td> <td>March 19</td> </tr> <tr> <td>2</td> <td>Implementation</td> <td>April 19</td> <td>March 20</td> </tr> </tbody> </table> <b>Additional Comments:</b>	Ref	Activity	Start	Complete	1	Budget adjustment	March 19	March 19	2	Implementation	April 19	March 20				
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What evidence/data has been gathered to date to inform this Proposal?		Analysis of current spend and travel habits																

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Will this proposal impact on the authorities built assets?	No																	
Will this proposal present any collaboration opportunities?	No																	
Will this project benefit from digital intervention?	Yes	Previous savings have been made possible by the introduction of digital tools to allow officers to deliver services remotely from any location. Further implementation and support of technology as skype and smart phones will facilitate further savings in travel costs																
How will the impact of this proposal be measured?		Monitoring of monthly expense claims and via the revenue budget monitoring process.																

Proposal Title	Resources Directorate – Discretionary Fee Increase	Lead/Responsible Officer:	Peter Davies
Your Ref No:	RES006	Directorate:	RES
Version No:	1	Section:	RES
Date:	29/11/2018		

Version	Date	Changes Made
1		
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Increased income because of discretionary fee increases across the Resources Directorate. Budget saving to be put forward of £18,032.

The proposal comprises:

- Cemeteries Service Charge (Average 10% Increase across the board) - £17,937.50
- Central Finance Staff Time Recovery - £94

Full details are available in the attached spreadsheet extract.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact																												
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y																													
Has a Future Generations Evaluation been completed for this proposal?	Y																													
What consultation and engagement has been undertaken to date?	N/A																													
Has an option appraisal been undertaken?	N/A																													
Does this proposal affect other MCC services?	N/A																													
Is this proposal dependant on other services?	N/A																													
Will this proposal require any amendments to MCC policy?	N/A																													
Will this proposal have any staffing implications?	N/A																													
Will this project have any legal implication for the authority?	N/A																													
What is the financial benefit of this proposal?	£18,032	<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Discretionary Fee Increase</td> <td></td> <td>£18,032</td> <td></td> <td></td> <td></td> <td>£18,032</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Discretionary Fee Increase		£18,032				£18,032														
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Will this proposal require revenue or capital investment to implement?	No	<table border="1"> <thead> <tr> <th>Investment Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> <th>Source of funding</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>Additional Comment:</b> Proposal will be delivered within existing budgets</p>	Investment Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Source of funding																
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Will this proposal present any future collaboration opportunities?	No													
Will this project benefit from digital intervention to increase efficiency or increase service quality?	No													
How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's		Impact will be measured against the revenue budget monitoring process and customer engagement												

Service Area	Service being charged for	Proposed Charges for 2019/20 £:p	Percentage Increase	Increased additional budget income identified for 2019/20 budget setting purposes	Reason why inflationary increase is not being considered
<b>RESOURCES DIRECTORATE</b>					
Markets	Markets-Caldicot		0.00%	0.00	Due to the renovation works at the Town Hall the section will be unable to raise rentals due to the expected disruption to current service.
	Markets - Monmouth		0.00%	0.00	
	Markets-Abergavenny		0.00%	0.00	
	Tuesday Market inside per table	£15.76	0.00%		
	Tuesday Market Outside per foot of floor space	£2.40	0.00%		
	Wednesday Market per table	£9.45	0.00%		
	Friday Market per table	£10.51	0.00%		
	Saturday Market inside per table	£15.76	0.00%		
	Saturday Market Outside - Small	£11.56	0.00%		
	Saturday Market Outside - Large	£23.11	0.00%		
	Sunday Market per table	£10.51	0.00%		
Cemeteries	Cemeteries Service Charge		10.00%	17,937.50	Average 10% Increase across the board Details split to follow.
	INTERMENT IN EARTHEN GRAVE: PERSONS 17 YEARS OF AGE OR UNDER:				
	Stillborn and non viable foetuses (New ERB)	No Charge /No Charge			
	New single depth grave in children's section (New ERB)	No Charge /No Charge			
	New Single Depth (New ERB)	No Charge /No Charge			
	New Double Depth (New ERB)	No Charge /No Charge			
	New Treble Depth (New ERB)	No Charge /No Charge			

Page 324	PERSONS 18 YEARS OF AGE AND OVER:			
	New Single Depth (New ERB)	£1,453/£2,905		
	New Double Depth (New ERB)	£1,835/£3,446		
	New Treble Depth (New ERB)	£2,858/£5,717		
	Re-opened grave to single depth - (New ERB)	£1,027/£1,627		
	Re-opened grave to single depth (Transfer ERB)	£952/£952		
	Re-opened grave to double depth - (New ERB)	£1,337/£1,937		
	Re-opened grave to double depth - (Transfer ERB)	£1,199/£1,199		
	Cremated remains in Garden of Remembrance	£567/£1,135		
	Re-opened cremated remains - (New ERB)	£567/£725		
	Re-opened cremated remains (Transfer ERB)	£517/£517		
	Cremated Remains in new full grave	£1,095/£2,190		
	BRICKED GRAVE:			
	Single Depth	£1,882/£3,763		
	Double Depth	£2,564/£5,127		
Treble Depth	£3,240/£6,480			
RESERVATION OF GRAVE SPACE				
Normal	£270/£674			
Cremated Remains	£171/£427			
RIGHT TO ERECT MEMORIALS				
Normal Grave Space				
All memorials for Children's Interments	No Charge			
Headstones	£200/£400			
Memorial Vases or Tablets	£125/£250			
Re-Erection of Memorial following safety testing failure	No Charge			
Replacement of existing memorial	£80/£160			
Cremation Plots				
Memorial Vases or Tablets	£125/£250			
ADDITIONAL INSCRIPTIONS ON MEMORIALS	£80/£80			
Re- gilding of existing Inscriptions on all memorials	£80/£80			



	EXCLUSIVE RIGHT OF BURIAL FOR FULL GRAVE PLOT				
	Initial Issue	£600/£1,200			
	Each subsequent transfer	£525/£525			
	EXCLUSIVE RIGHT OF BURIAL FOR CR PLOT				
	Initial Issue	£410/£820			
	Each subsequent transfer	£380/£360			
County Farms	Water Charges		0%	0	
	Agricultural Rents	£Various - all individual	0%	0	
	Cottage Rents	£Various - all individual	0%		
	Grazing Rights	£Various - all individual	0%		
People & HR	Human Resources & Training	Individual recovery rates will depend upon cost of courses incurred.	0%	0	This budget includes an increase from 18/19 therefore no further increase on budget for 19/20
	Personnel	Varies	0%	0	This income is from charging other departments for late emergency CHAP payments, however, work is being done to avoid the need for these to continue.
<b>Sub-Total Resources</b>				<b>18,032</b>	

Proposal Title	Interest Receivable increase	Lead/Responsible Officer:	Lesley Russell / Mark Howcroft
Your Ref No:	APP01	Directorate:	Resources
Version No:	1	Section:	Finance
Date:	29/11/2018		

Version	Date	Changes Made
1	29/11/18	Original
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

The Authority has to maintain at least £10m of investments to meet the requirements of a Professional Investor under the Markets in Financial Instruments directive (Mifid II) Regulations. By investing this amount our income is forecast to increase which has not been budgeted for previously, as our efficient Treasury strategy tends to utilise cash balances to make our borrowing need as economic as possible, rather than chase investment returns. However any net benefit needs to be offset by increased borrowing on the Pressures list in having to borrow a similar amount.

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It is appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact																					
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	<b>In so far as it promotes sound financial management to assist with providing services to the public</b>																					
Has this proposal been included in your current Service/Business Improvement Plans?	NA																						
Has a Future Generation Evaluation been commenced?	NA	<b>Not applicable, operational decision already allowed under existing Treasury Strategy</b>																					
Is an Option Appraisal required?  (Please refer to MCC Standard Option Appraisal Process/Template)	N	<b>Investment made as per Council's adopted Treasury Strategy, likely to be a longer term investment given a need to hold a standing balance of £10m investments to continue to receive Treasury advice as a meet professional investor rather than retail investor.</b>																					
What is the impact of this proposal on other services?	None																						
What other services will affect this proposal?	None	<b>Specific to Treasury and cash management</b>																					
Will this proposal require any amendments to MCC policy?	N	<b>No, consistent with existing Treasury Strategy</b>																					
Will this proposal have any staffing implications?	N	<b>No</b>																					
Will this project have any legal implication for the authority?	N	<b>No</b>																					
Will this proposal have any financial benefit?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>162,000</td> <td>1,000</td> <td>0</td> <td>1,000</td> <td>164,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b> Numbers above are cumulative. The income levels reflect likely return on £10m investments. This saving needs to be read alongside the Treasury pressure one which requires us to borrow equivalent amount to allow standing £10m investment balance to be demonstrable</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total			162,000	1,000	0	1,000	164,000							
Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total																	
		162,000	1,000	0	1,000	164,000																	

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Will this project benefit from digital intervention?	<b>No</b>												
How will the impact of this proposal be measured?	<b>M2 and M7 monitoring</b>												

Proposal Title	Set aside of Capital receipts	Lead/Responsible Officer:	Lesley Russell / Mark Howcroft
Your Ref No:	APP002	Directorate:	Resources
Version No:	1	Section:	Finance
Date:	29/11/2018		

Version	Date	Changes Made
1	29/11/18	Original
2		

**Brief Summary** (Please include a brief description of the proposal being explored)

The Council has to set aside a reasonable provision annually to repay debt, based upon the capital financing requirement, and either 2% based on supported borrowing or over the asset life of particular assets where the borrowing is prudential or unsupported by central government funding. This provision is known as minimum revenue provision (MRP)

The Authority is forecasting to have generated £3m of unused Capital receipts by end of 31<sup>st</sup> March 2019. If this was set aside to finance capital expenditure previously budgeted to be funded by borrowing, it will reduce the capital financing requirement and relatedly the level of borrowing taken.

It would receive a saving in the form of having to make a smaller minimum revenue provision. Based on using capital receipt funding on an illustrative 25 year asset it would save circa £40,000 per annum on every £1m capital receipts utilised in this fashion.

On a forecast £3m receipts balance at the end of March 19, this is anticipated to deliver a saving of £120,000 per year against Current MRP (Minimum Revenue Provision) Budget for 25 years.

Please answer the following questions and provide as much information as you have available at this stage of the proposals development. It is appreciated that further information will be developed prior to final approval of submitted proposals.

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	NA	<b>In so far as sound financial management is a cornerstone in Council continuing to provide efficient and economic service to the public into the future</b>
Has this proposal been included in your current Service/Business Improvement Plans?	N	Undertaken as part of normal treasury activities
Has a Future Generation Evaluation been commenced?	NA	<b>Operational decision, not a new practice</b>
Is an Option Appraisal required?  (Please refer to MCC Standard Option Appraisal Process/Template)	N	An analysis of the best use for any capital receipt balance has been undertaken, which concluded that Council would get maximum short term revenue budget effect if it applied receipts to the funding of short life assets with high proportionate MRP charge. The actual treasury decision will be taken once sufficient receipts accrue as it is commonplace for the generation of such to be delayed.
What is the impact of this proposal on other services?	NA	Economic treasury decisions prevent services having to make a greater extent of savings. Active Treasury monitoring traditionally mitigates the cost volatility experienced in services during the year. Taking Treasury savings more explicitly as a budget target will, going forward, reduce the ability to make such compensations for services within year, so they need to be more disciplined in staying within budgets allocated to them.
What other services will affect this proposal?	NA	In applying receipts in this fashion, they won't be available to assist with Future Schools tranche B and C considerations, putting a greater emphasis on Council and Children and Young people Directorate to afford any capital schools replacement programmes through revenue savings affording prudential borrowing.
Will this proposal require any amendments to MCC policy?	N	<b>No, already allowed under Council approved Treasury Strategy</b>

Will this proposal have any staffing implications?	N	<b>None, undertaken as part of existing treasury duties</b>																								
Will this project have any legal implication for the authority?	N	<b>None</b>																								
Will this proposal have any financial benefit?		<table border="1"> <thead> <tr> <th>Description</th> <th>Remainder of 18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Reduced MRP payment pa.</td> <td></td> <td>120,000</td> <td>0</td> <td>0</td> <td>0</td> <td>120,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Comments:</b> Numbers above will introduce a consistent annual saving over the financing of the asset involved. To put saving against 20/21 etc., whilst correct, may erroneously imply an additive effect.</p>	Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total	Reduced MRP payment pa.		120,000	0	0	0	120,000										
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<p>Will this proposal impact on the authorities built assets?</p>	<p>In applying receipts prior to assessing the affordability of Future schools proposals, these receipts won't be available to advantage those business cases. But overall the effect will be neutral, in so far that the Council derives a lower capital financing requirement initially and hence a lower MRP. When schools proposals materialise the capital financing requirement will require inflating to afford additional borrowing to compensate exactly for receipts already utilised.</p>												
<p>Will this proposal present any collaboration opportunities?</p>	<p>No</p>												
<p>Will this project benefit from digital intervention?</p>	<p>No</p>												
<p>How will the impact of this proposal be measured?</p>	<p>Reduced minimum revenue provision costs</p>												

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Proposal Title	Council Tax Base Increase / Council Tax Reduction Scheme Activity Saving	Lead/Responsible Officer:	Peter Davies/Ruth Donovan
Your Ref No:	FIN001	Directorate:	RES
Version No:	1	Section:	Finance
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Each year the Council has to notify Welsh Government of its estimate of its council tax base for the following financial year. The tax base is itself is mainly calculated from information about the numbers of properties within the County, adjusted to an equivalent band D figure for things such as discounts, exemptions and reliefs. As the number of equivalent properties grows in the County so does the tax base and the ability for the Council to generate an increased level of council tax income.

Overall, the Council Tax base calculated for 2019/20 has risen by 0.45% compared to 2018/19. This increase takes into account the anticipated changes in dwellings. The estimated income derived from this (£272k) has been incorporated within the MTFP as part of the budget process. The majority of this has already been achieved in the current financial year as the Authority has outperformed the estimated tax base it set last year. However, based on the revised estimate provided to WG for next year this gives the potential for additional council tax income of £40,000. The Council will look to review this again before finalising its budget proposals for 19/20 to determine whether there is scope to increase this potential income and saving further.

Further to this the Council Tax Reduction Scheme (CTRS) budget is demonstrating a reduced level of activity in the current year. Whilst it is very difficult to predict with any certainty the likely future demand recent years have seen the Authority make calculated reductions in the budget within recourse to it being over-subscribed. Trends from previous years show case load dropping month on month to year end. However counter to this future savings could be impacted as Welsh Government are actively promoting the scheme as well as any impact from Universal Credit and impacts in the wider economy. Latest information, from WG, suggests that current take up is between 55% and 65% so there is the potential for more claimants to come forward in the future. However, the Council has assessed risk and is looking to bring forward a targeted £110k reduction to the budget and consequential saving.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional core council tax funding into the budget and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.
Has a Future Generations Evaluation been completed for this proposal?	N	Not required as this simply represents additional funding to support the Council in delivering its services and against its stated priorities.
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	N	N/A
Does this proposal affect other MCC services?	N	Indirectly and in a beneficial way in providing additional funding to support delivery of services.
Is this proposal dependant on other services?	N	

Will this proposal require any amendments to MCC policy?	N																													
Will this proposal have any staffing implications?	N																													
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		<p><b>Additional Comment</b></p> <p>The calculation of the council tax base is in a format prescribed by Welsh Government. There is however the need for estimation though a prudent assessment of the increase in the tax base based on the number of new property completions anticipated in the next financial year that will be liable for council tax.</p>																				
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<p>What evidence/data has been gathered to date to inform this Proposal?</p>		<ol style="list-style-type: none"> <li>1. Revenue budget monitoring report month 7</li> <li>2. Council tax base report – Cabinet 5<sup>th</sup> December 2018</li> <li>3. Advice received from Revenues Department and Shared Benefit Services</li> </ol>																				

<p>Will this project benefit from digital intervention to increase efficiency or increase service quality?</p>	<p>N</p>	
<p>How will the impact of this proposal be measured? E.g. Budget/Process/Staff/Customer KPI's</p>		<p>The position regarding both the tax base estimate and the CTRS activity saving will both be monitored ahead of the budget proposals being finalised at the end of the consultation period. The savings will be reviewed and consideration given to any further adjustment at that stage.</p> <p>Subsequent to this the budget proposal will be monitored through directorate budget monitoring. This will lead into corporate budget monitoring. In addition, the action plan, performance measures and the risk assessment must be transferred into the Service Business Plans for the business area in order to monitor and challenge the delivery of the proposal, including the performance being achieved and the level of impact.</p>

Proposal Title	Anticipated "floor" change to AEF	Lead/Responsible Officer:	Peter Davies
Your Ref No:	FIN002	Directorate:	RES
Version No:	1	Section:	Finance
Date:	31/11/2018		

Version	Date	Changes Made
1	13/12/2018	Completion of mandate proposal
2		

**Brief Summary** (Please include a brief description of the proposal being proposed)

Following significant lobbying and pressure from Local Government upon receipt of the Provision Budget Settlement from Welsh Government on 9<sup>th</sup> October 2018 the First Minister sent a letter on the 20<sup>th</sup> November 2018 to Local Authority Leaders outlining a package of additional funding proposals.

One aspect of these proposals that directly benefitted the Council was a commitment to raise the funding floor from -1% to -0.5%. This meant that no local authority in Wales would suffer a reduction in core funding by more than 0.5%. Monmouthshire, being the lowest funded Council in Wales, has again been protected by the funding floor and as a result directly benefits from this commitment from the First Minister.

The Council will receive absolute confirmation of this change when the Final Local Government Settlement is received. This is due on the 19<sup>th</sup> December 2018.

Please provide the following information to support your proposal

Question	Y/N	Comments/Impact
Does this proposal align with the MCC <a href="#">Corporate Plan</a> ?	Y	The proposal contributes additional core funding from Welsh Government and that will ultimately assist the Council in delivering the priorities as set out in the Corporate Plan.
Has a Future Generations Evaluation been completed for this proposal?	N	Not required as this simply represents additional funding to support the Council in delivering its services and against its stated priorities.
What consultation and engagement has been undertaken to date?		Ongoing and informal consultation with SLT and Cabinet
Has an option appraisal been undertaken?	N	N/A
Does this proposal affect other MCC services?	N	Indirectly and in a beneficial way in providing additional funding to support delivery of services.
Is this proposal dependant on other services?	N	
Will this proposal require any amendments to MCC policy?	N	
Will this proposal have any staffing implications?	N	
Will this project have any legal implication for the authority?	N	
What is the financial benefit of this proposal?		

		Description	Remainder of 18/19	19/20	20/21	21/22	22/23	Total																								
		Change to AEF	0	468,000				468,000																								
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