

# Mandate 16/17

## Mandate Preparedness March 2016

On target to deliver all savings within financial year
Partly achieve mandate targets within the financial year
Minimal delivery of mandate targets within the financial year

<b>Summary Position</b>	
Mandate Savings as Council Report 21st January 2016	£2,815,200
Estimated Achievable as at March 2016	£2,543,200
<b>REDUCTION in mandates achievable (B1, B2, B5, B7, B13, B18, B20)</b>	<b>£ 272,000</b>

Mandate Number	Mandate	Mandate Lead	Service area	Original Mandate Savings 16/17	Updated Savings 21st January Council Report	Estimated Achievable as at March 2016	Comments
B1	Not for Profit Service Delivery Model - NNDR Savings	Ian Saunders Leisure Services/ ADM	80% reduction in NNDR for Leisure following delivery of ADM	£254,000	£0	£0	Alternative service delivery model project team currently scoping options. Anticipated go live date September 2017. Finance savings adjusted to reflect an updated timeline. Cabinet have approved initial additional resource requirements amounting to £60k. Special Joint Select originally proposed for April 18th has been rescheduled for May 2016.
	Leisure Services Income Generation	Ian Saunders/ Leisure Services	Income generation/cost savings within Leisure services	£100,000	£120,000	£100,000	Savings identified for 2016/17 to be achieved through income generation and service efficiencies. The service have identified areas to achieve £100k of the original mandates, this is split between. <ul style="list-style-type: none"> <li>Income Generation amounting to £55,000</li> <li>Service efficiencies amounting to £45,000</li> </ul>
B2	Rationalise business support	Tracey Harry	Review of business support functions across the whole Authority to identify savings.	£50,000	£50,000	£28,000	Service manager has currently secured 56% of total savings. Further exploration currently taking place to secure the remaining amount.
B3	Training Services Consolidation	Peter Davies	Consolidation of the Authorities existing training functions.	£50,000	£50,000	£50,000	Working towards achieving mandate savings of £50k, however existing known pressures already exist within some of the training budgets. Option appraisal for service currently being scoped to identify whether mandate savings will be achieved through additional external income generation opportunities or service efficiencies. Amber RAG rating due to incomplete option appraisal at this stage.
B4	SRS ICT Business Development Options	Peter Davies	SRS Business Development Options	£100,000	£0	£0	The savings originally identified have been moved to the financial year 2017/18 to enable sufficient time to undertake the stages required to release a net saving to the Authority from moving to a Cloud environment,
B5	Community Asset Transfer/ income generation	Deb Hill Howells/Ben Winstanley	Melville Theatre (Abergavenny)and Drill Hall (Chepstow) transfer of assets to Community groups	£60,000	£60,000	£45,000	The £60k for Community Asset Transfer will partially be achieved. We are continuing to work with the Community Groups on their business case/contracts in order to transfer the assets into a sustainable model, in addition with regard to the asset in the North of the County we are currently working to relocate another MCC service to suitable accommodation within the area.
		Deb Hill Howells/Ben Winstanley	Joint Venture to maximise income generation	£0	£100,000	£0	Savings have increased by establishing an income generation target of £100k to be achieved from entering into a competitive process to identify suitable partners that may wish to work with the Council to optimize Council assets for community large scale events and other income generation activities. Early indications have highlighted limited appetite for such an agreement, however the Council will continue to try to secure partners.
B6	Community Infrastructure Levy	Mark Hand	Reduction in spend on infrastructure with spend being replaced by S106/CILLS funding streams	£50,000	£0	£0	This mandate has been reprofiled to deliver savings identified in the financial year 2017/18.
B7	Legal Services	Rob Tranter	Income generation by providing Legal Services to external organisations	£25,000	£25,000	£0	Staff changes within the department have resulted in the delay of negotiations with Melin Homes.
B8	Promoting Responsible Business Waste	Rachel Jowitt	Introduction of new policy to charge for trade waste, and better control over use of the Household Waste Recycling Centres	£80,000	£80,000	£80,000	The new policy for trade waste along with increased control of domestic waste at recycling centres is on target to achieve savings identified.
B9	Planning Services - Income Generation	Mark Hand	Reducing net cost of planning services with the increase of income from planning applications received.	£40,000	£40,000	£40,000	This is in line with Welsh Government policy changes and therefore full savings are achievable.
B10	Extension shared lodgings housing scheme	Ian Bakewell	Increase the Shared Housing Scheme within Monmouthshire.	£40,000	£40,000	£40,000	The Shared Lodging Housing Scheme continues with the expansion programme, this is being supported by a targeted marketing campaign as well as a business development resource within the team to positively and proactively market the private sector offer. There is a long term risk that management fees received from WG will be reduced, impacting on income received by MCC, this has always been a known risk and will continue to be monitored.
		Ian Bakewell	Reduction in B&B cost.	£10,000	£10,000	£10,000	B&B costs to the Authority have been reduced mandate savings on track to be delivered.
B11	Leadership Team Structure Review	Paul Matthews	Re-alignment of Senior Key Posts and Roles.	£225,000	£315,000	£315,000	Proposals to achieve this saving are being compiled by the Chief Executive for a report to Council.
B12	Second Phase Review of subsidies to 3rd sector	Will McLean	Consolidation and reduction of grants to 3rd Sector providers.	£75,000	£75,000	£75,000	Following discussion with 3rd Sector bodies, revenue contributions have been reduced to reflect mandate savings outlines in the mandate. Funding has been secured for the Healthy Homes Scheme from another service area for a 12 month period (starting April 2016), following this timescale the service will cease unless an alternative funding stream is secured, this will continue to be monitored.

B13	Highways Infrastructure Income Generation	Roger Hoggins	Income generation from highway advertisements across Monmouthshire	£50,000	£50,000	£30,000	The service have encountered planning problems with the installation of signs on the highway. Highway and planning colleagues are working on acceptable locations moving forward, this has delayed the income opportunities commencing as early as anticipated resulting in a shortfall in income for the financial year 2016/17.
		Roger Hoggins	Increase in additional car parking spaces	£100,000	£100,000	£100,000	Net increase in car park income following borrowing costs relating to capital investment. See Cabinet report 2015 for further details on proposed car park changes and proposed borrowing requirements.
B14	Grounds - funding review	Rachel Jowitt	Highway verge maintenance - reduce the number of cuts in the contract.	£75,000	£75,000	£75,000	This mandate will be delivered in line with the pollinator policy.
B15	Highways maintenance	Roger Hoggins	Reducing the budget within the Highways section.	£200,000	£200,000	£200,000	The mandate will be achieved by two posts being transferred to SWTRA funding, deletion of a one post and a reduction in both materials and vehicle budgets, savings on target to be achieved.
B16	Flexible employment options	Peter Davies	Market to all staff the Authority's flexible benefits and employment packages, in the form of negotiating reduced hours, taking unpaid leave or purchasing additional annual leave.	£50,000	£50,000	£50,000	On course to launch earlier part of the financial year 2016/17, based on information received from other LA on take up there is confidence that this level of saving is achievable.
B17	Business rates Evaluation - Appeals	Ruth Donovan	Following an appeal on business rates that the authority has previously been paying some one off rates refunds is expected.	£140,000	£140,000	£140,000	Awaiting for an update from our valuers Cooke and Arkwright regarding the current position on these appeals, savings at present considered to be on track for delivery in the financial year 2016/17.
B18	Strategic Property Review	Deb Hill Howells/Ben Winstanley	Residential Agency Service.	£10,000	£10,000	£0	Original mandate identified the creation of a residential agency service ( Arm's Length Company). Following Legal advice it is highly unlikely that this is now a sound proposition, however discussions are on going.
		Deb Hill Howells/Ben Winstanley	Termination of leases.	£10,000	£10,000	£10,000	Termination of leases to generate cash efficiencies is on track to achieve savings for the financial year 2016/17.
		Deb Hill Howells/Rachel Jowitt	Depot Rationalisation Programme	£20,000	£20,000	£10,000	Mandate identified depot rationalisation to reduce running costs by £20,000. In order to carry out this rationalisation a service redesign is currently being considered, completion timescale for this work currently unknown, however a proportion of the savings will be realised in this financial year.
		Deb Hill Howells/Ben Winstanley	Letting income from renting additional properties.	£20,000	£20,000	£20,000	Proposed income being derived from additional property rental is on target.
		Deb Hill Howells/Ben Winstanley	Reduction in running costs as a result of the re-location of staff to County Hall (rates relief, clearing contract, reduced utility costs).	£100,000	£0	£0	Future reduction on revenue costs will be subject to Capital budget being secured to carry out necessary adaptations to County Hall, J and E Block Original savings identified for the financial year 2016/17 have been reprofiled to be delivered in the financial year 2017/18.
B19	Property Services and Facilities Management review	Rob O'Dwyer (PS & FM)	Corporate building maintenance budget reduction	£20,000	£20,000	£20,000	Savings will be made with the reduction in budgets available to spend on emergency and planned cyclical maintenance within the Authorities Public Buildings. Evaluation of impact of this reduced spend will be monitored as well as identifying any further savings that may be achievable.
		Rob O'Dwyer (PS & FM)	Purchase rebates associated with the use of procurement cards	£15,000	£15,000	£15,000	Purchase rebates on spend in office services, catering, cleaning, maintenance have been identified as realising a saving for the financial year 2016/17. Additional work needs to be undertaken with service managers/corporate procurement and support services that is due to commence at the start of the financial year.
		Rob O'Dwyer (PS & FM)	Facility Management Restucture	£35,000	£35,000	£35,000	Original staffing restructure was related to the closure of Innovation House Magor, however the capital costs for refurbishment of J and E Blocks in Usk have yet to be finalised. The service have identified alternative savings through a combination of a flexible retirement post, vacant post, and additional income via the Shared Facilities Management Collaboration with Gwent Police.
		Rob O'Dwyer (PS & FM)	Transport cost reduction - Cleaning/Catering	£10,000	£10,000	£10,000	Shared transport resources between catering and cleaning services will reduce vehicles and associated fuel and maintenance costs. Mandate is on track for achieving in the financial year 2016/17.
		Rob O'Dwyer (PS & FM)	Reduction in supplies and services for Property & Facility Management	£20,000	£20,000	£20,000	Supplies & Services budgets within Property Services have been reduced for the financial year 2016/17.
B20	Phase 3 of Additional Learning needs review	Sharon Randall Smith	Closure of Deri View	£200,000	£50,000	£0	Report relating to this saving was considered by Cabinet on the 13th April 2016, the decision of Cabinet is to fully consider the place of the SNRB within a the much wider review currently underway including the provision for Additional Learning Needs and Inclusion Services across the authority and the South East Wales region.
		Sharon Randall Smith	Placement costs for External pupils attending Mounon House.	£0	£250,000	£250,000	Income charges for external pupil placements at Mounon House has increased from January 2016. Projections indicate that additional income on target to be achieved for the financial year 2016/17 if pupil numbers remain the same.
		Nikki Wellington	Savings relating to a new funding formula for Mounon house.	£0	£250,000	£250,000	Statutory process to introduce a change to the Schools funding formula for delegation rates for Mounon House Special School has been completed with effect from April 2016.
B21	Town and Community Councils	Kellie Beirne/ Roger Hoggins	Collaborative work with the Town and Community Councils in order to sustain the services they feel are most important to the wellbeing of their towns.	£500,000	£400,000	£400,000	This mandate includes working with Town and Community Councils and their communities to identify the services that matter most to them. This involves the Town & Community Councils using this information to inform their precept setting as a means of helping the continued delivery of certain core local services. On going discussions with Town & Community Councils to finalise financial contributions for the financial year 16/17 continue, a further update will be provided within the month 2 financial monitoring.
B22	Collaboration and realigning structures in	Roger Hoggins	A joint working /collaboration between Newport CC and Monmouthshire CC for the provision of Passenger Transport	£100,000	£100,000	£100,000	Financial savings achievable with Newport /MCC sharing Management resources for the PTU and re-aligning structures within passenger transport.
B23	Discretionary Fees and Income	Joy Robson	Increasing the discretionary fees and charges and initially calculated a target 10% increase either by increasing charges and/or increasing business growth.	£498,599	£25,200	£25,200	The reduced savings attached to this mandate are all on track to be achieved within the financial year 2016/17.
				£3,332,599	£2,815,200	£2,543,200	