

Public Document Pack

Cabinet

Meeting Venue
**Council Chamber - County Hall,
Llandrindod Wells, Powys**

Meeting date
Tuesday, 30 January 2018

Meeting time
10.30 am

For further information please contact
Stephen Boyd
01597 826374
steve.boyd@powys.gov.uk



County Hall
Llandrindod Wells
Powys
LD1 5LG

24 January 2018

The use of Welsh by participants is welcomed. If you wish to use Welsh please inform us by noon, two working days before the meeting

AGENDA

1.	APOLOGIES
-----------	------------------

To receive apologies for absence.

2.	MINUTES
-----------	----------------

To authorise the Leader to sign the minutes of the meetings held on 9th and 16th January 2018 as correct records.
(Pages 5 - 10)

3.	DECLARATIONS OF INTEREST
-----------	---------------------------------

To receive any declarations of interest from Members relating to items to be considered on the agenda.

4.	BUDGET FOR 2018-19, MEDIUM TERM FINANCIAL STRATEGY 2018 AND CAPITAL PROGRAMME FOR 2018-2023
-----------	--

To consider a report by County Councillor Aled Davies, Portfolio Holder for Finance.
(Pages 11 - 206)

5.	FINANCIAL OVERVIEW AND FORECAST AS AT 31ST DECEMBER 2017
-----------	---

To consider a report by County Councillor Aled Davies, Portfolio Holder for Finance.

(Pages 207 - 224)

6.	CAPITAL PROGRAMME UPDATE FOR THE PERIOD TO 31ST DECEMBER 2017
-----------	--

To consider a report by County Councillor Aled Davies, Portfolio Holder for Finance.
(Pages 225 - 230)

7.	CODE OF PRACTICE ON ETHICAL PROCUREMENT IN THE SUPPLY CHAIN
-----------	--

To consider a report by County Councillor Aled Davies, Portfolio Holder for Finance.
(Pages 231 - 258)

8.	TREASURY MANAGEMENT QTR 3 REPORT
-----------	---

To consider a report by County Councillor Aled Davies, Portfolio Holder for Finance.
(Pages 259 - 280)

9.	SETTING OF COUNCIL HOUSE RENTS
-----------	---------------------------------------

To consider a report by County Councillor Jonathan Wilkinson, Portfolio Holder for Housing and Countryside Services.
(Pages 281 - 288)

10.	Q2 ADULT SERVICES SAFEGUARDING REPORT
------------	--

To consider a report by County Councillor Stephen Hayes, Portfolio Holder for Adult Services.
(Pages 289 - 298)

11.	PUTTING IN PLACE A CORPORATE SAFEGUARDING POLICY AND A CORPORATE SAFEGUARDING GROUP
------------	--

To consider a report by County Councillor Rachel Powell, Portfolio Holder for Children's Services.
(Pages 299 - 346)

12.	RESPONSE TO THE JOINT AUDIT - EDUCATION SCRUTINY WORKING GROUP REPORT
------------	--

To consider a response to the Joint Audit – Education Scrutiny Working Group Report.
(To Follow)

13.	CORPORATE LEADERSHIP GOVERNANCE IMPROVEMENT PLAN
------------	---

To consider the Corporate Leadership Governance Improvement Plan.
(To Follow)

14.	UPDATE FROM THE ANTI-POVERTY CHAMPION
------------	--

To receive an update from the Anti-Poverty Champion, County Councillor Joy Jones.

15.	DRAFT TRACC BOARD MINUTES
------------	----------------------------------

To receive for information the draft minutes of the TraCC Board meeting held on 23 November 2017.

(Pages 347 - 352)

16.	CORRESPONDENCE
------------	-----------------------

To receive such correspondence as in the opinion of the Leader is of such urgency as to warrant consideration.

17.	DELEGATED DECISIONS TAKEN SINCE THE LAST MEETING
------------	---

To note the delegated decisions taken since the last meeting.

(Pages 353 - 354)

18.	FORWARD WORK PROGRAMME
------------	-------------------------------

To consider the Cabinet forward work programme.

(Pages 355 - 360)

This page is intentionally left blank

**MINUTES OF A MEETING OF THE CABINET HELD AT COUNCIL CHAMBER -
COUNTY HALL, LLANDRINDOD WELLS, POWYS ON TUESDAY, 9 JANUARY 2018**

PRESENT

County Councillor M R Harris (Chair)

County Councillors A W Davies, MC Alexander, P Davies, J Evans, L Fitzpatrick,
S M Hayes, R Powell and J Wilkinson

In attendance: County Councillors E Durrant, K Laurie-Parry, P Lewis and P Pritchard

1.	APOLOGIES
-----------	------------------

Apologies for absence were received from County Councillor Martin Weale and from County Councillor Joy Jones, the Anti-Poverty Champion.

2.	MINUTES
-----------	----------------

The Leader was authorised to sign the minutes of the last meeting held on 5 December 2017 as a correct record.

3.	DECLARATIONS OF INTEREST
-----------	---------------------------------

There were no declarations of interest reported.

4.	PARKING POLICY
-----------	-----------------------

The Portfolio Holder for Highways explained that the policy was intended to ensure a consistent approach to parking across the county.

County Councillor Peter Lewis spoke as the local member for Llanfyllin to ask that rather than standardise parking policy, the Cabinet recognise that different communities have different needs and allow for variation. He called on the Cabinet to delegate authority for car parking. Both Llanfyllin Town Council and the Chamber of Trade supported for a 2 hour limit rather than 1 hour.

County Councillor Phil Pritchard spoke as one of the local members for Welshpool noting that although there were various parking restrictions and yellow lines in the town they weren't being effectively policed because parking enforcement officers were spending their time policing car parks. He proposed the introduction of barriers on council parks which would free up parking enforcement officers.

In answer to Councillor Lewis' comments, it was explained that half hour and one hour limits had been accepted in most towns as it allowed for a turnover of vehicles. In the case of Llanfyllin, there was a free council car park close to the town centre. The Portfolio Holder agreed to look at the points raised by Councillor Pritchard and to respond to him.

RESOLVED	Reason for Decision:
To approve the Parking Policy in Appendix A to the report	To ensure a consistent approach to parking across the County.

5. POWYS SAFEGUARDING CHILDREN - QUARTER 2 UPDATE

The Portfolio Holder for Children's Services reported on work done in Quarter 2 (2017/18) to safeguard children in Powys and in response to the CSSIW inspection report in October. She reported continuing staffing pressures with 47 agency workers currently in place which, whilst bringing greater stability to teams, was not a sustainable long term solution. Some teams, notably Welshpool and Radnor, faced pressure where a number of staff had tendered their resignation and there were high levels of absences through illness. These teams would be strengthened with additional agency social work staff. Over the past three months, there had been a concerted effort to improve practice and performance, focusing on making sure that children and families are seen and that assessments are completed in a timely manner.

The service continued to be closely monitored by CSSIW who had carried out a 3 day monitoring visit in December. They reported they have seen positive signs of improvement but noted that the service needed to focus on front line practice. The Leader acknowledged the work undertaken in Children's Services since the inspection and advised that opposition group leaders and Scrutiny chairs had been asked to join the Corporate Parenting Group.

The Head of Service advised that the Corporate Parenting Group would be focussing on missing children and children at risk of child sexual exploitation and that the service would be working closely with colleagues in Education.

RESOLVED	Reason for Decision:
That Cabinet accepts the safeguarding update in line with its safeguarding responsibilities.	Safeguarding is everyone's business and this report provides assurance to Cabinet of work that is underway both locally and regionally on important safeguarding matters.

6. FINANCIAL OVERVIEW AND FORECAST AS AT 30TH NOVEMBER 2017

The Portfolio Holder for Finance reported that since the last report there had been an improvement in the central services budget as the recovery plan started to take effect but that the overspend in Children's Services had increased by £450k as extra resources were put into the service. He noted that there were £4.7m savings yet to be delivered in the current financial year.

The Portfolio Holder for Education reported that the number of schools reporting deficits had greatly reduced, helped by the input of challenge officers and HR advisers. The home to school transport overspend of £500k needed to be urgently addressed. Proposals to integrate public and school bus services due to be considered by Cabinet would deliver savings.

The Acting Chief Executive drew Cabinet's attention to the winter pressures facing social care as well as the health service and the need to draw down £500k from the ASC reserve to cover these pressures and inspection readiness costs that are likely to be incurred in the last quarter of the financial year. He confirmed that the service was working closely with colleagues in Health.

The Portfolio Holder for Finance acknowledged the contribution made by the Place Directorate who had taken a whole Council approach and was on target to come under budget by year end. The Portfolio Holder for Highways asked that the Cabinet look at the county's infrastructure and the state of roads noting that it would take £33m to bring them back to their 2008 standards.

RESOLVED	Reason for Decision:
1. The contents of this report are noted by Cabinet; and 2. Cabinet supports appropriate action by services to curtail or reduce the reported forecasted service deficits. 3. Revenue virement as set out in paragraph 8.2 is approved	To monitor the council's financial performance and ensure that spending remains within approved limits and that the 3% minimum general fund reserve is maintained.

7. GENERAL DATA PROTECTION REGULATIONS REVIEW

Cabinet received the report of the Scrutiny Working Group on General Data Protection Regulations. The Portfolio Holder for HR ICT and Communications would arrange for a response.

8. UPDATE FROM THE ANTI-POVERTY CHAMPION

It was agreed to defer this item as the Anti-Poverty Champion was unwell and unable to attend.

9. CORRESPONDENCE

There were no items of correspondence reported.

10. DELEGATED DECISIONS TAKEN SINCE THE LAST MEETING

Cabinet noted the delegated decisions taken by portfolio holders since the last meeting.

11.	FORWARD WORK PROGRAMME
------------	-------------------------------

The Cabinet forward work programme was noted.

County Councillor M R Harris (Chair)

**MINUTES OF A MEETING OF THE CABINET HELD AT COMMITTEE ROOM A -
COUNTY HALL, LLANDRINDOD WELLS, POWYS ON TUESDAY, 16 JANUARY
2018**

PRESENT

County Councillor A W Davies (Chair)

County Councillors MC Alexander, P Davies, J Evans, S M Hayes and M Weale

1. APOLOGIES

Apologies for absence were received from County Councillors Rosemarie Harris and Rachel Powell who were meeting the Welsh Government Minister for Children and Social Care and County Councillors Liam Fitzpatrick and Jonathan Wilkinson.

2. DECLARATIONS OF INTEREST

There were no declarations of interest reported.

3. MINIMUM REVENUE PROVISION ANNUAL STATEMENT
--

Cabinet considered two changes to the Authority's Minimum Revenue Provision (MRP) policy in order to provide a more prudent approach whilst generating annual revenue savings. The first adjustment to the Capital Financing Requirement (CFR) would result in an annual saving of £48k which could be made over the next 50 years. A one off benefit of £624k could be taken by the Council in 2017/18 which equated to the annual reduction of £48k backdated over 13 years. The second adjustment involved revising the method of calculation to 2% straight line for the General Fund, for debt going forward. The review had identified that the current years MRP liability could be recalculated retrospectively for the period between 2007/8 and 2014/15 in order to facilitate the appropriate starting point for 2015/16.

This recalculation demonstrated prudence, in that the debt liability would be repaid eight years earlier, and effectively moved the start point of the 50 years useful asset life back to 2007/08. This meant that the debt liability would be reduced to nil in 2057, rather than in 2065. Over the years 2007/08 to 2016/17, the Authority would have charged a total of £19.988m less MRP on the General Fund CFR balance as at 2007/08 if it had adopted the 2% straight line method on its historic/supported debt in 2007/08. This would release non recurrent savings of £19.988m over a phased period by a reduction in the MRP charge over the next four years.

- 2017/18 £4m
- 2018/19 £5m
- 2019/20 £5m
- 2020/21 £5m
- 2021/22 £0.988m

RECOMMENDED to Council	Reason for Recommendation:
<p>a. Revise Adjustment A calculation to include long term investments and debtors to release an annual saving of £48k which can be made over the next 50 years. A one off benefit can be taken by the Council in 2017/18 of £624k which equates to the annual reduction of £48k backdated over 13 years.</p> <p>b. Amend the MRP policy to allow the utilisation of the method of calculation to 2% straight line for the General Fund, for recalculating MRP retrospectively for the period between 2007/8 and 2014/15</p> <p>c. Agree a prudent managed approach for the use of the savings generated by releasing them over a phased four year period to support the deficit recovery plan and future FRMs</p>	<p>Adjustment A calculations and policy amendments that allows prudence whilst delivering savings to support the deficit recovery plan and future years FRMs</p>

**County Councillor AW Davies
(Chair)**

CYNGOR SIR POWYS COUNTY COUNCIL.

CABINET
30th January 2018REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance

SUBJECT: Budget for 2018-19, Medium Term Financial Strategy 2018-2023 and Capital Programme for 2018-2023

REPORT FOR: Decision

1. Summary

- 1.1 This report and the appendices attached set out the proposals for the Revenue Budget and Capital Programme for the financial year commencing 1st April 2018 with provisional proposals for the next 4 years to 31st March 2023. The Medium Term Financial Strategy (MTFS) is attached at Appendix 1.
- 1.2 The Council is required under the Local Government Act 2003 to set a balanced budget for the forthcoming financial year, the MTFS reports a balanced budget for 2018/19. There is no requirement to set out a balanced position beyond the next year but the five year strategy has been developed to enable longer term planning and transformation.
- 1.3 As in previous years the Council continues to respond to the major financial challenge it is experiencing. The 2018/19 financial settlement from the Welsh Government saw a decrease of 0.4% compared with 2017/18 meaning a reduction in funding of £0.679m. In addition service and other pressures, together with the need for improvement within Children Services has added to the financial challenge the Council faces. As a result in addition to the significant savings originally identified within the existing MTFS other sources of funding have been drawn upon to limit the impact on services in the short term. The 2018/19 budget contains considerable investment in Childrens and Adults Services. This has created a pressure in future years (2019/20 onwards) as a result of the change to the existing MTFS.
- 1.4 The budget for 2018/19 includes investment and service pressures of £22.350m and in order to produce a balanced budget savings of £8.586m together with other strategies have been identified and included in the plan.
- 1.5 Powys along with 9 other Authorities saw a reduced level of funding, with Powys ranking 19th of the 22. The remaining 13 authorities had an increase in funding with the average being an increase of 0.2%. This position has yet again been helped by the application of a 'top up' minimising the level of reduction at 0.5%, 3 authorities benefitted from this. In the past 4 years Powys has seen its allocation increased by this mechanism but this has not been necessary this year due in part to the changes implemented in the formula through the implementation of the social services sparsity allowance.
- 1.6 For many years rural authorities have canvassed Welsh Government (WG) to recognise the additional cost of delivering services in a rural environment, particularly in providing community-based social services for older people over large geographic and sparse areas. The social services sparsity allowance was introduced in recognition of this and it has provided Powys with an additional £3m, implemented over the 2 year period.

- 1.7 The Cabinet continues to support an increase in the level of capital investment in the County. It is important that the council continues to renew its core infrastructure such as schools and housing in spite of funding cuts by central government. Maintaining the capital programme has a significant regeneration impact for the economy of Powys alongside the direct effect of better infrastructure to deliver services and enabling revenue savings.
- 1.8 The individual budget proposals have undergone an Impact Assessment to ensure that the Council understands the potential impact of the proposals. In doing so the process considers the Council's strategic vision and priorities, risk management, equalities, Welsh language, the Wellbeing of Future Generations Act, sustainable development principles, communication and engagement, safeguarding, corporate parenting and community cohesion.
- 1.9 In addition an Independent Assessment of the whole budget proposal has been undertaken to provide the Council with an independent view of the robustness of the plan.
- 1.10 The financial planning process continues to develop and has been developed alongside the Corporate Improvement Plan and the 2025 Vision which captures the financial, regulatory and policy drivers affecting the council and sets the direction and approach for the Council's Medium Term Financial Strategy, the investment priorities and savings required have been costed and included within the annual budget.
- 1.11 The second year of the plan represents a significant challenge for the Council. It is clear that the Council in its current form is no longer affordable and significant transformational change is required to deliver a council which can operate within the funding available to it. A fundamental review of how the Council delivers its services and what it can continue to deliver is underway and will be developed over the next six months in order to maintain a balanced budget for the remaining years of the plan.

2. Strategic Context

- 2.1 The Council's budget settlement continues to be adversely affected by the UK Government's austerity measures to significantly reduce public spending in order to address the UK's debt situation. The Office for Budget Responsibility has confirmed the UK economy has slowed markedly and its growth forecasts have again been revised downwards. Public Sector net borrowing continues to fall but at a slower rate than originally forecast, by 2022-23 it is projected to reach its lowest level in 20 years.
- 2.2 The Autumn Statement set out plans to increase the Welsh Government's budget by £1.2 billion and build an economy that is fit for the future. This includes approximately £1bn of additional capital funding for Wales between 2017/18 and 2020/21 but more than half of this must be repaid to the UK Treasury. The remaining £200m will be available for the day to day running of services.
- 2.3 The Welsh Local Government finance settlement has had a slight increase in revenue funding, however, local government spending pressures will total around £212m in 2018/19 which will have to be absorbed by Councils or partially offset by Council Tax increases. The impact on discretionary areas of spend will remain particularly tough for councils.
- 2.4 The local context affecting our funding and demand for services is well recognised, heavily influenced by Powys being sparsely populated with a wide geographic area requiring services. It has a higher than average elderly population that is predicted to

increase at a rate that is significantly greater than the national average. This statistic can largely be attributed to people living longer as a result of better healthcare and improved lifestyles together with an inward migration of people to the County above retirement age.

- 2.5 Conversely the county's younger population is declining with a reducing birth rate and a sizeable outward migration of young people looking for further educational and career opportunities being the main contributors to this trend.
- 2.6 These factors in combination are presenting significant challenges. The provision of services to a dispersed and relatively small population is expensive as a result of greater transport costs and the demand for facilities to be delivered locally or within a commutable distance. Additionally, a consequence of an ageing population is the increased demand for more complex and therefore more expensive care support.
- 2.7 The Council fully accepted the findings in the Care and Social Services Inspectorate Wales (CSSIW) Inspection report published on the 17th October and the subsequent warning notice issued by Welsh Government. It quickly acknowledged the need for urgent and sustained change which will demonstrate our genuine commitment to safeguarding children in Powys. The budget proposed includes significant investment for both Children's and Adult's services, this demonstrates the priority that these services have had in our decision making about resource allocation. However, it should be noted that the late and required changes to the existing balanced budget have had a significant impact on the future years' position. This represents a significant potential risk to the council with an estimated £17m savings needed in 2019/20.

3 Welsh Government Settlement

- 3.1 The Final Settlement was received on the 20th December 2017. The Aggregate External Finance (AEF) figure was £174.026m which was a 0.4% or £0.679m reduction in grant after adjusting for transfers. The impact upon Local Government in Wales as a whole was an average increase in funding of 0.2%. This means that Powys has £1,319 of funding per capita, compared to the Wales average of £1,348.
- 3.2 Powys' Settlement also reflects movements in the factors included in the overall formula like population projections, pupil numbers and benefit claimant counts. The key indicators are shown in the table below.

	<u>Wales</u>	<u>Powys</u>	<u>Wales</u>	<u>Powys</u>	<u>Wales</u>	<u>Powys</u>	<u>Powys</u>
Dataset¹	2017-18 Final	2017-18 Final	2018-19 Provisional	2018-19 Final	% Difference	% Difference	Rank
Population projections	3,116,371	132,116	3,125,332	131,922	0.3%	-0.1%	22
Pupil Numbers - Nursery and Primary	261,391	9,949	263,464	9,840	0.8%	-1.1%	21
Pupil Numbers - Secondary in year groups 7-11	156,986	6,328	157,260	6,315	0.2%	-0.2%	14
Free School Meals - Primary	46,265	998	45,137	1,065	-2.4%	6.7%	1
Free School Meals - Secondary	27,055	638	26,298	640	-2.8%	0.3%	7

Children in out of work families	133,400	3,100	129,400	3,000	-3.0%	-3.2%	12
IS/ JSA/ PC/UC (not in employment) claimants - 18 to 64	106,468	2,366	90,588	1,886	-14.9%	-20.3%	22
IS/ JSA/ PC claimants - 65+	121,761	4,908	115,720	4,684	-5.0%	-4.6%	5
IS/ JSA/ PC/UC (not in employment) claimants - all ages	228,789	7,291	206,818	6,584	-9.6%	-9.7%	14
SDA/DLA/PIP claimants - 18 to 64	145,035	4,556	145,526	4,538	0.3%	-0.4%	13

- 3.3 The number of pupils in Nursery and Primary Schools in Powys have reduced and Powys was ranked 21st of all authorities. Pupil numbers reduced by 109. The number of pupils in Secondary Schools in Powys has reduced by 13 and Powys was ranked 14th.
- 3.4 Powys has seen a continued decline in pupil numbers over the last ten years and although numbers are stabilising they are not going to recover to their former levels. Even if maintained at their current levels, the increase in numbers elsewhere in Wales will potentially mean we have less funding in our future settlements.
- 3.5 Free School Meals in Powys has increased in both Primary and Secondary sectors, by 6.7% and 0.3% respectively. Powys's increase in the Primary Sector was the most significant in Wales.
- 3.6 Five grants were transferred into the Revenue Support Grant (RSG):
- ❖ Welsh Independent Living Grant £1.262m
 - ❖ Social Care Workforce Grant £769k
 - ❖ Looked After Children £243k
 - ❖ Carers' Respite Care Grant £121k
 - ❖ Waste element of the Single Revenue Grant £2.005m
- 3.7 The Single Environment Grant has been reduced by £41m across Wales with £35m of the Waste Budget Element transferring in the RSG, the impact for Powys is included in the section above. The impact of the remaining reduction has been recognised as a pressure for the service and is therefore included in the Financial Resources Model (FRM).
- 3.8 Welsh Government have reduced the Education Improvement Grant (inclusive of Foundation Phase) by £15m in 2018/19. This grant is allocated on a regional basis and as yet we do not understand which elements of grant are affected by this reduction and how it will impact on Powys' Schools, but have recognised this pressure within the plan.
- 3.9 The final settlement includes a further £7 million to support the increase to the capital limit in charging for residential care to £40,000 commencing from April 2018. Powys has received £352k of this funding to manage the shortfall in revenue this creates.
- 3.10 Alongside the settlement a further £600k is to be made available by Welsh Government to support local government to eliminate charging for child burials, but this will be provided in the form of a specific grant.
- 3.11 Welsh Government expect Authorities to take account of the full range of sources of funding available to them, as well as the pressures they face, in setting next year's council tax.

4 **Budget Strategy**

Public Consultation

- 4.1 Over the past few years the council has sought to engage residents in the decision making process around setting a balanced budget using an online budget simulator tool. The savings targets subsequently agreed by the Cabinet and ratified by Full Council have then led to service managers needing to develop more detailed proposals which have, in the main, gone out for public consultation. This has created a further opportunity for affected residents to influence service delivery by attending drop-in engagement sessions, public meetings, organised workshops or completing online/paper surveys to have their say.
- 4.2 The views of residents have been sought and received in a number of ways including:
- The Powys Budget Simulator
 - Specific Service Type Consultations
 - Legislative Consultations

Conclusions

- 4.3 There were various consultation exercises conducted during the past financial year on how to achieve budget savings for specific services like library and youth service and the highways, transport and recycling service. Views were also sought on how best to sustain the county's rights of way network and how and what people wanted to see happen with regard to legislation around Active Travel for 11 towns in Powys. Secondary school pupils were engaged at a special conference in November on the Well-being of Future Generations Act. Residents and community groups were also invited to have their say on their own well-being and the Act in both February and July last year so as to contribute to the final draft Well-being Plan. Views on the business rates and plans for a new cemetery in Machynlleth have also taken place and at the time of writing we are consulting on the long term vision for Powys schools.

Key Conclusions from the Simulator Exercise and other exercises

- 4.4 The key conclusions drawn from the two simulator exercises conducted over the past two years are that residents are reluctant to see the services that provide for the more vulnerable in our society being cut. There was little appetite for budget cuts for children with disabilities, home care services, services for looked after children and family support services. Residential care and services that provide for people with learning disabilities also received less support followed by changes to our waste and recycling service.
- 4.6 There was also a reluctance to jeopardise services by cutting budgets to the point where there may be difficulty in maintaining statutory requirements. This applied to both schools and environmental health in particular.
- 4.7 Residents were frustrated that council tax was increasing when they knew we were decreasing the level of service provision across a number of areas due to budget constraints. These views are supported by the social media comments received via the corporate Facebook and Twitter pages and also via the evidence captured via the last Residents Satisfaction Survey conducted in 2015 where satisfaction with the services that we provide overall as a council has decreased over the past five years.* All feedback from consultation and engagement exercises allow officers and members to hear and understand more about residents' views on service delivery and help the decision making process.

*Source – Residents Satisfaction Survey

Members Seminars

- 4.8 Members of the Council have again engaged in the budget planning process from the outset through a series of budget seminars. These seminars have looked at the development of the budget proposals and all members have had the opportunity to consider, challenge and input into the process. Financial assumptions and settlement information have been shared with members and the impact on the budget modelled and considered. Members are provided with the Impact Assessments for each of the proposals and the feedback from the consultation exercises carried out.

Finance Scrutiny Panel

- 4.9 The Finance Scrutiny Panel, comprising Group Leaders of non-Executive Groups together with representatives of the Audit Committee, have been engaged in the budget process and have been updated on the process and the proposals as they have developed.

5 Proposal – Revenue Budget 2018/19

- 5.1 Underpinning the Council's budget plan and strategy is the Financial Resources Model (FRM), this model is continually reviewed and developed in formulating the proposal submitted today.
- 5.2 The proposed Net Revenue budget for the Council for the financial year 2018/19 is £247.215m. This includes the delegated schools' budget
- 5.3 The budget is underpinned by the revenue settlement received from WG which funds 70.4% of the council's net expenditure, in addition WG and other Government departments fund activities through specific grant. The remaining net expenditure is funded by Council Tax.
- 5.4 The proposal includes an increase in Council Tax of 5%, however this is not subject to approval as part of this report, as this is a matter for full council determination. However the report recommends the level of Council Tax to be included in the budget that goes to full Council on 22nd February 2018 with Council Tax setting being considered by a separate full Council on the 7th March 2018.
- 5.5 Should this level of increase be changed the financial impact will be as follows:-
- 0.25% change £175k
 - 0.50% change £350k
 - 1.00% change £699k
- 5.6 The model is developed within the framework of the Medium Term Financial Strategy attached as Appendix 1. The MTFS is influenced by the overall framework, this includes consideration of the Corporate Improvement Plan, the 2025 Vision and a range of issues including community needs and residents' views, financial and inflationary pressures, performance and regulatory reviews from Welsh Audit Office, Estyn and Care and Social Services Inspectorate Wales (CSSIW). As a result it takes account of external as well as local issues.
- 5.7 This year's budget planning has been strengthened with the development of individual directorate and service FRMs which detail and capture all of the financial implications affecting the service. These documents enable the directorates to consider, develop and

manage their own service financial strategies as well as informing the development of the overarching Council budget.

- 5.8 The FRM shows a balanced budget for 2018/19 and is attached as Appendix 2. The specific details of the assumptions and items included are provided in the sections below.
- 5.9 Inflationary pressures and the impact of Local Government Pay settlement have been considered across services and £1.902m has been provided to assist in meeting these additional costs, the majority of this funding provides for the proposed Local Government pay award.
- 5.10 A number of grants have transferred into RSG totalling £4.4m, as detailed in section 3.6. The budget proposes the passing of these funds to the services in order to maintain current service provision.
- 5.11 New responsibilities are required of the council and these are reflected with investment of £0.207m to provide additional resources to local authorities to assist in the delivery of Part II of the Housing (Wales) Act 2014, the prevention of homelessness; and £0.353m to support the increase to the capital limit for charging for residential care to £40,000 commencing from April 2018.
- 5.12 The proposal identifies and includes investment and service pressures of £22.3m, this demonstrates that the budget takes a balanced approach. The more significant items are summarised as follows:
- The actuarial revaluation of the pension fund in March 2017 required an increase in the Employers contribution rate, this increase has been phased in over a 3 year period with an additional £750k per annum (2018/19 is year 2).
 - The Authority is required to pay into a combined fire service fund in accordance with the Mid and West Fire Service (Combined Scheme) Order 1995, Part IV. Powys is one of six authorities contributing to the fund. Mid and West Wales Fire and Rescue authority have increased the annual levy by 2.7%. This means the Powys County Council budget has to meet an additional unfunded pressure of £179k because of Mid and West Fire Service's decision.
 - Cabinet continue to support additional funding for schools with a further £1m included for allocation via the formula. In addition there is further investment for the rising cost of Home to School Transport, £0.250m for out of county placements, £0.050m for Early Years provision, support for dual stream provision £0.250m and £0.100m to prepare and support schools with the new data protection regulations.
 - Welsh Government have reduced the Education Improvement Grant (inclusive of Foundation Phase) by £15m in 2018/19, as this grant is allocated on a regional basis it is not yet clear how this will impact on Powys Schools. An amount of £0.605m has been set aside within the budget proposal to support this reduction but we await further information before considering how this funding will be allocated.

- Investment in our IT infrastructure is essential to maintain systems that are up to date and secure, £0.730m is included in the revenue budget to undertake essential upgrade work and the renewal of licences.
- Welsh Government has maintained the funding level within the Revenue Support Grant with regard to the Council Tax Reduction scheme, however our expenditure currently exceeds the level of budget allocated for this. £0.220m is included to meet this shortfall.
- Grant reductions in the Single Revenue Waste grant and the 16-18 Young Person Travel Grant would reduce the Councils ability to deliver current provision for these services, the budget provides Highways Transport and Waste with £0.490m revenue budget to maintain this provision.

Childrens and Adults Services

- 5.13 The Council needs to set a budget to manage the current pattern of social services and deliver required improvement while ensuring that the process of service change is clearer and more urgent so that a sustainable budget can be achieved as soon as possible. Investment for Adults and Childrens services is included at £6.5m and £6.2m respectively.
- 5.14 The significant investment in both Childrens and Adult Services recognises the commitment to deliver improved services and also provides for increasing demand and rising third party costs.
- 5.14 The funding supports our plans which include emergency and longer-term actions to ensure that we can keep people safe and meet their needs more effectively. Work will focus on: fieldwork recruitment and retention; higher professional standards and salary progression; statements about new service models and what do good services look like; proposals for reshaping services to make them sustainable and deliver good outcomes.
- 5.15 We have to provide a different approach to managing resources in social services (prudent social care) in respect of patterns of spend, good fieldwork and management practice and improved management of risk (e.g. Signs of Safety). This needs to be an approach which can be understood and acted upon at all levels within the council and in collaboration with key stakeholders. This can be done only on the basis of credible plans for improving children's services and adult services.
- 5.16 In line with this principle Cabinet have therefore proposed that additional funding is only released when there is an evidence base to support it. Where financial pressures have already been realised base budget will be allocated to support these. The remaining funds will be earmarked for the service and released upon the submission of robust business case and subject to approval by the 151 Officer, and the Portfolio Holders for Finance and Adult Social Care.
- 5.17 If the level of support is not demonstrated to be required the funding will be subject to further consideration by Cabinet as part of the ongoing financial plan.

- 5.18 The overarching budget strategy brings together the Revenue and Capital budgets alongside the policy on Reserves. The approach links these three key elements to form the foundation of our financial plans. The Revenue Budget proposed includes these considerations with provision for the financing of capital and proposals around reserves.
- 5.19 The level of investment to support the rising pressures and improvement within our Social Services is a significant challenge to our financial planning. It is recognised that we can no longer afford to maintain the Council in its current form. A significant corporate transformational approach is required to meet this challenge and deliver a balanced budget over the medium term.
- 5.20 This proposal provides a balanced budget for 2018/19 and includes further reductions in expenditure through efficiencies and some changes to service provision, but is also supported by other one-off sources of funding and the use of some reserves.
- 5.21 Reductions in expenditure through savings of £8.586m are required. Service proposals have been included in the budget plan and are provided in detail in Appendix 3.
- 5.22 Many of the proposals have already commenced following approval in last year's budget.
- 5.23 The proposals include:-
- Continue to deliver efficiencies through process change
 - Where possible and appropriate, maximise the recovery of costs (particularly in areas where alternative service provision is available).
 - Consider further partnership working in order to increase efficiency and reduce cost.
 - Identify services that may be no longer appropriate or required.
 - Withdrawal of support from independent tourist associations and close Brecon TIC.
 - Highways, Transport and Waste Transformation Programme.
 - Develop a community delivery approach to service delivery via the Stronger Communities Programme Board and our partners.
 - Review third party spend so that contracts and specifications are appropriate and proportionate and meeting our priorities.
 - Continue to restructure our services for additional learning needs, inclusion and behaviour through implementation of the revised Strategy for Special Educational needs.
 - Implement the change in the school age of admissions policy
 - Implement the School Transformation Policy and revised methodology for reviewing schools to ensure quality leadership, teaching and learning, affordability and sustainability in all phases of education.
 - Implement the 21st Century School Capital Programme.
 - Pass on to schools delegated budgets all increases or reductions which relate to changes in pupil numbers.
 - The redesign of our Social Care services and management structures including the commissioning of services. Where there is value to be added we will work regionally to improve purchase power and make better use of specialist skills where critical mass does not exist in Powys.
 - Continue to build on the success of our early intervention and prevention approach with well-defined and integrated care pathways, including a joint approach with Powys teaching Health Board and other partners such as the third sector.

- By developing a new contract with our citizens / communities, we will set clearer eligibility criteria designed to support those people most in need alongside full cost recovery access model to services such as income generation (where a client can afford more) and direct payments.

5.24 In addition to these savings a change to the Minimum Revenue Provision (MRP) policy has been implemented. This approach provides a more prudent approach whilst generating annual revenue savings.

5.25 The retrospective recalculation of MRP liability releases non recurrent savings of £19.988m over a phased period by a reduction in the MRP charge over the next four years.

- 2017/18 £4m
- 2018/19 £5m
- 2019/20 £5m
- 2020/21 £5m
- 2021/22 £0.988m

5.26 The reduced MRP charge for the aforementioned years can be used to support services. But in 2021/22 the Authority's FRM reflects the financial impact of the additional pressure as the MRP charge increases to the normal level.

6.0 Reserves

6.1 The Reserves Policy (Appendix 8) establishes a framework within which decisions are made regarding the level of reserves held by the Council and the purposes for which they will be maintained and used.

6.2 The use of reserves and the levels at which they are maintained is determined on an annual basis as part of the Council's Budget setting process.

6.3 The level of reserves held and their forecast use in 2017/18 is reported monthly to Cabinet as part of the budget monitoring report and the table below reports the opening and projected balance of the reserves at year end. This is based on the position as at 31st December 2017.

Summary	Opening Balance (1st April 17)	Forecast Addition / (Use) of Reserves	Forecast (Over) / Under Spend	Projected Balance (31st March 18)	2018-19 Forecast Addition / (Use) of Reserves	Projected Balance (31st March 19)
	£'000	£'000	£'000	£'000	£'000	£'000
General Fund	8,585	(679)	0	7,906	0	7,906
Budget Management Reserve	3,484	100	0	3,584	0	3,584
21st Century Schools Reserve	6,297	(1,297)	0	5,000	(5,000)	0
Adult Services Reserve	2,750	(750)	0	2,000	(2,000)	0
Other Ringfenced & Specific Reserves	15,895	(6,442)	0	9,453	13	9,466
Schools Delegated Reserves	(8)	(2,001)	(67)	(2,076)	(768)	(2,844)
Housing Revenue Account	1,761	(82)	143	1,822	16	1,838
Total Revenue Reserves	38,764	(11,151)	76	27,689	(7,739)	19,950

- 6.4 A risk based assessment has been carried out to review the level of reserves held and to assess if this level is appropriate when tested against the budget proposals. The strategy identified in last year's budget to replenish these reserves has been subject to review as part of the process and the further replenishment of the General Fund has not now been implemented in 2018/19.
- 6.5 For 2018/19 the Budget Management Reserve has been considered alongside the general fund reserve in assessing the level of general reserve available. The council faces a continuing financial challenge and it is essential that a prudent reserve level is in place to ensure enough financial capacity is available. This cannot be stressed too highly given the level of savings, the risk inherent in the budget and the significant challenge to balance the budget over the medium term.
- 6.6 The budget and MTFs to be approved at Council in February 2018 will confirm that the council should continue to retain a policy of a minimum general reserve provision in excess of 3% and it will also propose to utilise part of the Corporate Initiative Reserve – Equal Pay to continue to fund School Severance Costs as staffing structures are reviewed to deliver curriculums within the funding available.
- 6.7 Reserves held in the Transport and Equipment Fund previously set aside to support the Capital Programme will continue to be used in 2018/19.
- 6.8 The 21st Century Schools Programme was initially developed with support from revenue reserves that had been set aside over a number of years, however, it is now proposed to redirect this reserve to support the revenue budget in 2018/19. This one off funding will reduce the need for further immediate savings, providing more time for the development of the transformational programme that needs to be implemented. The 21st Century Schools programme will now be supported by additional borrowing and this has been included in the FRM.
- 6.9 The Specific Reserve set aside in last year's budget to support Adult Social Care remains in place with only a minimal use expected during 2017/18, it is therefore proposed to draw on this reserve to partly fund the investment during 2018/19.
- 6.10 The use of these reserves will continually be reviewed particularly if alternative funding sources become available.
- 6.11 The reserves position will be monitored carefully on a monthly basis as the financial year progresses. Under Section 26 of the 2003 Local Government Act an appropriate person (S151 Officer) must determine the minimum amount of General Fund Reserve.

7.0 Income Generation

- 7.1 Income Generation continues to form a significant part of the Council's financial strategy, the revenue budget is supported by over £60m of generated income. The Income and Cost Improvement Policy approved in January 2016 forms the framework within which income is reviewed annually. The budget proposed for 2018/19 includes the increasing of fees and charges in line with inflation where permitted and where appropriate the principle of full cost recovery has been applied. This will generate at least an additional £0.400m to contribute to the budget. In line with policy the Fees and Charges register has been updated and it together with briefing paper is attached as Appendix 4 and 5.

8.0 Impact Assessment

- 8.1 All budgetary proposals carry associated impacts – whether it is an impact on service delivery, equality and poverty, Welsh language, well-being of future generations, safeguarding, or a combination of any or all of these. The level of savings required for this year and the next two years of the MTFS is considerable and requires robust consideration regarding their impact. There must be an appropriate balance struck between, on the one hand being aware of the impact and seeking to avoid or mitigate adverse impacts and, on the other, the benefit gained from making the saving. It is therefore inevitable that a certain, manageable amount of risk is inherent within the budget.
- 8.2 Impact Assessments have been undertaken for all budget proposals and these have informed and assisted the Cabinet in forming the proposed budget.
- 8.3 Details of the process and the considerations involved are included within the Medium Term Financial Strategy. Risks identified within the impact assessments will be monitored in service risk registers or the corporate risk register going forward. The corporate risk register is reported to Cabinet, Management Team and Audit Committee on a regular basis and forms part of on-going monitoring of impacts and risk.

9.0 Proposal – Capital Budget 2018/19 to 2022/23

- 9.1 Capital investment remains important as the council continues to renew its core infrastructure. Maintaining the capital programme has a significant regeneration impact for the economy of Powys alongside the effect of better infrastructure to deliver services.
- 9.2 Capital investment also has a significant input into the delivery of revenue savings and it is essential that both budget strategies are developed in tandem.
- 9.3 The Capital Strategy is attached as Appendix 6. The Strategy sets out the priorities for the next 5 years with the Capital Programme totalling £241.122m. This is a significant commitment. The Capital Programme is included in Appendix 6 in the Capital Strategy.
- 9.4 The Projects included in the Capital Programme include:-
- 21st Century Schools
 - Highways Asset Management Plan
 - Waste Management
 - Vehicle Replacement Programme
 - Community Regeneration and development
 - Office accommodation
 - Investment in our IT infrastructure
 - Disabled Facilities Grants
 - Community Equipment and Telecare
- 9.5 A further £46.138m is included for the Housing Revenue Account (HRA). The HRA priority is the Welsh Housing Quality Standard Programme with the standard to be achieved by December 2018, but also includes funding for additional housing provision and Zero Carbon initiatives.

- 9.6 The Council's Capital budget for 2018/19 is proposed at £67.564m and in addition the Housing Revenue Account Capital Budget is proposed at £20.139m.
- 9.7 The FRM includes the funding of the capital programme for 2018/19 together with an increase in the following year's budgets to support the prudential borrowing requirements of the capital budget over the whole programme. The Programme is also supported by grant funding, reserves, and capital receipts.

10.0 Prudential Indicators

- 10.1 The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of the local authority are affordable, prudent and sustainable. The statutory Prudential Indicators are shown in full in Appendix 7. The tables include the 2016/17 actual figure, the original estimate and revised estimate for 2017/18, as well as the indicators for the next three years, up to 2020/21.
- 10.2 The key indicator of affordability is the estimate of the ratio of financing costs to net revenue stream (Table 1). The ratio of financing costs for the council fund is 4.93% in 2018/19 rising to 6.17% in 2020/21. The amount of HRA income required to pay for financing increases is 22.65% in 2018/19 rising to 21.01% in 2020/21.
- 10.3 The capital financing requirement (CFR) is shown at table 5 and is the measure of the authority's underlying need to borrow for a capital purpose. It is the amount of capital expenditure that has not yet been financed by capital receipts, capital grants or contributions from revenue.
- 10.4 The CFR is £278m in 2018/19 and will rise to £332m by the end of 2020/21, and £104m dropping to £102m for HRA debt. The level of external debt is lower than the CFR reflecting the current Treasury Management policy to internally borrow and when necessary borrow short.
- 10.5 The operational boundary (Table 4) and authorised limits for external debt (Table 3) both reflect the Treasury Management policy and are set at a level to be affordable and prudent.
- 10.6 Members are asked to note that the authorised limit for 2018/19 will be the statutory limit under Section 3(1) of the Local Government Act 2003. It is recommended that the level for the authorised limit is set at £400m.

11.0 Medium Term Financial Strategy

- 11.1 The Medium Term Financial Strategy attached as Appendix 1 provides the framework for future budget modelling and the FRM incorporates the details of the budgetary impact. The FRM (Appendix 2) already builds initial budgets for the following years and the model currently assumes continuing reductions in funding of 2.5% through to 2022/23.
- 11.2 For the first time Welsh Government had within the provisional settlement provided an indicative settlement for the following year of a further reduction of 1.5%. This includes the impact on the Welsh Government budget of the £3.5 billion unallocated cuts which the Chancellor of the Exchequer intends to impose in 2019-20. The indicative settlement

was not mentioned further within the final settlement papers but the improved Welsh Government settlement may help to mitigate this to some degree. In the absence of clarity our original assumption will be maintained.

- 11.3 Forecasting inflation includes a number of assumptions. It is assumed that the pay award will be at 2% for future years.
- 11.4 Council tax increases of 3.75% are currently included for the remainder of the plan.
- 11.5 Continuing increases in service demand and the commitment to provide additional funding to schools are key elements of the plan.
- 11.6 These factors will have a real terms cut in the Council's spending power and further savings have to be identified to produce a balanced budget.
- 11.7 The level of investment included in 2018/19 particularly to support the rising pressures and improvement within our Social Services is unprecedented and is a significant challenge to our financial planning. The use of one off sources of funding such as the adjustment to our minimum revenue provision eases the impact over a number of years but as this ceases it creates further pressure within our medium term plan.
- 11.8 It is recognised that we can no longer afford to maintain the Council in its current form.
- 11.9 In order to deliver a balanced budget over the medium term a significant corporate transformational approach is required, and required at pace. This will require some radical thinking, drawing on experience of other authorities and learning from others. We will have to reconsider the discretionary services we provide and review the levels of service we can afford to deliver for our statutory services.
- 11.10 The developing commissioning strategy for Social Services, will describe how we will align the finances in that area; what investment/reinvestment and disinvestment is required to reshape the service; and what outcomes will be achieved in the short, medium and long term, including savings. This work is key to the development of the Councils financial strategy.
- 11.11 We have already commenced this work and this will determine changes to our financial strategy as it develops. The Medium Term Financial Strategy will be updated as this work develops over the next few months.
- 11.12 On the current modelling transformational change is required to deliver reductions in expenditure of over £17m in 2019/20 with a further £20m over the following 3 years.

12.0 Timetable of Key dates

30 th January 2018	Cabinet agree Budget, Medium Term Financial Strategy, Capital Strategy and proposed Council Tax.
22 th February 2018	Council approve Budget, Medium Term Financial Strategy and Capital Strategy.
8 th March 2018	Council set Council Tax.

13.0 Longer Term Strategy

- 13.1 Central government remains committed to eliminating the budget deficit and this will affect the level of funding received by Welsh Government.
- 13.2 Welsh Government state that in order put us in the best place to prepare for more challenging times ahead, it is vital that they press ahead with their plans for local government reform, to provide the mechanisms to deliver systematic and mandatory regional working. This, along with the greater freedoms such as through making available to authorities the general power of competence, are essential for ensuring that local authorities continue to be financially sustainable and deliver effective and resilient services.
- 13.3 Working with wider public sector partners is also important. Local authorities have shown their ability to work with Local Health Boards through the Integrated Care Fund. Now authorities need to meet their statutory obligations in terms of pooling budgets for key services.
- 13.4 It is vital we prepare for what is being termed as a 'new reality' for Local Government. We cannot be precise about how we will respond by the end of the decade but significant steps have been taken with a new vision in place supported by an agreed set of principles to underpin our approach to delivering Powys 2025.
- 13.5 The scale of the budget reduction required will drive huge change across the Council. Unless this change is funded appropriately and delivered the ability to set balanced budgets in future years will be significantly reduced given the relatively straightforward savings have already been taken in previous years.
- 13.6 It is evident that we are entering a new era for Local Government and the response is a new vision that emphasises a shift in the Council's approach. This is a longer term commitment to reshaping service provision working with communities as our approach to commissioning evolves. This will seek to support and sustain communities for the future by designing and delivering services with the community.
- 13.7 The remodelling of Council services to respond to reduced funding will also have to place developing the local economy at the heart of our strategy. This will play a role in our financial planning. By doing this we can seek to shift the balance of funding towards areas that we control so that we have some resilience to be able to absorb some of the estimated future reduction in Welsh Government funding.

14. Corporate Improvement Plan

- 14.1 The budget has been developed within the framework of the Corporate Improvement Plan, a range of issues including community needs and resident's views, financial and inflationary pressures, performance and regulatory reviews from Welsh Audit Office, Estyn and CSSIW have all been considered. The resultant proposals are included in this plan and reflected in the council's budget.

15. Options Considered/Available

- 15.1 A wide range of options were considered both at an individual service level and corporate level.

16. Preferred Choice and Reasons

16.1 The preferred choices are set out in this report.

17. Local Member(s)

Not applicable

18. Other Front Line Services

18.1 All Heads of Service, Strategic Directors and Portfolio Holders have been involved in the compilation of the budget proposals.

19. Support Services (Legal, Finance, Corporate Property, HR, ICT, BPU)

19.1 The Finance function have been an integral part of developing the budget proposal working closely with service managers to support the development of service and Directorate FRM's and the identification and assessment of savings proposals.

19.2 Legal – The recommendations can be supported from a legal perspective.

20. Corporate Communications

20.1 The content and implications of the budget, medium term financial plan and capital programme are of significant interest to residents and staff and should be communicated widely via proactive press release, website and social media as well as through internal channels, following decision.

21. Statutory Officers

21.1 The Head of Financial Services (Acting Section 151 Officer) comments as follows:

The Local Government Act 2003 requires an authority's Section 151 officer to give a formal opinion as to the robustness of the budget estimates and the level of reserves held by the Council. Under Section 26 of the 2003 Act it is not considered appropriate for the balance of the Council's General Fund Reserves to be less than the maximum amount determined by an appropriate person in this case the Head of Financial Services as Acting Section 151 Officer.

The budget has been produced within the framework of the established Medium Term Financial Strategy (MTFS). The overall process continues to be refined, developed and strengthened in order that the risk faced by Council, as a result of reducing funding and increasing financial pressures, can be mitigated.

An independent assessment of the budget proposal was commissioned through the Chartered Institute of Public Finance and Accountancy (CIPFA) to provide an independent review and assist in the assessment of how the Council has developed its budget proposals in line with the requirements of the Local Government Act 2003. The subsequent report provides assurance on the robustness of the estimates, highlighting the risks associated with its deliverability and the adequacy of the reserves allowed for in the budget proposals. The report is attached as (Appendix 9).

The report concludes that:

- The Council has appropriate procedures in place to set a robust budget for 2018/19. Notwithstanding this conclusion the budget has been balanced using

one-off accounting adjustments with the result that inherent budget pressures will be carried forward in the base budget for subsequent years;

- Based on our discussions with officers and Members we are satisfied that the Council is well aware of the difficult financial position that it is facing and that it will need to monitor the budget closely during 2018/19;
- We are also satisfied that the Council operates a sound system of budget monitoring during the financial year with monthly figures available on a timely basis. This enables corrective action to be taken in-year;
- There is a sound process in place for monitoring the level and use of reserves although, at the time of writing this report, further adjustments to reserves will be required at the year end.

The report's conclusion also highlights concern relating to the financial position for 2019/20 and beyond. Whilst recognising that the Council is taking positive steps to address the situation, there is concern that the savings are dependent on Transformational Change but there is no current definition of what that means; and given the time required to effect major change it is viewed as an area of high risk for the Council. This is the major challenge facing us in 2018.

This needs to be tackled with urgency to plan the necessary transformational change early in 2018 if solutions are to be implemented in time to affect spending decisions in the 2019/20 budget cycle.

A series of documents and policies constitute the budget framework including the Reserve Policy. This has been set in consideration of a number of key factors such as the strengthened approach to risk management. The level of general reserves is in line with best practice as recommended by CIPFA and the Audit Commission. Even so, the position going forward will require reserves to be maintained at a prudent level. It is evident that given future pressure and the need to deliver savings the levels proposed in the budget and MTFs should not be reduced.

The current and projected financial position of our Schools continues to be a challenge, the additional funding included in the budget plan assists schools in meeting the pressures they face, but it is essential that all Governing Bodies take action to provide a curriculum that can be delivered within the funding provided to them. The school reserves are ring fenced but ultimately represent a potential council risk. It is essential that compliance work is undertaken to ensure that school budgets are managed in accordance with regulations by Governing Bodies.

The budget continues to be set at a time of continuing austerity with a future that is highly likely to see continuing reductions in funding. The council also faces significant pressures not only to improve its Social Services provision but to manage the increasing demand for these services. The proposed increase in council tax will help mitigate the position but the Council must seek other opportunities to identify alternative sources of funding.

The proposed budget presents a balanced position for 2018/19 but the 2019/20 position identifies a significant gap between the anticipated funding and expenditure. It is essential that the Council defines and strengthens its transformation programme to radically remodel services and identify the savings opportunities to ensure balanced budgets are set in future years and does this at pace.

Taking all of the above into account the Section 151 Officer concludes the estimates used in the budget proposal for 2018/19 are adequately robust but significant risk remains. Based on the assessment of reserves (including the proposed use of reserves within the plan) the overall level is adequate but at the lower end of acceptability given the scale of savings required in the future.

21.2 The Solicitor to the Council (Monitoring Officer) has commented as follows:

The Report has been prepared in accordance with the requirements of the Local Government Act 2003 and the Local Government Finance Act 1992. In accordance with Section 25 of the 2003 Act, the Council must have regard to the advice of the Director of Resources (Section 151 Officer), as the Chief Finance Officer, regarding the robustness of the budget estimates and the adequacy of the financial reserves. This advice must be taken into account when considering the proposals in the Report and the recommendations from the Cabinet regarding the budget and the Council tax rate. In accordance with the Functions and Responsibility Regulations, agreeing the budget and setting the Council Tax rate under the 1992 Act is a matter for full Council. In accordance with Section 30 of the 1992 Act, the Council is required to set the Council tax for the next financial year on or before 11th March.

22. Members' Interests

22.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
1. That the Medium Term Financial Strategy for 2018 to 2023 as set out in Appendix 1 to the report be agreed in principle.	To aid business planning and development of the budget over a three year period
2. That the proposed Revenue Budget for 2018/19 shown in the Financial Resource Model in Appendix 2 is accepted and recommended to full Council on the 22nd February 2018.	Statutory Requirement
3. That the Fees and Charges proposed within the Fees and Charges Register are accepted and recommended to Full Council on the 22nd February 2018. (Appendix 4 and 5)	To comply with Powys County Council Income Policy
4. The proposed Capital Strategy for 2018/19 shown in Appendix 6 is accepted and recommended to Full Council on 22nd February 2018.	Statutory Requirement
5. That a Council Tax increase of 5% is included in the budget that goes to full council on the 22th February 2018.	There is a Statutory Requirement to set Council Tax but the level is a matter for local determination.

6. The authorised borrowing limit for 2018/19 as required under section 3(1) of the Local Government Act 2003 be approved at £400.0m as set out in section 10 of the report.	Statutory Requirement
7. The Prudential Indicators for 2018/19 are approved as set out in section 10 of the report and Appendix 7.	Statutory Requirement
8. That revised Medium Term Financial Strategy is brought forward by the end of May 2018.	To ensure the Council operates within its means in future years.

Relevant Policy (ies):	
Within Policy:	Y
Within Budget:	Y

Relevant Local Member(s):	
----------------------------------	--

Person(s) To Implement Decision:	Chief Executive
Date By When Decision To Be Implemented:	1st April 2018

Contact Officer Name:	Tel:	Email:
Jane Thomas	01597 827789	jane.thomas@powys.gov.uk

Background Papers used to prepare Report:

Provisional Settlement
Final Settlement
WLG A Briefing – Autumn Budget 2017
Independent Assessment of Budget - CIPFA

List of Documents

Appendix 1 Medium Term Financial Strategy
Appendix 2 Financial Resource Model
Appendix 3 Budget Savings
Appendix 4 Income Report
Appendix 5 Fees and Charges Register
Appendix 6 Capital Strategy
Appendix 7 Prudential Indicators
Appendix 8 Reserves Policy
Appendix 9 CIPFA Independent Assessment of Budget

This page is intentionally left blank

Powys County Council's

Medium Term Financial Strategy

2018 to 2023

Foreword by the Leader

This is the first Medium Term Financial Strategy (MTFS) brought forward by the Cabinet formed after the 2017 election. It has been produced at a challenging time against the backdrop of continuing reductions in grant income from Welsh Government. In addition the outcome of the Children's Services inspection during the Autumn of 2017 required a wholesale reconsideration of the existing balanced budget for 2018/19; this has also had a deep and significant impact on our financial strategy for future years.

Whilst an increase in the funding to Wales from central government has meant that we have received an improved settlement from that originally projected, it is however still a reduction in the level of funding for services. This has created financial pressure particularly when our costs and investment requirements continue to rise.

The challenge of delivering services in rural areas has long been recognised in our County and I am pleased to say that this challenge is now acknowledged at a national level with the full implementation of the population sparsity allowance within the Social Services allocation of the funding formula. However this has not provided 'extra' funding but it has seen Powys removed from the need for 'Top Up' funding provided in previous years.

Even so, we continue to be affected by population changes and other factors that impact on the amount of money we receive to deliver services. Powys may no longer be at the bottom of the funding table but we are still 19 out of 22.

The findings in the Care and Social Services Inspectorate Wales (CSSIW) Inspection report published on the 17th October 2017 and the subsequent warning notice issued by Welsh Government meant that we had to urgently review our financial strategy. This was an unprecedented situation and has called for a bold approach from the new Cabinet in order to change the inherited budget plan.

The 2018/19 budget proposal has been set with a clear priority to improve the provision of Social Services within our County. The inclusion of over £12m of investment demonstrates our commitment to do this and to safeguard children and vulnerable adults in Powys.

We have also continued to support investment in education at a time of reducing funding with a further £1m provided to schools.

The combination of these factors mean we face one of the most challenging periods in the history of Powys County Council. We must transform the way that we provide services using our 2025 programme as the basis for that change.

This year's MTFS continues to see closer alignment between the policy framework and the way we plan to use our finances. Our vision is a Council that is both open and enterprising. We want communities to feel supported so that they have a say in what is provided for them locally and the way those services are delivered.

We acknowledge that we need to increase the pace of change to meet the challenges we face and the new cabinet will bring fresh challenge, new ideas and new thinking that is flexible, innovative and designed to set the authority on course for a strong and vibrant future. This approach along with a Corporate Improvement Plan provides the framework to deliver services over the medium term.

We note and welcome Welsh Government's commitment to seek greater collaboration across local government boundaries rather than changing local government structures. We were already fortunate to have a unique position in Wales with the same boundary as our single Local Health Board. The future will see integrated working develop further as we deliver the services that the people of Powys expect and deserve.

The new Cabinet's policy agenda will centre on transforming the council. There is much to do including helping the local economy so that we grow our business sector and make the county an attractive place to do business. This will help secure the County as place that provides the right environment for communities and business to thrive.



Rosemarie Harris
Leader of Powys County Council

Introduction

This document is the financial strategy for Powys County Council for the period 2018 to 2023. It has been developed as part of the overall strategic planning process alongside the 2025 Vision and Corporate Improvement Plan which captures the financial, regulatory and policy drivers affecting the council and sets the direction and approach. It also incorporates the plan for delivering a balanced budget for 2018/19, and indicative budgets for the following 4 years to March 2023. This means the Council has an on-going financial plan to enable service transformation within a realistic estimated funding envelope.

This financial strategy includes all Council services and activity funded by the revenue budget, the Housing Revenue Account and the Capital programme. This information is presented in a 5 year Financial Resourcing Model (FRM) attached as Appendix 2 and a 5 year Capital Strategy (Appendix 6).

The FRM sets out how a balanced budget will be delivered for 2018/19, however, this position is reliant on the delivery of £8.5m savings during the year.

The FRM identifies the estimated requirement for further savings of £37m over the remaining period of this strategy. Given that local government does not have funding data from Welsh Government beyond 2019/20, this assessment is based on indicative figures focusing on how Local Government Settlements in Wales may be affected by central government's finances in the future. It is therefore based on best possible available information. However, forecasting for future years is difficult to predict with any great certainty and is subject to multiple internal and external influences. Even so, it is highly likely the reducing funding for Powys will continue because of population changes and the continuing reductions in national funding.

Strategic Context

Economic and Demographic Context

The Council's budget settlement continues to be adversely affected by the UK Government's austerity measures to significantly reduce public spending in order to address the UK's debt situation.

The budget process both at a national and local level continues to be undertaken against the backdrop of unprecedented levels of uncertainty, both in terms of the fiscal outlook and in terms of the impact of leaving the European Union.

The Office for Budget Responsibility has confirmed the UK economy has slowed markedly and its growth forecasts have again been revised downwards. Public Sector net borrowing continues to fall but at a slower rate than originally forecast, by 2022-23 it is projected to reach its lowest level in 20 years.

Local government and the wider public sector has, and must continue, to realign itself to the fiscal reality it faces and manage its spending within the available funding.

Powys has already made significant reductions in its expenditure with savings in excess of £73 million between 2012/13 and 2017/18 as a response to reduced government funding and the requirement to cover additional spending demands.

The Autumn Statement set out plans to increase the Welsh Government's budget by £1.2 billion and build an economy that is fit for the future. This includes approximately £1bn of additional capital funding for Wales between 2017/18 and 2020/21 but more than half of this must be repaid to the UK Treasury. The remaining £200m will be available for the day to day running of services.

The Welsh Local Government finance settlement has had a slight increase in their revenue funding, however, local government spending pressures will total around £212m in 2018/19 which will have to be absorbed by Councils or partially offset by Council Tax increases. The impact on discretionary areas of spend will remain particularly tough for councils.

The local context affecting our funding and demand for services is well recognised, heavily influenced by Powys being sparsely populated with a wide geographic area requiring services. It has a higher than average elderly population that is predicted to increase at a rate that is significantly greater than the national average. This statistic can largely be attributed to people living longer as a result of better healthcare and improved lifestyles together with an inward migration of people to the County above retirement age.

Conversely the county's younger population is declining with a reducing birth rate and a sizeable outward migration of young people looking for further educational and career opportunities being the main contributors to this trend.

These factors in combination are presenting significant challenges. The provision of services to a dispersed and relatively small population is expensive as a result of greater transport costs and the demand for facilities to be delivered locally or within a commutable distance. Additionally, a consequence of an ageing population is the increased demand for more complex and therefore more expensive care support.

Our funding protected through the funding "floors" for the last 4 years. We welcome the recognition in the funding settlement that rural authorities incur additional costs to deliver services such as social services and are pleased to see the inclusion of adjustments to the formula through the implementation of the social services sparsity allowance. The phasing of this change over the last 2 years now sees Powys excluded from the top-up protection.

The work undertaken by the Local Government and Welsh Government joint Distribution Sub Group has been vital in bringing these issues to the fore, this is only the start and we would welcome further work on the formula looking at other costs such as Public, Home to School and Special Education Transport all of which are significant cost pressures for rural authorities.

The Council fully accepted the findings in the Care and Social Services Inspectorate Wales (CSSIW) Inspection report published on the 17th October and the subsequent warning notice issued by Welsh Government. It quickly acknowledged the need for

urgent and sustained change which will demonstrate our genuine commitment to safeguarding children in Powys.

A significant level of investment for both Children's and Adult's services has had to be identified and while this demonstrates the priority that these services have in our decision making it has presented a significant and late challenge to our financial planning.

In order to deliver a balanced budget over the medium term a significant corporate transformational approach is required, and required at pace. This will require some radical thinking, drawing on experience of other authorities and learning from others. We will have to reconsider the discretionary services we provide and review the levels of service we can afford to deliver for our statutory services.

The developing commissioning strategy for Social Services, will describe how we will align the finances in that area; what investment/reinvestment and disinvestment is required to reshape the service; and what outcomes will be achieved in the short, medium and long term, including savings.

This work is key to the development of the Council's financial strategy and as this and the approach to transformation becomes clearer over the next few months we will need to realign and refocus our financial strategy over the medium and longer term.

On the current modelling transformational change is required to deliver reductions in expenditure of over £17m in 2019/20 with a further £20m over the following 3 years.

It is clearly recognised that we can no longer afford to maintain the Council in its current form.

Powys 2025 – Our vision for the future

In an era of continued budgetary pressures, growing demand and increased expectations it is very important that we are clear about what we want to achieve now and in the future. The 2017 local government elections saw a new cabinet and new direction in place. Powys 2025 represents the new administration's vision for the council and its priorities are clearly laid out.

We want communities to feel supported, have a say in what is provided for them locally and feel they play a key role in local service delivery. We will be an **open and enterprising council**, this means:

- Working with communities, residents and businesses
- Willing to look at new ways of working and delivering services
- Focussing on solutions rather than problems

We have clear priorities to deliver our vision:

- **The Economy** - We will develop a vibrant economy
- **Health and Care** - We will lead the way in effective, integrated rural health and care
- **Learning and Skills** - We will strengthen learning and skills

- **Residents and Communities** - We will support our residents and communities

To successfully deliver our priorities and deliver improved outcomes for our residents, we have a programme of work dedicated to improving our internal services and processes – this is called **Making it happen**.

Corporate Improvement Plan

The Corporate Improvement Plan is one of the most important documents produced by the council. It draws together information from a number of our key strategies and summarises what we're going to do to deliver the priorities in our vision for 2025. The plan also sets out a number of measures that we will monitor to show whether we are making a difference.

Outlined below are the long term outcomes that each of our priorities are aiming to achieve, together with a summary of the objectives that are planned.

The Economy - We will develop a vibrant economy

What difference do we plan to make?

- New business start-ups and relocations will increase
- Skilled employment opportunities will increase
- A greater supply and mix of suitable work space to support employment
- More job opportunities and apprenticeships for young people
- Local businesses benefit from good advice and support that help them thrive
- Regulation supports business and communities and is proportionate
- Powys is established as an innovation base for learning, skills and research for;
 - Farming and land-use innovation
 - Health and Care
 - Rural teacher training accreditation
- The economically active population will increase
- Tourism and leisure based activity and attractions will increase
- Local consortia competing for public sector contracts will increase
- Council priorities are used to develop new industries and supply chains
- There is significant investment in accessible and community based lifetime accommodation

How will we achieve our priority?

Key objectives:

a) Infrastructure:

- Improve road infrastructure and connectivity
- Support the delivery of improved digital connectivity and encourage businesses to take advantage of the technology

b) Farms:

- Investigate the possibilities for using council owned farms for innovation, education, forestation or social care

c) Supply chain:

- Identify and develop further supply chains appropriate to Powys e.g. food supply and motor industry

d) Support:

- Promote and develop intellectual property opportunities for Powys businesses to help them to protect and market their products and services across the world
- Lobby Welsh government for a Mid Wales growth deal, encouraging businesses to stay and invest here
- Support the development of town centre and local area plans for regeneration.

e) Investment:

- Promote and further develop business rate support
- Develop and promote financial support for businesses/social enterprises such as grant/loans
- Develop an inward investment strategy and action plan to attract new and relocating business

f) Workspace:

- Ensure an appropriate supply of available employment sites and premises to meet business needs

g) Procurement:

- Ensure our policies and processes make it easier for local companies to supply to the council
- Increase monitoring of regulatory/compliance requirements for social clauses to ensure wider local benefits are delivered (e.g. apprenticeships, proportion of local employees, affordable housing etc)

h) Skills:

- Introduce council sponsorship of social workers and other professions through open-university – giving people a career path through employment
- Help address barriers to employment to support people into work and better paid opportunities

i) Culture:

- Invest in and protect the natural, built and historic environment to support business growth and tourism
- Ensure provision of year-round cultural, leisure and art for Powys residents to encourage them to stay in the county

j) Housing:

- Ensure there is a greater choice of affordable housing and extra care provision so people have a choice of where to live and stay in their communities (This objective also contributes to the outcomes of our residents and communities priority)
- Make provision of elderly person's bungalows a requirement of housing development via planning (in the same way as we require affordable housing)
- Explore opportunities for further housing development on council owned sites (This objective also contributes to the outcomes of our residents and communities priority)

k) Joined-up:

- Improve communication within the council and with partners to support the growth of the local economy.
- Develop a two-way system for sharing information on current economic discussions and activity across services to keep all levels of the council informed to prevent confusion and duplication
- Ensure that activity associated with economy changes as a result of BREXIT is supported

l) Marketing:

- Review and improve marketing of Powys for:
 - Visitors to Powys (tourism)
 - Living in Powys (attract new residents)
 - Doing business in Powys (new business to Powys)
 - Raising awareness with residents and staff of marketing activities

m) Sectors:

- Develop an evidence-based agreement on which business sectors the council is going to support and ensure appropriate measures are in place to encourage growth
- Develop a strategic tourism offer and strategy - what do we want to be known for? Develop key projects to deliver that strategy

Health and Care - We will lead the way in effective, integrated rural health and care

What difference do we plan to make?

Our focus on well-being means:

- We focus on what matters to the individual
- Young people, adults and families are able to create the foundations of good health throughout their life
- We focus on safeguarding and supporting vulnerable people
- The physical environment helps people maintain their health and well-being
- There is an increasing supply of housing with care

Early help and support means:

- Technology enables people to self-care and remain independent
- We ensure the maximum positive impact within the first 1,000 days of a child's life
- A sufficient supply of appropriate placements for Looked After Children
- Community role modelling is focused on basic life skills and money management

Joined up services means:

- Positive and co-productive partnerships
- Significant investment in integrated health and care facilities and infrastructures
- Health and Care teams work seamlessly with people, getting things right first time
- Young people, adults and families have a fully integrated experience of health and care
- Accessible and equitable services fit around people's busy lives
- Tackling the big diseases (cancer, circulatory diseases, mental health, respiratory diseases)

How will we achieve our priority?

Key objectives

a) Start Well:

- We will implement the Children's Services improvement plan to ensure delivery of a robust Statutory Children's Service which is compliant with the Social Services and Well-being Act and able to safeguard and support Powys Children, Young People and Families.
- We will develop a whole system, multi-agency family support system that offers early help/support and prevention for families across the continuum of need – ranging from Information Advice and Assistance through to support for those children at the 'Edge of Care.'
- We will develop a multi-agency prevention and early intervention service to promote emotional and mental health and well-being for children and young people
- We will create an integrated Youth Support and Skills Service for young people to ensure that they are able to fulfil their potential, make good life choices, maintain healthy relationships, enter further training or employment and successfully transition into adulthood
- We will commission a flexible range of appropriate, effective and efficient accommodation options to provide the necessary support arrangements to meet the bespoke needs of our individual children, including looked after children
- We will establish a well-motivated, highly skilled and effective workforce to support good outcomes for the children of Powys and who will work in multi-agency locality teams with integrated management processes in place

- We will establish a fully integrated multi-agency team to provide a co-ordinated and appropriate support service for children with a disability and their families

b) Live / Age Well:

- We will work with our partners to develop prevention and early intervention services which promote emotional and mental health and well-being for adults, including:
 - Community Connectors
 - Home Support
 - Befriending
 - Dementia Matters
- We will commission and monitor delivery of high quality substance misuse treatment and prevention services to reduce alcohol and/or drug related harm to individuals, their families and the wider community
- We will have in place a flexible range of appropriate, effective and efficient accommodation options to provide the necessary support arrangements to meet the needs of individuals
- We will implement the Everybody's Business Model so that carers have a good sense of well-being and are able to fulfil the caring responsibilities they chose to undertake
- We will enhance our understanding of the experiences of young people moving from children to adult services and improve our learning of their experiences
- We will use technology at the earliest opportunity to enable individuals to remain independent for longer and reduce pressure on unpaid carers
- We will complete the day time activities review with the aim of having a co-ordinated and accessible range of services for older people, including those with dementia, and their carers
- We will put in place flexible and responsive methodology to meet the needs of individuals requiring domiciliary care
- We will continue to transform health and care services through the development of integrated care teams
- We will provide early and technological support to individuals and their families where there has been a diagnosis of dementia
- We will continue to review and update the Powys population assessment and develop systems to enable us to predict and target intervention for individuals with additional and complex needs and at the end of life

Learning and Skills - We will strengthen learning and skills

What difference do we plan to make?

- School leavers have the right qualifications to progress
- Access to education provision and good career advice is equitable

- Working in partnership with schools, colleges, universities and businesses will improve career opportunities
- High quality teaching and learning environments embrace new technology for the population
- Pupils have access to remote/alternative learning opportunities
- Early years provision is helping families to return to meaningful employment

How will we achieve our priority?

Key objectives

a) Educational Improvement:

- We will support schools during the implementation of the new education and curricular reforms
- We will improve outcomes for all pupils, including vulnerable pupils with a specific focus on pupils eligible for free school meals
- We will improve the performance of secondary schools and the rate of progress of schools in Estyn follow up category
- We will develop an initial workforce strategy to improve the recruitment, retention and quality of leadership (at all levels), across our schools with a specific focus on secondary schools
- We will provide equality of provision for Welsh medium learners through the implementation of the Welsh in Education Strategic Plan

b) Supporting Children and Families:

- We will prepare for the implementation of the new Additional Learning Needs (ALN) Bill
- We will develop and implement a county-wide ALN Transformation Programme
- We will provide 30 hours a week of free early education and childcare for working parents of three and four-year-olds in Wales, for 48 weeks of the year
- We will implement an early identification process for vulnerable young people who are in need of additional support and we will work with schools through a graduated response approach including multi-agency 'team around the family' to provide suitable support

c) Infrastructure and resource:

- We will complete the first round of capital investment in schools as part of the 21st C Schools Programme Band A
- We will complete the second round of capital investment in schools as part of the 21st C Schools Programme Band B (This objective also contributes to the outcomes of our economy priority)
- We will work with school communities to develop the infrastructure of schools in accordance with the principles of the Plans for Powys Schools Policy
- We will develop new Welsh-medium/bilingual provision
- We will deliver education in Powys in an efficient and effective way

d) Skills and employability:

- We will strengthen the Positive Pathways Powys Skills Partnership to encompass a new skills and employability strategy for Powys by working in partnership with schools, colleges, universities, the voluntary sector and businesses to improve career opportunities
- Ensure the Regional Skills Partnership reflects the needs of Powys (This objective also contributes to the outcomes of our economy priority)
- We will develop and promote a sustainable sixth-form provision that can provide appropriate choice and breadth of provision (including vocational based training) for all young people in Powys (This objective also contributes to the outcomes of our economy priority)
- We will promote opportunities for young people, e.g. career events, work experience in the council, placements, training, guidance and information on how to gain meaningful employment (This objective also contributes to the outcomes of our economy priority)
- We will develop and promote the Seren network to support Wales' brightest sixth-formers to achieve their academic potential and gain access to leading universities. This will inspire Powys students about their future career aspirations
- We will promote and support information for businesses and the council on how to use an apprentices (career graded or fixed term apprenticeship) and promote the graduate scheme (This objective also contributes to the outcomes of our economy priority)
- Develop a business case to establish a higher education offer in Powys such as a college, university or learning centres (*This objective also contributes to the outcomes of our economy priority*)
- Partner with organisations such as Harper Adams and others to deliver specific courses or modules in Powys in specialist areas (farming and land-use innovation, health and care, rural teacher training accreditation) (*This objective also contributes to the outcomes of our economy priority*)

Residents and Communities - We will support our residents and communities

What difference do we plan to make?

- Residents take responsibility for their actions and support one another
- Communities have access to a choice of both affordable and market housing
- Communities have access to services that allow all to flourish and enjoy life
- Communities have an active role in the design and delivery of the services they need

How will we achieve our priority?

Key objectives

a) Community development:

- Encourage communities to work with the council to improve, sustain and co-locate services at a local level
- Offering advice, guidance and training on the formation of local community groups and organisations which will allow communities to do more for themselves
- Continue to develop community hubs where appropriate to offer residents a mix of services all under one roof
- Support community based initiatives with access to various grant funding opportunities, such as the ARWAIN rural development funding
- Encourage and support more people of all ages to volunteer and contribute to the well-being of their communities
- Continue to support community transport initiatives to enable residents to have access to more services and activities within their communities

b) Cultural development:

- Work closely with residents and communities to understand what makes living in Powys worthwhile, and building on the arts and cultural opportunities
- Support community based initiatives with access to various grant funding opportunities, such as the ARWAIN rural development funding

c) Community engagement:

- Work with residents and communities to help plan, and where possible, develop and implement their future needs in relation to services, facilities, social and cultural requirements
- Promote the council's Vision 2025 to engage and build relationships with our residents and communities
- Make better use of social media to promote the social, cultural and economic opportunities available in every community
- Use an engagement toolkit to provide more opportunities for people to have a greater voice and influence local decision making and service delivery in their area

Making it happen – essentials of an effective council

What difference do we plan to make?

Engagement with residents and communities - we will:

- ensure residents are heard through ongoing communication and dialogue
- ensure communities are engaged in a timely and meaningful manner which informs decision making
- be open and transparent and communicate in plain Welsh and English
- ensure county and community councillors are well informed and actively engage with residents

Workforce - we will:

- develop an agile and flexible workforce to deliver services
- have the right skills, attitude, behaviours and experience to be innovative
- be an organisation that demonstrates good practice
- recruit and grow our own talent through apprenticeships and trainees

- develop capacity to grow our professional expertise and have access to a skilled social care workforce
- be an attractive employer

Change how we work - we will:

- prioritise residents and communities
- be pro-active and forward thinking
- have seamless and efficient processes to get things 'right' first time
- make evidence based decisions underpinned by accurate information
- focus on outcomes instead of activity
- Make the best use of our resources and improve productivity
- continually improve customer satisfaction
- promote strong partnership working

How will we achieve our priority?

We recognise that there are key building blocks we must have in place to make our plans happen. We have three priority improvement areas to create an effective and modern council:

- Engagement with residents and communities
 - Communications strategy / engagement
- Corporate Leadership and Governance
 - Political leadership
 - Officer leadership
 - Strategic and financial planning
 - ICT and Business systems
 - Performance management
 - Partnerships
- Transformation
 - Commerciality
 - Customer transformation
 - Workforce strategy

Budget Strategy and Principles

The Council's Budget Strategy centres on the Council's 2025 vision and the four organisational priorities.

The Budget Principles provide a greater link between the Council's Vision, the key corporate plans and the use of resource. The budget principles are key in order to deliver our priorities and achieve our efficiency targets by shaping our decisions to allocate resources.

The budget principles are as follows:

- **Valued Services**- in future services must support the Council's outcomes. Those that don't will have to be provided by others
- **Supporting the Vulnerable** - Scarce resources mean we must focus on the truly vulnerable not those who have historically received support and services

- **Local Delivery** – Services delivered within communities by communities are more responsive and efficient
- **Personal Responsibility** – Nationally we must move from the entitlement culture; our population and our employees will be encouraged to take more control of their lives and take on greater responsibility
- **Value for Money** – the council must look for value for money in everything it does.
- **Improving Productivity** – once the preserve of private enterprise productivity and performance now matters in the public sector.
- **Supporting the Local Economy** – whilst ensuring we remain within procurement and local government finance legislation we will seek to spend as much of our funding within Powys if it is value for money to do so.
- **Keeping the Authority Safe** – we will ensure non frontline services are effective and value for money whilst recognizing the key role they play ensuring the Authority uses its resources effectively

These principles remain in place and underpin and shape our budget. In addition, the Council reviews its governance arrangements as a key part of its business and financial planning process. This helps us shape the organisation's directorates to deliver the Corporate Improvement Plan and realise the Powys 2025 vision.

Revenue Budget Funding

The Council's net revenue budget is funded from Welsh Government (WG) Grant (including redistributed business rates), locally generated income and Council Tax income.

The Final settlement was announced on the 20th December 2017.

The Welsh Government (WG) will fund 70.4% of the Council's 2018/19 net revenue budget, compared to 70.6% in 2017/18 and 71.9% in 2016/17. The funding is provided in a settlement known as Aggregate External Finance (AEF).

The Aggregate External Finance (AEF) figure was £174.026m which was a 0.4% or £0.679m reduction in grant after adjusting for transfers. The impact upon Local Government in Wales as a whole was an average increase in funding of 0.2%.

This means that Powys has £1,319 of funding per capita, compared to the Wales average of £1,348 which means Powys is ranked 14th out of all the Unitary Authorities.

For many years rural authorities have canvassed Welsh Government (WG) to recognise the additional cost of delivering services in a rural environment, particularly in providing community-based social services for older people over large geographic and sparsely populated areas. The social services sparsity allowance was introduced in recognition of this and it has provided Powys with an additional £3m, implemented over the 2 year period. However this is not additional funding as it removes the need for top-up funding.

The final settlement includes a further £7 million to support the increase to the capital limit in charging for residential care to £40,000 commencing from April 2018. Powys has received £352k of this funding to manage the shortfall in revenue this creates.

The AEF for Powys for 2018/19 totals £174.026 million and consists of the following:

- Revenue Support Grant (RSG) totalling £130.813m
- Non Domestic Rates (NDR) totalling £43.213m. Powys collects rates from business ratepayers on behalf of WG. It is then redistributed to local authorities in proportion to resident population over 18.

Welsh Government expect Authorities to take account of the full range of sources of funding available to them, as well as the pressures they face, in setting next year's council tax.

For 2018/19 a Council Tax increase of 5% for a Band D property has been included in our planning assumptions. This represents an increase of £56.63 per annum or £1.09 per week and a Council Tax of £1,189.20. Powys continues to remain below the previous year average for all Welsh authorities

Housing Revenue Account

The Housing Revenue Account (HRA) is a separate account required by legislation, it is ring fenced and held separately from the General Fund. The Council holds 5,374 units of Housing stock.

The HRA is made up of income from rents and other housing related charges. This income is used to fund all HRA landlord related services including salaries, central service recharges and all services delivered to our tenants. It also underpins our ability to meet the Housing Business Plan, a major element of which is the Welsh Housing Quality Services (WHQS), through financing the borrowing we must draw down to invest in our stock.

A 30 Year Business Plan is required to be updated annually and submitted to Welsh Government. An affordable business plan is essential to enable the council to meet its investment commitments, and continue to provide high quality services to tenants and leaseholders.

In February 2017, a new rent setting policy was agreed which approved differential charging for larger properties, in line with the private sector. This established target rents for some larger properties would not be achieved in year one. This is due to the limit the Welsh Government introduced on rent increases; it was accepted that these increases would be phased in over a period of time for existing tenants.

Therefore it is proposed that with effect from April 2018 the rent increase for the majority of HRA tenancies (2,119 properties) is 4.5%, that for a further 991 homes the increase is greater than 4.5% but less than 4.5% + £2.00 per week and that for a further 2,232 homes the increase will be 4.5% plus £2.00 a week (6.4%).

Grants

In addition to RSG and raising Council Tax the Council receives income from specific government grants and income from fees and charges. These form part of the gross budget which is an indication of overall spending power. The general direction is to see grants reduce in number in line with greater 'freedom and flexibility' that Welsh Government is seeking to provide. The further reduction in specific grants will provide a greater ability to bring a Powys dimension to large areas of expenditure.

In 2018/19 a further 5 grants will transfer into the RSG, these include:-

- ❖ Welsh Independent Living Grant £1.262m
- ❖ Social Care Workforce Grant £769k
- ❖ Looked After Children £243k
- ❖ Carers' Respite Care Grant £121k
- ❖ Waste element of the Single Revenue Grant £2.005m

The Single Environment Grant has been reduced by £41m across Wales with £35m of the Waste Budget Element transferring in the RSG, the impact for Powys is included in the section above. The impact of the remaining reduction has been recognised as a pressure for the service and is therefore included in the Financial Resources Model (FRM).

Welsh Government have reduced the Education Improvement Grant (inclusive of Foundation Phase) by £15m in 2018/19. This grant is allocated on a regional basis but greater clarity is needed for us to understand which elements of grant are affected by this reduction and how it will impact on Powys' Schools, but have recognised this pressure within the plan.

Alongside the settlement a further £600k is to be made available to support local government in Wales to eliminate charging for child burials, but this will be provided in the form of a specific grant.

Budget Delivery Plan 2018/19

The impact of pay and other inflationary pressures, reductions in funding, changes in regulation and increasing demand for services, particularly with an ageing population, are factored into our financial planning. Following the October 2017 report by CSSIW the Council has had to significantly and with pace increase the investment within Children's Services to ensure that the necessary improvements are put in place. This has significantly impacted on our budget planning for 2018/19. This impact cannot be understated; it has increased the level of savings required in 2018/19 and in future years. In response to these pressures and in line with our financial strategy the Council has reviewed all funding streams available and has achieved a balanced budget for 2018/19.

The details of how the council will manage its finances in the medium term are reflected in the Cabinet's headline policy initiatives which appear below:

- A move to a balanced five year financial strategy based on a more strategic approach to financial planning that better understands the links between revenue, capital and reserves
- A greater emphasis on a more transformational approach to service change in order to work within a reducing funding envelope.
- Council Tax increases – within the range 3.5% to 5%. For subsequent years a notional increase of 3.75% will be used.
- Reserves – The policy remains to maintain general fund reserves at a target level of 3% of budget. The replenishment of reserves previously used to fund the wind farm appeals was delayed in last year’s budget but this replenishment was reinstated last year. The Budget Management Reserve was put in place to set aside funds to assist in ‘smoothing’ a budget over the medium term. In addition an Adult Social Care Reserve of £2.75m was agreed to reflect the significant risk in this area.
- To continue to increase the focus of income generation and cost reduction opportunities and adopt a more commercial approach where appropriate.
- Capital – Refresh the Council’s Capital Strategy and Capital Programme ensuring it is aligned to the priorities of the Council and the delivery of savings.
- Property – Continue to rationalise our property portfolio.
- Schools – In order to move towards a more efficient educational infrastructure, whilst also retaining the provision of education in rural areas, the authority’s School Organisation Programme will move forward in partnership with schools and the communities they serve. It will have a greater focus on alternative models of delivering education, such as collaboration models, federation, multi-site schools and all-through schools. Any changes will be taken forward in discussion with the school communities affected, in order to achieve the best solution for each area, with governing bodies engaging with their communities in order to plan sustainable schools provision for the future.
Our guiding principles for developing the schools’ infrastructure until 2025 are as follows:
 - More secondary schools to become ‘all-through schools’, or part of multi-sited arrangements
 - More small primary schools to be part of formal collaborations / federations / amalgamations
 - Remove infant / junior split by creating ‘all-through’ primary schools
 - Strong, innovative ‘Locality Management’ models established
 - New Welsh-medium provision established / an increased number of Welsh-medium places, in order to create demand
 - All special schools to be in condition A/B buildings
 - A resilient, attractive post-16 model implemented
 - Compliance work continues to ensure that school budgets are managed in accordance with regulations by Governing Bodies.
 - The Local Authority is also undertaking an activity led funding review which will identify priorities for school funding in future years within the MTFS.
- Highways, Transport and Waste –Transformation project – A comprehensive programme of service improvements will be progressed that focus on improved commercialisation and increased efficiency of service delivery.

- Community Delivery – We will continue to re-commission services by looking at the best way to deliver services with the aim of securing a significant reduction in the current cost of provision.
- Resources Directorate / Corporate Services – Develop new models of service based on collaboration, partnerships, re-design and process improvement, all underpinned by consistent transformation principles. The Directorate will also continue the development of its commercial strategy.
- Redesign of our Social Care services and management structures including the de-commissioning of services. Where there is value to be added we will work regionally to improve purchase power and make better use of specialist skills.
- Continue to build on the success of our early intervention and prevention approach with well-defined and integrated care pathways, including a joint approach with Powys teaching Health Board and other partners such as the third sector.
- By developing a new contract with our citizens / communities, we will set clearer eligibility criteria designed to support those people most in need alongside full cost recovery access model to services such as income generation (where a client can afford more) and direct payments.
- Change Capacity – The Cabinet recognises that in order to make these significant changes it will require resources. Policy is to continue to fund change capacity.

Full details of the Annual Budget are published on the Councils Website.

Looking Further Ahead and Funding Assumptions beyond 2018/19

Any organisation must prepare for the future and whilst financial projections as far as the end of the decade will always be difficult (and have a high level of uncertainty) they give a basis for planning. Significant concerns exist about demographic costs and the age profile of the population will require Powys to assess where its future budgets should be allocated so that it addresses this risk. Whilst this Medium Term Financial Strategy presents a balanced position for 2018/19 there remains a significant challenge to balance the budget in the following years. The relatively easy savings have been taken and major service redesign and transformation are necessary to deliver services as a much lower cost.

It has been assumed that the settlement from WG for 2019/20 will be a decrease of 2.5%. Within the provisional settlement we received an indicative settlement for the following year as a further reduction of 1.5%. This included the impact on the Welsh Government budget of the £3.5 billion unallocated cuts which the Chancellor of the Exchequer intends to impose in 2019-20. If the Chancellor does not proceed with the cuts then the Minister has committed to look again at the cuts they have been forced to make, including for local government. The indicative settlement was not mentioned further within the final settlement papers but the improved Welsh Government settlement may help to mitigate this to some degree. In the absence of clarity our original assumption will be maintained.

Forecasting inflation includes a number of assumptions. It assumes an ongoing pay award of 2% per annum. Inflation can be a major cost driver and although it is

included at £1.6m currently we need to keep this under review because if inflation rises above Bank of England projections this will be a further pressure on our budgets.

We have adjusted our indicative future increases in Council tax to an increase of 3.75% throughout the period of the 5 year plan. This will be subject to political determination on an annual basis, but if the funding settlement is worse than assumed this would need to be revised upwards or further cuts sought.

Service pressures particularly around Adult Social Care are likely to continue and the trend around pupil numbers will be closely monitored because the council will have to ensure it also provides a level of provision to meet the numbers of pupils. This may require difficult decisions to be made about the number of schools we can afford.

These factors will have a significant impact on the longer term strategic planning given their link to the Council's funding requirement, especially as significant further savings are required through to 2025 to produce balanced budgets as required by the Local Government Act.

Looking to 2025, it is clear that we are seeing a significant change in local government. This will be driven by customer expectations and funding reductions it will lead to the need to reduce the size of local government and in some cases challenge whether current services are the best way to provide value for money. Part of our response will see the review of whether our service provision is sustainable.

The savings identified will continue to reduce headcount, and generate service efficiencies. A large number of the proposals put forward will inevitably impact on front line service delivery. The figures beyond 2018/19 are therefore subject to revision as alternative models of delivery and other savings are identified.

We have already revised our approach to income generation where we will seek to recover the full cost of services where it is appropriate to do so, and develop income generating opportunities. This is in line with the response of many other local authorities and is a strategic approach to an important source of funds.

Further Approach to Savings through 2019 – 2025

The framework for the 2019/20 budget preparations will be more than a financial approach, it will be based on transformation using the 2025 Vision. It will include:-

- Designing or redesigning services so that the user perspective is central to change
- Cross cutting themes – accommodation, agile working
- Clear linkages between efficiencies and corporate objectives for service improvement
- Demonstrating political support for, and scrutiny of the strategic approach
- Clear governance arrangements to monitor the progress developing and delivery of the programme
- A strategic approach that is transformational and challenges current arrangements with the aim of delivery long term gains and service improvements

- The use of performance and contextual information to develop options and make choices then monitor and review progress.

In addition to the approaches already in place we will continue to identify different ways of delivering the savings that will continue to be required. A series of 'themes' are beginning to be developed to provide a framework for meeting this ongoing challenge.

a. Flexible, Remote and Mobile working

This is already underway and should be aligned to downsizing corporate offices and increasing productivity. There is considerable cost tied up in the corporate estate and a possible savings target for accommodation savings is worth exploring. This must be based on a new approach to working arrangements.

b. Improving Collaboration

The Welsh Government's policies on local government collaboration means we will seek partnering arrangements as further detail emerges. There may be scope to explore the various collaborative models including partnerships and shared services. We already collaborate but more can be done and the LHB is a key partner under this theme.

c. Customer Insight

The Business Intelligence function has made progress since its creation. However we are still richer in data than information. Improved decision making and performance through better customer insight may be an area where financial gains can be made.

d. Business Process Improvements

There is already good evidence that progress has been made in this area. However, this is perhaps patchy and the organisation needs to fully embrace business process improvement techniques. Technology can assist this area and the introduction of a new finance system will be a key element as well as integrating systems to make processes more efficient. Investment here can bring significant savings which may not impact directly on front-line service delivery and therefore should be politically easier to deliver.

e. Productivity

Access to information better techniques and relevant training can increase productivity and more responsive services (this should be linked to business process improvements outlined above). The roots programme can be a key foundation for improving productivity. Areas such as customer relationship management, workflow and case management can also be looked at under this theme.

f. Flexibility

It may be appropriate to support the workforce in work/life balance issues whilst remaining within Local Government terms and conditions. Some councils have offered the workforce the options of a more flexible approach to leave arrangements that sees staff 'buy' additional holiday by being able to take unpaid leave to external holidays. Clearly this would need to be carefully managed but has the benefit of avoiding reducing workforce numbers as a result of change.

g. Commercialisation.

A more commercial approach is already evident in Business Services within the Resources Directorate with contracts being won and services provided to other public organisations. This can be a key part meeting the 2019/20 requirement and may require an exploration of the model in order to remain compliant with local government legislation. There is great scope to increase the income flows to the Council. In addition to business services there is potential for a range of services such as catering, cleaning and vehicle/plant maintenance to trade. The services will need to be run on a commercial basis and will have to compete locally as well as nationally.

Property is another area where we can increase income from taking a more speculative approach to acquisitions, leases and development.

Income Generation and Cost Improvement

An Income and Cost Improvement Policy is in place which establishes the framework within which income generation and cost improvement activity is carried out. It will also review fees and charges on an annual basis, using appropriate benchmarking to ensure that its fees and chargers are commensurate with other providers.

Income targets have been included within the budget over recent years and this continues into 2018/19, however for future years, explicit targets for income generation or cost improvement will not be set but it will be expected that these funding streams will be actively pursued as part of an overall response to efficiency demands.

The Income and Cost Improvement Board has developed guidance including a pricing and charging strategy and this group identifies and develops opportunities for income Generation and cost improvements.

The Strategic Overview Board will play a key role in monitoring cost improvement.

Third Party Spend Improvement

The Council continues to explore every opportunity to reduce 3rd party spend on goods and services. The Council has developed internal capacity to support and influence this area. The target cumulative spend improvements for this work were set at £8.5M between 2015 and 2019 and were achieved ahead of time. It should be

noted however that some of the savings relate to cost avoidance and are therefore not 'cashable savings'.

Capital Programme

It is important that the Council continues to renew its core infrastructure, such as schools and housing, in spite of cuts by central government. The Council is also aware that much of its capital investment is spent with businesses within Powys or its near neighbours.

Maintaining the capital programme has a significant regeneration impact on the economy of Powys alongside the direct effect of better infrastructure to deliver services from.

Capital investment also has a significant input into the delivery of revenue savings and it is essential that both budget strategies are developed in tandem.

The Council receives a core capital allocation from Welsh Government. In 2018/19 this allocation is £7.451m. This is the General Capital Grant of £2.219m and a Supported Borrowing allocation of £4.632m. The Settlement includes the revenue funding to allow the authority to borrow the £4.632m.

In addition to this the capital programme is funded through borrowing money and repaying this over a number of years together with the interest on the loan. The repayment costs form part of the annual revenue budget.

The Capital Strategy is included with the budget papers as Appendix 6. The Strategy itemises the Council's capital programme for the next 5 years with the budget totalling £241.122m. This is a significant commitment. In addition a further £46.138m is included for the Housing Revenue Account (HRA). The HRA priority is the Welsh Housing Quality Standard Programme with the standard to be achieved by December 2018, but also includes funding for additional housing provision and Zero Carbon initiatives.

Reserves

The Council holds reserves so that it can meet unforeseen expenditure and to smooth expenditure across financial years. This is recognised good financial management. Reserves are also a key indicator of the Council's overall financial standing and a component of its financial management arrangements.

Reserves are an essential part of good financial management. They enable the Council to manage unexpected financial pressures and plan for future spending commitments.

It is important that the Council makes well-informed decisions about reserves, and is accountable for these to local taxpayers and service users.

While there is no mandated appropriate level for Council reserves, the reserves held should be proportionate to the scale of future spending plans and the risks faced as a consequence of these.

In setting the annual budget, a further risk-based review of the level of reserves is undertaken, alongside the forecasted financial position in the current year, to make an assessment as to whether it is possible to release funding to support the following year's budget. That review is informed principally by an assessment of the role of reserves in supporting future spending plans and the use of reserves is projected over the MTFP period.

When taking decisions on utilising reserves or not, it is important that it is acknowledged that reserves are a one-off source of funding and once spent, can only be replenished from other sources of funding or reductions in spending. Furthermore if used to support a revenue budget this will have a cumulative effect in future years when the reserve funding is withdrawn.

The reserves policy establishes the framework within which decisions are made regarding the level of reserves held by the Council and the purposes for which they will be maintained and used.

Summary of Impacts and Risk Assessment for 2018/19

We have taken steps to increase our awareness of the consequences of our savings and to ensure we are taking into account legislative requirements. The impact assessment process has been reviewed so that we have a comprehensive assessment of impacts to support decision making.

The level of savings required for this year and the next two years of the MTFP is considerable and requires robust consideration regarding their potential impact. There must be an appropriate balance struck between, on the one hand being aware of the impact and seeking to avoid or mitigate adverse impacts and, on the other, the benefit gained from making the saving. It is therefore inevitable that a certain, manageable amount of risk is inherent within the budget.

Impact Assessment Process

The council has a combined impact assessment approach that helps ensure statutory compliance with key legislation.

This integrated process is in place for this year's budget and considers impacts against the council's guiding principles in a holistic and proportionate way. It recognises that the principles are not exclusive, often interconnect and form a well-rounded evidence base for planning and decision making.

Guiding principles

The council's guiding principles are based on the Well-being of Future Generations (Wales) Act. The Act has a significant and unique impact on public services in the United Kingdom.

The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural well-being of the nation. It will ensure the council thinks more about the long-term, works better with people and communities and each other, looks to prevent problems and take a more joined-up approach. This will help create a Powys and a Wales that everyone wants to live in, now and in the future.

To make sure we are all working towards the same vision, the Act puts in place seven well-being goals:

1. A prosperous Wales

An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

2. A resilient Wales

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

3. A healthier Wales

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

4. A more equal Wales

A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

5. A Wales of cohesive communities

Attractive, viable, safe and well-connected communities.

6. A Wales of vibrant culture and thriving Welsh Language

A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

7. A globally responsible Wales

A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

The Act puts into place the Sustainable Development Principle. This Principle states 5 ways of working, that as a public body, the council must demonstrate are being applied in decision making.

1. Long-term

The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.

2. Prevention

How acting to prevent problems occurring or getting worse may help public bodies meet their objectives

3. Integration

Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.

4. Collaboration

Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.

5. Involvement (Communications and engagement)

The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

Other key principles

○ Preventing Poverty:

Reducing poverty, especially persistent poverty amongst some of our poorest people and communities, and reducing the likelihood that people will become poor.

○ Safeguarding:

Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves.

Risk Management

The 2018/19 budget proposals continue to seek to protect families, communities and front line services where possible, as well as continuing to support the delivery of the Council's key priorities within the Corporate Improvement Plan. Furthermore they

are shaped by consideration of the impacts on equality groups and the vulnerable in our society.

The individual impact assessments will assist and inform the Cabinet and full Council at the meetings as part of setting the 2018/19 budget.

There are a number of risks associated with the budget plans. Since 2014 the council's approach to risk management sees it managed on a corporate basis with regular reports to the Strategic Overview Board, Management Team and Audit Committee. This forms part of on-going monitoring of risk.

Heads of Service and their management teams are responsible for reviewing and managing risks within their service areas. Risks identified for services will need to be integrated into the service planning process and regularly reviewed to ensure that they are being managed appropriately.

As part of the Impact Assessment process, each proposed budget saving has undergone risk assessment by service areas. This assessment identifies the deliverability of the saving, along with the likely impact to service delivery.

The risk assessment allows a risk status to be attached to each saving, and significant risks are monitored within project or service risk registers. The corporate risk register has also formed part of the background data assisting the budget setting process.

Budget Risks

Change Delivery Capacity – a number of savings are now categorised as 'transformational'. In other words a proactive approach to change is required rather than the more traditional percentage budget cut. It is important the council recognises that at a time of change investment may be needed to deliver change. In some cases specialist skills will be required for short periods. The 2018/19 budget continues to include funding for this change.

Budget Savings - The level of savings required in 2018/19 is significant. Any unforeseen delays in implementation will impact on the achievement of the reductions required. Progress on the delivery of agreed savings targets will be reported to Cabinet on a monthly basis. The Reserve position of the Authority is in line with the prudent range of 3 - 5% and these are available to "smooth" any slippage in delivery of the savings. However the emphasis is placed on ensuring savings are delivered. The approach is supported by the policy around the use of reserves: all reserves are corporate rather than service based. If reserves are used for temporary support of the revenue budget the replenishment of these reserves will be required in the following year in addition to the achievement of the saving itself. Plans within service areas need to be managed robustly in order to limit any underachievement and monthly budget monitoring and savings delivery monitoring ensures Cabinet and has visibility of financial performance.

Income – the budget is supported by approximately £60m of generated income and therefore services need to constantly review their income levels and develop creative

plans to ensure that they are sustained. This risk is being mitigated by an overall strategy for income and a move to full cost recovery wherever appropriate.

Council Tax – closing in-year collection rate figure for 2016-17 was 97.57%, a drop of 0.1% to previous year, the Welsh average for 2016-17 was 97.4%. By the end of December 2017 the collection rate for 2016-17 monies had risen to 99.1%. (0.51% down on previous years position at end of December 2017).

The Introduction of Council Tax premiums from 1st April 2017, and the roll-out of Welfare Reform including universal credit in Powys in October 2018, is predicted to have an impact on in-year collection and arrears, currently estimated at between 0.2% to 0.3% drop on in-year collection.

Equal Pay – the council has mitigated the financial risk of potential future equal pay claims by holding a reserve to support these costs. This is kept under review.

Treasury Management – the revenue budget and capital programme are supported by daily cash movement managed within our borrowing and investment strategies, the financial climate has a significant impact on these activities. We continue to monitor these on a daily basis. Any variation in the cost of borrowing is being mitigated by a proactive approach to refinancing our borrowing wherever possible. This ensures that wherever possible our long term borrowing for our capital projects takes advantage of the historically low level of debt interest.

Variations to Settlement Assumptions - the Council makes every effort to ensure that its assumptions about budget settlements for future years are based upon the best available evidence. However, future settlements cannot be predicted with absolute accuracy and can be influenced by political and economic policy changes.

Political Approval of Budget – the Council is required under the Local Government Act 2003 to set a balanced budget for the forthcoming financial year, and this must be approved by Full Council.

Availability of Reserves – the Council may suffer other costs that may arise due to unexpected events such as: -

- Civil emergencies and Natural Disasters
- Failure to deliver statutory duties – failure to deliver, including safeguarding activity in relation to adults, children, Health and Safety or Public health could result in possible negligence claims.
- Increased threat of legal litigation in respect of service delivery standards and regulations and multiple Insurance Claims. This risk is the likelihood of needing to replenish the insurance fund immediately from reserves as a result of several claims above our excess.
- Increase in energy cost prices.

If the actual position is different to the assumptions made in producing the budget in-year adjustments would be needed.

Mitigation, Review and Monitoring

As part of the impact assessment process the author of the assessment is asked to identify mitigation to any negative impacts that have been identified. The risks and the identified mitigation must be managed within the appropriate project risk register to ensure continual monitoring and management of the risks.

Consultation and Engagement

Over the past few years the council has sought to engage residents in the decision making process around setting a balanced budget using an online budget simulator tool. The savings targets subsequently agreed by the Cabinet and ratified by Full Council have then led to service managers needing to develop more detailed proposals which have, in the main, gone out for public consultation. This has created a further opportunity for affected residents to influence service delivery by attending drop-in engagement sessions, public meetings, organised workshops or completing online/paper surveys to have their say.

The views of residents have been sought and received in a number of ways including:

- The Powys Budget Simulator
- Specific Service Type Consultations
- Legislative Consultations

Conclusions

There were various consultation exercises conducted during the past financial year on how to achieve budget savings for specific services like library and youth service and the highways, transport and recycling service. Views were also sought on how best to sustain the county's rights of way network and how and what people wanted to see happen with regard to legislation around Active Travel for 11 towns in Powys. Secondary school pupils were engaged at a special conference in November on the Well-being of Future Generations Act. Residents and community groups were also invited to have their say on their own well-being and the Act in both February and July last year so as to contribute to the final draft Well-being Plan. Views on the business rates and plans for a new cemetery in Machynlleth have also taken place and at the time of writing we are consulting on the long term vision for Powys schools.

Key Conclusions from the Simulator Exercise and other exercises

The key conclusions drawn from the two simulator exercises conducted over the past two years are that residents are reluctant to see the services that provide for the more vulnerable in our society being cut. There was little appetite for budget cuts for children with disabilities, home care services, services for looked after children and family support services. Residential care and services that provide for people with learning disabilities also received less support followed by changes to our waste and recycling service.

There was also a reluctance to jeopardise services by cutting budgets to the point where there may be difficulty in maintaining statutory requirements. This applied to both schools and environmental health in particular.

Residents were frustrated that council tax was increasing when they knew we were decreasing the level of service provision across a number of areas due to budget

constraints. These views are supported by the social media comments received via the corporate Facebook and Twitter pages and also via the evidence captured via the last Residents Satisfaction Survey conducted in 2015 where satisfaction with the services that we provide overall as a council has decreased over the past five years.* All feedback from consultation and engagement exercises allow officers and members to hear and understand more about residents' views on service delivery and help the decision making process.

*Source – Residents Satisfaction Survey

The budget proposals contained within the 2018/19 budget proposal are extensions of proposals already consulted upon.

A refreshed approach to engagement and consultation will be developed for 2019/20 on.

Mechanisms for Delivery

There are many pathways leading to improvement / change objectives that services will need to consider. These can be summarised as follows

- Evidence of need identified in the counties Well-being Assessment
- Change in statutory requirements
- Improvement priorities agreed in response to a service self-evaluation
- Objectives agreed in response to regulatory recommendations
- Objectives identified to deliver budget savings / MTFS commitments
- Objectives identified to manage / mitigate corporate risks
- Objectives required to ensure statutory compliance
- Other

a) The Corporate Improvement Plan

The Corporate Improvement Plan clearly articulates the key change activities the council undertakes, drawing on commitments made in Vision 2025

- The Economy Programme – We will develop a vibrant economy
- Health and Care Programme – We will lead the way in effective, integrated rural health and care
- Learning and Skills Programme – We will strengthen learning and skills
- Residents and Communities Programme – We will support our residents and communities

To help ensure the programmes can be delivered the following supporting activities are also in development:

- Changing the Way we work
- Leadership and Governance
- Communication and Engagement

- Service Improvement Plans (SIP): These are evaluated and renewed on an annual basis and are the key documents for communicating the services key improvement objectives. The plan follows the standard principle planning questions, namely:
 - Where are we now?
 - Where do we want to get to?
 - How will we get there?

b) Service Improvement Plans

The council's standard service provision is delivered via the following structures:

- Chief Executive
 - Policy and Performance
 - Chief Executive and Member Services
- People Directorate
 - Adult Social Care*
 - Children's Services*
- Place Directorate
 - Highways, Transport and Recycling Service
 - Housing Services
 - Leisure and Recreation Service
 - Regeneration, Property and Commissioning Service
- Schools Directorate*
- Resource Directorate
 - Business Services
 - Corporate Legal and Democratic Services
 - Finance
 - ICT
 - Workforce and Organisational Development

** Improvement plans will include direct responses to regulatory reports and recommendations.*

- Annual Budget and Savings Proposals

Within some basic corporate parameters, services are able to adjust their planning arrangements meet service needs.

A monthly monitoring process is in place to ensure effective monitoring of agreed improvement / change objectives and budget savings. This should provide assurance to members that agreed commitments will be met as planned.

Financial Resource Model 2018/19 to 2022/23

	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget
	£'000	£'000	£'000	£'000	£'000
Net Budget	240,192	247,215	245,609	244,214	243,033
Total Inflation	1,902	1,646	1,679	1,713	1,747
	242,094	248,861	247,288	245,927	244,780
Grant Transfers/Other Changes					
Waste element of the Single Revenue Grant	2,005	0	0	0	0
Welsh Independent Living Grant	1,262	0	0	0	0
Social Care Workforce Grant	769	0	0	0	0
Looked After Children	243	0	0	0	0
Carers' Respite Care Grant	121	0	0	0	0
New Responsibilities					
Homelessness Prevention	207	0	0	0	0
Increasing Capital Limits for Residential Care	352	0	0	0	0
Pension Liability	100	100	0	0	0
Actuarial Revaluation of Pension Fund	750	750	750	750	750
Fire Levy	179	50	0	0	0
Corporate and Service Pressures (Must Haves)					
Coroners	11	0	0	0	0
Management of Change	0	(10)	0	0	0
Union Facility Support	(29)	0	0	0	0
Increase in School Roll	50	280	0	0	0
Reduction in School Roll	(180)	(88)	0	0	0
Leisure Contract Savings	(49)	(25)	(14)	(32)	0
Policy Decisions					
<u>Social Care</u>					
Adult Social Care	2,006	1,453	0	0	0
TIC	(100)	0	0	0	0
Queens Baton	(9)	0	0	0	0
Living Wage	0	300	0	0	0
Additional Funding For Schools	1,000	1,000	0	0	0
Household Waste Recycling Centres (HWRC)	100	0	0	0	0
Leisure Savings	(130)	0	0	0	0
Capital Financing Costs					
New Capital Funding - for current schemes	1,563	2,681	1,258	552	382
New Capital Funding - Other	350	528	1,178	923	454
21C schools	300	0	0	0	0
Savings Identified					
People					
Adult	(1,428)	(453)	0	0	0
Children	(1,197)	0	0	0	0
Housing	(80)	0	0	0	0
Place					
Highways, Transport and Recycling	(1,952)				
Regeneration, Property and Commissioning	(200)				
Leisure & Recreation	(432)				
Resources					
Information Services	(323)				
Business Services	(612)				
Financial Services	(300)	0	0	0	0
Legal Services	(45)				
Schools	(1,233)				
Workforce OD and Comms	(157)	0	0	0	0
Other Corporate	(400)	0	0	0	0
Total Savings	(8,357)	(453)	0	0	0
2018/19 Service pressures					
Schools Service					
Home to school Transport	471	0	0	0	0
Increase in Early Years Provision	50	0	0	0	0

Financial Resource Model 2018/19 to 2022/23

	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget
	£'000	£'000	£'000	£'000	£'000
Cashless Ongoing Revenue costs	110	0	0	0	0
Inter Authority Recoupment income reduction	250	0	0	0	0
School Uniform Grant	16	0	0	0	0
Schools delegated budget					
Dual Stream	250	0	0	0	0
GDRP-data protection	100	0	0	0	0
Education Improvement Grant (inclusive of Foundation Phase)	605	0	0	0	0
Resources					
Business Services					
Hosting Trent	44	0	0	0	0
Careline Contract	45	0	0	0	0
Information Services					
Upgrades within IT and renewal of licences	730	0	0	0	0
GDPR central costs	57	0	0	0	0
Legal					
Coroner Contribution	11	0	0	0	0
Scrutiny Team Review	12	0	0	0	0
Practice Manager	12	0	0	0	0
Corporate Activities					
Council tax reduction scheme	220	0	0	0	0
HTR					
Reduction in single revenue waste grant	250	0	0	0	0
16-18 Young Person Travel Grant	240	0	0	0	0
Remove parking services savings	175	0	0	0	0
Savings from public conveniences	(101)	0	0	0	0
Adult Social Care					
Adults	4,589	0	0	0	0
Childrens Services					
Childrens	6,173	0	0	0	0
Reserves					
Repayment of Windfarm Costs	0	(140)	0	0	0
Contribution to General Fund delayed	0	500	0	0	0
Budget Management Reserve for HWRC	300	0	0	0	0
Draw on Adult Social Care Reserve	(2,000)	2,000	0	0	0
Other Reserves - 21st Century Schools	(5,000)	5,000	0	0	0
One off funding					
Back Dated MRP Adjustment	(5,000)	0	0	4,000	1,000
Transformation	0	-17,179	-6,245	-9,087	-5,301
Total Budget	247,215	245,609	244,214	243,033	242,065
Funded by					
AEF	0.4% <u>174,026</u>	-2.5% 169,676	-2.5% 165,434	-2.5% 161,298	-2.5% 157,266
Council Tax	5.00% 73,188	3.75% 75,933	3.75% 78,780	3.75% 81,735	3.75% 84,799
Total Funding	247,214	245,609	244,214	243,033	242,065
(Shortfall) / Balance	(0)	(0)	(0)	(0)	0

Service	Efficiency / Saving	Impact Assessment Ref	Risk to delivery of the proposal Achievability of proposal	2018/19 £'s	2019/20 £'s	2020/21 £'s	2021/22 £'s	2022/23 £'s
Regeneration and Regulatory Services	Commercial Rental Income	1819-29	Medium Risk	100,000				
Regeneration and Regulatory Services	Property Services Joint Venture Company: Set up jointly owned company to deliver a range of property services. Increase income generation by trading more widely than the Council. Transfer Asset Management Team towards the end of 2016/17.	1819-26	Low Risk	100,000				
Regeneration and Regulatory Services	Stop Funding Tourist Information Centres (Face to Face): Remove grants from independent tourist associations and close Brecon TIC. Let vacant property at commercial rent to generate income.	1819-23	Low Risk					
Highways Transport and Recycling	A complete review of the Parking Service to deliver efficiency savings and maximise income through the use of improved equipment and tariffs comparable to neighbouring authorities. Appropriate project management plans are in place.		Very High Risk	175,000				
Highways Transport and Recycling	Through the introduction of LED's and a review of the street lighting service to deliver efficiency savings and maximise income from NMWTRA. Appropriate project management plans are in place and the LED conversion programme is due to complete by 31/03/17.		Low Risk	200,000				
Highways Transport and Recycling	Commissioning of Services	1819-08	High Risk	1,576,850				

Service	Efficiency / Saving	Impact Assessment Ref	Risk to delivery of the proposal Achievability of proposal	2018/19 £'s	2019/20 £'s	2020/21 £'s	2021/22 £'s	2022/23 £'s
Leisure & Recreation	Leisure Contract; The contract provides for year on year reductions in contract fees which will start to occur in 2017/18. Efficiencies are also required in 18/19 through the de-commissioning or externalisation of Staylittle Outdoor Centre and Llanfair Caereinion Leisure Centre.	1819-14	High Risk	179,173	24,512	14,241	32,378	
Leisure & Recreation	Countryside & Outdoor Recreation: Move to statutory minimum role in the provision of Rights of Way and Countryside Access. Withdraw from outdoor recreation and play provision through community-style delivery and asset transfers to local communities. Where transfer is not possible, dispose of asset or seek full cost recovery. Minimum grounds maintenance approach will need to apply.	1819-12	High Risk	60,000				
Leisure & Recreation	Youth Service: Remodel service to create a universal service that is substantially delivered through the Third Sector with the County Council supporting hard to reach groups and intervention for those young people of most need, and support to High Schools with direct club provision restricted to Powys' main towns only.	1819-13	Medium Risk	220,000				
Leisure & Recreation	Arts: Theatre funding reduction to a minimum, but sustainable ongoing position will deliver modest additional savings from alternative delivery arrangement for Powys Dance and reductions in Music Development Fund introduced.	1819-16	Low Risk	15,000				
Leisure & Recreation	Reduce funding support for Theatre provision	1819-15	Low Risk	11,945				

Service	Efficiency / Saving	Impact Assessment Ref	Risk to delivery of the proposal Achievability of proposal	2018/19 £'s	2019/20 £'s	2020/21 £'s	2021/22 £'s	2022/23 £'s
Leisure & Recreation	Libraries; Co-locate where possible and joint working / community delivery with local communities for future delivery of branch libraries whilst providing infrastructure support from the core service. Encourage co-working and location within libraries with other bodies where feasible to generate income. Decommission libraries where co-location, community delivery/operation or core provision is not suitable or alternatives rejected by local communities.	1819-17	High Risk	125,000				
Schools	Raise age of admission to one point of entry in September annually following a child's fourth birthday. Consideration to increasing the 3+ entitlement to 12.5 hours per week. Service has identified a shortfall in achieving the 2018/19 savings of approx. £250k. Service are currently considering options on finding this shortfall.	1819-31	Medium Risk	623,000				
Schools	Restructuring of school service	1819-33	Low Risk	50,000				
Schools	ALN	1819-36	Low Risk	150,000				
Schools	Efficiencies to be realised from introduction of cashless systems in schools	1819-34	Low Risk	150,000				
Schools	Establish an internal supply insurance pool on a stop loss insurance basis	1819-35	Low Risk	40,000				
Schools	Reduction in School Roll (see FRM for 17/18 onwards)		Low Risk	180,000	88,000			
Adults Services	Reduction in admissions to residential care by 10%		Medium Risk	298,771				
Adults Services	Reduction in length of stay in residential care from 847 to 730 days				303,326	303,326	303,326	303,326

Service	Efficiency / Saving	Impact Assessment Ref	Risk to delivery of the proposal Achievability of proposal	2018/19 £'s	2019/20 £'s	2020/21 £'s	2021/22 £'s	2022/23 £'s
Adults Services	Right sizing high cost placements/packages and bring some people back into community living	1819-01	Medium Risk	150,000				
Adults Services	LD Supported Living - Reprofile supported living packages, projected at 10% efficiency savings.	1819-02	Medium Risk	200,000	150,000			
Adults Services	Community Care Packages - Working with individuals to secure an outcome focused care plan and to have greater control over their chosen support in the appropriate setting through the use of direct payments.		Very High Risk	379,040				
Adults Services	Right sizing of Packages - Accelerate Reablement referrals, based on current reduction in hours	1819-03	High Risk	400,000				
Children Services	Detail to be confirmed as the commissioning strategy for childrens service is developed.		Very High Risk	1,196,770				
Housing and Commissioning	Decreasing the allocation from the Housing General Fund (GF) to Supporting People (SP) staffing/establishment by £42k which is the equivalent of a Supporting People Development Officer post and replacing the work in the team with a supporting people grant funded project "What Matters"	1819-06	Medium Risk	42,000				
Housing and Commissioning	Reduce Gypsy and Traveller management and maintenance site budget	1819-05	Low Risk	8,000				
Housing and Commissioning	Increase Private Sector Team income by £30k per annum from an increased allocation of capital	1819-07	Medium Risk	30,000				
Legal Services	Restructure legal team to realise greater efficiencies and savings	1819-37	High Risk	40,000				
Legal Services	Members - Reduce photocopying budget	1819-18	Low Risk	2,500				

Service	Efficiency / Saving	Impact Assessment Ref	Risk to delivery of the proposal Achievability of proposal	2018/19 £'s	2019/20 £'s	2020/21 £'s	2021/22 £'s	2022/23 £'s
Legal Services	Members - Reduce travel expenses by increased use of video conferencing, car sharing, reduction in meetings and reduction in membership of committees	1819-19	Low Risk	2,000				
Workforce OD and Comms	New Model and review of all Corporate Budget Headings			156,600				
Information Services	PSBA	1819-09	Low Risk	30,000				
Information Services	New Model and review of all Corporate Budget Headings	1819-11	Medium Risk	242,530				
Information Services	System Rationalisation	1819-10	Low Risk	50,000				
Business Services	New Model and review of all Corporate Budget Headings	1819-37	High Risk	412,200				
Business Services	DBS conversion of posts from baseline budget to income funded	1819-04	High Risk	50,000				
Business Services	HR Admin return to service efficiency agreed but delayed to 2018/19	1819-04	High Risk	18,000				
Business Services	Non-staffing savings	1819-04	High Risk	32,000				
Business Services	Staffing - Specific Service Areas not yet aware of potential savings	1819-04	High Risk	100,000				
Financial Services	New Model and review of all Corporate Budget Headings	1819-37	High Risk	299,670				
Corporate Activities	Additional Income Target		Medium Risk	400,000				
Corporate Activities	Management of Change Budget				10,000			

This page is intentionally left blank

Briefing Paper to accompany the Fees and Charges Register

1 Summary

- 1.1** The purpose of this report is to consider and approve the changes to charges detailed within the Council's fees and charges register. From 2018/19 the fees and charges register will now be maintained and updated for submission as part of the budget setting process on an annual basis, with the new fees agreed as a whole rather than on an individual basis.
- 1.2** The fees and charges register, contains details of all items for which a charge is made. It is important that these fees are reviewed at least annually as part of the budget setting process and reviewed during the year, in line with the Councils income policy. This will ensure existing targets are being met and to explore any further income potential to maximise the Councils resources.
- 1.3** Improving income management and service cost recovery has a key role to play in enabling the Council to achieve its financial and wider strategic objectives. The Income and Cost Improvement Board has representatives from all Service Areas, coming together on a monthly basis to discuss ways in which the Authority can generate income and cost improvement proposals to enable delivery of the income targets within the budget plan.
- 1.4** The general principle of applying an inflationary target across all income budgets has not been applied at budget setting in recent years, services have in general applied this approach to their individual budgets but have used the increased budget this provides to meet unfunded service pressures. The Income and Cost Improvement Board have reviewed this and now recommends that for 2018/19 this should be the means of meeting the £400k additional income target already included in the FRM.
- 1.5** The impact of different percentage increases have been modelled against the budgeted income targets to which an inflationary uplift could be applied, ensuring those governed by legislative requirements were not detrimentally affected. The result determined that a 3% increase on all appropriate income targets would be required to achieve the additional £400k target.
- 1.6** The fees and charges register has been reviewed, and where appropriate and agreed with Services, a minimum increase to charges of 3% has been applied, to enable the increased target to be realised.

2 Additions, removal and reduction of fees and charges are noted below along with items which have been increased significantly above the 3% threshold:

- 2.1 The following new charges should be noted:**

2.2 Registrations – In line with many registration authorities in Wales, we propose decommissioning our current ceremony rooms and offering a register office ceremony in our registration offices currently licenced for civil ceremonies (e.g. couple, registrars and two witnesses only). We will then be able to charge a higher fee for ceremonies in these decommissioned ceremony rooms, which are able to accommodate larger numbers of people.

2.3 Food Hygiene and Health and Safety:

Safety Certificates for Sports Grounds – regulations empower the Local Authority to determine the fee to be paid commensurate with the work actually undertaken. A fee has been calculated based on the average amount of time spent on the process.

Primary Authority Arrangements for food hygiene – Primary Authority is a means for businesses to receive assured and tailored advice through a single point of contact. These forms of arrangements enable businesses to invest with confidence in products, practices and procedures, knowing that the resources they devote to compliance are well spent. The charges that will be applied to this service will be based on the hourly rates of officers as provided by finance and the number of hours and subsequent costs will be agreed with the businesses in advance of the delivery of the service.

3 Additional elements to existing fees:

3.1 Cleaning – Internal Sites Cleaner Supervisor - To introduce efficiencies for County Buildings and the property service, caretaking hours/duties have been reduced in some buildings and back filled with a cleaning supervisor role. These changes have occurred on the retirement of caretaking staff so have not involved a business case / management of change process.

3.2 Registrations:-

- Marriage/Civil Partnership at Licensed Premises and other Ceremonies Fee - Friday
- Attending a marriage at the register office – Saturday

4 The following removal of a charge should be noted:

4.2 Admissions to museums – withdraw the £1 fee across Powys (Y Gaer, Radnorshire Museum and Powysland Museum) and collect income through donations instead. This is based on Museum studies which show that a donation box rather than a fixed admission fee generate more income.

This is reflected in the actual donations compared with the admission fees received over the last 2 years. The current 2017/18 budget for donations and admissions is £2,380, actual received to date is £2,931; donations £2,629 and admissions £302.

4.2 Hire of Youth Centres – the fees and charges within Youth Services relates to hire of facilities. However, it has been agreed that from 31st March 2018, the Youth Service will no longer hold a portfolio of buildings, and therefore these fees and charges will cease to exist.

5 The following areas have increases significantly in excess of 3%:

5.1 Other Licences – Skin and Ear Piercing – due to the more complex nature of the trade, more officer time is required in considering and processing the applications. Therefore it is proposed to increase the fee by approximately 50%.

5.2 Burial Fees – to enable the service to move towards full cost recovery, following the increase in charges for grave digging, a 10% increase in fees is required.

5.3 Libraries – following a thorough service review the following increases are proposed:

- Reservations 50% to 67%
- Replacement tickets 100%
- Sale of withdrawn books – Adult fiction and Non-fiction 25%
- Colour printouts 14%

5.4 Registrations – to assist in full cost recovery and following benchmarking with neighbouring authorities the following increases are proposed:

To attend premises licensed for civil marriages and civil partnerships and Marriage/Civil Partnership and other Ceremonies Fee:

- Monday to Thursday 19%
- Saturday 21%
- Sunday/Bank Holidays 34%

6 The following fees and charges are proposed to reduce from 1st April 2018:

6.1 Other Licences - Taxis

Private Hire/Hackney Carriage drivers new application/renewal (-5)% and Driver Licence (-8)%

The taxi fees have been consulted on and approved by the appropriate committee. The fees were calculated using a detailed toolkit, devised and used across the Welsh Local Authority Licensing Services based on actual resource used and therefore open to fluctuation as consumption of resources from the previous year impacts on the calculation process. Income from fees with a reduction in price should be offset by those that have seen an increase.

Service Area	Service Charge Category	2018-19 Inflationary Increase %	Comments
REGULATORY SERVICES	Other Licences:		
	Gambling	0%	set by statute
	Animals	3%	recommended increase
	Taxi	-8% to 3%	approved by Licensing Committee in October 2017 - further information contained within the report
	Petroleum	0%	set by Health and Safety Executive
	Explosives	0%	set by Health and Safety Executive
	Miscellaneous	0% to 50%	0% Scrap metal - renewable every 3 years using All Wales Toolkit 0% Mobile Homes - renewable every 5 years using All Wales toolkit Skin and ear piercing 50% further details noted in report
	Water Sampling	4% to 5%	uplifted by recommended 3% and then rounded to nearest £10
	Weights and Measures	3.5%	Fees increased inline with Cymru Group, of which Powys is a member, based on Septembers inflation plus ½%. This has been adopted by a large majority of Local Authorities in Wales
	Food and H&S	3%	recommended increase. Two new fees introduced
	Licensed Premises	0%	set by statute
	Building Control	3%	recommended increase
	Planning	0%	set by Welsh Government
	Burial fees	10%	increase to assist with full cost recovery
Dog & Pest Control	4%	uplifted by 3% and then rounded to nearest £10	
FINANCE	Council Tax and NNDR - Summons and Liability Order	0%	as per Legislation maximum costs that can be charged in Wales is £70.00 (any combination)
LEISURE AND RECREATION	Catering	0%	Depending on the outturn for 2017/18 the School meal fee may increase by 5p to 10p in September 2018
	Cleaning	1% to 2%	To enable the service to remain commercially viable, comparisons have been done with other public sector cleaning services and the private sector already operational in Powys. One additional element to existing fees has been introduced.
	Libraries	14% to 100%	Service has increased fees where possible and in line with market prices and other local authorities
	Museums	0%	Service would like fees to stay as they are so that they remain viable
	Archives	0%	Service would like fees to stay as they are so that they remain viable. Fees increased significantly in 2017/18
	Youth Services	-100%	Youth Service will no longer hold a portfolio of buildings to hire out
HIGHWAYS, TRANSPORT AND RECYCLING	Car Parks	0%	part of Service strategy
	Waste Collection	0%	part of Service strategy
	LAPAAAN	3%	recommended increase
HOUSING	Private Sector Housing	0%	based on Welsh Government guidelines, maximum charge already implemented
LEGAL AND DEMOCRATIC	Registrations	2% to 34%	Our fees for attending civil ceremonies and licensing of approved premises have not been raised for a number of years, the proposed percentage increases should assist in full cost recovery and bring us in line with neighbouring authorities. Two new fees and two additional elements to existing fees have been introduced
	Land Charges	0%	based on benchmarking with other Local Authorities, Powys is already one of the most expensive
SCHOOLS	Schools	3% to 9%	Rent on School houses has been uplifted by the recommended increase of 3%. Home to School Transport pre and post 16 has been increased by 7% and 9% respectively, to more closely reflect the actual cost of provision.
SOCIAL CARE	Social Care	0%	part of Service strategy and Welsh Government guidelines
BUSINESS SERVICES	Careline	3%	recommended increase

Service Area	Service Charge Category	Tab Colour	Last Update
Regulatory Services	Other Licences		Jan-18
	Water Sampling		Jan-18
	Weights and Measures		Jan-18
	Food and H&S		Jan-18
	Licensed Premises		Jan-18
	Building Control		Jan-18
	Planning		Jan-18
	Burial fees		Jan-18
	Dog & Pest Control		Jan-18
Finance	Council Tax		Jan-18*
Leisure and Recreation	Catering		Jan-18
	Cleaning		Jan-18
	Libraries		Jan-18
	Museums		Jan-18
	Archives		Jan-18
	Youth Services		Jan-18
	Freedom	NON PCC FOR INFO ONLY	Jan-18
	Outdoor Recreation		Jan-18
Highways Transport and Recycling	Car Parks		Jan-18
	Waste Collection		Jan-18
	LAPAAN		Jan-18
Housing	Private Sector Housing		Jan-18
Legal and Democratic	Registrations		Jan-18
	Land Charges		Jan-18
Schools	Schools		Jan-18
Social Care	Social Care		Jan-18
Business Services	Careline		Feb-18

KEY to changes in fees	
Increase in fees and charges from previous year	
Decrease in fees and charges from previous year	
New fees and charges	
No change in fees and charges, or not applicable (na)	

This page is intentionally left blank

Service Area	Service Charge Category	2018-19 Inflationary Increase %	Comments
REGULATORY SERVICES	Other Licences:		
	Gambling	0%	set by statute
	Animals	3%	recommended increase
	Taxi	-8% to 3%	approved by Licensing Committee in October 2017 - further information contained within the report
	Petroleum	0%	set by Health and Safety Executive
	Explosives	0%	set by Health and Safety Executive
	Miscellaneous	0% to 50%	0% Scrap metal - renewable every 3 years using All Wales Toolkit 0% Mobile Homes - renewable every 5 years using All Wales toolkit Skin and ear piercing 50% further details noted in report
	Water Sampling	4% to 5%	uplifted by recommended 3% and then rounded to nearest £1C
	Weights and Measures	3.5%	Fees increased inline with Cymru Group, of which Powys is a member, based on Septembers inflation plus ¼%. This has been adopted by a large majority of Local Authorities in Wales
	Food and H&S	3%	recommended increase. Two new fees introduced
	Licensed Premises	0%	set by statute
	Building Control	3%	recommended increase
	Planning	0%	set by Welsh Government
	Burial fees	10%	increase to assist with full cost recovery
Dog & Pest Control	4%	uplifted by 3% and then rounded to nearest £1C	
FINANCE	Council Tax and NNDR - Summons and Liability Order	0%	as per Legislation maximum costs that can be charged in Wales is £70.00 (any combination)
LEISURE AND RECREATION	Catering	0%	Depending on the outturn for 2017/18 the School meal fee may increase by 5p to 10p in September 2018
	Cleaning	1% to 2%	To enable the service to remain commercially viable, comparisons have been done with other public sector cleaning services and the private sector already operational in Powys. One additional element to existing fees has been introduced.
	Libraries	14% to 100%	Service has increased fees where possible and in line with market prices and other local authorities
	Museums	0%	Service would like fees to stay as they are so that they remain viable
	Archives	0%	Service would like fees to stay as they are so that they remain viable. Fees increased significantly in 2017/18
	Youth Services	-100%	Youth Service will no longer hold a portfolio of buildings to hire out
HIGHWAYS, TRANSPORT AND RECYCLING	Car Parks	0%	part of Service strategy
	Waste Collection	0%	part of Service strategy
	LAPAAAN	3%	recommended increase
HOUSING	Private Sector Housing	0%	based on Welsh Government guidelines, maximum charge already implemented
LEGAL AND DEMOCRATIC	Registrations	2% to 34%	Our fees for attending civil ceremonies and licensing of approved premises have not been raised for a number of years, the proposed percentage increases should assist in full cost recovery and bring us in line with neighbouring authorities. Two new fees and two additional elements to existing fees have been introduced
	Land Charges	0%	based on benchmarking with other Local Authorities, Powys is already one of the most expensive
SCHOOLS	Schools	3% to 9%	Rent on School houses has been uplifted by the recommended increase of 3%. Home to School Transport pre and post 16 has been increased by 7% and 9% respectively, to more closely reflect the actual cost of provision.
SOCIAL CARE	Social Care	0%	part of Service strategy and Welsh Government guidelines
BUSINESS SERVICES	Careline	3%	recommended increase
PLEASE NOTE: THE FEES AND CHARGES DETAILED IN THIS DOCUMENT ARE EXCLUSIVE OF VAT WHICH SHOULD BE APPLIED WHERE APPROPRIATE.			
IF YOU ARE UNSURE ABOUT THE APPLICATION OF VAT THEN PLEASE CONTACT CORPORATE FINANCE AND REFER TO THE GUIDANCE ON PAGE 4327 OF THE INTRANET VIA THE FOLLOWING LINK:			
			http://intranet.powys.gov.uk/index.php?id=vat&L=0

This page is intentionally left blank

CATEGORY	SERVICE	2016/17	2017/18	2018/19	% increase /decrease	Comments
GAMBLING	Small Lotteries - New Registration	£40	£40	£40	0%	set by statute
	Small Lotteries - Renewal	£20	£20	£20	0%	
	Notification of Gaming Machine	£50	£50	£50	0%	
	Betting Premises Annual Fee	£480	£480	£480	0%	
	Betting Premises Application	£0	£2,400	£2,400	0%	
	Family Entertainment Centre	£100	£0	£0	0%	
	Licensed Family Entertainment Centre Application	£0	£1,600	£1,600	0%	
	Licensed Family Entertainment Centre Annual Fee	£0	£600	£600	0%	
	Unlicensed Family Entertainment Centre permit (10 year permit)	£0	£300	£300	0%	
	Club Gaming Machine - New Permit	£200	£200	£200	0%	
	Club Gaming Machine - Renewal	£100	£100	£100	0%	
	Club Gaming/Machine Permit Annual fee due in the first month of applying	£50	£50	£50	0%	
ANIMALS	Riding Establishments	1-29 horses - £226.44	1-29 horses - £231	£238	3%	
		30-99 horses -	30-99 horses -	£275	3%	
		>100 horses -	>100 horses -	£349	3%	
	Animal Boarding Establishments	1-10 dogs/cats - £190.74	1-10 dogs/cats - £195	£201	3%	
		11-30 dogs/cats -	11-30 dogs/cats -	£210	3%	
		>31 dogs/cats -	>31 dogs/cats -	£219	3%	
	Pet Shops	Not Exotic -	Not Exotic - £195	£201	3%	
		Exotic - £198.90	Exotic - £204	£210	3%	
	Dog Breeding	1-10 dogs - £190.74	1-10 dogs - £195	£201	3%	

	11-30 dogs -	11-30 dogs - £204	£210	3%
	>31 dogs - £208.08	>31 dogs - £213	£219	3%
Dangerous Wild Animals	£459 (2 yearly	£459 (2 yearly	£473	3%
Zoo	£488.58	£500.00	£515	3%
Performing Animals - Registration Fee	£133.62	£137.00	£141	3%
Home Boarder	£95.88	£98.00	£101	3%

TAXI	Private Hire Operator: Admin charge for consideration of the Application	£362	£400	£407	2%
	<i>Private Hire Operator: CRB Fee</i>	£25	£25	£25	0%
	Private Hire/Hackney Carriage Drivers: Administration	£266	£256	£244	-5%
	Private Hire/Hackney Carriage Drivers: Administration Charge for Renewal	£221	£256	£244	-5%
	Driver Licence (1 year – on request)		£140	£129	-8%
	Private Hire/Hackney Carriage Drivers: CRB Fee	£44	£44	£44	0%
	Private Hire/Hackney Carriage Drivers: DVLA Fee	£3	£3	£3	0%
	Plus CRB Fee	£44	£44	£44	0%
	Plus DVLA Fee	£3	£3	£3	0%
	Private Hire Vehicle	£132	£129	£133	3%
	Hackney Carriage Vehicles	£146	£129	£133	3%
	Transfer of Plate	can't charge separately recover through licence application fee	can't charge separately recover through licence	can't charge separately recover through	na

Approved by Licensing Committee in October 2017 for consultation with the trade, no objections were received.

Replacement of Plate	can't charge separately recover through licence application fee	can't charge separately recover through licence	can't charge separately recover through	na
Plate Bracket	£11.30	£11.30	£11.30	0%
Replacement of Badge	can't charge separately recover through licence application fee	can't charge separately recover through licence	can't charge separately recover through	na
Pair of door stickers	£7.50	£7.50	£7.50	0%
Driver test	£34	£36	£36.5	1%

--	--	--	--	--

PETROLEUM	Less than 2,500 litres (550 gallons)	£44	£44	£44	0%	set by HSE
	Between 2,500 litres (550 gallons) and 50,000 litres (11,000) gallons	£60	£60	£60	0%	
	More than 50,000 litres (11,000 gallons)	£125	£125	£125	0%	
	Transfer of Licence	£8.00	£8.00	£8.00	0%	


--	--	--	--	--

EXPLOSIVES	Licence to store explosives >0m separation - 1 year	£185	£185	£185	0%	set by HSE
	Licence to store explosives >0m separation - 2 year	£243	£243	£243	0%	
	Licence to store explosives >0m separation - 3 year	£304	£304	£304	0%	
	Licence to store explosives >0m separation - 4 year	£374	£374	£374	0%	
	Licence to store explosives >0m separation - 5 year	£423	£423	£423	0%	
	Renewal of Licence to store explosives >0m	£86	£86	£86	0%	
	Renewal of Licence to store explosives >0m	£147	£147	£147	0%	
	Renewal of Licence to store explosives >0m separation - 3 year	£206	£206	£206	0%	
	Renewal of Licence to store explosives >0m separation - 4 year	£266	£266	£266	0%	
	Renewal of Licence to store explosives >0m separation - 5 year	£326	£326	£326	0%	
	Licence to store explosives <=0m separation - 1 year	£109	£109	£109	0%	
	Licence to store explosives <=0m separation - 2 year	£141	£141	£141	0%	
	Licence to store explosives <=0m separation - 3 year	£173	£173	£173	0%	
	Licence to store explosives <=0m separation - 4 year	£206	£206	£206	0%	

Licence to store explosives <=0m separation - 5 year	£238	£238	£238	0%
Renewal of Licence to store explosives <=0m	£54	£54	£54	0%
Renewal of Licence to store explosives <=0m	£86	£86	£86	0%
Renewal of Licence to store explosives <=0m separation - 3 year	£120	£120	£120	0%
Renewal of Licence to store explosives <=0m separation - 4 year	£152	£152	£152	0%
Renewal of Licence to store explosives <=0m separation - 5 year	£185	£185	£185	0%
Registration for up to 5 years	£105.00	£105.00	£105.00	0%
Registration Renewal for up to 5 years	£52.00	£52.00	£52.00	0%
Any other kind of variation	reasonable cost	reasonable cost	reasonable	na
Licence Variation: Amending name of licensee or address of site	£36	£36	£36	0%
Licence Variation: Transfer of licence or registration	£36	£36	£36	0%
Licence Variation: Replacement of Licence or registration if lost	£36	£36	£36	0%

MISCELLANEOUS	Sexual Entertainment Venue/Sex Establishment	1009.5	£1,029.70	£1,061	3%	
	Street Trading Consents	397.55	405.5	£418	3%	
	Skin Piercing	139.7	£142.50	£213.50	50%	
	Ear Piercing -duplicate for above really no need for separate entry	139.7	£142.50	£213.50	50%	
	Scrap Metal Site - New	£270	£270	£270	0%	Scrap renewable every 3 years and calculated using an All Wales toolkit to account for full cost recovery.
	Scrap Metal Site - Renewal	£270	£270	£270	0%	
	Scrap Metal Site - Variation	£102	£102	£102	0%	
	Scrap Metal Collector - New	£270	£270	£270	0%	
	Scrap Metal Collector - Renewal	£270	£270	£270	0%	
	Scrap Metal Collector - Variation	£102	£102	£102	0%	
	New Mobile Home Site	£776.00 plus £6/pitch	£776.00 plus £6/pitch	£776.00 plus £6/pitch	0%	Mobile homes licences renewable every 5 years and calculated using an All Wales toolkit to account for full cost recovery.
	Variation of up to 2 licence conditions	£50	£50	£50	0%	
	Depositing site rules	£48.32	£48.32	£48	0%	
	Replacement licence	£17.36	£17.36	£17	0%	
	Significant amendments	135.26	135.26	£135	0%	

Environmental Search Enquiry	£64.80	69.3	£71	3%	
------------------------------	--------	------	-----	----	--



This page is intentionally left blank

This page is intentionally left blank

Category	ITEM/SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Comments
Measuring Instruments Directive	Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers. <u>Cold water meters</u>	£81.05 per hour	£82.67 per hour	£85.56 per hour	3.5%	
	Measuring instruments for liquid fuel and lubricants	10% surcharge	10% surcharge	10% surcharge	0%	
	Measuring instruments for liquid fuel delivered from road tankers	10% surcharge	10% surcharge	10% surcharge	0%	
	Capacity serving measures	25% surcharge	25% surcharge	25% surcharge	0%	
	Material measures of length	25% surcharge	25% surcharge	25% surcharge	0%	
Special Weighing & Measuring Equipment (per hour)	Automatic or totalising weighing machines	£81.05	£82.67	£85.56	3.5%	
	Equipment designed to weigh loads in motion	£81.05	£82.67	£85.56	3.5%	
	Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence under the 1983 Regulations or Regulation 23 or <u>24 occurrence under the 1988 Regulations</u>	£81.05	£82.67	£85.56	3.5%	
	Weighing or measuring equipment tested by means of statistical sampling	£81.05	£82.67	£85.56	3.5%	
	The establishment of calibration curves from templates	£81.05	£82.67	£85.56	3.5%	
	Templates graduated in millilitres	£81.05	£82.67	£85.56	3.5%	
	Testing or other services in pursuance of a Community obligation other than EC initial or partial verification	£81.05	£82.67	£85.56	3.5%	
Weights (per hour)	Full hourly rate for the first hour, thereafter £42.55 ph	£81.05 ph (Discount £42.55)	£82.67 ph (Discount £43.40)	£85.56 (N.B. Discount)	3.5%	
Measures (ea)	Linear measures not exceeding 3m, for each scale	£10.09	£10.29	£10.65	3.5%	
	Capacity measures, without divisions, not exceeding 1 litre	£7.55	£7.70	£7.97	3.5%	
	Cubic ballast measures (other than brim measures)	£178.45	£182.02	£188.39	3.5%	

	Liquid capacity measures for making up and checking average quantity packages	£28.21	£28.77	£29.78	3.5%
Templates (ea)	Per scale - first item	£49.05	£53.03	£54.89	3.5%
	Second and subsequent items	£18.56	£18.93	£19.59	3.5%
Weighing Instruments - Non NAWI	Not exceeding 1 tonne	£64.06 ea	£65.34 ea	£67.63 ea	3.5%
	Exceeding 1 tonne to 10 tonne	£103.77 ea	£105.85 ea	£109.55 ea	3.5%
	Exceeding 10 tonnes	£216.72 ea	£221.05 ea	£228.79 ea	3.5%
	Certification of Weighbridge Operators	£81.05 ph (No VAT Min charge of half an hour)	£82.67 ph (No VAT Min charge of half an hour)	£85.56 ph	3.5%
Weighing Instruments - NAWI	Not exceeding 1 tonne	£106.62 ea	£108.75 ea	£112.56 ea	3.5%
	Exceeding 1 tonne to 10 tonne	£165.02 ea	£168.32 ea	£174.21 ea	3.5%
	Exceeding 10 tonnes	£361.23 ea	£368.46 ea	£381.36 ea	3.5%
	When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged.	50% surcharge	50% surcharge	50% surcharge	0%
Measuring Instruments for Intoxicating Liquor: (ea)	Not exceeding 150ml	£17.57	£17.92	£18.55	3.5%
	Other	£20.31	£20.72	£21.45	3.5%
Measuring Instruments for Liquid Fuel and Lubricants:	Container type (not subdivided)	£73.65 ea	£75.12 ea	£77.75 ea	3.5%

fees increased in line with Cymru Group

CATEGORY	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Comments
FOOD HYGIENE	Request for re-rating	£160.00	£160.00	£160.00	0%	Nationally set
	Food advisory service	£150.00	£150.00	£150.00	0%	Fee for 2 hours plus £34 plus vat per hour for any further hours based on actual costs.
	Food export health certificates	£81.60	£83.20	£85.70	3%	
	Voluntary surrender of foods	£81.60	£83.20	£85.70	3%	Fee for first hour, plus £34.00 per additional hours and actual costs of food disposal.
	Food hygiene training	£55.00	£55.00	£55.00	0%	
	Factual Statement HSW Act	138.05	140.80	145.02	3%	
	Primary Authority Arrangements for food hygiene					fee will be based on actual cost
HEALTH AND SAFETY	Safety Certificate for Sports Ground			516.73		

This page is intentionally left blank

Category	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Comments
Licensed Premises/Club Application/Variation	Band A (non-domestic rateable value £0 - £4,300)	£100.00	£100.00	£100.00	0%	same as other years as set by statute (last revision 2003)
	Band B (non-domestic rateable value £4,301 - £33,000)	£190.00	£190.00	£190.00	0%	
	Band C (non-domestic rateable value £33,001 - £87,000)	£315.00	£315.00	£315.00	0%	
	Band D (non-domestic rateable value £87,001 - £125,000)	£450.00	£450.00	£450.00	0%	
	Band E (non-domestic rateable value £125,001+)	£635.00	£635.00	£635.00	0%	
Licensed Premises/Club Annual Fee	Band A (non-domestic rateable value £0 - £4,300)	£70.00	£70.00	£70.00	0%	
	Band B (non-domestic rateable value £4,301 - £33,000)	£180.00	£180.00	£180.00	0%	
	Band C (non-domestic rateable value £33,001 - £87,000)	£295.00	£295.00	£295.00	0%	
	Band D (non-domestic rateable value £87,001 - £125,000)	£320.00	£320.00	£320.00	0%	
	Band E (non-domestic rateable value £125,000+)	£350.00	£350.00	£350.00	0%	
Miscellaneous	Copy of Premises Licence	£10.50	£10.50	£10.50	0%	
	Premises Provisional Statement	£315.00	£315.00	£315.00	0%	
	Premises Change of name	£10.50	£10.50	£10.50	0%	
	Premises Change DPS	£23.00	£23.00	£23.00	0%	
	Premises Transfer	£23.00	£23.00	£23.00	0%	
	Premises Interim Notice	£23.00	£23.00	£23.00	0%	
	Club Change of Name or Rules	£10.50	£10.50	£10.50	0%	
	Club Change of Registered Address	£10.50	£10.50	£10.50	0%	
	Minor Variation	£89.00	£89.00	£89.00	0%	
	Disapply DPS on Community Premises	£23.00	£23.00	£23.00	0%	
	Temporary Event Notice	£21.00	£21.00	£21.00	0%	
	TEN Copy Notice	£10.50	£10.50	£10.50	0%	
	Personal Licence	£37.00	£37.00	£37.00	0%	
	Personal Licence Copy	£10.50	£10.50	£10.50	0%	
	Personal Change Name/address	£10.50	£10.50	£10.50	0%	
Premises Freeholder Interest	£21.00	£21.00	£21.00	0%		

This page is intentionally left blank

Category	Quantity	Service	2016/17	2017/18	2018/19	% increase /decrease from previous charge
Table A - New Dwellings Number of Units (Full Plans Vetting Charge): *	1		£191.49	£191.49	£197.23	3%
	2		£256.25	£256.25	£263.94	3%
	3		£337.50	£337.50	£347.63	3%
	4		£418.75	£418.75	£431.31	3%
	5		£506.25	£506.25	£521.44	3%
	6		£593.75	£593.75	£611.56	3%
	7		£618.75	£618.75	£637.31	3%
	8		£643.75	£643.75	£663.06	3%
	9		£668.75	£668.75	£688.81	3%
	10		£675.00	£675.00	£695.25	3%
	11 - 30		Quote	Quote	Quote	N/A



Page 93

Table A - New Dwellings Number of Units (Full Plans Inspection Charge): *	1		£294.15	£294.15	£302.97	3%
	2		£438.13	£438.13	£451.27	3%
	3		£631.88	£631.88	£650.84	3%
	4		£832.50	£832.50	£857.48	3%
	5		£1,026.88	£1,026.88	£1,057.69	3%
	6		£1,138.75	£1,138.75	£1,172.91	3%
	7		£1,361.25	£1,361.25	£1,402.09	3%
	8		£1,583.75	£1,583.75	£1,631.26	3%
	9		£1,806.25	£1,806.25	£1,860.44	3%
	10		£2,047.50	£2,047.50	£2,108.93	3%
	11 - 30		Quote	Quote	Quote	n/a



Table A - New Dwellings Number of Units (Building	1		£485.64	£485.64	£500.21	3%
	2		£694.38	£694.38	£715.21	3%
	3		£969.38	£969.38	£998.46	3%
	4		£1,251.25	£1,251.25	£1,288.79	3%
	5		£1,533.13	£1,533.13	£1,579.12	3%
	6		£1,732.50	£1,732.50	£1,784.48	3%
	7		£1,980.00	£1,980.00	£2,039.40	3%

(Building Notice Charge):

8		£2,227.50	£2,227.50	£2,294.33	3%
9		£2,475.00	£2,475.00	£2,549.25	3%
10		£2,722.50	£2,722.50	£2,804.18	3%
11 - 30		Quote	Quote	Quote	N/A

Table B - Amount of Full Plans Vetting Charge

Garages	Erection or extension of a detached building which consists of a garage carport or both having a floor area not exceeding 60m2 in total, and which is not an exempt	£127.66	£127.66	£131.49	3%
Single Storey Extensions	Any extension of a dwelling the total floor area of which does not exceed 10m2, including means of access and	£127.66	£127.66	£131.49	3%
	Any extension of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2, including means of access and work in connection with that extension.	£127.66	£127.66	£131.49	3%
	Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including	£127.66	£127.66	£131.49	3%
Two Storey Extensions	Any extension of a dwelling the total floor area of which does not exceed 40m2, including means of access and work in connection with that extension.	£127.66	£127.66	£131.49	3%
	Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in connection with that	£127.66	£127.66	£131.49	3%
Loft Conversions	Loft conversion floor area not exceeding 40m2	£127.66	£127.66	£131.49	3%
	Loft conversion floor area exceeding 40m2 but does not exceed 60m2	£127.66	£127.66	£131.49	3%
	Conversion of a single domestic garage in to a habitable room	£192.34	£192.34	£198.11	3%
	Replacement of windows in a dwelling (up to 20 windows)	£55.32	£55.32	£56.98	3%
	Installation or replacement of domestic sewage treatment system	£153.19	£153.19	£157.79	3%

Other Works	Upgrading thermal elements (as defined in guidance note)	£55.32	£55.32	£56.98	3%
	Installation of heat producing appliance (e.g. solid fuel appliance, oil fired appliance, ground source heat pump etc) inc associated flue arrangement. (Where the installer Uis notU a member of a 'Competent Persons Scheme')	£153.19	£153.19	£157.79	3%
	Replacement of an existing heat producing appliance (e.g. solid fuel appliance, oil fired appliance, ground source heat pump etc) (Where the installer Uis notU a member of a 'Competent Persons Scheme')	£55.32	£55.32	£56.98	3%
	Installation of a solar hot water system (Where the installer Uis notU a member of a 'Competent Persons	£153.19	£153.19	£157.79	3%
	Electrical Installations a.Where the installer Uis not Ua member of a 'Competent Persons Scheme'	£170.21	£170.21	£175.32	3%
Garages	Erection or extension of a detached building which consists of a garage carport or both having a floor area not exceeding 60m2 in total, and which is not an exempt	£124.51	£124.51	£128.25	3%
Single Storey Extensions	Any extension of a dwelling the total floor area of which does not exceed 10m2, including means of access and work in connection with that extension.	£124.51	£124.51	£128.25	3%
	Any extension of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2,including means of access and work in connection with that extension.	£238.72	£238.72	£245.88	3%
	Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in connection with that	£331.50	£331.50	£341.45	3%

**Table B -
Amount of
Full Plans
Inspection**

Charge

Two Storey Extensions	Any extension of a dwelling the total floor area of which does not exceed 40m2, including means of access and work in connection with that extension.	£274.92	£274.92	£283.17	3%
	Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in connection with that	£367.70	£367.70	£378.73	3%
Loft Conversions	Loft conversion floor area not exceeding 40m2	£238.72	£238.72	£245.88	3%
	Loft conversion floor area exceeding 40m2 but does not exceed 60m2	£331.50	£331.50	£341.45	3%



Garages	Erection or extension of a detached building which	£277.39	£277.39	£285.71	3%
Single Storey Extensions	Any extension of a dwelling the total floor area of which does not exceed 10m2, including means of access and work in connection with that extension.	£277.39	£277.39	£285.71	3%
	Any extension of a dwelling the total floor area of which exceeds 10m2, but does not exceed 40m2, including means of access and work in connection with that extension.	£403.02	£403.02	£415.11	3%
	Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in connection with that	£505.08	£505.08	£520.23	3%
Two Storey Extensions	Any extension of a dwelling the total floor area of which does not exceed 40m2, including means of access and work in connection with that extension.	£442.84	£442.84	£456.13	3%
	Any extension of a dwelling the total floor area of which exceeds 40m2, but does not exceed 100m2, including means of access and work in connection with that	£544.90	£544.90	£561.25	3%
Loft Conversions	Loft conversion floor area not exceeding 40m2	£403.02	£403.02	£415.11	3%
	Loft conversion floor area exceeding 40m2 but does not exceed 60m2	£505.08	£505.08	£520.23	3%

Table B - Amount of

**Building
Notice
Charge**

Other Works	Conversion of a single domestic garage in to a habitable room	£211.57	£211.57	£217.92	3%
	Replacement of windows in a dwelling (up to 20 windows)	£60.85	£60.85	£62.68	3%
	Installation or replacement of domestic sewage treatment system	£168.51	£168.51	£173.57	3%
	Upgrading thermal elements (as defined in guidance note)	£55.32	£55.32	£56.98	3%
	Installation of heat producing appliance (e.g. solid fuel appliance, oil fired appliance, ground source heat pump etc) inc associated flue arrangement. (Where the installer Uis notU a member of a 'Competent Persons Scheme')	£168.51	£168.51	£173.57	3%
	Replacement of an existing heat producing appliance (e.g. solid fuel appliance, oil fired appliance, ground source heat pump etc) (Where the installer Uis notU a member of a 'Competent Persons Scheme')	£55.32	£55.32	£56.98	3%
	Installation of a solar hot water system (Where the installer Uis notU a member of a 'Competent Persons	£168.51	£168.51	£173.57	3%
	Electrical Installations a.Where the installer Uis not Ua member of a 'Competent Persons Scheme'	£187.23	£187.23	£192.85	3%
£0 - £2,000	£110.00	£110.00	£113.30	3%	
£2,001 - £5,000	£181.50	£181.50	£186.95	3%	
£5,001 - £10,000	£61.22	£61.22	£63.06	3%	
£10,001 - £15,000	£74.34	£74.34	£76.57	3%	
£15,001 - £20,000	£87.45	£87.45	£90.07	3%	

**Table C -
Cost of
Works -
Amount of
Full Plans
Vetting
Charge**

£20,001 - £25,000	£99.11	£99.11	£102.08	3%
£25,001 - £30,000	£110.77	£110.77	£114.09	3%
£30,001 - £35,000	£122.43	£122.43	£126.10	3%
£35,001 - £40,000	£134.09	£134.09	£138.11	3%
£40,001 - £45,000	£148.02	£148.02	£152.46	3%
£45,001 - £50,000	£157.10	£157.10	£161.81	3%
£50,001 - £55,000	£168.10	£168.10	£173.14	3%
£55,001 - £60,000	£179.10	£179.10	£184.47	3%
£60,001 - £65,000	£190.10	£190.10	£195.80	3%
£65,001 - £70,000	£201.10	£201.10	£207.13	3%
£70,001 - £75,000	£212.10	£212.10	£218.46	3%
£75,001 - £80,000	£223.10	£223.10	£229.79	3%
£80,001 - £90,000	£234.10	£234.10	£241.12	3%
£90,001 - £100,000	£245.10	£245.10	£252.45	3%
£5,001 - £10,000	£157.50	£157.50	£162.23	3%
£10,001 - £15,000	£191.25	£191.25	£196.99	3%

**Table C -
Cost of
Works -
Amount of
Full Plans
Inspection
Charge**

£15,001 - £20,000	£225.00	£225.00	£231.75	3%
£20,001 - £25,000	£255.00	£255.00	£262.65	3%
£25,001 - £30,000	£285.00	£285.00	£293.55	3%
£30,001 - £35,000	£315.00	£315.00	£324.45	3%
£35,001 - £40,000	£345.00	£345.00	£355.35	3%
£40,001 - £45,000	£375.00	£375.00	£386.25	3%
£45,001 - £50,000	£405.00	£405.00	£417.15	3%
£50,001 - £55,000	£435.00	£435.00	£448.05	3%
£55,001 - £60,000	£465.00	£465.00	£478.95	3%
£60,001 - £65,000	£495.00	£495.00	£509.85	3%
£65,001 - £70,000	£525.00	£525.00	£540.75	3%
£70,001 - £75,000	£555.00	£555.00	£571.65	3%
£75,001 - £80,000	£585.00	£585.00	£602.55	3%
£80,001 - £90,000	£625.00	£625.00	£643.75	3%
£90,001 - £100,000	£655.00	£655.00	£674.65	3%
£0 - £2,000	£121.00	£121.00	£124.63	3%
£2,001 - £5,000	£199.65	£199.65	£205.64	3%

**Table C -
Cost of
Works -
Amount of
Building
Notice
Charge**

£5,001 - £10,000	£240.59	£240.59	£247.81	3%
£10,001 - £15,000	£292.15	£292.15	£300.91	3%
£15,001 - £20,000	£343.70	£343.70	£354.01	3%
£20,001 - £25,000	£389.52	£389.52	£401.21	3%
£25,001 - £30,000	£435.35	£435.35	£448.41	3%
£30,001 - £35,000	£481.17	£481.17	£495.61	3%
£35,001 - £40,000	£527.00	£527.00	£542.81	3%
£40,001 - £45,000	£575.32	£575.32	£592.58	3%
£45,001 - £50,000	£618.31	£618.31	£636.86	3%
£50,001 - £55,000	£663.41	£663.41	£683.31	3%
£55,001 - £60,000	£708.51	£708.51	£729.77	3%
£60,001 - £65,000	£753.61	£753.61	£776.22	3%
£65,001 - £70,000	£798.71	£798.71	£822.67	3%
£70,001 - £75,000	£843.81	£843.81	£869.12	3%
£75,001 - £80,000	£888.91	£888.91	£915.58	3%
£80,001 - £90,000	£945.01	£945.01	£973.36	3%

	£90,001 - £100,000	£990.11	£990.11	£1,019.81	3%
Table D - Other Residential (Institution and Other) Full Plans Vetting Charge	Floor area not exceeding 10m2	£127.66	£127.66	£131.49	3%
	Floor area exceeding 10m2 but not exceeding 40m2	£170.21	£170.21	£175.32	3%
	Floor area exceeding 40m2 but not exceeding 100m2	£212.77	£212.77	£219.15	3%
	Floor area exceeding 100m2 but not exceeding 200m2	£212.77	£212.77	£219.15	3%
Table D - Other Residential	Floor area not exceeding 10m2	£348.94	£348.94	£359.41	3%
	Floor area exceeding 10m2 but not exceeding 40m2	£510.64	£510.64	£525.96	3%

(Institution and Other Full Plans Inspection Charge)	Floor area exceeding 40m2 but not exceeding 100m2	£765.96	£765.96	£788.94	3%
	Floor area exceeding 100m2 but not exceeding 200m2	£936.17	£936.17	£964.26	3%



Table D - Assembly and Recreation Full Plans Vetting Charge	Floor area not exceeding 10m2	£102.13	£102.13	£105.19	3%
	Floor area exceeding 10m2 but not exceeding 40m2	£136.17	£136.17	£140.26	3%
	Floor area exceeding 40m2 but not exceeding 100m2	£170.22	£170.22	£175.33	3%
	Floor area exceeding 100m2 but not exceeding 200m2	£170.22	£170.22	£175.33	3%



Floor area not exceeding 10m2	£279.15	£279.15	£287.52	3%
-------------------------------	---------	---------	---------	----

Table D - Assembly and Recreation Full Plans Inspection Charge	Floor area exceeding 10m2 but not exceeding 40m2	£408.51	£408.51	£420.77	3%
	Floor area exceeding 40m2 but not exceeding 100m2	£612.77	£612.77	£631.15	3%
	Floor area exceeding 100m2 but not exceeding 200m2	£748.94	£748.94	£771.41	3%
Table D - Industrial and Storage Full Plans Vetting Charge	Floor area not exceeding 10m2	£63.83	£63.83	£65.74	3%
	Floor area exceeding 10m2 but not exceeding 40m2	£85.11	£85.11	£87.66	3%
	Floor area exceeding 40m2 but not exceeding 100m2	£106.39	£106.39	£109.58	3%

Floor area exceeding 100m2 but not exceeding 200m2		£106.39	£106.39	£109.58	3%
--	--	---------	---------	---------	----



Table D - Industrial and Storage Full Plans Inspection Charge

Floor area not exceeding 10m2		£174.47	£174.47	£179.70	3%
Floor area exceeding 10m2 but not exceeding 40m2		£255.32	£255.32	£262.98	3%
Floor area exceeding 40m2 but not exceeding 100m2		£382.98	£382.98	£394.47	3%
Floor area exceeding 100m2 but not exceeding 200m2		£468.09	£468.09	£482.13	3%



Table D - All Other Use

Floor area not exceeding 10m2		£76.60	£76.60	£78.90	3%
Floor area exceeding 10m2 but not exceeding 40m2		£102.13	£102.13	£105.19	3%

Classes Full Plans Vetting Charge	Floor area exceeding 40m2 but not exceeding 100m2		£127.66	£127.66	£131.49	3%
	Floor area exceeding 100m2 but not exceeding 200m2		£127.66	£127.66	£131.49	3%
Table D - All Other Use Classes Full Plans Vetting Charge	Floor area not exceeding 10m2		£209.36	£209.36	£215.64	3%
	Floor area exceeding 10m2 but not exceeding 40m2		£306.38	£306.38	£315.57	3%
	Floor area exceeding 40m2 but not exceeding 100m2		£459.58	£459.58	£473.37	3%
	Floor area exceeding 100m2 but not exceeding 200m2		£561.70	£561.70	£578.55	3%

E1 Code for Sustainable Homes – Pre-assessment		£157.50	£157.50	£162.23	3%
E1a Code for Sustainable Homes – Registration Fee (Single dwelling)		£152.25	£152.25	£156.82	3%
E2 Code for Sustainable Homes – Design Stage Assessment (two stage payments)		£1,260.00	£1,260.00	£1,297.80	3%
E2a Code for Sustainable Homes – Additional Optional Services (per calculation)		£42.00	£42.00	£43.26	3%
E3 Code for Sustainable Homes – Post Construction		£262.50	£262.50	£270.38	3%
E4 Code for Sustainable Homes – Additional visits		£420.00	£420.00	£432.60	3%

**Table E -
Other
Services**

E5 SAP Rating – On construction (New Build)		£131.25	£131.25	£135.19	3%
E6 EPC Rating - Existing Dwelling		£105.00	£105.00	£108.15	3%
E7 Copy of Decision Notices / Completion Certificates with valid ref num ber		£21.87	£21.87	£22.53	3%
E8 Copy of Decision Notices / Completion Certificates without valid ref num ber		£30.63	£30.63	£31.55	3%
E9 Letter Confirming Exemption		£30.63	£30.63	£31.55	3%
E10 Pre-		£61.25	£61.25	£63.08	3%
Demolition Notices		£78.75	£78.75	£81.11	3%

Potential Service Charges to be Introduced/Charges levied but not yet published	CON 29 Searches - on basis of time as well as disbursements		tbc	tbc	tbc	n/a
	Street signs		tbc	tbc	tbc	n/a
	Fire Risk Assessments		POA	POA	POA	n/a
	Fire Door Assessments		POA	POA	POA	n/a

NOTES:

Our statutory fees are subject to legislation which means we are unable to make a profit to subsidise non statutory work, we have done an exercise under direction of Sue Bolter to ensure our charges are fair. This comprises Tables A, B, C and D only.

Application types can be either Full Plans, Building Notices or Regulariations.

The charge for regularisation is 140% of the Building Notice Charge, I have not added these to this list, VAT is not applicable on a regularisation application.

All fees are based on Tables A, B, C, D and E.

Table A - more than 30 units we provide a bespoke quotation

Table C - schemes of more than £100,000 we provide bespoke quotation

Table D - Commercial schemes can only by submitted via Full Plans application type

Table E - These charges are for discretionary and non statutory works.

Sue Bolter asked us all to review our fees back in December 2013, with a view to bringing in charges April 2014

KEYS: '* - Full Plans Fees are split into two stages Full Plans Vetting charge submitted with application and Full Plans Inspection charge submitted when works commence on site, both have to be added together for total fee.

This page is intentionally left blank

The latest planning permission fees can be obtained by clicking on either of the following links:-

<http://www.powys.gov.uk/en/planning-building-control/apply-for-planning-permission/planning-perm>

http://pstatic.powys.gov.uk/fileadmin/Docs/Planning/Fees_june16.pdf

[ission-fees/](#)

CATEGORY	SERVICE	2016-17	2017/18	2018/19	% increase /decrease from previous charge	Comments
Council Tax	Summons (subject to Court approval)	£50.00	£50.00	£50.00	0%	as per Legislation maximum costs that can be charged in Wales is £70.00 (any combination)
	Liability Order	£20.00	£20.00	£20.00	0%	
NNDR	Summons (subject to Court approval)	£50.00	£50.00	£50.00	0%	as per Legislation maximum costs that can be charged in Wales is £70.00 (any combination)
	Liability Order	£20.00	£20.00	£20.00	0%	
	<i>Council tax Premium- second homes</i>	n/a			n/a	Housing (Wales) Act enables a 100% premium to be charged on second homes. Council determined 09/03/2016 to charge a premium of 50% from 01/04/2017 . Exceptions
	Council tax Premium -Long Term empties	n/a			n/a	Housing (Wales) Act enables a 100% premium to be charged on Long-term empty properties. Council determined 09/03/2016 to charge a premium of 50% from 01/04/2017 . Exceptions to premium apply.

This page is intentionally left blank

Category	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Comments		
Primary School	Meal	£2.25	£2.25	£2.25	0%	School meal prices will be reviewed following 2017/18 outturn position		
	Free Meal	£2.30	£2.30	£2.30	0%			
High School	Meal of the day	£2.30	£2.35	£2.35	0%			
	Free Meal	£2.35	£2.40	£2.40	0%			
Adults	Meal Tickets	£4.32	£4.50	£4.50	0%			
	Meals	£4.32	£4.50	£4.50	0%			
Other	Clifford Meals	£2.40	£2.40	£2.40	0%			

This page is intentionally left blank

Category	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Comments	
External Sites	Cleaner	£11.07	£11.18	£11.18	0%		
	Cleaner in Charge	£11.22	£11.33	£11.33	0%		
	Caretaker	N/A	N/A	£12.70	0%		
Schools	Cleaner		£11.41	£11.41	0%		
	Cleaning Caretaker		£12.45	£12.70	2%		
Internal Sites	Cleaner	£10.22	£10.42	£10.52	1%		
	Cleaner in Charge	£10.22	£10.42	£10.52	1%		
	Cleaner Supervisor			£11.39	0%		
	Caretaker / Handyman	£12.57	£12.82	£12.90	1%		
	Caretaker	£13.85	£14.13	£14.13	0%		
Other sites	Fire Stations small Not including materials	£11.07	£11.18	£11.18	0%	plus materials	

This page is intentionally left blank

SERVICE	2016/17 (current charges on website)	2017/18	2018/19	% increase /decrease from previous charge	Comments
Fines – books	Branches: Adult: 15p per day overdue for each item (max. £5.00 per item). Mobile libraries: 15p per item per missed visit. Children: no fines on children's items.	Branches: Adult: 15p per open day overdue for each item (max. £5.00 per item). Mobile libraries: 15p per item per missed visit.	Branches: Adult: 15p per open day overdue for each item (max. £5.00 per item). Mobile libraries: 15p per item per missed visit.	0%	
Fines – other	Talking books: Adult – 15p per day overdue for each item, to a maximum of £5.00. No fines on children's items. DVDs: Hire charge £1.00: no rehire; fine of 20p per day Hire charge £2.50: no rehire; fine of 50p per day to a maximum of £5.00	Talking books: Adult – 15p per day overdue for each item, to a maximum of £5.00. No fines on children's items. DVDs: childrens, information and music: 20p per open day DVDs - feature films and boxed sets: 50p per open day to a maximum of	Talking books: Adult – 15p per day overdue for each item, to a maximum of £5.00. No fines on children's items. DVDs: childrens, information and music: 20p per open day	0%	
Reservations	Books in stock or on order: no charge Not in stock book or periodical: £6.00 Music and play sets: £20.00	Books in stock or on order: no charge Not in stock book or periodical: £6.00 Music and play sets: from £20.00 depending on number of copies wanted etc. Application for renewal of inter-library loan items (minimum of one week's notice required): £6.00 Overdue inter-library loan items: £6.00	Books in stock or on order: no charge Not in stock book or periodical: £10.00 Music and play sets: from £30.00 depending on number of copies wanted etc. Application for renewal of	50% and 67%	

DVDs	Hire charge: £1.00 per week for children's, information, and music. Hire charge: £2.50 per week for adults and children's feature films Hire charge: £4 per week for boxed sets containing 3 or more DVDs	Hire charge: £1.00 per week for children's, information, and music. Hire charge: £2.50 per week for adults and children's feature films Hire charge: £4 per week for boxed sets containing 3 or more DVDs	Hire charge: £1.00 per week for children's, information, and music. Hire charge: £2.50 per week for adults and children's feature films Hire charge: £4 per week for boxed sets containing 3	0%	
Talking Books	Hire charge: £3.00. No charge for children's items.	Hire charge: £3.00. No charge for children's items.	Hire charge: £3.00. No charge for children's items.	0%	
Replacemen	Adult / children: £1.00	Adult / children: £1.00	Adult / children: £2	100%	
Sales of withdrawn stock	Adult fiction: from 40p Non-fiction: from 60p Junior: from 20p Audio: from 50p DVDs: from £2.50	Adult fiction: from 40p Non-fiction: from 60p Junior: from 20p Audio: from 50p DVDs: from £2.50	Adult fiction: from 50p Non-fiction: from 75p Junior: from 20p Audio: from 50p DVDs: from £2.51	25%	Increase to Adult and non fiction only
Photocopies	A4, 15p per sheet; A3,30p per sheet	A4, 15p per sheet; A3,30p per sheet	A4, 15p per sheet; A3,30p per sheet	0%	
Paper		A4 10p per sheet	A4 10p per sheet	0%	
Printouts	A4: 15p black & white, 35p colour A3: 20p black & white, 50p colour Microfiche/film printout: - A4: 30p self-service, 50p postal (where available) Digital copies and printouts undertaken by staff: £1.00 each	A4: 15p black & white, 35p colour A3 20p B&W, 50p Colour Microfiche/film printout: - A4: 30p self-service, 50p postal (where available) Digital copies and printouts undertaken by staff: £1.00 each	A4: 15p black & white, 40p colour A3 20p B&W, 50p Colour Microfiche/film printout: - A4: 30p self-service, 50p postal (where available) Digital copies and printouts undertaken by staff: £1.00	14%	increase to colour printouts only

Damaged & lost items	Books: In print: current published price Out of print: current average cost for book type DVDs: Individually priced	Books: In print: current published price Out of print: current average cost for book type DVDs: Individually priced	Books: In print: current published price Out of print: current average cost for book type	0%	
Use of Computers		Free bookable sessions	Free bookable sessions	n/a	WG requirement under the Welsh Public
Sale of memory sticks	8gb memory stick £5	8gb memory stick £5	8gb memory stick £6	0%	
Room hire	<p>Voluntary / educational organisations: £30.00 per 3 hour session; £15.00 per hour;</p> <p>Other organisations: £50.00 per 3 hour session during library opening hours; £20 per hour</p> <p>Use of kitchen facilities (Brecon £10.00, others £5.00)</p> <p>Reduced rates for regular bookings: 10% reduction for regular bookings (10 per year and over)</p>	<p>Voluntary / educational organisations: £30.00 per 3 hour session; £15.00 per hour; £50 per 3 hour session out of library opening hours</p> <p>Other organisations: £50.00 per 3 hour session during library opening hours; £20 per hour plus caretaker costs for opening/closing per session outside of library opening hours</p> <p>Use of kitchen facilities (Brecon £10.00, others £5.00)</p> <p>Reduced rates for regular bookings: 10% reduction for regular bookings (10 per year and over)</p>	<p>Voluntary / educational organisations: £30.00 per 3 hour session; £15.00 per hour; £50 per 3 hour session out of library opening hours</p> <p>Other organisations: £50.00 per 3 hour session during library opening hours; £20 per hour plus caretaker costs for opening/closing per session outside of library opening hours</p> <p>Use of kitchen facilities (Brecon £10.00, others</p>	0%	3 hour session charge out of hours

Exhibitions	Galleries: £5 for non selling exhibitions £50.00 for selling exhibitions + 10% of sales Display cases: £10 for non selling exhibitions Selling: £25 for selling exhibitions each + 10% of sales Local organisations information displays: FREE at the discretion of the Branch Librarian	Galleries: No charge for non selling exhibitions £50 + 10% of sales for selling exhibitions Display cases: No charge for non selling exhibitions Selling: £25 + 10% of sales for selling exhibitions Local organisations information displays: FREE at the discretion of the Branch Librarian	Galleries: No charge for non selling exhibitions £50 + 10% of sales for selling exhibitions Display cases: No charge for non selling exhibitions Selling: £25 + 10% of sales for selling exhibitions Local organisations information displays: FREE at the discretion of the Branch Librarian	0%	Charge removed in 2017/18 for non-selling exhibitions
Fax	Incoming: 50p per page Outgoing: UK £1.00; Europe - £2.00 for 1st page, £1.00 for each subsequent page; World - £3.00 for 1st page, £1.00 for each subsequent page	Incoming: 50p per page Outgoing: UK £1.00; Europe - £2.00 for 1st page, £1.00 for each subsequent page; World - £3.00 for 1st page, £1.00 for each subsequent page	Incoming: 50p per page Outgoing: UK £1.00; Europe - £2.00 for 1st page, £1.00 for each subsequent page; World - £3.00 for 1st page,	0%	
Laminating (where	A4 size: £1.50 A3 size: £2.00	A4 size: £1.50 A3 size: £2.00	A4 size: £1.50 A3 size: £2.00	0%	
Local studies		£15 per half hour	£15 per half hour	0%	
business desks		£5 per session	£5 per session	0%	

CATEGORY	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Comments
ADMISSION CHARGES	Adults	£1.00	£1.00	£0.00	-100%	proposed to remove admission fees
	Concessions	£0.50	£0.50	£0.00	-100%	
	Children	Free	Free	£0.00	n/a	
	Powys Residents	Free	Free	£0.00	n/a	
COPY CHARGES	Photocopy: Single A4/ BW	£0.25	£0.25	£0.25	0%	
	Photocopy: A4 colour	£0.50	£0.50	£0.50	0%	
	Photocopy - laminated	£1.00	£1.00	£1.00	0%	
	Photocopy: A3 B/W	£0.50	£0.50	£0.50	0%	
	Photocopy: A3 colour	£1.00	£1.00	£1.00	0%	
	Scanned photos – personal / commercial / publishing	Quote available depending on number of images	Quote available depending on number of images	Quote available depending on number of images	n/a	
ROOM HIRE	Half day incl. tea & coffee	£30.00	£30.00	£30.00	0%	
	Full day incl. tea & coffee	£60.00	£60.00	£60.00	0%	
VENUE HIRE	Filming etc. per day	Negotiable – depending on requirements	Negotiable – depending on requirements	Negotiable – depending on requirements	n/a	
SALES	Exhibition art work sales, commission, pictures / books / cards	33% of wall price	33% of wall price	33% of wall price	0%	

EDUCATION CHARGES	SLA - school annual agreement	£10.00 per child	N/A	N/A	0%	
	Visit to Museum by an educational organisation (with Education & Access Officer)	£45.00	£45.00	£46.00	0%	
	Visit to school or other educational institution (with Education & Access Officer)	£65.00 (Discount of £10.00 for 2 or more bookings made within the same financial year)	£65.00 (Discount of £10.00 for 2 or more bookings made within the same financial year)	£65.00 (Discount of £10.00 for 2 or more bookings made within the same financial year)	0%	
	Visit to Museum / Outreach visit by Education & Access Officer to Special schools / Adults with disabilities	£25.00	£25.00	£25.00	0%	
	Visit to Museum / Outreach visit by Education & Access Officer to Adult groups	£50.00	£50.00	£50.00	0%	
	Craft activities / holiday activities – per child / adult	£0-£2.50 Depending on activity	£0-£3.00 Depending on activity	£0-£3.00 Depending on activity	0%	
	Visit to retirement / nursing home	£25.00	£25.00	£26.00	0%	
	3rd Age / Adult Learning visits	£20.00 - £60.00 Depending on requirements / activity	£20.00 - £60.00 Depending on requirements / activity	£20.00 - £60.00 Depending on requirements / activity	0%	
Education Charges (Rad and Mont)	Visit to Museum by an educational organisation	Free	Free	Free	n/a	
	Use of handling collection at museum	£20 per Topic	£20 per Topic	£20 per Topic	0%	
	Use of Victorian/WW2 school room - (Mont only)	£20	£20	£21	0%	
	Rental of handling collection	£35 per Topic	£35 per Topic	£35 per Topic	0%	
	Transport of above (delivery/return)	£0.45 per mile	£0.45 per mile	£0.45 per mile	0%	

CATEGORY	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge
Photocopies	A4 per sheet	£0.25	£0.50	£0.50	0%
	A3 per sheet	£0.40	£1.00	£1.00	0%
	Micro film / fiche printout	£0.50	£1.00	£1.00	0%
	Postal requests (cost of copies, plus postage)	£2.50 minimum charge	£3.00	£3.00	0%
Digital Images	Images digitised from the original document, on CD, per image	£5.00	charged as per staff time	charged as per staff time	n/a
	Images digitised from the original document, printout, per image	£5.00	charged as per staff time	charged as per staff time	n/a
	Images of existing digital images, on CD, per image	Quote available depending on number of images	charged as per staff time	charged as per staff time	n/a
	Images of existing digital images, printout, per image	Quote available depending on number of images	charged as per staff time	charged as per staff time	n/a
Research Service	Half an hour quick "look-up" (parish registers and census only)	£12.50	£15.00	£15.00	0%
	One hour research	£25.00	£30.00	£30.00	0%
	Two hours research	£50.00	£60.00	£60.00	0%

Photography Permit	Annual permit to take digital photographs of archive documents (for private research only)	£5.00	Daily permit £7; weekly permit £20; annual permit £50	Daily permit £7; weekly permit £20; annual permit £50	0%
Family and Local History Internet Sessions	One-to-one sessions on family or local history sources on the Internet, one hour	£5.00	£5 per individual in group; £10 individual	£5 per individual in group; £10 individual	0%

SERVICE	2016/17			2017/18				2018/19				Notes
	Private Hire	Standard Charge	Concession Fee	Private Hire	Standard Charge	Concession Fee	% increase/decrease from previous	Private Hire	Standard Charge	Concession Fee	% increase/decrease from previous	
Kitchen / Coffee Bar	£10.00	£10.00	£10 per hour for hire of centre or by agreement/negotiation	£10.00	£10.00	£10 per hour for hire of centre or by agreement/negotiation	0%	£0.00	£0.00	£0.00	-100%	As of next year Youth Services will no longer hold a portfolio of buildings
Lounge / Classroom	£10.00	£10.00		£10.00	£10.00		0%	£0.00	£0.00		-100%	
Small Hall	£12.00	£10.00		£12.00	£10.00		0%	£0.00	£0.00		-100%	
Large Hall	£21.00	£12.00		£21.00	£12.00		0%	£0.00	£0.00		-100%	
Gym	£14.00	£12.00		£14.00	£12.00		0%	£0.00	£0.00		-100%	
Notes:												
ALL THE ABOVE CHARGES ARE ON												

<p>Category 1 Concession Fee. Use by voluntary youth groups, Powys County Council adult continuing education service for all types of use, classes and activities other than concerts or performances with an audience. Use by other community groups/organisations, including the extra-mural department, the W.E.A., senior citizens clubs, children's groups and playgroups, adult groups and clubs including arts and cultural groups, community councils, charitable groups, sports clubs, and women's organisations for ordinary meetings and activities other than concerts or performances with an audience. (Excluding religious & political groups).</p>													
<p>Category 2 Standard Charge. Use by any of the above three categories for money raising purposes i.e. when charges are made to the public at the door, by ticket sales etc.</p>													

Category 3 Private Hire. Use by any Business, Corporation, Quango, Religious or Political groups for meetings, training, fundraising etc. Use by an individual for parties or functions. Youth & Community Officers have some discretion to negotiate fees in this area and may on occasion agree an hourly rate, i.e. Children's Birthday Parties.													

This page is intentionally left blank

PARK FEES AND CHAR	CATEGORY	UP TO 1 HR			UP TO 2 HRS			UP TO 4 HRS			
LOCATION	TYPE OF VEHICLE	15/16	16/17	% increase /decrease from previous charge	15/16	16/17	% increase /decrease from previous charge	15/16	16/17	% increase /decrease from previous charge	15/16
BUILTH WELLS: The Groe & Smithfield	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
	Vehicle & Trailer	£1.50	£1.90	27%	£1.50	£1.90	27%	£3.00	£3.80	27%	£3.00
	Vehicles up to 3t	£1.70	£2.20	29%	£2.30	£2.90	26%	£3.20	£4.00	25%	£3.20
	Vehicles over 3t	£1.90	£2.40	26%	£2.70	£3.40	26%	£3.50	£4.40	26%	£4.20
KHOSWELL: Beaufort St	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
	Vehicle & Trailer	£1.50	£1.90	27%	£1.50	£1.90	27%	£3.00	£3.80	27%	£3.00
	Vehicles up to 3t	£1.70	£2.20	29%	£2.30	£2.90	26%	£3.20	£4.00	25%	£3.20
	Vehicles over 3t	£1.90	£2.40	26%	£2.70	£3.40	26%	£3.50	£4.40	26%	£4.20
HAY-ON-WYE: Oxford Road	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
	Vehicle & Trailer	£1.50	£1.90	27%	£1.50	£1.90	27%	£3.00	£3.80	27%	£3.00
	Vehicles up to 3t	£1.70	£2.20	29%	£2.30	£2.90	26%	£3.20	£4.00	25%	£3.20
	Vehicles over 3t	£1.90	£2.40	26%	£2.70	£3.40	26%	£3.50	£4.40	26%	£4.20
HAY-ON-WYE: Market Square (short-stay)	Motor Car	£0.50	£1.00	100%	£1.00	£1.50	50%	N/A	N/A	N/A	N/A
BRECON: George St, Viaduct & New	Motor Car	£0.50	£1.00	100%	£1.00	£1.50	50%	N/A	N/A	N/A	N/A

BRECON: Canal Road Coach and Lorry Park	Coach/Vehicles over 3t	£0.00	N/A	N/A	£0.00	N/A	N/A	£0.00	N/A	N/A	£0.00
BRECON: Promenade car park	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
	Vehicle & Trailer	£1.50	£1.90	27%	£1.50	£1.90	27%	£3.00	£3.80	27%	£3.00
	Vehicles up to 3t	£1.70	£2.20	29%	£2.30	£2.90	26%	£3.20	£4.00	25%	£3.20
	Vehicles over 3t	£1.90	£2.40	26%	£2.70	£3.40	26%	£3.50	£4.40	26%	£4.20
BRECON: The Watton car park	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
	Vehicle & Trailer	£1.50	£1.90	27%	£1.50	£1.90	27%	£3.00	£3.80	27%	£3.00
BRECON: Alexandra Rd, Market St Kensington, Dinas Rd Scout Lane Canal Rd	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
LLANDRINDOD WELLS: Town Hall	Motor Car	£0.20	£0.70	250%	£0.40	£1.30	225%	N/A	£2.50		N/A
LLANDRINDOD WELLS: Middleton St (short stay)	Motor Car	£0.50	£1.00	100%	£1.00	£1.50	50%	N/A	N/A	N/A	N/A
LLANDRINDOD WELLS: High Street	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
KNIGHTON: Norton Arms car park (short stay)	Motor Car	£0.50	£1.00	100%	£1.00	£1.50	50%	N/A	N/A	N/A	N/A
KNIGHTON: Bowling Green	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
	Vehicle & Trailer	£1.50	£1.90	27%	£1.50	£1.90	27%	£3.00	£3.80	27%	£3.00

NEWTON: Bowing Green	Vehicles up to 3t	£1.70	£2.20	29%	£2.30	£2.90	26%	£3.20	£4.00	25%	£3.20
	Vehicles over 3t	£1.90	£2.40	26%	£2.70	£3.40	26%	£3.50	£4.40	26%	£4.20
STEIGNE: Hereford St car park	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
STEIGNE: High St car park	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
WYDER: Dark Lane car park	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
	Vehicle & Trailer	£1.50	£1.90	27%	£1.50	£1.90	27%	£3.00	£3.80	27%	£3.00
	Vehicles up to 3t	£1.70	£2.20	29%	£2.30	£2.90	26%	£3.20	£4.00	25%	£3.20
	Vehicles over 3t	£1.90	£2.40	26%	£2.70	£3.40	26%	£3.50	£4.40	26%	£4.20
WYTON: Ladywell car park	Motor Cars	£0.50	£1.00	100%	£1.00	£1.50	50%	N/A	N/A	N/A	N/A
NEWTON: Back Lane car park & Gravel car park	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50
	Vehicle & Trailer	£1.50	£1.90	27%	£1.50	£1.90	27%	£3.00	£3.80	27%	£3.00
	Vehicles up to 3t	£1.70	£2.20	29%	£2.30	£2.90	26%	£3.20	£4.00	25%	£3.20
	Vehicles over 3t	£1.90	£2.40	26%	£2.70	£3.40	26%	£3.50	£4.40	26%	£4.20
NEWTON: Old college	Motor Car	£0.00	£0.70		£0.00	£1.30		£0.00	£2.50		£0.00
	Vehicle & Trailer	£0.00	£1.90		£0.00	£1.90		£0.00	£3.80		£0.00
WELSHPOOL: Severn Stars car park (short stay)	Motor Cars	£0.50	£1.00	100%	£1.00	£1.50	50%	N/A	N/A	N/A	N/A
	Motor Car	£0.50	£0.70	40%	£1.00	£1.30	30%	£2.00	£2.50	25%	£2.50

This page is intentionally left blank

Category	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Comments
Household Waste	Bulky Household Waste	£25.00 (up to 3 items) £3.00 per additional item	£25.00 (up to 3 items)	£25.00 (up to 3 items)	0%	
	Hazardous waste	Do not collect hazardous except fridges as part of Bulky £25.00	Do not collect hazardous except fridges as part of Bulky £25.00	Do not collect hazardous except fridges as part of Bulky £25.01	0%	
	Aga or similar	Quote only	Quote only	Quote only	0%	
	Piano	Quote only	Quote only	Quote only	0%	
	Felled trees, tree trunks and loppings	do not collect	Do not collect	Do not collect	0%	
	Storage Heater	Won't take bricks from storage heaters, so only pick up without bricks - quote only	Quote only	Quote only	0%	
	Old CV radiator or similar	Bulky £25.00 for 3 items	Bulky £25.00 for 3 items	Bulky £25.00 for 3 items	0%	
	Dismantled wooden garden shed not exceeding 2.4m x 2.0m	Quote only	Quote only	Quote only	0%	
	Unbegged soil, garden rubble, building and DIY waste not included elsewhere	No do not collect	Do not collect	Do not collect	0%	
	Domestic Pet Corpses (up to large dog size)		Do not collect	Do not collect	0%	
Wheeled Bin Size (240 Litre) Weekly Collection Charge:	Glass	£2.69	£2.69	£2.69	0%	
	Plastic/tins/cans/metal	£2.69	£2.69	£2.69	0%	
	Paper	£2.69	£2.69	£2.69	0%	
Wheeled Bin Size (180 Litre) Weekly Collection Charge:	Food	£4.33	£4.33	£4.33	0%	
Wheeled Bin Size (360 Litre) Weekly Collection Charge:	Cardboard & Paper	£2.69	£2.69	£2.69	0%	

Wheeled Bin Size (820 & 1100 Litre) Weekly Collection	Cardboard & Paper	£6.68-£8.91	£6.68-£8.91	£6.68-£8.92	0%
Trade	Wheeled Bin Size (300 Litre) weekly Collection Charge	£11.74	£11.74	£11.74	0%
	Wheeled Bin Size (660 Litre) weekly Collection Charge	£20.12	£20.12	£20.12	0%
	Wheeled Bin Size (1100 Litre) weekly Collection Charge	£29.24	£29.24	£29.24	0%
	Wheeled Bin Size (1280 Litre) weekly Collection Charge	£33.88	£33.88	£33.88	0%
	Trade Keroside containers - up to 6 boxes (annual fee)	£139.88	£139.88	£139.88	0%
	Trade Refuse Sacks (26 per roll) - General	£114.46	£114.46	£114.46	0%
	Trade Refuse Sacks (26 per roll) - Charity (blue)	£57.23	£57.23	£57.23	0%
Miscellaneous	Compost Bin - to purchase from CA Sites	Delivery only available	Delivery direct to householders only £20	Delivery direct to householders only £21	0%
	Garden Waste Sacks (each)	£13.56 for roll of 10	£13.56 for roll of 10	£13.56 for roll of 11	0%
	Purple Sacks (domestic) 26 per roll	£51.88	£51.88	£51.88	0%
	School Refuse Bins				0%
	HWRS Civic Amenity Site Permit (annual fee)	£150.00	£200.00	£200.00	0%
	Bring Site Permit (annual fee)	£55.00	£55.00	£55.00	0%
Replacement Eurobins	New Replacement 1280L	£400.74	£400.74	£400.74	0%
	New Replacement 1100L	£367.02	£367.02	£367.02	0%
	New Replacement 660L	£350.95	£350.95	£350.95	0%
	New Replacement 360L	£134.66	£134.66	£134.66	0%
	Refurbished Replacement Bin (all sizes)	£144.55	£144.55	£144.55	0%
Replacement Eurobin lids	1280L	£83.57	£83.57	£83.57	0%
	1100L	£74.16	£74.16	£74.16	0%
	660L	£74.16	£74.16	£74.16	0%
	360L	£74.16	£74.16	£74.16	0%

Fee increases based on separate Service Strategy

Category	Service	Typical Minimum Notice Period	Current Charge since Oct 2015 £	Proposed charges April 2018/19	% increase	Notes
Temporary Traffic Signals	2 way lights	1 week	Notification Only No Charge	Notification Only No Charge	n/a	Each period of installation
	3 / 4 way lights	6 weeks County 12 weeks Trunk	Notification Only No Charge	Notification Only No Charge	n/a	Each period of installation
Scaffolding	Consideration of an application to erect over a highway any scaffolding or other structure.	1 week	£89	£92	3%	Initial consideration and first 2 weeks
	Consideration of an application to retain on or over a highway any scaffolding or other structure.	1 week	£51	£53	3%	Each additional week or part thereof
Skips	Consideration of an application for permission to deposit a skip on any highway.	1 week	£51	£53	3%	Initial consideration and first 2 weeks
	Consideration of an application for permission to retain a skip on any highway.	1 week	£26	£27	3%	Each additional week or part thereof

Hoarding	Consideration of an application for consent to erect a hoarding or fence.	1 week	£89	£92	3%	Initial consideration and first 2 weeks
	Consideration of an application for consent to retain a hoarding or fence.	1 week	£51	£53	3%	Each additional week or part thereof
Seasonal Decs, Banners/Bunting	Consideration of application to erect short term banners & decorations within or over a highway or street.	2 weeks	£102	£105	3%	
Materials storage/Working areas on the Highways	Consideration of an application for consent to temporarily deposit building materials rubbish or other things in a street that is maintainable at public expense.	1 week	£89	£92	3%	Initial consideration and first 2 weeks
	Consideration of an application for consent to continue temporarily depositing building materials rubbish or other things in a street that is maintainable at public expense.	1 week	£51	£53	3%	Each additional week or part thereof

Vehicle Access

Vehicle Access - Residential property verge and/or footway crossing. Authorisation of access and inspection of the works as required.	1 month	£124	£128	3%	
Vehicle Access - Commercial premises verge and/or footway crossing. Authorisation of access and inspection of the works as required.	1 month	£251	£259	3%	



Page 139

Private apparatus placed in the Highway

Single dwelling, non-commercial development and the like. New Connections up to 100 metres	1 month	£298	£307	3%	
Multiple dwellings, commercial development and the like. New Connections up to 100 metres	1 month	£447	£460	3%	
Repair, renewal or replacement of existing where no previous licence exists up to 100 metres.	1 month	£248	£255	3%	
Repair, renewal or replacement of existing where licence already granted up to 100 metres.	1 month	£169	£174	3%	
New connections, repair, renewal or replacement. Extra over for each additional 100 metres of excavation or part thereof.	1 month	£169	£174	3%	



Excavations in Streets	Authorisation for temporary excavations in streets such as	1 month	£249	£256	3%	Initial consideration and first 2 weeks
	Authorisation for time extension for temporary excavations in streets such as foundations of adjacent walls, trial pits etc.	1 month	£51	£53	3%	Each additional week or part thereof
	Structural calculations in connection with works in Highways or Streets Checking of submitted calculations in connection with applications for consents, authorisation etc.	1 month	Quote	Quote	n/a	
	Cellars under Streets Consideration for construction or control of openings to cellars etc. under the street. (Includes checking of submitted structural calculations)		£463	£477	3%	
Road Closures/Traffic Regulation Order etc.	Temporary for works in the highway	10 weeks	£960	£989	3%	
	Temporary for single events on the highway	10 weeks	£460	£474	3%	First Event
	Temporary for repeat events on the highway within 6 months of last event.	10 weeks	£330	£340	3%	Repeat event (within 12 months)
	Traffic Regulation Order - Permanent	9 months	£3,000	£3,090	3%	
	Stopping up of Highways	9 months	At cost - Initial deposit £3,000	£3,090	3%	
	Use of Council venue & associated services (Excluding Brecon Market Hall)	10 weeks	Specific quote	Specific quote	Specific quote	

Use of Council venue	Use of Council owned or operated car park for event	10 weeks	Loss of average daily income plus £75 administration	Loss of average daily income plus £77.25 administration	3%	calculated on full day t
Brecon Market Hall	basic hire per day or part thereof (0800 to midnight)	Subject to availability	£250	£258	3%	Price includes use of available trestles and table tops within Hall, the half stage which
	basic hire per day or part thereof (0800 to midnight)- Charities or additional chairs, up to 900 maximum [per 100]		£200	£206	3%	
	full stage		£15	£15	3%	
	removal of furniture to allow maximum capacity		£150	£155	3%	
	additional fee if Licenced bar to be operated		£750	£773	3%	
	additional hours after midnight [per hour or part hour]		£75	£77	3%	
	additional hours after midnight [per hour or part hour]		£75	£77	3%	
Page 141	Cultivation of or planting within the Highway and maintenance thereafter.	3 months	£185	£191	3%	
	Furniture placed on highway, street, walkway etc. - Authorisation to place furniture or similar	3 months	£185	£191	3%	
	Tourist Signing - Consideration of a request for tourist signing. Excluding cost of sign(s) and installation.		£115	£118	3%	
Cattle Grids	Consideration of application to install in a highway, assessment of contribution from the Council and Report to Committee.	12 months	£563	£580	3%	

	Applicant's contribution towards the costs of installation and future maintenance.		50% to 100% of cost	50% to 100% of cost	n/a	
List of Streets	View the record of highways maintainable at public expense at Headquarters.	By appointment	No charge	No charge	n/a	
	A4 print for residents in relation to their property.	2 weeks	No charge	No charge	n/a	
	Opinion in relation to the extent of County classified and unclassified highways. Desk-top study max site length 0.5km (excludes rights of way).	6 weeks	£87	£90	3%	
	Opinion in relation to the extent of County classified and unclassified highways. Desk-top study & site visit max site length 0.5km (excludes rights of way).	6 weeks	£152	£157	3%	
	Opinion in relation to the extent of County classified and unclassified highways. Desk-top study and/or site visit site length over 0.5km (excludes rights of way).	variable	Quote	Quote	n/a	
	Supply of hard copy information e.g. road and traffic schemes information, report copies/extracts (incl. where distributed by email).		£27	£28	3%	Includes covering letter plus up to 5 no. A4 sheets. Additional sheets @ £0.45 each
	Accident data - standard report with plan		£10	£10	3%	Per collision

Highway information

Traffic data - (existing) each individual type of report		£67	£69	3%	Per site per report type
Traffic data - Location plan (each plan max A3 size)		£38	£39	3%	collision or survey loca
Traffic surveys - ATC including analysis & provision of data per site		£440	£453	3%	Excludes traffic management which will be quoted individually under "Works"
Traffic surveys - ATC - each additional site within 5km radius		£210	£216	3%	Excludes traffic management which will be quoted individually under "Works"
Publication - Technical Specification for Industrial and Residential Infrastructure		£53	£55	3%	
Publication - Design Guide for Industrial and Residential Infrastructure		£38	£39	3%	

Page 143

Development Advice		£76	£78	3%	per hour (minimum 1 hour)
Section 38 Agreement - Vetting fee for review of proposals outside agreement.		£945	£973	3%	
Section 38 Agreement - Minimum inspection / administration fee.		the greater of 7% of bond or £3,430	the greater of 7% of bond or £3,430	n/a	
APC's and Section 38 Agreement Unit rate per linear metre for carriageway - width up to 5.5 metres.		£838	£863	3%	

APC's and Section 38 Agreement Unit rate per linear metre for carriageway - width over 5.5 metres up to 7.3 metres.		£978	£1,007	3%	
Site inspection - Over and above that covered by the agreement.		£158	£163	3%	
Agreements - Extension beyond the initial period.		2.5% of bond per year or part thereof	2.5% of bond per year or part thereof	n/a	
Surface Water Drainage - connection to highway drainage (per dwelling where existing system has capacity).		£1,747	£1,799	3%	
Soakaways - Commuted sum for future maintenance of soakaways to deal with highway drainage.		Specific calculation for each site	Specific calculation for each site	n/a	
Non-standard construction materials - Committed sum for future maintenance.		Specific calculation for each site	Specific calculation for each site	n/a	
Checking structural proposals and calculations		Quote	Quote	n/a	
Land Drainage - Ordinary Watercourse Consent		£50*	£50*	0%	Charge set by Welsh Government. Charge valid October 2015. *Applicants should check for current price.
Consultancy		Quote	Quote	n/a	

Attendance at site - following accidents or incidents of potential damage for traffic management, debris clearance, inspection, making safe, repairs etc.		At Cost	At Cost	n/a	
Works		Quote	Quote	n/a	



This page is intentionally left blank

Category	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge
Renewals:	Landlord Loans	up to 15% of loan value (up to £25K per unit recovered over 5	up to 15% of loan value (up to £25K per unit recovered over 5	up to 15% of loan value (up to £25K per unit recovered over 5	0%
	CO2I Loans	up to 15% of loan value (up to £5K per measure recovered over	up to 15% of loan value (up to £5K per measure recovered	up to 15% of loan value (up to £5K per measure recovered	0%
	WG Houses into Homes Loans (up to £495 administration fee, plus £50 land registry fee	up to £495 administration fee, plus £50 land registry fee	up to £495 administration fee, plus £50 land registry fee	0%
	WG Houses into Homes Loans (Following Works in Default Notice - Supervised)	£750 per unit, (£25k loan per unit, up to £150k per scheme recovered in 3-years)	£750 per unit, (£25k loan per unit limit, up to £150k per scheme recovered in 3-years)	£750 per unit, (£25k loan per unit limit, up to £150k per scheme recovered in 3-years)	0%
	WG Town Centre Loans	up to 15% of loan value (up to £25K per unit recovered over 5 years)	up to 15% of loan value (up to £25K per unit recovered over 5 years)	up to 15% of loan value (up to £25K per unit recovered over 5 years)	0%
	Disabled Facility Grant & Loan A	up to 15% of approved works cost value against capital budget	up to 15% of approved works cost value against capital budget	up to 15% of approved works cost value against capital budget	0%

	Safe Warm & Secure Assistance	up to 15% of approved works (subject to a £2k limit per unit in facilitation funding).	up to 15% of approved works (subject to a £2k limit per unit in facilitation funding - e.g. to support delivery of W.G. Loan Capital), otherwise limited to a maximum of £1k per building for voided applications, or Housing Standards Enforcement Guidance.	up to 15% of approved works (subject to a £2k limit per unit in facilitation funding - e.g. to support delivery of W.G. Loan Capital), otherwise limited to a maximum of £1k per building for voided applications, or Housing Standards Enforcement Guidance.	0%
Enforcement:	HMO Licensing	£750 per property	£750 per property	£750 per property	0%

REGISTRATIONS

Category	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Comments
Approved premises	License (for a 3 year period)	£750	£750	£900	20%	
Marriage/Civil Partnership at Licensed Premises and other Ceremonies Fee:	Monday-Thursday	£265	£265	£315	19%	incl. 1 cert
	Friday			£330	0%	
	Saturday	£315	£315	£380	21%	
	Sunday/Bank Hols	£335	£335	£450	34%	
	Attendance at a Registered Building (e.g.: Chapel)	£86	£86	£86	0%	set by law
Civil Naming Ceremony Fees and Re-Affirmation of Vows/Commitment Ceremonies:	Mon - Fri	160	160	£165	3%	
	Saturday	180	180	£185	3%	
	Sunday/Bank Hols	200	200	£205	2%	
	Non-refundable booking fee	20	20	£20	0%	
Issuing a standard or short certificate of birth, death or marriage (and for statutory purposes):	at time of registration	£4.00	£4.00	£4.00	0%	
	after initial registration	£7.00	£7.00	£7.00	0%	
	after the Register has been closed	£10.00	£10.00	£10.00	0%	
	Family History - historic birth, death and marriage	£10.00 plus £1.00 admin fee	£10.00 plus £1.00 admin fee	£10.00 plus £1.00 admin fee	0%	
Attending a marriage	at the register office - Mon - Friday	£46.00	£46.00	£46 - £200	0%	depends on location
	at the register office - Saturday			£165 - £315	0%	depends on location
Civil Partnerships	for a certified copy issued by a registration authority: At the time of registration	£4.00	£4.00	£4	0%	
	for a certified copy issued by a registration authority: After the time of registration	£10.00	£10.00	£10	0%	
	for a certified extract issued by a registration authority: At the time of registration	£4.00	£4.00	£4	0%	
	for a certified extract issued by a registration authority: After the time of registration	£10.00	£10.00	£10	0%	
	Notices - Attestation by an authorised person of the necessary declaration	£35.00	£35.00	£35	0%	
Issuing a certificate	Special delivery 9.00am	£28.00	£28.00	£28	0%	
	Next day delivery	£20.00	£20.00	£20	0%	
	Recorded delivery	£15.00	£15.00	£15	0%	
Misc	Non refundable, non deductible booking fee for civil ceremonies	£20.00	£20.00	£20	0%	
Decommissioned rooms	Mon - Fri			£90	0%	
	Saturday			£200	0%	

This page is intentionally left blank

Category	Service	2016/17	2017/18	2018/19	% increase /decrease from previous charge	
Searches of the Land Charges Register	LLC1 Search of the Local Land Charges Register - view only	£0.00	£0.00	£0.00	0%	
	LLC1 Search of the Local Land Charges Register - tailored report	£6.00	£6.00	£6.00	0%	
	LLC1 Search of the Local Land Charges Register - electronic via NLIS	£4.00	£4.00	£4.00	0%	
	Personal Search of Local Land Charges Register - view only	£0.00	£0.00	£0.00	0%	
	Personal Search of Local Land Charges Register - tailored report	N/A	N/A	N/A	N/A	
	Personal Search of Local Land Charges Register - tailored report	N/A	N/A	N/A	N/A	
	Additional Parcel - view only	N/A	N/A	N/A	N/A	
	Additional Parcel - tailored report - per parcel	£1.00	£1.00	£1.00	0%	
	Additional Parcel - electronic via NLIS - per parcel	£1.00	£1.00	£1.00	0%	
Property Enquiries	CON29R - Standard property enquiries, requested in full (individual questions may be requested, see individual question fees below. VIEW ONLY	£76.60	£76.60	£76.60	0%	
	CON29R - Standard property enquiries, requested in full (individual questions may be requested, see individual question fees below. TAILORED REPORT	£119.00	£119.00	£119.00	0%	
	CON29R - Standard property enquiries, requested in full (individual questions may be requested, see individual question fees below. ELECTRONIC VIA NLIS	£119.00	£119.00	£119.00	0%	
	CON29O - Optional enquiry No. 22 View Only	£22.00	£22.00	£22.00	0%	
	CON29O - Optional enquiry No. 22 Tailored Report	£22.00	£22.00	£22.00	0%	
	CON29O - Optional enquiry No. 22 Electronic Via NLIS	£22.00	£22.00	£22.00	0%	
	Drafted Enquiries - view only	£22.00	£22.00	£22.00	0%	
	Drafted Enquiries - tailored report	£22.00	£22.00	£22.00	0%	
	Drafted Enquiries - electronic via NLIS	£22.00	£22.00	£22.00	0%	
	Additional Parcel - view only - per parcel	£10.00	£10.00	£10.00	0%	
	Additional Parcel - tailored report - per parcel	£10.00	£10.00	£10.00	0%	
	Additional Parcel - electronic via NLIS - per parcel	£10.00	£10.00	£10.00	0%	
Full Search & Enquiries	Full Standard Search LLC1 & CON29R: Search of the Local Land Charges Register together with standard property enquiries. View only	N/A	N/A	N/A	N/A	
	Full Standard Search LLC1 & CON29R: Search of the Local Land Charges Register together with standard property enquiries, and further additional enquiries have now been included- Tailored Report	£125.00	£125.00	£125.00	0%	
	Full Standard Search LLC1 & CON29R: Search of the Local Land Charges Register together with standard property enquiries, and further additional enquiries have now been included- Electronic via NLIS	£123.00	£123.00	£123.00	0%	
	Additional Parcel - View Only	N/A	N/A	N/A	N/A	
	Additional Parcel - tailored report - per parcel	£11.00	£11.00	£11.00	0%	
	Additional Parcel - electronic via NLIS - per parcel	£11.00	£11.00	£11.00	0%	
	Copy Land Charge documents - available by written request only. View only.	N/A	N/A	N/A	N/A	
	Copy Land Charge documents - available by written request only. Tailored report. Per document.	£12.00	£12.00	£13.00	0%	
	Copy Land Charge documents - available by written request only. Electronic via NLIS.	N/A	N/A	N/A	N/A	
1.1 a-i Planning Application Decisions and Pending Applications - view only	1.1 a-i Planning Application Decisions and Pending Applications - view only	£0.00	£0.00	£0.00	0%	
	1.1 a-i Planning Application Decisions and Pending Applications - compiled report	£20.40	£20.40	£20.40	0%	
	1.1 j-l Building Control Decisions and Pending Applications - view only	£18.10	£18.10	£18.10	0%	
	1.1 j-l Building Control Decisions and Pending Applications - compiled report	£18.10	£18.10	£18.10	0%	
	1.2 Planning Designations and Proposals - view only	£4.30	£4.30	£4.30	0%	
	1.2 Planning Designations and Proposals - compiled report	£4.30	£4.30	£4.30	0%	
	2.1 a-d Roads If a road, footpath or footway is not a highway, there might be no right to use it. The Council cannot express and opinion, without seeing the title plan of the property and carrying out an inspection, whether or not any existing or proposed highway directly abuts the boundary of the property. VIEW ONLY	£0.00	£0.00	£0.00	0%	
	2.1 a-d Roads If a road, footpath or footway is not a highway, there might be no right to use it. The Council cannot express and opinion, without seeing the title plan of the property and carrying out an inspection, whether or not any existing or proposed highway directly abuts the boundary of the property. - compiled report	£17.80	£17.80	£17.80	0%	
	2.2-2.5 Public Rights of Way - view only	£20.00	£20.00	£20.00	0%	
	2.2-2.5 Public Rights of Way - Compiled Report	£20.00	£20.00	£20.00	0%	
	3.1 Land Required for Public Purposes. View only.	£1.20	£1.20	£1.20	0%	
	3.1 Land Required for Public Purposes. Compiled Report	£1.20	£1.20	£1.20	0%	
	3.2 Land to be Acquired for Road Works. View only.	£1.20	£1.20	£1.20	0%	
	3.2 Land to be Acquired for Road Works. Compiled Report.	£1.20	£1.20	£1.20	0%	
	3.3 Drainage Agreements and Consents. Please contact the relevant water authority. View only.	£1.00	£1.00	£1.00	0%	
	3.3 Drainage Agreements and Consents. Please contact the relevant water authority. Compiled Report.	£1.00	£1.00	£1.00	0%	
	3.4 Nearby Road Schemes. View only.	£4.75	£4.75	£4.75	0%	
	3.4 Nearby Road Schemes. Compiled report.	£4.75	£4.75	£4.75	0%	
	3.5 Nearby Railway Schemes. View only.	£1.80	£1.80	£1.80	0%	
	3.5 Nearby Railway Schemes. Compiled report.	£1.80	£1.80	£1.80	0%	
	3.6 Traffic Schemes. View only.	£4.75	£4.75	£4.75	0%	
	3.6 Traffic Schemes. Compiled report.	£4.75	£4.75	£4.75	0%	
	3.7 Outstanding Notices. View only.	£5.65	£5.65	£5.65	0%	
	3.7 Outstanding Notices. Compiled report.	£5.65	£5.65	£5.65	0%	
	3.8 Contravention of Building Regulations. View only.	£2.80	£2.80	£2.80	0%	

Individual CON29R Question Fees - Available to Local Land Charge Office subject to the following fees:	3.8 Contravention of Building Regulations. Compiled report	£2.80	£2.80	£2.80	0%	
	3.9 Notices, Orders, Directions and Proceedings under Planning Acts. View only.	£2.10	£2.10	£2.10	0%	
	3.9 Notices, Orders, Directions and Proceedings under Planning Acts. Compiled report.	£6.30	£6.30	£6.30	0%	
	3.10 Community Infrastructure Levy - View Only	£1.00	£1.00	£1.00	0%	
	3.10 Community Infrastructure Levy - Compiled Report	£1.00	£1.00	£1.00	0%	
	3.11 Conservation Areas. View only.	£2.10	£2.10	£2.10	0%	
	3.11 Conservation Areas. Compiled report.	£2.10	£2.10	£2.10	0%	
	3.12 Compulsory Purchase. View only.	£1.25	£1.25	£1.25	0%	
	3.12 Compulsory Purchase. Compiled report.	£1.25	£1.25	£1.25	0%	
	3.13 Contaminated Land. View only.	£2.05	£2.05	£2.05	0%	
	3.13 Contaminated Land. Compiled report.	£2.05	£2.05	£2.05	0%	
	3.14 Radon Gas. View only.	£1.55	£1.55	£1.55	0%	
	3.14 Radon Gas. Compiled report.	£1.55	£1.55	£1.55	0%	
	3.15 Assets of Community Value- View Only	£1.00	£1.00	£1.00	0%	
	3.15 Assets of Community Value- Compiled Report	£1.00	£1.00	£1.00	0%	
	4. Road Proposals by Private Bodies - view only.	£12.00	£12.00	£12.00	0%	
	4. Road Proposals by Private Bodies - compiled report.	£12.00	£12.00	£12.00	0%	
	5. Advertisements. View only.	£12.00	£12.00	£12.00	0%	
	5. Advertisements. Compiled report.	£12.00	£12.00	£12.00	0%	
	6. Completion Notices. View only.	£12.00	£12.00	£12.00	0%	
	6. Completion Notices. Compiled Report.	£12.00	£12.00	£12.00	0%	
	7. Parks and Countryside. View only.	£12.00	£12.00	£12.00	0%	
	7. Parks and Countryside. Compiled Report.	£12.00	£12.00	£12.00	0%	
	8. Pipelines. View only.	£12.00	£12.00	£12.00	0%	
	8. Pipelines. Completion only.	£12.00	£12.00	£12.00	0%	
	9. Houses in Multiple Occupation. View only	£12.00	£12.00	£12.00	0%	
	9. Houses in Multiple Occupation. Compiled report.	£12.00	£12.00	£12.00	0%	
	10. Noise Abatement. View only.	£12.00	£12.00	£12.00	0%	
	10. Noise Abatement. Compiled report.	£12.00	£12.00	£12.00	0%	
	11. Urban Development Areas. View only.	£12.00	£12.00	£12.00	0%	
	11. Urban Development Areas. Completion only.	£12.00	£12.00	£12.00	0%	
	12. Enterprise Zones. View only.	£12.00	£12.00	£12.00	0%	
	12. Enterprise Zones. Completion only.	£12.00	£12.00	£12.00	0%	
	13. Inner Urban Improvement Areas. View only.	£12.00	£12.00	£12.00	0%	
	13. Inner Urban Improvement Areas. Compiled report.	£12.00	£12.00	£12.00	0%	
	14. Simplified Planning Zones. View only.	£12.00	£12.00	£12.00	0%	
	14. Simplified Planning Zones. Compiled report.	£12.00	£12.00	£12.00	0%	
	15. Land Maintenance Notices. View only.	£12.00	£12.00	£12.00	0%	
	15. Land Maintenance Notices. Compiled report.	£12.00	£12.00	£12.00	0%	
	16. Mineral Consultation Areas. View only.	£12.00	£12.00	£12.00	0%	
	16. Mineral Consultation Areas. Compiled report	£12.00	£12.00	£12.00	0%	
	17. Hazardous Substance Consents. View only.	£12.00	£12.00	£12.00	0%	
17. Hazardous Substance Consents. Compiled report.	£12.00	£12.00	£12.00	0%		
18. Environmental and Pollution Notices. View only.	£12.00	£12.00	£12.00	0%		
18. Environmental and Pollution Notices. Compiled report.	£12.00	£12.00	£12.00	0%		
19. Food Safety Notices. View only.	£12.00	£12.00	£12.00	0%		
19. Food Safety Notices. Compiled report.	£12.00	£12.00	£12.00	0%		
20. Hedgerow Notices. View only.	£12.00	£12.00	£12.00	0%		
20. Hedgerow Notices. Compiled report.	£12.00	£12.00	£12.00	0%		
21. Flood Defence & Land Drainage Consents	£12.00	£12.00	£12.00	0%		
21. Flood Defence & Land Drainage Consents	£12.00	£12.00	£12.00	0%		
22. Common Land, Town and Village Greens: Information also available free of charge by inspection of the definitive plan held at Llandrindod Wells. Compiled report. View only.	£22.00	£22.00	£22.00	0%		
22. Common Land, Town and Village Greens: Information also available free of charge by inspection of the definitive plan held at Llandrindod Wells. Compiled report. Compiled report.	£22.00	£22.00	£22.00	0%		

Category	SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge
Home to School Transport	Vacant Seat charge, pre 16 per term	£130.00	£140.00	£150.00	7%
	Vacant Seat charge, post 16 per term	£150.00	£160.00	£175.00	9%
	Out of county per annum				0%
School Houses Rent per Year (Peppercorn?)	Llangattock	£25.00	£25.00	£25.75	3%
	Talgarth	£180.00	£180.00	£185.40	3%
	Arddleen	£10.00	£10.00	£10.30	3%
	Buttington/Trewern	£30.00	£30.00	£30.90	3%
	Carno	£250.00	£250.00	£257.50	3%
	Dolfor	£50.00	£50.00	£51.50	3%
	Forden	£1.00	£1.00	£1.03	3%
	Gungrog	£1.00	£1.00	£1.03	3%
	Llandysilio	£5.00	£5.00	£5.15	3%
Brynlywarch Hall	£100.00	£100.00	£103.00	3%	
School Houses Rent per month	Llangorse	£485.00	£485.00	£499.55	3%
	Meifod	£277.00	£277.00	£285.31	3%
	Rhayader	£144.00	£144.00	£148.32	3%

This page is intentionally left blank

Category	ITEM/SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge	Notes
Miscellaneous items	Home Care (domiciliary care) (per hour)	£20.50 up to max of £60pw, as set by WG	£20.50 up to max of £70pw, as set by WG	£20.50 up to max of £70pw, as set by WG	0%	The fees and charges for Community Based Services will be increased in line with Welsh Government Guidelines when known
	Attendance at a Older Day Centre (per day)/Day and Employment Centre	£10 per day	£15 per day	£15 per day up to max of £70pw, as set by WG	0%	
	Attendance at Learning Disabilities services in the community (per day)	£15.50 per hour up to max of £60 pw, as set by WG	£15 per hour up to max of £70pw, as set by WG	£15 per hour up to max of £70pw, as set by WG	0%	
	Transport to Older Day Centre	Free as directed by WG	Free as directed by WG	Free as directed by WG	0%	
	24 hour Support (supported tenancy) (per week)	Up to a max of £60 per week, as set by WG	£70 per week - max of £70 per week, as set by WG	£70 per week - max of £70 per week, as set by WG	0%	
	Shared Lives scheme (per night - to a maximum of £70 per week)	£28.85 up to max of £60pw, as set by WG	£28.85 up to max of £70pw, as set by WG	£28.85 up to max of £70pw, as set by WG	0%	
	Shared Lives (short terms/respice placements)	£9.00 per night up to max of £60 pw as set by WG	£9.00 per night up to max of £70 pw as set by WG	£9.00 per night up to max of £70 pw as set by WG	0%	
	Package of care i.e. a range of services - maximum	Up to a max of £60.00 as set by WG	Up to a max of £70.00 as set by WG	Up to a max of £70.00 as set by WG	0%	
	Respice i.e. a stay not exceeding 8 weeks	Up to a maximum of £60pw per single episode of care, as set by WG	Up to a maximum of £70pw per single episode of care, as set by WG	Up to a maximum of £70pw per single episode of care, as set by WG	0%	
	Direct Payment Scheme - service provision	£10.80 per hour	£20.50 up to max of £70pw, as set by WG	£20.50 up to max of £70pw, as set by WG	0%	

Housing Related Support:	Level 1: Community alarm only (per week)	2.00	2.00	2.00	0%	
	Level 2: Warden Service 9.00am - 5.00pm Mon -	9.90	9.90	9.90	0%	
	Level 3: Warden Service, including 24 hour emergency call-out (per week)	60.00	60.00	60.00	0%	
	Level 4: Individual room, live-in housekeeper	60.00	60.00	60.00	0%	

Meals	Meals at the day centre (per meal)	4.50	7.50	7.50	0%	
-------	------------------------------------	------	------	------	----	--

Appointee & Deputyship	Protection of property (per month)	35.00	35.00	35.00	0%	
	Storage of paperwork (per month)	25.00	25.00	25.00	0%	
	Storage of belongings (per month)	55.00	55.00	55.00	0%	
	Winding up fee	350.00	350.00	350.00	0%	
	Delay in responsibility (Deceased asset in Treasury Solicitor for Deceased (per referral)	350.00	350.00	350.00	0%	

Category	ITEM/SERVICE	2016/17	2017/18	2018/19	% increase /decrease from previous charge
Careline	Careline		47.01	48.48	3%

This page is intentionally left blank

Capital Strategy

2018 – 2023

Background

This is the second year that a Capital Strategy has been presented to the Council, to demonstrate the approach that sets out how capital is utilised to deliver priorities. The Council will start to develop the longer term financial strategy for the council through the Medium term Financial Strategy (MTFS), addressing the short and medium efficiency demands and capital schemes will be key to supporting this large transformation agenda.

From 2019/20 a capital strategy will be a requirement for all councils, and regulated through the Prudential Code and requirements within the Treasury Management Code of Practice. This will place responsibility on senior finance officers reporting the capital strategy to Full Council and specifically reporting on the associated risks on prudence, sustainability and affordability.

Introduction

The Capital Strategy is fundamental to the effective delivery of priorities. The provision of the right asset in the right place at the right time will ensure the effective and efficient delivery of a comprehensive range of quality services.

The unprecedented financial constraints that are identified through the Finance Resource Model (FRM) will have to be delivered through transformational efficiencies and a more effective use of resources. This involves developing a culture of innovation and co-operation across the council. There are some benefits identifiable from sharing assets and working in partnership such as reducing the running costs of our assets and the provision of enhanced customer service. Ultimately our aim is to use fewer resources including our buildings but use these far more efficiently.

This document sets out an integrated plan for the future management of the Council's assets and its capital programme. It facilitates a seamless interface between business planning within the Council and the management of assets and capital resources. This will ensure that the provision of resources and future investment are prioritised. It is a key document running alongside the Vision 2025 and the MTFS and will provide the framework for ensuring the effective and affordable management of assets.

Key Aims of the Capital Programme

- Provide a clear context within which proposals for capital expenditure are evaluated to ensure all capital investment is targeted to deliver the Council's priorities.
- Clarify out how the Council identifies and prioritises capital requirements and proposals arising from various strategies including the Vision 2025, Service Improvement Plans, and other corporate strategies will be managed within the limited capital resources available.
- Challenge our current estate, continue with the programme of asset rationalisation, ensuring that assets retained are effective, efficient and sustainable to deliver services.
- Identify and consider options available to fund capital expenditure that minimises the ongoing revenue implications of historic capital expenditure and of any new investments.
- Use partnerships, both public and private, more effectively to support our overall strategy.
- Establish effective arrangements for managing capital schemes including assessment of outcomes and achievement of value for money.

Principles

- Set a capital programme for the medium term and build on this to develop a long term plan
- Schemes included in our investment programme have been subject to a review of the business case and only those of significant priority are included in the overall project plan.
- With Capital and Revenue resources under pressure innovative and creative solutions to procuring capital assets are being sought.
- Assets surplus to requirements will be disposed of when appropriate in order to generate the maximum capital receipt for the Council.

Council Vision

Vision, Values and Principles

A renewed statement of vision, values and operating principles have been developed, which provides a checklist for the Council and key partners to use as a means of holding up a mirror to the current strategy and deciding if it is improving service provision and outcomes for individuals and communities.

Vision 2025

Building on previous progress to make Powys the best possible place to live, work and visit, ensuring communities feel supported, have a say in what is provided for them locally and feel they play a key role in local service delivery. In an era of continued budgetary pressures, growing demand and increased expectations it is very important that there is clarity about what the Council wants to achieve now and in the future.

An open and enterprising council, this means:

- Working with communities, residents and businesses
- Willing to look at new ways of working and delivering services
- Focussing on solutions rather than problems

Having clear priorities to deliver the vision:

- **Residents and Communities** - support our residents and communities
- **Health and Care** - lead the way in effective integrated rural health and care
- **Learning and Skills** - strengthen learning and skills
- **The Economy** - develop a vibrant economy

To deliver the above there is an enabling priority:

- **Making it Happen**
 - Political & Officer Leadership
 - Workforce Strategy
 - Strategic & Financial Planning
 - ICT & Business Systems
 - Performance Management
 - Communications- Engagement with Residents & Communities
 - Partnerships

Guiding principles

The Council's guiding principles are based on the Well-being of Future Generations (Wales) Act 2015, which means the decisions made must take into account the impact they could have on people living their lives in Powys in the future. The Act identifies the following five sustainable development principles:

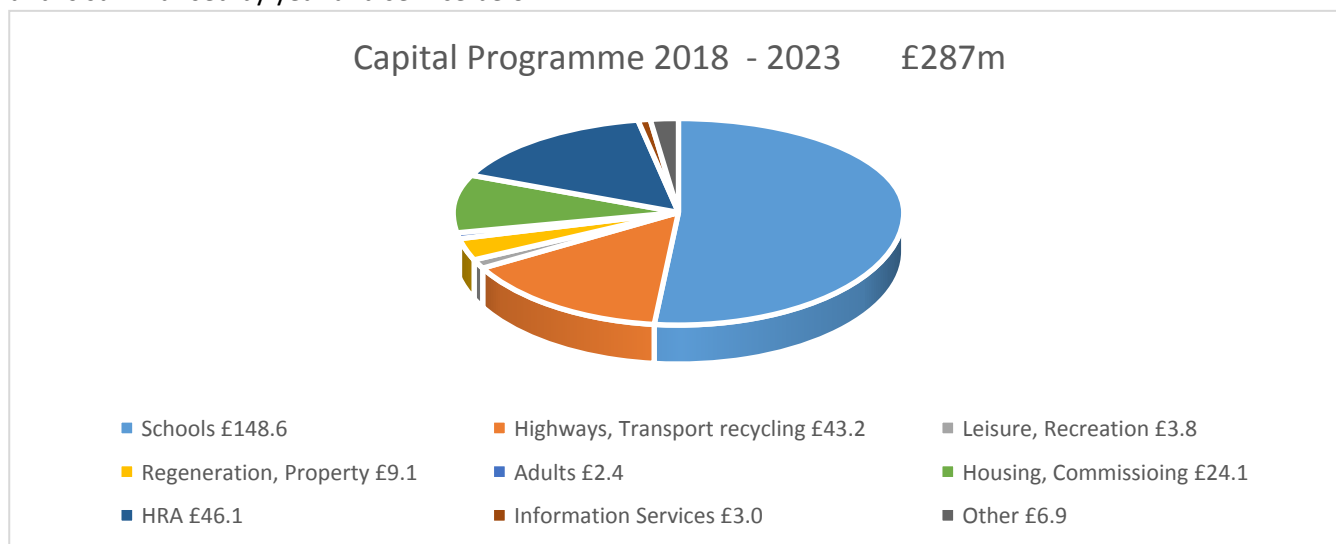
- **Long-term** - Balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
- **Prevention** - Putting resources into preventing problems occurring or getting worse.
- **Integration (cross-cutting)** - Considering how our priorities may impact upon one another, on the well-being goals and on the priorities of other public bodies.
- **Collaboration** - Working together with other partners to deliver our priorities.
- **Involvement** (communications and engagement) - Involving those with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area

Programme Overview

The Capital Programme covers three areas of expenditure. These are:

- a core programme of schemes that are regulatory / statutory in nature, and minimise legal challenge or revenue risk, these schemes are related to day to day activities that will ensure the Council meets its statutory requirements
- a retained asset programme to improve or enhance the life of existing assets, and
- an investment programme in schemes linked to the Council's strategic priorities schemes to generate income and increase the diversification of the Council's property portfolio and creating additional income and efficiency savings

The current capital programme and new capital schemes approved for 2018/19 onwards total £287,260k and is summarised by year and service below:



£'000	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Ongoing capital programme	82,512	63,490	41,162	38,212	27,390	252,766
Capital Bids approved 2018/19	5,191	6,769	10,318	9,716	2,500	34,494
Total	87,703	70,259	51,480	47,928	29,890	287,260

Capital Programme

Appendix A sets out the capital schemes that will be funded over the next five years. Appendix B provides further detail of those newly approved capital bids.

Many of the capital schemes are cross cutting across the Council's priorities, the table below provides a broad view of the total programme against its core priorities:

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>Total</u>
	£'000	£'000	£'000	£'000	£'000	£'000
Residents and Communities	40,401	33,163	16,196	13,052	7,924	110,737
Health and Care	2,119	1,590	2,046	1,888	1,300	8,944
Learning and Skills	39,367	30,882	30,182	30,232	17,910	148,572
The Economy	3,628	2,980	1,030	730	730	9,098
Making it Happen	1,610	730	220	220	220	3,000
Unallocated	578	914	1,806	1,806	1,806	6,910
	87,703	70,259	51,480	47,928	29,890	287,260

Residents and the Community

Housing

The Council is the largest social landlord in Powys and has more financial freedoms available since exiting the HRA subsidy regime. Achievement of the Welsh Housing Quality Standard is expected over the next financial year, alongside maintaining this level of estate. The HRA 30 Year Business Plan demonstrates an affordable capital strategy alongside delivering the day to day service and has key objectives linked to the Local Housing Strategy to;

- Support the public service modernisation agenda in Powys, in particular seeking to reconfigure our older persons accommodation to enable people to live independently for longer
- Make a significant contribution to alleviate poverty in Powys, in particular fuel poverty
- Provide good quality affordable housing to meet the needs and aspirations of the people of Powys and that are located in safe and attractive environments to which residents can relate and take pride in
- Support the regeneration of communities, creating training and employment opportunities
- Significantly reducing the carbon footprint of the housing stock
- Provide excellent customer focused services which meet the needs of our current and future customers.

Over the lifetime of the business plan the service will look to invest:

- £370 million on programmed renewals and improvements to the HRA housing stock
- £328 million on responsive and cyclical maintenance programmes
- £168 million on the development and acquisition of new homes

The HRA investment programme represents a massive injection of resources into the local economy of Powys and the service will work to ensure that the local benefit of this investment is maximised.

In addition to the ongoing capital schemes, there has been the addition of £15m to be used over three years as a Registered Social landlord loan scheme. This will match fund Welsh Government (WG) monies to support additional social housing in Powys.

Leisure and Recreation

A number of libraries are already housed in open public locations, for example Builth library at Antur Gwy, Rhayader at the Leisure Centre, Knighton Community Centre Library, Hay and Talgarth primary school community areas. Self service technology funded through capital means that customers can make increased use of the resources available even when staff are not present or are busy supporting others. PCC staff using libraries for agile working purposes will be able to borrow resources by self-service. This provides a wider more cost effective service and is linked to improving learning and skills and health and wellbeing. Presteigne library is a new scheme to refurbish to address a recent conditions survey.

The cultural hub in Brecon, Y Gaer is a major flagship capital investment scheme, involving many partners, with the co-location of library and museum services in a single cultural centre in the heart of Brecon town. The scheme involves an extensive restoration of the Grade 2* listed Brecknock Museum & Art Gallery and the adjacent construction of a new building. The Heritage Lottery Funded work on the museum will involve the restoration of the Assize Court and court room, the opening of the subterranean cells and the creation of new gallery spaces. Following the removal of some empty and redundant buildings, the 'new build' element is based on a quality design and high construction specifications, comprising of a large public atrium with tourist information and a café, a new Brecon library, rooms for education, community and conference use, a shop, a local history studies room and a controlled-environment museum store. Y Gaer, will act as a focus for the community and a significant attraction, providing a valuable boost to the regeneration of the town of Brecon, the region of Brecknockshire and the whole of the county by providing a key cultural facility of national importance for the community and visitors to the region. This is the final year of the capital scheme with the building opening in autumn 2018.

The Council has statutory responsibilities in terms of the maintenance of public rights of way. Areas that can require significant investment include the repair or replacement of bridges and the surfacing of public rights of way, in particular byways open to all traffic. These tasks have significant legal and health & safety risks if they remain unresolved. They are often issues that are beyond the scope of revenue budgets, therefore capital funding is sought to enable these larger tasks to be completed. Next year's capital programme supports Monks Trod Byway, to ensure that this byway is brought into safe and useable condition as bridleway standard.

Highways and Environment

The Council has a statutory duty to maintain the adopted highway, maintained at public expense in a safe condition for the passage of the user. A strategic approach has been used to develop the Highways Asset Management Plan (HAMP) in identifying and allocating resources for the management, operation, preservation and enhancement of the highway infrastructure to meet the needs of current and future customers. Current gross replacement cost of these assets are estimated at £4.4bn.

An Annual Status and Options Report summarises the status of the main asset groups in terms of condition, compliance with meeting repair standards, level of public complaint/contact etc. The report describes the result of the previous year's investment in terms of meeting the target service standards, enabling the Council to determine if the standards in the HAMP are being met or not. This report also sets out future options available, including long term (20 year) predictions of defect levels, condition and other relevant data in sufficient detail to enable future investment plans and any necessary revisions to service standards contained in the HAMP.

Accessibility to and from employment, homes, leisure, health and social activity must be maintained. Economic growth needs to be facilitated. Congestion and delays on our highway network should be minimised. The Council aim to deliver safe access to employment, local services and facilities by;

- Using available funding to support Council priorities for accessing employment, health, leisure and education, and improve road safety on the county's highway network.
- Prioritising the Council's road infrastructure for repairs and maintenance and implement network improvement programmes.

£280k has been allocated to support a facelift of residential estates in 2018/19. Works that cannot realistically be given priority normally over outstanding safety and structural concerns, but that present such estates in an unkempt and deprived manner. The funding would be targeted at a number of large estates in the provincial towns to tackle run-down areas, and would consist of improvement to surfaces with the view of reduced ongoing maintenance costs, resulting in a sustained improvement for residents. Estates in Abercrave, Brecon, Newtown and Welshpool would be addressed in the first year.

Waste Strategy

Powys County Council faces stringent WG statutory recycling targets. These are 64% for 2019/20 and 70% for 2024/25. In addition to this there is a target to reduce landfill to 10% by 2019/20 and 5% by 2024/25. This has required a step change in the way all local authorities approach waste and recycling.

PCC has followed the WG's preferred method for collecting kerbside recycling using their 'blueprint' as specified in the Municipal Sector Plan. This is a kerbside sort with boxes to maximise the quality of material and hence increase outlets for the recycle, reduce gate fees and maximise any potential income. To effectively sort and process this material requires strategically located facilities (delivery points) where the kerbside vehicles can tip whilst maximising their rounds. In order to deliver this service in a county the size of Powys, it is our intention to develop three bulking/baling, south, mid and north. It is also imperative that these assets are owned by PCC in order that maximum value can be obtained when commissioning the service. Capital funding to develop these are included in the overall programme.

As well as the kerbside collection of recyclables, authorities have an obligation to provide a facility for the public to take household waste. These Household Waste Recycling Centres make a considerable contribution to achieving recycling targets as 24% of municipal waste is handled through these facilities. Again, PCC having control of the asset is essential in maximising value when commissioning the service.

The capital investment in the Waste and Recycling service will ensure that the Council is able to meet the targets whilst obtaining maximum value from the service. A network of assets under the

Council's control will also allow the authority to be flexible to adapt to any changing requirements within the industry and Government policy and legislation. Some of these schemes will deliver efficiency savings in future years, whilst others ensure health and safety issues are minimised.

Health and Care

The capital programme focuses on supporting those who wish to remain in their own home rather than residential care and supports the integrated Health and Care Strategy for Powys. This strategy acknowledges that people in Powys live longer and healthier lives than elsewhere in Wales and that Powys is a place aspiring to help improve the wellbeing of all people. It outlines the direction the Council will take - promoting wellbeing; offering early help and support to people; tackling the big four diseases that limit life (cancer, circulatory diseases, mental health, respiratory diseases); and providing joined up care are the key areas that become priorities for action. Ensuring people stay well, help them act early to prevent ill health and get support, and where care and treatment is required work with people to ensure care is joined up and based on what matters most to the individual.

The schemes mainly focus on the use of assistive technology, which has a key role to play in the modernisation of health and social care. With ever increasing technological advances, it offers a range of possibilities for greater choice not only of how people can access the support they need, but also where and when they access support. In doing so, assistive technology enables people to take greater control, and to live independently for longer by preventing hospital admissions and premature moves to residential care.

Learning and Skills

Schools

The main aims of the council's Learning Service are to ensure that the children and young people of Powys are supported to be:

- Safe, healthy, confident and resilient;
- Ambitious, capable learners, ready to learn throughout their lives;
- Enterprising, creative contributors, ready to play a full part in life and work;
- Ethical and informed citizens ready to lead fulfilling lives as valued members of society.

In order to support the achievement of these aims, the council aspires to have an educational infrastructure that meets the following aims:

- Provides all learners with the opportunity to achieve high standards of achievement and attainment
- Has high quality, resilient leadership, management and learning environments
- Has a greater focus on collaboration and partnership working, in order to enable schools to provide the best possible opportunities for learners
- Enables schools to run more efficiently
- Increases demand for Welsh-medium provision and provides access to provision which will enable pupils to become confident Welsh speakers
- Develops our schools into establishments that are central to community activity

Powys County Council aims to provide learning environments that meet the aspirations of the WG's 21st Century Schools programme. Major capital investment in school buildings in Powys will continue to be taken forward through the WG's 21st Century Schools programme, and the authority's programme for Band B (2019 – 2024) will focus on buildings identified to be in the poorest condition.

Alongside this, capital funding through our major repairs programme will be focussed on where the need is greatest, as identified through the Schools Service's Asset Management Plan.

The authority has submitted a programme of investment for Band B of the 21st Century programme, which has been approved in principle by the WG. This investment targets some of the authority's poorest condition schools, including special schools, and also provides investment to deliver Welsh-medium education, in accordance with the WG's aspiration to create a million Welsh speakers by 2050. It also includes investment in primary reconfiguration. The Programme has a 50% capital intervention rate, and it also offers a new and innovative funding route where the intervention rate is 75% - the Mutual Investment Model. The Council will develop its strategies to ensure maximisation of the potential investment opportunities that may be available via WG funding.

The Council aims to improve learning provision and opportunities to achieve better learner outcomes through its improvement programme by:

- Delivering the current Band A programme (2014-2017) jointly funded with WG
- Delivering the Band B Programme (2029 – 2024) via WG 21st Century Schools Programme Band B (2019); and
- Present a rolling programme of improvement proposals/plans to Cabinet to ensure that the county has an educational infrastructure that meets our aims.

The Economy

Here and Now

Local Authority property and land assets are a significant resource for Powys County Council and have a current book value of circa £776m. Our current estate comprises over 15,000 property assets and parcels of land throughout the County, the council being a significant landowner on this basis alone.

The Council's assets can be broadly classified as Operational or Non-Operational. Operational assets are those which are used either indirectly or directly to provide Council services such as schools, offices, libraries, leisure centres etc.

Non-Operational properties are those which the Council own and don't occupy but lease out in order to derive an income such as livestock markets and shops.

The Authority also owns and leases the Farm Estate to generate an annual income for the council.

The Council owns the freehold of the majority of its assets but, in very limited cases, has had to lease in some properties to maintain service delivery. The number of these leasehold properties has been significantly reduced in recent years.

Many of our assets have ever increasing maintenance liabilities and are energy hungry due to their age. They are putting significant strain on our resources. The ongoing nature of these costs is unsustainable, the diversion of revenue and capital resources into these, often poorly performing

assets creates an additional burden and limits opportunities to invest this resource in front line service delivery.

Estate Rationalisation – what has been done so far in 2017/18:

- Disposed of three assets from our corporate estate, with a further two expected to be completed by year end, totalling three quarters of a million pounds.
- Disposed of two assets from our farms estate, and a further three in the pipeline, with estimated receipts at over one million pounds.
- Twelve Community Asset Transfers
- Finalising a strategy for accommodation in the north of Powys to ensure the most efficient use of our buildings and that they are fit for purpose
- Moved forward with our scheme to refurbish Ladywell House which aligns with our Vision as it will provide modern office to support the business community and create a vibrant economy in the heart of Newtown, generating an annual income stream.
- Moved forward with the purchase of Abermule Business Park which again will create business units for new and growing businesses in Powys

The Future

To vision is to ensure that the property and land assets are efficient, sustainable and in the right locations to support the delivery of services and the achievement of key priorities. To facilitate this a responsive and consistent approach, is adopted, in terms of the planning and delivery of sound property management throughout the life cycle of the portfolio.

In relation to budget challenges and the achievement of the asset vision, it is necessary to ensure that the Council's land and property assets play a pivotal role in the delivery of change and adopt a more dynamic approach to supporting organisational change. Buildings can be a catalyst for change, so over the next four years there will be further significant changes required within the organisation. These changes will need to happen in a short time frame and need to be able to respond to these changing needs and must be able to respond to this changing landscape quickly using innovative approaches. The Strategic Property Board and the STAMP are the mechanisms in place to help deliver these changes.

The MTFs forecasts funding levels and resource requirements over the medium term, identifies the gap between the two, and enables specific actions to be identified to balance the budget and manage resources. Any asset investment plan that results in a capital project will have consequences for the revenue budget, both positive and negative. These may be savings to running costs, schemes that generate income or resultant revenue costs of servicing any borrowing associated with the scheme. The overarching budget strategy brings together the Revenue and Capital budgets alongside the policy on Reserves. The approach links these three key elements to form the foundation of our financial plans. The Revenue Budget proposed includes these considerations with provision for the financing of capital

Regeneration, Property and Development

The provision of sustainable infrastructure and the availability of business units supports the local and regional economy. The commercial viability of our town centres and rural areas must be protected, along with the vitality of town centres as centres for economic activity and social contact.

The Council need to intervene where the private sector is not able to (for economic reasons) to create or facilitate investment in business units. The Abermule scheme is one such scheme that sees the Authority creating a business park on a former WG site which otherwise would not have been developed in the short to medium term.

New approaches need to be developed in community and social sectors to the design and ways services are delivered, known as Alternative Delivery Models (ADMs), to sustain important services and meet future needs.

Our assets are helping community organisations to develop and become more sustainable by putting them on a firmer footing for the future. The Council have developed a Community Asset Transfer programme (CATs) and have actively sought interest from community groups with a social purpose in having assets transferred to them on a long term lease basis, or freehold transfer for the benefit of local communities.

There have been a number of successes already and will continue to develop this programme and provide help and support to organisations which want to move in this direction.

The Council aims to support local communities to become more resilient by:

- Designing and implementing alternative delivery models to sustain important services to meet future need.
- Empowering communities to run and manage facilities in their locality through Community Asset Transfers.

The Council's carbon emissions need to continue to reduce to meet WG targets and play a part in helping to address the consequences of climate change. Reducing the Council's energy costs will assist in addressing the deficit in the MTFs. The Council aims to establish environmental development which maximises social and economic benefits by:

- The Council will minimise and make efficient use of energy and fuel in all the council's activities. The Council will reduce its energy consumption and therefore costs by monitoring and reducing energy consumption through the creation of energy saving schemes through RE: FIT and where it makes economic sense introduce low carbon technologies to reduce the Carbon emissions of the Councils corporate building estate.
- Continue to rationalise assets held. This will be achieved by constantly challenging the retention of assets. Target poorly performing assets and those where service delivery can be maintained by sharing and/or using remaining assets more efficiently. Seek to eliminate any duplication in the function of our assets. The Strategic Asset Board is reviewing assets on a "place" basis to deliver future revenue savings.
- There will a review of the Corporate Office Accommodation to ensure that the offices are located in the most appropriate location and are modern, energy efficient. Work with our partners to co-locate staff where appropriate. There will also be a review of our depots, which is linked to the new Fleet Facility which is an opportunity to co-locate with a partner.
- Continue to modernise the way the Council work and develop agile working throughout the offices. Continue to engage with teams to progress agility and understand the further investment required including ICT systems and hardware to deliver a contemporary and efficient office accommodation model.

County Farms

The County Farm Estate offers support to the largest industry in Wales – agriculture - and provides young entrants with the opportunity to establish their farm businesses on starter farms, with the prospect of progression to larger farms either within the portfolio, or in the private sector. The Council is currently enduring the longest period of austerity in its history, and it is therefore essential that the Council manages its agricultural estate prudently, efficiently, and professionally. Effective management of this Estate will enable us to continue to provide the opportunities already enjoyed by current tenant farmers, and maximise the income stream to support the budget.

A recent condition survey identified c. £4.5m of urgent works that needed doing to the farms estate buildings immediately. £1m has been utilised to address the health and safety risks to persons and the environment, for asbestos, electricals and septic tanks, with a further allocation of £500k per annum in the programme. The financial demands of this service needs to be evaluated against the income streams and outlay needed in the short term.

Making it Happen

Information Technology

The joint Information Technology Strategy underpins the ICT investment decisions. Its focus will remain in terms of detailing how to apply and develop Information Technology (IT) in Powys to support the delivery of Corporate and Service objectives and priorities, enable change and drive forward improvement.

The Council has developed a secure, resilient, reliable and high performing IT infrastructure which provides the foundations to deliver real benefits for services and customers, the citizens of Powys. However, the extremely rapid pace of change and development in terms of IT means constant identifying opportunities for further improvements.

The service has been engaged with change programmes and as such have been able to target investments and resources to best meet the priorities identified through the various work streams within it. In respect of infrastructure IT are currently looking to invest in modern cloud based technologies. This includes Azure cloud technologies, improved telephony and mobile systems, WEB and share-point and improved wireless. In terms of applications IT is looking to rationalise the number of systems through investment in replacement of legacy corporate systems and improved integration between systems notably the WEB and Intranet.

Capital Funding

Appendix A shows how the capital programme will be funded. The schemes are reassessed each month to ensure the most cost effective funding streams are utilised, especially when slippage occurs and restricted funding has a deadline for drawdown.

The diagram below shows the sources of funding that are utilised to deliver the capital programme. Each are explained in detail at Appendix C.



Treasury Management and Annual Investment Strategy

The Capital Programme, is closely aligned to the Treasury Management Strategy, in terms of identifying and undertaking necessary borrowing and when cash will be paid into the Council’s bank to support cashflow.

The Council’s Capital Financing Requirement (CFR) is the amount of capital expenditure that is not financed from revenue resources, capital grants and other contributions and capital receipts. Any expenditure that is not financed from these resources increases the authority’s underlying need to borrow. Part of the Council’s treasury activities is to address the funding requirements for this borrowing need, based on having sufficient cash to meet the cost of the schemes this may be sourced through prudential borrowing or utilising temporary cash resources within the Council.

The Council is currently maintaining an under borrowed position. This means that the capital borrowing need has not been fully funded with loan debt as cash supporting the Authority’s reserves, balances and cashflow has been used as a temporary measure. This is a prudent and cost effective approach in the current economic climate of low interest rates and is a good use of the Council’s cash. Analysis of the balance sheet confirms the Authority to be in an internally borrowed position which, as mentioned above, is a prudent and cost effective approach in the current climate of low interest rates.

The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times when the authority will not be able to avoid new borrowing to finance capital expenditure and/or to refinance maturing debt. There will remain a cost of carry to any new long-term borrowing that will cause a temporary increase in cash balances due to the difference between borrowing costs and investment returns.

The current low interest rate forecasts are set to rise in the last quarter of 2018 so, when required, new borrowing options will be considered, possibly borrowing in advance of need:

- PWLB loans up to a 25 year period
- Short dated borrowing (up to 5 years).

Any decision to borrow in advance will be within forward approved CFR estimates and will be considered carefully to ensure value for money can be demonstrated.

In determining whether borrowing will be undertaken in advance of need the Authority will:

- ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need
- ensure the ongoing revenue liabilities created and the implications for the future plans and budgets have been considered
- evaluate the economic and market factors that might influence the manner and timing of any decision to borrow
- consider the merits and demerits of alternative forms of funding
- consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use.

Minimum Revenue Provision (MRP)

MRP is the annual charge that councils are required to make for the repayment of their debt liability in respect of capital expenditure funded by borrowing, for both the General Fund and Housing Revenue Account Debt.

This capital expenditure is set out as part of the calculation of the CFR and forecasts updated regularly to reflect changing borrowing needs and the resulting costs. Key, is the requirement for a prudent provision to be made to ensure that debt is repaid over a period commensurate with that over which the capital expenditure provides benefits.

Following an MRP review, Council approved an amended MRP policy to be applied for the 2015/16 financial year and beyond, based on the following:

- MRP on Supported Borrowing. From a 4% reducing balance method to a 2% straight line calculation for supported borrowing.
- MRP on Prudential Borrowing is charged over the life of assets. Using the asset life method for current and future years' calculation of prudential borrowing MRP for both the General Fund and HRA.
- The HRA CFR, which is a combination of historic and settlement debt, would be subject to the 2% reducing balance method calculation.
- For assets under construction, the MRP is allowed to be deferred until the asset is operational so the MRP matches the useful life of the asset.

The Council has revised the method of calculation to 2% straight line for the General Fund, for debt going forward. It has now reviewed the current years MRP liability and will retrospectively make an adjustment for the period between 2007/8 and 2014/15 in order to facilitate the appropriate starting point for 2015/16. This recalculation demonstrates prudence, in that the debt liability will be repaid eight years earlier, and effectively moves the start point of the 50 years useful asset life back to 2007/08. This means that the debt liability will be reduced to nil in 2057, rather than in 2065.

Over the years 2007/08 to 2016/17, the Authority would have charged a total of £19.988m less MRP on the General Fund CFR balance as at 2007/08 if it had adopted the 2% straight line method on its historic/supported debt in 2007/08

Governance

The overall programme is significant and governance is a key requirement. Planning for the Capital Programme is determined in parallel with service and revenue budget planning process within the framework of the MTFS.

New capital schemes are rigorously appraised through submission of full business case which will include schemes funded by grants or contributions from 3rd parties. Large schemes that are programmes in their own right are subject to gateway reviews at stages during the programme, for example: 21st century schools. Ensuring that the evidence and the case for change when the scheme was initially approved is still valid, and that lessons learned from early stages can be applied to future stages. Many schemes still have little regard for revenue consequences and this has now been built into the bidding process.

The Council has the ability to further borrow, to fund additional schemes, which must demonstrate how they can contribute towards the Council's vision and help support investment and efficiency. The business cases must be clear about deliverability and added value, with clarity about the level of risk to be managed against expected reward.

Monitoring of the annual Capital Programme is undertaken at service level with progress updates given to the Head of Service, budget holders and project managers through Collaborative Planning (CP). Reporting to Cabinet take place monthly covering:

- New schemes or additions to existing schemes
- Grant and new funding sources
- Removal of or reductions to schemes
- Slippage on schemes, and impact on future years capital programme, with virement request

Sufficient headroom will be built into the Capital Programme to facilitate more flexibility thus allowing smaller schemes to be presented, considered and approved by Cabinet in year. Such schemes arise in year due to; opportunities presenting such grants that require an element of match funding or unforeseen events such as regulatory works etc.

Appendix A

CAPITAL PROGRAMME 2018/19 to 2023/24

	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	Total £000
<u>Schools</u>						
Llanidloes/Machynlleth Catchment						
Modernisation	2,554	0	0	0	0	2,554
Welshpool Primary Schools	8,291	3,774	0	0	0	12,065
Brecon School Campus	15,339	3,067	0	0	0	18,406
Ysgol Bro Hyddgen	5,021	0	0	0	0	5,021
Band B Projects	0	22,041	29,182	29,232	16,910	97,365
Gwernyfed High School	5,236	0	0	0	0	5,236
Crickhowell High School Extension	925	0	0	0	0	925
Major Improvements	2,000	2,000	1,000	1,000	1,000	7,000
	39,367	30,882	30,182	30,232	17,910	148,572
<u>Highways, Transport & Recycling</u>						
Highways Core Allocation	1,500	1,500	1,500	1,500	1,500	7,500
Highways (HAMP)	3,950	3,950	0	0	0	7,900
Structural Maintenance	1,120	1,120	0	0	0	2,240
Strategic Salt Reserve	835	600	0	0	0	1,435
Fleet Facility	100	1,841	0	0	0	1,941
Depot Consolidation	200	0	0	0	0	200
Waste Management	1,714	0	0	0	0	1,714
Vehicle Replacement Programme	3,904	2,122	4,272	2,628	2,500	15,426
Capital Bids 2018/19	3,057	300	1,500	0	0	4,857
	16,380	11,433	7,272	4,128	4,000	43,213
<u>Regeneration, Property and Commissioning</u>						
Community Regeneration and Development Fund	230	230	230	230	230	1,150
Abermule Business Park	745	0	0	0	0	745
Regeneration Fund	0	400	400	400	400	1,600
County Farms	100	100	100	100	100	500
County Farms	500	500	0	0	0	1,000
Ladywell House	1,500	0	0	0	0	1,500
Office Accommodation Review	0	1,500	0	0	0	1,500
Other Regeneration and Property	235	0	0	0	0	235
Capital Bids 2018/19	318	250	300	0	0	868
	3,628	2,980	1,030	730	730	9,098
<u>Housing and Commissioning</u>						
Disabled Facilities Grant	1,300	1,300	1,300	1,300	1,300	6,500
Safe, Warm and Secure	200	200	200	200	200	1,000
CO2i Assistance	48	48	0	0	0	96
Landlord Loans	200	200	0	0	0	400
Gypsy & Traveller Site - Machylleth	77	870	0	0	0	947
Capital Bids 2018/19	0	5,150	5,000	5,000	0	15,150
	1,825	7,768	6,500	6,500	1,500	24,093

Leisure and Recreation

Y Gaer	2,630	0	0	0	0	2,630
Y Gaer - Library Fit out	275	0	0	0	0	275
Byway Programme	187	187	0	0	0	374
Footbridges - Replacement Programme	15	15	15	15	15	75
Capital Bids 2018/19	250	188	0	0	0	438
	3,357	390	15	15	15	3,792

Information Services

Replacement Hardware	220	220	220	220	220	1,100
IT Strategy	500	500	0	0	0	1,000
Replacement Infrastructure	360	10	0	0	0	370
Capital Bids 2018/19	530	0	0	0	0	530
	1,610	730	220	220	220	3,000

Adult Services

Refurbishment of Substance Misuse Office	443	0	0	0	0	443
Capital Bids 2018/19	376	290	746	588	0	2,001
	819	290	746	588	0	2,444

Local (small) Capital Schemes	500	500	500	500	500	2,500
Unallocated Resources	78	414	1,306	1,306	1,306	4,410
Total	67,564	55,387	47,771	44,219	26,181	241,122

Financed By

Supported Borrowing	9,794	5,280	4,632	4,632	4,632	28,970
Prudential Borrowing	20,171	32,828	21,137	19,204	7,455	100,795
General Capital Grant	2,819	2,819	2,819	2,819	2,819	14,095
Grants	21,951	11,771	14,591	14,616	8,455	71,383
Capital Receipts	2,174	348	100	100	100	2,822
Revenue/Reserves	10,656	2,342	4,492	2,848	2,720	23,058
Total	67,564	55,387	47,771	44,219	26,181	241,122

Housing Revenue Account

Welsh Housing Quality Standard	9,709	6,622	3,709	3,709	3,709	27,458
Old Persons Dwellings	750	700	0	0	0	1,450
Zero Carbon Initiative	3,225	3,354	0	0	0	6,579
New Builds/Purchases	5,080	3,931	0	0	0	9,011
Adaptions	255	265	0	0	0	520
Level Access Bungalows	1,120	0	0	0	0	1,120
Total	20,139	14,872	3,709	3,709	3,709	46,138

Financed By

Prudential Borrowing	8,679	2,974	0	0	0	11,653
Grant	6,109	5,509	3,709	3,709	3,709	22,745
Capital Receipts	0	0	0	0	0	0
Revenue/Reserves	5,351	6,389	0	0	0	11,740
Total	20,139	14,872	3,709	3,709	3,709	46,138

Appendix B – New Capital Schemes Agreed

Service	Scheme	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Total £'000
Adults Services	ODC - Arlais/Lant Avenue, as per business case from property	176					176
Adults Services	PCC Care Homes (BUPA) - capital works based on estimates		90	446	288		825
Adults Services	Community Equipment e.g. profile beds	100	100	100	100		400
Adults Services	Telecare	100	100				200
Adults Services	Innovative use of robotics e.g. Pepper			200	200		400
Highways, Transport and Recycling	Abermule Recycling Facility	350					350
Highways, Transport and Recycling	Brecon Transfer Station	1,000					1,000
Highways, Transport and Recycling	Food waste hoppers for all 3 waste depots.	400	200				600
Highways, Transport and Recycling	In cab technology	200					200
Highways, Transport and Recycling	Traffic & Travel - Electric charge points in Car Parks	100	100				200
Highways, Transport and Recycling	Salt Barns - Phase 2				1,500		1,500
Highways, Transport and Recycling	Residential Estates Facelift Scheme	281					281
Highways, Transport and Recycling	Materials Storage Bays in Highways Depots	126					126
Highways, Transport and Recycling	Land Drainage	150					150

Highways, Transport and Recycling	Traffic & Travel Equipment	100					100
Highways, Transport and Recycling	Fleet Replacement Programme	660	590	4,272	2,628	2,500	10,650
Highways, Transport and Recycling	HWRC compaction	100					100
Highways, Transport and Recycling	Transport Infrastructure Fund	250					250
Housing	Abritas System, Homelessness & Housing Register - Powys host register, statutory obligation		150				150
Housing	Housing Loan's to RSL		5,000	5,000	5,000		15,000
Information Services	ICT Refresh	430					430
Information Services	Cyber Security Improvements	100					100
Leisure and Recreation	Monks Trod Byway	150	188				338
Leisure and Recreation	Presteigne Library	100					100
Regeneration Property	Presteigne Cemetery	168					168
Regeneration Property	Targeted Regeneration Investment Programme (TRIP)	150	250	300			700
Total Capital New		5,191	6,769	10,318	9,716	2,500	34,494

Appendix C Capital Funding Options



Prudential Indicators

Table 1
Ratio of financing costs to net revenue stream

	Estimate 2018/19	Estimate 2019/20	Estimate 2020/21
	£000	£000	£000
Financing Costs	14,437	15,143	21,015
Net Revenue Stream	247,214	245,609	244,214
Council Fund	4.93%	5.84%	6.17%
Financing Costs	5,433	5,817	5,499
Net Revenue Stream	23,986	25,062	26,179
HRA	22.65%	23.21%	21.01%

Table 2
Capital Financing Requirement

	Estimate 2018/19	Estimate 2019/20	Estimate 2020/21
	£000	£000	£000
Non-HRA	278,605	311,513	331,811
HRA	104,310	105,105	102,899
Total	382,916	416,618	434,710

Table 3
Authorised Limit for External Debt

	2018/19	2019/20	2020/21
	£m	£m	£m
Borrowing	381	411	431
Other Long Term Liabilities	20	20	20
Total	400.0	430.0	450.0

Table 4
Operational Boundary for External Debt

	2018/19	2019/20	2020/21
	£m	£m	£m
Borrowing	370	400	420
Other Long Term Liabilities	20	20	20
Total	390.0	420.0	440.0

Table 5
Change in External Debt

	Estimate 2018/19	Estimate 2019/20	Estimate 2020/21
	£	£	£
Council Fund			
External Debt			
Debt at 1st April	165,301	249,111	289,675
Expected change in Debt	64,310	40,564	24,092
Other Long Term Liabilities	19,500	19,500	19,500
Expected change in OLT	0	0	0
Estimated Gross Debt at 31st March	249,111	289,675	313,767
CFR	278,605	311,513	331,811
Under / (Over) Borrowing	29,494	21,838	18,044
HRA			
External Debt			
Debt at 1st April	86,058	104,310	105,105
Expected change in Debt	18,252	795	-2,206
Other Long Term Liabilities	0	0	0
Expected change in OLT	0	0	0
Estimated Gross Debt at 31st March	104,310	105,105	102,899
CFR	104,310	105,105	102,899
Under / (Over) Borrowing	0	0	0

Powys County Council Reserves Policy

Introduction

This policy establishes a framework within which decisions will be made regarding the level of reserves held by the Council and the purposes for which they will be maintained and used.

The requirement for Financial Reserves is acknowledged in statute. Sections 32 and 43 of the Local Government Finance Act 1992 requires authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

There are also a range of safeguards in place that help prevent local authorities over committing themselves financially. These include:

- The balanced budget requirement
- Chief finance officers' duty to report on the robustness of estimates and adequacy of reserves when the authority is considering its budget requirement (Section 25 of the Local Government Act 2003)
- The legislative requirement for each local authority to make arrangements for the proper administration of their financial affairs and that the chief finance officer has responsibility for the administration of those affairs as set out in Section 151 of the Local Government Act 1972.
- The requirements of the Prudential Code.

These requirements are reinforced by section 114 of the Local Government Finance Act 1988 which requires the chief financial officer to report to all the authority's councillors if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the Authority will not have resources to meet its expenditure in a particular financial year.

Definitions

Reserves are sums of money held by the Council to meet future expenditure.

Types of Reserve

General Fund Reserves – to meet short term, unforeseeable expenditure arising from unexpected events or emergencies. To enable significant changes in resources or expenditure to be properly managed over the period of the Medium Term Financial Strategy.

Earmarked and Specific Reserves – to meet known or predicted requirements, or established by statute.

Unusable reserves – these arise out of the interaction of legislation and proper accounting practice either to store revaluation gains or as adjustment accounts to reconcile requirements driven by reporting standards to statutory requirements. These reserves are not backed by resources and cannot be used for any other purpose.

Reserves should not be held without a clear purpose.

General Fund Reserves

In assessing the appropriate level of reserves the Authority will ensure that the reserves are not only adequate but also necessary and will be appropriate for the risk (both internal and external) to which it is exposed.

In assessing its financial risk the Chartered Institute of Public Finance and Accountancy (CIPFA) has issued guidance on the factors that should be considered:

- Budget Assumption for inflation and interest rates
- Estimates of the level and timing of capital receipts
- The treatment of demand led pressures
- The Authorities track record in budget and financial management
- Treatment of planned efficiencies/savings
- The financial risk inherent in any significant new funding partnerships, major outsourcing and capital developments
- The likely level of Government support to deal with major unforeseen events
- The adequacy of the authority's Insurance arrangements
- The Authority's virement and end of year procedures in relation to budget under and over spends
- The general financial climate and future funding assumptions

The risk assessment will be reviewed annually.

The appropriate level of General Fund Reserves will be determined annually as part of the Budget Setting process and Medium Term Financial Strategy and will be subject to approval by the Cabinet and Full Council.

The Financial Strategy will set out the level of planned reserve balances including financial arrangements for any replenishing of reserves, it will also confirm acceptable thresholds above and below the balance. If the balance falls outside of these thresholds a plan will be agreed by Cabinet to restore balances to the appropriate level.

Earmarked and Specific Reserves

These are required for specific purposes and are a means of building up funds to meet known or predicted liabilities. By nature these reserves balances do not have minimum and maximum thresholds. Creation of such reserves must be approved by the Strategic Director of Resources.

Balances should be reasonable for the purpose held and must be used for the item for which they have been set aside, if circumstances arise to which the reserve is no longer required for its original purpose they will transfer to the General Fund Reserve.

Ringfenced Reserves

Housing Revenue Account

The Housing Revenue Account is ringfenced this means that HRA resources may only be expended with the HRA. Councils are not allowed to transfer resources between the HRA and their general funds. The Balance on the HRA is held in a ringfenced reserve.

Schools Reserves

Schools are able to carry forward surplus and deficit balances from one year to the next and utilise these balances for managing changes in pupil numbers and funding, or the funding of projects and future liabilities. The balances are held by individual schools, they are not for general Council use. Guidance on the level of balances held, and possible clawback of funds by the Authority is documented within section 4 of Powys' Scheme for the Financing of Schools.

Reporting of Reserves

The balances and movement of all reserves is required to be reported within the Authorities Annual Statement of Accounts.

The balance held and projected movement of useable reserves is reported monthly as part of the Budget Monitoring Report to Cabinet, this includes the level of reserves held against the threshold set for the year.

This page is intentionally left blank

\ Report

Independent Assessment of the Proposed Budget for 2018/19 and the Adequacy of Reserves held

Powys County Council

January 2018

Chris Tidswell FCPFA

Mobile: 07825 190321
Contact Centre: 0207 543 5600

CIPFA
The Quadrant
Sealand Road Chester
Cheshire CH1 4QR
www.cipfa.org



This report has been commissioned by the Powys County Council Head of Financial Services to provide an independent review and assist in the assessment of how the Council has developed its budget proposals in line with the requirements of the The Local Government Act 2003. This (the Act) requires an authority's Chief Finance Officer, Section 151 Officer (the Head of Financial Services), to make a report to the authority when it is considering its budget and Council Tax. The report must provide assurance on the robustness of the estimates, highlighting the risks associated with its deliverability and the adequacy of the reserves allowed for in the budget proposals.

This CIPFA report details our brief, approach, findings and conclusions. As with all public sector organisations including local government the challenges of providing public services with diminishing resources means having a clear understanding of the financial position, risk and options when making decisions. This report highlights our findings at Powys and indicates conclusions around further activity and direction.



Chris Tidswell FCPFA

Head of CIPFA Wales

CIPFA

1. **Introduction**

- 1.1 The Local Government Act 2003 requires an authority's Chief Finance Officer, Section 151 Officer (the Head of Financial Services), to make a report to the authority when it is considering its budget and Council Tax. The report must provide assurance on the robustness of the estimates, highlighting the risks associated with its deliverability and the adequacy of the reserves allowed for in the budget proposals.
- 1.2 This report has been commissioned by the Head of Financial Services to assist her in this assessment. CIPFA has been asked specifically to provide an independent review of how the Council has developed its budget proposal in terms of:
- How well it understands the financial position it faces;
 - The risks embedded within the proposal and how these will be managed;
 - The robustness of the savings plans;
 - The level of reserves maintained and their adequacy;
 - The process in place for monitoring the delivery of the proposal during the forthcoming year.
- 1.3 In order to carry out this work we have reviewed a series of reports and presentations and interviewed a number of senior officers and Members. In the time available we have not been able to test the accuracy of the numbers nor have we been able to validate how well the various processes operate in practice. Our report relies on the accuracy of the documentation provided to us and on the representations provided by officers and Members. A list of the documents reviewed is provided in Appendix 1 of this report while a list of interviewees is provided in Appendix 2.

2. **Budget Context**

- 2.1 The Council's budget for 2018/19 is set in the context of continuing financial pressure due to reductions in the level of external funding. At the time of writing this report the final settlement figure for the 2018/19 Welsh block grant was known but had not been considered by Members. The budget for the year has now been based on an assumed reduction of 0.4% in the level of external funding and a 5.0% increase in Council Tax.
- 2.2 The local context affecting the Council's funding and demand for services is heavily influenced by Powys being sparsely populated with a wide geographic area requiring services. It has a higher than average elderly population that is predicted to increase at a rate that is significantly greater than the national average.
- 2.3 Conversely the county's younger population is declining with a reducing birth rate and a sizeable outward migration of young people looking for further educational and career opportunities being the main contributors to this trend.

- 2.4 These factors in combination are presenting significant challenges. The provision of services to a dispersed and relatively small population is expensive as a result of greater transport costs and the demand for facilities to be delivered locally or within a commutable distance. Additionally, a consequence of an ageing population is the increased demand for more complex and therefore more expensive care support.
- 2.5 A recent inspection of the Council's services for children has been critical of the standard of service provided to the extent that an Improvement Board has been set up reporting directly to the Welsh Government minister. Furthermore, the Council will be subject to an inspection of Adult Services later in January and in its internal assessment the Council has identified that some improvements need to be made. Partly as a result of these reports, and because of increased service demands, the Council has identified additional service pressures, included in the draft 2018/19 budget amounting to £4.6m for Adult Services and £6.2m for Children's Services. Together with additional funding requirements for other services the draft budget for 2018/19 has a total of £14.7m for additional service pressures for the year.
- 2.6 Despite the challenges being faced the Council continues to develop and refine its strategic financial planning arrangements and takes a longer term approach to forecasting. The summary Financial Resource Model that we have seen covers the period 2018/19 to 2022/23 in terms of outline planning totals.
- 2.7 We understand that the Council has delivered substantial savings over the last few years amounting to £73m between 2012/13 and 2017/18. However, we are also aware that the Council's ability to deliver planned savings has decreased from 84% in 2013/14 to 76% in 2015/16 and that, at the end of that year, the level of unachieved savings was £3m. At the end of 2016/17 the equivalent figure was £2.5m which represents 79% delivery. We set out the position for 2017/18 in more detail in Section 5 of this report.

3.0 Robustness of Budget proposals

3.1 Budget Setting Process

- 3.2 As a result of the council elections in May 2017 a new administration was formed to run the Council based on a coalition of Conservative and Independent Members. Approximately 50% of the current Members of the Cabinet are in their first term of office. As a result the Director of Resources and the Head of Financial Services ran a series of Financial Briefing Workshops for the Cabinet to increase their understanding of the financial processes and position of the Council. The induction has been followed up by a series of Budget Workshops during September and October 2017.
- 3.3 The development of the budget has continued through a second round of workshops with the Cabinet and the full Council in November and December 2017 culminating in a full Council Budget Seminar on 19 December 2017.

The objective of this session was "To provide an update on the budget proposal being developed by Cabinet further to the Council Seminar held on 29th November 2017 and to provide Members with a better understanding of the savings proposed within the budget". We have reviewed the slides used in the seminar and they provide a clear indication of the Council's budget position for 2018/19 and for the period of the Medium Term Financial Planning period from 2018/19 to 2022/23.

- 3.4 The overall Medium Term Financial Planning position of the Council has been controlled through the Financial Resource Model (FRM). For the 2018/19 budget cycle Directorate Financial Resource Models have been introduced. These have been designed to enable each Service and Directorate to consider, record and plan their individual financial strategies as well as inform the corporate financial decision making process. These will also ensure that all the relevant information is submitted into the process in a structured, equitable way and will improve the overall decision making at a corporate level.
- 3.5 The Council has recognised that It is essential that financial decisions are undertaken at a whole council level, providing a more transparent view of the Council's available resources, the impact of decisions across the whole Council and the effective alignment of resources across both capital and revenue budgets to deliver the Council's "Vision 2025". Although it may be seen as reducing decision making at a service/Directorate level it is designed to ensure that the use of resources is prioritised by effective financial planning at a corporate level.
- 3.6 The FRMs that have been developed were intended to cover a 5 year period but not all directorates have fully developed their plans for the period after 2018/19. The FRMs have been designed to capture everything of a financial nature including the following: -
- General Pay and Price pressures;
 - Contract Pressures – Inflationary uplifts, risk of price changes at retendering;
 - Service Demand Pressures;
 - Demographic Changes – rising or falling;
 - New responsibilities – e.g. Statutory, regulatory changes;
 - Additional Income Streams – demand led increases;
 - Expected Capital Receipts;
 - Grant Income increases;
 - Grant Income reductions or transfers into the settlement;
 - Capital requirements;
 - Mitigating action to deal with pressures;
 - Savings;
- 3.7 The Directorate Management Team will own the FRM and its content and take the appropriate action to mitigate cost pressures. At specific points in the cycle the FRMs will be forwarded for discussion at Corporate Management Team. The plans are 'live' documents and will be updated on a continual basis as implications become known.

There will be cut off points for data to be included in the overall budget proposal as the Cabinet makes its final decisions each year. The FRMs will capture Revenue and Capital considerations. In terms of the process for approval the FRMs will be approved first by Directorate Management Teams, then by the Corporate Management Team before the final sign-off by the Cabinet.

3.8 At a more detailed level Finance Business partners have worked closely with Heads of Service and Directorate Management Teams to ensure that the budget process has operated as intended and that financial information is robust and comprehensive.

3.9 We have reviewed the budget planning process and the use of FRMs in each directorate and we have discussed the effectiveness of both with Service Directors. In terms of comments from Directors these may be summarised as follows:

- There is a well established system although it has changed this year;
- The forms and documentation are fine;
- There is more involvement of budget holders and the process is more open;
- Financial support has been good but input from Business Partners can be inconsistent and there is scope for improvement;
- The process is now more thorough and better focused;

3.10 Overall, Directors consider that the process is working well and that budget holders are more closely involved with decision making despite the increased emphasis on central control of priorities. On the basis of our review of documents and the interviews that we have carried out we are satisfied that the Council has implemented a robust and effective budget planning process that aligns the use of resources with the Council's overall priorities.

3.11 Impact Assessment

3.12 The Council has taken steps to increase its awareness of the consequences of savings and to ensure that it is taking into account legislative requirements. The scale of the reductions required means that the Council must assess the impacts carefully.

3.13 All budgetary proposals carry associated impacts – whether it is an impact on service delivery, equality and poverty, Welsh language, well-being of future generations, safeguarding, or a combination of any or all of these. There must be an appropriate balance struck between, on the one hand being aware of the impact and seeking to avoid or mitigate adverse impacts and, on the other, the benefit gained from making the saving. It is therefore inevitable that a certain, manageable amount of risk is inherent within the budget.

3.14 In order to ensure a consistent approach to impact assessment the Council has introduced an Impact Assessment form that must be completed for every service change proposal. The form is part of a toolkit that was introduced in April 2017. A comprehensive list of all Impact Assessment forms is maintained by the Council.

We understand that the use of the forms has been acknowledged by the Wales Audit office. However, our interviews with Directors revealed the following summary of comments, forms may:

- Confuse equality with financial impacts;
- Be too detailed and take too long to complete;
- Result in a slow process that needs review;
- Are useful but need to be refined.

3.15 The combined impact assessment approach helps to ensure statutory compliance with key legislation and it provides a useful summary of how service proposals have been developed. However, the process appears to be slightly cumbersome in operation. We recommend that the toolkit should be reviewed to see if a more streamlined and effective approach can be designed. This needs to be carried out as a matter of some urgency as potential savings for 2019/20 will need to be identified early in 2018/19. We will refer to this issue again later in this report.

3.16 Risk Management

3.17 There are a number of risks associated with any budget plans. We understand that in 2014 the council revised its approach to risk management and this is now managed on a corporate basis with regular reports to the Strategic Overview Board and Audit Committee. A risk assessment has been undertaken of each of the budget savings proposed by service areas. This assessment identifies the deliverability of the saving, along with the likely impact to service delivery.

3.18 The risk assessment allows a risk status to be attached to each saving, and significant risks are monitored within project or service risk registers. The corporate risk register has also formed part of the background data assisting the budget setting process.

3.19 The following specific risks have also been considered:

Budget Savings – The level of savings required in 2018/19 was set out in the Council Budget Seminar as £8.6m. This is a very significant level of saving to be achieved particularly in the light of the Council’s recent record on the actual implementation of savings referred to above. Any unforeseen delays in implementation will impact on the achievement of the reductions required. Progress on the delivery of agreed savings targets will be reported to Cabinet on a monthly basis. Plans within service areas need to be managed robustly in order to limit any underachievement and monthly budget monitoring and savings delivery monitoring ensures that the Cabinet has visibility of financial performance.

One-off Funding Adjustments – The Revised FRM in the Council Budget Seminar contains one-off funding adjustments of £11.9m in order to achieve a balanced budget. Although this is acceptable in 2018/19 it increases the risk of not achieving a balanced budget in succeeding years as, by definition, it can not be repeated.

In effect potential underspends are carried forward in the base budget and hence further savings will need to be found for 2019/20. This is a serious area of risk and we will return to this issue in Section 7 of this report.

Inflation – Pay Awards have been included at 2% for 2018/19. Other key inflationary factors have also been included, but with the current low rate of inflation the majority of non pay budgets have been cash limited. Regular updates provided by the Council’s advisers will assist in reviewing the position on a regular basis.

Employers’ Pension Contribution – In 2017/18 the actuarial evaluation of the pension fund identified an increased pension fund deficit. Following discussion and negotiation with the Actuaries it was agreed that the Council would pay an employers’ contribution rate of 18.7% plus a fixed lump sum each year. An additional £750k per annum was included in the budget proposal for 2017/18 and the two subsequent years to meet these additional costs. Accordingly, the budget proposal for 2018/19 includes additional expenditure of £750K for this item.

Income – The budget is supported by approximately £60m of generated income and therefore services need to constantly review their income levels and develop creative plans to ensure that they are sustained. This risk is being mitigated by an overall strategy for income and a move to full cost recovery wherever appropriate and annual uplifts to keep in line with rising cost. The Council will approve the Fees and Charges Register at its meeting on 22 February 2018.

Council Tax – Collection rates continue to be good in Powys at 97.67% at the end of a financial year with the figure rising above 99.06% after the accounts have been closed. The 2018/19 budget proposal contains a 5.0% increase in Council Tax but the future assumed collection levels will be kept under review.

Equal Pay – The Council has mitigated the financial risk of potential future equal pay claims by holding a reserve to support these costs. This is kept under review.

Treasury Management – The revenue budget and capital programme are supported by daily cash movement managed within the Council’s borrowing and investment strategies, the financial climate has a significant impact on these activities. The Council continues to monitor these on a daily basis. Any variation in the cost of borrowing is being mitigated by a proactive approach to refinancing borrowing wherever possible. This ensures that wherever possible the Council’s long term borrowing for capital projects takes advantage of the historically low level of debt interest.

Change Delivery Capacity – Although the Council will achieve a balanced budget in 2018/19 future years from 2019/20 to 2022/23 include savings that are described as “Transformation required to balance budget”. In effect the use of one-off adjustments in 2018/19 is storing up budget pressures for future years. Although the Council is well aware of this issue we consider it to be a major area of risk over the period of the current Medium Term Financial Strategy. We will return to this issue in Section 7 below.

Variations to Settlement Assumptions – The Council makes every effort to ensure that its assumptions about budget settlements for future years are based upon the best available evidence.

However, future settlements cannot be predicted with absolute accuracy and can be influenced by political and economic policy changes.

Political Approval of Budget – The Council is required under the Local Government Act 2003 to set a balanced budget for the forthcoming financial year, and this must be approved by Full Council. The date set for approval is 22nd February 2018.

Adequacy of the Authority's Insurance Arrangements – The Council's insurance arrangements are a balance between external insurance premiums and an insurance reserve to "self insure". The Council also uses the services of an external insurance advisor to provide additional expertise in managing its insurance arrangements.

4 The Monitoring Process

4.1 The Council has well established budget monitoring and internal control arrangements and these act as an effective early warning system in identifying potential problems and for managing potential areas of risk. Finance Business Partners are located centrally within the Resources Directorate but they work closely with Directors and Heads of Service. The Council recognises that there is inconsistency in the approach adopted by Business Partners but training has been put in place to address this issue. We discussed budgetary control procedures with Directors and in summary their comments were as follows:

- Finance have been very helpful in working with managers;
- Budget monitoring reports are produced on a timely basis and there is good financial support;
- Business Partners are sometimes invited to Directorate Management Team meetings but this appears to be inconsistent;
- One to one meetings of Business Partners with Heads of Service are seen as very helpful but they do not appear to occur consistently.

4.2 Monthly reports are provided to Budget Holders, Heads of Service, Strategic Directors and Cabinet. The reports monitor performance against budget with full year forecasting and variance reporting, the delivery of savings and the forecast use of reserves are also included.

4.3 Budget Challenge events are also undertaken throughout the year to challenge financial performance at a service level. No service area should plan to overspend, all expenditure should be consistent with approved service priorities and the overall approved budget.

4.4 Various Scrutiny fora involving members are also in place.

4.5 This ongoing regular review highlights problems and risks early so that corrective action can be put in place and this is supported by a clear virement process which provides some flexibility to adapt expenditure patterns to meet changing needs and objectives.

4.6 As part of our work we reviewed the Financial Overview and Forecast Report as at 30th November 2017 that was to be presented to the Cabinet Executive on the 9th January 2018. The report is comprehensive in that it provides information covering:

- A summary Revenue forecast for the year;
- A Revenue forecast by Directorate;
- The current position on efficiency savings and a sensitivity analysis on the confidence of delivery;
- A deficit recovery plan;
- A statement on the projected level of reserves at the year end.

4.7 We had some concerns over the timeliness of reporting but we were assured that, although the end of November figures were not being reported formally to Members until the 9th January 2018, monthly figures are available by the 11th working day after each month end. In addition the month end figures are examined informally by the Cabinet two weeks before the formal Cabinet meeting.

4.8 Based on our review of the available documentation and our discussions with Directors we have formed the view that there are good arrangements in place for budget monitoring and control although there is scope for further improvement as outlined above. Reporting appears to be timely and to the appropriate fora thus providing time for corrective action to be taken in year.

5. Current year position

5.1 The overall financial position for the Council for the 2017/18 financial year is a forecast overspend of £4.5m, excluding HRA and Delegated Schools, as at the end of November 2017. The table below shows the breakdown of the overspend:

Summary Forecast by Directorate	Total Working Budget	Approved Use To / (From) Reserves	Forecast Spend	Variance (Over) / Under Spend	
	£'000	£'000	£'000	£'000	%
People	71,025	2	77,417	(6,392)	(9)
Place	38,494	(8,153)	37,754	740	2
Schools	24,459	(1,158)	24,983	(524)	(2)
Resources	18,261	(554)	18,068	193	1
Central Activities	12,299	(456)	10,785	1,514	12
Total	164,538	(10,319)	169,007	(4,469)	(3)
Housing Revenue Account	0	(53)	(108)	108	
Schools Delegated	75,442	(2,027)	75,578	(136)	(0)
Total including HRA and Delegated Schools	239,980	(12,399)	244,477	(4,497)	(2)

- 5.2 The largest contributor to this overspend is the People Directorate which shows a projected figure of £6.4m. Within this total £4.5m is due to Children’s Services and £1.9m from Adult Services.
- 5.3 Included within the forecast is an efficiency saving target of £11.78m which is made up of in year and undelivered previous years’ targets. We understand that the forecast above includes only those savings that have been achieved or have progressed to a point where there is confidence in final delivery taking place. The efficiency savings target of £11.78m is made up as follows:

Financial Year	Target £’000	Delivered £’000	Variance £’000
2015/16	1,323	44	1,279
2016/17	841	476	365
2017/18	9,616	6,546	3,071
Total	11,780	7,066	4,714

- 5.4 The Council has carried out a sensitivity analysis for the delivery of the savings figures and the potential impact on the outturn position. This shows that the overspend could be reduced to £3.8m if all savings with a RAG Amber rating could be achieved and an underspend of £245K could be achieved if all savings are delivered.
- 5.5 In order to mitigate the projected overspend a Deficit Recovery Plan was submitted to the October meeting of the Cabinet. This set out £2m of actions to be pursued to reduce the level of the projected overspend. These actions were to:
- Place Directorate to transfer capital costs currently funded from Revenue totalling £564K;
 - Seek a capitalisation direction of £500K for transformation costs;
 - Fund £1m of additional spending from capital rather than revenue so that reserves set aside for capital can be used to fund revenue instead.
- 5.6 The Council is intending to fund the remaining £4.5m overspend by making one-off adjustments to the Minimum Revenue Provision. These adjustments are explained fully in a separate report being presented to the Cabinet Executive on 16th January 2018 so we have not repeated that information here. The adjustment has been agreed with the Council’s Treasury Advisers.
- 5.7 The net effect means that there will be no budget deficit at the end of 2017/18 but the overspend will remain in the base budget for 2018/19. Further adjustments to the MRP in 2018/19 and subsequent years of the MTFs will be available to support services.

5.8 Based on our review of the various reports referred to above and our discussions with Directors we are of the view that the Council is well aware of the likely overspends for 2017/18 and that appropriate action has been taken to meet the overspend. Timely action has been taken through the Deficit Recovery Plan and by making one-off adjustments to the MRP.

6. Budget Position 2018/19 and 2019/20

6.1 In the Revised Financial Resource Model presented to the Council Budget Seminar on 19th December 2018 the following table shows a balanced budget for 2018/19 and a budget deficit for 2019/20 of £14.7m. The table also shows an increasing cumulative deficit for the years after 2020/21 in the MTFS.

	2018/19	2019/20	2020/21	2021/22	2022/23
	£000's	£000's	£000's	£000's	£000's
Council Tax Increase	3.75%	3.75%	3.75%	3.75%	3.75%
Funding reductions	-1.0%	-2.5%	-2.5%	-2.5%	-2.5%
Net Budget	240,192	245,226	243,630	242,247	241,074
Grant Transfers / New Responsibilities	4,567	0	0	0	0
Pension Requirements / Levies	1,274	900	750	750	750
Other Pressures Agreed	5,003	5,822	1,690	1,713	1,747
Savings Identified	(8,586)	(576)	(14)	(32)	0
To/(From) Reserves	800	(140)	0	0	0
Impact of Decision HWRCs	100	0	0	0	0
Total Budget	243,351	251,232	246,057	244,677	243,571
AEF	172,644	168,328	164,120	160,017	156,017
Council Tax	72,581	75,302	78,126	81,056	84,096
Surplus / (Shortfall)	1,874	(7,601)	(3,810)	(3,604)	(3,458)
Real cost of capital	1,563	0	0	0	0
2018/19 Service Pressures	14,725	0	0	0	0
Review of original FRM pressures	(1,639)	0	0	0	0
5% increase in Council Tax	(874)	(33)	(34)	(35)	(37)
One off funding	(11,900)	7,100	100	4,000	1,000
Revised Surplus / (Shortfall) In Year	(0)	(14,669)	(3,876)	(7,568)	(4,422)
Cumulative Shortfall		(14,669)	(18,545)	(26,113)	(30,535)
Transformational Change		14,669	3,876	7,568	4,422

6.2 We have reviewed the various papers that explain the budget position for the first two years and we are satisfied that the processes that the Council has in place to identify service pressures and savings are robust. We have described these processes in the previous sections of this report. Our discussions with Directors and Members confirms that there is a clear understanding of the financial position both now and in the future. There is evidence of a commitment to achieving a balanced budget for 2018/19.

- 6.3 The table above highlights the additional service pressures for 2018/19 over and above the already agreed service pressures. The detailed summary FRM that we have seen shows that these additional service pressures for 2018/19 amount to £14.7m. This figure is met by additional resources found through a review of the FRM and by one-off funding adjustments. This latter group contains three large items those being:
- Draw on the Adult Social Care Reserve - £2m;
 - Back dated MRP adjustment - £5m;
 - Other Reserves – 21st Century Schools - £2m.
- 6.4 Although a significant part of the funding arises from a one-off adjustment we are of the view that the Council will achieve a balanced budget in 2018/19. However, the deficit for 2019/20 amounts to £14.7m and, without further action, the cumulative deficit would reach £30.5m by 2022/23. At the moment the table shows that this deficit will be eliminated by “Transformational Change” but there is currently no explanation of what this means for the Council nor how the savings will actually be achieved.
- 6.5 We have discussed this issue at length with the Directors and with the Cabinet Member for Finance and we are of the view that the Council is well aware of the seriousness of the problems that it faces and note that there is no plan currently in place to find the required level of savings. Given that the budget cycle for 2019/20 will now commence in the Spring of 2018 there is very limited time to identify what Transformational Change will entail let alone implement measures that will lead to significant savings.
- 6.6 Notwithstanding our remarks we are aware that plans are in place to initiate the process of Transformational Change starting with an Awayday for the Corporate Management Team on the 15th January 2018. This will enable the Management Team to start the discussion and it will be followed up with a meeting with the Cabinet. The Director of Education has been given responsibility for the development of a Corporate Improvement Plan and a Corporate Leadership and Governance Plan. Both of these will, be set within the context of the Council’s “Vision 2025”. At the moment there is no Transformation Programme but the 2025 Vision will be the basis of the way forward.
- 6.7 We understand that Programmes and Projects will be developed to deliver well-being objectives and outcomes identified within the 2025 Vision. Identified projects will be supported by a robust business case. The council’s adopted approach to undertaking Impact Assessments will also need to be completed.
- 6.8 The resource requirements to deliver the projects will be considered through the ‘Making it Happen’ workstream which will be led by the Acting Chief Executive. Additional resources identified to deliver these schemes will be incorporated into the Resource Plan and where appropriate additional funding requests will be considered from Management of Change funding.

6.9 All of the financial considerations will be incorporated into the Financial Planning Cycle and built into the 5 year plan if the project is approved.

Projects for investment must be considered in terms of the Vision 2025 and the well-being objectives and reviewed alongside other projects in a more holistic and strategic way and prioritised accordingly.

6.10 Our overall conclusion on the Council's current position can be summarised as follows:

- The Council has sound processes in place to set a balanced budget for 2018/19. From the evidence that we have seen the Council will be able to set a balanced budget at its meeting on the 22nd February 2018;
- Directors and members appear to be acutely aware of the deficit position in 2019/20 and of the need to take action urgently;
- The savings required in 2019/20 and beyond depend on Transformational Change but there is no current definition of what that means;
- Plans are being developed within the context of the Council's "2025 Vision" to address this issue but we are very concerned that there is very little time to decide on the steps required and to implement savings measures in time for the 2019/20 budget cycle. We consider that this is an area of high risk for the Council and one that needs urgent attention early in 2018.

7 Reserves

7.1 The Reserves Policy establishes a framework within which decisions are made regarding the level of reserves held by the Council and the purposes for which they will be maintained and used.

7.2 The use of reserves and the levels at which they are maintained is determined on an annual basis as part of the Council's Budget setting process

7.3 Financial Indicators for Reserves

7.4 The holding of reserves is a matter for each authority to determine as part of sound financial management. As part of our work we reviewed the indicators included in the Budget Assessment Report for 2017/18 and this showed that the County was maintaining reserves at a level broadly in line with that of other Welsh authorities.

7.5 In terms of specific ratios we have seen reports to show that the Council monitors the following ratios including comparison with other Welsh authorities:

- Usable reserves as a percentage of gross revenue expenditure;
- Earmarked reserves as a percentage of gross revenue expenditure;
- General reserves days' turnover.

- 7.6 Given the timing of this report we are not able to calculate similar ratios for 2018/19 as the final figures for reserves are not yet available. However, we are able to comment, in broad terms, on the figures included in the Council's Financial Overview and Forecast Report as at 30th November 2017 which was presented to the Cabinet Executive on 9th January 2018. We are also able to comment on the Council's processes for monitoring the level of reserves required.
- 7.7 Based on the reports that we have seen and our discussions with officers we are aware that the Council monitors the level of reserves held on a regular basis throughout the year. The level of reserves and their forecast use is reported monthly to Cabinet as part of the budget monitoring process. The Budget Scrutiny Panel is also provided with information on the levels and use of Reserves to enable it to fulfil its scrutiny role. Final decisions on the year end position are made in the annual budget cycle and during the closing of the accounts.
- 7.8 The table below reports the opening and projected balance of the reserves held, forecast to the 2017/18 year end, as at 30th November 2017. As at this date the projected overspend in 2017/18 will reduce the forecast level of General Fund reserves at 31 March 2017 to £3.4m compared with an opening balance of £8.6m.

Summary	Opening Balance (1st April 17) Surplus / (Deficit)	Forecast Addition / (Use) of Reserves	Forecast (Over) / Under Spend	Projected Balance (31st March 18) Surplus / (Deficit)
	£'000	£'000	£'000	£'000
General Fund	8,585	(778)	(4,469)	3,338
	8,585	(778)	(4,469)	3,338
Ringfenced & Specific Reserves				
Budget Management Reserve	3,484	100		3,584
Specific Reserves	1,902	(285)		1,617
21st Century Schools Reserve	6,297	(1,581)		4,716
Adult Services Reserve	2,750	0		2,750
Regeneration Reserve	100	100		200
Invest to Save & Corporate Initiatives (inc JB)	5,300	(562)		4,738
Insurance Reserve	2,394	(46)		2,348
Transport & Equipment Funding Reserve	6,199	(7,238)		(1,039)
Sub-Total	28,426	(9,512)	0	18,914
Schools Delegated Reserves	486	(2,078)	(136)	(1,728)
School Loans & Other Items	(494)	51		(443)
Net School Delegated Reserves	(8)	(2,027)	(136)	(2,171)
Total Ringfenced & Specific Reserves	28,418	(11,539)	(136)	16,743
Housing Revenue Account	1,761	(82)	108	1,787
	1,761	(82)	108	1,787
Total Revenue Reserves	38,764	(12,399)	(4,497)	21,868

- 7.9 From our discussions with officers we are aware that the following adjustments are yet to be made and that further adjustments are likely to be made before the year end:
- The balance on the General Fund is shown before the adjustment for MRP described earlier in this report;
 - For 2018/19 the Budget Management Reserve will be considered alongside the General Fund Reserve so that the total balance will meet or exceed the Council's target of 3% of net revenue expenditure, excluding the delegated schools budget;
 - We understand that the 21st Century Schools Reserve is to be released in 2018/19 to fund revenue expenditure;
 - The Transport and Equipment Reserve was set up to fund vehicle purchases and this will continue to be used for this purpose;
 - The Schools Delegated Reserves are showing a projected balance of (£1,728m) as at 30th November 2017. This is due to falling pupil numbers and funding levels that have not kept pace with inflationary pressures. The reserves position is projecting an overall deficit position for 31 March 2018, at which point the risk will then fall on the General Fund of the Council. As a result the Council is planning to take appropriate action in this area with formal intervention by the Council including the possible withdrawal of delegation. The 2018/19 FRM for schools includes an element of £1.7m for redundancy costs;
 - The HRA Reserve is specific to meet Welsh Quality Standards;
 - In addition, each reserve will be assessed particularly those held for specific purposes to establish if the reserve is still required.

7.10 Based on the work that we have carried we are satisfied that the Council has appropriate procedures in place to monitor the level and use of reserves and that it takes a prudent approach to the management of those reserves.

8 Conclusions

- 8.1 Based on the work that we have carried out as defined in Section 1 of this report we have been able to reach the following conclusions:
- The Council has appropriate procedures in place to set a robust budget for 2018/19. Notwithstanding this conclusion the budget has been balanced using one-off accounting adjustments with the result that inherent budget pressures will be carried forward in the base budget for subsequent years;
 - Based on our discussions with officers and Members we are satisfied that the Council is well aware of the difficult financial position that it is facing and that it will need to monitor the budget closely during 2018/19;
 - We are also satisfied that the Council operates a sound system of budget monitoring during the financial year with monthly figures available on a timely basis. This enables corrective action to be taken in-year;
 - There is a sound process in place for monitoring the level and use of reserves although, at the time of writing this report, further adjustments to reserves will be required at the year end.

- 8.2 Our major area of risk relates to the financial position for 2019/20 and beyond. Although the Council is well aware of the financial problems that it is facing, there is a significant potential risk that insufficient action has been taken to address the issues. The revised FRM presented to the Council on 19th December 2017 shows a shortfall of £14.7m in the budget for 2019/20 with the cumulative deficit rising to £30.5m by 2022/23. At the moment the required savings are to be delivered by “Transformational Change” but that change has not yet been specified and plans do not yet exist. Given the time required to effect major change we are of the view that this is an area of high risk for the Council and it is the major challenge facing the Council in 2018.
- 8.3 We have seen documents that suggest that the Council is taking steps to address the problem commencing with an awayday for the Corporate Management Team on the 15th January 2018. We are aware that the Council has developed a “2025 Vision” and within that there is a Corporate Development Plan and a Corporate Leadership and Governance Plan. These are positive steps that are being taken by the Council but we would stress the urgency required to tackle this area of high risk and to plan the necessary transformational change early in 2018 if solutions are to be implemented in time to affect spending decisions in the 2019/20 budget cycle.

Appendix 1

List of Documents Reviewed

DOCUMENT	DATE
Various Cabinet Induction Workshop Presentations	May to July 2017
Various Budget Workshop Presentations	November/December 2017
Various Cabinet Budget Workshop Presentations	September to October 2017
Council Budget Seminar Presentation	19 December 2017
Directorate Financial Resource Models	December 2017
Financial Resource Model - Summary	December 2017
Budget Savings Summary 2018/19 to 2022/23	December 2017
Financial Planning Framework	October 2017
Various Impact Assessment forms	Various
Assessment of the Robustness of Proposed Budget for 2017/18 and Adequacy of Reserves Held	23 January 2017
Changes to the Minimum Revenue Provision	16 January 2017
Financial Overview and Forecast as at 30 November 2017	9 January 2018

Appendix 2

List of Interviewees

NAME	TITLE
Jane Thomas	Head of Finance & Acting S151 Officer
Philip Evans	Interim Director of Social Services
Ian Budd	Director of Education
CLlr Aled Davies	Portfolio Holder for Finance
Mark Evans	Acting Director of Resources
Paul Griffiths	Strategic Director, Place
David Powell	Acting Chief Executive

This page is intentionally left blank

5

CYNGOR SIR POWYS COUNTY COUNCIL

CABINET EXECUTIVE

30th January 2018

REPORT AUTHOR: County Councillor Aled Davies

Portfolio Holder for Finance

SUBJECT: Financial Overview and Forecast as at 31st December 2017

REPORT FOR: Decision / Discussion / Information

1. Summary

- 1.1 This report provides an update on the Revenue spend against Budget for the year to date, as at 31st December 2017, and provides an early indication of the 2017/18 end of year financial forecast.
- 1.2 The report has been prepared on an exceptions basis, using actual variance against budget to define the RAG (Red, Amber, Green and Blue) status of the services' financial position. This method assists in highlighting those service areas with significant pressures which carry the most financial risk to the Authority and where corrective action must be taken to ensure a balanced year end budget, and mitigate any risk for future years.

2. Revenue

- 2.1 The projected revenue forecast, is shown in the table below, with a projected overspend of £4.536m (October £4.469m), excluding Housing Revenue Account (HRA) and Delegated Schools. This is largely the result of non-delivery of savings targets. There has been limited improvement in recent months and it is of concern that savings delivery is becoming increasingly difficult. This raises concerns about the anticipated year end position. Sensitivity analysis, shown in 3.3 below, demonstrates the impact of the future delivery of savings on the outturn position.

Summary Forecast by Directorate	Total Working Budget	Approved Use To / (From) Reserves	Forecast Spend	Variance (Over) / Under Spend	
	£'000	£'000	£'000	£'000	%
People	71,025	2	77,614	(6,589)	(9)
Place	38,359	(8,153)	37,549	810	2
Schools	24,590	(1,370)	25,039	(449)	(2)
Resources	18,258	(554)	18,036	222	1
Central Activities	12,299	(456)	10,829	1,470	12
Total	164,531	(10,531)	169,067	(4,536)	(3)
Housing Revenue Account	0	(53)	(143)	143	
Schools Delegated	75,449	(2,001)	75,516	(67)	(0)
Total including HRA and Delegated Schools	239,980	(12,585)	244,440	(4,460)	(2)

2.2 The table contained in Appendix A provides a forecast spend by service, against approved working budget, which includes budgeted transfers to / from reserves. It shows the projected position on both savings delivery and service performance.

2.3 The deficit recovery plan has identified £2m of proposals that have been factored in to reduce the deficit. A further £4.6m can be utilised once approval have been given to change the Minimum Revenue Provision, further explained in section 12.

3. **Efficiency savings**

3.1 The efficiency saving target of £11.78m includes both in year and undelivered previous year targets. For prudence the forecast includes savings that have been achieved or have progressed to a point where there is confidence in final delivery taking place.

3.2 An additional £131k of savings has been achieved during the month; Adult Social care £110k and Regeneration, Property and Commissioning £21k, all other Service's unachieved savings remain the same. To date, £7.196m has been achieved (61% of the total), leaving £4.584m yet to be attained.

Financial Year	Target £'000	Delivered £'000	Variance £'000
2015/16	1,323	44	1,279
2016/17	841	476	365
2017/18	9,616	6,676	2,940
Total	11,780	7,196	4,584

3.3 The table contained in Appendix B provides a service breakdown on the delivery of savings required within the budget.

3.4 A sensitivity analysis has been introduced for delivery of savings and the potential impact on the outturn position. The table below shows a range of forecasts, based on the level of confidence in the delivery of the remaining targets. The analysis uses a rating of High, Medium or Low; High being the current forecast position and includes savings already delivered; Medium based on savings with RAG status Amber; and Low, the position if all savings are delivered.

Forecasted sensitivity analysis of savings delivery			
	BASE	POTENTIAL	BEST CASE
Directorate	Current forecast - includes savings already delivered	Forecast if savings with RAG status Amber are delivered	Forecast if all savings are delivered
	£'000	£'000	£'000
People	-6,589	-6293	-5,063
Place	810	1078	1,817
Schools	-449	-449	-242
Resources	222	346	345
Central Activities	1,470	1,470	3,190
Total	-4,536	-3,848	47

- 3.7 To achieve an improved outturn position of £3.848m overspend, (medium confidence in savings delivery) an additional £688k of savings, will need to be delivered.
- 3.6 All services must aim to deliver their targets in order to achieve a balanced budget by year end. If all the savings were delivered, an overall budget outturn of £47k would be achieved. A number of savings continue to be reported as RED and as the year progresses there is an increased risk that these will fail to be delivered. The risk within Children's services is of particular concern and in addition to the non-delivery of savings, the overspend in this service continues to rise and is the main contributor to the overall deficit position.

4 Reserves

- 4.1 The total revenue reserves held at 1 April 2017, together with the forecast addition/ (use) of reserves during the year and the projected year end balances as at 31st December, are set out in the table in Appendix C.
- 4.2 The revenue reserves held at the beginning of the year totalled £38.8m, with £8.6m held in the General Reserve and Specific and Ring fenced reserves of £28.4m.
- 4.3 The forecast use of reserves to support the revenue budget during the year, (excluding Schools and HRA) is £8.6m, but likely to reduce to £4m subject to approval of the MRP policy change.
- 4.3 The revised forecast level of General Fund reserve as at 31st December 2017 is 2% of total net revenue budget (excluding Schools and HRA). This increases to 4.2% if the budget management reserve is included, and meets the 3% agreed strategy.
- 4.4 The Capital Financing Requirements allows for £1m of additional spending within capital, we have assumed this in our forecast to bridge the funding gap, by transferring monies from reserves set aside for capital to fund revenue instead.

5 Revenue Forecast

- 5.1 Appendix A confirms that the overspend of £4.536m relates to undelivered efficiency savings of £4.6m offset in part by net over/underspends currently projected on service budgets. RAG status has been applied to service variance based on the categories below, and those with a variance calculated at "red" have been explained in more detail.

- **Blue** Underspend above 1%
- **Green** +/- 1% (or £0.05m if budget less than £5m)
- **Amber** Overspend of 1-2% (£0.05m - £0.1m if budget less than £5m)
- **Red** Variance above 2% (£0.1m if budget less than £5m)

<u>6. People Directorate</u>	Net Working Budget:	£ 71,025k
	Net Forecast Expenditure:	£ 77,614k
	Variance (Over)/Under Spend:	£ (6,589)k
	November Forecast (Over)/Under Spend:	£ (6,392)k
	Change in Forecast	£ (197)k

6.1 Adult Social Care (ASC) - Net Budget £57,077k, Forecast Overspend £(1,584)k

6.1.1 The forecast position has improved by £324k from November:

Further efficiency savings have been realised of £110k in Learning Disabilities as the service continues to deliver outcomes and meet the needs of the clients in the most appropriate way, in line with the Social Service and Well-being Act assessments.

Additional monies have been raised in respect of direct payment refunds and deferred charges within Residential/Nursing Care of £56k and £22k respectively. However, there is still a budgeted shortfall of £65k forecast for direct payments.

The inclement weather and the Christmas period had a positive impact on Home Care with a reduction in cost of £70k, due to the reduced service provided as a result of the adverse conditions and a reduction in demand over the festive period.

£100k reduction in Residential/Nursing Care is, in part, due to the level of delayed transfers of care, where clients are awaiting their home of choice, so not yet occupying a care bed.

Winter pressures are continuing with escalations in the NHS across Wales. There is a likelihood that this will impact on the budget situation in the coming months.

6.1.2 A virement is required to align Careline income with the associated cost of service delivery. This means that budget and actual moves from ASC to the Resource Directorate.

- Alarm contributions actual income collected as part of Housing Rent budget £35,700.
- Supporting People grant budget – to cover tenants in receipt of Housing Benefit £39,490.

6.2 Children's – Net Budget £13,150k, Forecast Overspend £ (5,051)k

6.2.1 The forecast overspend for Childrens Services has increased by £552k to that reported at the end of November, mainly due to the following:-

- Additional looked after child, which is a high cost placement of £6.5k per week and changes to the service provision of the existing client base, resulting in further costs of £349k. There is a potential longer term saving because 8 Foster Carers have been recruited, which will give an additional 11 placements and reduce costs of out of county placements as children are returned to Powys.
- Costs in relation to the increase in capacity to deliver the Childrens Improvement Plan. Finance have been working with the service to fully cost this plan, cross referencing the spend requirements to the recommendations and outcomes in the Improvement Plan. The expected outturn to be in the region of £900k, with greater consequences on 2018/19. It is likely there will be further costs that are not yet included in the forecast.

.7.	<u>Place Directorate</u>	Net Working Budget:	£ 38,359k
		Net Forecast Expenditure:	£ 37,549k
		Variance (Over)/Under Spend:	£ 810k
		November Forecast (Over)/Under Spend:	£ 740k
		Change in Forecast	£ 70k

8	<u>Schools Service</u> (non delegated)	Net Working Budget	£ 24,590k
		Net Forecast Expenditure	£ 25,039k
		Variance (Over)/Under Spend:	£ (449)k
		November Forecast (Over)/Under Spend:	£ (524)k
		Change in Forecast	£ 75k

9	<u>Resources Directorate</u>	Net Working Budget:	£ 18,258k
		Net Forecast Expenditure:	£ 18,036k
		Variance (Over)/Under Spend:	£ 222k
		November Forecast (Over)/Under Spend	£ 193k
		Change in Forecast	£ 29k

10	<u>Central Activities</u>	Net Working Budget:	£ 12,299k
		Net Forecast Expenditure:	£ 10,829k
		Variance (Over)/Under Spend:	£ 1,470k
		November Forecast (Over)/Under Spend	£ 1,514k
		Change in Forecast	£ (44)k

10.2 The £500k relating to transformation capitalisation and the £1m relating to the use of reserve monies set aside for capital, which can now be utilised to fund revenue have been accounted for in the figures above.

10.3 There has been no further decrease due to discounts and exemptions in respect of Council Tax; the surplus remains at £500k.

11	<u>Schools Delegated</u>	Net Working Budget:	£ 75,449k
		Net Forecast Expenditure:	£ 75,516k
		Variance (Over)/Under Spend:	£ (67)k
		November Forecast (Over)/Under Spend	£ 136k
		Change in Forecast	£ (203)k

11.1 The individual Schools Delegated budgets are forecasting a deficit reserves balance at the 31st March 2018 of £1.6m. The figures, where available, incorporates figures provided from the High Schools and the All Through School in accordance with the Scheme for Financing Schools and reflects any update to their previous available forecast year end position.

11.2 The primary schools forecast is based on their latest budget plan. Primary schools update their budgets on a regular basis when changes occur, it has therefore been assumed that the schools are working to their latest budget plan held by finance.

Financial surgeries have taken place. Additional meetings have been organised where necessary to ensure timely action of forecast deficits.

- 11.3 The budgeted and forecast use of Schools Reserves is shown in the table below. The current information projects a £2.001m use of reserves.

	Opening Balance	Original Budgeted Contribution/ (Use)	Revised Budgeted Contribution/ (Use)	Forecast Underspend/ (Overspend)	Forecast Closing Balance
School Sector	£'000	£'000	£'000	£'000	£'000
Primary	1,608	(503)	(329)	0	1,279
Special	(259)	42	19	(20)	(260)
Secondary	(864)	(1,522)	(1,742)	(47)	(2,653)
Total	485	(1,983)	(2,052)	(67)	(1,634)
School Loans/Other	(493)	55	51	0	(442)
Total Balance	(8)	(1,928)	(2,001)	(67)	(2,076)

12 Deficit Recovery Plan

- 12.1 The current forecast also allows for a capitalisation direction of £500k for revenue transformation costs and £1m of additional spending within capital and we will utilise this to bridge the gap transferring monies from reserves set aside for capital to fund revenue instead.
- 12.2 Cabinet agreed that budget managers should look to minimise spend where possible, and refrain from all spend unless essential, this includes delaying recruitment where appropriate.
- 12.3 Appendix D provides a request to draw down £321k in 2017/18 and £253k in 2018/19 from the Adult Social Care Reserve. It also sets out an overview of the ASC Improvement Plan.
- 12.5 A separate report has been prepared for approval in January to revise its MRP policy release £4.624m in 2017/18, to mitigate the deficit.

13 Options Considered/Available

No alternative options are considered appropriate as a result of this report.

14 Preferred Choice and Reasons

None to consider.

15 Impact Assessment

Is an impact assessment required? Yes/No

16 Corporate Improvement Plan

To achieve the Corporate Improvement Plan (CIP) objectives the Council undertakes forward planning with its medium term financial strategy (MTFS) - this sets out the financial requirements to deliver the short and longer term council vision. These capital

and revenue monitoring reports are used to ensure the funding identified to deliver the council priorities is spent appropriately and remains within a cash limited budget.

17 **Local Member(s)**

This report relates to all service areas across the whole County.

18 **Other Front Line Services**

This report relates to all service areas across the whole County.

19 **Communications**

This report has no specific communication considerations. Detailed finance reports are presented to Heads of Service, Cabinet and the Audit Committee. These reports are public and are part of a range of statutory and non-statutory financial information documents including the Statement of Accounts.

20 **Support Services (Legal, Finance, HR, ICT, BPU)**

This report has no specific impact on support services other than reporting on those service areas financial outturns. Financial Services work closely with all service areas in monitoring financial performance against budgets.

21 **Scrutiny**

Has this report been scrutinised? Yes / No

22 **Statutory Officers**

The Head of Financial Services (Acting Section 151 Officer) has provided the following comment:

As with previous reports to Cabinet the position is a prudent reflection of the projected 2017/18 revenue budget outturn. The projections will only be adjusted when there is confidence and evidence that savings have been delivered.

The actions identified within the Deficit Recovery Plan are in the process of being implemented to reduce the level of projected deficit currently being forecast and to bring the budget back to as near a balanced position as possible. This is essential to limit the impact on the General Fund reserve and to safeguard the council's financial position.

The increasing demand within Children Services and the implementation of the improvement plan continues to be the main financial challenge for the Authority. It is essential that the costings developed to support the plan are robust in order to provide the appropriate level of financial resource and governance.

The overall schools' balance position remains a risk that needs to be addressed and will require concerted effort to ensure it is managed effectively.

The Monitoring Officer has no specific concerns with this report.

23 **Members' Interests**

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
<p>a. The contents of this report are noted by Cabinet; and</p> <p>b. Cabinet supports appropriate action by services to curtail or reduce the reported forecasted service deficits.</p> <p>c. To approve the virements detailed in para 6.1.2</p> <p>d. To approve use of the ASC reserve as requested at 12.3 and further explained in Appendix D</p>	<p>To monitor the council's financial performance and ensure that spending remains within approved limits and that the 3% minimum general fund reserve is maintained.</p>

Relevant Policy (ies):		Financial Regulations	
Within policy:	Yes	Within Budget:	n/a
Relevant Local Member(s):			
Person(s) To Implement Decision:		Jane Thomas	
Date By When Decision To Be Implemented:		ongoing	
Contact Officer	Tel	Fax	E mail
Jane Thomas	01597 826341	01597 826290	jane.thomas@powys.gov.uk

Forecast Outturn and Undelivered Savings as at 31st December 2017

Service Area	Net Budget	Forecast Spend	Variance (Over) / Under spend	Total Unachieved Savings as at 31st December 2017	Service Under/(Over) spend excl. unachieved savings	Variance (Over) / Under spend as a % of Net Budget	Variance BRAG status
		£'000	£'000	£'000	£'000	%	
People							
Adult & Commissioning	57,077	58,661	(1,584)	(424)	(1,160)	(2.8)	R
Children Services	13,150	18,201	(5,051)	(1,101)	(3,950)	(38.4)	R
Housing General Fund	798	752	46	0	46	5.8	B
Place							
Leisure & Recreation	9,069	8,939	130	0	130	1.4	B
Regeneration, Property & Commissioning	8,906	8,787	119	(63)	182	1.3	B
Highways, Transport & Recycling	20,384	19,823	561	(944)	1,505	2.8	B
Schools							
Schools Service	24,590	25,039	(449)	(207)	(242)	(1.8)	A
Resources							
Business Services	6,275	6,303	(28)	(92)	64	(0.4)	G
Information Services	4,588	4,583	5	(32)	37	0.1	G
Legal Services	3,030	2,961	69	0	69	2.3	B
Financial Services	1,877	1,740	137	0	137	7.3	B
Workforce, OD & Comms	2,488	2,449	39	0	39	1.6	B
Service Area Totals	152,232	158,238	(6,006)	(2,863)	(3,143)	(3.9)	
Central Activities	12,299	10,829	1,470	(1,720)	3,190	12.0	B
Total	164,531	169,067	(4,536)	(4,583)	47	(2.8)	
Housing Revenue Account (HRA)	0	(143)	143	0	143		G
Schools Delegated	75,449	75,516	(67)	0	(67)	(0.1)	G
Total including HRA	239,980	244,440	(4,460)	(4,583)	123		

EFFICIENCY TRACKER AS AT 31st DECEMBER 2017

APPENDIX B

Efficiency / Saving	2015/16	2016/17	2017/18	Total to be Achieved 17/18	Total Achieved to Date	Remainder to find	Achieved
	£000's	£000's	£000's	£000's	£000's	£000's	%
Place							
Highways Transport & Recycling	151	364	1,839	2,354	1,410	944	60%
Regeneration, Property & Commissioning	14	35	399	448	385	63	86%
Leisure & Recreation	0	0	730	730	730	0	100%
Place	165	399	2,967	3,532	2,525	1,007	71%
Schools							
Schools	158	88	1,619	1,865	1,658	207	89%
Schools	158	88	1,619	1,865	1,658	207	89%
People							
Adult	0	0	2,231	2,231	1,807	424	81%
Children Services	0	1	1,101	1,101	0	1,101	0%
People	0	1	3,332	3,333	1,807	1,526	54%
Chief Executives							
Chief Executives	0	0	250	250	250	0	100%
Legal	0	12	28	40	40	0	100%
Chief Executives	0	12	278	290	290	0	100%
Resources							
Business Services	0	0	278	278	187	92	67%
Information Services	0	0	232	232	200	32	86%
Professional Services	0	20	215	235	235	0	100%
Corporate Activiites	999	320	695	2,015	295	1,720	15%
Resources	999	340	1,421	2,760	917	1,844	33%
Grand Total	1,323	841	9,616	11,780	7,197	4,583	61%

RESERVES TABLE AS AT 31st DECEMBER 2017

APPENDIX C

Summary	Opening Balance (1st April 17) Surplus / (Deficit)	Forecast Addition / (Use) of Reserves	Forecast (Over) / Under Spend	Projected Balance (31st March 18) Surplus/ (Deficit)
	£'000	£'000	£'000	£'000
General Fund	8,585	(679)	(4,536)	3,370
	8,585	(679)	(4,536)	3,370
Ringfenced & Specific Reserves				
Budget Management Reserve	3,484	100		3,584
Specific Reserves	1,902	(497)		1,405
21st Century Schools Reserve	6,297	(1,580)		4,717
Adult Services Reserve	2,750	0		2,750
Regeneration Reserve	100	0		100
Invest to Save & Corporate Initiatives (inc J)	5,300	(562)		4,738
Insurance Reserve	2,394	(46)		2,348
Transport & Equipment Funding Reserve	6,199	(5,337)		862
Sub-Total	28,426	(7,922)	0	20,504
Schools Delegated Reserves	486	(2,052)	(67)	(1,633)
School Loans & Other Items	(494)	51		(443)
Net School Delegated Reserves	(8)	(2,001)	(67)	(2,076)
Total Ringfenced & Specific Reserves	28,418	(9,923)	(67)	18,428
Housing Revenue Account	1,761	(82)	143	1,822
	1,761	(82)	143	1,822
Total Revenue Reserves	38,764	(10,684)	(4,460)	23,620

CYNGOR SIR POWYS COUNTY COUNCIL

REPORT AUTHOR: Jen Jeffries, Interim Head of Operations for ASC

SUBJECT: Draw Down of Adult Social Care Reserve

REPORT FOR: Decision / Discussion / Information

1. Summary

- 1.1 This report has been prepared to evidence need and seek approval from the Section 151 officer and Cabinet for the draw down of £574k from the Adult Social Care (ASC) Reserve. Broken down into the following:

£'000	Part Year Cost – ASC reserve in 2017/18	Full Year Cost – ASC reserve in 2018/19
Reablement Staffing	88	0
200 Assessments Completed	67	0
Commissioning Support	36	193
Improvement Capacity	130	60
Total	321	253

- 1.2 The report also provides Cabinet with an updated budget for the ASC Improvement Plan. Funding for this will in part come from the ASC reserve for 2017/18 costs and temporary staff. The FRM budgets that will be approved for 2018/19 will fund the remaining cost demand.

2. Reserve Criteria

- 2.1 The ASC reserve was established as part of the 2017/18 budget setting, to provide a reserve that could be drawn upon for covering cost pressures not funded in the FRM, pump priming initiatives or other one off use. Access to the reserve is based on producing a report/business case setting out the following criteria:
- The use of the reserve can only be agreed as part of a report to formal cabinet. This can be part of the budget monitoring report so long as there is a clear separate recommendation. Depending on the amount it may also need to go to the following Council Meeting for agreement under the terms of the constitution.
 - Any draw down of the reserve will need to have a business case demonstrating why the funds are needed and why the requirement cannot be met by management action to address the one off pressure or overspend. The business case will have to be signed off by the S151 Officer before it goes to Cabinet.
 - The reserve will be reviewed annually as part of the budget process. This will assess whether the amount is appropriate. If the reserve is no longer required (or reduced)

the amount will return to the general fund unless otherwise proposed by the Cabinet as part of the budget policy.

- Any use of the reserve will not automatically lead to an increase in the service's base budget the following year. In other words the service will first have to explore options to meet the funding that has been drawn down in future years. By doing so the reserve in effect becomes a means of 'smoothing' pressure between financial years

3. **Proposals to Draw Down ASC Reserve**

3.1.1 **REABLEMENT – ADDITIONAL STAFF NORTH AND MID AND INCREASING CURRENT HOURS**

3.1.2 **Background** - The in-house domiciliary care service currently provides approximately 9% of the domiciliary care market across Powys. However, for historical reasons, this is solely in the south of the county and there is no in-house domiciliary care service in the north of the county. The separate (but with shared/single management) reablement service provides an equitable services across the county.

3.1.3 A report agreed by Cabinet in December 2016 agreed that efforts should be made to ensure that the in-house service, which at that time constituted 14% of the market, should be available as a service of last resort across the county and not just in the south.

3.1.4 Adult Social Care Senior Management Team agreed that the only safe method for developing an equitable service across the county was to recruit into the reablement service in the north of the county as individual members of staff left the in-house service in the south and for the reablement service to become the domiciliary care service of last resort as well as providing a reablement service. This would enable a safe, but slow transition.

3.1.5 The development of a Dynamic Purchasing System for procuring domiciliary care is partly dependent upon having a service of last resort across the county in order to ensure that provision is possible where there is limited competition. This would both ensure that a service is available and enable some market price influencing/limiting.

3.1.6 There are significant pressures on domiciliary care across the county. The demand has been increasing recently with fewer care staff available and care agencies reporting difficulties in recruiting carers. The shortage in the south (Brecon and Ystradgynlais) has been apparent for some time and recruitment by the council in that area may simply reduce the numbers of staff available for private agencies in those areas. However, the unmet demand in the north currently being experienced is unprecedented in the last 2 years.

3.1.7 Pressures are likely to increase with the potential for service failure becoming more pressing. Winter pressures are already becoming apparent with Delayed Transfers of Care increasing steadily over the past few weeks, councillor enquiries are becoming more regular with individuals not receiving the care they require.

3.1.8 The closure of Fronheulog residential home in Llandrindod is having significant implications for Adult Social Care. These include the reduction in residential care placements available in the area leading to increased domiciliary care demand and

experience care staff potentially being made redundant. These staff may be available to recruit into the domiciliary care services.

3.1.9 The new Regulation and Inspection of Social Care (Wales) Act will be coming into force in April 2018. This will place further pressure on delivering safe and lawful domiciliary care. For instance, the requirement for management and supervision will increase. The Act increases the numbers of supervisions for domiciliary carers from 4 to 6 times per year. This will have an impact upon the current staffing and management requirements of the service.

3.1.10 **Proposal** - The Chief Executive approved additional recruitment for further reablement posts in the mid and north of the county in order to provide a domiciliary care service of last resort where private agencies are finding it difficult to provide care staff. A decision is required to agree the use of the £328k budget available for in-house home care, which is currently propping up the over spend in external homecare in 2017/18. The implications of which will be to make the service safer, but will increase the budget pressure, and overspend on the social services department. There are three reasons why this decision is required and urgent:

- There is significant unmet demand for domiciliary care across the county
- There are experienced care staff becoming redundant in the Llandrindod area following the closure of a home
- This winter, the situation with care staff availability is becoming serious with the number of people that we can't place growing and the DToC numbers increasing. The health and social care system may not be able to provide any care service if we do not alleviate the problem urgently

3.1.11 **Financial Context** - Funding for this additional resource is needed both in year and for 2018/19. The latter has been detailed in the ASC Improvement Plan and will be funded through the first call on monies identified in the FRM, £1.4m for the Improvement Plan is shown.

3.1.12 To employ 12 x Reablement Support Workers (grade 5) at 25 hours per week. 6 of these to be in Welshpool and 6 in Llandrindod.

3.1.13 To also recruit two team leaders to provide suitable supervision and support to the recruits and existing staff in line with new legislation requirements.

3.1.14 To utilise 20 existing staff who are willing to work an extra 10 hours per week through until 31st March 2018, to support the winter pressure demands and cover until new staff are recruited and inducted into their roles.

Total Full year cost = £290k funded next year from growth

Part year cost = £88k funded from reserve

3.1.15 The budget implications would be approximately £290k in total for a full year and have been fully set out in the improvement plan which is shown in the FRM with a £1.4m requirement.

3.1.16 **Risk Assessment** - The decision is based upon three main considerations – risk and safe lawful practice, whole system planning, budget management:

- Risk and Safe, Lawful Practice – recruiting into the in-house reablement service (who would provide the domiciliary care service of last resort) will reduce the significant and increasing risk being experienced across the county. It would also enable safer management and supervision as required by the new Regulation Act from April 2018.
- Whole System Planning – developing a county wide reablement service which provides a service of last resort for domiciliary care will enable safer and more sustainable care provision; support for the new Dynamic Purchasing System for domiciliary care; and will reduce the risk of Delayed Transfer of Care. In the short term it will also enable a stronger response from the Council to the winter pressures of 2017/18 and support the wider social care system. This was agreed in the Cabinet report of December 2016.
- Budget Management – the budget for 2017/18 included this money and there is currently £328k available in the in-house domiciliary care budget. However, as this money is currently used to offset spend over the set budget for private domiciliary care, its use would result in an increased service overspend for the same amount.

3.1.17 In order to support a full re-modelling of the service a management of change process will be required over the coming months, to merge reablement and the in-house domiciliary care services and to enable reablement to provide the domiciliary care service of last resort as well as a reablement service.

3.2 ADDITIONAL SOCIAL WORK ASSESSMENTS

3.2.1 **Background** - For a variety of reasons the social work staff in Adult Social Care in Radnorshire and Brecon has been reduced and there are significant numbers of vulnerable individuals who have been referred for assessment, but who are placed on a waiting list while awaiting social work availability. This is causing significant failure demand as a number of officer hours are being spent dealing with waiting list queries from concerned relatives and neighbours.

3.2.2. These assessments need to be brought up to date as part of the planning for the ASC inspection.

3.2.3 **Proposal** - Agency social workers have been employed to undertake 200 assessments in Radnorshire and Brecon from December through the winter months. An agency has been commissioned to undertake these and reduce the backlog for assessments. However, this may also result in a greater demand for domiciliary care and residential care as people are assessed and their needs identified. This could result in additional care costs across the area.

3.2.4 **Financial Context** – The agency will be paid for completed assessments and they maximum they will be paid is £67k, to be funded from reserve.

3.2.5 **Risk Assessment** – These assessments have been deemed essential to be completed as part of the inspection readiness programme. To leave these would add to the backlog in the south of the county and provoke more frustrations from families

of the those waiting for support. This is likely to be something that the Inspectors become aware of and would highlight unfavourably

3.3 ADDITIONAL COMMISSIONING SUPPORT

3.3.1 **Background** – The ASC Transformation Plan has been written to evidence the need for remodelling services over the next five years. The initial costs to support the programme is £567k and included with the FRM for 2018/19.

3.3.2. These are additional resources needed to support the three key agenda areas - Living Well, Aging Well and RBP.

3.3.3 **Proposal** – The additional staffing needs are shown below, the temporary posts will be fully funded from grant. The permanent post will require funding from growth in 2018/19.

Post	Salary	WTE	Status
Monitoring Officer	Grade	2	Perm/Temp
Project Support Officer	Grade	2	Temp
Finance Support Officer	Grade	1	Temp
Business Intelligence	Grade	1	Temp
RPB Partnership Support Officer	Grade	1	Grant
Commissioning Support Officer	Grade	1.5	Perm

3.3.4 Key pieces of work these staff will deliver include include:

- Develop Older Peoples Accommodation Masterplan in liaison with PTHB detailing development opportunities and investment proposals across Powys.
- Agree County Wide fees setting methodology for residential and Nursing care homes in partnership with PTHB
- Complete review of Day Time Activities (Phase 3 Embedding future delivery)
- Home Based Support – implement and evaluate the proof of concept programme at Llanidloes, Rhayader & East Radnorshire
- To implement Part 10 of the SSWB Act – (Advocacy Strategy & Independent Advocacy Service)
- Review the need for out of county learning disability services, and to establish systems to develop opportunities to re-allocate resources to allow individuals to return and to support more people in county in the future.

3.3.5 **Financial Context** – These staff would be recruited to and commence their roles in the latter part of the financial year, with minimal cost in 2017/18, other than the usual set up costs of laptop etc. We have assumed one months salary cost is incurred and request to be funded from ASC reserve.

The full year cost for the permanent post would be funded from the first call on budget setting FRM which has £567k included for the Transformation Plan.

The full year cost for the temp posts (until 31/3/19) will continue to be funded from the ASC reserve

Full year cost = £86k, funded from FRM in 2018/19

Full year cost = £193, funded from ASC reserve in 2018/19

Part year cost = £36k, funded from ASC reserve in 2017/18

3.3.6 Risk Assessment –

3.4 IMPROVEMENT CAPACITY – INSPECTION READINESS

3.4.1 Background – The ASC Improvement Plan has been taking shape since autumn 2017. The planned Inspection in spring 2018 was brought forward to January 2018, and so a number of posts have been agreed and have been recruited to.

3.4.2. Proposal – The additional staffing needs are shown below

	Pay Scale	WTE	Status
CSO	Grade 7	3	Temp
Business Manager (Social Care)	Grade 13	1	Permanent
Quality Assurance Manager	Grade 12	1	Permanent
Peripatetic Social Worker	Grade 11	2	Permanent
Dom Care Re-registration Project Officer	Grade10	1	Permanent
O.T. Reviewing Officer	Grade 7	1	Permanent
Regrade of Senior Prac to Team Manager	Grade 14	2	Permanent

3.4.3 Financial Context – These staff are included within the Improvement Plan and for those that are permanent will require first call on growth monies.

Full year cost = £307k, funded from FRM in 2018/19

Full year cost = £60, funded from ASC reserve in 2018/19

Part year cost = £130k, funded from ASC reserve in 2017/18

4. Improvement Plan

4.1 The ASC Improvement Plan has been prepared to address the immediate priorities to enable statutory requirement to be attained and to stabilise the work force. It is expected that this is funded through first call on 2018/19 budget growth. There are some costs already being incurred and these are set out above and a request for funding from the ASC reserve is made.

4.2 Summary of Improvement Plan requirements at Appendix 1

Appendix 1 – ASC Improvement Plan

Detail	2018/19 £'000
The continuation of the role of SM1 Senior Manager Social Care Delivery (older Persons Services) this currently is a secondment opportunity for 1 year	77
Upgrade one of the OT snr practitioner posts to a county wide team manager on a fixed term 1 year secondment opportunity. This would enable the OT's to have professional management oversight. 2 day backfill required. One included above	29
Additional staffing to deliver increasing demand in Older services – 7 social workers, 3 CSOs and 2 OTs. 3 CSOs provided above – fixed 12 month contracts	527
Increased capacity for in-house domiciliary care / reablement – as set out above Included above	290
Convert 2 Senior Pracs to Assistant Team Managers and an additional Assistant team manager Older	67
Business Manager to free up ASC managers to deliver statutory requirements Included above	57
Quality Assurance Manager to assist with implementing and reporting on QA processes Included above	52
Dom Care reregistration manager to help support changes to the act re registration and inspection Included above	44
OT reviewing posts to deliver the reviews included above	67
Powys People Direct, ensuring correct support at front end of service, 2 contract officers, 4days of a social worker and a 0.5 CSO	115
Sensory Loss additional specialist social worker for hearing impairments and a 0.5 CSO	64
Peripatetic social workers x2, for Older services	94
Total Improvement Plan Annual Costs	1,483
Fixed Term to be funded from ASC Reserve in 2018/19	60
Funding from Budget Pressures 2018/9	1,423

CYNGOR SIR POWYS COUNTY COUNCIL.

CABINET EXECUTIVE

30th January 2018

REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance

SUBJECT: Capital Programme Update for the period to 31st
December 2017

REPORT FOR: Decision

1. Current Capital Programme 2017-18

1.1 The revised Capital Programme after accounting for approved virements is £87.643m (Nov £88.188m), of which committed expenditure is £59.190m (67.5%) (Nov £57.066m 65%) of the budget an increase of £2.124m or 3.7% during the month.

1.2 The actual spend to the end of December is £38.6m (spend to the end of November was £34.6m). This compares to £19.3m to the end of December the previous year.

1.3 Table 1 below summarises the position for each directorate and service.

1.4 Table 1 Capital Table as at 31st December 2017

Service	Original Budget	Virements Approved	Virements Required by Cabinet	Virements Required by Council	Revised Working Budget 2017/18 as at 31st December 2017 (after virements approved and required)	Actuals & Commitments	Remaining Budget	
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	%
People								
Adult Services & Commissioning	0	1,089	0	0	1,089	108	981	90.1%
Childrens Services	0	289	0	0	289	0	289	100.0%
Housing	2,943	-320	0	0	2,623	1,391	1,232	47.0%
Schools and Inclusion	30,086	-1,490	0	-1,091	27,505	20,814	6,691	24.3%
Workforce, OD and Comms	0	0	0	0	0	0	0	
Resources								
Business Services	446	192	0	0	638	367	271	42.5%
Information Services	1,192	824	0	0	2,016	864	1,152	57.1%
Legal Services	0	23	0	0	23	4	19	82.6%
Financial Services	500	-402	0	0	98	0	98	100.0%
Corporate Activities	0	0	0	0	0	0	0	
Place								
Highways, Transport & Recycling	21,826	5,404	0	-7,327	19,903	13,784	6,119	30.7%
Leisure & Recreation	4,451	5,356	0	0	9,807	8,283	1,524	15.5%
Regeneration, Property & Commissioning	3,655	361	0	-1,000	3,016	774	2,242	74.3%
Total Capital	65,099	11,326	0	-9,418	67,007	46,389	20,618	30.8%
Housing Revenue Account	21,260	3,451	0	-4,075	20,636	12,801	7,835	38.0%
TOTAL	86,359	14,777	0	-13,493	87,643	59,190	28,453	32.5%

2. Funding

2.1 The funding of the capital programme is shown in Table 2. This has reduced by £1,421k from that reported at the end of October and reflects the virements above and additional grants listed in section 4.

2.2 Table 2 Funding of the Capital Budget as at 31st December 2017

	Revised Working Budget 2017/18 as at 31 st December 2017 (after virements approved and required)					
	Supported Borrowing	Prudential Borrowing	Grants	Revenue Cont's To Capital	Capital Receipts	Total
	£'000	£'000	£'000	£'000	£'000	£'000
COUNCIL FUND	-10,891	-22,453	-17,928	-4,628	-11,204	-67,104
HRA	0	-9,366	-3,844	-5,656	-1,672	-20,538
Total	-10,891	-31,819	-21,772	-10,284	-12,876	-87,642

3. Virements

This report requests that the following virements are carried out to amend the capital budgets for the following projects:

- 3.1 Schools and Inclusion - The procurement of the new School at Ysgol Bro Hyddgen has been delayed, which will impact on the delivery timescales for the overall project of the replacement Primary and Secondary School for Ysgol Bro Dyfi. This virement rolls forward £1.091m from 2017/18 to 2018/19.
- 3.2 Regeneration, Property & Commissioning - The refurbishment of Ladywell House is to take place in 2018/19. This virement is to roll £1m into 2018/19.

4. Grants accepted as at 31st December 2017

- 4.1 Childrens Services - Welsh Government Grant of £257k to create a new Flying Start hub in the former Dafydd Llwyd Primary School.
- 4.2 £182k for the Local Transport Network Fund in respect of funding for the T4/T6 bus infrastructure improvements.
- 4.3 Revised Local Transport Fund award of £1.520m, bringing the total amount allocated to Powys in 2017/18 for Road Safety Capital projects and Safe Routes in Communities to £1.580m.

5. Capital Receipts

- 5.1 A capital receipt occurs when an asset of the authority is sold. Capital receipts can only be used to finance new capital expenditure or repay loans. In 2015/16 Welsh Government issued a directive that enabled Authorities to use capital receipts obtained during the year to finance the revenue costs from transformation incurred in the same period. This option has been utilised in both 2015/16 (£1.6m) and 2016/17 (£0.9m), a further £0.5m is forecast to be capitalised in 2017/18. The impact is the need for additional Prudential Borrowing. This directive ends on the 31st March 2018. Welsh Government are currently reviewing this policy.

- 5.1 The current capital receipt target, excluding the HRA, for 2017/18 is £1m for Property and £1m for County Farms, of which £213k has been agreed subject to contract and £828k has actually been received to date. Since the end of October, two Land and Property sales totalling £99k have been completed; Kensington Public Convenience £44k and Gwernyfed Sports field £55k.
- 5.2 The HRA is still subject to Right to Buy Disposals; additional capital receipts of £114k have been received in respect of the sale of a council house, since last reported at the end of October.
- 5.3 As at 31st March 2017 the total Capital Receipts held by the authority was £15.402m of this £12.876m is a commitment in the capital budgets for 2017/18.
- 5.4 A recent decision by Cabinet to suspend declaring any further property from the Farm estate surplus, will effectively mean the target for capital receipts will not be met in future.

6. Borrowing Requirements

- 6.1 The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the current year's unfinanced capital expenditure and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.
- 6.2 Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through external borrowing or utilising temporary cash resources within the Council.
- 6.3 Net external borrowing (borrowings less investments) should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for the current year and next two financial years. This allows some flexibility for limited early borrowing for future years.

CFR Position:

	As at 31.03.17 Actual	2017/18 Original Estimate	2018/19 Original Estimate	2019/20 Original Estimate
	£M	£M	£M	£M
Capital Financing Requirement	307,524	326,461	357,224	382,433

The Authority had outstanding long-term external debt of £226.4M at 31st March 2017. In relation to the CFR figure for 31st March 2017, this equated to the Authority being under borrowed by £81M. This is a prudent and cost effective approach in the current economic climate. However, members will be aware that internal borrowing is only a temporary situation and officers have advised that, based on capital estimates, it will be necessary for the Authority to borrow at stages over the next few years. The following temporary borrowing is applicable to this financial year. It is expected that temporary borrowing will be necessary on further occasions throughout the financial year.

BORROWED					REPAID
Date	Borrower	Type	Amount	Rate	Date
29-Sep-17	Manchester City Council	Fixed to 5/10	5,000,000	0.20000	05-Oct
20-Oct-17	Powys Pension Fund	Fixed to 23/10	730,000	0.20000	23-Oct
24-Oct-17	Powys Pension Fund	Fixed to 25/10	300,000	0.20000	25-Oct
30-Oct-17	Newport City Council	Fixed to 7/11	5,000,000	0.14000	07-Nov
31-Oct-17	Rhondda Cynon Taff CBC	Fixed to 6/11	3,000,000	0.20000	06-Nov
30-Nov-17	Scarborough Borough Council	Fixed to 5/12	4,000,000	0.35000	05-Dec
04-Dec-17	Powys Pension Fund	Fixed to 6/12	1,000,000	0.40000	06-Dec
05-Dec-17	Powys Pension Fund	Fixed to 6/12	750,000	0.40000	06-Dec
28-Dec-17	Manchester City Council	Fixed to 4/1	6,000,000	0.38000	04-Jan

Alongside this, it is likely that some longer term borrowing will take place, if interest rates are conducive to this. This is a prudent approach to ensure some borrowing takes place whilst interest rates are at their low levels as opposed to borrowing at a future date at increased rates.

- 6.4 The CFR figures above include the increase in the amount of long-term borrowing that is anticipated in 2017/18. Any borrowing undertaken will have a revenue implication which includes both the payment of interest on the loan and the repayment of the principal of the loan via the Minimum Revenue Provision (MRP) required. MRP is a statutory and prudent way of setting aside the funds required to repay loan principal in the future. Work is also ongoing to improve the forecast for capital spend so that Treasury Management are able to improve the cashflow predictions for the authority. The net cost of borrowing together with the MRP are the real capital charges.
- 6.5 The virements in section 3 have an impact on the CFR figures for future years. In addition, any capital bids and approved projects for future years will increase the CFR. This in turn increases the MRP and the borrowing requirements. The real capital charge revenue budgets, while showing an underspend in the current year, will require additional budget to meet the additional borrowing and MRP costs in future years.
7. **Options Considered/Available**
No alternative options are considered appropriate as a result of this report.
8. **Preferred Choice and Reasons**
None to consider.
9. **Impact Assessment**
Is an impact assessment required?
No
10. **Corporate Improvement Plan**
To achieve the Corporate Improvement Plan (CIP) objectives the Council undertakes forward planning with its medium term financial strategy (MTFS) - this sets out the

financial requirements to deliver the short and longer term council vision. These capital and revenue monitoring reports, are used to ensure the funding identified to deliver the council priorities is spent appropriately and remains within a cash limited budget.

11. Local Member(s)

This report relates to all service areas across the whole County.

12. Other Front Line Services

This report relates to all service areas across the whole County.

13. Communications

This report has no specific communication considerations. Detailed finance reports are presented to Heads of Service, Cabinet and the Audit Committee. These reports are public and are part of a range of statutory and non-statutory financial information documents including the Statement of Accounts.

14. Support Services (Legal, Finance, HR, ICT, BPU)

This report has no specific impact on support services other than reporting on those service areas with capital programmes. Financial Services work closely with all service areas in monitoring financial performance on capital programmes against budgets. The Capital and Financial Planning Accountant confirms that the projects included in section 3 are included in the Capital Programme.

15. Scrutiny

This report presents financial information which will help inform the future capital strategy and therefore has implications for any related organisation.

16. Statutory Officers

The Head of Financial Services & Acting Section 151 Officer notes the contents in the report.

The Monitoring Officer has no specific concerns with this report.

17. Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
<p>a. The contents of this report are noted by Cabinet; and</p> <p>b. The Capital virements set out in Section 3 are approved, and those over £500k be submitted to full council for approval.</p>	<p>To outline the capital budget position as at 31st December.</p> <p>To ensure appropriate virements are carried out.</p>

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	
----------------------------------	--

Person(s) To Implement Decision:	
Date By When Decision To Be Implemented:	

Contact Officer Name	Tel	Fax	E mail
Jane Thomas	01597-826341	01597-826290	jane.thomas@powyscc.gov.uk

CYNGOR SIR POWYS COUNTY COUNCIL.**CABINET EXECUTIVE****30th January 2018****REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance****SUBJECT: Code of Practice on Ethical Procurement in the Supply
Chain**

REPORT FOR: Decision

1. Summary

- 1.1 This report seeks approval for Cabinet to sign up to the Welsh Government Code of Practice on Ethical Employment in Supply Chains (CPEESC) (See Appendix 1).

2. Proposal

- 2.1 The Welsh Government driven CPEESC was launched in March 2017 and intends for all public sector organisation businesses and third sector organisations, in receipt of Welsh public sector funding, to adopt the code.
- 2.2 The code has 12 commitments and is designed to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU, and international laws.
- 2.3 The Code covers the following employment issues:
- Modern Slavery and human rights abuses;
 - Blacklisting;
 - False self-employment;
 - Unfair use of umbrella schemes and zero hours contracts; and
 - Paying the Living Wage.
- 2.4 The code commitments are included in the Appendix but can be summarised as:
1. A written Ethical Procurement Policy and appointment of an Anti-Slavery and Appointment of an Ethical Employment Champion
 2. A written whistle blowing policy
 3. Training for Modern Slavery and Ethical Employment Practices
 4. Employment Practices are included as part of any procurement

5. Ensure that organisations work in a way with their suppliers that doesn't contribute to modern slavery or unethical employment practices
 6. Expecting suppliers to sign up to the code
 7. Carrying Out regular reviews of Expenditure and undertake risk assessments against the code
 8. Ensure that false self-employment is not undertaken and that umbrella schemes and zero hours contracts are not used improperly
 9. Ensure that workers are free to join a trade union and that backlisting is prohibited
 10. Consider paying all staff the Living Wage Foundation's Living Wage as a minimum and encourage suppliers to do the same
 11. Produce an annual written statement outlining the steps taken during the financial year, and plans for future actions, to ensure that slavery and human trafficking are not taking place in any part of our organisation and its supply chains.
 12. Ensure all those undertaking work on an outsourced contract are treated fairly and equally including staff transferred retaining their terms and conditions and other staff employed have comparable terms and conditions
- 2.5 In signing up, it is acknowledged by Welsh Government that no organisation will be in a position to have fully satisfied all of the Code's commitments. Instead, signing up represents a pledge for Powys Council to commence the journey to meet the requirements of Code's commitments.
- 2.6 Some support and training is being considered by Welsh Government currently, as well as the introduction to a tailored monitoring system linked to existing procurement data systems.
- 2.7 A full assessment will be undertaken to assess Powys current position in respect of the code so that an overall plan can be developed further.

3. Options Considered / Available

- 3.1 Powys Council adopting the code and encouraging business partners and suppliers to sign up also
- 3.2 Powys Council adopting the code
- 3.3 No adoption of the code

4. Preferred Choice and Reasons

- 4.1 Powys Council adopting and signing up to the code as well as encouraging business partners and suppliers to also sign up.

4.2 Therefore ensuring that those in receipt of Powys funding commit to the code.

5. Impact Assessment

5.1 Is an impact assessment required? Yes

5.2 If yes is it attached? Yes

6. Corporate Improvement Plan

6.1 Links to the Well Being Act (We will ensure that our procurement process supports ethical procurement and Fairtrade)

7. Local Member(s)

7.1 No links to specific Local Council members

8. Other Front Line Services

8.1 Does the recommendation impact on other services run by the Council or on behalf of the Council?

8.2 If so please provide their comments

9. Communications

Have Communications seen a copy of this report? No

Have they made a comment? If Yes insert here.

10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)

10.1 Legal; The recommendation can be supported from a legal point of view

10.2 Finance The contents of the report are noted. It is recommended that a full impact of the Code of Practice on Ethical Employment in the Supply Chain in Powys will need to be undertaken as part of the commitment including the financial impacts on respective budgets.

10.3 Corporate Property (if appropriate)

10.4 HR (if appropriate)

10.5 ICT (if appropriate)

11. Scrutiny

Has this report been scrutinised? No

If Yes what version or date of report has been scrutinised?

Please insert the comments.

What changes have been made since the date of Scrutiny and explain why Scrutiny recommendations have been accepted or rejected?

12. Statutory Officers

12.1 The Solicitor to the Council (Monitoring Officer) has commented as follows: "I note the legal comment and have nothing to add to the report".

12.2 The Head of Financial Services (Acting Section 151 Officer) notes the comments from Finance.

13. Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
The Council adopts and implements the Welsh Government's Code of Practice on Ethical Employment in Supply Chains (CPEESC) as set out in Appendix 1 to the report	A voluntary requirement from Welsh Government requires all organisation in receipt of public fund to sign up to the code by 31st March 2018 . The code is in accordance the requirements of the Well Being Act 2015.

Relevant Policy (ies):	No direct link to policies but is in accord with the Well Being Act 2015 and the Modern Slavery Act 2015		
Within Policy:	Y / N	Within Budget:	Y

Relevant Local Member(s):	N/A
----------------------------------	------------

Person(s) To Implement Decision:	All Services
Date By When Decision To Be Implemented:	To be developed and implemented once full assessment and an action plan agreed

Contact Officer: Vincent Hanly Tel: 01597 826326 Email: vincenth@powys.gov.uk
--

Background Papers used to prepare Report:

This page is intentionally left blank

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

Service Area	Resources	Head of Service		Strategic Director	Mark Evans	Portfolio Holder	Aled Davies
Proposal	Adoption of Ethical Employment Coe of Practice						
Outline Summary / Description of Proposal							
The Welsh Government driven CPEPSC was launched in March 2017 and intends for all public sector organisation businesses and third sector organisations in receipt of Welsh public sector funding to adopt the code.							

Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£	£	£	£	£	£

Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	9 th January 2018	Yes

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Version	Author	Job Title	Date
V1	K.Ostroznik	Procurement Specialist	29.11.2017

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

Yes. It is a cross-cutting proposal

Service Area informed: **Contact Officer liaised with:**

Mitigation

Page 238

5. How does your proposal impact on the council's strategic vision?

Council Priority	How does the proposal impact on this priority?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
The Economy We will develop a vibrant economy	It provides fair and equal employment opportunities	Very Good		Choose an item.
Health and Care We will lead the way in effective, integrated rural health and care	N/A	Choose an item.		Choose an item.
Learning and skills We will strengthen learning and skills	Encourages access to learning and development opportunities	Very Good		Choose an item.
Residents and Communities We will support our residents and communities	N/A	Choose an item.		Choose an item.

Source of Outline Evidence to support judgements

6. How does your proposal impact on the Welsh Government’s well-being goals?

Page 239

Well-being Goal	How does proposal contribute to this goal?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	N/A	Choose an item.		Choose an item.
A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).	N/A	Choose an item.		Choose an item.
A healthier Wales: A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.	N/A	Choose an item.		Choose an item.
A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.	N/A	Choose an item.		Choose an item.

<p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p>	<p>Ensures that workers are free to join a Trade Union or collective agreement and to undertake any related activity and raise worker concerns without risk of discrimination</p> <p>Provides a mechanism for people outside our organisation to raise suspicions of unlawful and unethical Employment practices.</p> <p>Ensures that those involved in buying/procurement and the recruitment and deployment of workers, receive training on modern slavery and ethical employment practices, and keep a record of those that have been trained.</p> <p>Ensures that the way in which we work with our suppliers does not contribute to the use of illegal or unethical employment practices within the supply chain</p>	<p>Very Good</p>		<p>Choose an item.</p>
<p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p>				
<p><i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i></p>	<p>N/A</p>	<p>Choose an item.</p>		<p>Choose an item.</p>
<p><i>Opportunities to promote the Welsh language</i></p>	<p>N/A</p>	<p>Choose an item.</p>		<p>Choose an item.</p>
<p><i>Welsh Language impact on staff</i></p>	<p>N/A</p>	<p>Choose an item.</p>		<p>Choose an item.</p>
<p><i>People are encouraged to do sport, art and recreation.</i></p>	<p>N/A</p>	<p>Choose an item.</p>		<p>Choose an item.</p>
<p>A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p>				
<p><i>Age</i></p>	<p>N/A</p>	<p>Choose an item.</p>		<p>Choose an item.</p>
<p><i>Disability</i></p>	<p>N/A</p>	<p>Choose an item.</p>		<p>Choose an item.</p>

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



<i>Gender reassignment</i>	N/A	Choose an item.		Choose an item.
<i>Marriage or civil partnership</i>	N/A	Choose an item.		Choose an item.
<i>Race</i>	N/A	Choose an item.		Choose an item.
<i>Religion or belief</i>	N/A	Choose an item.		Choose an item.
<i>Sex</i>	N/A	Choose an item.		Choose an item.
<i>Sexual Orientation</i>	N/A	Choose an item.		Choose an item.
<i>Pregnancy and Maternity</i>	N/A	Choose an item.		Choose an item.

Source of Outline Evidence to support judgements

7. How does your proposal impact on the council's other key guiding principles?

Principle	How does the proposal impact on this principle?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Sustainable Development Principle (5 ways of working)				
Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.	N/A	Choose an item.		Choose an item.
Collaboration: Working with others in a collaborative way to find shared sustainable solutions.	N/A	Choose an item.		Choose an item.
Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.	N/A	Choose an item.		Choose an item.
Prevention: Understanding the root causes of issues to prevent them from occurring.	N/A	Choose an item.		Choose an item.
Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	Supports well-being and fair treatment	Choose an item.		Choose an item.
Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.	N/A	Choose an item.		Choose an item.

Page 242

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Principle	How does the proposal impact on this principle?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account	N/A	Choose an item.		Choose an item.
Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves.	N/A	Choose an item.		Choose an item.
Impact on Powys County Council Workforce	N/A	Choose an item.		Choose an item.
Source of Outline Evidence to support judgements				

8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Medium	Low	Low
Mitigation		

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

Risk Identified	Inherent Risk Rating	Mitigation	Residual Risk Rating
Escalation channels are not established	Medium	Need to be established and tested for implementation	Low
Unfair accusations of unethical employment	High	Legal input required	Low
New policy not communicated properly	Medium	Confirm strategy and consult	Low
Overall judgement (to be included in project risk register)			
Very High Risk	High Risk	Medium Risk	Low Risk
		X	

10. Indicative timetable for actions to deliver change proposal, if approved

Action	Target Date	Outcome	Decisions made
Portfolio Holder decision required	Choose an item.	Date required	
Cabinet decision required	Choose an item.	Date required	
Council decision required	Choose an item.	Date required	

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

Support Requirements	2018-19				2019-20				2020-21			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
Low level of risk for service areas. High level of benefit following implementation.	

13. Is there additional evidence to support the Impact Assessment (IA)?

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

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
Welsh Government in the process of developing support and training
Please state when this Impact Assessment will be reviewed.
Cabinet – 9 th Jan

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:			
Head of Service:			
Strategic Director:			
Portfolio Holder:			

16. Governance

Decision to be made by	Choose an item.	Date required	

FORM ENDS

This page is intentionally left blank



Llywodraeth Cymru
Welsh Government

Code of Practice

Ethical Employment in Supply Chains



Ministerial Foreword

“The Welsh public sector spends around £6bn every year on goods, services and works involving international supply chains. A huge range of goods, works and services are purchased by every part of the public sector but the unifying factor is that people are involved in each stage of these supply chains.

It is therefore vital that, at every stage, there are good employment practices for the millions of employees. Good employment practices, which empower and reward workers, help to improve the quality of life of people here in Wales and further afield and, in turn, result in better quality goods and services. Poor – and even unethical – practices, such as the unfair use of zero hours contracts, can lead to poor morale, high staff turnover and, in some cases, can be dangerous and exploitative.



Although slavery was outlawed many years ago, and is illegal throughout the world, it is an endemic problem in some industries and in some parts of the world. Indeed, cases of people being held in conditions of modern slavery are discovered within the UK. We must do more to ensure these practices cannot take place in Wales and in our public sector supply chains around the world.

We have produced this *Code of Practice on Ethical Employment in Supply Chains* to ensure all public sector organisations are taking action to eradicate unlawful and unethical employment practices and to ensure all workers at every stage of the supply chain are treated fairly. The 12 commitments in this code of practice are aimed at public, private and third sector organisations and the accompanying guides include advice and tools for putting each commitment into practice.

I hope as many organisations as possible sign up to the code of practice, which will ensure we contribute to the wellbeing of our people living and working in Wales and those involved in our supply chains across the world.”

Mark Drakeford

Mark Drakeford AM
Cabinet Secretary for Finance
and Local Government

Introduction

This Code of Practice has been established by the Welsh Government to support the development of more ethical supply chains to deliver contracts for the Welsh public sector and third sector organisations in receipt of public funds.

Evidence illustrates that unethical employment practices are taking place in supply chains throughout Wales and beyond.

This Code is designed to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU, and international laws. The Code covers the following employment issues:

- Modern Slavery and human rights abuses
- Blacklisting
- False self-employment
- Unfair use of umbrella schemes and zero hours contracts

and

- Paying the Living Wage

Further information on each of these issues can be found in the Code of Practice Toolkit www.gov.wales/code-of-practice

In signing up to the Code, organisations will agree to comply with 12 commitments designed to eliminate modern slavery and support ethical employment practices.

The Welsh Government expects all public sector organisations, businesses and third sector organisations in receipt of public sector funding to sign up to this Code of Practice. Other organisations operating in Wales from any sector are encouraged to adopt the Code.

Action taken in relation to the 12 commitments contained within the Code should be appropriate and proportionate, in line with the size and influence of each organisation and the level of risk of labour exploitation within its supply chain.

The Code of Practice should be read in conjunction with the Toolkit which contains practical guidance, example text and templates to help address each of the subjects covered, and policy advice for public sector organisations.



Code of Practice Commitments

Our organisation will:

1. Produce a written policy on ethical employment within our own organisation and our supply chains. Once produced we will communicate the policy throughout our organisation and we will review it annually and monitor its effectiveness. As part of this we will:
 - 1.1. Appoint an Anti-Slavery and Ethical Employment Champion.
2. Produce a written policy on whistle-blowing to empower staff to raise suspicions of unlawful and unethical employment practices, and which places a responsibility on staff to report criminal activity taking place within our own organisation and our supply chains. Once produced we will communicate the policy throughout our organisation. We will review the policy annually and monitor its effectiveness. We will also:
 - 2.1. Provide a mechanism for people outside our organisation to raise suspicions of unlawful and unethical employment practices.
3. Ensure that those involved in buying/ procurement and the recruitment and deployment of workers, receive training on modern slavery and ethical employment practices, and keep a record of those that have been trained.
4. Ensure that employment practices are considered as part of the procurement process. We will:
 - 4.1. Include a copy of our Policy on ethical employment (Commitment 1) in all procurement documentation.
 - 4.2. Include appropriate questions on ethical employment in tenders and assess the responses provided.
 - 4.3. Incorporate, where appropriate, elements of the Code as conditions of contract.
 - 4.4. Ask bidders to explain the impact that low costs may have on their workers each time an abnormally low quote or tender is received.
5. Ensure that the way in which we work with our suppliers does not contribute to the use of illegal or unethical employment practices within the supply chain. We will:
 - 5.1. Ensure that undue cost and time pressures are not applied to any of our suppliers if this is likely to result in unethical treatment of workers.
 - 5.2. Ensure that our suppliers are paid on time – within 30 days of receipt of a valid invoice.
6. Expect our suppliers to sign up to this Code of Practice to help ensure that ethical employment practices are carried out throughout the supply chain.
7. Assess our expenditure to identify and address issues of modern slavery, human rights abuses and unethical employment practice. We will:
 - 7.1. Carry out regular reviews of expenditure and undertake a risk assessment on the findings, to identify products and/or services where there is a risk of modern slavery and/or illegal or unethical employment practices within the UK and overseas.
 - 7.2. Investigate any supplier identified as high risk, by direct engagement with workers wherever possible.
 - 7.3. Work with our suppliers to rectify any issues of illegal or unethical employment practice.

- 7.4. Monitor the employment practices of our high risk suppliers, making this a standard agenda item for all contract management meetings/reviews.
8. Ensure that false self-employment is not undertaken and that umbrella schemes and zero hours contracts are not used unfairly or as a means to:
 - 8.1. Avoid, or facilitate avoidance of, the payment of tax and National Insurance contributions and the relevant minimum wages.
 - 8.2. Unduly disadvantage workers in terms of pay and employment rights, job security and career opportunities.
 - 8.3. Avoid Health and Safety responsibilities.
9. Ensure that workers are free to join a Trade Union or collective agreement and to undertake any related activity and raise worker concerns without risk of discrimination. We will:
 - 9.1. Not make use of blacklists/prohibited lists.
 - 9.2. Ensure that our suppliers do not make use of blacklists/prohibited lists.
 - 9.3. Not contract with any supplier that has made use of a blacklist/prohibited list and failed to take steps to put matters right.
 - 9.4. Expect our suppliers to ensure that Trade Union representatives can access members and contracted workers.
10. Consider paying all staff the Living Wage Foundation's Living Wage as a minimum and encourage our suppliers to do the same. We will:
 - 10.1. Consider paying at least the Living Wage Foundation's Living Wage to all our staff in the UK.
 - 10.2. Consider becoming an accredited Living Wage Employer.
 - 10.3. Encourage our suppliers based overseas to pay a fair wage to all staff, and to ensure that staff working in the UK are paid at least the minimum wage.

11. Produce an annual written statement outlining the steps taken during the financial year, and plans for future actions, to ensure that slavery and human trafficking are not taking place in any part of our organisation and its supply chains. We will:
 - 11.1. Ensure that the statement is signed off at senior management/board level.
 - 11.2. Publish the statement on our website. If this is not possible, we will provide a copy to anyone within 30 days of a request being made.

All organisations signing up to this Code are expected to produce and publish this annual written statement – for commercial organisations with a turnover of £36m or more, this also fulfils the requirements of Section 54 of the Modern Slavery Act 2015.

We encourage all organisations to publish their statements on the Transparency in Supply Chains (TISC) register www.tiscreport.org free of charge for all public and small organisations. In exchange, they can make use of the Wales Anti-Slavery Logo.

For Public sector to whom the Code of Practice on Workforce Matters (2014) applies:

12. Ensure all those undertaking work on an outsourced contract are treated fairly and equally. We will:
 - 12.1. Ensure that public sector staff who are transferred as part of a public service which is outsourced to a third party retain their terms and conditions of employment.
 - 12.2. Ensure that other staff working on an outsourced public service are employed on terms and conditions that are comparable to the transferred public sector staff.

Implementing the Code of Practice

The 'Code of Practice – Ethical Employment in Supply Chains' has been established to help ensure workers in public sector supply chains in Wales are employed in a fair and ethical way.

The scope of the Code of Practice covers procurement, supplier selection, tendering, contract management and supplier management.

Who can sign up to the Code?

Organisation type	
Welsh public bodies whose functions are wholly or mainly Welsh devolved: <ul style="list-style-type: none"> • Welsh Government • National Procurement Service • Welsh Government Sponsored Bodies • NHS Wales • Local Government • Emergency Services (excluding Police) 	Are expected to sign up to the Code
Higher and Further Education Institutions	Are expected to sign up to the Code
Third sector organisations in receipt of Welsh public funds through grants, contracts or any other means	Are expected to sign up to the Code
Businesses involved in Welsh public sector supply chains	Are expected to sign up to the Code
Other public bodies based in Wales	Are encouraged to sign up to the Code
Other businesses based in Wales	Are encouraged to sign up to the Code



How to sign up

To notify us that you are signing up to the Code, simply send an email to vwpolicy@wales.gsi.gov.uk using the subject line 'Code of Practice' and include the following information:

- Your name
- Your role
- Your email address
- Your organisation's name
- Your organisation's contact details – address & telephone number

Code of Practice Toolkit

This Code is accompanied by a Toolkit made up of a series of Guides and Procurement Advice Notes along with document templates, example tender questions, and example contract conditions. These provide practical advice and guidance to help you when implementing the Code.

The following Guides are available to download at www.gov.wales/code-of-practice

- Guide to tackling modern slavery and human rights abuses
- Guide to tackling unethical employment practices
- Guide to tackling Blacklisting
- Guide to implementing the Living Wage through procurement
- Example Questions, Conditions and Policies

The following Procurement Advice Notes (PANs), aimed at public sector procurers, also form part of the Toolkit:

- Employment Practices on Publicly Funded Projects
- Blacklisting in the Construction Industry
- Revised Code of Practice on Workforce Matters.

Other policy commitments, particularly for the public sector, such as those produced by Workforce Partnership Council, should be applied. Where relevant these are referenced in the Guides.

How to implement the Code

In your own organisation:

The Welsh Government appreciates that the commitments within the Code are wide-ranging. You should be able to take action on the majority of the commitments quickly, particularly those that relate to your contracting activity, but some will take time to implement in full. Once you have signed up to the Code, we recommend you take the following steps:

- Carry out an assessment to identify the commitments with which you already comply.

For the remaining commitments:

- Prioritise the commitments according to your own organisation's impacts and situation.
- Develop an Action Plan, detailing the activities you will be undertaking to implement each commitment.
- Assign timescales to each of the actions within your Action Plan.

If you are a small organisation you may need longer to implement the Code fully. We suggest you begin with those commitments which you feel have most relevance to your organisation and work on others over time. Alternatively you may also wish to take more focussed action against each of the commitments. For example, for Commitment 7 'Assess our expenditure to identify and address issues of modern slavery and unethical employment practice' – you could begin by only assessing suppliers who supply a particular type of commodity, or only those suppliers involved in supplying your core product or service.

In your Supply Chain(s):

A number of the commitments within the Code relate to ethical practices within your supply chains. An effective way to achieve this is to expect your suppliers to sign up to the Code.



Reporting requirements

For Welsh public sector bodies only:

Welsh public sector organisations will be asked to report on their status in relation to sign-up and implementation of the Code providing information on:

- The number of staff involved in procurement who have undertaken training on modern slavery and ethical employment practices (as both a number & percentage); and
- The number of suppliers who have signed up to the Code of Practice as a result of action taken by the organisation.

We will also ask for copies of your Code of Practice Action Plan (which should form part of your annual Written Statement).

Issues relating to ethical employment practices on publicly funded projects which are raised through the Supplier Feedback Service will be reported.

For all organisations:

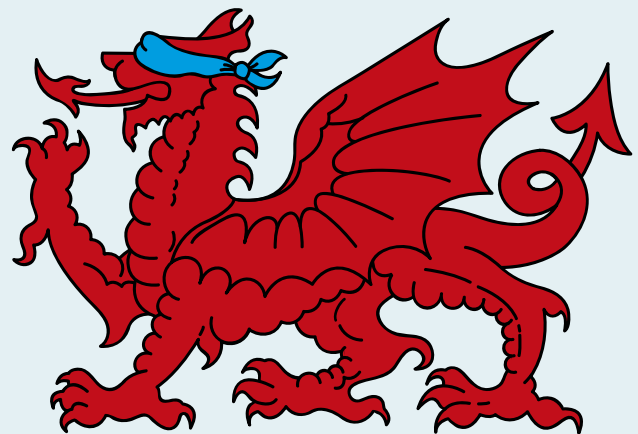
Through Commitment 11 of the Code each organisation agrees to produce and publish an annual written statement outlining the steps taken in relation to modern slavery. You will only be able to continue to use the Wales anti-slavery logo if you continue to produce your annual statement and commit to carrying out the actions contained in it.

Supporting information

Practical advice and guidance on implementing the Code are contained within the Code of Practice Toolkit:

www.gov.wales/code-of-practice

Say **NO**
to Slavery



Modern Slavery Helpline: **0800 0121700**

CYNGOR SIR POWYS COUNTY COUNCIL.

AUDIT COMMITTEE
To be emailedCABINET
30th January 2018REPORT AUTHOR: County Councillor Aled Davies
Portfolio Holder for Finance

SUBJECT: Treasury Management Qtr 3 Report

REPORT FOR: Information

1. Summary

1.1 CIPFA's 2009 Treasury Management Bulletin suggested:

“In order to enshrine best practice it is suggested that authorities report formally on treasury management activities at least twice a year and preferably quarterly.”

The CIPFA Code of Practice on Treasury Management emphasises a number of key areas including the following:-

xi. Treasury management performance and policy setting should be subject to scrutiny prior to implementation.

1.2 In line with the above, this report is providing information on the activities for the quarter ending 31st December 2017.**2. Economic Background and Forecasts**

2.1 The economic background is attached at Appendix B.

2.2 The most recent forecast of interest rates by the Authority's advisor is as follows:

2.3

Link Asset Services Interest Rate View													
	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%
5yr PWLB rate	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
10yr PWLB rate	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
25yr PWLB rate	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB rate	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%

3. Treasury Management Strategy

3.1 The Treasury Management Strategy approved by Full Council on 7th March 2017 is at Appendix A.

3.2 The Authority's investment priorities within the Strategy are: -

- (a) the security of capital and
- (b) the liquidity of its investments.

3.3 The Authority aims to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The risk appetite has been low in order to give priority to security of investments.

4. **Current Investments**

4.1 The current investment market is difficult in respect of earning the level of interest rates commonly seen in previous years as rates are very low and in line with the 0.50% Bank Rate.

4.2 The Authority had no investments at 31st December 2017.

Invested with:	Principal £000's	Interest Rate	Start Date	Maturity Date
Santander	0	0.50%	N/A	Deposit A/c
HSBC	0	0.25%	N/A	Deposit A/c
Total	0			

4.4 Higher return rates are difficult to achieve as the Authority is not in a position to invest its cash for more than a short period of time.

4.5 Redemption Penalties:
There are no current fixed investments to redeem.

4.6 Investment returns in future years:
Our advisors' current suggested earning rates for investments for budgeting purposes are as follows:-

	Suggested Rate
2017/18	0.25%
2018/19	0.25%

These are based on investments for up to three months duration.

5. **Credit Rating Changes**

5.1 There have been no credit rating changes relevant to this Authority's position during the last quarter.

5.2 The credit rating list for end of December is attached as a separate file to this report.

6. Borrowing / Re-scheduling

6.1 Effective management of the Authority's debt is essential to ensure that the impact of interest payable is minimised against our revenue accounts whilst maintaining prudent borrowing policies.

6.2 The Authority's Capital Position:

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the current year's unfinanced capital expenditure and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through external borrowing or utilising temporary cash resources within the Council.

Net external borrowing (borrowings less investments) should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for the current year and next two financial years. This allows some flexibility for limited early borrowing for future years.

CFR Position:

	As at 31.03.17 Actual	2017/18 Original Estimate	2018/19 Original Estimate	2019/20 Original Estimate
	£M	£M	£M	£M
Capital Financing Requirement	307,524	326,461	357,224	382,433

6.3 The Authority had outstanding long-term external debt of £226.4M at 31st March 2017. In relation to the CFR figure for 31st March 2017, this equated to the Authority being under borrowed by £81M. This is a prudent and cost effective approach in the current economic climate. However, members will be aware that internal borrowing is only a temporary situation and officers have advised that, based on capital estimates, it will be necessary for the Authority to borrow at stages over the next few years. The following temporary borrowing is applicable to this financial year. It is expected that temporary borrowing will be necessary on further occasions throughout the financial year.

Date	BORROWED			Rate	REPAID Date
	Borrower	Type	Amount		
29-Sep-17	Manchester City Council	Fixed to 5/10	5,000,000	0.20000	05-Oct
20-Oct-17	Powys Pension Fund	Fixed to 23/10	730,000	0.20000	23-Oct
24-Oct-17	Powys Pension Fund	Fixed to 25/10	300,000	0.20000	25-Oct
30-Oct-17	Newport City Council	Fixed to 7/11	5,000,000	0.14000	07-Nov
31-Oct-17	Rhondda Cynon Taff CBC	Fixed to 6/11	3,000,000	0.20000	06-Nov
30-Nov-17	Scarborough Borough Council	Fixed to 5/12	4,000,000	0.35000	05-Dec
04-Dec-17	Powys Pension Fund	Fixed to 6/12	1,000,000	0.40000	06-Dec
05-Dec-17	Powys Pension Fund	Fixed to 6/12	750,000	0.40000	06-Dec
28-Dec-17	Manchester City Council	Fixed to 4/1	6,000,000	0.38000	04-Jan

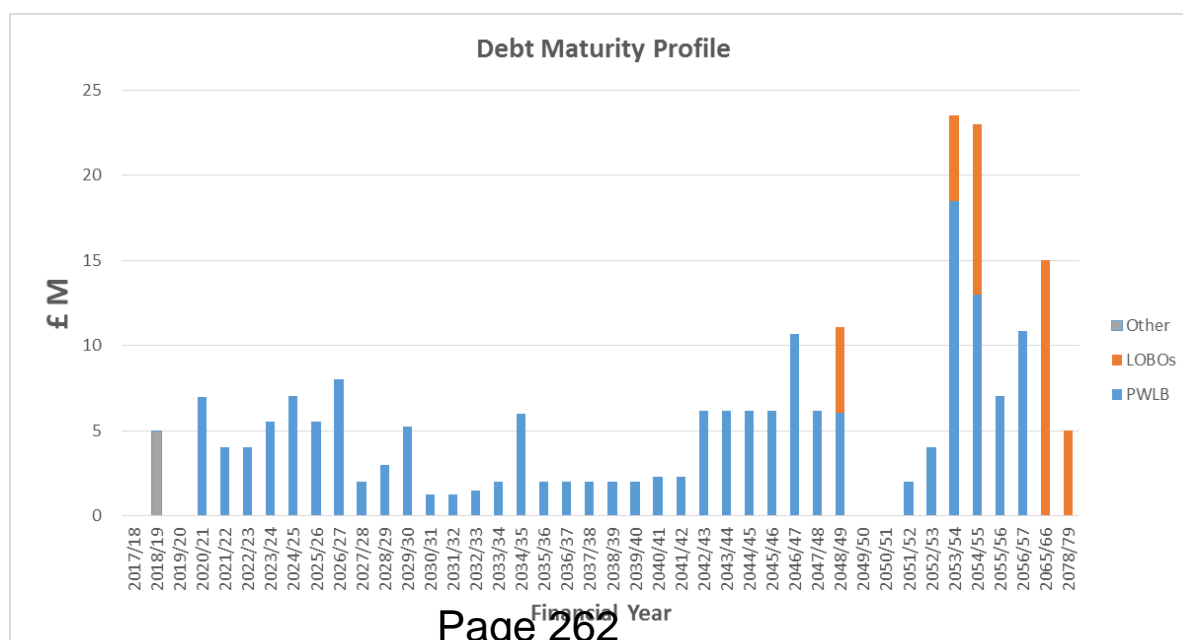
Alongside this, it is likely that some longer term borrowing will take place, if interest rates are conducive to this. This is a prudent approach to ensure some borrowing takes place whilst interest rates are at their low levels as opposed to borrowing at a future date at increased rates.

6.4 Capital Budget/Spend per efinancials:

Capital:	Approved Budget £	Working Budget £	Actual Capital Spend (not including commitments) £	%age spend
	74,111,259			
June		92,745,511	8,748,957	9.43%
Sept		96,322,803	19,174,168	19.91%
Dec		88,805,658	31,465,783	35.40%
March				

The financing of the approved capital budget included £17.9M of Prudential borrowing in total.

6.5 Debt Maturity Profile as at 31.12.17:



6.6 Rescheduling:

The Public Works Loans Board released a circular regarding rates on 20th October 2010. As a result of this, rates immediately increased by 0.87-0.88 basis points across the board. The overall impact of this circular was that it is far more difficult for authorities to reschedule debt

Members are aware that officers continue to look for interest savings on a daily basis by monitoring rates that may mean the Authority can re-schedule some of its debt or prematurely repay debt if applicable. However, PWLB interest rates have not been conducive towards rescheduling.

7. Prudential Indicators

7.1 All TM Prudential Indicators were complied with in the quarter ending 31st December 2017.

8. VAT

8.1 The Technical Section of Finance act as the authority's VAT section. VAT can pose a risk to the authority hence the TM has been asked to include VAT information in these quarterly reports.

8.2 The monthly VAT returns were submitted within the required deadlines during the quarter ending 31st December 2017.

8.3 Key Performance Indicators:

The VAT KPI's for 2017/18 are attached at Appendix C.

Proposal

It is proposed that the Treasury Management quarterly report is received.

Statutory Officers

The Head of Financial Services (acting s151 officer) notes the content of the report and supports the recommendation.

The Solicitor to the Council (Monitoring Officer) has made the following comment: "I have nothing to add to the report".

Future Status of the Report

Not applicable

Recommendation:	Reason for Recommendation:
That the Treasury Management Quarterly Report be received	To ensure Cabinet remains informed about current Treasury Management performance
Relevant Policy (ies):	Treasury Management Policy

Within Policy:	Y	Within Budget:	N/A
Person(s) To Implement Decision:		N/A	
Date By When Decision To Be Implemented:		N/A	
Contact Officer Name:	Tel:	Fax:	Email:
Ann Owen	01597 826327	01597 826290	ann.owen@powys.gov.uk

Background Papers used to prepare Report:

CIPFA Code of Practice on Treasury Management and Cross Sectoral Guidance Notes
Treasury Management Policy Statement
Advisors' Information
WAG Guidance on Local Government Investments 2010
PWLB circulars

Appendix A:

Approved Treasury Management Strategy 2017/18:

7.5.1 It is proposed that the Authority continue with the following in respect of defining a “high” credit quality. If a rating is not available from any of the rating agencies then the available ratings will be used. Members will note that this proposal excludes investments with some banks off the advisors’ suggested list:-

Long Term Ratings (in respect of long-term investments):

Permitted Fitch Ratings	Permitted Moodys Ratings	Permitted S&P Ratings
AAA	Aaa	AAA
AA+	Aa1	AA+
AA	Aa2	AA
AA-	Aa3	AA-

Short Term Ratings (in respect of short-term investments):

Permitted Fitch Ratings	Permitted Moodys Ratings	Permitted S&P Ratings
F1+	N/A	A-1+
F1	P-1	A-1

7.6 *Country limits:*

7.6.1 It is proposed that the Authority will use approved counterparties from the UK and approved counterparties from other countries with the following sovereign credit ratings:-

Permitted Fitch Ratings	Permitted Moodys Ratings	Permitted S&P Ratings
AAA	Aaa	AAA

Country	Maximum Investment per Country	Credit Rating/Other Assessment of Risk
AAA countries	£20M (held in call accounts)	As per rating list
UK	No Maximum Investment	As per rating list

7.7 *Group/Institutions - Counterparty Criteria/Limits:*

Specified Investments:

Institution	Maximum Investment per Group/Institution £M	Maximum Length	Credit Rating/Other Assessment of Risk
UK Banks	20 (a maximum £10M to be held in fixed term investments)	Up to 364 days	As per Capita's matrices and the Authority's definition of a high credit rating
Foreign Banks	5	Up to 364 days	As per Capita's matrices and the Authority's definition of a high credit rating
Other Local Authorities	25	Up to 364 days	N/A

Non-Specified Investments:

Institution	Maximum Investment per Group/Institution £M	Maximum Length	Credit Rating/Other Assessment of Risk
UK Banks	10 (£2M limit with any one institution)	Up to 2 years	As per Capita's matrices and the Authority's definition of a high credit rating
Lloyds Bank (as a mortgage lender in the LAMS scheme)	5	Up to 5 years	N/A
Foreign Banks	2	Up to 2 years	As per Sector's matrices and the Authority's definition of a high credit rating
Money Market Funds (max. of 5)	10	N/A	All are AAA rated plus the parents/owners must meet the Authority's short term investment criteria
Other Local Authorities	10	Up to 2 years	N/A
European Investment Bank Bonds	3	2-3 years	N/A

Note: Limits for Specified and Non-Specified are combined limits. The maximum limit will also apply to a banking group as a whole.

Appendix B

Economic Background

UK. After the UK economy surprised on the upside with strong growth in 2016, growth in 2017 was disappointingly weak in the first half of the year; quarter 1 came in at only +0.3% (+1.7% y/y) and quarter 2 was +0.3% (+1.5% y/y), which meant that growth in the first half of 2017 was the slowest for the first half of any year since 2012. The main reason for this has been the sharp increase in inflation, caused by the devaluation of sterling after the referendum, feeding increases in the cost of imports into the economy. This has, in turn, caused a reduction in consumer disposable income and spending power and so the services sector of the economy, accounting for around 75% of GDP, has seen weak growth as consumers cut back on their expenditure.

Growth picked up in quarter 3 to 0.4% and in quarter 4 there have been encouraging statistics from the manufacturing sector which is seeing strong growth, particularly as a result of increased demand for exports. It has helped that growth in the EU, our main trading partner, has improved significantly over the last year. However, this sector only accounts for around 11% of GDP so expansion in this sector will have a much more muted effect on the average total GDP growth figure for the UK economy as a whole. Growth in quarter 4 is expected to be around 0.4% again which would see annual growth in 2017 coming in at around 1.7 – 1.8%, almost as strong as the recently upwardly revised figure for 2016 of 1.8%, (which meant that the UK was equal to Germany as having the strongest GDP growth figure for the G7 countries in 2016).

The Monetary Policy Committee (MPC) meeting on 14th September 2017 surprised markets and forecasters by suddenly switching to a much more aggressive tone in its words warning that Bank Rate will need to rise. Recent Bank of England Inflation Reports have flagged up that they expected CPI inflation to peak at just over 3% in late 2017 before falling back to near to its target rate of 2% in two years' time. Inflation actually came in at 3.1% in November. The reason why the MPC became so aggressive with its wording in September and November around increasing Bank Rate, was due to an emerging view that with unemployment falling to only 4.3%, the lowest level since 1975, and improvements in productivity being so weak, the amount of spare capacity in the economy was significantly diminishing towards a point at which they now needed to take action. In addition, the MPC took a more tolerant view of low wage inflation as this now looks like a common factor in nearly all western economies as a result of increasing globalisation. This effectively means that UK labour faces competition from overseas labour e.g. in outsourcing work to third world countries, and this therefore depresses the negotiating power of UK labour. However, the Bank was also concerned that the withdrawal of the UK from the EU would effectively lead to a decrease in such globalisation pressures in the UK, and so would be inflationary over the next few years.

It was therefore no surprise that the MPC increased Bank Rate by 0.25% to 0.5% in November. However, their forward guidance of two more increases of 0.25% by 2020 was viewed as being more dovish than markets had expected. However, some forecasters are flagging up that they expect growth to improve significantly in 2018, as the fall in inflation will bring to an end the negative impact on consumer spending power while a strong export performance will compensate for weaker services sector growth. If this scenario was to materialise, then the MPC would have added reason to embark on more than one increase in Bank Rate during 2018. While there is so much uncertainty around the Brexit negotiations, consumer confidence, and business confidence to spend on investing, it is far too early to be confident about how the next two years will pan out.

EU. Economic growth in the EU, (the UK's biggest trading partner), had been lack lustre for several years after the financial crisis despite the ECB eventually cutting its main rate to -0.4% and embarking on a massive programme of QE. However, growth picked up in 2016 and now looks to have gathered ongoing substantial strength and momentum thanks to this stimulus. GDP growth was 0.6% in quarter 1 (2.1% y/y), 0.7% in quarter 2 (2.4% y/y) and 0.6% in quarter 3 (2.6% y/y). However, despite providing massive monetary stimulus, the European Central Bank is still struggling to get inflation up to its 2% target and in November inflation was only 1.2%. It is therefore unlikely to start on an upswing in rates until possibly towards the end of 2019.

USA. Growth in the American economy has been volatile in 2015 and 2016. 2017 followed that path again with quarter 1 coming in at only 1.2% but quarter 2 rebounding to 3.1% and quarter 3 coming in at 3.2%, the first time since 2014 that two successive quarters have been over 3%. Unemployment in the US has also fallen to the lowest level for many years, reaching 4.1% in November, while wage inflation pressures, and inflationary pressures in general, have been

building. The Fed has started on an upswing in rates with four increases since December 2016 to lift the central rate to 1.25 – 1.50%. There could then be another four more increases in 2018. In October, the Fed became the first major western central bank to make a start on unwinding quantitative easing by phasing in a start to a gradual reduction of reinvesting maturing debt.

Chinese economic growth has been weakening over successive years, despite repeated rounds of central bank stimulus and medium term risks are increasing. Major progress still needs to be made to eliminate excess industrial capacity and the stock of unsold property, and to address the level of non-performing loans in the banking and credit systems.

Japan. GDP growth has been gradually improving during 2017 to reach an annual figure of 2.1% in quarter 3. However, it is still struggling to get inflation anywhere near to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy.

Appendix C

VAT - Key Performance Indicators:

Creditor Invoices

VAT return for	No of high value Creditor invoices checked	No of Creditor invoices highlighted as requiring "proper" document for VAT recovery	%age of creditor invoices checked requiring "proper" document for VAT recovery
Apr-17	159	5	3.14%
May-17	123	9	7.32%
Jun-17	203	11	5.42%
Jul-17	171	4	2.34%
Aug-17	182	27	4.84%
Sep-17	181	11	6.08%
Oct-17	197	11	5.58%
Nov-17	186	18	9.68%
Dec-17			
Jan-18			
Feb-18			
Mar-18			

Cash Receipting Entries

VAT return for	No of cash receipting entries checked by formula per the ledger account code used	No of cash receipting entries needing follow up check	%age of cash receipting entries needing follow up check
Apr-17	3,429	11	0.37%
May-17	4,785	5	0.10%
Jun-17	4,497	9	0.20%
Jul-17	4,627	17	0.37%
Aug-17	3,134	12	0.38%
Sep-17	3,423	6	0.18%
Oct-17	5,316	14	0.26%
Nov-17	4,077	6	0.15%
Dec-17			
Jan-18			
Feb-18			
Mar-18			

Debtor Invoices

VAT return for	No of Debtor invoices checked (value >£5k)	No of checked debtor invoices with incorrect VAT code used	%age of debtor invoices with incorrect VAT code
Apr-17	32	8	25.00%
May-17	47	7	14.89%
Jun-17	25	2	8.00%
Jul-17	27	4	14.81%
Aug-17	37	8	21.62%
Sep-17	44	18	40.91%
Oct-17	45	7	15.56%
Nov-17	35	3	8.57%
Dec-17			
Jan-18			
Feb-18			
Mar-18			

Purchase Cards

VAT return for	No of Purchase Card transactions for previous month for which paperwork requested for checking	No of Amazon invoices included in Purchase card check	No of Purchase Card transactions for which no response received within timescale	Value of VAT potentially claimable but recharged to budget due to non-response	No of sampled Purchase Card transactions where VAT claimed incorrectly	%age of Purchase Card transactions available to be checked where VAT was claimed incorrectly	Value of VAT incorrectly claimed hence recharged to budget
Apr-17	62	18	40	£3,747.61	4	18.18%	£7.31
May-17	79	9	22	£3,330.52	3	5.26%	£266.96
Jun-17	157	114	14	£3,967.04	10	6.99%	£347.36
Jul-17	126	6	33	£4,321.97	3	3.23%	£442.14
Aug-17	156	56	48	£3,050.46	10	9.26%	£281.63
Sep-17	121	4	8	£1,605.17	9	7.96%	£458.18
Oct-17	115	9	11	£2,125.70	3	2.88%	£72.15
Nov-17	123	6	7	£852.07	2	1.72%	£72.68
Dec-17							
Jan-18							
Feb-18							
Mar-18							

Per HMRC regulations, any vat errors discovered can be adjusted in the current VAT account if they are:

- below the reporting threshold (>£10,000 or up to 1% of the VAT return Box 6 figure up to a maximum of £50,000)
- not deliberate
- for an accounting period that ended less than 4 years ago.

Any errors that do not meet these conditions have to be reported to HM Revenue and Customs and are referred to as voluntary declarations. The following have been reported and/or are ongoing in 2017. No penalties have been applied by HMRC but interest has been charged.

Date of declaration	Value of voluntary declaration	Service Area	Interest charged by HMRC
11-Jan-17	£15,223.65	Fleet - Pool cars	£3,152.43
30-Jan-17	£20,592.34	Regen - YFC Billing	N/A
15-Nov-17	£34,315.54	Home to School Transport	not yet known

Chargebacks to service areas

As a result of the monthly Creditor invoice checking, Treasury Management produce a list of Creditor payments for which a “proper” vat document has not been received. Any VAT amounts on these invoices are held in the vat account and are not claimed until such time as a valid invoice is received. The relevant budget holder is emailed the details and asked to source a correct document. Failure to do this results in the relevant budget being charged with the vat amount that cannot be reclaimed due to the lack of a proper document.

The total charged back in 2017/18 at the end of December is £49,614.52

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

CYNGOR SIR POWYS COUNTY COUNCIL

CABINET REPORT
30th January 2018

REPORT AUTHOR: County Councillor Jonathan Wilkinson
Portfolio Holder for Housing & Countryside Services

SUBJECT: Housing Revenue Account Rent and Related Charges
Increase for 2018/19

REPORT FOR: Decision

1. Summary

- 1.1. This report sets out the proposed rent increase for Council Housing Rents, Garage Rents and all property and tenancy related service charges.

2. Proposal

- 2.1. The Housing Revenue Account (HRA) is made up of income from rents and other housing related charges. This income is used to fund all HRA landlord related services including salaries, central service recharges and all services delivered to our tenants. It also underpins our ability to meet the Housing Business Plan, a major element of which is the Welsh Housing Quality Services (WHQS), through financing the borrowing we must draw down to invest in our stock.
- 2.2. A major part of our Business Plan is the projected future rental income over a 30 year cycle. If rents are not increased annually our 30 year business plan will not be affordable, we will not be able to meet our investment commitments, nor will we be able to continue to provide high quality services to tenants and leaseholders. In addition the Welsh Government will not sign off the Business Plan.
- 2.3. Welsh Government set target rent bands to ensure that local authorities and housing associations set reasonable rents. They set both a target rent band for each authority and housing association and a guideline rent increase. Powys' rents have now slipped below the target rent band set by Welsh Government, Powys was previously one of only two Welsh local authorities whose rents fell within the target rent band. In order to maintain a sustainable business plan it is imperative that we close the gap. Despite the council increasing rents by the guideline rent figure each year, the council's HRA rents have fallen outside of the target rent band for each of the last 3 years, with the gap growing each year. This is due to the inputs used by the Welsh Government in its rents modelling and the Welsh Government are currently reviewing the rent model to apply in future years.
- 2.4. Welsh Government guideline rent increase for 2018/19 allows for a maximum increase of current rent plus CPI (3% in September 2017) plus 1.5% for 2018/19 plus £2 weekly.
- 2.5. In February 2017, at the same time as Cabinet agreed to the annual rent increase for HRA rents and other charges, it also agreed a new rent setting policy, which

has the effect of charging more for larger properties, to more closely replicate rent differentials in the private sector. This established target rents for some larger properties which would not be achieved in year 1, due to the limit the Welsh Government introduced on rent increases, and it was accepted that these increases would be phased in over a period of time for existing tenants.

- 2.6. Therefore it is proposed that with effect from April 2018 the rent increase for the majority of HRA tenancies (2,119 properties) is 4.5%, that for a further 991 homes the increase is greater than 4.5% but less than 4.5% + £2.00 per week and that for a further 2,232 homes the increase will be 4.5% plus £2.00 a week (6.4%).
- 2.7. If the Council adopts the rent increase set out in paragraph 2.6, this will leave the average HRA rent £2.15 below the target rent band for Powys. Table 1 below shows the average rent in 2017-18 and 2018-19 and also shows the rent of the property which will experience the greatest increase. It should be noted that the figures above show rents over a 52 week rent years and it should be borne in mind that in Powys rents are charged over a 48 week rent year (with 2 rent free weeks at Christmas and 2 rent free weeks at Easter).

Table 1. HRA rents in 2017-18 and proposed for 2018-19

	Existing rent in 2017-18	Proposed rent for 2018-19	Weekly increase
Average HRA rent	£81.59	£85.26	£3.67 (4.5%)
Maximum HRA rent	£97.38	£103.62	£6.23 (6.4%)

- 2.8. Service charges will also be amended from April 2018. The service charges levied in 2017-18 are shown alongside the proposed charges for 2018-19 in table 2. It should be noted that service charges vary from year to year, dependent on the costs to the service of providing those services in the previous full year. 2018-19 will see the addition of one new service charge, lifts maintenance.

Table 2. Service charges in 2017-18 and proposed for 2018-19

Service	Highest Weekly Charge		Lowest Weekly Charge where a charge is levied		How Calculated
	2017/18	2018/19	2017/18	2018/19	
Grounds maintenance	£1.33	£1.77	£0.04	£0.04	Calculated on a site by site basis, based on actual meterage and the cost of the contract.
Communal cleaning	£1.20	£1.31	£1.20	£1.31	Based on the global cost of the contract divided by all recipients of the service.
Communal heating and lighting	£0.73	£0.57	£0.73	£0.57	Based on the cost of the service globally divided by all recipients.
Fire safety work	£1.66	£1.09	£0.08	£0.02	Based on actual costs per block and divided by all residents of the block.
TV aerials	£0.17	£0.04	£0.04	£0.01	Based on the costs associated with each aerial and divided by all potential recipients.
Repairs to entrance doors	£1.84	£0.91	£0.06	£0.05	Based on actual costs per block and divided by all residents of the block.

Communal washing lines	£0.26	£0.35	£0.03	£0.03	Based on actual costs per block and divided by all residents of the block.
Sewerage treatment	£4.62	£5.67	£4.62	£5.67	Based on the cost of the service globally divided by all recipients
Lift maintenance		£1.10		£1.10	Costs split equally between all tenants (for servicing)
Repairs to communal areas in flats	£0.40	£0.04	£0.02	£0.04	Costs per block divided between all residents of the block

- 2.9. For the majority of service charges, the calculation of the service charge is based on the previous whole year – therefore the charge for door entry repairs for 2017-18 is based on the cost of providing the service in 2016-17. It is proposed that the service charge for lift maintenance for the only block of flats which benefits from a through floor vertical lift (Maes yr Ysgol in Llanidloes), is based on the annual anticipated cost of the service agreement with the approved contractor. In future years it will be based upon the cost of the service agreement with the approved contractor plus the cost of any repairs undertaken in the previous financial year.
- 2.10. In 2019-20 we will seek to increase the charge for a community alarm in an HRA older persons' property which is currently £1.10 a week. This charge has remained unchanged since 2005, when it was reduced from £1.14 a week. The full cost of providing the service in 2018-19 is £1.84 per week. However, it should be noted that older people who rely on Housing Benefit to cover the cost of their rent have this charge paid for by a contribution made from Supporting People Programme Grant. It is proposed to end this practice, but during 2018-19 it is proposed that we consult with all affected service users and develop an appropriate charging regime.
- 2.11. Table 3 below show the current rents for the 1,846 HRA garages in Powys and the proposed rent for 2018-19. It also shows the current and proposed rents for the 160 garage plots owned by the HRA. It is proposed that HRA Garage rents in Powys are increased by 4.5% plus 50 pence a week to enable the ongoing funding of the garage improvement strategy and to align Powys County Council Garage rents with the Welsh average. This is the third and final above average increase for garage tenants, and the increase brings their rents into line with the Welsh average, according to research undertaken prior to the rent increase in 2015-16. It is proposed that HRA garage plot rents will be increased by 4.5%.

Table 3. Garage rents and rents for garage plots in 2017-18 and proposed for 2018-19

	Existing rent in 2017-18	Proposed rent for 2018-19
Garage rents	£6.62 per week	£7.42 per week
Rent for garage plots	£103.70 per annum	£108.37 per annum

- 2.12. It is proposed that charges for Gypsy and Traveller sites will be increased by 4.5%. Table 4 below shows the existing charge for occupation of a plot on the Gypsy and Traveller sites in the current year and the proposed charge for 2018-19 and also shows service charges levied on plots in 2017-18 and the proposed service charge for 2018-19.

Table 4. Gypsy & Traveller site weekly occupation charge and service charges in 2017-18 and proposed for 2018-19

	2017-18	2018-19
Weekly occupation charge for plots on Gypsy & Traveller sites	£93.21	£97.40
Weekly service charge associated with Gypsy & Traveller sites	Grass - £0 Sewerage - £4.62	Grass £0.68 (South only) Sewerage £5.23

- 2.13. It is proposed that the weekly charge for the occupation of temporary accommodation, provided to households to whom the authority owes a statutory duty will not increase at the start of 2018-19. Table 5 shows the current weekly charge for the occupation of temporary homeless accommodation managed by the council. The Housing Service is currently undertaking a Homelessness Review, which contains temporary accommodation occupancy charges within its scope and proposals to either increase or decrease the occupancy charges will be based upon recommendations arising from the review.

Table 5. Temporary homelessness accommodation weekly occupation charge in 2017-18

Weekly occupation charge for temporary homeless accommodation	Rent including Council Tax	Service charge	Weekly total occupancy charge
Single person	£101.73	£15.77	£117.50
Couple	£124.00	£19.58	£143.58
Family	£147.93	£28.15	£261.08

- 2.14. It is proposed that other rental charges will increase by 4.5% from April 2017.

3. One Powys Plan

- 3.1. The rent increase will enable the Housing Service to continue to be viable, allowing it, through its wide reach across many service areas, to support all aspects of the Powys One Plan.

4. Options Considered/Available

- 4.1. The Cabinet could consider higher or lower rent increases. However, higher rents would start to challenge affordability and lower rents would put our WHQS and longer term investment plans at risk leading to poorer services in the future. Also, lower rent increases would start to bring the council increasingly out of line with Welsh Government target rents.

5. Preferred Choice and Reasons

- 5.1. It is recommended that Cabinet support the proposed charges set out in Tables 1 to 5 and that all other housing related charges are increased by 4.5%, with the exception of occupancy charges in temporary accommodation.

5.2. This level allows us to meet all of the Housing teams financial commitments, it allows for a robust Business Plan and maintains Powys' position within the guidelines rents.

6. Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc

6.1. A properly financed Housing Service is better able to support these policies.

7. Children and Young People's Impact Statement - Safeguarding and Wellbeing

7.1. A properly financed Housing Service is better able to support these policies.

8. Local Member(s)

8.1. This matter has equal effect across the Council

9. Other Front Line Services

9.1. A properly financed Housing Service is better able to support these services.

10. Support Services (Legal, Finance, HR, ICT, BPU)

10.1 Finance – the Finance Business Partner notes the content of the report and can confirm Welsh Government set target rent bands. They set both a target rent band for each authority and housing association and a guideline rent increase. This allows for a maximum increase of current rent plus CPI (3% in September 2017) plus 1.5% for 2018/19 plus £2 weekly. Powys' rents have now slipped below the target rent band set by Welsh Government, previously one of only two Welsh local authorities whose rents fell within the target rent band.

A new rent setting policy was agreed in 2017 i.e. charging more for larger properties, in line with the private sector, the established rents could not be achieved in year 1 due to the WG limit, this was to be phased in over time. In 2018/19 it is proposed that the rent increase for the majority of HRA tenancies (2,119 properties) is 4.5%, that for a further 991 homes the increase is greater than 4.5% but less than 4.5% + £2.00 per week and that for a further 2,232 homes the increase will be 4.5% plus £2.00 a week (6.4%). The average HRA rent will be £2.15 below the target rent.

Also proposed

- Service charges from April 2018, which will vary from year to year, dependent on the actual cost of providing the service in the previous full year, 2016/17, additional cost for lift maintenance in 2018/19.
- Community alarms to remain at £1.10 per week for service to be reviewed and service users consulted.
- HRA Garage rents in Powys are increased by 4.5% plus 50 pence a week to enable the ongoing funding of the garage improvement strategy and to align

Powys County Council Garage rents with the Welsh average. This is the third and final above average increase, but now in line with the Welsh average.

- HRA Garage plot rents will be increased by 4.5%.
- Charges for Gypsy and Traveller sites will be increased by 4.5%.
- Weekly charges for temporary accommodation, provided as a statutory duty will not increase at the start of 2018/19 but will be informed following a Homelessness review.
- Any other rental charges increase by 4.5%.

These increases to housing rents and other related charges will enable Powys County Council to meet all the commitments of the Housing 30 year Business Plan, continue to provide high quality services and support the investment in the stock under Welsh Housing Quality Standards (WHQS).

10.2 Legal - The Professional Lead-Legal notes and supports the recommendations in this report and the level of increase for the reasons given.

11. Local Service Board/Partnerships/Stakeholders etc

11.1. This is a specific Housing Management matter, however, a properly financed Housing Service is better able to support partnerships

12. Communications

12.1. We will consult with the Tenant Liaison Forum and we are required to give all existing tenants 28 days' notice of any increase in rent.

13. Statutory Officers

13.1 The Solicitor to the Council (Monitoring Officer) has commented as follows: "I note the legal comment and have nothing to add to the report".

13.2 The Head of Financial Services (Acting S151 Officer) notes the comments of the Finance Business Partner.

14. Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
<p>1. The rent increase for 2018-19, as set out in paragraph 2.6 is agreed 2. The proposed service charge regime for 2018-19, as set out in Table 2 is agreed.</p>	<p>To maintain a viable Housing Service and Business Plan and remain compliant with legislation (Part IV Housing (Wales) Act 2014)</p>

<p>3. The proposed HRA garage rent and garage plot rents for 2018-19, as set out in Table 3, is agreed.</p> <p>4. The proposed weekly occupancy charge and service charge for a plot on council run Gypsy & Traveller sites for 2018-19, as set out in Table 4 is agreed.</p> <p>5. The weekly occupancy charge for temporary homelessness accommodation remains at its current level, until the conclusion of the Homelessness Review.</p> <p>4. Other housing related charges are increased by 4.5% for 2018/19.</p>	
--	--

Relevant Policy (ies):			
Within Policy:	Y	Within Budget:	Y

Relevant Local Member(s):	All Members
----------------------------------	--------------------

Person(s) To Implement Decision:	Simon Inkson
Date By When Decision To Be Implemented:	March 2018

Contact Officer Name:	Tel:	Fax:	Email:
Simon Inkson	01874 826631		simon.inkson@powys.gov.uk

Background Papers used to prepare Report:

This page is intentionally left blank

CYNGOR SIR POWYS COUNTY COUNCIL.

CABINET EXECUTIVE

30 January 2018

REPORT AUTHOR: County Councillor Stephen Hayes
Portfolio Holder for Adult Services

SUBJECT: Q2 Adult Services Safeguarding Report

REPORT FOR: Information

1. Summary

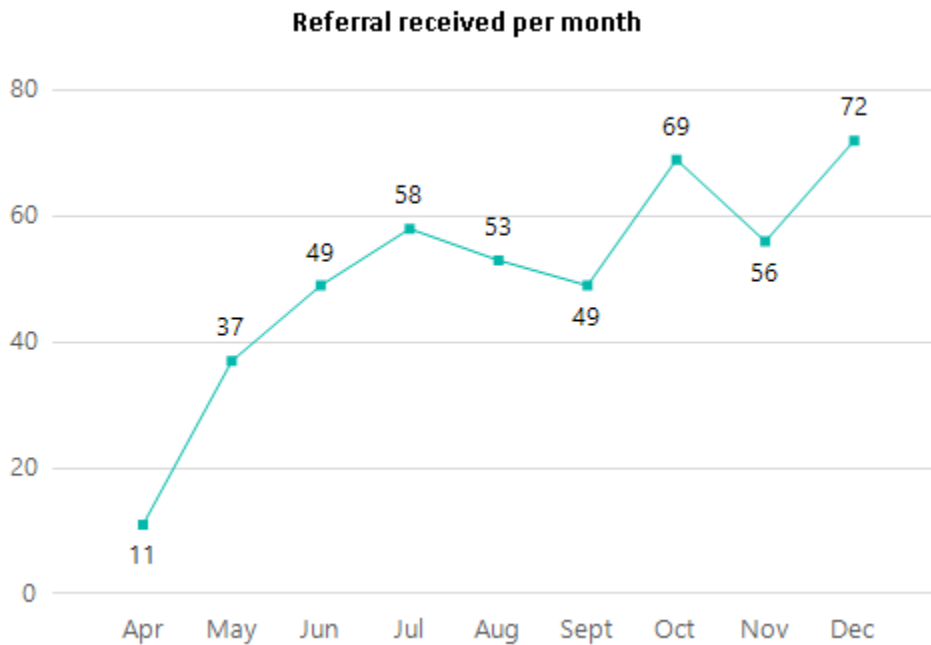
1.1 The purpose of this report is to provide an update in respect of work done in Quarter 2 (2017/18) to safeguard adults in Powys itself and as part of the Mid and West Wales Region.

2. Proposal

2.1 Since the last quarter, adult social care has seen fluctuating demand in terms of referrals, from 58 in July (37 in June) to 49 in September. Awareness raising in terms of safeguarding continues and there has been a significant number of safeguarding enquiries. Since the last quarter, the region has focused on getting consistent approach to the way in which enquiries are closed. This work has been crucial in terms of achieving closures in a timely way. However, the increasing demand for enquiries means that this is not achieved well enough.

2.2 The tables below show the data year to date for safeguarding referrals.

	Adult Protection
2017 Year Total	<u>454</u>
Total	<u>454</u>



2.3 We continue to work with the region to develop a document that will help staff to make good decisions about whether referrals require further enquiries. This will help to promote a common language and consistent approach across agencies and areas. This draft is likely to be available before the end of 2017.

2.4 Safeguarding training such as awareness raising and the responsibilities of designated lead managers continues to be delivered across the Authority.

2.5 **National Safeguarding Week**

A Community Event took place in Newtown on 13th November 2017, again to raise awareness of safeguarding issues. Powys also hosted a multi-agency learning event in which information was shared from research developed by Cardiff University. Public information was shared through the means of Social Media and regional factsheets were produced.

2.6 **MAPPA / Wisdom**

The National Probation Service are one of the partners under Part 7 of the Social Services and Well Being (Wales) Act 2014. The team are fully involved in meetings and processes where information is shared between agencies, including:

- WISDOM – Wales Integrated Serious and Dangerous Offender Management
- IOM – Integrated Offender Management
- MOSAVO – Manager of Sexual and Violent Offender
- MARAC – Multi-agency risk assessment conference

2.7 **Domestic Incident Notifications (DIN)**

Work is underway with our regional partners to agree a pathway for managing Domestic Incident Notifications. Currently Powys does not include DIN's in our collation of statistics. Clarification is being sought in terms of ensuring a consistent approach on a regional basis.

2.8 **Actions from the Regional Board**

CSSIW have communicated with the Regional Board and asked them to consider the questions below.

1. How can the involvement of people at risk and family representatives in the safeguarding process be strengthened?
2. Is mental capacity being properly considered as part of safeguarding process?
3. Are DLMs in your area well trained, confident and competent with sufficient capacity to undertake the role?
4. Is there a problem in your area in distinguishing between safeguarding and poor care which is causing safeguarding systems to become overloaded?
5. Is learning taking place based on the experience and outcomes of the cases being managed within safeguarding?

The questions set by CSSIW will be incorporated within the practice of the Safeguarding team.

2.9 **Challenges**

Recruitment remains a problematic area in the social work posts in the older person's service south as well as the specialist post within the safeguarding team. This continues to have an adverse impact. Recruitment is underway for all posts.

2.10 **Deprivation of Liberty Safeguards**

The Deprivation of Liberty Safeguards (DoLS) team continue to manage the process for both Powys County Council and Powys Teaching Health Board (each are known as supervisory bodies within the DoLS process).

On behalf of the two supervisory bodies, the DoLS Co-ordinator is working in partnership with other local authorities and statutory agencies in the region (Carmarthenshire County Council, Ceredigion County Council, Pembrokeshire County Council and Hywel Dda Health Board) to identify common areas to enable a consistent approach.

Following a court ruling in 2014, the threshold for DOLS was reduced, generating a significant increase in application rate throughout England and Wales. All areas are experiencing challenges in managing the considerable amount of additional demand.

In Quarter 2, there were 134 applications to the DoLS Team for both supervisory bodies.

To assist with the backlog of outstanding applications, Action First have been employed. This has seen an effect on numbers but significant challenge remains. The DoLS Coordinator is currently working to identify further resources to enable this external work to continue.

Powys County Council are providing training courses and information resources for those organisations involved in applying for DoLS. This guidance will help to ensure that applications are appropriate and completed correctly.

- 2.11 The Office of the Public Guardian made an assurance visit to the Appointeeship / Deputyship Unit on 18th October. See appendix A.

3. Options Considered / Available

- 3.1 Not applicable.

4. Preferred Choice and Reasons

- 4.1 Not applicable.

5. Impact Assessment

- 5.1 Is an impact assessment required? No

6. Corporate Improvement Plan

- 6.1 Safeguarding is everybody's business and links to objectives within the Corporate Improvement plan.

7. Local Member(s)

- 7.1 Not applicable.

8. Other Front Line Services

Does the recommendation impact on other services run by the Council or on behalf of the Council? Yes

If so please provide their comments:

The Powys Local Safeguarding Group engages with frontline staff/services through its child protection fora. Both the PLOG and PLOGA have active training programmes co-ordinated by the local authority and attended by staff from all agencies. The Safeguarding team give advice and information to managers and staff working with children and adults' at risk from all sectors.

9. Communications

Have Communications seen a copy of this report? Yes/No

Have they made a comment? If Yes insert here.

10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)

10.1 Legal – Legal Services continue to provide support and advice to Adult Services and the DoLS Team.

10.2 Finance – The Finance Business Partner notes the content of the report.

10.3 Corporate Property (if appropriate)

10.4 HR – as per 2.9 above, HR & Recruitment Teams are actively providing support to the Service in order to fill vacant posts.

10.5 ICT (if appropriate)

11. Scrutiny

Has this report been scrutinised? No

If Yes what version or date of report has been scrutinised?

Please insert the comments.

What changes have been made since the date of Scrutiny and explain why Scrutiny recommendations have been accepted or rejected?

12. Statutory Officers

12.1 The Head of Financial Services (Acting Section 151 Officer) notes the contents of the report.

12.2 The Solicitor to the Council (Monitoring Officer) has commented as follows: “I note the legal comment and have nothing to add to the report”.

13. Members’ Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

14. **Future Status of the Report**

(This section must be completed if the report is a confidential/exempt report)

Members are invited to consider the future status of this report and whether it can be made available to the press and public either immediately following the meeting or at some specified point in the future.

The view of the Monitoring Officer is that:

Recommendation:	Reason for Recommendation:
In accordance with its safeguarding responsibilities, that Cabinet accepts the safeguarding update.	Safeguarding is everyone's business and this report provides assurance to Cabinet that effective work on important safeguarding matters is underway both locally and regionally.

Relevant Policy (ies):			
Within Policy:	Y	Within Budget:	Y

Relevant Local Member(s):	All
----------------------------------	------------

Person(s) To Implement Decision:	Agency Representatives
Date By When Decision To Be Implemented:	N/A

Contact Officer:	Karen Arthur, Contact & Safeguarding Senior Manager
Tel:	01686 617637
Email:	karen.arthur@powys.gov.uk

Background Papers:

Appendix A – Office of the Public Guardian Letter



Office of the
Public Guardian

Office of the Public Guardian
PO Box 16185
Birmingham B2 2WH

Tel: 0300 456 0300
Fax: 0870 739 5780
DX: 744240 (Birmingham 79)

customerservices@publicguardian.gsi.gov.uk
www.gov.uk/opg

Ms L Stimson
Powys County Council
Appointee/Deputyship Unit
Neuadd Brycheiniog
Cambrian Way
Brecon
Powys
LD3 7HR

9 November 2017

Dear Ms Stimson

Re: Assurance Visit

I am writing following the assurance visit that took place on 18 October 2017. The visitor's report has now been received and reviewed. Thank you for taking the time to meet with the visitor and discuss the management of the deputyships.

Section 1 of this letter outlines the purpose of an assurance visit and how the information obtained at a visit is reported back to the Office of the Public Guardian (OPG).

Section 2 summarises the visitor's findings and Powys County Council's (PCC) performance against the public authority deputy standards.

Section 3 summarises your feedback for OPG and any further action that will be taken on receipt of this.

Section 4 then provides an overall summary of PCC's management of its deputyship cases.

1. Assurance visit process

OPG uses assurance visits as a means of supervising public authority deputies.

Assurance visits look at specific cases selected for review and also at how a deputy ensures the proper management and administration of their deputyship caseload. Court of Protection visitors conducting assurance visits make reference to the published public authority deputy standards when reporting their findings and observations to OPG.

The standards, released in July 2015, clearly set out what is expected of public authority deputies and provide an important checklist of actions and behaviour every deputy should follow. They form an important part of OPG's improved approach to supporting public authority deputies, and help to make sure clients' best interests are served at all times.

25 of PCC's deputyship clients were selected to be reviewed as part of the assurance visit. Of these, 23 were visited by a Court of Protection visitor. The visitor then met with the deputyship team to discuss the clients visited and the management of the deputyship caseload as a whole.

2. Performance against the deputy standards

Standard 1: Secure the client's finances and assets

In all of the cases selected there was evidence that clients' finances are regularly reviewed. There was also evidence that funds are used responsibly and in clients' best interests, and that the case officers monitor spending to ensure sufficient funds are available for future needs. Personal allowance is provided regularly and spending records are checked and audited.

Client financial statements are produced and reviewed every three months. Where appropriate a referral is made to DWP. The team has expertise in welfare rights and benefits, and it was noted that each of the clients selected had had their benefits reviewed within the last four months.

Independent financial advice has been obtained in cases where there is significant capital. In addition the team has a good understanding of the cost of the local care market and undertakes ongoing reviews in relation to this.

From the evidence gathered at the assurance visit PCC is meeting standard 1.

Standard 2: Gain insight into the client to make decisions in their best interests

In all of the cases selected for review it was demonstrated that the deputyship team is maintaining regular contact with clients. In the majority of cases there are

at least annual visits, and there is also contact with some clients via regular telephone calls and face-to-face meetings. In addition the case officers attend care plan and social work review meetings.

The team is also in regular contact with social workers and others involved in their clients' care. There is access to the Adult Social Care database where all communication and decision making is securely recorded.

It would appear from all the information provided that PCC is meeting standard 2.

Standard 3: Maintain effective internal office processes and organisation

There is a deputyship policy in place which is based on the OPG standards. Decisions are delegated based on financial values and there is an appropriate level of oversight and supervision in place. The named deputy has some involvement and authorises any major decisions. Three monthly updates on the deputyship service are presented to PCC's Adult Safeguarding Operational Group. Feedback and reports are also given to the Regional Safeguarding Partnership and the Powys County Cabinet.

The deputyship team were able to demonstrate a good understanding of the authority's safeguarding policy, and good management of any conflicts of interest that are identified. There are effective accounting systems and financial controls in place, and appropriate measures to protect confidential data.

It would appear from the information provided that PCC is meeting standard 3.

Standard 4: Have the skills and knowledge to carry out the duties of a deputy

From the cases reviewed the visitor was fully satisfied that the deputyship team has a good understanding of the Mental Capacity Act (MCA) 2005 and its five statutory principles, and are applying these in the management of their cases.

The values and principles of the MCA were clearly articulated during the assurance visit. Both you and the case officers are all experienced and competent professionals who are fully aware of their role and responsibilities.

The team receives regular training and supervision to ensure they have the skills and knowledge to carry out the duties of a deputy.

From the information provided PCC is meeting standard 4.

3. Your feedback to OPG

The visitor was asked to gather any feedback from PCC to OPG during the assurance visit.

You advised that you access copies of the OPG102 and 103 report forms online and so there is no need to send paper copies by post. One of the OPG's aims is to make communication 'digital by default' and this issue is currently being reviewed by one of my colleagues. I will make enquiries regarding the work that has been done on this and will update you once I have some further information.

You also advised you would like to sign up for the digital service. We are now accepting registrations from all public authorities who would like to use the service. I will now contact you to discuss the registration process.

I am glad to hear that you are finding the monthly spreadsheet useful, and that you feel the system of having an allocated case manager is working well. I would like to thank you for your positive feedback and look forward to continuing to work with you in the future.

4. Overall summary

The visitor was extremely impressed with PCC's management of its deputyship cases and felt the service provided by the deputyship team is excellent. They reported that the team is well managed, effective and competent.

During the visits to the clients it was noted that the deputyship case workers were often known by name and spoken of extremely highly by both clients and support staff. It was clear the team has developed strong personal links of trust and respect with their clients, families and care staff.

From the information received from the visits to the clients and the assurance visit, the OPG has no concerns with PCC's management of its deputyship cases. It would appear that PCC is meeting clients' needs well in a manner fully compliant with the MCA and public authority deputy standards.

Once again, I would like to thank you for your co-operation in the process of the assurance visit. If you have any questions please do not hesitate to contact me on 0115 934 2817 or email OPG.PA@publicguardian.gsi.gov.uk.

Yours sincerely

Emma Cooper
Office of the Public Guardian

CYNGOR SIR POWYS COUNTY COUNCIL.**CABINET**
30th January 2018**REPORT AUTHOR:** County Councillor Rachel Powell
Portfolio Holder for Children's Youth, Libraries and
Leisure Services**SUBJECT:** Putting in place a Corporate Safeguarding Policy and a
Corporate Safeguarding Group

REPORT FOR: Decision

1. Summary

- 1.1 All individuals within our communities have a right to be protected against abuse, harm, neglect and violence. Local authorities have a statutory duty to safeguard and promote the welfare of children and adults at risk with whom they come into contact. To ensure that these duties are met effectively, local authorities should develop a safeguarding policy which outlines their expectations. Welsh Government policy documents also set out clear expectations regarding the leadership on safeguarding matters required corporately from senior members and officers in local authorities. They share collective responsibilities for planning improvements, best met by establishing a corporate group to exercise oversight of this work

2. Proposal

- 2.1 To have in place a Corporate Safeguarding Policy which:
- sets out the steps that the Council will take to protect and safeguard children and adults at risk; and
 - provides guidance for all councillors, employees, volunteers and contracted service providers on what to do if they suspect a child or vulnerable adult may be experiencing harm or is at risk of harm.
- 2.2 To have in place a Corporate Safeguarding Group which:
- ensures that the Council operates effectively in providing guidance, management and assurance processes and controls for safeguarding children and adults at risk;
 - helps the Council carry out its statutory safeguarding duties at corporate, service and partnership levels; and
 - drives improvements in safeguarding policy and practice.

3. Options Considered / Available

- 3.1 All councillors, employees, volunteers and contracted service providers have a responsibility to safeguard and protect children and adults at risk in the course of their duties. There is also a wider society expectation that we safeguard and protect children and adults at risk in our personal and public lives.
- 3.2 As a corporate body, the Council has a duty to ensure that it undertakes its functions in a way that safeguards and promotes the welfare of children (Children Act, 2004, section 28). Under section 17 of the Crime and Disorder Act (1998), the Council has a duty to ensure that every reasonable step is taken to protect adults and prevent crime and disorder when it undertakes its functions. Under section 175 of the Education Act 2002, guidance has been issued by Welsh Government directing that local authorities, governing bodies of maintained schools and FE institutions must have regard to the guidance *Keeping Learners Safe* for the purpose of meeting their duties and that they should exercise their functions in a way that takes into account the need to safeguard and promote the welfare of children. The requirement to 'have regard' means that the guidance must be taken into account and any decision to depart from it must be justified.
- 3.3 The Social Services and Wellbeing (Wales) Act 2014 contains strengthened and statutory arrangements to safeguard and protect adults at risk. Included in the legislation is a requirement for the local authority to investigate when they suspect an adult with care and support needs is at risk of abuse or neglect. In addition to legislation, there is statutory guidance intended for local authorities and their relevant partners in relation to safeguarding.
- 3.4 The Act and codes of practice issued under the Act, while making it clear that safeguarding children and adults at risk of abuse and neglect is everyone's responsibility, specify that the Director of Social Services must show leadership to ensure effective safeguarding arrangements are in place, both within the local authority and by relevant partners. The Director of Social Services must oversee and report to Councillors, on a consistent basis regarding the operation, monitoring and improvement of child and adult safeguarding systems within the local authority. Defined arrangements with other officers must be clear in relation to delegation and reporting arrangements relating to safeguarding issues.
- 3.5 Given the complex legislative context, it is essential that safeguarding activity undertaken by different parts of the Council is underpinned by an explicit and comprehensive policy which is well understood by all those who may need to apply it. This helps to ensure clear strategic direction, greater effectiveness and strong lines of accountability as well as common standards and transparent practice.

- 3.6 This is a wide-ranging and high profile area of work for the Council, potentially affecting all councillors, employees, volunteers and contracted service providers. It requires effective leadership and co-ordination in areas such as: policy development; implementation; programme planning; training; staff recruitment; compliance monitoring and reporting. This is best undertaken by a Corporate Safeguarding Group which has representation from all service areas. The Group will take over the responsibilities currently undertaken by the Strategic Safe Recruitment Forum, currently chaired by the Strategic Director Place
- 3.7 The Violence Against Women, Domestic Abuse and Sexual Violence Act (Wales) 2015 (VAWDASV) places legal duties on the Council and other relevant agencies (such as the Health Board and Fire Service) to take action to reduce the acceptability of all forms of gender-related violence and to improve services for victims and survivors.
- 3.8 These issues affect many of the services and departments of the Council and the obligations under the Act are corporate in nature. The Commissioning Manager for VAWDASV, located in the CYPP section, seeks to co-ordinate the Council's response to the Act. Under the provisions of the Act, there are a number of statutory deadlines with which the Council and other relevant authorities have to comply. VAWDASV requires new strategic regional partnership arrangements to ensure co-operation and liaison between the statutory and voluntary agencies involved in providing services. In Powys and the West Wales regions, these structures have been aligned with existing safeguarding arrangements to maximise efficiency. A key requirement of the VAWDASV Act is a very major investment in training within relevant authorities. The statutory guidance identified six levels of training required with all staff employed by the Council coming within at least one and potentially several of these groups. For each group, specified training is required and, in some cases, there is an associated timetable for compliance. 50% of staff should have been trained by April 2017 and the Council did not reach this target. 100% of staff must be trained by April 2018.
- 3.9 Independent Domestic Violence Advocates (IDVAs) are provided currently by Hafan Cymru, funded by Dyfed Powys Police and Powys Council. From March 2018, the IDVA service is being jointly commissioned with the Police on a regional basis across Mid and West Wales. It will be funded from the regional VAWDASV grant and, consequently, there will be no funding available from this source for individual local authorities. The regional VAWDASV board has resolved that local authorities should consider making a contribution to VAWDASV from their core budgets in 2018/19. Without such funding and with the loss of grant funding from the region, the Commissioning Manager post for VAWDASV in Powys is at risk.
- 3.10 Apart from the £30,000 from Children Services, the Council does not provide any other direct funding for VAWDASV, although domestic

abuse has been identified as the single greatest parental factor in children being entered onto the Child Protection register. Finance for an additional Commissioning manager for VAWDASV (and Edge of Care services) have been included as part of the bid for additional resources required to implement the Children's Services Improvement Plan.

4. Preferred Choice and Reasons

- 4.1 A draft Corporate Safeguarding Policy and Procedure for Powys County Council is attached at Appendix 1.
- 4.2 Draft terms of reference for a Corporate Safeguarding Group is attached at Appendix 2.

5. Impact Assessment

- 5.1 Is an impact assessment required? Yes
- 5.2 If yes is it attached? Appendix 3

6. Corporate Improvement Plan

- 6.1 Safeguarding is a priority for the Council. The proposal aligns with the Current objective in the Corporate Improvement Plan of Supporting People to Live Fulfilled Lives and aligns with the Health and Care wellbeing objective set out in Vision 2025.
- 6.2 Although there are no direct resource implications arising from this report, it is likely that the Council will incur expenditure which may not be covered by existing budgets. Increased awareness of safeguarding issues and new responsibilities for responding to concerns are likely to generate additional pressures and capacity issues. Other areas, such as additional training for all those affected by the new corporate policy and responsibilities for overseeing compliance with safer recruitment are not cost neutral. However, safeguarding is one of the paramount and most high profile of all the responsibilities undertaken by the Council. There is a risk to its reputation and an increased likelihood of additional external intervention if it is not seen as adopting best practice models in this area of work.

7. Local Member(s)

- 7.1 This is an issue which affects all areas of Powys.

8. Other Front Line Services

Does the recommendation impact on other services run by the Council or on behalf of the Council? Yes

Corporate Management Team and Heads of Service have been engaged and fully support the proposal.

9. Communications

Have Communications seen a copy of this report? Yes

Have they made a comment? No

10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)

10.1 Legal

10.2 Finance

10.3 Corporate Property (if appropriate)

10.4 HR (if appropriate)

10.5 ICT (if appropriate)

11. Scrutiny

Has this report been scrutinised? No

If Yes what version or date of report has been scrutinised?

Please insert the comments.

What changes have been made since the date of Scrutiny and explain why Scrutiny recommendations have been accepted or rejected?

12. Statutory Officers

13. Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
1. That the Council adopts the draft Corporate Safeguarding Policy and Procedure.	1. To outline the steps that the Council will take to protect and safeguard children and adults at risk; and to provide guidance

<p>2. That the Council agrees to establish a Corporate Safeguarding Group, as set out in the draft terms of reference.</p> <p>3. That relevant Scrutiny Committees and the Cabinet receive six-monthly reports from the Corporate Safeguarding Group.</p>	<p>for all councillors, employees, volunteers and contracted service providers on what to do if they suspect a child or adult may be experiencing harm or is at risk of harm.</p> <p>2. To ensure effective corporate arrangements for safeguarding and protecting children and adults at risk across all Council services.</p> <p>3. To enable elected Members to exercise effective oversight of this critical area of work.</p>
---	--

Relevant Policy (ies):			
Within Policy:	Y	Within Budget:	Y

Relevant Local Member(s):	N/A
----------------------------------	------------

Person(s) To Implement Decision:	Chief Executive
Date By When Decision To Be Implemented:	01st February 2018

Contact Officer:	Phil Evans
Tel:	ext 6906
Email:	phil.evans1@powys.gov.uk

**Background Papers used to prepare the Report:
CSSIW Inspection Report October 2017.**

Appendix 1



Cyngor Sir Powys County Council

Corporate Safeguarding Policy and Procedure

Contents

1. Introduction
2. Purpose
3. Scope
4. Policy statement
5. Legal context
6. Principles
7. Roles and responsibilities
8. Safeguarding Training
9. Recognising abuse of children and adults at risk
10. What to do if someone tells you that they or another person is being abused
11. Confidentiality – the need to share information
12. Procedure for reporting concerns about a child or a adult at risk
13. Allegations of abuse against professionals/those in a position of trust

Appendix A - Recognising potential abuse

Appendix B – Safe Working Practices

Appendix C – Council Safeguarding Leads

Appendix D – Safeguarding Bodies (diagram)

Appendix E – Social Services and Well-being Wales Act – Safeguarding Summary

1. Introduction

- 1.1 All individuals within our communities have a right to protection against abuse, harm, neglect and violence. Local authorities have a statutory duty to safeguard and promote the welfare of children and adults at risk with whom they come into contact. To ensure that these duties are met, local authorities are expected to develop a safeguarding policy which outlines their expectations.
- 1.2 This policy is relevant for councillors, employees, volunteers and contracted service providers. It must be applied rigorously within Powys. The policy aims to set out our duties and the support available to elected members, employees, volunteers or contracted service providers when they have concerns regarding a safeguarding matter. Throughout this document, **the guiding principle is that safeguarding and the protection of children and adults at risk are everybody's responsibility.**
- 1.4 New statutory responsibilities were introduced in April 2016 by the Social Services and Wellbeing (Wales) Act. A summary of the elements of the Act, regulations and statutory guidance that relate to safeguarding is available at the end of this document or by following this link <https://socialcare.wales/hub/hub-resource-sub-categories/safeguarding>.
- 1.5 Issues such as domestic abuse, stalking, harassment, Female Genital Mutilation (FGM), forced marriage and modern slavery are also overseen by the Violence Against Women, Domestic Abuse & Sexual Violence group (VAWDASV). The Council has in place an employee policy on domestic abuse which can be found by following this link (http://intranet.powys.gov.uk/fileadmin/all_depts/cds_pers/pdf/HR_Policies/Domestic_Abuse_Policy_Version_1_Final_-_July_2011.pdf).

2. Purpose

- 2.1 This policy sets out:
- guidance for all councillors, employees, volunteers and contracted service providers on what to do if they suspect a child or adult at risk may be experiencing harm or is at risk of harm.
 - the steps that the Council will take to protect and safeguard children and adults at risk.

3. Scope

- 3.1 This policy concerns:
- all children (0-17 years) and adults at risk (18 years and above) regardless of background and culture, maternity or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity.
 - all councillors, employees, volunteers or contracted service providers who are in contact with children and adults at risk as part of their duties and are concerned about their welfare.
 - all councillors, employees, volunteers or contracted service providers who are concerned about the welfare of a child or adult at risk resulting from the action/inaction of other Powys

councillors, employees, volunteers or contracted service providers. This may be done via a discussion with the relevant manager or via the Council's Whistleblowing Policy¹.

4. Policy statement

4.1 Safeguarding and the protection of children and adults at risk are everybody's responsibility and the Council is committed to ensuring that:

- all councillors, employees, volunteers or contracted service providers who are in contact with children and adults at risk as part of their duties promote the welfare of children and adults at risk.
- all councillors, employees, volunteers or contracted service providers know what to do if they are concerned about the welfare of a child or adult at risk.
- all councillors, employees, volunteers or contracted service providers against whom allegations of harm to children and adults at risk are made, are dealt with in accordance with the relevant legislation, policy and procedures.

4.2 The Council will treat any concern seriously and sensitively.

4.3 Referrals made by a councillor, employee, volunteer or contracted service provider cannot be anonymous and should be made in the knowledge that individuals may be required to assist with further enquiries, investigations and (if necessary) as prosecution witnesses.

4.4 The Council will not tolerate harassment of any councillor, employee, volunteer, contractor, child or adult at risk who raises concerns about abuse.

4.5 The Council is committed to safe practice and, through implementation of safer recruitment processes, will ensure that suitable people are selected for working with children and adults at risk.

4.6 Employees (excluding those employed at a school by a School Governing Body where separate arrangements will apply), temporary employees, trainees and independent contractors and people engaged through an external agency will be supported in using the whistleblowing policy and procedure to raise concerns, where it is appropriate to do so.

4.7 In addressing allegations made against councillors, employees, volunteers or contracted service providers, the Council will adhere to the All Wales Child Protection Procedures, the All Wales Adult Protection Procedures and the inter-agency procedures of the Mid and West Regional Safeguarding Board and any other statutory guidance in force at the time.

5. Legal context

- Social Services and Well-being (Wales) Act (2014)
- Safeguarding Children - Working together under the Children Act 2004 (Welsh government guidance)
- All Wales Child Protection Procedures (2008)
- Wales Interim Policy and Procedure for the Protection of Adults at Risk from Abuse (November 2010)
- The Children Act (1989 and 2004)

¹ The whistleblowing policy and procedures apply to **employees** of Powys Council (excluding those employed at a school by a School Governing Body where separate arrangements will apply), temporary employees, trainees and independent contractors. The policy also applies to those engaged through an external agency.

- Children and Young Persons Act (2008)
 - Safeguarding Vulnerable Groups Act (2006)
 - Crime and Disorder Act (1998) – S17 duty
 - Education Act (1996, 2002 and 2011)
 - Safeguarding children in education: handling allegations of abuse against teachers and other staff (2014)
 - Children and Adoption Act 2006
 - Housing Act (1996 and 2004)
 - Equality Act (2010)
 - Female Genital Mutilation Act (2003)
 - Borders, Citizenship and Immigration Act (2009)
 - Apprenticeships, Skills, Children and Learning Act (2009)
 - The Well-being of Future Generations (Wales) Act (2015).
- 4.2 The Council has a duty to ensure that it undertakes its functions in a way that safeguards and promotes the welfare of children (Children Act, 2004, section 28).
- 4.3 Under section 17 of the Crime and Disorder Act (1998), the Council has a duty to ensure that every reasonable step is taken to protect adults and prevent crime and disorder when it undertakes its functions.
- 4.4 Under section 175 of the Education Act 2002, guidance has been issued by Welsh Government directing that local authorities, governing bodies of maintained schools and FE institutions must have regard to the guidance *Keeping Learners Safe* for the purpose of meeting their duties and should exercise their functions in a way that takes into account the need to safeguard and promote the welfare of children. The requirement to 'have regard' means that the guidance must be taken into account and any decision to depart from it must be justified.
- 4.5 The Social Services and Wellbeing (Wales) Act 2014 contains strengthened and statutory arrangements to safeguard and protect adults at risk.

5 Principles

- Safeguarding and the protection of children and adults at risk are everybody's responsibility.
- The welfare of children and adults at risk is paramount.
- All children and adults at risk (whatever their background and culture, maternity or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity) have the right to participate in society in an environment which is safe and free from violence, fear, abuse, bullying and discrimination.
- All children and adults at risk have the right to be protected from harm, exploitation and abuse and to be provided with safe environments in which to live, work and play.
- Working in partnership with children, their parents, carers and adults at risk and other agencies is essential for promoting the welfare of children and adults at risk.
- The Council will comply with and legislation national and local procedures for safeguarding children and adults at risk.
- A corporate approach will be taken to ensure that all council activities promote the safety and well-being of children and adults at risk (e.g. safer recruitment policy; whistleblowing policy, corporate safeguarding policy).

6. Roles and responsibilities

- 6.1 All councillors, employees, volunteers and contracted service providers have a responsibility to safeguard and protect children and adults at risk in the course of their contractual duties. There is also a wider society expectation that we safeguard and protect children and adults at risk in our personal and public lives.
- 6.2 All councillors, employees, volunteers and contracted service providers have a responsibility to adhere to this policy and procedure and refer concerns about children and adults at risk, as set out in Section 12.
- 6.3 Councillors, employees, volunteers and contracted service providers are not expected to decide whether or not abuse has taken place or harm suffered but they must refer concerns about the welfare and safety of children and adults at risk to social services and/or other relevant officers as set out in Section 12. See Appendix A for contact details for directorate safeguarding leads and social services.
- 6.4 The Chief Executive is responsible for ensuring that there is an effective corporate safeguarding policy and procedure for children and adults at risk in place and that this is implemented across the council.
- 6.5 The Director of Social Services has overall responsibility for safeguarding, for ensuring that the council has appropriate measures in place to protect children and adults at risk and for reporting on the effectiveness of safeguarding measures. The Director of Social Services leads the Corporate Safeguarding Group.
- 6.6 The Corporate Safeguarding Group is responsible for overseeing implementation of this policy and relevant procedures.
- 6.7 Individual Directors are responsible for ensuring that:
- there is a designated safeguarding lead within their service;
 - this policy and procedure are implemented; and
 - employees, volunteers and contracted service providers are recruited in line with safer recruitment processes.
- 6.8 Line managers and supervisors are responsible for ensuring that employees, volunteers and contracted service providers for whom they have management/supervisory responsibility:
- are aware of this policy and procedure and their named safeguarding lead; and
 - have undertaken mandatory e-learning on safeguarding.
- 6.9 Line managers and supervisors are responsible for ensuring that, as far as possible, working practices protect employees, volunteers and contracted service providers from being in positions where allegations can be made against them. Consideration must be given to the risks to the child/adult at risk and worker in lone working situations.
- 6.10 Named safeguarding leads within each council division are responsible for acting as a key source of advice and support for councillors, employees, volunteers and contracted service providers raising concerns about the welfare of a child or adult at risk within their service areas.
- 6.11 The local authority designated officer for safeguarding (see Appendix A) is the key source of advice and support for the named safeguarding leads and must be contacted when

somebody is raising concerns or making an allegation about the behaviour of a councillor, employee, volunteer or contracted service provider towards children or adults at risk.

- 6.12 The local authority designated officer for safeguarding is responsible for providing advice and support to named safeguarding leads and ensuring that the All Wales Child Protection Procedures and the Interim All Wales Policy and Procedure for the Protection of Adults at risk are adhered to when allegations are made against councillors, employees, volunteers and contracted service providers.
- 6.13 Contractors, sub-contractors and other organisations working for or on behalf of the council must ensure that they comply with Disclosure and Barring Service (DBS) requirements and the council's safer recruitment policy.

7. Safeguarding Training

- 7.1 The Council and its partner agencies, both locally and nationally, have a wide range of resources for safeguarding training available. These can be used to support all councillors, employees, volunteers or contracted service providers to get relevant information and to develop knowledge and skills. Training will be delivered at specific points in time or at a level which is proportionate to an individual's role within the organisation and experience of safeguarding issues. This ensures that individuals are always directed to the training most appropriate for them. All departments will ensure that individuals attend the training they need.
- 7.2 The following is a list of the types of training currently available across the council; it is not exhaustive. Services will vary in the use they make of training opportunities, with an assumption that more staff in the Social Services and Education directorates will need intensive courses.
- A Safeguarding Awareness presentation within the Corporate Induction Training for all new staff in the local authority.
 - Mandatory e-learning training on safeguarding on the Intranet.
 - Protection of adults at risk and children workshops for elected members.
 - Internal DBS and safer recruitment training courses for employees
- 7.3 The Intranet will contain more details and staff should seek to be well informed about the training available.

8. Recognising abuse of children and adults at risk

- 8.1 Appendix B describes the different types of abuse and the physical and behavioural signs that may accompany such forms of abuse. These are not exhaustive and a child or adult at risk might be at risk as a result of one or more of these factors.

9. What to do if someone tells you that they or another person is being abused

- 9.1 There are procedures in place for what happens when there is reason to suspect that abuse or neglect may have occurred. It is not the responsibility of people without appropriate training to make enquiries or to investigate but you should be willing to listen attentively and, as far as possible, to remember what you've been told.
- Show that you have heard what they are saying and that you take their allegations seriously.
 - Try not to show shock or disbelief, or make judgements.
 - Encourage them to talk but do not prompt or ask leading questions.

- Don't interrupt when they are recalling significant events.
- Don't make them repeat their account.
- Explain what actions you must take in a way that is appropriate to their age and understanding.
- Ask for consent to share this information on a 'need to know' basis, as you cannot guarantee confidentiality. Reporting concerns is not a betrayal of trust.
- Write down what you have been told as soon as you can and no later than 24 hours, using the exact words if possible.
- Don't confront the alleged abuser.
- Don't worry that you may be mistaken. You will always be taken seriously by social services.
- Make a note of the date, time, place and people who were present and whether there were any visible injuries.
- Ensure that you report your concerns immediately to the duty social worker in the appropriate team – do not delay.
- Don't share information about the disclosure with anyone except the appropriate people.

10. Confidentiality – the need to share information

- 10.1 There is a duty to share all relevant information. In these situations, it is the protection of the child or the adult at risk which must take precedence.
- 10.2 Confidentiality rules are not intended to prevent the sharing of information by professionals when the purpose is to protect children and adults at risk.
- 10.3 Safeguarding leads and the local authority designated officer can advise you on what information should and should not be shared.

11. Procedure for reporting concerns about a child or adult at risk

- 11.1 Concerns about a child or adult at risk should first be discussed with the relevant safeguarding lead within each Directorate - see Appendix A. The discussion should be noted along with any agreed actions.
- 11.2 The Directorate safeguarding leads can discuss the concerns with the local authority designated officer for safeguarding, who will provide advice and guidance.
- 11.3 If a child or adult at risk is thought to be at immediate risk of harm, then this must be reported immediately to the safeguarding lead within your directorate or, in their absence, as follows:
- Concerns in respect of children aged 0-17 years must be referred to the duty manager in Children's Services.
 - Concerns in respect of adults at risk 18+ years must be referred to the duty manager in Adult Services.
 - Concerns arising out of hours must be referred immediately to the Emergency Duty Team for Social Services.
 - Dyfed Powys Police can be contacted on 999 in respect of children and adults at immediate risk.
- 11.4 As the result of a referral expressing concerns or reporting abuse, adults, children and families can be provided with different types of support, both before and after any investigation takes place. At the time of referral, it might not be clear whether a child is in

need or is suffering significant harm. Not all referrals will require compulsory intervention or investigation by the police.

- 11.5 Social Services will undertake an initial assessment to ensure that sufficient information is available to make a judgement about the nature of need and/or harm and what action is required.
- 11.6 Information will be shared between agencies and the views of the child, adult at risk, and family members will be considered.
- 11.7 It is possible that the referrer will be contacted to assist with further enquiries, investigations and, if necessary, as prosecution witnesses. Safeguarding leads and the local authority designated office can provide support and assistance with these processes.

12. Allegations of abuse against professionals/those in a position of trust

- 12.1 Allegations made against councillors, employees, volunteers or contracted service providers will be dealt with in accordance with Protection of Adults at risk procedures, Part 4 of the All Wales Child Protection Procedures or the professional concerns protocol. In addition, any other relevant policy and procedure in relation to the person's employment can be applied.
- 12.2 If there are concerns about the conduct towards children or adults at risk of a councillor, employee, volunteer or contracted service provider, a strategy meeting will be convened involving social services, HR (if an employee) and the police. This meeting will agree the actions to be taken.
- 12.3 If the concern relates to an employee, managers must not delay in seeking advice from HR in respect of any immediate safeguarding action that needs to be taken before the strategy meeting is convened.

Appendix A – Contact Details

David Johnston, Interim Head of Childrens Services

Louise Barry, Head of Adults Services (Operations)

Michael Gedrim - Additional Learning Needs Manager

Lorna Simpson Acting Professional Lead – HR

Dylan Owen, Head of Transformation Adult Services

Stuart Mackintosh, Head of Leisure and Recreation

DRAFT

Appendix B - Recognising potential abuse

It is not the responsibility of council members, employees, volunteers or contracted service providers to determine if abuse is taking place. However, should an alert be received or concern raised that abuse may be taking place, it is their responsibility to follow the appropriate procedure within this policy. Following the correct procedure will ensure that the correct people / agencies are informed and the appropriate action taken.

1. Children

A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency protection plan.

The signs of abuse are not definitive and serve as a guide only.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

Physical signs that might indicate physical abuse:

- Unexplained bruising, marks or injuries on the body
- Multiple bruises in clusters
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds
- Burns/multiple burns.

It is not unusual for children to sustain bruises and cuts as part of their everyday activities. Most accidental bruises are seen on elbows, shins, knees or exposed body parts. Important indicators of physical abuse can be injuries or bruises that are on 'soft' parts of the body where accidental injuries are unlikely e.g. Abdomen, back, buttocks, cheeks and inner thighs.

Behavioural signs that might indicate physical abuse:

- Aggressive behaviour or severe outbursts
- Flinching when touched or approached
- Reluctance to get changed
- Depression or withdrawn behaviour
- Running away from home
- Reluctance to explain how an injury occurred.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing

domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Behavioural signs that might indicate emotional abuse

- Fear of making mistakes
- Self-harm
- Development delay
- Lack of social skills/ few friends
- Sudden speech disorders
- Over-affection towards strangers of people they have not known for very long
- Lack of confidence
- Wariness
- Anxiety
- Lack of close relationship with parent/care-giver
- Aggression towards animals or other children
- Difficulty in controlling strong emotions.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Physical signs that might indicate sexual abuse

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains or discomfort when walking or sitting down
- Pregnancy.

Behavioural signs that might indicate sexual abuse

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- Fear or being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge beyond their age or developmental level
- Acting in a sexually explicit way towards adults or children
- Sexual drawings or language
- Bedwetting
- Overeating or anorexia
- Self-harm, suicidal thoughts, suicide
- Drug/alcohol misuse
- Unexplained sources of money gifts
- Kept away from school or friends
- Saying they have secrets that they cannot tell anybody.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical signs that might indicate neglect

- Clothing that is unsuitable for the conditions – too hot or too cold
- Unkempt, dirty, poor personal hygiene
- Tooth decay
- Underweight
- Constantly hungry
- Lack of parental/adult supervision
- Constant tiredness

Behavioural signs that might indicate neglect

- Talking about being left alone or unsupervised
- Avoiding friends and socialising
- Failing to attend dentist and medical appointments
- Complaining about being tired all the time
- Chronic running away
- Compulsive stealing
- Scavenging for food
- Frequent lateness/non-attendance at school
- Low self-esteem
- Destructive tendencies

2. Adults

A adult at risk is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is, or may be, unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation. This means someone who:

- has a learning disability;
- has a mental health problem including dementia;
- is an older person with care or support needs;
- is physically frail or has a chronic illness;
- has a substance misuse problem.
- has a physical or sensory disability.

Examples of Financial or Material Abuse

- Theft of money, property or possessions
- Misuse of money or insurance
- Gaining money or possessions by threat, persuasion or undue influence
- Blocking access to assets
- Forced property transfers or changes to will
- Falsifying financial records

- Allowance is cashed but the person has no money
- Unpaid or overdue bills
- Lack of amenities the person could well afford, e.g. no food in the house
- Missing personal belongings of value
- Unexplained or excessive withdrawals from bank accounts
- Unexplained disappearance of financial documents
- Misuse of money by Power of Attorney, e.g. care fees not paid
- Carers appear to have total control when the person could manage their own finances
- Person is prevented from moving to residential care by family
- Lax financial records in a care setting.

Neglect in adults

Neglect is the failure of any person having the responsibility, charge, care or custody of a vulnerable person to provide that degree of care which a reasonable person in a like position would provide. Neglect can involve intentional or unintentional acts. It includes the unintentional failure of a carer to fulfil their caring role or responsibilities, because of inadequate knowledge or understanding the need for services.

- Failure to assist in personal hygiene or the provision of food, shelter, clothing.
- Failure to provide medical intervention for physical and mental health needs (this does not include instances in which a person refuses treatment).
- Failure to protect from health and safety hazards
- A lack of personal care and/or lack of management of continence
- Malnutrition
- Confining to a room on their own
- Restricting or preventing social contact with friends or relatives
- Denying access to services.

Sexual abuse in adults

Adult sexual abuse refers to the direct or indirect involvement of a adult at risk in sexual activity to which they are unwilling or unable to give informed consent, or which they do not fully comprehend, or which violates the social taboos of family roles, e.g. incest.

- Involvement in sexual activities without consent or understanding (due to lack of capacity)
- Rape
- Actual or threatened sexual assault
- Masturbation of either or both persons
- Non-contact abuse, e.g. indecent exposure, teasing, innuendo
- Photography, pornography
- Difficulty walking or sitting
- Torn, stained or bloody underclothes or bedding
- Bruises or bleeding in genital areas or mouth
- Pain, itching or swelling in genital areas.
- Semen staining on clothing or bedding.
- Recurrent urinary tract infection
- Pregnancy
- Self- injury.
- Mood changes and untypical behaviour
- Refusing medical examination
- Disturbed sleep pattern or nightmares

- Display overt sexual behaviour or use sexual language.

Emotional and psychological abuse in adults

Emotional or psychological abuse is the infliction of mental suffering, by a person in a position or expectation of trust, to a vulnerable person.

- High levels of anxiety/stress especially in response to certain individuals or circumstances, e.g. self-mutilation, head banging and hand biting
- Passivity
- Agitation
- Confusion
- Resignation
- Fear
- Signs of depression, such as suicidal ideation
- Sleep disturbances
- Changes in appetite
- Loss of interest in pursuing social contact
- An air of silence in the home when the alleged abuser is present.

Physical abuse in adults

Physical abuse is any physical pain, suffering or injury inflicted by a person who has responsibility, charge, care, or custody of, or who stands in a position of or expectation of trust to a vulnerable person.

- Signs of hair pulling
- Any fracture without a satisfactory explanation of accident
- Poor skin condition
- Poor skin hygiene
- Untreated pressure sores
- Ulcers, bedsores, and being left in wet clothing
- Dehydration and/or malnutrition without illness related cause, and when not living alone
- Significant weight loss
- Hypothermia
- Uncharacteristic behaviour
- Confusion
- Insomnia.

Appendix C – Safe Working Practices

Safeguarding is a wider concept than the protection of children and adults at risk and deals with:

- physical, emotional and mental health;
- protection from harm and neglect;
- social and economic wellbeing;
- participation in education, training and leisure;
- contribution to society.

All councillors, employees, volunteers or contracted service providers who come into contact with children in a professional capacity should follow these working practices which will contribute to safeguarding.

Do:

- Avoid lone working with a child unless necessary.
- Work in an open environment where others can see you and the child or young person.
- Ensure that every interaction with a child is respectful and the child's dignity and welfare is prioritised.
- Be a good role model – do not smoke, drink alcohol, be under the influence of drugs, swear or sexualised language.
- Be clear about your job role and do not befriend a child/young person or make any arrangements to have any form of contact (face to face, text, telephone, social media) outside of the professional relationship.
- Store all information about a child, including photographs and films, in a locked drawer or cupboard within the workplace. Do not take information outside of the workplace without the agreement of your manager.
- Make a written record of any accidents or injuries sustained by a child in your presence.
- Listen to a child if they make an allegation and follow the referral procedure.

Do not:

- Photograph or film children/young people without written consent from a person with parental responsibility.
- Place any pictures or comments about children on social media sites unless specifically related to and approved for council activities.
- Assist children with personal care unless specifically appointed and trained to do so.
- Invite children to your home or social events that are not connected with council business.
- Touch children or encourage them to touch.

APPENDIX D – Links

David Johnston, Interim Head of Childrens Services

Louise Barry, Head of Adults Services (Operations)

Michael Gedrim - Additional Learning Needs Manager

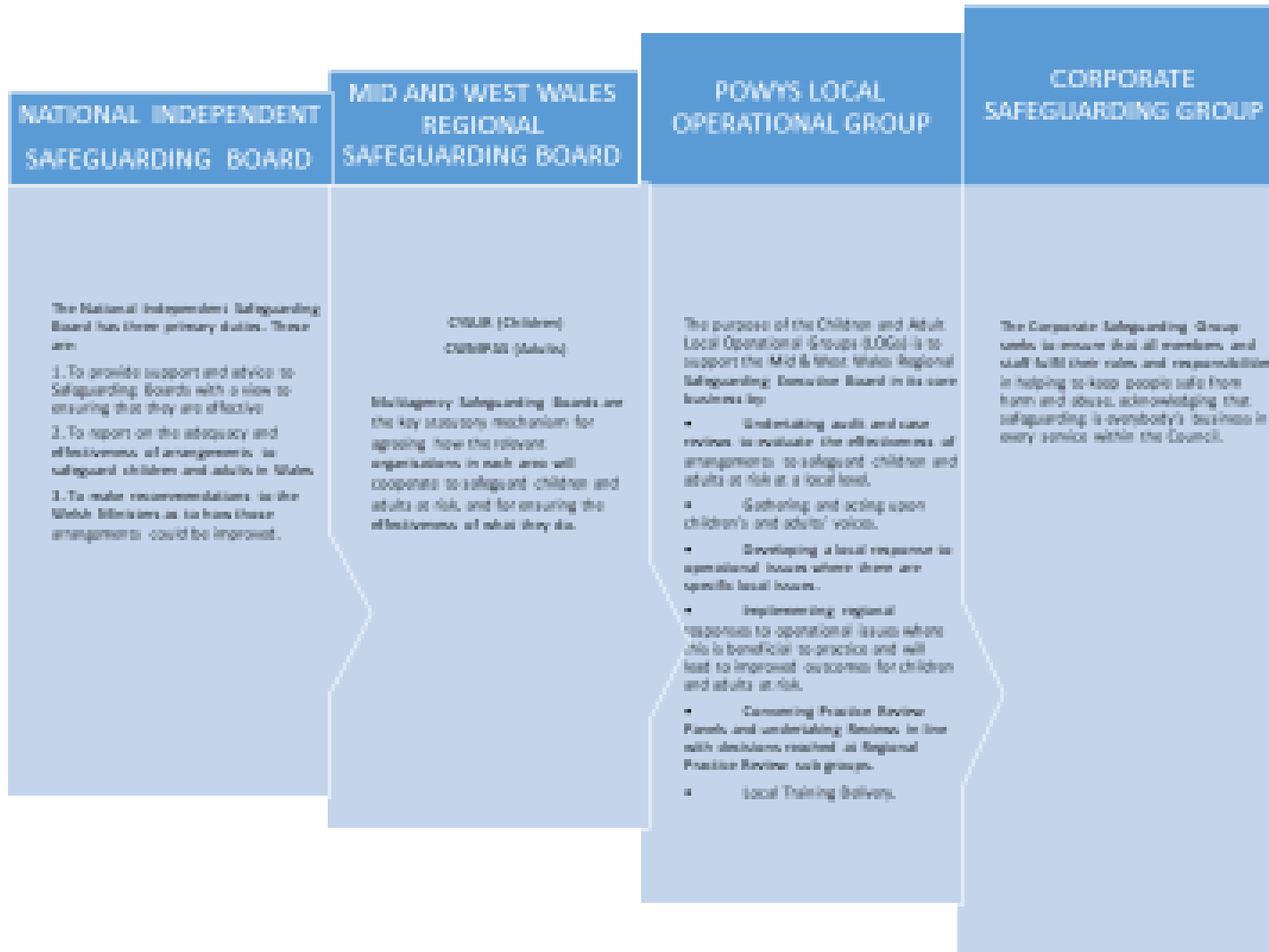
Lorna Simpson Acting Professional Lead – HR

Dylan Owen, Head of Transformation Adult Services

Stuart Mackintosh, Head of Leisure and Recreation

DRAFT

SAFEGUARDING BODIES



Safeguarding

1 Introduction

This is a summary of the areas of the Social Services and Well-being (Wales) Act, regulations and statutory guidance that relate to safeguarding. This summary forms part of the suite of learning materials that have been developed to support the implementation of the Act. It is intended for anyone who would like to know more about safeguarding under the Act.

2 Context

Safeguarding is everyone's business and practitioners in all agencies need to recognise and act when they identify children and adults at risk. There are some groups of people who need more detailed knowledge of Part 7 of the Act, which is specifically about safeguarding, and how other parts of the Act relate to safeguarding because they have specific duties and responsibilities:

- Practitioners in adults' and children's services in **local authorities** (or organisations they have delegated functions to) and practitioners in **relevant partner agencies** – police, probation, youth offending teams, local health boards and NHS trusts – need to know what must and should be done to safeguard people
- **Other agencies** such as housing and the voluntary sector, need to understand how to work to support safeguarding under the Act
- Local authority and relevant partner agency leaders who are involved in **Safeguarding Boards** will need to understand and implement areas relating to Board.
- **Members** of the **National Independent Safeguarding Board** will need to fully understand the guidance and regulations of Part 7 of the Act to enable them to report to Ministers and work effectively with Safeguarding Boards

The Act strengthened and built on existing safeguarding practice in Wales to ensure that people are able to live their lives to the full. The Act has an overarching duty to promote the well-being of people who need care and support. In the Act well-being is defined with eight common aspects, one of which is protection from abuse and neglect. In relation to a child, well-being also includes their physical, intellectual, emotional, social and behavioural development; and their welfare (ensuring they are kept safe from harm).

There are some other overarching duties in the Act. Practitioners have to have regard to people's individuality, dignity and their views, and support them to participate, including considering whether advocacy support is necessary. Practitioners must promote adults' independence and promote the upbringing of the child by the child's family where possible. Practitioners must also have regard to the United Nations Principles for Older Persons, Part 1 of the United Nations Convention on the Rights of the Child, the United Nations Convention on the Rights of Disabled People, as well as the European Convention on Human Rights.

2.1 Links to the rest of the Act

Other parts of the Act link to the duty to protect people from abuse and neglect, and to protect children from harm. Local authorities must:

- provide services that contribute towards preventing people suffering from abuse or neglect harm, and information and advice on how to raise concerns;
- assess people's needs, even if they refuse assessment, if abuse, neglect or harm (for children) is suspected;
- automatically meet needs for people whose needs aren't otherwise eligible if that is necessary to protect them from abuse, neglect or (for children) harm;
- safeguard and promote the well-being of looked after children; and
- actively engage and co-operate with partners to protect people from abuse, neglect or (for children) harm.

3 Adults Pathway



An adult at risk is an adult who is experiencing or is at risk of abuse or neglect, has needs for care and support (whether or not the local authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

There is a duty to report an adult at risk for all relevant partners of a local authority. There is a duty for a local authority to make enquiries if it has reasonable cause to suspect that a person within its area (whether or not ordinarily resident there) is an adult at risk.

4 Adult Protection and Support Orders

The Act introduced adult protection and support orders (APSOs). These are designed to enable a local authority to properly assess whether a person is an adult at risk and, if so, to make a decision about any action that should be taken.

What: Order from a Justice of the Peace to enable private conversation, find out if the person is making decisions freely, and assess whether an adult at risk

Why: Suspicion that adult is at risk, order needed to gain access, order will not result in greater risk

Who for: Authorised officer, constable, others as needed

Where: Specific premises

When: Specific timeframe

How: Guidance sets out considerations about how to use this well

To grant an order there needs to be reasonable cause to suspect that a person is an adult at risk, and that the order is needed to be able to assess them, and that using the order will not result in their being at greater risk of abuse or neglect. APSOs are only to be used in exceptional circumstances where other attempts to speak to the adult considered to be at risk have failed.

5 Children's Pathway



A child at risk is a child who is experiencing or is at risk of abuse, neglect or other kinds of harm, and has needs for care and support (whether or not the local authority is meeting any of those needs).

There is

a duty to report a child at risk for all relevant partners of a local authority. There is a duty for a local authority to make enquiries (linking into section 47 of the Children Act) if they are informed that a child may be at risk; and to take steps to ensure that the child is safe.

6 Safeguarding Boards

The Act established Safeguarding Children and Adults Boards across Wales. Boards have two main roles: prevention and protection. There is representation on Boards from a range of statutory agencies, such as health, probation and the police, not just local authorities. Children's and Adult Safeguarding Boards have responsibility to review practice and to disseminate information on best practice. Safeguarding Boards should ensure that national policies and procedures are relevant and fit for purpose. They should also ensure that service recipient participation is embedded into their work. In particular, Boards must publish a plan each financial year setting out what they intend to do, and a report on progress and work achieved at the end of that year. They can also ask for, and be asked for, information from partner agencies.

7 Summary

The Act sets out what must and should be done to safeguard children and adults. Statutory guidance and regulations provide more information and should be followed. People must act lawfully. They should act in ways that reflect good practice based on what service recipients and carers have said they want and need, on practice experience, and on research. It is important to identify actions you can take that will lead to good, lawful practice. This will help to strengthen and build on safeguarding practice in Wales.

This page is intentionally left blank



Cyngor Sir Powys County Council

POWYS CORPORATE SAFEGUARDING GROUP

TERMS OF REFERENCE

Context

Welsh Government policy documents set out clear expectations of the leadership on safeguarding matters needed corporately from senior members and officers in local authorities, with a collective responsibilities for planning improvements. However, the Wales Audit Office 'Review of Corporate Safeguarding Arrangements in Welsh Councils' (published in July 2015) found that many corporate safeguarding responsibilities were underdeveloped and not well understood.

1. Purpose

- 1.1 To ensure that all members and staff fulfil their roles and responsibilities in helping to keep people safe from harm and abuse, acknowledging that safeguarding is everybody's business in every service within the Council.

2. Aims

- 2.1 To ensure that the Council has in place and operates effectively guidance, management and assurance processes and controls for safeguarding children and adults at risk.
- 2.2 To help the Council carry out these duties at corporate, service and partnership levels in order to fulfil in full its statutory responsibilities.
- 2.3 To drive forward improvements in safeguarding policy and practice.
- 2.4 To consider matters referred to the Group within its terms of reference.

3. Responsibilities of the Group

- 3.1 To take an overview of the Council's responsibilities towards safeguarding and dealing with violence against women (including issues such as domestic abuse, stalking, harassment, forced marriage and modern slavery).
- 3.2 To examine ways in which the Council as a whole can help to keep people safer and improve safeguarding activity in respect of children and adults at risk by applying a common and collaborative approach across different areas of policy.
- 3.3 To ensure that the Council and its departments are fully compliant with legislation, policy, regulations and guidance in respect of safeguarding roles and responsibilities.
- 3.4 To monitor and scrutinise the performance of safeguarding activities across the Council, supporting good practice, challenging and holding to account.

3.5

Appendix 2

- 3.5 To ensure that elected Members are regularly updated on issues relating to safeguarding practice and understand their roles and responsibilities for this area of work.
- 3.6 To develop and oversee implementation of an annual work programme for the Group.
- 3.7 To ensure that positive practices are maintained, lessons are learnt and changes made in the areas that require improvements.
- 3.8 To develop and oversee implementation of a Council-wide safeguarding policy.
- 3.9 To identify emerging themes and ensure that the Council's safeguarding policy remains fit for purpose.
- 3.10 To ensure safe recruitment policy and processes are implemented and adhered to across the Council (including schools), with monitoring in respect of new and existing employees, contractors and volunteers on a scheduled basis.
- 3.11 To develop and oversee implementation of a Corporate Safeguarding workforce development strategy and training plan.
- 3.12 To maintain oversight of all developments, plans, policies and strategies for safeguarding and to make appropriate recommendations for action.
- 3.13 To ensure that referrals and investigations under Part 4 of the All Wales Child Protection Procedures (2008) are managed effectively where they involve allegations of abuse (in their private life or working capacity) against staff working for the local authority.
- 3.14 To produce an annual safeguarding report (linking with the requirement for an annual report through the Regional Safeguarding Board).
- 3.154 To ensure that there are good joint working arrangements between Council departments and partner agencies, including the Mid and West Wales Regional Safeguarding Board and the Powys Local Operational Group (PLOG).
- 3.16 To ensure that thematic safeguarding issues are actively addressed across the Council - e.g. child sexual exploitation, human trafficking, modern slavery, MARAC (the Multi-Agency Risk Assessment Conferences used for high-risk domestic abuse cases) and MAPPA (the Multi-Agency Public Protection Arrangements used for helping in the management of violent and sexual offenders).

4. Membership

- 4.1 Standing membership of the group will include:

The Portfolio Holder(s) who act as Safeguarding Champions

Portfolio Holder for Children's, Youth, Libraries and Leisure Services

Portfolio Holder for Adult Services

Relevant Chief Officers

Director of Social Services

Director of Education

Chief Executive (Chairing for six months)

Strategic Director – Place

Appendix 2

Designated Safeguarding Lead from each Council portfolio/service area:

Head of Childrens Services

Head of Adults Services (Operations)

Additional Learning Needs Manager

Professional Lead – HR

Head of Transformation Adult Services

Head of Leisure and Recreation

Senior Manager for Safeguarding/Local Authority Designated Officer (LADO)

Legal Representative

- 4.2 A representative must be identified to attend a meeting if the named person is unable to do so.
- 4.3 With the approval of the Chair additional members can be co-opted on to the Group.
- 4.4 According to the agenda, individuals who are not part of the Group may be invited to attend meetings to discuss and/or present key items.

5. Governance Arrangements

- 5.1 The Group will meet on a quarterly basis (or more frequently if required).
- 5.2 The Group will be chaired by the Chief Executive initially for 6 months and then by the Director of Social Services.
- 5.3 Business support will be provided through Corporate Services.
- 5.4 Designated Safeguarding Leads will be responsible for obtaining from and disseminating back into their service areas information and actions; they will be accountable for the completion of actions and tasks attributed to their service area.
- 5.5 The Group will report key risks, issues and performance to the Chief Officer Team on a quarterly basis and will act as the corporate conduit to the Regional Safeguarding Boards for adults and children.

6. Reporting to Cabinet and Scrutiny Committees

- 6.1 Cabinet and Scrutiny Committees will receive information regarding the work of the Group through an annual safeguarding report and a six-monthly update. This will provide an opportunity for Members to scrutinise, challenge and take ownership of relevant actions. Reports detailing the specific work within individual portfolios will be reported through the relevant Scrutiny Committee in accordance with the agreed forward work programme.
- 6.2 Members of Cabinet and the Scrutiny Committee will receive information about the work programme of the Group, the progress against this work programme and the main messages stemming from the performance management and quality assurance arrangements.

Appendix 2

- 6.3 Observations of the Cabinet and Scrutiny Committee will be considered when determining the priorities of the Group's future work programmes.

DRAFT

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit, incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management, supporting effective decision making and ensuring compliance with respective legislation.

Please read the accompanying guidance before completing the form.

Draft versions of the assessment should be watermarked as "Draft" and retained for completeness. However, only the final version will be made publicly available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 7 years.

Service Area	Corporate	Head of Service	Dylan Owen	Strategic Director	Phil Evans	Portfolio Holder	Cllr Rosemarie Harris
Proposal	To put in place a Corporate Safeguarding Policy and a Corporate Safeguarding Group						
Outline Summary / Description of Proposal							
To have in place a Corporate Safeguarding Policy which: -							
<ul style="list-style-type: none"> sets out the steps that the Council will take to protect and safeguard children and adults at risk; and provides guidance for all councillors, employees, volunteers and contracted service providers on what to do if they suspect a child or vulnerable adult may be experiencing harm or is at risk of harm. 							
To have in place a Corporate Safeguarding Group which: -							
<ul style="list-style-type: none"> ensures that the Council operates effectively in providing guidance, management and assurance processes and controls for safeguarding children and adults at risk; helps the Council carry out its statutory safeguarding duties at corporate, service and partnership levels; and drives improvements in safeguarding policy and practice. 							

Page 331

1. Profile of savings delivery (if applicable)

2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
£ n/a	£ n/a	£ n/a	£ n/a	£ n/a	£ n/a

2. Consultation requirements

Consultation Requirement	Consultation deadline	Feedback considered
Staff consultation required	Consulted with Corporate Management Team. Changes made to the policy and the Safeguarding Group ToR.	Yes

3. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Version	Author	Job Title	Date
1	Phil Evans	Director of Social Services	18 th January 2018

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



4. Impact on Other Service Areas

Does the proposal have potential to impact on another service area? (Including implication for Health & Safety and Corporate Parenting)
PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY

The proposal will impact across all service areas as it will take a corporate approach to ensure that all councillors, employees, volunteers and contracted service providers have a responsibility to safeguard and protect children and adults at risk in the course of their duties. There is also a wider society expectation that we safeguard and protect children and adults at risk in our personal and public lives.

Service Area informed: **Contact Officer liaised with:**

Mitigation

Once the approach has been approved, a programme of work will be developed to ensure that the policy is implemented. The Corporate Safeguarding Group will ensure that this work progresses.

How does your proposal impact on the council's strategic vision?

Page 332

Council Priority	How does the proposal impact on this priority?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
The Economy We will develop a vibrant economy	No impact	Neutral		Choose an item.

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



Page 333

Council Priority	How does the proposal impact on this priority?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Health and Care We will lead the way in effective, integrated rural health and care	Safeguarding and the protection of children and adults at risk are everybody's responsibility and the Council is committed to ensuring that: - <ul style="list-style-type: none"> • all councillors, employees, volunteers or contracted service providers who are in contact with children and adults at risk as part of their duties promote the welfare of children and adults at risk. • all councillors, employees, volunteers or contracted service providers know what to do if they are concerned about the welfare of a child or adult at risk. • all councillors, employees, volunteers or contracted service providers against whom allegations of harm to children and adults at risk are made, are dealt with in accordance with the relevant legislation, policy and procedures. 	Good		Choose an item.
Learning and skills We will strengthen learning and skills	No impact	Neutral		Choose an item.
Residents and Communities We will support our residents and communities	No impact	Neutral		Choose an item.

Source of Outline Evidence to support judgements
Corporate Safeguarding Policy and Procedure.

6. How does your proposal impact on the Welsh Government’s well-being goals?

Well-being Goal	How does proposal contribute to this goal?	<u>IMPACT</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	No impact	Neutral		Choose an item.
A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).	No impact	Neutral		Choose an item.

Page 334

<p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>	<p>As a corporate body, the Council has a duty to ensure that it undertakes its functions in a way that safeguards and promotes the welfare of children (Children Act, 2004, section 28). Under section 17 of the Crime and Disorder Act (1998), the Council has a duty to ensure that every reasonable step is taken to protect adults and prevent crime and disorder when it undertakes its functions. Under section 175 of the Education Act 2002, guidance has been issued by Welsh Government directing that local authorities, governing bodies of maintained schools and FE institutions must have regard to the guidance <i>Keeping Learners Safe</i> for the purpose of meeting their duties and that they should exercise their functions in a way that takes into account the need to safeguard and promote the welfare of children. The requirement to 'have regard' means that the guidance must be taken into account and any decision to depart from it must be justified.</p> <p>The Social Services and Wellbeing (Wales) Act 2014 contains strengthened and statutory arrangements to safeguard and protect adults at risk. Included in the legislation is a requirement for the local authority to investigate when they suspect an adult with care and support needs is at risk of abuse or neglect. In addition to legislation, there is statutory guidance intended for local authorities and their relevant partners in relation to safeguarding.</p>	<p style="text-align: center;">Good</p>	<p>The Corporate Safeguarding Board will work to ensure that the Corporate Safeguarding Policy is implemented.</p> <p>Aims of the Group: -</p> <ol style="list-style-type: none"> 1.1 To ensure that the Council has in place and operates effectively guidance, management and assurance processes and controls for safeguarding children and adults at risk. 1.2 To help the Council carry out these duties at corporate, service and partnership levels in order to fulfil in full its statutory responsibilities. 1.3 To drive forward improvements in safeguarding policy and practice. 1.4 To consider matters referred to the Group within its terms of reference. <p>Responsibilities of the Group</p> <ol style="list-style-type: none"> 2.1 To take an overview of the Council's responsibilities towards safeguarding and dealing with violence against women (including issues such as domestic abuse, stalking, harassment, forced marriage and modern slavery). 2.2 To examine ways in which the Council as a whole can secure the safeguarding and well-being of children and adults at risk in the area. 3.3 To ensure that the Council and its departments are fully compliant with legislation, policy, regulations and guidance in respect of safeguarding roles and responsibilities. 3.4 To monitor and scrutinise the performance of safeguarding activities across the Council, 	<p style="text-align: center;">Very Good</p>
--	--	---	--	--

	<p>The Act and codes of practice issued under the Act, while making it clear that safeguarding children and adults at risk of abuse and neglect is everyone’s responsibility, specify that the Director of Social Services must show leadership to ensure effective safeguarding arrangements are in place, both within the local authority and by relevant partners. The Director of Social Services must oversee and report to Councillors, on a consistent basis regarding the operation, monitoring and improvement of child and adult safeguarding systems within the local authority. Defined arrangements with other officers must be clear in relation to delegation and reporting arrangements relating to safeguarding issues.</p>		<p>supporting good practice, challenging and holding to account.</p> <p>3.5 To ensure that elected Members are regularly updated on issues relating to safeguarding practice and understand their roles and responsibilities for this area of work.</p> <p>3.6 To develop and oversee implementation of an annual work programme for the Group.</p> <p>3.7 To ensure that positive practices are maintained, lessons are learnt and changes made in the areas that require improvements.</p> <p>3.8 To develop and oversee implementation of a Council-wide safeguarding policy.</p> <p>3.9 To ensure safe recruitment policy and processes are implemented and adhered to across the Council (including schools), with monitoring in respect of new and existing employees, contractors and volunteers on a scheduled basis.</p> <p>3.10 To develop and oversee implementation of a Corporate Safeguarding workforce development strategy and training plan.</p> <p>3.11 To maintain oversight of all developments, plans, policies and strategies for safeguarding and to make appropriate recommendations for action.</p> <p>3.12 To ensure that referrals and investigations under Part 4 of the All Wales Child Protection Procedures (2008) are managed effectively where they involve allegations of abuse (in their private life or working capacity) against staff working for the local authority.</p>	
--	--	--	--	--

			<p>3.13 To produce an annual safeguarding report (linking with the requirement for an annual report through the Regional Safeguarding Board).</p> <p>3.14 To ensure that there are good joint working arrangements between Council departments and partner agencies, including the Mid and West Wales Regional Safeguarding Board and the Powys Local Operational Group (PLOG).</p> <p>3.15 To ensure that thematic safeguarding issues are actively addressed across the Council - e.g. child sexual exploitation, human trafficking, modern slavery, MARAC (the Multi-Agency Risk Assessment Conferences used for high-risk domestic abuse cases) and MAPPA (the Multi-Agency Public Protection Arrangements used for helping in the management of violent and sexual offenders).</p>	
--	--	--	---	--

<p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p>	<p>Responsibilities of the Group: -</p> <p>3.1 To take an overview of the Council’s responsibilities towards safeguarding and dealing with violence against women (including issues such as domestic abuse, stalking, harassment, forced marriage and modern slavery).</p> <p>3.2 To examine ways in which the Council as a whole can secure the safeguarding and well-being of children and adults at risk in the area.</p> <p>3.3 To ensure that thematic safeguarding issues are actively addressed across the Council - e.g. child sexual exploitation, human trafficking, modern slavery, MARAC (the Multi-Agency Risk Assessment Conferences used for high-risk domestic abuse cases) and MAPPA (the Multi-Agency Public Protection Arrangements used for helping in the management of violent and sexual offenders).</p>	<p>Good</p>	<p>As above</p>	<p>Very Good</p>
<p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p>	<p>No impact</p>	<p>Neutral</p>		<p>Choose an item.</p>
<p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p>				
<p>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</p>	<p>No impact</p>	<p>Neutral</p>		<p>Choose an item.</p>
<p>Opportunities to promote the Welsh language</p>	<p>No impact</p>	<p>Neutral</p>		<p>Choose an item.</p>
<p>Welsh Language impact on staff</p>	<p>The Policy will be translated and will be available to stakeholders in both English and Welsh formats.</p>	<p>Good</p>		<p>Choose an item.</p>

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



<i>People are encouraged to do sport, art and recreation.</i>	No impact	Neutral		Choose an item.
A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).				
<i>Age</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.
<i>Disability</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.
<i>Gender reassignment</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.
<i>Marriage or civil partnership</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.
<i>Race</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.
<i>Religion or belief</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.
<i>Sex</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.
<i>Sexual Orientation</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.
<i>Pregnancy and Maternity</i>	The policy is relevant to all Powys citizens.	Neutral		Choose an item.

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



Source of Outline Evidence to support judgements

Social Services & Well-being Act
Corporate Safeguarding Policy and Procedure

7. How does your proposal impact on the council's other key guiding principles?

Principle	How does the proposal impact on this principle?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Sustainable Development Principle (5 ways of working)				
Long Term: Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.	The policy works to keep people safe at the earliest point, therefore avoiding escalation of abuse, neglect and violence.	Good		Choose an item.
Collaboration: Working with others in a collaborative way to find shared sustainable solutions.	The Corporate Safeguarding Group will be made up of representatives from all parts of the Council. We will work with PAVO and related organisations in relation to the expectations around safer recruitment of volunteers.	Good		Choose an item.
Involvement (including Communication and Engagement): Involving a diversity of the population in the decisions that affect them.	No impact	Neutral		Choose an item.
Prevention: Understanding the root causes of issues to prevent them from occurring.	The policy works to keep people safe at the earliest point, therefore avoiding escalation of abuse, neglect and violence.	Good		Choose an item.
Integration: Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	Working together within the Council, to safeguard adults and children at risk, will be improved.	Good		Choose an item.

Page 340

Principle	How does the proposal impact on this principle?	<u>IMPACT</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.	No impact	Neutral		Choose an item.
Unpaid Carers: Ensuring that unpaid carers views are sought and taken into account	No impact	Neutral		Choose an item.
Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves.	<p>1.1 To have in place a Corporate Safeguarding Policy which: -</p> <ul style="list-style-type: none"> • sets out the steps that the Council will take to protect and safeguard children and adults at risk; and • provides guidance for all councillors, employees, volunteers and contracted service providers on what to do if they suspect a child or vulnerable adult may be experiencing harm or is at risk of harm. <p>1.2 To have in place a Corporate Safeguarding Group which: -</p> <ul style="list-style-type: none"> • ensures that the Council operates effectively in providing guidance, management and assurance processes and controls for safeguarding children and adults at risk; • helps the Council carry out its statutory safeguarding duties at corporate, service and partnership levels; and • drives improvements in safeguarding policy and practice. 	Very Good		Choose an item.

Cyngor Sir Powys County Council
Impact Assessment (IA)

The integrated approach to support effective decision making



Page 342

Principle	How does the proposal impact on this principle?	<u>IMPACT</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
Impact on Powys County Council Workforce	The policy affects: - <ul style="list-style-type: none"> all councillors, employees, volunteers or contracted service providers who are in contact with children and adults at risk as part of their duties and are concerned about their welfare. all councillors, employees, volunteers or contracted service providers who are concerned about the welfare of a child or adult at risk resulting from the action/inaction of other Powys councillors, employees, volunteers or contracted service providers. This may be done via a discussion with the relevant manager or via the Council's Whistleblowing Policy. The policy will help everyone to understand their responsibilities for safeguarding.	Good		Choose an item.
Source of Outline Evidence to support judgements				
Corporate Safeguarding Policy. Corporate Safeguarding Group Terms of Reference.				

8. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Low	Medium	Low
Mitigation		
The Corporate Safeguarding Group will be chaired initially by the Chief Executive, and there are representatives already nominated from relevant parts of the Council.		

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



9. What are the risks to service delivery or the council following implementation of this proposal?

Risk Identified	Inherent Risk Rating	Mitigation	Residual Risk Rating
None	Low		Low
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.
Overall judgement (to be included in project risk register)			
Very High Risk	High Risk	Medium Risk	Low Risk
			X

10. Indicative timetable for actions to deliver change proposal, if approved

Action	Target Date	Outcome	Decisions made
Report to Cabinet	30/01/2018	The Council adopts the draft Corporate Safeguarding Policy and Procedure. The Council agrees to establish a Corporate Safeguarding Group, as set out in the draft terms of reference. Relevant Scrutiny Committees and the Cabinet receive six-monthly reports from the Corporate Safeguarding Group.	
First meeting of the Corporate Safeguarding Group	30/01/2018	Relevant Scrutiny Committees and the Cabinet receive six-monthly reports from the Corporate Safeguarding Group.	
Develop a programme of actions for the Group	31/05/2018	The Council adopts the draft Corporate Safeguarding Policy and Procedure.	
Portfolio Holder decision required	Choose an item.	Date required	
Cabinet decision required	Yes	Date required	30/01/2018
Council decision required	Choose an item.	Date required	

11. Indicative resource requirements (FTE) – link to Resource Delivery Plan

Support Requirements	2018-19				2019-20				2020-21			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
To be confirmed												

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



12. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
<p>Safeguarding is a priority for the Council. The proposal aligns with the Current objective in the Corporate Improvement Plan of Supporting People to Live Fulfilled Lives and aligns with the Health and Care wellbeing objective set out in Vision 2025.</p> <p>Although there are no direct resource implications arising from this report, it is likely that the Council will incur expenditure which may not be covered by existing budgets. Increased awareness of safeguarding issues and new responsibilities for responding to concerns are likely to generate additional pressures and capacity issues. Other areas, such as additional training for all those affected by the new corporate policy and responsibilities for overseeing compliance with safer recruitment are not cost neutral. However, safeguarding is one of the paramount and most high profile of all the responsibilities undertaken by the Council. There is a risk to its reputation and an increased likelihood of additional external intervention if it is not seen as adopting best practice models in this area of work.</p>	

13. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?
n/a

14. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
Monitoring will be carried out the Group and will be reported to Scrutiny committees and Cabinet.
Please state when this Impact Assessment will be reviewed.
31 st January 2019

15. Sign Off

Position	Name	Signature	Date
Impact Assessment Lead:	Phil Evans		18 th January 2018
Head of Service:	Dylan Owen		
Strategic Director:	Phil Evans		18 th January 2018
Portfolio Holder:	CLlr Rosemarie Harris		

16. Governance

Decision to be made by	Date required
Cabinet	30 th January 2018

FORM ENDS

This page is intentionally left blank



TraCC Board meeting

Thursday 23 November 2017, 11am

Y Plas Machynlleth

Present:

Members:

Councillor Alun Williams (Chair)	<i>AW</i>	Ceredigion County Council
Councillor Dafydd Meurig (Vice Chair)	<i>DM</i>	Gwynedd Council
Councillor Liam Fitzpatrick	<i>LF</i>	Powys County Council

Officers in attendance:

Ann Elias	<i>AHE</i>	TraCC
Tony Caine	<i>TC</i>	Powys County Council
Rhodri Llwyd	<i>RLI</i>	Ceredigion County Council
Meirion Williams	<i>MW</i>	Gwynedd Council
Mike Shaw	<i>MS</i>	Ceredigion County Council
Dewi Rowlands	<i>DR</i>	Welsh Government
David Hern	<i>DH</i>	Welsh Government

Support Staff:

Dr Sion Aled Owen (Translation)	—	—
Carol Davies (Minutes)	<i>CD</i>	Ceredigion County Council

EITEMAU / ITEMS

CAMAU / ACTION

1.00	<p>Welcome and Introductions</p> <p>The chair welcomed all Officers to the meeting, and all Officers present in turn introduced themselves.</p>	
2.00	<p>Apologies</p> <p>Apologies for their inability to attend the meeting were received from Councillors Gareth Lloyd (Ceredigion) and Martin Weale (Powys), Paul Griffiths and Nigel Brinn (Powys) and Richard Morgan (Welsh Government).</p>	
3.00	<p>Declarations of Interest</p> <p>There were no Declarations of Interest.</p>	
4.00	<p>Election of Chair and Vice Chair</p> <p>As the outgoing Chair, AW proposed DM as the new Chair, which was seconded by LF. AW also proposed LF as the new Vice-Chair, which was seconded by DM.</p> <p>As the new Chair, DM took over for the remainder of the meeting. DM</p>	

thanked the Group for his nomination.

5.00 Minutes of the TraCC Board meeting held on 28 September 2016

The minutes were accepted as a true and accurate record.

6.00 The Growing Mid Wales Partnership (GMWP) (update by Mike Shaw)

MS stated that the Growing Mid Wales Partnership was recognised as fully inclusive and therefore was accepted by the Welsh Government (WG) as a region of Wales.

GMWP are currently working with Powys and Ceredigion on taking forward a regional agenda. There have been very positive comments from Gwynedd, who have confirmed their wish to be part of the GMWP and would wish to be part of any potential opportunity to attract regional funding, for example a growth deal.

By being a fully inclusive partnership we are fulfilling taking forward the Mid Wales region at a faster rate than other regions of Wales, as these haven't been as strong in bringing together wider stakeholders. In Mid-Wales there is a long tradition of working together to find common solutions for common problems.

GMWP are in talks with WG regarding a deal for an Integrated Economic Programme for Mid-Wales. A brief has been prepared and is focused around a series of propositions, trying to add value to a rural product and what we do in a rural area. The intention is that this work will be jointly managed by Officers from WG, Ceredigion and Powys.

Next Monday we are expecting the UK Government to announce a White Paper for the Industrial Strategy. Some of the important things for Mid-Wales are not devolved, and therefore we must work with the UK Government and identify what they can do for Mid-Wales?

The Chair (DM) stated that he was keen to see improvements but they need to connect all of Wales – regions are good, but Wales is one country.

DR stated that developments have taken place since we last met – Ken Skates feels very strongly over co-working regionally. Rhodri Griffiths has been appointed as Chief Regional Officer (for Mid and South West Wales), and one of his key focus will be targeting the economy so that there is a more balanced economy across the regions and the country as a whole. As regards the Growth Bid in North Wales, the Wales Office are placing emphasis on the importance of securing private sector buy-in. GMWP needs to be clear on the projects they wish to take forward and these need to reflect the likely funding being available to them. The funding available is not limitless, and therefore there is a need to be realistic with the ask and what can be achieved. When discussions take place, it is important that all parties are around the table to move things forward.

LF wished to stress that the Board needs to move at the speed of the private sector and take account of their needs.

7.00

TrawsCymru (update by David Hall)

DH provided a TrawsCymru update via a presentation shown on screen.

The first slide provided a map of Wales showing all the current routes operated by TrawsCymru. AW queried whether there was any scope for a route from Aberystwyth to Llandrindod, in order to fill the gaps in connectivity. Comments were also passed that the potential for tourism in Wales is huge if we could also connect the TrawsCymru services to Hereford and Shropshire.

As part of the Market Research undertaken in the Summer of 2017 – 728 passengers were interviewed across all services. 98% of passengers stated that they would recommend TrawsCymru to friends and family, and they also praised the service reliability and the affordability of tickets. Just over 30% of the passengers carried were aged 65 or over.

The current trial of free weekend travel will be running until May 2018. During some weekends of the trial, extra buses had to be used sometimes due to larger than expected passenger numbers. LF commented that the free weekends had had a big economic effect on the Brecon area and as a result of this Powys are now intending to operate a free park & ride service from Brecon to Pen-y-Fan.

With regard to the recent infrastructure improvements to the T4 & T6 routes, which have enabled Powys CC to provide new and upgraded bus stop and interchange signage, LF commented that they'd had a massive economic benefit, with a positive response from users demonstrating how much this type of investment actually matters to local people.

Further Potential Service Developments:

- Enhanced frequencies on the T2 Aberystwyth to Bangor route – which is out to tender at the moment
- Evaluation of new service on the A5 linking Bangor to Oswestry via Corwen – Llangollen – Chirk
- Evaluation of new service linking Newtown to Wrexham via Welshpool and Oswestry
- Improved connections between Dolgellau and Llandudno (Conwy Valley)

8.00

Welsh Government Transport (update by Dewi Rowlands / David Hern)

Dewi Rowlands

DR stated that there is a paper going to Cabinet next week seeking permission to start drafting an updated Wales Transport Strategy. Hoping to start work on scoping shortly, there will be work needed to identify how transport needs to work in the future to deliver the Well-Being and Future Generations goals and principles. Strategy will not be published until 2019 and there will be high level of engagement with stakeholders. LF stated that he was confident that we can work together and that there is a need to make sure we identify how cross border transport works.

The National Transport Finance Plan which contains information regarding a 5-year commitment on how we invest in transport, is under review. The revised version will identify what has been achieved, and outline proposals for the next 3 years.

WelTAG refresh will be available shortly – currently working with the Future Generations Commissioner to ensure the assessments take into account the new Act. There will be a WelTAG toolkit and supplementary guidance. One Guidance will identify how to use the goals and principles contained in the WBoFGA to evaluate options. Local authorities will be expected to use the toolkit if they require Welsh Government funding.

There is currently an opportunity to contribute and influence how we look at transport in Wales.

David Hern

DH began by stating that all 3 Authorities had been successful in obtaining money from Local Transport Grants.

He is currently dealing with in-year requests, and is grateful to Local Authority Officers for responding quickly and positively. It is hoped to provide more funding for Active Travel projects this year. DH also noted the WG commitment to maintain Road Safety and Safe Routes in Community funds.

9.00

Strategic Transport (update by Ann Elias)

AHE took the Board through the report, which was included as Enclosure B to the agenda:

Item 2.5 – The Board were happy for AHE to push forward in seeking a suitable road safety representative who has specific Road Safety knowledge.

Item 3.3 – regarding the joint bid for the T2 and T5 – Pembrokeshire have been included as the T5 goes to Haverfordwest.

Item 4.2 – AHE confirmed that she had met Abellio Rail Cymru in Hereford yesterday, and is trying to gather ideas to feed into their bid. Bids are due to be with the Government by 21 December 2017, with an early announcement due to be made in early 2018 with the new franchise starting in October 2018.

Item 4.6 – it was very pleasing to note that funding of £6.75million had been confirmed for the project to re-open Bow Street railway station, and that the region is working with WG and TfW to deliver the project.

Item 4.9 – DR stated that the Technical work was almost complete, and that the project is being managed by Transport for Wales. However, to date there had been no engagement with the commissioned consultants Mott Macdonald. DH to chase.

Item 4.13 – The DfT have confirmed a £80million network rail programme,

DH

that is being rolled out to introduce smart ticketing across England and Wales by the end of 2018.

Item 5.3 – DH stated that trunk road colleagues are currently working their way through objections. He is optimistic that the scheme can go ahead without a public enquiry.

Item 5.4 – The official opening of the A483 Newtown bypass had now moved to Spring 2019, due to tricky ground conditions.

Item 5.5 – The Government has confirmed £24million over 4 years to deliver Pinch Points.

Item 5.6 – WG have provided an additional £15million to support infrastructure for north-south links, which will have a particular focus on the A487 / A470 and A483. It will also be looking at the A44.

10.00

Any Other Business

Following the recent budget, the UK Government had confirmed they are to extend the age range of the rail card to include a new card for 26 - 30 year olds. It was suggested that a similar age range could be included in Bus concessions.

11.00

Date of Next Meeting

The AGM is arranged for 23 November 2018 at Y Plas, Machynlleth

Following discussion, the Board agreed to hold 2 meetings per year. CD to seek availability for June 2018.

Post Meeting Note: date of the next Board Meeting is confirmed as 22 June 2018 at Y Plas, Machynlleth between 11am – 1pm)

CD

This page is intentionally left blank

Delegated Decision List

9 January	Portfolio Holder for Education	Approved the appointment of school governors: County Councillor Edwin Roderick to Sennybridge CP School and Mr SA Morgans To Mount Street CP Junior School.
18 January	Portfolio Holder for Housing & Countryside Services Portfolio Holder for Property & Waste	Approved the purchase of land from Presteigne & Norton Town Council to extend the cemetery.
23 January	Portfolio Holder for Education	Approved the appointment of school governors: Mrs M Wigley to Arddleen CP School, County Councillor J Charlton to Llangattock C in W School, Mrs M Oldham to Ladywell Green Nursery and Infants School, County Councillor R Williams and Mrs M Shepstone to Mount Street CP Infants School, Mr M Price to Llanelwedd C in W School, Mrs Y Allen and Mr P Watkins to Maesyrrhandir CP School.

This page is intentionally left blank

Cabinet Date	Cabinet/Mana Title	Portfolio Holder	Lead	Description
20/02/18	06/02/18 Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston	
20/02/18	06/02/18 Redesign of the Trade Waste Service	Cllr Phyl Davies	Ashley Collins	
20/02/18	06/02/18 School Transformation Policy	Cllr Myfanwy Alexander	Marianne Evans	
20/02/18	06/02/18 Budget Outturn Report	Cllr Aled Davies	Jane Thomas	
20/02/18	06/02/18 Capital Programme Update	Cllr Aled Davies	Jane Thomas	
20/02/18	06/02/18 Housing Developments	Cllr Phyl Davies	Natasha Morgan	
20/02/18	06/02/18 Annual report on Secondary School Standards, Attendance & Exclusions	Cllr Myfanwy Alexander	Ian Budd	
20/02/18	06/02/18 Development of a pooled budget for residential care	Cllr Stephen Hayes	Lee Anderson	
20/02/18	06/02/18 Draft ICT Strategy	Cllr James Evans	Andrew Durant	
20/02/18	06/02/18 Area Plan & Health and Care Strategy	Cllr Stephen Hayes	Dylan Owen	
20/02/18	06/02/18 Gwernyfed High School 21st C Schools Capital Programme	Cllr Myfanwy Alexander	Joni Hughes	Seeking approval of business case to improve teaching facilities for submission to Welsh Government
20/02/18	06/02/18 Home to School Transport	Cllr Myfanwy Alexander	Gareth Jones	
20/02/18	06/02/18 Increase in charges for Community Based Services	Cllr Stephen Hayes	Katie Morgan	
20/02/18	06/02/18 Schools Funding Formula Review	Cllr Myfanwy Alexander	Anne Phillips	
28/02/18	06/02/18 Public Conveniences	Cllr Liam Fitzpatrick	Alastair Knox	Continue funding and / or move to Freehold transfer - delegated decision

28/02/18		Strategic Salt Storage	Cllr Liam Fitzpatrick	Alastair Knox	Portfolio holder decision
13/03/18	27/02/18	Residential care fee setting arrangement	Cllr Stephen Hayes	Lee Anderson	
13/03/18	27/02/18	Adoption of Additional Land Drainage Bye-laws	Cllr Liam Fitzpatrick	Alastair Knox	To consider adopting bye-laws
13/03/18	27/02/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston	
13/03/18		Update from the Anti-Poverty Champion		Cllr Joy Jones	
13/03/18	27/02/18	Office Accommodation - North Powys Review	Cllr Phyl Davies	Natasha Morgan	
13/03/18	27/02/18	Budget Outturn Report	Cllr Aled Davies	Jane Thomas	
13/03/18	27/02/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas	
13/03/18	27/02/18	Review of Farms Policy	Cllr Jonathan Wilkinson	Natasha Morgan	
13/03/18	27/02/18	HIW Inspection report on Substance Misuse	Cllr Stephen Hayes	Dylan Owen	
13/03/18	27/02/18	CSSIW Adult Social Care Inspection Report	Cllr Stephen Hayes	Dylan Owen	
13/03/18	27/02/18	Residential Care Pooled Budget	Cllr Stephen Hayes	Dylan Owen	
13/03/18	27/02/18	Health and Care Strategy	Cllr Stephen Hayes		
13/03/18	27/02/18	Schools Policy - Plans for Powys Schools & Forward Transformation Work Programme	Cllr Myfanwy Alexander	Ian Budd	
13/03/18	27/02/18	Mid Powys Welsh medium Primary Review	Cllr Myfanwy Alexander	Marianne Evans	
13/03/18	27/02/18	Llanfair Caereinion Footbridge	Cllr Liam Fitzpatrick	Alastair Knox	
31/03/18		Moelfre City	Cllr Liam Fitzpatrick	Alastair Knox	

10/04/18	27/02/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston	
10/04/18	27/03/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas	
10/04/18	27/03/18	Budget Outturn Report	Cllr Aled Davies	Jane Thomas	
10/04/18	27/03/18	Integrated Teams Evaluation & Plan	Cllr Stephen Hayes	Dylan Owen	
10/04/18	27/03/18	Residential Care Homes - Onwership and Administration	Cllr Stephen Hayes	Dylan Owen	
10/04/18	27/03/18	Director of Social Services Annual Report	Cllr Stephen Hayes	Dylan Owen	
10/04/18	27/03/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas	
10/04/18	27/03/18	Well Being Plan	Cllr Rosemarie Harris	Heather Delonnette	
10/04/18	27/03/18	Highways Capital Programme 2018/19	Cllr Liam Fitzpatrick	Alastair Knox	
10/04/18	27/03/18	Strategy to measure and reduce radon levels in HRA homes	Cllr Jonathan Wilkinson	Simon Inkson	
01/05/18	17/04/18	Treasury Management Report for Quarter 4	Cllr Aled Davies	Ann Owen	
01/05/18	17/04/18	Local Development Plan	Cllr Martin Weale	Peter Morris	
22/05/18	08/05/18	Sustainable Drainage Approval Body	Cllr Liam Fitzpatrick	Alastair Knox	Statutory new function currently out for consultation
22/05/18	08/05/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston	
22/05/18	08/05/18	Budget Outturn Report	Cllr Aled Davies	Jane Thomas	
22/05/18	08/05/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas	
22/05/18	08/05/18	Home to School Transport Policy	Cllr Myfanwy Alexander	Gareth Jones	
22/05/18	08/05/18	School Categorisation	Cllr Myfanwy Alexander	Ian Budd	
19/06/18	05/06/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston	

19/06/18	Update from the Anti-Poverty Champion			Cllr Joy Jones
19/06/18	05/06/18	Rights of Way Improvement Plan	Cllr Jonathan Wilkinson	Mark Stafford-Tolley
19/06/18	05/06/18	Budget Outturn Report	Cllr Aled Davies	Jane Thomas
19/06/18	05/06/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas
19/06/18	05/06/18	Adult Social Care Strategies	Cllr Stephen Hayes	Dylan Owen
19/06/18	05/06/18	Regional Partnership Board Annual Report	Cllr Stephen Hayes	Dylan Owen
19/06/18	05/06/18	Post 16 Review	Cllr Myfanwy Alexander	Ian Budd
10/07/18	26/06/18	Treasury Management Review 2017/18	Cllr Aled Davies	Ann Owen
10/07/18	26/06/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston
10/07/18	26/06/18	Budget Outturn Report	Cllr Aled Davies	Jane Thomas
10/07/18	26/06/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas
10/07/18	26/06/18	Update on Operation Jasmine	Cllr Stephen Hayes	Dylan Owen
10/07/18	26/06/18	Schools Budgets	Cllr Myfanwy Alexander	Ian Budd
10/07/18	26/06/18	ALN / SEN revised delivery model	Cllr Myfanwy Alexander	Ian Budd
10/07/18	26/06/18	Fllod Risk Management Plan	Cllr Liam Fitzpatrick	Alastair Knox
18/09/18	04/09/18	Treasury Management Report for Quarter 1 2017/18	Cllr Aled Davies	Ann Owen
18/09/18	04/09/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston
18/09/18	Update from the Anti-Poverty Champion			Cllr Joy Jones
18/09/18	04/09/18	Budget Outturn Report	Cllr Aled Davies	Jane Thomas

18/09/18	04/09/18	Review of 3rd Sector Social Care Grants	Cllr Stephen Hayes	Dylan Owen
18/09/18	04/09/18	Impact of ALN Reform Act	Cllr Myfanwy Alexander	Ian Budd
18/09/18	04/09/18	Highways Asset Management Plan	Cllr Liam Fitzpatrick	Alastair Knox
09/10/18	25/09/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston
09/10/18	25/09/18	WHQS Completion	Cllr Jonathan Wilkinson	Simon Inkson
09/10/18	25/09/18	Cemeteries Review	Cllr Jonathan Wilkinson	Nia Hughes
09/10/18	25/09/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas
09/10/18	25/09/18	Schools Service Asset Management Plan	Cllr Myfanwy Alexander	Ian Budd
09/10/18	25/09/18	Fair Funding Formula	Cllr Myfanwy Alexander	Ian Budd
09/10/18	25/09/18	Scheme for Financing Schools	Cllr Myfanwy Alexander	Ian Budd
06/11/18	23/10/18	Treasury Management Report for Quarter 2 2017/18	Cllr Aled Davies	Ann Owen
06/11/18	23/10/18	Homelessness Strategy	Cllr Jonathan Wilkinson	Simon Inkson
06/11/18	23/10/18	Annual Estyn Inspection Outcomes	Cllr Myfanwy Alexander	Ian Budd
28/11/18	13/11/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston
28/11/18	13/11/18	Budget Outturn Report	Cllr Aled Davies	Jane Thomas
28/11/18	13/11/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas
28/11/18	13/11/18	Schools Budgets	Cllr Myfanwy Alexander	Ian Budd
28/11/18	13/11/18	Newtown Bypass De-trunking	Cllr Liam Fitzpatrick	Shaun James

18/12/18	04/12/18	Children's Services Safeguarding report	Cllr Rachel Powell	David Johnston
18/12/18		Update from the Anti-Poverty Champion		Cllr Joy Jones
18/12/18	04/12/18	Budget Outturn Report	Cllr Aled Davies	Jane Thomas
18/12/18	04/12/18	Capital Programme Update	Cllr Aled Davies	Jane Thomas
18/12/18	04/12/18	Review of Day Time Activities for Older People	Cllr Stephen Hayes	Dylan Owen
15/01/19	08/01/19	Joint Dementia Action Plan	Cllr Stephen Hayes	Dylan Owen