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THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND

17th June 2020

Dear Sir/Madam

EXECUTIVE COMMITTEE

A meeting of the Executive Committee will be held in Remotely Via Microsoft Teams on Wednesday, 24th June, 2020 at 10.00 am.

Yours faithfully

Michelle Morris
Managing Director

AGENDA

Pages

1. SIMULTANEOUS TRANSLATION

You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

2. APOLOGIES

To receive.

We welcome correspondence in the medium of Welsh or English. / Croesawn ohebiaith trwy gyfrwng y Gymraeg neu'r Saesneg.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

To consider any declarations of interest and dispensations made.

GENERAL MATTERS

MINUTES

4. EXECUTIVE COMMITTEE 5 - 18

To receive the Minutes of the Executive Committee held on 11th March, 2020.

DECISION ITEMS - CORPORATE SERVICES MATTERS

5. COVID-19 EMERGENCY - TRANSITION TO THE NEXT PHASE 19 - 28

To consider the report of the Managing Director.

6. THE IMPACT OF COVID-19 ON THE 2020/2021 REVENUE BUDGET AND UPDATE ON BRIDGING THE GAP PROPOSALS 29 - 78

To consider the report of the Chief Officer Resources.

7. TEST, TRACE AND PROTECT 79 - 86

To consider the report of the Managing Director.

MONITORING ITEMS - CORPORATE SERVICES

8. REVENUE BUDGET MONITORING - 2019/2020 PROVISIONAL OUTTURN 87 - 118

To consider the report of the Chief Officer Resources.

9. CAPITAL BUDGET MONITORING, PROVISIONAL OUT-TURN FOR 2019/2020 FINANCIAL YEAR 119 - 138

To consider the report of the Chief Officer Resources.

DECISION ITEMS - CORPORATE SERVICES MATTERS

10. GRANTS TO ORGANISATIONS 139 - 142

To consider the report of the Chief Officer Resources.

11. **BUSINESS RATES RELIEF – RETAIL, LEISURE AND HOSPITALITY RATES RELIEF – 2020/21** 143 - 156

To consider the report of the Chief Officer Resources.

12. **EXEMPT ITEM(S)**

To receive and consider the following report(s) which in the opinion of the proper officer is/are an exempt item(s) taking into account consideration of the public interest test and that the press and public should be excluded from the meeting (the reason for the decision for the exemption is available on a schedule maintained by the proper officer).

DECISION ITEMS - REGENERATION & ECONOMIC DEVELOPMENT MATTERS

13. **EBBW VALE HI TEC TEST FACILITY** 157 - 232

To consider the report of the Corporate Director Regeneration and Community Services.

To: Councillor N. Daniels (Chair)
Councillor J. Collins
Councillor D. Davies
Councillor J. Mason
Councillor J. Wilkins

All other Members (for information)
Manager Director
Chief Officers

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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: THE LEADER AND MEMBERS OF THE EXECUTIVE

SUBJECT: EXECUTIVE COMMITTEE – 11TH MARCH, 2020

REPORT OF: DEMOCRATIC SUPPORT OFFICER

**PRESENT: Leader of the Council/
Executive Member Corporate Services
Councillor N.J. Daniels (CHAIR)**

**Deputy Leader/Executive Member for Environment
Councillor G. Collier**

**Executive Member – Regeneration and
Economic Development
Councillor D. Davies**

**Executive Member – Social Services
Councillor J. Mason**

WITH: Managing Director
Corporate Director Education
Corporate Director Social Services
Corporate Director of Regeneration & Community Services
Chief Officer Resources
Chief Officer Commercial
Service Manager Accountancy
Solicitor
Press Officer

DECISIONS UNDER DELEGATED POWERS

<u>ITEM</u>	<u>SUBJECT</u>	<u>ACTION</u>
No. 1	<u>SIMULTANEOUS TRANSLATION</u> It was noted that no requests had been received for the simultaneous translation service.	

<p>No. 2</p>	<p><u>APOLOGIES</u></p> <p>Apologies for absence were received for:</p> <p>Councillor J. Collins, Executive Member – Education</p> <p>Andrea Jones, Head of Legal & Corporate Compliance</p>	
<p>No. 3</p>	<p><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></p> <p>The Leader of the Council declared an interest in Item 26 - Service Review and upon seeking legal advice remained in the meeting.</p>	
	<p><u>MINUTES</u></p>	
<p>No. 4</p>	<p><u>EXECUTIVE COMMITTEE</u></p> <p>The minutes of the Executive Committee held on 29th January, 2020 were submitted.</p> <p>RESOLVED that the minutes be accepted as a true record of proceedings.</p>	
	<p><u>GENERAL MATTERS</u></p>	
<p>No. 5</p>	<p><u>CONFERENCES/COURSES</u></p> <p>To consider invitations to attend the following:-</p> <p>Launch of the Capital Ambition 2.0 at Cardiff & Vale College, Cardiff – Thursday, 6th February, 2020</p> <p>RESOLVED that approval be granted for Councillor D. Davies, Executive Member for Regeneration and Economic Development, to attend.</p> <p>Overseas Trip to Turkey – 10th-12th February, 2020</p>	

RESOLVED that approval be granted for Councillors G. Davies and J. Hill to attend along with Steve Smith, Head of Planning, Ellie Fry, Head of Regeneration and Rob Davies, Environmental Health.

St. David's Concert, St. Michael's Church, Abertillery – Sunday, 1st March, 2020.

RESOLVED that approval be granted for Councillor M. Moore, Chair of the Council to attend.

The Leader of the Council reported that since the preparation of the report, the following invitation had also been received. He confirmed that no costs would be incurred for the event:-

Military Preparation School Award Ceremony – 13th April, 2020

RESOLVED that approval be granted for Councillor Brian Thomas, Armed Forces Champion to attend.

DECISION ITEMS – CORPORATE SERVICES MATTERS

No. 6 FORWARD WORK PROGRAMME – 22ND APRIL, 2020

Consideration was given to the report of the Leader/Executive Member for Corporate Services.

RESOLVED that the report be accepted and the forward work programme for 22nd April, 2020 be noted.

No. 7 GRANTS TO ORGANISATIONS

Consideration was given to report of the Chief Officer Resources.

The following additional grants were reported:-

ABERTILLERY

Llanhilleth Ward- Councillor H. McCarthy

- | | | |
|----|------------------------------------|---------|
| 1. | Llanhilleth Bowls Club | £150 |
| 2. | Ebbw Fach Aberbeeg Community Group | £119.71 |

3.	Aberbeeg Community Centre	£100
4.	Llanhilleth Institute Food Bank	£300

EBBW VALE

Badminton Ward – Councillor G. Paulsen

1.	One Life Autism Group	£100
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NANTYGLO & BLAINA

Blaina Ward – Councillor G. Collier

1.	Cwmcelyn Tenants & Residents Association	£200
2.	Abertillery BG RFC – Under 8s Rugby Team	£100

Blaina Ward – Councillor J. Morgan

1.	Nantyglo FC	£200
2.	Blaina Bowls Club	£200
3.	Blaina Community Sports Club	£100
4.	Blaina Community Centre	£135
5.	Nantyglo & Blaina Air Training Corps	£150
6.	Aberystroth History & Archaeology Society	£100
7.	Monday Night Dance Club	£50
8.	Ystruth Ladies Hut	£50
9.	Riverside Flats	£50
10.	Ystruth Primary PTA	£250

TREDEGAR

**Georgetown & Central & West Ward – Councillor
K. Hayden & J. Morgan & S. Thomas & H. Trollope &
B. Willis**

1.	Glanhowy PTA (Autism)	£300
2.	Tredeggar Women & Girls AFC	£200
3.	Reliance Bus Preservation Society	£300
4.	Planet Fitness	£200
5.	Tredeggar Methodist Church	£200
6.	St Georges Luncheon Club	£400
7.	Saron Chapel	£838.55
8.	Tredeggar Central Baptist Church	£400

FURTHER RESOLVED, subject to the foregoing, that the report be accepted.

No. 8 **STRATEGIC EQUALITY PLAN 2020 TO 2024**

Consideration was given to the report of the Head of Governance & Partnerships; Service Manager, Policy & Partnerships and the Professional Lead for Engagement, Equality & Welsh Language.

RESOLVED that the report be accepted and the Executive Committee endorses the proposed Strategic Equality Plan prior to approval by Council (Option 1).

No. 9 **COMMERCIAL STRATEGY**

Consideration was given to the report of the Chief Officer Commercial.

At the invitation of the Leader, the Chief Officer Commercial presented the report and outlined the critical themes to being like a commercial organisation. Focussing on the customer experience for existing and new services and to reduce inefficiencies in the system for customers. Delivering quality services and ensure that the supply chain worked effectively to help control costs and enhance the Council's reputation.

From a commercial perspective there was a need to explore new opportunities, commission the right services in the right way to ensure value for money and delivering better outcomes for the benefit of communities.

With regard to reviewing and monitoring arrangements the Chief Officer Commercial made a correction to paragraph 2.6 of the report and confirmed that reporting on delivery of the work programme would be presented to the Corporate Overview Scrutiny Committee on a quarterly basis and not on an annual basis as stated in the report.

The Executive Member for Regeneration and Economic Development welcomed the report and said that it was good to see the Commercial Strategy come to fruition with focus on an efficient Council and shaping the investment portfolio.

RESOLVED that the report be accepted and the Executive Committee agrees the Commercial Strategy and associated work programme (Option 1).

No.10 CORPORATE COMMUNICATIONS STRATEGY

Consideration was given to the report of the Chief Officer Commercial and Communications and Marketing Manager.

The Chief Officer Commercial presented the report which was aligned to the Council's Commercial Strategy and was designed to support the delivery of the Council's priorities, vision and values.

The Chief Officer Commercial made a correction to paragraph 2.7 of the report and confirmed that reporting on delivery of the work programme would be presented to the Corporate Overview Scrutiny Committee on a quarterly basis and not an annual basis as stated in the report.

The Chief Officer Commercial reported that the communications landscape had changed significantly over recent years and it was critical that the strategy reflected customer expectations. There were now multiple channels to reach audiences, including the traditional press, and stressed that it was important to use the best channels in the best possible way to reach customers.

RESOLVED that the report be accepted and the Executive Committee agrees the Communications Strategy and associated work programme (Option 1).

DECISION ITEMS – REGENERATION & ECONOMIC DEVELOPMENT MATTERS

No.11 EMPLOYMENT AND SKILLS PLAN 2020-2023

Consideration was given to the report of the Corporate Director Regeneration and Community Services and the Team Manager Connected Communities.

The Executive Member for Regeneration and Economic Development presented the report and gave an update on the development of the Blaenau Gwent Employment and Skills Plan.

Enhancing the skills and work readiness of individuals was critical to gain employment through initiatives such as City Deal and Tech Valleys. Predicting skills for the future was challenging and necessary to capitalise on opportunities, future proof employment and significantly improve the economy in Blaenau Gwent.

The Plan focused on five priority areas namely;

- Business and Enterprise
- Learning and Skills
- Social Mobility, Inclusion and Employability
- Education and Schools
- Procurement and Community Benefits

The Corporate Director for Regeneration & Community Services commented on the benefits of engagement with partners and the opportunity to incorporate their comments into the plan as appropriate.

RESOLVED that the report be accepted and the Executive Committee approve the Blaenau Gwent Employment and Skills Plan (Option 2).

DECISION ITEMS – ENVIRONMENT MATTERS

No.12 LOCAL NATURE RESERVE DESIGNATION AND DECLARATION

Consideration was given to the report of the Head of Community Services.

The Executive Member for Environment presented the report.

The Corporate Director of Regeneration & Community Services said that Blaenau Gwent had seven designated Local Nature Reserves and were bringing five forward for designation and declaration.

Declaration and designation would contribute to the Council's Biodiversity and Ecosystem Resilience Forward Plan and help restore the impact of climate change to improve the environment.

RESOLVED that the report be accepted and the Executive Committee designate and declare five Local Nature Reserves: Sirhowy Hill Woodlands, Beaufort Hill Ponds & Woodland, Parc Bryn Bach, Garden City and Central Valley (Option 2).

<p>No.13</p>	<p><u>STREET LIGHTING SERVICE REVIEW</u></p> <p>Consideration was given to the report of the Head of Community Services.</p> <p>The Executive Member for Environment presented the report and gave an update on the Street Lighting Review.</p> <p>The Corporate Director of Regeneration & Community Services commented that there was a challenging financial position, however, in response to industry need, street lighting had been increased at some industrial estates. Insurance claims were now being pursued regarding damage to street furniture and a new solar lantern pilot system was being explored.</p> <p>RESOLVED that the report be accepted and the Executive Committee accept the information contained in the report (Option 1).</p>	
	<p><u>MONITORING ITEMS – CORPORATE SERVICES MATTERS</u></p>	
<p>No.14</p>	<p><u>REVENUE BUDGET MONITORING – 2019/20</u> <u>FORECAST OUTTURN TO 31ST MARCH 2020</u></p> <p>Consideration was given to the report of the Chief Officer Resources.</p> <p>The Chief Officer Resources spoke to the report which provided the forecast financial outturn position across all Portfolios for the financial year 2019/2020 (as forecast at 31st December 2020) and referred to the information related to the actions taken forward to move towards a balanced out turn position.</p> <p>The Chief Officer said that a comparison between Corporate Services Quarter 3 and 4 showed a favourable variance due to the increase in forecast expenditure for Council Tax Reduction Scheme. Education showed a favourable variance. Social Services showed the forecast variance had reduced due to an increase in the number of placements with independent Fostering agencies. Education showed a reduced forecast adverse variance. Economy showed a slight reduction in variance due to the temporary solicitor post being extended to March 2020. Environment showed a slight improvement due to additional fees & charges and the reallocation of costs for asbestos works.</p>	

The Managing Director commented on the improved position from last year but figures still showed vulnerabilities. It was important to keep focus into the new financial year to move towards balancing the budget.

The Leader welcomed the good position of the budget which showed excellent collective budgetary control.

RESOLVED that the report be accepted and the appropriate challenge to the financial outcomes was received. The action plans attached at Appendix 4 to address the forecast adverse variances as at the end of December 2019 be noted.

No.15 CAPITAL BUDGET MONITORING, FORECAST FOR 2019/2020 FINANCIAL YEAR

Consideration was given to the report of the Chief Officer Resources.

The Chief Officer Resources provided Members with an overview of each Portfolio's actual and forecast capital expenditure against funding approvals for the 2019/20 financial year as at 31st December 2019.

RESOLVED that the report be accepted and the Executive Committee support Option 1; namely:-

- the appropriate challenge to the financial outcomes in the report be provided;
- the appropriate financial control procedures agreed by Council be continued; and
- the budgetary control and monitoring procedures in place within the Capital Team, to safeguard Authority funding be noted.

No.16 USE OF GENERAL AND EARMARKED RESERVES 2019/20

Consideration was given to the report of the Chief Officer Resources.

RESOLVED that the report be accepted and the Executive Committee:-

- Note the planned forecast increase of the General Reserve to 4.54% (above 4% target level) for 2019/2020 and future years strengthening the Council's Financial Resilience.
- Considered the impact the £0.064m forecast adverse variance for 2019/2020 would have on the General Reserve target; and

	<ul style="list-style-type: none"> • Continue to challenge budget overspends and implement appropriate service Action Plans, where required. 	
No.17	<p><u>POSITION STATEMENT ON THE COUNCIL'S CCTV SYSTEM</u></p> <p>Consideration was given to the report of the Chief Officer Resources, the Head of Community Services and the Head of Governance and Partnerships.</p> <p>RESOLVED that the report be accepted and the Executive Committee support Option 1; namely:-</p> <ul style="list-style-type: none"> • Consider the position statement on the overt CCTV function; • Include the draft Policy and Strategy Framework for CCTV on the 2020/21 Forward Work Programme for endorsement; and • Receives the annual monitoring report. 	
No.18	<p><u>CORPORATE SERVICES WORKFORCE SICKNESS ABSENCE PERFORMANCE</u></p> <p>Consideration was given to the report of the Managing Director and the Head of Organisational Development.</p> <p>RESOLVED that the report be accepted and the Executive Committee agree the report and proposed arrangements to support the improvement in attendance (Option 2).</p>	
	<p><u>MONITORING ITEMS – REGENERATION AND ECONOMIC DEVELOPMENT MATTERS</u></p>	
No.19	<p><u>TECH VALLEYS</u></p> <p>Consideration was given to the report of the Corporate Director of Regeneration and Community Services.</p> <p>RESOLVED that the report be accepted and the Executive Committee note and endorse the work of the Tech Valleys Programme (Option 1).</p>	

<p>No.20</p>	<p><u>REGENERATION WORKFORCE SICKNESS ABSENCE PERFORMANCE</u></p> <p>Consideration was given to the report of the Corporate Director of Regeneration and Community Services and the Head of Organisational Development.</p> <p>RESOLVED that the report be accepted and the Executive Committee agrees the report and proposed arrangements to support the improvement in attendance (Option 2).</p>	
	<p><u>MONITORING ITEMS – ENVIRONMENT MATTERS</u></p>	
<p>No.21</p>	<p><u>FOOD HYGIENE RATING SCHEME FOCUSED AUDIT</u></p> <p>Consideration was given to the report of the Service Manager Public Protection.</p> <p>RESOLVED that the report be accepted and the Executive Committee approves the content of the action plan detailed in Appendix 2 (Option 1).</p>	
<p>No.22</p>	<p><u>ACTIVITIES REPORT – PEST CONTROL TREATMENT SERVICE</u></p> <p>Consideration was given to the report of the Service Manager Public Protection.</p> <p>RESOLVED that the report be accepted and the Executive Committee approve the report as provided (Option 2).</p>	
<p>No.23</p>	<p><u>COMMUNITY SERVICES WORKFORCE SICKNESS ABSENCE PERFORMANCE</u></p> <p>Consideration was given to the report of the Corporate Director of Regeneration and Community Services and the Head of Organisational Development.</p> <p>RESOLVED that the report be accepted and the Executive Committee agrees the report and proposed arrangements to support the improvement in attendance (Option 2).</p>	

MONITORING ITEMS – SOCIAL SERVICES MATTERS

No.24 LIVING INDEPENDENTLY IN THE 21ST CENTURY STRATEGY – ANNUAL PROGRESS UPDAE 2019/20

Consideration was given to the report of the Head of Adult Services.

RESOLVED that the report be accepted and the Executive endorse the report and the evidence provided to support progress in the 8 priority areas, and for us to continue to provide progress updates on an annual basis to the scrutiny committee as outlined in this report (Option1).

No.25 SOCIAL SERVICES WORKFORCE SICKNESS ABSENCE PERFORMANCE

Consideration was given to the report of the Corporate Director of Social Services and the Head of Organisational Development.

RESOLVED that the report be accepted and the Executive Committee agrees the report and proposed arrangements to support the improvement in attendance (Option 2).

EXEMPT ITEMS – DECISION ITEMS – ENVIRONMENT MATTERS

No.26 SERVICE REVIEW

Having regard to the views expressed by the Proper Officer regarding the public interest test, that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the report should be exempt.

RESOLVED that the public be excluded whilst this item of business is transacted as it is likely there would be a disclosure of exempt information as defined in Paragraph 14, Schedule 12A of the Local Government Act, 1972 (as amended).

The Leader of the Council declared an interest in this item but upon seeking legal advice remained in the meeting.

Consideration was given to the report of the Chief Officer Commercial.

The Chief Officer Commercial spoke to the report and highlighted the main points contained within the report.

The Deputy Leader commented that with the improved working relationships and a clear way forward he supported option 2.

The Leader said that the creation of the Strategic Partnership Board would be key to the successful delivery of the service and go a long way to eradicate past issues.

RESOLVED that the report which contained information relating to the financial/business affairs of persons other than the Authority be accepted and option 2, namely that Executive Committee scrutinised the report and attached appendices and make recommendations to pursue Route B.

No.27 CEMETERY BURIAL CAPACITY

Having regard to the views expressed by the Proper Officer regarding the public interest test, that on balance the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the report should be exempt.

RESOLVED that the public be excluded whilst this item of business is transacted as it is likely there would be a disclosure of exempt information as defined in Paragraph 14, Schedule 12A of the Local Government Act, 1972 (as amended).

Consideration was given to the report of the Team Manager (Leisure & Street Scene).

The Executive Member Environment presented the report which was to establish a medium to long term approach to cemetery provision in Blaenau Gwent.

RESOLVED that the report which contained information relating to the financial/business affairs of persons other than the Authority be accepted and option 2, namely that a more detailed feasibility appraisal including costs and land options at cemeteries with limited burial capacity be undertaken. This relates to cemeteries with identified capacity less than 20 years.

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Agenda Item 5

Executive Committee and Council only

Date signed off by the Monitoring Officer: 16.06.2020

Date signed off by the Section 151 Officer: 16.06.2020

Committee: **Executive Committee**

Date of meeting: **24th June 2020**

Report Subject: **Covid-19 Emergency – Transition to the Next Phase**

Portfolio Holder: **Councillor Nigel Daniels, Leader / Executive Member
Corporate Services**

Report Submitted by: **Michelle Morris, Managing Director**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	11.06.20	16.06.20				24.06.20		

1. Purpose of the Report

- 1.1 The purpose of this report is to confirm the Council's strategic response to the Covid-19 Emergency and to outline the next steps as Wales moves to the next phase of the pandemic, with easing in lockdown restrictions and a gradual restarting of services.

2. Background

- 2.1 The World Health Organisation declared a global health emergency in relation to coronavirus on 31 January 2020.
- 2.2 The declaration of a national health emergency led to the establishment of Emergency Planning arrangements in the region, under the Civil Contingencies Act 2005. The Gwent Strategic Co-ordinating Group (SCG) was convened for its first meeting on 14 March. The SCG is chaired by Gwent Police and includes the Local Health Board, all five local authorities and Category One Responders.
- 2.3 In accordance with our Emergency Planning arrangements the GOLD Group was established in Blaenau Gwent and commenced meetings on 19 March. This comprises of all members of the Corporate Leadership Team, supported by the Civil Contingency Manager and Communications Manager. The strategic aim of GOLD remains to delay and mitigate as far as practicable the spread and impact of Coronavirus within our community
- 2.4 Heads of Service and Service Managers were convened as the Emergency Response Team, to support GOLD, with the Aneurin Leisure Trust, Tai Calon and Joint Trade Unions also members of the Team. These Groups continue to meet to ensure the proper management of the emergency response in Blaenau Gwent.

- 2.5 On 23 March 2020, the UK Government announced an unprecedented UK-wide 'lockdown' in order to limit the spread of the Covid-19 virus. This resulted in the Council moving to the delivery of Critical Services only (as defined in the Emergency Management Plan) and the closure of schools and offices, with most staff now working from home.
- 2.6 The lockdown restrictions remain in place and in recent weeks there has been a divergence in approach being taken by the UK Government and Welsh Government. In Wales Government has adopted a cautious approach seeking to balance the need to protect the Country from further surges in the Pandemic against the need to get the economy moving again. What is clear that when the gradual relaxation takes affect it will not be a case of simply 'returning to normal'. *Much as we might want it to, 'normal' life will not be possible for many months – possibly years.*
- 2.7 The Welsh Government has set out its strategy for leading Wales out of the coronavirus pandemic, publishing both a framework and roadmap <https://gov.wales/leading-wales-out-coronavirus-pandemic> <https://gov.wales/unlocking-our-society-and-economy-continuing-conversation>.
- 2.8 The approach in Wales is based on a red/amber/green framework for moving out of lockdown over an undefined period of time, with decision being based on the progress of the pandemic and the important need to reduce the R Number. The Test, Trace and Protect Plan – published on the 13 May – establishes arrangements for community testing and contact tracing which need to be in place to support any relaxation of restrictions. This Service went live in Wales on 1 June.

3. **Blaenau Gwent's Response to Covid-19**

- 3.1 Since lockdown began the Council has shifted its sole focus to the emergency response. This has resulted in delivery of only critical services with other available resources being redeployed to support the response. There has been a particular focus on Adult Social Services, supporting some of the most vulnerable in our community, refuse collection and recycling and public protection, with Councils taking on significant new enforcement responsibilities under the Coronavirus legislation.
- 3.2 The response has involved school closures and the creation of School Hubs to support key workers, by providing childcare for their children, and vulnerable learners, with schools also sustaining distance learning with the remaining pupils. School Hubs continue to be provided at seven locations (including four secondary schools and Pen-y-Cwm Special School).
- 3.3 The Council has continued to support families eligible for Free School Meals (FSM). Initially meals were provided at some local locations and then the service shifted to the delivery of food boxes to families. Since the end of April families now receive direct payments to cover the cost of providing meals and this provision will continue through the summer holidays. Over 2000 families are being supported in Blaenau Gwent through this service.

- 3.4 The creation of locality response teams has been a critical part of the Council's response. Some 3521 residents in the Borough have been identified as shielded, due to health issues, and as a result received letters from Government advising them to remain in their homes and to protect themselves from infection. Originally the advice was to 15 June but has recently been extended to 16 August. All these residents have been contacted by the Council to offer support and 570 have been registered for food boxes which are being delivered weekly. In addition, the Council has also identified a further 1353 residents who are vulnerable (over 70 or living alone) and have offered support to them through the lockdown. Over 500 people have been helped through the locality response teams with some people having multiple contacts mainly to arrange shopping, collection of prescriptions and befriending calls. This work has been supported by community and voluntary activity which continues to support the distribution of food boxes (to families eligible for FSM) and those who are shielded or vulnerable.
- 3.5 Unprecedented support has also been provided to local businesses, enabling them to access Government financial support schemes, with the aim of protecting our local economy from the worse impact of the Pandemic. Up to the 5 June the Council had facilitated the payment of 1,212 grants totalling £13.56m. In addition to this a number of businesses have also been supported to apply for funding through the Economic Resilience Fund (administered by Business Wales). The Council also took the decision to provide a one month rent free period to tenants renting our industrial premises, support has continued to provide rent holidays to help them through the lockdown period. The purpose of this has been to sustain local businesses and employment.
- 3.6 At the start of lockdown, the Council moved from a position where staff attended offices to work, albeit based on an agile working model which enabled some home working, to a position where staff now work entirely from home with very low attendance in the office. This has been supported by the rapid deployment of Microsoft TEAMS which is enabling the Council to work in a totally different way based on running virtual teams and meetings. This technology is being used highly effectively across the Welsh public sector including the regional work of the Cardiff City Deal and Gwent Strategic Co-ordinating Group. In response to this situation the Council temporarily closed the Civic Centre and General Office.
- 3.7 The decision was also taken to suspend formal council and committee meetings at the end of March. The AGM was held, virtually, on 2 April and Emergency Governance arrangements were agreed including establishing an Emergency Committee. Some formal business will be convened in June and July to deal with issues arising from the emergency response and other urgent business. Executive, Planning and Full Council are all scheduled to meet virtually before the Summer Recess. Technology and support has been deployed to all Elected Members to enable them to participate in these meetings.
- 3.8 Through the lockdown period Elected Members have undertaken their roles while working remotely. There has been a particular focus on community leadership and Members have worked with Officers to provide links into the community and to ensure that those in need of support were properly identified. The two Groups have continued to meet and the Managing Director has held

weekly briefings in order to ensure Members are kept informed and engaged in the work of the Council during lockdown.

- 3.9 The Welsh Government and local government have had a shared commitment to work in partnership. This shared leadership has been demonstrated and strengthened during this crisis and there has been an unprecedented level of dialogue and engagement and openness, with regular bilateral meetings between Ministers and WLGA spokespersons and weekly meetings between all 22 leaders and Ministers. The Leader of the Council has participated in these weekly Leaders meetings with the WLGA and Ministers, as well as continuing to participate in the Cardiff City Deal and other regional forums.
- 3.10 There has been a significant impact on the Council's workforce with high levels of absence in the early weeks of the pandemic as individuals self-isolated or were in receipt of shielding letters. The highest level of absence was 18%, however this has now reduced down to just over 7%, with staff being able to return to work. Those working in non-critical services have been available for redeployment with many moving into key roles in the locality teams, school hubs, supporting families eligible for FSM and, most recently, into the new contact tracing team. As services re-start then there will be a gradual return to substantive roles. There has been some requirement to bring in agency staff to cover staff who are not able to work and to support new measures in the workplace arising from social distancing. Some Council staff have been furloughed under the Government Scheme to mitigate some of the impact from loss of income and to support those who have to shield and cannot work.

4.0 Impact of Covid-19 on Blaenau Gwent

- 4.1 The latest ONS data shows that up to the 30 May there were 60 deaths in Blaenau Gwent from Covid-19. This comprised of 36 deaths in hospitals (60%), 22 in care homes (36%) and 2 at home (4%). This is based on the number of deaths that have Covid-19 identified as the cause of death on death certificates.
- 4.2 The pandemic has also had an unprecedented impact on the economy and on employment in the Borough. Many workers have been furloughed under the Government's Job Retention Scheme and large numbers have lost their jobs which has resulted in a sharp increase in the numbers claiming Universal Credit (UC) and other benefits. Total caseload for claims being is 9267 (UC=2520, HB=6747) an increase of UC cases of 535 between April to June.
- 4.3 As a result of the consequential impact of Covid-19 on economic activity, there has also been an increase in applications for council tax support. For the period 1 March 2020 to 31 May 2020, the CTRS live claims has increased by 3.1% (277) with approximately 375 new claims outstanding (7% increase).
- 4.4 The Housing Options Team has seen an increase in the number of clients presenting as homeless since the start of the Covid-19 outbreak. Up to the end of May there were 260 live cases with 41 households placed in temporary accommodation. This is an increase of some 100 cases in just two months.

- 4.5 The financial consequences of the pandemic for local business and the public sector is not yet fully known. Certainly the impact on the Council's financial position alone is significant with the additional costs of dealing with the emergency and the loss of income presenting a severe financial risk. The Welsh Government published its Supplementary Budget on 27 May, £189 million has been made available to support local authority budgets, including £40 million for adult social care pressures, £40 million for free school meal provision, and £78 million to account for lost income during the crisis. While this support is welcomed it is not possible to predict, at this stage, what the full financial cost will be for the Council. This is dealt with in more detail in another item on this agenda.

5. Transition to the Next Phase

- 5.1 In an emergency the Council would normally deal with the response and then move into recovery phase to support the community back to normal. What is clear is that dealing with Covid-19 is very different and while the peak experienced in the Spring has now passed the pandemic is not over. The relaxation of lockdown will be supported by measures, such as social distancing, community testing and contact tracing, to enable us to return to work, school and other activities whilst still living with the pandemic. The clear expectation is that many of these measures will be with us for months and until a vaccine or treatment are found. So we need to be able to continue to respond to the pandemic, while moving to the next phase and at the same time supporting some elements of recovery.
- 5.2 It has been agreed that a Recovery Co-ordination Group (RCG) should now be established to lead the Recovery work in Gwent. The nature of this emergency means we expect to run both response and recovery side by side. This will place a further demand on resources.
- 5.3 It is also the case that so much about the way we live our lives has changed and we will not simply return to normal once Covid-19 is under control. There is the opportunity for the Council to build on the positive work of the past three months with the expectation being that we do not seek to return to the way things were before but harness the positive aspects of the response to strengthen and modernise the Council, adopting new working practices and challenging how we did things before, in order to map out an ambitious future, create a stronger organisation and to sustain the strong relationships forged with our communities and partners.
- 5.4 The Council will continue to respond to the emergency but is now re-starting some services in line with the relaxation of lockdown. It will not be a case of delivering services as we have done before, service delivery will have to change to take into account the national framework which will for the foreseeable future involve mandatory social distancing alongside a clear direction to work from home, where possible; the phased 'restart' of wide range of public services and of the economy; and continued proactive work to prevent the further spread of the virus whilst also planning for potential future 'peaks.'

- 5.5 The Council has set out the conditions that will need to be in place for service delivery to re-start:
- Services will only be brought back when Government Legislation/Guidance supports this;
 - Critical Services need to be prioritised and re-starting services cannot undermine critical service delivery – this will include the new services stood up to respond to the virus e.g. locality and contact tracing teams;
 - Risk assessments, in conjunction with the trade unions, will need to be completed to ensure that it is safe for staff and service users;
 - Those who are shielded or vulnerable will need to stay locked down at least until mid-August and until further advice from Government;
 - Where new ways of working have proved effective these should be built into new ways of delivering services.
- 5.6 Services which have already been introduced include the HWRC, Bulky Waste Collection, Parks, Grounds Maintenance and Highways Maintenance. Service delivery models have been adjusted to ensure that social distancing is adhered to and that the working environment is safe for staff and service users. A standard procedure is now in place in advance of services being re-started that requires a full risk assessment to be in place and consultation with the trade unions. The decision for services to restart is taken at GOLD/CLT in consultation with the Leader and appropriate Executive Member. The mitigation being put in place is having an impact on the cost of service delivery with additional staff required in many cases.
- 5.7 The Minister of Education announced on 3 June that schools can re-open in Wales on the 29 June, with the end of term extended to 27 July. Work is underway with head teachers to plan for the return of pupils for this brief period before the summer holiday. Certainly this is not a return to normal for schools with social distancing meaning that no more than a 30% of pupils will be in school at any one time and attendance remaining optional for this term. This will provide an opportunity for teachers to check in with pupils and to plan for their return in September. However, with social distancing expected to be a requirement for the foreseeable future the shape of learning will change with distance learning being a core part of delivery going forward. The Council is currently repurposing and distributing laptops to some 1400 pupils who do not currently have access to ensure none are digitally excluded.
- 5.8 The re-opening of Council Offices is also being considered with planning being done to determine how offices could open safely and in a way that complied with social distancing and safe management of shared spaces. Government guidance currently requires staff who can work from home to do so, and the successful use of technology should be sustained to enable this to continue. It is now confirmed that offices will not open before the Autumn, and it is evident that when offices do re-open it will be with a significant reduction in capacity (50-60%) to accommodate the 2M social distancing, so home working will remain

with staff moving to a blend of home and office working, with any attendance in the office being on a rota basis.

- 5.9 Return to formal Council business is being considered for the autumn and at present it is not known when Committees will be able to meet in person. Dependencies being further relaxation of lockdown restrictions and the completion of risk assessments to demonstrate that the workplace is safe for Elected Members, staff and the public. The Executive, Planning Committee and Full Council are scheduled to meet before the summer recess but this will be done using Microsoft TEAMS. Scrutiny Briefings will also be held to enable new Committee Members to meet virtually and to agree their Forward Work Programmes.
- 5.10 It is recommended that the next steps are for the Council to refresh its corporate priorities to ensure it builds in the commitment needed to build that stronger future. Ensuring that the good practice is becomes part of the way the Council works in the future.

6. Place Shaping – Blaenau Gwent

- 6.1 The Covid-19 pandemic has been devastating globally and will have a significant detrimental impact on the economy and the way we live, work, learn and socialise for the foreseeable future. The Council has had to respond to this unprecedented situation and has done so at pace, bringing an innovative approach to problem solving and changes in service delivery, ensuring that the health and well-being of our residents and communities has been the driver for our decision making and actions.
- 6.2 Despite the impact that the pandemic has had, it is possible to identify positive experience and good practice from the way the Council and community has responded in Blaenau Gwent. It is clear there is a real opportunity to hold onto these positives and to not simply return to normal but to build on our work to create a stronger and more resilient organisation and community.
- 6.3 The areas where this can be demonstrated include the way the Council has adopted new technology and modern working practices at pace, enabling it to continue operating with staff and Elected Members almost entirely working from home. The targeted support provided to the more vulnerable in our communities with services coming together into multi-functional teams and working very effectively with partners and community and voluntary groups. The strong use of data and information to build our business intelligence about our community and the increase in digital service delivery and contact to ensure we can continue to deliver services in a way that is safe for staff and residents. There has been strong support for local businesses – which will need to continue – and a step change in how we communicate with our residents about service changes and the decisions being made by the Council, resulting in a real sense of a better

connection with the community and an appreciation of the work of key front-line staff.

- 6.4 The next steps will be really important now to ensure we use this experience to build that stronger organisation and Place in Blaenau Gwent, rather than simply reverting to normal.
- 6.5 The Council also needs to take a community leadership role in identifying the impact of the pandemic on the community and the interventions that need to be put in place to support recovery – this includes recovery for the local economy. Recognising that this is a task that will be delivered in partnership with other organisations across the Region. In support of this a Community Impact Assessment is being prepared to inform the work of the Council and wider Public Service Board.
- 6.6 Strengthening the ‘Place’ needs to draw on the wider partnership with public sector partners, through the BG Public Service Board, and the business community, through the BG Enterprise Board. Agreeing our collective priorities for the recovery and re-purposing of the Borough.
- 6.7 Blaenau Gwent also needs to continue to be part of the wider regional and national work to recover and create a stronger future. This work should lead into the wider G10 discussions (bringing together public sector leaders from across the region) and the work of the Cardiff City Deal. This will be supported by work undertaken by the regional partners on Horizon Scanning which will inform the recovery work across Gwent.

7. **Recommendations**

- 7.1 Approve the approach to moving to the next phase of the pandemic and recovery;
- 7.2 Approve the refresh of the Corporate Priorities to ensure a clear focus on what the Council wants to deliver over next 18 months;
- 7.3 Approve the proposal to use the disruption of the pandemic to reflect on how we work as an organisation and with our communities, partners, workforce and trade unions, informing a position on the ‘new normal’ to support delivery of the refreshed priorities;
- 7.4 Support the development of a wider place-based discussion with partners on the community impact of the pandemic and how the BG Public Service Board could respond and support recovery through its collective priorities and work programme;
- 7.5 Support the development of an Economic Recovery Plan through engagement with the BG Enterprise Board and Regional Forums – identifying the responding to the impact on local businesses in order to support economic recovery;

- 7.6 Continue to ensure that Blaenau Gwent is an active participant in regional forums – such as G10 and Cardiff Capital City Region – to support recovery and development of the Borough;

8. Implications Against Each Option

- 8.1 **Finance** – the response to Covid-19 has come at a significant cost to the public sector and places severe pressure on the Council's revenue budget. Welsh Government has given a commitment to meeting the costs of the response and put aside funding in its Supplementary Budget. Currently Councils are making monthly claims in arrears to recover these costs. Additional funding has also been provided for Social Care to support both in-house and external providers, and the Council has also made claims against this fund. The most significant risk is around loss of income and again some funding has been provided by WG but it is not known how much of the loss of local government this will cover and how long the funding can continue. A more detailed report on the financial impact of the pandemic is provided separately on this agenda.
- 8.2 **Risks** – the most significant risks at present are:
- the financial risk to the Council and how this will affect our longer term financial resilience;
 - the risk to the local economy from the recession arising from the pandemic and the resultant impact on employment and income across the region;
 - the risk that the Council will have reduced capacity and resource to support delivery of its corporate priorities and statutory obligations.
- 8.3 **Legal** – the Council will need to continue to fulfil its obligations under the Civil Contingencies 2005 Act to respond to the on-going emergency situation and, in parallel, to undertake recovery. Additional responsibilities have also been placed on the Council as a result of the Coronavirus Act 2020 with particular pressure on Public Protection around enforcement and the requirement to support contact tracing.
- 8.4 **Human Resources** – there will be a continued impact on the workforce as those staff who are 'shielded' will need to remain so until the middle of August and some will not be able to work from home due to the nature of their jobs. In addition, there are staff who are vulnerable or living with a vulnerable person who will also not be available for work during this period. At present there are 200 staff at home who are not able to work. The continued absence of these staff and the need to introduce new working practices i.e. social distancing, in the workplace also means there has been an increase in agency staff required to sustain and re-start services.

9. Supporting Evidence

- 8.1 Expected outcome for the public - the transition to recovery is critical for the wider community to ensure that life can return to some normality, following the first wave of the pandemic, with a return to work and school being an important aspect ensuring that everyone can do this safely.

- 8.2 Involvement (consultation, engagement, participation) – there has been some engagement through the lockdown period, particularly with parents as we seek to re-open schools, and the business community to ensure the level of support needed to protect employment within the Borough.
- 8.3 Thinking for the Long term (forward planning) – this report sets out how the Council is aiming to not simply seek to return to normal, but how it can build a stronger position as we emerge from lockdown. This is particularly relevant to building stronger and more resilient communities, and embedding new ways of working into how the Council does business in the future.
- 8.4 Collaboration / partnership working – strong partnership working has been a feature of the response to the pandemic and it is intended to continue and build on this positive work through the recovery work of the Gwent Recovery Co-ordinating Group (RCG), the Public Service Board and wider regional working through the Gwent G10 Partnership.
- 8.5 Integration (across service areas) – through the pandemic the Council has worked as a single organisation and across services and partnerships to deliver an effective emergency response. It is intended to take the learning from this and to build this into the way the organisation works going forward.

Agenda Item 6

Executive Committee and Council only

Date signed off by the Monitoring Officer: 16.06.2020

Date signed off by the Section 151 Officer: 16.06.2020

Committee: **Executive Committee**

Date of meeting: **24th June 2020**

Report Subject: **The impact of Covid-19 on the 2020/2021 Revenue Budget and Update on Bridging the Gap Proposals**

Portfolio Holder: **Councillor N Daniels, Leader / Executive Member Corporate Services**

Report Submitted by: **R Hayden – Chief Officer Resources**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	11/06/2020	16.06.20				24/07/2020		Gold CLT – 7/5/20

1. Purpose of the Report

- 1.1 The purpose of the report is to provide an initial forecast of the impact of Covid-19 on the 2020/2021 revenue budget and to provide an update of progress made against the Bridging the Gap Programme.

2. Scope and Background

- 2.1 This report forecasts the impact of Covid-19 on the 2020/2021 revenue budget. It provides a forecast of revenue cost implications – both in terms of expenditure and income generated by the Council. The report has been informed by the March 2020 monthly return to Welsh Government (WG) in relation to the hardship fund, the WLGA loss of income survey (completed in April 2020) and following discussions with budget holders.
- 2.2 The information provided to the WLGA covered the period to the end of June 2020 and so the main assumption in this report is that the current lockdown period extends to the end of June. Therefore, it has been assumed that some “normal” budget activity will resume from 1st July 2020. Future forecasts will be updated to take account of any revisions to the current situation.

3. Options for Recommendation

- 3.1 **Option 1** (Recommended Option)
- 3.2 It is recommended that Executive considers the current forecast position and provides appropriate challenge to the financial assumptions included in the report.

3.3 It is recommended that Executive note the progress made against the Bridging the Gap programme for 2020/2021.

3.4 **Option 2**

3.5 Do not accept the report.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 This report supports the Council Priority, "Efficient Council", as it is part of the financial planning and reporting arrangements which support the Councils' financial resilience.

5.1 **Implications Against Each Option**

5.1.1 Appendix 1 provides an overall forecast on a portfolio by portfolio basis, taking the following into account:

- additional / reduced expenditure - net increase of £2.4m and
- additional / reduced income – net decrease of £1.6m

5.1.2 This forecast takes into account all known Covid-19 related financial issues. More detailed budget monitoring reports will be produced at a later stage, in line with the annual reporting timetable.

5.1.3 In addition, the forecast includes an estimate of claims to the WG hardship fund and the new Social Services hardship fund, to forecast a net impact on the Council's revenue budget.

5.1.4 The forecast indicates that there is a revenue budget cost pressure of £4m at this point in time, this is before any reimbursement of costs from the WG Hardship fund or support for loss of income. The report assumes all the additional costs incurred for the Council's response to COVID 19 is fully funded, this cost pressure will reduce to £1.465m. However initial indications from Welsh Government indicates that ICT costs will be 50% funded.

5.1.5 Whilst Welsh Government have indicated that funding of £78m is available across Wales to fund loss of income, at this stage it is unclear how this funding will be administered and awarded (criteria for claim). Appendix 1 forecasts that the loss of income to the Council's portfolios for the period April 2020 to June 2020 could be as high as £1.7m (£1.1m external income and £0.6m internal income). The most significant loss of external income is within the Catering Service and school meal income which generates around £90,000 per month (term time).

5.1.6 £1.7m loss of income has been factored into the net revenue budget cost pressure identified in 5.1.4.

5.2 **Detailed points of analysis – additional expenditure**

- 5.2.1 Appendix 1 forecasts that additional costs of £2.737m will be incurred as a direct result of the Covid-19 pandemic. Further comment on significant areas of expenditure are shown below.

Corporate Services

- 5.2.2 Council Tax Reduction Scheme (CTRS) - As a result of the consequential impact of Covid-19 on economic activity, there has been an increase in applications for council tax support. For the period 1 March 2020 to 31 May 2020, the CTRS live claims has increased by 3.1% (277) with approximately 375 new claims outstanding (7% increase).

This is reflective across Wales, whereby the increase in CTRS caseload in April 2020 was estimated to be 3%. However, there has also been an increase in Universal Credit applications, which could lead to an overall increase in CTRS claims of up to 10%.

The budget for CTRS in the 2020/2021 financial year is £9.3m, within the Corporate Services Portfolio.

A 7% increase in claimants would suggest a budgetary cost pressure of £162,000 to June 2020. It has been assumed that caseload will start to fall from July 2020, however if case numbers continue at the higher level this would result in a cost pressure of £650,000 for the full year. At this stage, these costs cannot be reclaimed from the Hardship fund. This significant area of cost pressure has been identified as an issue with WG.

- 5.2.3 IT systems costs for electronic mail and electronic invoicing have been incurred in the sum of £38,000, these have been incurred to support home working.

Social Services

- 5.2.4 The majority of Covid-19 costs arise in the Adult Care sector. Currently estimated at £1.43m, this is the single largest cost element of the Covid-19 response, affecting both internal services (staff overtime £30k) and the external adult care sector - domiciliary/nursing/residential care and Supported Living (these have been estimated to be approximately 10% of the current budget, a cautious estimate of £1.4m). These costs will be re-claimed from the Hardship fund.
- 5.2.5 Employee costs for six month fixed term contracts will be incurred in Children's Services. These costs are being reclaimed from the Hardship fund since they relate to staff covering staff absences due to Covid-19.

Environment

- 5.2.6 It is forecast that the costs of waste collection will rise by £0.5m resulting from the introduction of social distancing measures for staff. This has resulted in additional staff (including agency staff estimated at £180,000) and additional vehicle related costs. These costs will be re-claimed through the Hardship fund.
- 5.2.7 It is forecast that the cost of providing free school meals through a direct payment to families will cost £0.4m. The additional costs above the Council's free school meals budget will be re-claimed through the Hardship fund. Welsh Government are extending this scheme through the summer of 2020 and it is assumed that any costs incurred will continue to be re-claimed from the Hardship fund.

Homelessness

- 5.2.8 The Council has block booked homelessness placements to ensure that there is accommodation available to those who present as homeless at a cost of £26,000 for the period.
- 5.2.9 ***Cross cutting areas of expenditure***

Some areas of expenditure relate to a number of portfolios and have therefore been categorised as cross-cutting expenditure eg ICT, Personal Protective Equipment and sanitiser products. The forecast level of expenditure total £0.37m and includes the cost of ICT provided to Members of £27,000. It has been assumed that these cost can be re-claimed from the Hardship fund.

5.3 **Detailed points of analysis – loss of income**

- 5.3.1 Appendix 1 forecasts that there will be a loss of income of £1.7m (£1.1m external income and £0.6m internal income) as a direct result of the Covid-19 pandemic. Further comment on significant areas of expenditure are shown below.

Corporate Services

- 5.3.2 Council Tax Collection data for April and May 2020 compared to the same period in 2019 indicates an overall reduction in the collection rate of 2.6%, and this is reflective of the position across Wales.
- 5.3.3 Whilst this does not directly impact on the portfolio budgets, Council Tax forms part of the overall funding package that the Council estimates when setting its budget. Reduced collection would impact upon the Council's cash flow and the Surplus on Collection budget of £1.2m within the Corporate Services Portfolio could be affected. It is difficult to quantify at this point in time and will depend upon the 'bounce back' of the wider economy, as lockdown is eased and people return to work their ability to pay their Council Tax and other bills should improve. Therefore, it has been assumed that the £1.2m Surplus on Collection will be achieved, However the increased risk of non-collection of council tax will increase the probability of higher levels of bad debt write-off.

- 5.3.4 The forecast also includes a loss of income from court costs arising from prosecutions and land searches (£13,000) and marriage ceremonies at registrar venues of £24,000.

Social Services

- 5.3.5 The forecast includes a loss of income from domiciliary and respite care of £50,000.

Economy

- 5.3.6 The forecast assumes a loss of income from industrial units of £68,000 for the month of April 2020 only i.e. a one month rent free period for tenants. It also forecasts a loss of rental at the General Offices of £10,000 for the period April 2020 to June 2020. The forecast assumes the 2 month rent deferral will be collected by the end of the financial year.

Environment

- 5.3.7 The four largest elements in this portfolio relate to the forecast loss of income from pupils who pay for school meals (£240,000), the assumed loss of income for school catering and cleaning through service level agreements (£640,000) and the loss / delay of income from the disposal of recycling waste and trade waste operations (£217,000 – this may be recouped in the latter part of the year if market prices improve).
Other areas include the loss of income from bulky waste collection, grounds maintenance, littering and dog control orders (£171,000).

Infrastructure

- 5.3.8 The forecast loss of income includes Technical Service support to other authorities (£96,000 – this may be recouped towards the year-end) and highways permits, RASWA, civil parking enforcement and markets (£90,000).

Planning

- 5.3.9 The forecast loss of income relates to fees for planning applications and development services (£93,000). Following the lifting of lockdown, it is possible that deferred applications may be received and the income generated to the budgeted level.

Licensing

- 5.3.10 The forecast loss of income of £10,000 primarily relates to the decision not to increase taxi licenses for the 2020/2021 financial year (£7,000).

5.4 Grant Funding

- 5.4.1 In relation to specific grants, the base assumption is that full expenditure can be recorded against specific grants. However, there will be some areas where

goods and services will not be delivered within the 2020/2021 financial years. This will be monitored throughout the year and no doubt will lead to discussions with grant providers.

5.4.2 A further issue arises where the Council passports grants to third party recipients, where those recipients cannot provide services for example where their staff have been furloughed through the central government scheme. There will be many examples of this scenario in Social Services and in grants passported to the Leisure Trust (where the majority of staff are furloughed or re-deployed). Off the record discussions suggest that some government bodies (e.g. Sports/Arts Councils) will allow some flexibility and not re-claim grant in these circumstances.

5.5.1 **Service Level Agreements**

The base assumption is that schools and the Leisure Trust will pay for all service level agreements that they have signed up to – apart from school catering and school cleaning and a cost pressure has been included of £0.6m in the potential loss of income figure of £1.79m.

5.6 **Bridging the Gap proposals**

5.6.1 The target for the financial achievement of the Strategic Business Reviews in 2020/2021 is £1.465m. Many of the proposals relate to income generation / maximisation and therefore these areas have been factored into the fees and charges information contained within Appendix 1. An overall summary of progress within each proposal is attached as Appendix 2 which also provides an update on progress for each Bridging the Gap proposal.

5.6.2 Appendix 2 forecasts that £1.217m (83%) will be achieved, at this point in time. For many of the income related proposals, the base assumption assumes that the lockdown will continue to the end of June 2020.

5.7 **Current Mitigations:**

Additional income:

5.7.1 Based on income receipts in April 2020, the forecast indicates that there will be increased income to the end of June 2020 from the Meals on Wheels Service (£30,000) and from Burial fees (£100,000). At this stage, there is no indication of the financial impact arising from the operation of the Crematorium Joint Committee.

Reduced expenditure:

Education

5.7.2 The forecast relates to a reduction of 25% in the payments made to home to school contract providers, (£121,000).

Environment

- 5.7.3 It is forecast that there will be reduced expenditure for school meals catering, primarily for school meal provisions (£160,000) and in staff sickness cover for school meal catering and school cleaning (£22,000).

Infrastructure

- 5.7.4 The lockdown period has had an impact on the ability to undertake road maintenance. However, at this stage, it is likely that the budget will be fully committed by the year end.

Cross cutting areas

- 5.7.5 The period of lockdown has led to a significant increase in home working. Consequently, there will be a reduction in claims for mileage costs, which at this stage has been estimated at £20,000. In addition, there will be a slowdown in filling non-business critical vacant posts. However, the financial consequence has not been calculated at this point in time.

Re-purposed schools / locality hubs

- 5.7.6 At this stage, there has been minimal direct expenditure coded to the re-purposed schools /locality hubs service areas, apart from costs for protective clothing. This is primarily due to the fact that existing staff have been “re-deployed” for this specific purpose.

Furlough of Council staff

- 5.7.7 Councils across Wales are considering the potential to apply for furlough funding for certain categories of staff – primarily those areas that are directly linked to income generation e.g. for directly provided leisure services. This is an area that Blaenau Gwent is progressing to minimise costs.

Potential Mitigations:

- 5.7.8 All Council budgets will be reviewed to determine whether the budget can be reprioritised to mitigate additional costs and loss of income, examples include:
- budgets linked to vacant posts
 - Supplies and Services budgets – reduced costs of printing, stationery etc
 - Utilities – reduced costs as a result of closure of buildings.

Management Fees

- 5.7.9 The base assumption is that the full management fee will be paid to the Leisure Trust (where majority of staff are furloughed through the central government scheme and re-deployed) and the Education Achievement Service. It is proposed to revisit the 2020/21 Management Fee to ensure there is no double funding from the public purse (via Job Retention Scheme or the Council). This is on the basis that the Trust’s loss of income from visitors is likely to be

offset by the furlough payments to be received from the central government scheme (albeit the scheme does not contribute towards the Trust's running costs, however, the Trust should see some reduction in this area). Discussions relating to the financial implications of Covid-19 on the Trust are ongoing at this stage - the quarter 1 management fee paid to the Leisure Trust for 2020/21 was £753,000.

School Budgets

- 5.7.10 The base assumption is that schools will fully utilise the £45m of funding distributed through the individual Schools Budget (ISB). There is an argument to be made that as schools are currently closed for mainstream education, schools have not incurred expenditure on areas such as supply teaching and other areas of discretionary spend. Following this argument to a conclusion, would suggest that there is scope to ask schools to return elements of funding to the LEA. However, it has been suggested by some schools that there is the potential for increased teacher supply costs in the short to medium term, resulting from Covid-19 staff sickness. Consideration should also be given for the potential for schools to ask for reciprocal arrangements in relation to service level agreements.
- 5.7.11 Councils within the Greater Gwent area have been canvassed for their view in relation to schools' budgets. Responses suggest that whilst school funding is on the radar, no conclusions or firm decisions have as yet, been arrived at.

The Transformation Fund

- 5.7.12 Council agreed on 6th February 2020 to create a cross cutting budget of £492,000 within the 2020/2021 revenue budget, for implementing/delivering opportunities within the Council. This forecast assumes this budget has been fully committed however to date, no requests for funding have been received for consideration.
- 5.7.13 In addition, a cross-cutting Commercial & Contract Management budget of £496,000 was created within the 2020/2021 revenue budget to consider requests for funding in areas where budget holders are unable to maintain contract prices within budget frameworks. To date, no requests for funding have been considered, however, this has been assumed as fully committed in the current forecast.

Pension increase/anticipated pay award

- 5.7.14 The Council anticipated an annual 1% increase in employer's local government pension fund contributions. However, the Council was able to secure a pension increase "holiday" for 2020/2021. In addition, the 2020/2021 budget anticipated a 2% pay award for non-teaching staff. However, indications are that a pay award will be agreed at a higher level (the minimum increase being 2.75%). The net difference will enable a budget differential of @£30,000, which could be used as mitigation for cost pressures, unless a higher pay award is agreed.

5.7.15 Consideration could be given to the introduction of some emergency measures for example reducing/delaying non-essential expenditure.

5.8.1 **Capital Programme:**

For information, the loss of income survey to the WLGA, forecasted that there would be an additional capital cost of £440,000, to the capital programme for the following schemes:

21st Century Schools Schemes
Household Waste Recycling
Industrial Units & Constrained Units
Sports Pitches
Schools Maintenance Projects

5.8.2 It is forecast that these costs will arise from project delay and additional site management requirements.

5.9 **Risk including Mitigating Actions**

5.9.1. There is a risk that the lockdown will continue into the long term and consequently the net revenue and capital cost pressures could increase. This risk will be mitigated by further budget monitoring and the identification / justification of the costs to be re-claimed from Welsh Government's hardship fund. Across Wales, unfunded cost pressures could place significant pressure on reserves and ultimately financial resilience.

5.9.2. There is a risk that not all of the costs claimed from the Welsh Government's hardship fund will be approved. This risk will be mitigated by continued dialogue through professional bodies and with the WLGA.

5.10 **Legal**
n/a

5.11 **Human Resources**

5.11.1. The majority of Accountancy staff who were initially re-deployed to front line services have been recalled to assist in the production of this report and to assist in the ongoing compilation of financial information for various bodies.

6. **Supporting Evidence**

6.1 *Performance Information and Data*

6.2 **Expected outcome for the public**

6.2.1 The report forecasts the financial implications for the Council in providing services to the communities of Blaenau Gwent, arising from the Covid-19 pandemic.

6.3 **Involvement (consultation, engagement, participation)**

6.3.1 The report has been produced in conjunction with portfolio budget holders.

6.4 **Thinking for the Long term (forward planning)**

6.4.1 This report highlights the financial impact of COVID 19 on the Council's 2020/21 budget should additional support from WG re loss of income / CTRS not be forthcoming.

The Council will need to plan for this potential event by identifying additional cost reductions / increased income to ensure the Council's remains financially resilient.

6.5 *Preventative focus*
n/a

6.6 *Collaboration / partnership working*
n/a

6.7 *Integration (across service areas)*
n/a

6.8 ***EqIA (screening and identifying if full impact assessment is needed)***

6.8.1 All proposals will be Equality Impact Assessed.

7. **Monitoring Arrangements**

7.1 Wider Corporate Leadership Team, political groups, Joint Budget Scrutiny, Executive and Council

Background Documents /Electronic Links

- Appendix 1 – Summary of all Portfolios
- Appendix 2 – Bridging the Gap Strategic Business Review – Monitoring Report
 - Strategic Business Review – Third Party Expenditure
 - Strategic Business Review – Fees and Charges
 - Strategic Business Review – Assets and Property
 - Strategic Business Review – Industrial Portfolio
 - Strategic Business Review – Commercial Waste
 - Strategic Business Review – Low Carbon
 - Strategic Business Review – Workplace Transformation
 - Strategic Business Review – Income Recovery

APPENDIX 1

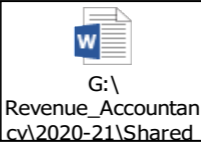

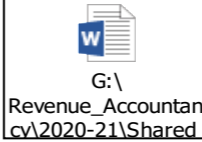
IMPACT OF COVID-19

SUMMARY OF PORTFOLIOS






BASED ON ASSUMED LOCKDOWN PERIOD APRIL 2020 TO JUNE 2020

Item	Original Estimate 2020/2021	Forecast additional expenditure	Forecast reduced expenditure	Forecast additional income	Forecast reduced income	Forecast out turn 2020/2021	variance 2020/2021 favourable/(adverse)
	£	£	£	£	£	£	£
SUMMARY							
Corporate Services and Financial Management and Strategy							
Corporate Services	4,619,170	28,900	0	0	37,000	4,685,070	(65,900)
Financial Management & Strategy	12,223,040	175,000	0	0	0	12,398,040	(175,000)
	16,842,210	203,900	0	0	37,000	17,083,110	(240,900)
Social Services							
Children's Services	13,121,990	0	0	0	0	13,121,990	0
Adult Services	26,154,420	1,415,000	0	0	50,000	27,619,420	(1,465,000)
Business Management / Corporate Recharges	5,945,050	15,000	0	0	0	5,960,050	(15,000)
	45,221,460	1,430,000	0	0	50,000	46,701,460	(1,480,000)
Education	57,751,660	0	(121,000)	0	0	57,630,660	121,000
Economy	1,233,010	0	0	0	78,000	1,311,010	(78,000)
Environment, Infrastructure and Aneurin Leisure Trust							
Environment	16,586,430	922,000	(182,000)	(130,000)	1,268,830	18,465,260	(1,878,830)
Infrastructure	8,939,250	0	0	0	186,000	9,125,250	(186,000)
Aneurin Leisure Trust	4,383,090	0	0	0	0	4,383,090	0
	29,908,770	922,000	(182,000)	(130,000)	1,454,830	31,973,600	(2,064,830)
Planning	1,117,580	0	0	0	93,000	1,210,580	(93,000)
Licensing	70,370	0	0	0	10,740	81,110	(10,740)
cross cutting	0	181,000	(20,000)	0	0	161,000	(161,000)
Total Expenditure	152,145,060	2,736,900	(323,000)	(130,000)	1,723,570	156,152,530	(4,007,470)
							<i>TRUE</i>
LESS forecast claims to Welsh Government		(1,142,000)				(1,142,000)	1,142,000
SOCIAL SERVICES EXTERNAL SECTOR		(1,400,000)				(1,400,000)	1,400,000
OTHER							
NET BUDGETARY IMPACT						153,610,530	(1,465,470)

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Saving Proposal	Approved Estimated Achievement £ 1,465,000	Forecast to be Achieved £	Favourable / (Adverse) Variance £	Update
Overall Savings target 1 Third Party Expenditure a Contract Management - Removing of Inflation applied to the Draft Estimates b Early Settlement Terms / Increased use of the Procurement Card	550,000 500,000 50,000	 500,000 50,000	 0 0	 G:\ Revenue_Accountan cv\2020-21\Shared
2 Fees & Charges a Stretched Income Targets b Increase in Fees & Charges of 5.5% from April 2020	200,000 105,000 95,000	 47,000 74,000	 (58,000) (21,000)	 G:\ Revenue_Accountan cv\2020-21\Shared
3 Property & Asset Review Corporate Landlord - Reduction in the Rates & Maintenance Budgets following the CAT transfer / Selling/demolition: a Worcester St - £13,630 Brynmawr District Office - £24,730 Greenacre - £1,600	130,000 73,000	 73,000	 0	 G:\ Revenue_Accountan cv\2020-21\Shared
b Corporate Landlord - Reduction in the Rates & Maintenance Budgets re: Buildings to be sold: Bryngwyn Primary & Queen St Primary - £18,000	18,000	4,500	(13,500)	
d Increase income re: Land and other charges e Net reduction in Alt management fee	3,760 28,000	0 0	(3,760) (28,000)	

Saving Proposal	Approved Estimated Achievement	Forecast to be Achieved	Favourable / (Adverse) Variance	Update
e Energy Costs - Reduction in budget due to efficiency savings identified following implementation of RE:FIT	7,240	7,240	0	
4 Growth Strategy	220,000	220,000	0	
a Council Tax - Increase in collection following the removal of the Empty Property Discount	170,000			
b Council Tax Income	50,000			

Saving Proposal	Approved Estimated Achievement	Forecast to be Achieved	Favourable / (Adverse) Variance	Update
5 Industiral Portfolio Review - Review of service charges and insurance to pass onto Tenants - Increase income through Investment of capital funding to upgrade units	100,000	0	(100,000)	 G:\ Revenue_Accountan cv\2020-21\Shared
6 Commercial Waste Service review - implementation 1/4/2020	23,000	0	(23,000)	 G:\ Revenue_Accountan cv\2020-21\Shared
7 Low Carbon Removal of the Carbon Reduction Commitment Budget	138,000	138,000	0	 G:\ Revenue_Accountan cv\2020-21\Shared
8 Work Place Transformation Cost reduction Measures - ICT Budget - Rationalising systems - Managing Suppliers - Review of printing, scanners, postage etc - Review of telephony	50,000	50,000	0	 G:\ Revenue_Accountan cv\2020-21\Shared
9 Income Recovery Review of Income Recovery activities	54,000	54,000	0	 G:\ Revenue_Accountan cv\2020-21\Shared
TOTAL APPROVED SAVINGS	1,465,000	1,217,740	-	247,260

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Strategic Business Reviews											
			Estimated Achievement 2020/2021		Estimated Achievement 2021/2022		Estimated Achievement 2022/2023		Estimated Achievement 2023/2024 & 2024/2025		BRAG Status
Review	Corporate Priority	Scope	Low £000	High £000	Low £000	High £000	Low £000	High £000	Low £000	High £000	
Third party expenditure – commissioning, procurement and contract management	Efficient Council		550	1,000	250	550	250	550	250	550	
		<p>The Council holds a number of high value contracts with third party suppliers across all of its services. When re-procuring at the end of a contract all steps will be taken to ensure value for money is gained and savings achieved. Similarly, during the life cycle of the contract, officer will attempt to make efficiencies where possible. Through a targeted approach to commissioning, procurement, contract and supplier management it is anticipated that savings can be identified.</p> <p><u>Update on Progress</u></p> <p>The estimated achievement for 2020/21 is on target to be met. Work is continuing to identify further savings for 2021/22 and it is anticipated that this will be achieved based on analysis to date.</p> <p><u>Financial Impact 2020/2021</u></p> <p>To achieve £550,000 savings:</p> <p>A budget uplift for 2020/2021 for inflation was only awarded where there was a contractual obligation and included the following areas:</p> <ul style="list-style-type: none"> • Home to School Transport • Waste Contract • Fire Levy • Teachers Existing Early Retirements • SRS • Transport Fuel • Leisure Trust Management Fee 									Green

		<p>There is a budget within Corporate Services – Commercial and Contract Management for £496,000 to fund in year increases in contracts.</p> <p>£50,000 income budget established in relation to early settlement terms and increased use of the procurement card.</p>	
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Strategic Business Reviews											
			Estimated Achievement 2020/2021		Estimated Achievement 2021/2022		Estimated Achievement 2022/2023		Estimated Achievement 2023/2024 & 2024/2025		BRAG Status
Review	Corporate Priority	Scope	Low £000	High £000	Low £000	High £000	Low £000	High £000	Low £000	High £000	
<u>Maximising Income</u>											
Fees and Charges	Efficient Council		200	200	100	100	100	100	100	100	
<p>To review and develop an approach to the setting of fees and charges that reflects full cost recovery with options for an additional administration fee of approximately 30% where this is appropriate.</p> <p><u>Update on Progress</u></p> <p>The Fees & Charges Register for 2020/2021 was agreed by Council in March 2020.</p> <p><u>Financial Impact 2020/2021</u></p> <p>It is anticipated that the estimated achievement of additional income of £200k will be adversely affected by COVID19. The analysis of loss of income or indeed over achievement of the stretch targets agreed in March 2020 will be monitored monthly. The team will undertake a monthly analysis of income achieved for each line in the fees and charges register in the financial year 2020/21 against the levels achieved in the same month in 2019/20. This will give early visibility of any emerging gap. At this stage it has been assumed that the targets will not be achieved for the period April 2020 to June 2020 and that a pro rata level of income will be achieved for the period July 2020 to March 2021. However, Meals on Wheels has seen a 100% increase in income for the month of April and it has been assumed that this will continue to the end of June 2020.</p>											

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Strategic Business Reviews											
			Estimated Achievement 2020/2021		Estimated Achievement 2021/2022		Estimated Achievement 2022/2023		Estimated Achievement 2023/2024 & 2024/2025		BRAG Status
Review	Corporate Priority	Scope	Low £000	High £000	Low £000	High £000	Low £000	High £000	Low £000	High £000	
Assets and Property	Economic Development & Regeneration		130	210	100	210	150	210	0	0	
		<p>The Council has a range of property assets that is maintains and has a cost pressure relating to its Corporate Landlord role. This review will undertake a strategic review of these assets to ascertain their value to the Council both in financial terms and what service value they afford. The aim of this strategic business review is to identify how best to maximise these assets to strengthen our balance sheet. It will consider the future use of the assets and identify those that may provide opportunities for development, commercialisation or sale. This review would include buildings and green spaces and will align with the growth strategy.</p> <p><u>Update on Progress</u></p> <p>The appointment of the post to drive the review on increasing income from Land and other charges has been delayed until at least September 2020.</p> <p><u>Financial Impact</u></p> <p><i>Corporate Landlord Reduction in Rates and Maintenance</i> – There will be a shortfall on the savings identified relating to Bryngwyn and Queen Street schools.</p> <p>Bryngwyn School has sold subject to contract. the sale cannot be completed until all items are removed which has been delayed as a result of the pandemic. Part year savings should be achieved – assumed from October 2020 - £4,500.</p>									

		<p>Queen Street School – discussions ongoing for a potential CAT of Queen Street School. If this does not progress it will offered up for sale with completion being this financial year.</p> <p><i>Community Asset Transfer of Metropole Theatre (£28,000) - Transfer delayed, potential date could be October 2020; the Council may need to consider an updated Business Plan and the savings may not be delivered in 2020/2021.</i></p> <p><i>Increase in income budget for Land and Other Charges (£13,000) - No increase, nothing has been implemented. New post to drive this forward delayed until at least September.</i></p>	
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Strategic Business Reviews

Strategic Business Reviews											
			Estimated Achievement 2020/2021		Estimated Achievement 2021/2022		Estimated Achievement 2022/2023		Estimated Achievement 2023/2024 & 2024/2025		BRAG Status
Review	Corporate Priority	Scope	Low	High	Low	High	Low	High	Low	High	
Industrial Portfolio			-£300	-£200	£100	£200	£100	£200	£100	£200	Amber
<u>Maximising Income</u>											
Industrial Portfolio	Economic Development & Regeneration		100	100	100	150	100	100	0	50	
		<p>To review the Council's Industrial Unit Portfolio to identify areas for improvement and opportunities for change to ensure the service operates to maximise income and income efficiency in our net income streams. BRAG is Amber as we are on hold, and in a temporary situation that will improve when the market returns, but this will take 12-18 months. We are viewing this as a long term portfolio holding (in the main) and so it should not affect the overall investment in the long term.</p> <p><u>Update on Progress</u></p> <p>The review is in its final stages of comments from the corporate project team that has been set up to review the portfolio are currently being fed back to the consultant. The consultant working on the industrial review report Wayne Locke and I have linked in with Stephen Giacchino in terms of figures and general direction of travel and the two are in agreement on the proposed direction of travel. A finance report on setting up a trading account has been taken through xxxxxx Committee and the next stage is.....? Gina/Sandra to add details A number of key recommendations and clear actions have been identified and are attached to this report. Generally summed up these are:</p> <ul style="list-style-type: none"> We have the ability to manage the units in a more efficient and effective way but we need ownership to be in one team and to change the culture of the rest 									

		<p>of those involved; and this will need to be led by a project manager. The post created in the Restructure in 2019/20 (Team Manager Industrial Units) has now been shaped from the work done on the review and we will be going out for a first attempt at recruitment – this post will do that PM job too.</p> <ul style="list-style-type: none"> • By using more detailed codes and a different financial treatment and to show the overall income generated on a unit by unit and estate by estate basis we will be able to estimate which estates are making money and which are not. This will take around 12 months from when we implement the changes so we can have a full year’s accounting using the new process. We can then assess those estates that are not performing against other benefits they bring like increasing start-ups in BG and whether the costs outstrip the benefits. The financial codes have now been set up and invoicing will need to be much stricter. • The service charges that need to be brought in must follow the capital works to bring all estates up to a standard that will warrant tenants’ payment for those services. This area needs addressing first with capital investment and then using the tenants’ service charges as the revenue. This service must be slick and responsive and may need to be sourced and procured from outside the Council. • Marketing of the units needs work to ensure a constant message is out in the property market place. However individual unit marketing also needs some attention to improve how we market different size/types of unit to different size customers. • Our overall approach to H&S around things like asbestos in buildings is too overbearing and there are good examples of asbestos risk mitigation with clear management plans and tenant agreements that overcome these issues in other authorities/management agencies. • Other Departments that use, or are housed in industrial units need to pay for the space they are using as this distorts the bottom line of the income stream the units currently bring in. 	
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		<ul style="list-style-type: none"> • Around a quarter of the portfolio remains on licenses which hold the Council to all repairs and these have been changed as soon as the opportunity has arisen, and will continue. Generally lease renewals can only take place at various agreed points within the tenancy. Lease terms still need to be standardised and modernised across the portfolio to enable equitable, efficient and accountable management structures • Proactive communication, integrity and financial accountability on the part of the Landlord when dealing with its tenant occupiers will directly serve to enhance the portfolio's long-term financial performance • Capital expenditure should be strategically planned based on asset management intelligence and value. The new financial management tools will allow the new Team Manager for Industrial Units to do this. Until now expenditure on units has been disproportionate and not based on the value of income derivable from the investment. • Rates liabilities are being examined and rates mitigation measures assessed to assist with the running of the portfolio. This is a separate instruction with Cooke & Arkwright. <p>Overall the review has confirmed that the industrial portfolio is worth keeping if the management and investment improves as we have a £7m asset that could be worth £12m in a few years with around £800k net income p/a.</p> <p><u>Financial Impact 2020/2021</u></p> <ul style="list-style-type: none"> • Rental income budget increased by £100,000 to £827,530. • As a result of COVID-19, GOLD/CLT agreed April 2020 would be rent free for all units resulting in lost income of around £68,500. 	
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		<ul style="list-style-type: none"> • The full impact of the COVID19 pandemic is not yet known and unfortunately not only will it be felt for the next 12 – 18 months (in terms of immediate business closures) but it will disproportionately affect areas like BG and their businesses. • One of the key findings from the current COVID research is that the lack of digital maturity in BG (businesses) is seriously affecting the way in which they are able to cope with and adapt to the 'new normal' which the pandemic has enforced. This could account for more business closures in the County Borough. • We have estimated that around 25% of businesses in our own units may well fold following the COVID19 crisis. This would probably happen from May 2020 onward due to bankruptcy. This would equate to an annual income loss of up to £250k*, clearly it would only be part of that, say 9 -10 months, but on top of that would be dilapidation costs to consider (in the case of bankruptcy this would fall to us) and/or refurb of units, EPCs and marketing to bring the units back in to use. So £200k* potentially may be a ball park figure to use in this scenario. <p><i>*These figures; and this situation depend a great deal on whether WG get money out to businesses to assist their cash flow – the most important thing to SMEs. In the main, complaints we are receiving around the emergency grants is they are progressing too slowly and a number of businesses will fail before receiving their money. The slower WG are, the more businesses we will lose.</i></p> <ul style="list-style-type: none"> • We may make up some of this cash with new businesses moving into vacated units within the 12 months following the lockdown period, so long as they can operate within COVID guidelines in those units. This number is quite difficult to estimate though, however we can improve our marketing to raise awareness of the units across SEW which could result in increased interest. On-shoring of more supply chain companies may enable more businesses to set up here that didn't exist before. • Based on this assessment there is risk around the additional £100k estimate for 20/21. If our predictions are correct we would need to secure £300k in 20/21 to 	
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		<p>achieve that original £100k figure. This will be even more difficult if we have not secured the Team Manager for Industrial Units position to focus on delivery due to the market and other issues around recruitment under the COVID19 restrictions.</p> <ul style="list-style-type: none">• Forecasts from industry estimate that some sectors could see production dip by 50% in worst cases with recovery slow over the next 12-18 months	
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Strategic Business Reviews											
			Estimated Achievement 2020/2021		Estimated Achievement 2021/2022		Estimated Achievement 2022/2023		Estimated Achievement 2023/2024 & 2024/2025		BRAG Status
Review	Corporate Priority	Scope	Low £000	High £000	Low £000	High £000	Low £000	High £000	Low £000	High £000	
<u>Maximising Income</u>											
Commercial Waste	Strong & Environmentally Smart Communities		23	23	64	64	96	96	0	0	
		<p>To roll out a new Commercial Waste service borough wide. A capital bid was submitted to Welsh Government to purchase a new bespoke vehicle and receptacles. The bid was successful and secured £250,000 (Capital) for Blaenau Gwent's Commercial Waste Service.</p> <p>During the financial year 2019/2020, the Trade Waste Service will undergo a full revamp with an implementation date of 1st April 2020.</p> <p><u>Update on Progress</u></p> <ul style="list-style-type: none"> • The new latest legislation compliant trade recycling service was due to launch from 1st April 2020. • This also included new prices for food waste recycling and for the residual waste service • The Covid-19 Pandemic and subsequent lockdown prevented the new service launch taking place. • With many businesses being forced to close, to mitigate potential mass cancellations, the decision was taken to roll over existing service contracts to those still able to trade / operate and offer the option to suspend the service for those forced to close. 									

		<p><u>Financial Impact 2020/2021</u></p> <p>The inability to launch the new service has a number of major impacts which will have a negative affect on achieving the savings identified through the review:</p> <ol style="list-style-type: none">1. Loss of expected income from the sale of clean separated recyclate – potentially a loss of £6,400 per qtr.2. Loss of income from Businesses who have ceased trading – average loss estimated at £13,333 per month.	
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Strategic Business Reviews											
			Estimated Achievement 2020/2021		Estimated Achievement 2021/2022		Estimated Achievement 2022/2023		Estimated Achievement 2023/2024 & 2024/2025		BRAG Status
Review	Corporate Priority	Scope	Low £000	High £000	Low £000	High £000	Low £000	High £000	Low £000	High £000	
<u>Growth & Investment Strategy</u>											
Low Carbon	Efficient Council; Strong & Environmentally Smart Communities		138	138			200	350	200	350	
		<p>Develop a Low Carbon Plan which sets out an ambitious vision and targets for BG to become a Low Carbon Borough and supports the corporate objectives of being a more Efficient Council and Strong & Environmentally Smart Communities;</p> <p>Scope should include:-</p> <ul style="list-style-type: none"> • Assessment of current carbon footprint to identify current good practice, gaps and opportunities to move towards being low carbon; • Identify Council operations which can make a significant contribution towards a low carbon target – property, fleet, digital, energy, schools, housing – and a more efficient council, this will include where investment is needed to achieve outcomes; • Community and Partner engagement to achieve a ‘Whole Borough’ approach utilising (for example) Public Service Board, Town & Community Councils, Youth Forum, Leisure Trust and other existing partnerships; • Identify links to Regeneration Themes and projects taking place across the Region through CCRCD, Valleys Task Force and Tech Valleys; <p><u>Progress Update</u></p> <p>The Low Carbon Plan has been completed and was due to be presented to Council on 26th March, but that meeting was cancelled. Once council business resumes it will be presented to Members for approval. It does however have the full support of the scrutiny committee.</p>									

		<p>Financial target for 2020/21 will be achieved.</p> <p><u>Financial Impact</u></p> <p>The savings for 2020/2021 will be fully achieved as no expenditure will be incurred on the Carbon Reduction Commitment (CRC) Scheme has ended.</p>	
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Strategic Business Reviews											
			Estimated Achievement 2020/2021		Estimated Achievement 2021/2022		Estimated Achievement 2022/2023		Estimated Achievement 2023/2024 & 2024/2025		BRAG Status
Review	Corporate Priority	Scope	Low £000	High £000	Low £000	High £000	Low £000	High £000	Low £000	High £000	
<u>Maximising Enablers</u>											
Work Place Transformation	Efficient Council		50	50	50	50	50	50	50	50	
		<p>Building on the first phase of work place transformation this strategic business review is design to:</p> <ul style="list-style-type: none"> • Identify cost savings in relation to ICT expenditure and contract management • Review the print and telephony arrangements to reduce costs • Implement a digital strategy to maximise the use of technology • Realise the benefits of Office 365 and collaborative working tools and reduce duplication of other ICT solutions • Enable remote working to release dependency on our building (linked to the assets and property Strategic Review) <p><u>Progress Update</u></p> <p>The estimated savings for 2020/21 are on target to be achieved. Further work is now taking place to identify the opportunities for the estimated savings for 2021/22. This is particularly in relation to the review of telephony, printing and postage.</p> <p><u>Financial Update</u></p> <p>The ICT budget has been reduced by £50,000 for 2020/2021. Expenditure reduction measures include tighter control of some areas of expenditure and rationalisation of systems.</p>									

Table 9: Strategic Business Reviews			
Strategic Business Reviews			
Review	Corporate Priority	Scope	BRAG Status
<u>Maximising Resources</u>			
Use of external grants	Efficient Council	<p>This strategic business review is concerned with the bidding, receipt and deployment of additional grant funding that is available to the council and its partners. It is estimated that the organisation receives approximately £22m additional funding to support our priorities. This review will explore how the grants are utilised across the council to deliver outcomes for our residents. It will also review our governance arrangements to increase transparency and a One Council approach to seeking and using this additional funding.</p> <p>This review will also consider the impact of the removal of these grants and the risk placed on core funding.</p>	
<u>Managing Demand</u>			
Reducing demand by changing behaviours	Efficient Council	The Council's role in place shaping means that we need to encourage and enable communities to do as much as they can for themselves and to build resilience. This strategic business review will identify those services that experience high demand to identify any opportunities to work closely with our communities to encourage changes in behaviour. This has been done in many other locations to deal with issues relating to littering, payment of council tax and antisocial activities.	
Prevention and early intervention services	Social Services & Education	This review will focus on an evaluation of the long term impact of prevention and early intervention on reducing the requirement for high cost services and better outcomes for our most vulnerable residents.	
<u>Maximising Enablers</u>			
Using data to deliver better services	Efficient Council	Becoming a 21 st Century Council means using data and insight to drive decision making. This Strategic Business Review will identify opportunities for the sharing of data to design services and target our resources to deliver outcomes for our residents.	

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Table 8: Strategic Business Reviews

Strategic Business Reviews											
			Estimated Achievement 2020/2021		Estimated Achievement 2021/2022		Estimated Achievement 2022/2023		Estimated Achievement 2023/2024 & 2024/2025		BRAG Status
Review	Corporate Priority	Scope	Low £000	High £000	Low £000	High £000	Low £000	High £000	Low £000	High £000	
Income Recovery	Efficient Council		54	100							
		<p>To review current income recovery activities to ensure best / efficient practices in place.</p> <p>Objectives of the review will be to ensure:-</p> <ul style="list-style-type: none"> Income recovery policies are appropriate and include early intervention actions agreed Fees & charges are implemented payment in advance of service delivery (where appropriate) thereby avoiding costs of issuing invoices easy access to various payment methods use of technology is maximised <p><u>Update on Progress</u></p> <p>Revenue Officer post to be deleted from establishment. Current situation with coronavirus has resulted in the suspension of the Revenue team's attendance at community organised sessions to provide advice to the public. Significant number of telephone contacts daily during April from Council Tax Payers indicating they will have difficulty paying their Council Tax – alternative arrangements are being agreed and will be monitored going forward. 300 DD's have been cancelled however we have had 547 take up DD from those who would normally pay by cash or cheque. Appears to be a significant increase in Council Tax Reduction Scheme applications during April 2020 which is likely to reduce the overall collectable amount for Council Tax however this will result in a cost pressure.</p>									Green

		<p>Council Tax Portal is now online with approximately 240 account holders registering to use service.</p> <p><u>Financial Impact 2020/2021</u></p> <p>The budget for 2020/2021 has been reduced by £54,000.</p>	
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Agenda Item 7

Executive Committee and Council only

Date signed off by the Monitoring Officer: 16.06.2020

Date signed off by the Section 151 Officer: 16.06.2020

Committee: **Executive Committee**

Date of meeting: **24th June 2020**

Report Subject: **Test, Trace and Protect**

Portfolio Holder: **Councillor Nigel Daniels, Leader / Executive Member
Corporate Services**

Report Submitted by: **Michelle Morris, Managing Director**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	11.06.20	16.06.20				24.06.20		

1. **Purpose of the Report**
 - 1.1 The purpose of this report is to confirm the arrangements put in place to establish Contact Tracing in Blaenau Gwent, as part of the regional response to the Welsh Government's Test, Trace and Protect Plan (TTP).
2. **Background**
 - 2.1 The Welsh Government published its Test, Trace and Protect (TTP) Plan on 13th May which is supported by the Public Health Wales (PHW) Public Health Protection Response Plan. TTP is a critical part of the response to the Covid-19 pandemic and will support the transition out of full lockdown, supporting the prevention of further widespread community transmission of the virus (keeping the R number below 1.0) and allowing our communities to gradually return to work, school and other social activities. This enables options for Smart lockdown in particular locations should the R number rise rather than the need to impose total lockdown arrangements
 - 2.2 The TTP Plan sets out a structure which is national, regional and local, with roles and responsibilities set out for Welsh Government, Public Health Wales, Local Health Boards and Local Authorities. Local Health Boards and Local Authorities are required to work in partnership to establish Contact Tracing Teams that will cover all local authority areas.
 - 2.3 In the Gwent Region the Gwent Strategic Coordinating Group (SCG) has been responsible for establishing local arrangements and has agreed an Operational Delivery Plan for TTP with a regional Contact Tracing and Testing Group established. (The SCG is responsible for the response to the Covid-19 Emergency in the region and comprises the Local Health Board, five Local Authorities, Emergency Services and Welsh Government).

2.4 The Contract Tracing Service in Gwent has been operational from the 1st June, with teams now established in each local authority area.

3. TTP – Roles and Responsibilities

3.1 The TTP Plan sets out the Roles and Responsibilities at national, regional and local levels:

3.2 Welsh Government – provide strategic direction, oversight, determine priorities and provide resources to enable test, trace, protect;

3.3 Public Health Wales (PHW) – National Public Health body providing leadership and specialist advice on public health approaches. Responsible for coordinating contact tracing, advising on sampling and testing, laboratory analysis of tests, health surveillance and providing expert health protection advice and analysis of the spread of the virus in our communities through a range of health surveillance indicators;

3.4 Local Health Boards and Local Authorities – working in collaboration to deliver regionally coordinated local contact tracing teams – a mix of clinical and non-clinical staff who can support those who are symptomatic or have tested positive and their close contacts to stay safe. This will sit alongside their existing role to provide testing facilities and environmental and public health responses to local outbreaks and clusters or preventative action in areas regarded as high risk e.g. care homes.

3.5 Crucially everyone in Wales needs to know and understand the symptoms to look out for and all residents have a responsibility in making TTP work. Everyone will be required to continue to follow public health advice, hand washing, social distancing, reporting symptoms and self-isolating when necessary.

3.6 The commitment from local authorities and local health board has been to get the service operational at pace in order to support the relaxation of lockdown. This then allows a more permanent regional service to be established which will be led by the Local Health Board, and will need to be operational from the end of the Summer. This limits the Council's commitment to the end of the Summer with the expectation that staff will need to return to their substantive roles as services restart.

3.7 Appendix One details how TTP will work in Wales.

4. TTP in Blaenau Gwent

4.1 The Operational Delivery Plan identified a need for a team of c.30 staff in Blaenau Gwent, to support a service for our population. The team comprises 6 Contact Tracers and 24 Contact Advisers. Staff have been redeployed into these roles from the Council (i.e. Business Support, OD, Social Services, Regeneration, Public Protection) and Tai Calon, and a project manager has also been seconded to manage the transition to the regional service.

- 4.2 The Council has committed to set up a virtual Contact Tracing Team which will operate a 7 day a week service over 2 shifts (8am-2pm & 2pm-8pm), as required and it is expected that the capacity will build up over the first few weeks as the level of testing increases. There may be a need to supplement the workforce with agency or temporary appointments at some point. The Team will utilise the National Data Management System which is due to go live w/c 8th June 2020.
- 4.3 There is also a Regional Hub established which is health led and includes an Environmental Health Manager/Senior Officer from each Council, this hub will provide the clinical governance and leadership for the contact tracing in Gwent.
- 4.4 The initial work will focus on Care Homes where testing of both staff and residents is now taking place. As Community Testing increases and expands in Wales then work will also involve contacting individuals who have had contact with those tested as positive for the virus.

5. Recommendations

5.1 Option One

Executive notes and endorses the establishment of Contact Tracing in Blaenau Gwent, as part of the regional approach in Gwent and in support of the national Test, Trace and Protect Plan.

5.2 Option Two

Executive notes the establishment of Contact Tracing in Blaenau Gwent, as part of the regional approach in Gwent and in support of the national Test, Trace and Protect Plan.

6. Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan

- 6.1 The establishment of Contact Tracing in the Borough fulfils the Council's statutory obligations under the Civil Contingencies Act to take action to respond to the pandemic emergency and put in place arrangements to support the eventual recovery of the community.

7. Implications Against Each Option

- 7.1 Financial – the initial response to the requirement to establish a Contact Tracing Team has been fulfilled by redeploying staff into the roles of Contact Tracers and Contact Advisers and the appointment of a Project Manager. This means that, initially at least, there will be no additional staff costs. There will be costs associated with ensuring staff all have the necessary equipment to operate a virtual call centre.
- 7.2 The Welsh Government has given a commitment to meet the costs of Contact Tracing and Ministers and Senior Officials have confirmed that funding is available.

It is therefore assumed that there will be no additional costs to the Council, however it is the case that Councils are effectively operating 'at risk' at present.

- 7.3 There may be a requirement to make some appointments to fixed term posts in order to enable the Council to release staff back to service delivery. It is assumed that these costs will be met from Welsh Government funding and that these staff would move across to the regional service at the end of the Summer.
- 7.4 Risk including Mitigating Actions
- Financial – the Council is currently meeting any costs of equipment required to establish the Service on the assumption that these will be met by Welsh Government funding. Assurances have been given to Leaders, Chief Executives and Chief Finance Officers that this funding will be made available.
 - Non Delivery of Contact Tracing – the risk remains that if Contact Tracing is not successfully deployed then we will not be able to manage the risk of an increase in the R Number and rate of infection, which could result in a further surge in the virus and a return to lockdown measures. The work undertaken, and detailed in this report, to establish Contact Tracing will mitigate this risk.
 - Resources – there is a risk that the Council is not able to meet the capacity needed to run both this new service, our on-going response to the pandemic and the return of staff to their service delivery roles. This will be mitigated by treating Contact Tracing as a Critical Service and, where necessary, recruiting additional staff who will then transfer to the regional service. Consideration will also have to be given to our capacity within Public Protection to fulfil this obligation along with other statutory responsibilities including enforcement of the Coronavirus Legislation.
- 7.5 Legal – the Council has statutory responsibilities as a Category One Responder, under the Civil Contingency Act, to put in place the necessary arrangements and resources to respond to the pandemic emergency and the recovery of the community. Contact Tracing is one of the actions being taken to fulfil this obligation.
- 7.6 The decisions regarding Contact Tracing in Blaenau Gwent have been taken under delegated authority afforded to the Managing Director a result of the Emergency Response (Civil Contingency Act) and the Emergency Governance Arrangements agreed by the Council on 2 April 2020. The trade unions have been consulted on the establishment of the service and are supportive of the approach being taken by the Council.
- 7.6 Human Resources – the risk that the Council will not have sufficient staff is identified in Section 7.4.

8. Supporting Evidence

- 8.1 Expected outcome for the public
The Contact Tracing Service is a critical part of the response to ensure that proper measures are in place to protect the community of Blaenau Gwent against a further increase in community transmission of the pandemic.

- 8.2 Involvement (consultation, engagement, participation)
Not applicable.
- 8.3 Thinking for the Long term (forward planning)
The Contact Tracing Service is a critical part of the planning across Wales to deal with the pandemic and to prevent a resurgence in the future.
- 8.4 Collaboration / partnership working
The report details the strong collaboration and partnership working taking place across the region to put this Service in place in a very short timescale. This includes the support of Tai Calon to redeploy some staff into the team.
- 8.5 Integration (across service areas)
The response to the requirement to establish this Service has been approached on a one council basis with staff being redeployed from a number of services.

Background Documents /Electronic Links

- Appendix One

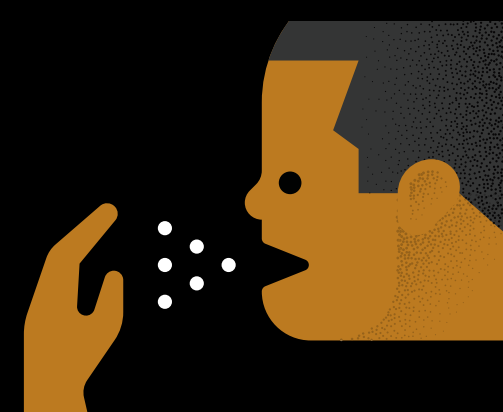
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Test. Trace. Protect. To keep Wales safe.

What do you need to do?

1

You develop at least 1 coronavirus symptom: a new continuous cough; high temperature; or loss of smell or taste.



2

You and members of your household follow self-isolation guidance.

3

Take a test within the first 5 days of developing symptoms, when the test is most effective. Apply for a test here.

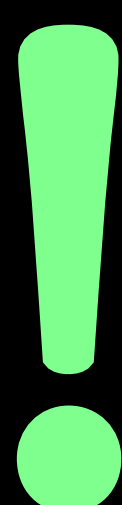


4

If the test is negative, no further action is needed by you or others in the household. You no longer need to self-isolate. If the test is positive, you will be contacted by a contact tracer on behalf of the NHS Wales Test, Trace, Protect service. You will only be contacted after you have had a positive test.

5

You will be asked to provide us with information. We will need to know who you've been in contact with and where you've been since your symptoms started.

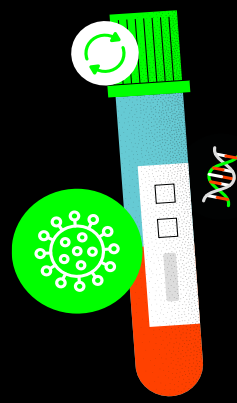


If you've been within 1m of someone for 1 minute or longer or within 2m of someone for 15 minutes or longer, you'll need to tell us about them. You'll also need to tell us about anyone you've travelled in a vehicle with, or people who've sat near you on public transport.

Please be vigilant for scam callers. We will never ask you for any financial information, bank details, or passwords. If in any doubt, do not provide the information.

6

A contact tracer will get in touch with your contacts. They will tell them that they have been in contact with someone who has tested positive for coronavirus. Your identity will not be revealed unless you give permission. They will be provided with support and advised to self-isolate for 14 days from their last contact with you. Members of their family will not be asked to self-isolate, but should follow the general stay-at-home guidance and avoid contact with the person isolating at home.



7

Your contact will only be advised to take a test if they are displaying symptoms. Testing asymptomatic is not recommended as it can generate false negatives. If they test positive, the process will be repeated for this person, their household members and contacts.

The aim of contact tracing is to reduce the number of people being exposed to the virus.

Contact tracing helps protect your community and contain the spread of the virus.

**TRACE YOUR MOVEMENTS. STOP THE SPREAD.
TOGETHER WE'LL KEEP WALES SAFE.**

Visit gov.wales/coronavirus

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Agenda Item 8

Executive Committee and Council only

Date signed off by the Monitoring Officer: 16.06.2020

Date signed off by the Section 151 Officer: 16.06.2020

Committee: **Executive Committee**

Date of meeting: **24th June 2020**

Report Subject: **Revenue Budget Monitoring - 2019/2020
Provisional Outturn**

Portfolio Holder: **Cllr Daniels, Leader / Executive Member
Corporate Services**

Report Submitted by: **Rhian Hayden – Chief Officer Resources**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	11.06.20	16.06.20				24.06.20		

1. Purpose of the Report

- 1.1 The purpose of the report is to update members on the provisional outturn against revenue budget for the financial year 2019/2020 across all portfolios.

2. Scope and Background

- 2.1 This report provides details on the following:
- Provisional outturn position at the end of 2019/2020
 - Details of significant adverse variances
 - Provisional outturn for Fees & Charges
 - Progress on the achievement of the Financial Efficiency Projects for 2019/2020

- 2.2 This report forms part of the quarterly financial reporting framework to Members.

3. Options for Recommendation

3.1 Option 1 (Recommended Option)

Members of the Executive Committee consider and approve the report and provide appropriate challenge to the financial outcomes in the report.

3.2 Option 2

Members of the Executive Committee do not accept the report.

4. Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan

- 4.1 This report supports the Council Priority, "Efficient Council", as it is part of the financial planning and reporting arrangements which support the Council's financial resilience.

5. Implications Against Each Option

5.1 Impact on Budget

5.1.1 The overall financial position across all portfolios at 31 March 2020, is a favourable variance of £0.48m (0.33%), against a total revenue budget of £147m. The figures are provisional and subject to external audit.

5.1.2 The outturn is an improvement on the forecast financial position at the end of December 2019, at which time the forecast was an adverse variance of £0.064m, as shown in the table below.

5.1.3 Across all Portfolios, the overall position is shown below: -

Portfolio/ Committee	2019/2020 Revised Revenue Budget £m	2019/20 Provisional Outturn @ 31 March 2020 £m	Favourable/ (Adverse) March 2020 £m	Favourable/ (Adverse) Dec 2019 £m	Append ref:
Underspending Portfolios					
Corporate Services & Financial Management & Strategy	14.725	14.709	0.016	0.007	2a
Social Services	44.915	44.526	0.389	0.074	2b
Education	55.477	55.348	0.129	0.022	2c
Planning	1.056	1.024	0.032	(0.005)	2f
Sub Total (1)	116.173	115.607	0.566	0.098	
Overspending Portfolios					
Environment	29.523	29.534	(0.011)	(0.20)	2e
Economy	1.516	1.516	0.000	0.049	2d
Licensing	0.065	0.074	(0.009)	(0.011)	2f

Sub Total (2)	31.104	31.185	(0.02)	(0.162)	
February Floods		<u>0.064</u>	(0.064)		
Total	<u>147.277</u>	<u>146.795</u>	<u>0.482</u>	<u>(0.064)</u>	

5.1.4 The table indicates that the provisional outturn is lower than the budget by £0.48m (across all services). This is after the application of £1m net drawings from specific reserves to address “one-off” in year planned expenditure, the most significant use of reserves being:

- Downsizing & Redundancy Reserves - £332,000 (including Leisure Trust)
- ISB Reserve - £159,000
- ICT Reserve - £91,000
- Strategic Business Reviews - £169,000 (Leisure Trust, Silent Valley & Third Party Expenditure Review)
- Technology Park - £80,000

5.1.5 The full impact the provisional outturn has had on reserves and balances for 2019/2020 will be shown in the draft Statement of Accounts, at a later date.

5.1.6 The provisional outturn of £0.48m favourable variance is a significantly improved position to the forecast at December 2019 of £0.064m adverse variance. The major movements from that position are a result of:

- Winter Pressure funding within Social Services - £408,000
- Education Capital Maintenance Grant enabled funding of £54,000 to be allocated to the Education structural maintenance budget.
- An improved budgetary position within Public Protection and a restatement of the Fire Levy charge - £168,000.

5.1.7 It should also be borne in mind that costs of £64,000 were incurred as a result of the severe floods in February 2020 and these costs have been incorporated in the figures above. Unfortunately, this level of costs did not trigger emergency funding from Welsh Government. Costs of approximately £20,000 have also been incurred in 2020/2021.

PORTFOLIO ANALYSIS

5.1.8 The provisional outturn per portfolio is detailed below:

5.1.9 There are a number of cost pressures identified across all portfolios, and Appendix 1 identifies those services where the adverse variance exceeds £15,000.

Social Services - £387,000 favourable variance

5.1.10 Social Services have a favourable variance of £387,000 against a budget of £45m.

5.1.11 **Children's Services** – Favourable Variance of £75,000

5.1.12 The cost pressure within Children's Services has been mitigated by:

- ICF Slippage Grant of £190,000
- a number of preventative measures which were implemented during 2018/19 - including the Supporting Change Team and the MYST project. Both initiatives have proven to have a positive impact on expenditure for 2019/2020.

5.1.13 The most significant cost pressures within Children's Services are:

- Payments to Foster Parents - £141,000 overspend due to current demand, which is partially a result of the positive impact the above initiatives have achieved by bringing placements back in house and mitigating cost pressures previously encountered within Out of County Placements.
- Legal Costs - £428,000 overspend as a result of commissioning external legal support to support the current demand.
- Direct Payments - £55,000 overspend due to the number of Direct Payments Agreements consistently increasing. This represents the transfer of costs to Direct Payments from the costs of directly provided care.

5.1.14 **Adult Services** - £221,000 favourable variance/ Business Management - £92,000 favourable variance

5.1.15 The favourable variance within Adult Services and Business Management (£0.31m), is a result of an underspend in:

- Older People aged 65 or over - £343,000 – the underspend is mainly due to ICF Grant Funding, vacant posts and the subsequent Winter Pressure Grant.
- Adults aged under 65 with a Learning Disability - £21,000 underspend is due to vacant posts.
- Adults aged under 65 with Mental Health Needs - £67,000 underspend is mainly due to a supported living service being decommissioned, and the Authority contribution to the Deprivation of Liberty Safeguarding Service being lower than originally anticipated.
- Support Service and Management Costs - £92,000 is due to vacant posts.
- Within the overall Adult Service budget, there is an adverse variance of £175,000 in Community Care due to additional support requirements, care fee uplift, and a reduction in CHC funding and an adverse variance for Cwrt Mytton of £138,000 due to staffing costs (this service is under constant review).

5.1.16 The improved financial outturn position when compared to December 2019 is mainly the result of ICF and Winter Pressures Funding of £408,000 being awarded across both Children's and Adults during the 4th quarter.

Education - £128,000 favourable variance

5.1.17 There are two main adverse variances within the Portfolio:

- Internal income at the River Centre (£48,000). This cost pressure has been reported throughout the year, relating to the educational services that the River Centre provides to pupils from mainstream schools. The adverse variance has reduced from £64,000 as at December 2019.
- Home to School Transport (£41,000). The method of forecasting expenditure for this budget will be reviewed to take account of the time delay in bus operators submitting their invoices for payment

5.1.18 It is uncertain at this stage if these adverse variances will continue into the 2020/2021 financial year.

5.1.19 Offsetting the adverse variances are underspends against other budgets including budgets that have improved position compared to December 2019:

- The SEN recoupment budget has seen reduced costs for pupils placed out of the area and an increased level of charges for pupils attending BGCBC schools, resulting in a favourable variance of £8,000.
- Education Departmental budget adverse variance reduced to £12,000 as a result of specific grant funding.

5.1.20 The in-year Education Capital Maintenance Grant from Welsh Government enabled revenue funding of £54,000 to be allocated to the structural maintenance budget, contributing to the overall favourable variance within the Portfolio.

Environment - £8,000 adverse variance

5.1.21 The main adverse variance within the Portfolio relates to Waste Services (£5,000). This cost pressure is likely to continue into the 2020/2021 financial year.

5.1.22 The improved financial outturn position when compared to December 2019 is mainly the result of:

- An improved budgetary position in Littering and Dog Control Orders - £37,000
- An improved budgetary position in Housing Services - £44,000
- A Restatement of the Fire Service Levy to reflect the actual costs - £132,000

Corporate Services - £16,000 favourable variance

5.1.23 There are four main adverse variances within the Portfolio:

- Housing Benefit - (£120,419). This is due to the costs in relation to external audit fees and a reduction in the Administrative Subsidy grant, which has been addressed as a cost pressure in the 2020/2021 financial year.

- Council Tax Collection - (£88,582). This is due to the change in the process of cash allocations to current rather than historic debt and the consequential impact upon bad debt provision
- Council Tax Reduction Scheme – (£40,748). An increase in the CTRS caseload both in terms of new claims and amendments to claims has resulted in an increase in costs. This area will continue to be a cost pressure to the Authority during 2020/2021 due to the impact of COVID-19.
- Resources Departmental Budget – (£48,590). This is due to the delay in implementation of the revised structure. This will not be a cost pressure in 2020/2021.

5.1.24 The above adverse variances have been offset by reduced costs within other budget areas of the Corporate Services Portfolio.

February Floods - £64,000

5.1.25 Costs of £64,000 were incurred as a result of the severe floods in February 2020, unfortunately emergency grant funding was not awarded as the level of cost incurred did not meet the threshold.

Fees & Charges

5.1.25 The 2019/2020 portfolio estimates include income budgets in relation to fees & charges (excluding Council Tax) of £15.1m across all portfolios. Attached at Appendix 3 is an analysis of income received against budget for the financial year for individual portfolios.

5.1.26 Overall against the target of £15.1m, income generated is lower than the target by £335,000,

There are a number of budgets where income is not achieving the target, including:

- Meals on Wheels income - £50,000
- Adults with Learning Disabilities income - £152,000
- Adults aged 65 and over - £46,000
- Community Care fees - £243,000
- Community Care – sale of property - £90,000
- Continuing Health Care Income – £128,000

5.1.27 Whilst some areas have overachieved against budget:

- Sale of recyclate material - £114,000 (provisional figure)
- Sale of school meals - £137,000
- Charges for SEN placements - £144,000

5.1.28 Whilst this analysis is useful, it should not be considered in isolation, as elements of any shortfall within Portfolios can be inextricably linked to underspends in

expenditure within the same budget heading. Where this is the case, budget holders should action budget virements to ensure that the income targets reflect more accurately expected income. Likewise, any over achievement in income which offset overspends in expenditure within the same budget, should be treated in the same way.

Financial Efficiency Projects (FEP)

- 5.1.29 In setting the 2019/2020 budget, 48 Financial Efficiency Projects were approved to deliver savings of £3.35m. Of this target £3.28m (98%) has been achieved, with a shortfall of £0.70m.
- 5.1.30 This shortfall forms part of the overall portfolio out turn position and a summary of the FEPs is attached at Appendix 4.
- 5.1.31 The Council continues to be successful in delivering the planned level of savings. In 2018/2019, 91% of the Financial Efficiency Projects were achieved. In 2017/2018, 98% of the Financial Efficiency Projects were achieved and 100% in 2016/2017, this demonstrates the Council's ability to implement and achieve the savings proposals approved as part of the budget setting process.

5.2 Risk including Mitigating Actions

- 5.2.1 A number of the overspends identified in Appendix 1 have continued throughout the financial year despite Action Plans being developed and implemented, as the Action Plans have had limited impact given the scale of the financial challenges faced by a number of services, and it has been difficult to mitigate the cost pressures in year. There is a risk that they could continue into 2020/2021.
- 5.2.2 During the budget setting process for 2020/2021, £2m was built into the budget to address existing and new cost pressures and a number of the services reporting cost pressures were awarded additional funding.
- 5.2.3 As cost pressures are identified during 2020/2021, budget holders will be required to develop and implement Action Plans to mitigate the risk to the Council and these plans will be monitored and reported to the Joint Budget Scrutiny Committee, Executive Committee and the Cost Pressure Sub Group, as part of the Budget Monitoring and Reporting Framework.

5.4 Legal
N/A

5.5 Human Resources
N/A

6. Supporting Evidence

6.1 Performance Information and Data

- 6.1.1 A summary page for each portfolio is contained in Appendices 2a to 2g.

6.2 **Expected outcome for the public**

- 6.2.1 The report details the financial implications for the Council in providing services to the communities of Blaenau Gwent.
- 6.2.2 If overspends continue into the medium term, resources will be diminished and this may impact on the Council's ability to provide services to the public.

6.3 **Involvement (consultation, engagement, participation)**

CLT have considered the provisional financial outturn position for 2019/2020.

6.4 **Thinking for the Long term (forward planning)**

- 6.4.1 A number of the ongoing cost pressures incurred during 2019/2020 have been addressed as part of the budget setting process for 2020/2021.
- 6.4.2 For new and emerging cost pressures identified during 2020/2021, budget holders will be required to produce Action Plans which will address the cost pressure during the year. These Action Plans will form part of the quarterly budget reports and will be submitted to the Cost Pressure Sub Group for scrutiny, challenge and monitoring.

6.5 **Preventative focus**

- 6.5.1 The provisional outturn is an improved position when compared to the quarter 3 forecast financial position. As the adverse variance was forecast, actions were put in place across the council to assist in mitigating the overspend during the financial year including a freeze/delay in non-essential recruitment and expenditure.
- 6.5.2 Where it was identified that cost pressures would continue into 2020/2021 financial year, additional funding was awarded as part of the budget setting process.

6.6 **Collaboration / partnership working**

- 6.6.1 Accountancy works closely with budget holders during the financial year in producing the financial forecast, identifying cost pressures and in developing Action Plans.

6.7 **Integration (across service areas)**

N/A

6.8 **EqlA**

- 6.8.1 All Financial Efficiency Projects that were approved as part of the budget setting process had gone through the EqlA process.

7. **Monitoring Arrangements**

- 7.1 Financial reporting to Joint Scrutiny and the Executive is carried out on a quarterly basis. Where services are reporting significant cost pressures, there will be a requirement for Budget Holders to develop and implement Action Plans these will be reported to the Cost Pressure Sub Group, on a quarterly basis.

Background Documents /Electronic Links

- *Appendix 1 – Summary of Main Adverse Variances 2019/20*
- *Appendix 2 – All Portfolios*
- *Appendix 3 – Fees and Charges*
- *Appendix 4 – Financial Efficiency Projects – 2019/20 Outturn*

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SUMMARY OF MAIN ADVERSE VARIANCES 2019/2020

	<u>Forecast Adverse Variance at December 2019 Forecast</u> <u>£</u>	<u>Forecast Adverse Variance at March 2020 Forecast</u> <u>£</u>	<u>Comments</u>
<u>Adverse variances in Excess of £15,000</u>			
<u>1 Corporate Services</u>			
Housing Benefits	(108,529)	(120,419)	<p>The forecast overspend is due to external audit fees (£28,536) for which there is no budget, a shortfall on the Administration Subsidy grant of £63,900 and a shortfall in HB Subsidy of £27,980 (HB payments attracting less than 100% subsidy). In the previous financial year, these costs were offset by an in year budget virement.</p> <p>A cost pressure of £107,000 has been approved as part of the 2020/2021 budget setting process. This pressure will therefore not continue into 2020/21.</p>
Resources Departmental Budget	(134,231)	(48,590)	<p>The reason for the adverse variance is due to the delayed implementation of the departments service review.</p> <p>The revised structure is now in place and therefore this cost pressure will not to continue into 2020/21. The adverse variance has reduced due to the application of funding from</p>

		<u>Forecast Adverse Variance at December 2019 Forecast</u> <u>£</u>	<u>Forecast Adverse Variance at March 2020 Forecast</u> <u>£</u>	<u>Comments</u>
				the Downsizing and Redundancy reserve to fund redundancy costs.
	Council Tax Collection	50,355	(88,582)	The change of cash allocation to current debt ahead of historic has impacted upon the impairment of debt (bad debt provision) which has affected this budget in year.
	Council Tax Reduction Scheme	(27,555)	(40,748)	<p>The CTRS caseload has seen a significant increase in the volume of new claims and claims amendments throughout the year. Between 2018-19 and 2019-20 new claims being processed increased by 1,238 whilst for the same period amendment to claims, for change of circumstances, increased by 6,490.</p> <p>The automation process for DWP benefits was also introduced during the year which has contributed to the increased volume of changes being processed.</p>
	Democratic Representation & Management	(26,057)	(22,382)	<p>Following Community Asset Transfers of a number of buildings, the council is incurring rental costs for the occupation of Town & Community Councils and no progress has been made for charging for this accommodation.</p> <p>This is being progressed under the Assets and Property Strategic Business Review, as part of the Bridging the Gap programme.</p>

		<u>Forecast Adverse Variance at December 2019 Forecast</u> <u>£</u>	<u>Forecast Adverse Variance at March 2020 Forecast</u> <u>£</u>	<u>Comments</u>
3	<u>Education</u>			
	AWPU Clawback	(64,000)	(48,000)	The anticipated funding recovered from Schools as a result of the LA providing alternative education provision has reduced due to schools increasingly providing provision to meet pupils needs as an alternative to requiring specialist placement and as a result of the River Centre being at capacity.
	SEN Recoupment	(35,000)	8,047	New and continuing placements to Out of County Schools created the initial adverse variance. The forecast adverse variance has reduced due to an in year budget virement of £60,000 from Social Services and fluctuations in individual placement costs and charges.
	Education Departmental Budget	(34,488)	(12,234)	The use of a specific reserve to fund relevant activity has reduced the adverse variance.
	Home to School Transport	(7,000)	(41,000)	Additional transport costs in the final quarter increased the adverse variance
4	<u>Environment</u>			

		<u>Forecast Adverse Variance at December 2019 Forecast</u> <u>£</u>	<u>Forecast Adverse Variance at March 2020 Forecast</u> <u>£</u>	<u>Comments</u>
	Waste Services	(94,770)	(73,718)	<p>The adverse variance is due to:</p> <ul style="list-style-type: none"> • Sustainable Waste Management grant is lower than estimated by £45,000 due to the grant reduction being higher than anticipated. • Transfer Station costs have increased due to additional hours being worked as a result of black bag sorting and increased recycle. • Increased contract costs relating to recycling of aerosols. • Security costs at HWRC • Maintenance for the baler at the Waste Transfer Station. <p>Mitigating actions include</p> <ul style="list-style-type: none"> • “Keeping up with the Joneses” campaign has assisted in the reduction in residual waste costs. • A fence and CCTV are to be installed at the HWRC to reduce the costs in relation to security. • The waste recycling disposal contracts are being monitored and reviewed, prioritising the wood and inert waste streams.

Appendix 1

		<u>Forecast Adverse Variance at December 2019 Forecast £</u>	<u>Forecast Adverse Variance at March 2020 Forecast £</u>	<u>Comments</u>
	Meals on Wheels	(23,469)	(27,640)	This overspend is due to the income from the sale of meals not achieving the target income. Meals prices have been increased and the service will continue to be marketed to try to increase sales.
	Cwmcrachen Caravan Site	(64,915)	(64,131)	The adverse variance is due to Utility costs being higher than anticipated. There is an investigation into the corporate utility bill arrangements at the site. There are also investigations into electricity theft.
	Littering and dog control orders	(33,500)	(4,325)	Overall, the overspend is due to the cost of the contract being more than the income received from fines, albeit the actual amount of income from fines increased from the December 2019 forecast. New Contract negotiated from March 1 st , which should be cost neutral to the Authority.
	Winter Maintenance	0	(35,890)	Due to a review/increase of employee standby payments.
	Coroner's Court	(25,516)	(18,803)	Additional costs following service being brought back in house and recovery of 2018/19 overspends.
5	<u>Social Services</u>			

Appendix 1

	<u>Forecast Adverse Variance at December 2019 Forecast</u> £	<u>Forecast Adverse Variance at March 2020 Forecast</u> £	<u>Comments</u>
Payment to Foster Parents	(163,374)	(141,346)	This continues to be a cost pressure due to current demand
Legal Costs – Care Proceedings	(307,100)	(427,589)	This continues to be a cost pressure, with external legal support beng provided to support the current demand within looked after children
Direct Payments	(53,730)	(54,505)	The number of Direct Payments have increased gradually, therefore the original budget provision has become insufficient
Cwrt Mytton	(97,937)	(138,410)	The adverse variance is due to staffing costs the service is under constantly review.
Frailty	0	(20,131)	This adverse variance is due to pay award and incremental drift encountered during the financial year.
Intermediate Care Fund (ICF)	0	(43,058)	This adverse variance is due to staff cost pressures within certain projects, offset by the overall underspend within Adult Services.
Community Care	(332,515)	(174,940)	The adverse variance is due to additional support requirements and care fee uplift, and a reduction in CHC funding received, partially offset by the ICF Winter Pressure Grant.
Emergency Standby	(14,090)	(15,279)	The cost of the collaborative arrangement has continually increased due tostaffing costs which has resulted in the original budget becoming insufficient.

CORPORATE SERVICES PORTFOLIO

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31st Dec 19
	£	£	£	£
SUMMARY				
<u>DEPARTMENTAL AND OTHER RECHARGEABLE SERVICES</u>				
Corporate Services Department	(69,830)	(370,452)	300,622	217,176
Resources Department	47,180	95,770	(48,590)	(134,231)
Sub Total	(22,650)	(274,682)	252,032	82,945
<u>COMMERCIAL SERVICES</u>				
Archives	148,670	142,789	5,881	5,881
Festival Park	91,000	104,195	(13,195)	3,383
Housing Benefit	(224,130)	(103,711)	(120,419)	(108,529)
ICT Service	300,310	300,310	0	0
Sub Total	315,850	443,583	(127,733)	(99,265)
<u>LEGAL & CORPORATE COMPLIANCE SERVICES</u>				
Registration of Electors	16,340	13,588	2,752	28
Registration of Births, Marriages and Deaths	48,550	49,310	(760)	(5,345)
Sub Total	64,890	62,898	1,992	(5,317)
<u>GOVERNANCE & PARTNERSHIP SERVICES</u>				
Corporate Management	107,370	112,124	(4,754)	(2,460)
Democratic Representation and Management	1,210,600	1,232,982	(22,382)	(26,057)
CCTV Cameras	84,000	64,926	19,074	3,660
Sub Total	1,401,970	1,410,032	(8,062)	(24,857)
<u>RESOURCES SERVICES</u>				
Corporate Management	298,810	271,010	27,800	31,922
Non Distributed Costs	746,240	742,680	3,560	84
Apprenticeship Levy	320,000	314,804	5,196	7,309
Council Tax Collection	(1,557,770)	(1,469,188)	(88,582)	50,355
Council Tax Reduction Scheme	8,945,900	8,986,648	(40,748)	(27,555)
N.N.D.R. Collection	(107,040)	(110,431)	3,391	3,345
Grants and Subscriptions	57,270	57,270	0	0
Voluntary Sector Schemes	0	0	0	0
Sub Total	8,703,410	8,792,793	(89,383)	65,459
<u>CORPORATE CHARGES</u>				
Corporate Recharges	4,274,560	4,274,556	4	4
Senior Management Restructure	(12,590)	0	(12,590)	(12,590)
Sub Total	4,261,970	4,274,556	(12,586)	(12,586)
CORPORATE SERVICES TOTAL EXPENDITURE	14,725,440	14,709,179	16,261	6,379

SOCIAL SERVICES PORTFOLIO

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31 Dec 2019
	£	£	£	£
SUMMARY				
<u>SOCIAL SERVICES</u>				
Children's Services - Commissioning and Social Work	3,464,310	3,206,123	258,187	5
Looked After Children	6,895,190	7,080,716	(185,526)	(10,299)
Family Support Services	191,240	194,433	(3,193)	1,181
Youth Justice	237,820	228,118	9,702	9,702
Other Children's and Family Services	2,171,800	2,175,476	(3,676)	(15,121)
Older People Aged 65 or Over	5,831,200	5,494,180	337,020	7,037
Adults Aged Under 65 with a Physical Disability or Sensory Impairment	41,800	43,571	(1,771)	(984)
Adults Aged Under 65 with Learning Disabilities	3,583,545	3,562,216	21,329	24,915
Adults Aged Under 65 with Mental Health Needs	606,295	538,862	67,433	(26,729)
Other Adult Services	357,430	384,450	(27,020)	(2,920)
Community Care	15,543,160	15,718,100	(174,940)	86,485
Support Service and Management Costs	972,990	880,625	92,365	188
Corporate Recharges	5,018,490	5,018,477	13	3
Social Services COVID-19 Costs	0	1,061	(1,061)	0
<i>Sub Total</i>	44,915,270	44,526,408	388,862	73,462
Social Services Emergency Flood Costs	0	1,619	(1,619)	0
Total Expenditure	44,915,270	44,528,027	387,243	73,462

EDUCATION PORTFOLIO

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31 Dec 2019
	£	£	£	£
SUMMARY				
SCHOOLS BUDGET				
Individual Schools Budget	42,833,880	42,833,880	0	0
Education Improvement Grant	257,800	249,274	8,526	(20,679)
Other Costs	662,320	546,381	115,939	98,774
Supporting Special Education Needs	1,779,810	1,777,236	2,574	(104,518)
<i>Schools Budget Total Expenditure</i>	<i>45,533,810</i>	<i>45,406,771</i>	<i>127,039</i>	<i>(26,423)</i>
LEA BUDGET				
Strategic Management	2,217,480	2,217,655	(175)	(4,152)
Assuring Access to Schools	2,086,540	2,121,008	(34,468)	(374)
Facilitating School Improvement	419,760	426,170	(6,410)	(2,106)
Supporting Special Education Needs	328,130	258,944	69,186	64,998
<i>LEA Budget Total Expenditure</i>	<i>5,051,910</i>	<i>5,023,777</i>	<i>28,133</i>	<i>58,366</i>
OTHER EDUCATION SERVICES				
Further Education and Training	133,290	130,393	2,897	580
Youth Service	356,267	353,008	3,259	23,584
Other Expenditure	149,903	148,914	989	623
Education Departmental Budget	22,000	32,476	(10,476)	(34,488)
<i>Other Education Services Total Expenditure</i>	<i>661,460</i>	<i>664,791</i>	<i>(3,331)</i>	<i>(9,701)</i>
CORPORATE CHARGES				
Corporate Support Recharges	4,230,270	4,252,585	(22,315)	0
Education Emergency Flood Costs	0	1,755	(1,755)	0
Funding from General Reserves	0		0	0
<i>Corporate Charges Total Expenditure</i>	<i>4,230,270</i>	<i>4,254,340</i>	<i>(24,070)</i>	<i>0</i>
Total Expenditure	55,477,450	55,349,679	127,771	22,242

ECONOMY PORTFOLIO

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31 Dec 2019
	£	£	£	£
SUMMARY				
<u>DEPARTMENTAL SERVICES</u>				
Economic Strategy and Development - Departmental Budget	(106,013)	(68,791)	(37,222)	26,840
Estates Management - Rechargeable	106,013	103,834	2,179	(11,627)
<i>Sub Total</i>	<u>0</u>	<u>35,043</u>	<u>(35,043)</u>	<u>15,213</u>
<u>ECONOMY SERVICES</u>				
Affordable Housing	0	0	0	0
Aspire	0	0	0	0
Community Benefits Investment	0	0	0	0
CSCS	0	(165)	165	1,410
Destination Management	16,150	12,976	3,174	424
DRivE	0	0	0	0
Financial Support to Business	6,790	1,843	4,947	3,865
General Offices	(59,630)	(60,111)	481	10,719
Industrial Land	7,000	(2,646)	9,646	801
Inspire	0	0	0	0
Nursery Units/Misc. Industrial Premises	(680,650)	(720,531)	39,881	12,135
Pentagon	0	0	0	0
Regeneration Projects	4,900	6,075	(1,175)	(1,175)
Resilient Project	0	46,851	(46,851)	0
Estates Management Non Rechargeable	(70,490)	(95,026)	24,536	4,739
<i>Sub Total</i>	<u>(775,930)</u>	<u>(810,734)</u>	<u>34,804</u>	<u>32,918</u>
Corporate Recharges	2,291,480	2,291,470	10	10
Funding from General Reserves	0	0	0	0
Total Expenditure	<u><u>1,515,550</u></u>	<u><u>1,515,779</u></u>	<u><u>(229)</u></u>	<u><u>48,141</u></u>

ENVIRONMENT PORTFOLIO

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31 Dec 2019
	£	£	£	£
SUMMARY				
<u>COMMUNITY SERVICES</u>				
<u>DEPARTMENTAL SERVICES</u>				
Environment Department - Corporate Division	(40,019)	(40,054)	35	0
Environmental Services Division	(8,537)	(6,794)	(1,743)	26,684
Technical Services - Engineering & Property Management	(61,499)	(64,952)	3,453	11,000
Sub Total	(110,055)	(111,800)	1,745	37,684
<u>WASTE SERVICES</u>				
Waste Services Team	102,676	102,676	0	0
Sub Total	102,676	102,676	0	0
<u>WASTE COLLECTION</u>				
Household and Trade Waste Collection	485,150	485,152	(2)	3,428
Recycling Collection	2,147,692	2,147,693	(1)	(9,629)
Bulky Waste Collection	7,040	7,040	0	(7,631)
Sub Total	2,639,882	2,639,885	(3)	(13,832)
<u>WASTE TRANSFER</u>				
Civic Amenity Sites	325,340	325,337	3	(6,932)
Transfer Station	738,336	738,341	(5)	(72,059)
Sub Total	1,063,676	1,063,678	(2)	(78,991)
<u>WASTE DISPOSAL</u>				
Disposal Of Waste	1,135,161	1,135,164	(3)	3,408
Recycling Disposal	229,895	303,605	(73,710)	(5,355)
Sub Total	1,365,056	1,438,769	(73,713)	(1,947)
<u>PUBLIC SERVICES</u>				
County Borough Cleansing	1,169,584	1,169,583	1	(1,103)
Cemeteries / Crematorium	(280,447)	(266,890)	(13,557)	(9,429)
Meals On Wheels	(1,200)	26,439	(27,639)	(23,469)
Grounds Maintenance	941,505	941,508	(3)	(9,688)
Countryside Recreation Sites	34,690	32,597	2,093	2,093
Sub Total	1,864,132	1,903,237	(39,105)	(41,596)
<u>FACILITIES MANAGEMENT</u>				
Corporate Landlord	1,491,680	1,494,640	(2,960)	0
Corporate Property	64,109	64,154	(45)	0
Building Cleaning	97,725	97,728	(3)	(12,073)
Catering Account	128,288	128,255	33	0
Appetite For Life & SHEP	55,538	55,473	65	2,207
School Breakfast Club	366,141	366,144	(3)	(8,276)
Sub Total	2,203,481	2,206,394	(2,913)	(18,142)

ENVIRONMENT PORTFOLIO

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31 Dec 2019
	£	£	£	£
<u>HIGHWAYS & ROADS SERVICES</u>				
Highways - Street Care Team	1,040	1,040	0	(985)
Non Operational Land	0	0	0	0
Licensing (Highway Permits)	(45,692)	(46,008)	316	0
Shopping Arcade, Abertillery	2,780	2,105	675	(3,797)
Road and Street Works Acts	(71,989)	(71,989)	0	0
Multi-Storey Car Parks	242,302	242,302	0	0
On Street Parking	100	0	100	48
Surface Car Parks	31,790	30,235	1,555	1,533
Public Transport Co-Ordination	1,187	1,187	0	(1,325)
Bridges	15,897	15,897	0	0
Structural Maintenance (Principal and Other Roads)	138,304	138,304	0	0
	17,890	17,890	0	0
Environmental Maintenance (Principal and Other Roads)				
Safety Maintenance (Principal and Other Roads)	71,486	71,486	0	0
Routine Repairs (Principal and Other Roads)	605,200	605,200	0	0
Street Lighting	1,111,620	1,111,620	0	0
Winter Maintenance	424,082	459,972	(35,890)	0
Sub Total	2,545,997	2,579,241	(33,244)	(4,526)
<u>TRANSPORT SERVICES</u>				
Traffic Orders	(25,974)	(25,974)	0	(1,233)
Highways Adoptions	(5,654)	(5,654)	0	0
Traffic / Accident Research	10,432	10,432	0	0
Traffic Management	5,430	5,430	0	(427)
Parking Enforcement	0	3,026	(3,026)	2,002
Road Safety Education	13,292	10,292	3,000	3,242
Crossing Patrols	142,717	139,889	2,828	3,985
Concessionary fares and Support to Operators	222,336	222,336	0	0
Local Transport Plans	2,620	0	2,620	2,597
Home to School Transport	0	0	0	0
Transport and Heavy Plant	(92,912)	(92,907)	(5)	0
Sub Total	272,287	266,870	5,417	10,166
<u>CULTURAL & ENVIRONMENTAL SERVICES</u>				
General Administration and Markets	(24,170)	(16,766)	(7,404)	(3,055)
Countryside Programme and Management	4,845	4,845	0	0
Landscaping and Afforestation	17,796	17,796	0	0
Reservoirs, Tips, Quarries and Mines	5,130	(108)	5,238	4,938
Flood Defence And Land Drainage	55,380	55,124	256	0
City Deal	45,900	50,324	(4,424)	(4,430)
Sub Total	104,881	111,215	(6,334)	(2,547)
COMMUNITY SERVICES TOTAL EXPENDITURE	12,052,013	12,200,165	(148,152)	(113,731)

ENVIRONMENT PORTFOLIO

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31 Dec 2019
	£	£	£	£
<u>PUBLIC PROTECTION</u>				
<u>DEPARTMENTAL SERVICES</u>				
Environmental Health	20,735	29,872	(9,137)	(5,832)
<i>Sub Total</i>	<u>20,735</u>	<u>29,872</u>	<u>(9,137)</u>	<u>(5,832)</u>
<u>CARAVAN SITES</u>				
Cwmcrachen Caravan Site	(56,170)	7,964	(64,134)	(64,915)
<i>Sub Total</i>	<u>(56,170)</u>	<u>7,964</u>	<u>(64,134)</u>	<u>(64,915)</u>
<u>ENVIRONMENTAL HEALTH</u>				
Food Safety	6,390	(6,219)	12,609	(1,091)
Control of Pollution	10,040	5,344	4,696	813
Dog Wardens	10,500	3,031	7,469	9,107
Animal Health and Welfare	23,360	20,000	3,360	3,360
Pest Control	60,180	69,289	(9,109)	(9,903)
Littering and Dog Control Orders	0	4,325	(4,325)	(33,500)
Health and Safety at Work (Commercial Prem.)	1,510	(159)	1,669	47
<i>Sub Total</i>	<u>111,980</u>	<u>95,611</u>	<u>16,369</u>	<u>(31,167)</u>
<u>HOUSING SERVICES</u>				
Homelessness	234,200	179,562	54,638	16,602
20 Church Street	19,240	18,386	854	(2,811)
General Properties	(7,590)	(7,523)	(67)	(174)
Housing Access	60,420	35,139	25,281	19,841
Works in Default	275	4,187	(3,912)	(2)
Disabled Facilities Grants	1,040	203	837	908
<i>Sub Total</i>	<u>307,585</u>	<u>229,954</u>	<u>77,631</u>	<u>34,364</u>
<u>TRADING STANDARDS</u>				
Trading Standards	(28,320)	(31,060)	2,740	3,114
Inspection and Enforcement	7,910	3,230	4,680	972
<i>Sub Total</i>	<u>(20,410)</u>	<u>(27,830)</u>	<u>7,420</u>	<u>4,086</u>
PUBLIC PROTECTION TOTAL EXPENDITURE	<u><u>363,720</u></u>	<u><u>335,571</u></u>	<u><u>28,149</u></u>	<u><u>(63,464)</u></u>

ENVIRONMENT PORTFOLIO

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31 Dec 2019
	£	£	£	£
<u>CORPORATE CHARGES</u>				
Fire Service	3,398,900	3,266,932	131,968	0
Coroner's Court	89,460	108,261	(18,801)	(25,516)
Corporate Recharges	9,194,740	9,194,781	(41)	0
Procurement Saving	0	0	0	0
Prudential Borrowing	0	0	0	0
Income Generation	0	0	0	0
CORPORATE CHARGES TOTAL EXPENDITURE	12,683,100	12,569,974	113,126	(25,516)
<u>ANEURIN LEISURE TRUST</u>				
<u>ANEURIN LEISURE TRUST</u>				
Aneurin Leisure Trust	3,178,800	3,184,437	(5,637)	0
<i>Sub Total</i>	<i>3,178,800</i>	<i>3,184,437</i>	<i>(5,637)</i>	<i>0</i>
<u>RETAINED SERVICES</u>				
General Entertainment	2,580	2,036	544	(1,212)
Corporate Recharges	1,242,610	1,403,016	(160,406)	4,589
General Reserve Funding Re: Staff Support	0	(160,648)	160,648	0
<i>Sub Total</i>	<i>1,245,190</i>	<i>1,244,404</i>	<i>786</i>	<i>3,377</i>
ANEURIN LEISURE TRUST TOTAL EXPENDITURE	4,423,990	4,428,841	(4,851)	3,377
TOTAL EXPENDITURE	29,522,823	29,534,551	(11,728)	(199,334)

PLANNING COMMITTEE AND LICENSING COMMITTEE

Item	Revised Estimate 2019/2020	Total Forecast Expenditure to March 2020	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) 31 Dec 2019
	£	£	£	£
PLANNING COMMITTEE SUMMARY				
<u>BUILDING CONTROL</u>				
<u>DEPARTMENTAL SERVICES</u>				
Building Control	0	0	0	0
<u>BUILDING CONTROL SERVICES</u>				
Building Regulations	(6,580)	(6,580)	0	0
Dangerous Structures	22,200	(5,274)	27,474	1,457
<i>Building Control Total Expenditure</i>	<i>15,620</i>	<i>(11,854)</i>	<i>27,474</i>	<i>1,457</i>
<u>DEVELOPMENT MANAGEMENT</u>				
<u>DEPARTMENTAL SERVICES</u>				
Development Management	8,076	8,070	6	(5,921)
<u>DEVELOPMENT MANAGEMENT SERVICES</u>				
Dealing with Applications	(202,740)	(204,893)	2,153	0
Planning Appeals	3,190	0	3,190	0
Enforcement	(30)	884	(914)	(914)
<i>Development Management Total Expenditure</i>	<i>(191,504)</i>	<i>(195,939)</i>	<i>4,435</i>	<i>(6,835)</i>
<u>DEVELOPMENT PLANS</u>				
<u>DEPARTMENTAL SERVICES</u>				
Development Plans	(6,276)	(6,298)	22	22
<u>DEVELOPMENT PLANS SERVICES</u>				
Development Plans	7,080	7,080	0	0
<i>Development Plans Total Expenditure</i>	<i>804</i>	<i>782</i>	<i>22</i>	<i>22</i>
Corporate Recharges	1,231,080	1,231,080	0	0
Funding from General Reserves	0		0	0
Planning Committee Total Expenditure	1,056,000	1,024,069	31,931	(5,356)
LICENSING COMMITTEE SUMMARY				
Licensing	29,090	37,821	(8,731)	(10,738)
Internal Recharges	36,100	36,098	2	2
Funding from General Reserves	0	0	0	0
Licensing Committee Total Expenditure	65,190	73,918	(8,728)	(10,736)

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Fees and Charges Provisional Outturn 2019/2020 (As at March 2020)

APPENDIX 3

Portfolio	Service	Description of Income	Income Source	Revised Estimate 2019/2020	Forecast	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) as at Dec 2019
				£	£	£	£
Fees & Charges							
Corporate Services	Communications	Advertising	Fees & Charges	19,070	3,105	(15,965)	(14,276)
Corporate Services	Business Support	External Printing and photocopying charges.	Fees & Charges	8,000	5,505	(2,495)	8
Corporate Services	Legal Fees	Legal Charges	Fees & Charges	13,380	2,520	(10,860)	(67)
Corporate Services	Corporate Support	Land Charges	Fixed - Set Locally	30,450	35,359	4,909	7,444
Economy	General Offices	Rental Income	Fees & Charges	49,260	59,997	10,737	15,760
Economy	Departmental	Reimbursement of staff costs and receipts for external works	SLA	62,990	44,786	(18,204)	(17,955)
Environment	Household and Trade Waste Collection		Fees & Charges	97,305	98,797	1,492	1,275
Environment	Recycling Collection	Recycling Collection & Disposal Income - Commercial Customers	Fees & Charges	24,890	22,481	(2,409)	(3,622)
Environment	Bulky Waste Collection	Bulky Waste Collection	Fees & Charges	59,635	55,894	(3,741)	(9,081)
Environment	Recycling Disposal	Sale of Recyclate Materials	Fees & Charges	393,200	507,077	113,877	117,771
Environment	County Borough Cleansing	C&CR - External Cleansing Works	Fees & Charges	210	0	(210)	(210)
Environment	Cemeteries / Crematorium	Burial Fees	Fees & Charges	484,057	453,767	(30,290)	(29,711)
Environment	Cemeteries / Crematorium	General Properties	Fees & Charges	2,580	3,000	420	420
Environment	Meals On Wheels	Sale of Meals	Fees & Charges	166,030	116,036	(49,994)	(44,586)
Environment	Grounds Maintenance	Income from Letting of Playing Fields, Ground Rent & Way Leaves	Fees & Charges	55,700	114,952	59,252	30,928
Environment	General Properties	Rental Income	Fees & Charges	7,590	7,523	(67)	(174)
Environment	Cwmcrachen Caravan Site	Rental	Fees & Charges	109,840	103,209	(6,631)	(14,571)
Environment	Dog Wardens	Byelaw Enforcement Fees	Fees & Charges	5,364	494	(4,870)	(2,452)
Environment	Corporate Landlord	Civic Centre - Rental of Land	Miscellaneous	755	693	(62)	89
Environment	School Catering Service	Sale of Meals		881,501	1,018,319	136,818	73,466
Environment	Cleaning Services	External Cleaning Services		43,052	43,052	0	0
Financial Management and Strategy	Accountancy Division	Administration charges for administering Appointeeships	Fees & Charges	25,150	17,360	(7,790)	(8,969)
Infrastructure	Technical Services - Engineering & Property Management	Reimbursement of staff costs and receipts for external works	Fees & Charges	545,628	568,739	23,111	159,942
Infrastructure	FEP - Increase in Income	Fees	Fees & Charges	0	0	0	(30,019)
Infrastructure	Licensing (Highway Permits)	Skips & Scaffolding Permits	Fees & Charges	45,847	46,163	316	598
Infrastructure	General Administration and Markets	Rental income	Fees & Charges	24,172	16,766	(7,406)	(3,057)
Infrastructure	Traffic Orders	Income from contractors, Welsh Water etc. for road works	Fees & Charges	32,248	32,248	0	(1,237)
Infrastructure	Road and Street Works Acts	Inspection fees, section 74's, FPN, coring, Dropped kerbs etc.	Fees & Charges	106,843	106,843	0	5,033
Infrastructure	Highways Adoptions	Highway Searches	Fees & Charges	5,654	5,654	0	0
Infrastructure	Multi-storey Carparks	Charge to Coleg Gwent	Fees & Charges	30,000	30,000	0	0
Infrastructure	Civil Parking Enforcement	FPN's	Fees & Charges	70,000	50,190	(19,810)	
Infrastructure	Public Transport Co-Ordination	Charge to bus companies for use of Brynmawr Bus Station	Fees & Charges	234	234	0	0
Licensing	Hackney Carriages	Licence Fees	Fees & Charges	76,460	57,368	(19,092)	(18,626)
Licensing	Private Hire Vehicles	Licence Fees	Fees & Charges	1,830	1,047	(783)	(892)
Licensing	Scrap Metal	Sale of Scrap Metal	Fees & Charges	600	2,069	1,469	436
Planning	Enforcement	Enforcement Fees	Fees & Charges	610	0	(610)	(610)
Planning	Development Plans	Heritage Officer Income	Fees & Charges	0	0	0	0
Social Services	Other Children's and Family Services	Training Fees (Early Years tied in with expenditure which is set	Fees & Charges	0	2,878	2,878	0
Social Services	Older People aged 65 or over	Fees & Charges in respect of Care (Cwrt Mytton, Home Care, Extra Care & Joint Day Care Unit)	Fees & Charges	607,300	560,853	(46,447)	(36,216)
Social Services	Adults aged under 65 with Learning Disabilities	Fees & Charges in respect of Care (Augusta, Supported Living Bungalows & Community Options)	Fees & Charges	420,050	267,599	(152,451)	(114,384)
Social Services	Adults aged under 65 with Mental Health Needs	Fees & Charges in respect of Care (Vision House & Ysbyty'r Tri Chwm)	Fees & Charges	24,430	15,453	(8,977)	(6,813)
Social Services	Support Service and Management Costs	Fees & Charges in respect of Piper Alarms (IAA)	Fees & Charges	0	0	0	0
		Sub - Total		4,531,915	4,478,030	(53,885)	55,642

Fees and Charges Provisional Outturn 2019/2020 (As at March 2020)

APPENDIX 3

Portfolio	Service	Description of Income	Income Source	Revised Estimate 2019/2020	Forecast	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) as at Dec 2019
				£	£	£	£
Fees & Charges - Set Nationally							
Corporate Services	Registration of Births, Marriages and Deaths	Registration of Births, Marriages and Deaths	Fixed - Set Nationally	86,770	83,257	(3,513)	(8,778)
Environment	Food Safety	Hygiene ratings & Health Certificates	Fixed - Set Nationally	2,000	5,320	3,320	5,678
Environment	Control of Pollution	Environmental Permits	Fixed - Set Nationally	16,238	17,643	1,405	0
Environment	Health and Safety at Work (Commercial Prem.)	Petroleum + Tattoo Licences	Fixed - Set Nationally	0	2,000	2,000	3,942
Environment	Trading Standards	Explosives Licences	Fixed - Set Nationally	761	735	(26)	115
Licensing	Licence Fees	Various (Gambling, Premises/ Clubs & Street Trading)	Fixed - Set Nationally	57,900	61,527	3,627	4,516
Planning	Dealing with Applications	Planning Application Fees	Fees & Charges	213,360	214,856	1,496	0
Planning	Building Regulations	Building Regulation Fees	Fixed - Set Nationally	95,620	92,622	(2,998)	0
Social Services	Older People aged 65 or over	CHC Income (Home Care)	Fixed - Set Nationally	0	70,403	70,403	0
Social Services	Adults aged under 65 with Learning Disabilities	CHC Income (Augusta House; Supported Living Bungalows; Community Options)	Fixed - Set Nationally	50,000	203,122	153,122	173,853
Social Services	Community Care	Fees & Charges in respect of Care	Fixed - Set Nationally	3,324,670	3,081,742	(242,928)	(378,277)
Social Services	Older People aged 65 or over	Sale of Property (Cwrw Mytton)	Fixed - Set Nationally	0	58,936	58,936	0
Social Services	Community Care	Sale of Property	Fixed - Set Nationally	286,620	196,568	(90,052)	0
Social Services	Community Care	CHC Income	Fixed - Set Nationally	371,220	19,700	(351,520)	(271,220)
Social Services	Support Service and Management Costs	CHC Income (Adult Service Managers)	Fixed - Set Nationally	0	0	0	0
		Sub - Total		4,505,159	4,108,432	(396,727)	(470,171)
Fees & Charges - In Line with Local Agreements							
Economy	Industrial Land	Ground rent and commercial bookings	Fixed - Set Locally	2,750	2,900	150	150
Economy	Nursery Units/Misc. Industrial Premises	Rental income for industrial units	Fixed - Set Locally	694,530	730,128	35,598	51,607
Economy	Estates - Non Rechargeable	Ground Rent	Fixed - Set Locally	120,850	122,537	1,687	9,637
Economy	Financial Support to Business	Ground rent and commercial bookings	Fixed - Set Locally	0	2,650	2,650	2,650
Economy	CSCS	Charges for Construction Skills Certificates	Fixed - Set Locally	0	12,117	12,117	10,178
Environment	Corporate Landlord	Little Stars Nursery - Rent (Recovery of costs)	Miscellaneous	8,329	14,694	6,365	6,365
Education	Inter Authority Recoupment	Charges to other Local Authorities for SEN placements within Blaenau Gwent Schools	Fixed - Set Locally	612,000	755,519	143,519	157,222
		Sub - Total		1,438,459	1,640,545	202,086	237,809
		Total - Fees & Charges		10,475,533	10,227,008	(248,525)	(176,720)

Fees and Charges Provisional Outturn 2019/2020 (As at March 2020)

APPENDIX 3

Portfolio	Service	Description of Income	Income Source	Revised Estimate 2019/2020	Forecast	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) as at Dec 2019
				£	£	£	£
SLA							
Aneurin Leisure Trust	SLA Income	Provision of Support Services	SLA	238,820	247,153	8,333	2
Environment	Grounds Maintenance	SLA	SLA	189,220	166,458	(22,762)	(21,610)
Environment	Building Maintenance	SLA	SLA				
Financial Management and Strategy	Accountancy Division	Support Services SLA with Schools	SLA	178,480	178,480	0	0
Corporate Services	Organisational Development, Payroll & Health & Safety	Support Services SLA with Schools	SLA	303,480	303,480	0	0
Corporate Services	Legal Fees & GDPR	Support Services SLA with Schools	SLA	39,680	39,680	0	0
Corporate Services	Communications	Support Services SLA with Schools	SLA	3,070	3,070	0	0
Corporate Services	Performance (SIMS Support)	Support Services SLA with Schools	SLA	81,610	81,610	0	0
Corporate Services	Business Support (Courier)	Support Services SLA with Schools	SLA	3,950	3,950	0	0
Financial Management and Strategy	Creditors Division	Support Services SLA with Schools	SLA	7,570	7,570	0	0
Corporate Services	ICT	Support Services SLA with Schools	SLA	406,013	406,013	0	0
Environment	School Catering	SLA with Schools (excludes Corporate Landlord)	SLA	1,060,605	1,060,605	0	0
Environment	Cleaning Services	SLA with Schools	SLA	1,028,298	1,028,298	0	(3)
Infrastructure	CPM - Schools Biodiversity SLA	SLA with Schools	SLA	14,000	14,250	250	0
Infrastructure	Winter Maintenance	SLA with LA's for salt Storage	SLA	13,000	13,000	0	0
		Sub - Total		3,567,796	3,553,617	(14,179)	(21,611)
Court Fees/Fixed Penalty Notices/Fines							
Corporate Services	Corporate Services and Strategy	Legal income and land charges. Advertising.	Court Fees/FPN/Fines/Legal	10,000	11,086	1,086	(353)
Education	Welfare Service	Fixed Penalty Notices	Court Fees/FPN/Fines/Legal	2,070	4,793	2,723	0
Environment	Littering and Dog Control Orders	Income in relation to FPNs	Court Fees/FPN/Fines/Legal	128,765	90,619	(38,146)	(48,871)
Corporate Services	Payroll Division	Attachment Orders	Court Fees/FPN/Fines/Legal	1,020	646	(374)	(437)
Financial Management and Strategy	Council Tax Collection	Court Costs	Court Fees/FPN/Fines/Legal	162,680	151,286	(11,394)	0
Financial Management and Strategy	NNDR	Court Costs	Court Fees/FPN/Fines/Legal	1,800	1,958	158	0
Corporate Services	Housing Benefits Account	Admin Penalties	Court Fees/FPN/Fines/Legal	25,000	25,000	0	0
		Sub - Total		331,335	285,387	(45,948)	(49,661)

Fees and Charges Provisional Outturn 2019/2020 (As at March 2020)

APPENDIX 3

Portfolio	Service	Description of Income	Income Source	Revised Estimate 2019/2020	Forecast	Variance Favourable / (Adverse)	Variance Favourable / (Adverse) as at Dec 2019
				£	£	£	£
Consortium Arrangements							
Economy	General Offices	Annual Service & Rental Charge to Torfaen CBC in relation to Archives	Consortium Arrangements	74,940	85,022	10,082	10,082
Environment	Disposal Of Waste	Contribution from SVWS	Consortium Arrangements	110,000	110,000	0	0
Environment	Cemeteries / Crematorium	Crematorium Income - Reallocation of surplus at year end	Consortium Arrangements	131,925	133,691	1,766	0
Environment	20 Church Street	Housing Advice Centre Contribution	Consortium Arrangements	11,740	12,400	660	660
Environment	Housing Access	Income from Housing Associations in relation to Administration of the Common Housing Register	Consortium Arrangements	86,050	114,126	28,076	25,560
Environment	Environmental Health	Public Protection Collaboration with Torfaen CC	Consortium Arrangements	108,400	81,088	(27,312)	(22,282)
		Sub - Total		523,055	536,327	13,272	14,020
Miscellaneous							
Education	Supporting Special Educational Needs	Internal Income - Recovery of pupil lead funding from schools.	Internal Income	100,000	51,796	(48,204)	(64,000)
Corporate Services	Corporate Procurement Division	Rebates - Energy & Randstad	Miscellaneous	95,700	102,951	7,251	(1,921)
Corporate Services	Corporate Procurement Division	Purchase Card Income	Miscellaneous	1,640	2,129	489	3,384
Infrastructure	L&A - Invasive Weeds	Contribution from Caerphilly for Treatment of Knotweed	Miscellaneous	6,462	6,462	0	0
		Sub - Total		203,802	163,338	(40,464)	(62,537)
		TOTAL		15,101,521	14,765,677	(335,844)	(296,509)

FINANCIAL EFFICIENCY PROJECTS - 2019/2020 OUT TURN

Mar-20

APPENDIX 4

No.	Project Ref.	Project Name	Lead Directorate	Service Area	Director	Approved Savings	Savings Delivered	(Under)/Over Achievement	Position Update
1		SOCIAL SERVICES							
2	SSA008	Alternative delivery of Cwrt Mytton Dementia Care Home	Social Services	Adults	Damien McCann	21,253	21,253	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
3	SSA010	Alternative delivery of Supported Living Service	Social Services	Adults	Damien McCann	289,000	289,000	0	Savings have been achieved.
4	SSA011	Reduction/Review in front line staff across Adult Care Management Teams	Social Services	Adults	Damien McCann	75,000	75,000	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
5	SSA014	Alternative delivery of Community Options Services - Alternative Models of Delivery	Social Services	Adults	Damien McCann	71,355	71,355	0	Savings have been achieved.
6	SS1900 1	Development of a regional approach to delivery of Direct Payments	Social Services	Adults	Damien McCann	15,000	15,000	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
7	SS1900 2	Initial reduction in Assisted Transport following implementation of new assessment and eligibility criteria from April 19	Social Services	Adults	Damien McCann	41,000	41,000	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
8	SS1900 3	Phase 2 review of Lake View Community Options Service Review - Reconfiguration of Management	Social Services	Adults	Damien McCann	20,000	20,000	0	Savings have been achieved.
		SOCIAL SERVICES TOTAL				532,608	532,608	-	
		CORPORATE SERVICES							
9	GOV19 001	Reduction in Members Allowances	Corporate Services	DRM	Michelle Morris	15,000	15,000	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
10	GOV19 002	Reduction in Staffing - Policy and Democratic Services	Corporate Services	Policy	Michelle Morris	48,217	48,217	0	Budget has been reduced due to los of 1 FTE, costs being monitored to ensure that the savings is achieved
11	GOV19 003	CCTV Review	Corporate Services	CCTV	Michelle Morris	66,390	66,390	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
12	FMS00 3	Employee Downsizing - Payroll	Resources	Payroll	Anne Louise Clark	20,800	20,800	0	Budget has been reduced due to loss of 1 FTE, costs being monitored to ensure that the savings is achieved
13	FMS01 3	Procurement - Income Generation	Resources	Procurement	Anne Louise Clark	18,160	23,950	5,790	Budget has been reduced, costs being monitored to ensure that the savings is achieved. This target has been exceed for the current financial year.
14	CS1900 1	Reduction in Mileage Budget - Business Support	Corporate Services	Business Support	Michelle Morris	2,000	2,000	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
15	LEG190 01	Reduction in supplies and services - Legal Services	Corporate Services	Legal	Michelle Morris	1,000	1,000	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
16	LEG190 02	Reduction of budget - Electoral Register/ Canvassing budget	Corporate Services	Legal	Michelle Morris	3,500	3,500	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
		CORPORATE SERVICES - TOTAL				175,067	180,857	5,790	
		RESOURCES							
17	FMS00 2	Accountancy Division - Service Review and Staff Downsizing	Resources	Accountancy	Rhian Hayden	110,000	100,063	(9,937)	Budget has been reduced, however there has been a delay in implementing SMR2. Savngs will be achieved in full in future years.
18		Cease Voluntary Contribution to Care & Repair	Resources	Grants	Rhian Hayden	25,000	25,000	0	Budget has been reduced, contribution has ceased.
19	FMS01 9	Cease Voluntary Sector Contributions to Care & Repair and Citizen's Advice Bureau	Resources	Grants	Rhian Hayden	60,000	60,000	0	Budget has been reduced, however the contribution will not cease until the end of 2019/20. The overspend will be funded from earmarked reserves set up in 2018/19 due to alternative funding being identified.
20	FMS02 0	Service Review in the Revenues & Social Service Income areas	Resources	Revenues	Rhian Hayden	88,532	55,411	(33,121)	Budget has been reduced, however there has been a delay in implementing SMR2. The savings will be achieved in full in futre years.
21	RES190 01	General & Allotment Grants	Resources	Grants	Rhian Hayden	22,700	22,700	0	Budget has been reduced, grants no longer awarded.
22	RES190 03	Resources Directorate Budget Reductions	Resources	CTRS	Rhian Hayden	116,000	116,000	0	Budget has been reduced
		RESOURCES TOTAL				422,232	379,174	-43,058	
		ENVIRONMENT & REGENERATION							
23	ENV005	Review of regeneration activity and staffing structure	Environment & Regeneration	Regeneration	Richard Crook	22,500	22,500	0	
24	ENV018	Full cost recovery of premises related costs for occupancy of Town & Community Councils	Environment & Regeneration	Estates	Richard Crook	10,625	0	(10,625)	This saving has not been achieved as the Financial Efficiency projects has not been progressed.
25	ENV026	Increase fees of Grounds Maintenance whilst undertaking Community Asset Transfers (CAT)	Environment & Regeneration	Grounds Maintenance	Richard Crook	50,000	50,000	0	

No.	Project Ref.	Project Name	Lead Directorate	Service Area	Director	Approved Savings	Savings Delivered	(Under)/Over Achievement	Position Update
26	ENV029	Destination Management Collaboration	Environment & Regeneration	Regeneration	Richard Crook	5,000	5,000	0	
27	ENV032	Development of an Integrated Transport Unit	Environment & Regeneration	Highways	Richard Crook	10,000	10,000	0	
28	ENV19003	Reduction in refuse fleet	Environment & Regeneration	Highways	Richard Crook	10,000	10,000	0	
29	ENV19004	Reduction in the number of staff in each Cleansing Team	Environment & Regeneration	Environment	Richard Crook	128,000	128,000	0	
30	ENV19005	Infrastructure and Property Services - Budget Reductions	Environment & Regeneration	Technical Services	Richard Crook	11,000	11,000	0	
31	ENV19007	Planning - Reduction in staffing	Environment & Regeneration	Planning	Richard Crook	40,000	40,000	0	
32	ENV19008	Reduction in Housing Solutions Supplies & Services budget	Environment & Regeneration	Housing	Richard Crook	13,000	13,000	0	
33	ENV9009	Environmental Protection - Staff restructure - Residual savings	Environment & Regeneration	Public Protection	Richard Crook	14,000	14,000	0	
34	ENV190010	Generate additional income through the sale of recyclate	Environment & Regeneration	Waste	Richard Crook	50,000	45,000	(5,000)	Income has increased due to increased tonnage and prices for the sale of recyclate being sold.
35	ENV19012	Community Services - Increase in professional fee income	Environment & Regeneration	Technical Services	Richard Crook	50,000	50,000	0	
36	ENV19013	Increase in Taxi & Private Hire Vehicle Licensing Income	Environment & Regeneration	Licensing	Richard Crook	5,000	0	(5,000)	The annual uplift to the fees & charges for 2019/2020 was not approved by Licensing Committee.
37	ENV19016	Utilise Capital Grant to fund Highways Improvement Works (with corresponding reduction in Highways Maintenance Revenue Budget)	Environment & Regeneration	Technical Services	Richard Crook	200,000	200,000	0	
38	ENV19017	Completion of CAT transfers for all sports facilities	Environment & Regeneration	Environment	Richard Crook	210,000	210,000	0	
		ENVIRONMENT TOTAL				829,125	808,500	(20,625)	
		EDUCATION							
39	EDU001	Reduction in Service Level Agreement costs within the Education Directorate	Education	Education	Lynette Jones	25,570	25,570	0	Reduced SLA costs for 2019/2020 and savings achieved
40	EDU003	Reduction in Service Level Agreement for Outdoor Education	Education	Education	Lynette Jones	23,230	23,230	0	SLA has ended and savings achieved
41	EDU1900	Budget Reduction - Education Improvement Grant Match Funding	Education	Education	Lynette Jones	5,000	5,000	0	Reduction in grant, therefore reduced match funding requirement - savings achieved
42	EDU1900	Reduce the Education Premature Retirement Costs (PRC Budget)	Education	Education	Lynette Jones	200,000	200,000	0	Budget has been reduced, costs being monitored to ensure that the savings is achieved
43	EDU004	Reduction in inflationary increase - Individual School Budget	Education	Education	Lynette Jones	842,650	842,650	0	Cashflat budget to schools, budget savings achieved
44	EDU1900	Transfer payment of DBS (Disclosure & Barring Service) checks for school based staff to school	Education	Education	Lynette Jones	15,000	15,000	0	Costs now being funded by school budgets, savings achieved
		EDUCATION TOTAL				1,111,450	1,111,450	0	
		CROSS CUTTING PROJECTS							
45	CC002	Cash Flat Budgets - No inflationary increase to non-employee budgets	Resources	Corporate	Rhian Hayden	105,000	105,000	0	Savings delivered no inflationary increase applied.
46	CC006	Management Review - Phase 2	Managing Director	Corporate	Michelle Morris	150,000	137,410	(12,590)	Savings mainly delivered however due to delays in implementing SMR2 this has not been wholly met in 2019/20. The savings will be fully achieved in 2020/21.
47	CC19001	Staff Reward Scheme - Reduced costs in relation to the employers National Insurance & Pension Contributions for staff buying into the Cycle to Work	Resources	Corporate	Rhian Hayden	3,000	3,000	0	Savings achieved, budgets reduced.
48	RES19002	Fees and charges budget - Increase above inflation	Resources	Corporate	Rhian Hayden	20,000	20,000	0	Savings achieved, income budgets increased.
		CROSS CUTTING TOTAL SAVINGS				278,000	265,410	-12,590	
		TOTAL OVERALL SAVINGS				3,348,482	3,277,999	(70,483)	

Agenda Item 9

Executive Committee and Council only

Date signed off by the Monitoring Officer: 16.06.2020

Date signed off by the Section 151 Officer: 16.06.2020

Committee: Executive Committee

Date of meeting: 24th June 2020

Report Subject: Capital Budget Monitoring, Provisional Out-Turn for 2019/2020 Financial Year

Portfolio Holder: Cllr N Daniels, Leader / Executive Member Corporate Services

Report Submitted by: Rhian Hayden, Chief Officer Resources

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	11/06/2020	16.06.20				24.06.20		

1. Purpose of the Report

- 1.1 To provide members with an overview of each Portfolio's provisional capital expenditure against funding approvals for the 2019/2020 financial year.

2. Scope and Background

- 2.1 This report provides details on the following:

- Provisional financial outturn position to the end of March 2020 across all portfolios (subject to audit)
- Details of any significant adverse and/or favourable variances

- 2.2 This report forms part of the quarterly financial reporting framework to Members.

3. Options for Recommendation

3.1 Option 1 (Recommended Option)

Members of the Executive Committee accept the report, and

- Provide appropriate challenge to the financial outcomes in the report.
- Continue to support appropriate financial control procedures agreed by Council.
- To note the budgetary control and monitoring procedures in place within the Capital Team, to safeguard Authority funding.

3.2 Option 2

Do not accept the report.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 This report supports the Council Priority, “Efficient Council”, as it is part of the financial planning and reporting arrangements which support the Council’s financial resilience.

5. **Implications Against Each Option**

5.1 ***Impact on Budget (short and long term impact)***

5.1.1 The provisional financial outturn position as at 31st March 2020 indicates a £1,000 underspend against a total in year capital budget of £14.6m.

Across all Portfolios, the overall position is shown below: -

Total Approvals Q4 (Mar 2019)	Future Year funding	In year funding	Provisional Expenditure to 31/03/2020	Variance underspent / (overspent)
£000	£000	£000	£000	£000
73,674	59,038	14,636	14,635	1

5.1.2 Overall, Budget holders have maintained spending within the overall total for the approved capital schemes. The underspend of £1,000 relates to the capital scheme of £60,000 for additional works on Flying Start and will not be drawn down from the funding body.

5.1.3 Future year funding of £59m which consists of approved external grant and the authorities own funding will be carried forward into future financial years. The authorities own Capital Programme Funding will be carried forward to the financial year 2020/2021 in accordance with slippage procedures, with agreement by the Corporate Leadership Team.

5.2 **Risk including Mitigating Actions**

5.2.1 If capital schemes are not kept within budget, then capital reserves may be committed beyond affordable levels, with the consequence that projects that have not yet commenced may be deferred or not undertaken, so impacting upon future Capital Programmes.

5.2.2 If capital schemes do not achieve the required level of expenditure within the correct financial year, funding may be lost to the Authority and be detrimental to the Authority's chances of securing future funding.

5.2.3 Both of the aforementioned risks are mitigated as far as possible through close working relationship with budget holders and external funding bodies such as Welsh Government. This ensures that where possible, funding is maximised or funding amendments are secured should the need arise.

5.3 **Legal**

N/A

5.4 **Human Resources**

N/A

6. **Supporting Evidence**

6.1 ***Performance Information and Data***

6.1.1 Appendix 1.1 & 1.2 details the provisional financial outturn position for 2019/2020.

Appendix 2 provides information of funding changes since the third quarter report.

6.2 ***Expected outcome for the public***

6.2.1 The report details the financial implications for the Council in providing capital investment for the communities of Blaenau Gwent.

All forecast overspends and underspends are managed in order that secured funding approvals are not lost and to mitigate any potential adverse impact upon future Capital investment in Blaenau Gwent.

6.3 ***Involvement (consultation, engagement, participation)***

The Capital Programme is developed to support the Council's strategic priorities and is considered and agreed by full Council. Corporate Overview Scrutiny and Executive Committees consider the budget monitoring reports on a quarterly basis and provide challenge as appropriate.

6.4 ***Thinking for the Long term (forward planning)***

It is essential that all forecast overspends and underspends are managed in order that secured funding approvals are not lost and to mitigate any potential adverse impact upon the future capital programme.

6.5 ***Preventative focus***

The Capital Services Team will continue their close working relationship with budget holders and external funding bodies to ensure that funding is maximised or funding amendments are secured in future financial years.

6.6 ***Collaboration / partnership working***

The Capital Services Team works closely with budget holders in producing the financial forecast and with external funding bodies to ensure that where possible funding is maximised or funding amendments are secured should the need arise.

6.7 ***Integration (across service areas)***

N/A

6.8 ***EqIA***

N/A

7. **Monitoring Arrangements**

7.1 Financial reporting to the Joint Budget Scrutiny Committee and the Executive Committee is carried out on a quarterly basis. Where projects are reporting significant cost pressures, there is a requirement for Budget Holders to ensure that where possible funding is maximised or funding amendments are secured should the need arise.

Background Documents /Electronic Links

Appendix 1.1 – Capital Programme Summary Outturn

Appendix 1.2 – Capital Programme Outturn – Project Detail

Appendix 2 – 2019-20 Quarter 4 Funding Changes

Management Reports

Reporting Year: and Period: 2020/12

Capital Programme Funding Estimates Summary Outturn

<i>Portfolio</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure To:</i> <i>March 2020</i>	<i>Variance (Adv)/Fav</i>
Corporate Services Portfolio	789,252	246,401	542,851	246,401	0
Social Services Portfolio	5,570,332	836,216	4,734,116	834,759	1,457
Economy Portfolio	20,067,556	2,880,992	17,186,564	2,880,991	1
Education and Active Living	33,347,459	5,134,917	28,212,542	5,134,918	(1)
Environment Portfolio	9,388,159	3,447,931	5,940,228	3,447,932	(1)
Infrastructure Portfolio	3,525,392	1,733,449	1,791,943	1,733,449	0
All Portfolios	986,291	356,364	629,927	356,364	0
Total Capital Funding	73,674,441	14,636,270	59,038,171	14,634,813	1,457

End of Report

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Management Reports	Capital Programme Funding Estimates Outturn
<i>Reporting Year: and Period: 2020/12</i>	

Code	Scheme	Total Funding	In Year Budget	Future Funding	Expenditure to: March 2020	Variance (Adv)/Fav
Corporate Services Portfolio						
Corporate Services						
101385	Workplace Transformation	184,512	49,055	135,457	49,055	0
327037	WPT - Civic Centre IT Network	194,740	0	194,740	0	0
327100	Ebbw Vale Test Track	20,000	20,000	0	20,000	0
327101	Emergency Electrical & IT Works Civic Ce	240,000	30,747	209,253	30,747	0
328090	CCTV Upgrade	150,000	146,599	3,401	146,599	0
	Corporate Services	789,252	246,401	542,851	246,401	0
	Corporate Services Portfolio	789,252	246,401	542,851	246,401	0

Capital Programme - 2019/20 Outturn
Capital Report 2019/20

Management Reports

Reporting Year: and Period: 2020/12

Capital Programme Funding Estimates Outturn

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
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Social Services Portfolio

Childrens Services

323152	Beaufort Road - Extension Training Flat	130,475	0	130,475	0	0
323153	Beaufort Road - Outdoor spaces and Exiti	38,675	0	38,675	0	0
324718	Flying Start - First Friends Childcare	55,000	55,000	0	55,000	0
324719	Flying Start - Cwm 2	26,352	26,352	0	26,352	0
324721	Flying Start - Ebbw Vale North	21,863	21,863	0	21,863	0
324736	Flying Start Additional Works	60,000	60,000	0	58,568	1,432
324770	Childcare Offer - Sixbells Scheme	1,500,000	7,138	1,492,862	7,138	0
324771	Childcare Offer - Badminton Scheme	1,500,000	0	1,500,000	0	0
324772	Childcare Offer - Blaina ICC Scheme	500,000	62,757	437,243	62,757	0
324773	Childcare Offer - Swfryd Scheme	519,500	19,500	500,000	19,476	24
324774	Childcare Offer - Small Grants Scheme	100,000	100,000	0	100,000	0
	Childrens Services	4,451,865	352,610	4,099,255	351,154	1,456

Adult Services

323003	Health & Safety	63,942	0	63,942	0	0
323005	Tackling Food Poverty - WLGA	23,147	0	23,147	0	0
323120	Disabled equipment	283,250	279,750	3,500	279,750	0
323141	ICF - Further Enhanced Digital & Mobile	63,420	63,420	0	63,420	0
323142	ICF - DCP Accommodation and Support fc	23,000	23,000	0	23,000	0
323143	ICF - DCP AI, Digital Mobile Assistive	23,000	23,000	0	23,000	0
323144	ICF Main Capital Programme	104,151	4,918	99,233	4,918	0

Capital Programme - 2019/20 Outturn
Capital Report 2019/20

Management Reports	Capital Programme Funding Estimates Outturn
<i>Reporting Year: and Period: 2020/12</i>	

Code	Scheme	Total Funding	In Year Budget	Future Funding	Expenditure to: March 2020	Variance (Adv)/Fav
323147	Intermediate Care Fund	23,704	20,412	3,292	20,412	0
323148	ICF - Digital & Mobile Assistive Technol	19,000	0	19,000	0	0
323149	Better Care Capital Project	50,000	23,352	26,648	23,352	0
323150	Cwrt Mytton Lift Refurbishment	50,000	42,053	7,947	42,053	0
323151	Augusta House - Enablement Pods	391,853	3,701	388,152	3,701	0
	Adult Services	1,118,467	483,606	634,861	483,605	1
	Social Services Portfolio	5,570,332	836,216	4,734,116	834,759	1,457

Capital Programme - 2019/20 Outturn
Capital Report 2019/20

Management Reports

Reporting Year: and Period: 2020/12

Capital Programme Funding Estimates Outturn

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
Economy Portfolio						
Tredegar Regeneration						
326163	Tredegar HLF	1,519,953	666,837	853,116	666,837	0
326167	Tredegar STAR Community Centre	7,810	3,980	3,830	3,980	0
Tredegar Regeneration		1,527,763	670,817	856,946	670,816	1
Ebbw Vale Town Centre						
326191	TRI - Urban Centre Commercial Property I	505,467	97,971	407,496	97,971	0
326192	TRI- Urban Centre Residential Property E	200,000	76,043	123,957	76,043	0
Ebbw Vale Town Centre		705,467	174,014	531,453	174,014	0
Valleys Regional Park						
326200	VRP Ebbw Fach Trail	2,274	1,375	899	1,375	0
326205	VRP - Discovery Gateway	500,000	410,539	89,461	410,539	0
Valleys Regional Park		502,274	411,914	90,360	411,914	0
The Works Site						
325097	Big Arch	1,058,000	25,362	1,032,638	25,362	0
325102	Learning Works - 11-16 school	34,835	34,835	0	34,835	0
325220	Site Investigation Works	19,000	0	19,000	0	0
325225	Ebbw Valley Railway - Northern Extension	2,441	0	2,441	0	0
326079	General Offices Refurb	21,812	21,812	0	21,812	0

Capital Programme - 2019/20 Outturn
Capital Report 2019/20

Management Reports			Capital Programme Funding Estimates Outturn			
<i>Reporting Year: and Period: 2020/12</i>						

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
	The Works Site	1,136,088	82,009	1,054,079	82,009	0
	Other Regeneration					
326006	Tech Valley s Initiative	475,000	0	475,000	0	0
326180	Lime Avenue Business Park	6,420,976	221,500	6,199,476	221,500	0
326181	Lime Avenue Employment park	2,580,000	78,987	2,501,013	78,987	0
326182	Box Works	1,133,888	429,896	703,992	429,896	0
326183	Regain 2	4,050,000	131,487	3,918,513	131,487	0
326225	Heat Networks Project	17,385	0	17,385	0	0
326226	Electric Vehicle Chargepoints	573,406	376,771	196,635	376,771	0
326251	Constrained Units	505,370	0	505,370	0	0
326252	Constrained Units - Roseheyworth	318,000	253,153	64,847	253,153	0
326262	Acquisition of Cwm Draw Units 1-6	4,500	0	4,500	0	0
326263	Ebbw Vale Cenotaph & War Memorial Gar	20,752	20,752	0	20,752	0
326264	Aneurin Bevan Memorial Stones	30,000	29,692	308	29,692	0
326265	Victoria Business Park - Development	66,687	0	66,687	0	0
	Other Regeneration	16,195,964	1,542,238	14,653,726	1,542,237	1
	Economy Portfolio	20,067,556	2,880,992	17,186,564	2,880,991	1

Capital Programme - 2019/20 Outturn
Capital Report 2019/20

Management Reports

Reporting Year: and Period: 2020/12

Capital Programme Funding Estimates Outturn

Code	Scheme	Total Funding	In Year Budget	Future Funding	Expenditure to: March 2020	Variance (Adv)/Fav
Education and Active Living						
Education Services						
324125	Education Minor Works	81,487	71,938	9,549	71,938	0
324130	Abertillery Comprehensive Lighting Upgr	12,439	0	12,439	0	0
324135	School Works Programme - Tech Services	35,022	0	35,022	0	0
324138	Education Capital Maintenance	813,456	128,010	685,446	128,010	0
324140	Brynmawr Comp - Remodelling Reception	92,183	92,183	0	92,183	0
324141	Bryn Bach - Kitchen Rep & Classroom ren	178,951	178,951	0	178,951	0
324142	Georgetown Windows & Boiler Replaceme	95,000	86,329	8,671	86,329	0
324143	Rhos-y-fedwyn - Refurbishment	108,209	102,831	5,378	102,831	0
324144	St Marys - Refurbishment	62,646	2,646	60,000	2,646	0
324145	Tredegar Comp - Food & Technology	101,971	2,696	99,275	2,696	0
324146	Deighton - Kitchen	107,212	107,212	0	107,212	0
324201	Class Size - Willowtown	199,600	130,043	69,557	130,043	0
324202	Class Size - St. Illtyd s	71,905	71,905	0	71,905	0
324203	Period Poverty	36,343	30,298	6,045	30,298	0
324205	St. Marys CIW MUGA	89,125	56,553	32,572	56,553	0
324206	Georgetown S106	52,658	52,658	0	52,658	0
324515	Learning in Digital Wales	34,596	0	34,596	0	0
324517	Challenge Cymru Abertillery Comp	723	0	723	0	0
324519	Digital 2030 Capital Grant - Post 16	26,970	22,350	4,620	22,350	0
324530	ALN	122,298	0	122,298	0	0
324532	Ebbw Fawr ASD	3,890	0	3,890	0	0

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Management Reports

Reporting Year: and Period: 2020/12

Capital Programme Funding Estimates Outturn

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
324560	Schools IT Infrastructure	588,068	482,382	105,686	482,382	0
324580	Brynmawr 3G Pitch	817,226	23,848	793,378	23,848	0
324590	Tredegar Comp 3G Pitch	303,476	150,066	153,410	150,066	0
324740	New Abertillery Primary School	29,164	0	29,164	0	0
324743	21st Century Schools Six Bells Project	3,333,520	2,916,580	416,940	2,916,580	0
324744	Ystruth Primary Welsh Medium Primary	19,858	19,858	0	19,858	0
324750	Band B - Welsh Medium New Build	6,350,000	6,388	6,343,612	6,388	0
324751	Band B - New Primary Ebbw Fawr Valley	9,000,000	54,411	8,945,589	54,411	0
324752	Band B - Secondary Remodelling Brynma	3,200,000	1,064	3,198,936	1,064	0
324753	Band B - Secondary Remodelling Abertille	3,200,000	107	3,199,893	107	0
324754	Band B - Secondary Remodelling Tredega	3,200,000	1,665	3,198,335	1,665	0
324755	Band B - Welsh Medium Remodelling Bro	659,956	71,840	588,116	71,840	0
Education Services		33,027,952	4,864,812	28,163,140	4,864,813	(1)
Active Living Services						
329089	Abertillery LC Demolition	102,507	97,955	4,552	97,955	0
329095	Play Equipment	110,000	110,000	0	110,000	0
329097	Play Equipment	107,000	62,150	44,850	62,150	0
Active Living Services		319,507	270,105	49,402	270,105	0
Education and Active Living		33,347,459	5,134,917	28,212,542	5,134,918	(1)

Capital Programme - 2019/20 Outturn
Capital Report 2019/20

Management Reports

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Capital Programme Funding Estimates Outturn

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
Environment Portfolio						
Environmental Services						
327018	RCAF Long Term Organics Procurement	26,512	0	26,512	0	0
327036	WPT Business Resource Centre (SS)	100,000	100,000	0	100,000	0
327039	Kerbside Collections	10,415	8,300	2,115	8,300	0
327042	Collaborative Change Programme 18-19	302,377	125,505	176,872	125,505	0
327043	Household Waste Recycling Centre	2,800,000	1,045,518	1,754,482	1,045,518	0
327044	AHP Waste Collections	152,000	0	152,000	0	0
327045	BRC Decommissioning Project	198,903	51,207	147,696	51,207	0
327046	Repair Cafe	15,000	10,459	4,541	10,459	0
327047	Council Buildings Recycling Infrastructu	50,000	33,295	16,705	33,295	0
327048	Route Optimisation Project	127,450	127,450	0	127,450	0
327055	Central Depot Project	52,500	52,500	0	52,500	0
327065	Re:Fit	4,110,382	1,188,298	2,922,084	1,188,298	0
327067	Market Hall - Asbestos Removal	92,000	68,679	23,321	68,679	0
327068	Cemeteries Investment Programme	210,000	9,972	200,028	9,972	0
Environmental Services		8,247,539	2,821,183	5,426,356	2,821,183	0
Housing Environmental Health						
328221	Remediation of Contaminated Land/Dereli	144,738	40,469	104,269	40,469	0
350510	Improvement grants - new scheme	829,873	440,371	389,502	440,371	0
350550	Support for Independent Living	152,316	132,215	20,101	132,215	0
350560	Empty Property Grants	13,693	13,693	0	13,693	0

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Capital Programme - 2019/20 Outturn
Capital Report 2019/20

Management Reports	Capital Programme Funding Estimates Outturn
<i>Reporting Year: and Period: 2020/12</i>	

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
	Housing Environmental Health	1,140,620	626,748	513,872	626,748	0
	Environment Portfolio	9,388,159	3,447,931	5,940,228	3,447,932	(1)

Capital Programme - 2019/20 Outturn
Capital Report 2019/20

Management Reports

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Capital Programme Funding Estimates Outturn

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
Infrastructure Portfolio						
Engineering Services						
328040	Cwm By Pass	13,970	0	13,970	0	0
328147	SRIC - Brynmawr to Garnlydan	390,152	390,152	0	390,152	0
328310	Local Transport Fund	400,000	193,667	206,333	193,667	0
328315	Local Transport Fund - Project Retention	22,988	40	22,948	40	0
328318	Active Travel Fund	406,000	149,684	256,316	149,684	0
Engineering Services		1,233,110	733,543	499,567	733,543	0
Highways Network Management						
328063	Bridge Strengthening Works	1,857	0	1,857	0	0
328095	Ebbw Vale Railway study Phase 3	5,373	5,373	0	5,373	0
328269	Highways PB Imp. Works.	20,946	0	20,946	0	0
328270	Highways Improvement Works	2,178,298	974,125	1,204,173	974,125	0
328334	LGBI - Trinant Hall	65,820	420	65,400	420	0
328404	Flood Damage - Emergency Repairs	19,988	19,988	0	19,988	0
Highways Network Management		2,292,282	999,906	1,292,376	999,906	0
Infrastructure Portfolio		3,525,392	1,733,449	1,791,943	1,733,449	0

Capital Programme - 2019/20 Outturn
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Capital Programme Funding Estimates Outturn

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
All Portfolios						
All Portfolios						
300300	City Deal	233,500	0	233,500	0	0
303990	OS Capital Admin/Design & Supervision	524,000	341,407	182,593	341,407	0
321112	Disabled Access - Special Programme	28,791	11,920	16,871	11,920	0
324672	The Company Shop - Tred	200,000	3,037	196,963	3,037	0
All Portfolios		986,291	356,364	629,927	356,364	0
All Portfolios		986,291	356,364	629,927	356,364	0

**Capital Programme - 2019/20 Outturn
Capital Report 2019/20**

Management Reports			Capital Programme Funding Estimates Outturn			
<i>Reporting Year: and Period: 2020/12</i>						

<i>Code</i>	<i>Scheme</i>	<i>Total Funding</i>	<i>In Year Budget</i>	<i>Future Funding</i>	<i>Expenditure to: March 2020</i>	<i>Variance (Adv)/Fav</i>
Total Capital Funding		73,674,441	14,636,270	59,038,171	14,634,813	1,457

End of Report

Information on Capital Funding Changes 2019/20New Approvals and/or material Funding Changes in Quarter Four

Portfolio	Cost Centre	Scheme	Amount (£)	Funding Body	Type	Additional Information
Corporate Governance						
Social Services - Adult & Children						
	324721	Flying Start - Ebbw Vale North	-128,137	Welsh Government	Childcare and Play	Unable to proceed with project in 19/20 as funding approval insufficient for tenders received for project. Officers to bid for funding in 20/21 financial year.
Economy						
	326163	Tredegar HLF	294,533	Welsh Government	Targeted Regeneration Initiative	Allocation of funding to individual project
	326191	TRI - Urban Centre Commercial Property Enhancement	-294,533	Welsh Government	Targeted Regeneration Initiative	Allocation of funding to individual project
	326252	Constrained Units - Roseheyworth	118,000	Welsh Government	Sports, Multifunctional & Local Infrastructure Scheme	Additional Approval
Education, Active Living and Learning						
	324590	Tredegar Comp 3G Pitch	103,476	Blaenau Gwent	Capital Programme	
Environment						
	327046	Repair Cafe	15,000	Welsh Government	Circular Economy Fund	New Approval
	327047	Council Buildings Recycling Infrastructure	50,000	Welsh Government	Circular Economy Fund	New Approval
	327048	Route Optimisation Project	127,450	Welsh Government	Circular Economy Fund	New Approval
Infrastructure						
	328147	SRiC - Brynmawr to Garnlydan	95,152	Welsh Government	Safe Routes in Communities	New Approval
	328340	LTF Metro Plus	-265,000	Welsh Government	Local Transport Fund	Scheme unable to proceed in 19/20, there is potential for it to go ahead in 20/21
	328270	Highways Improvement Works	383,099	Welsh Government	Public Highways Refurbishment Grant	20/21 Approval
	328310	Local Transport Fund	250,000	Welsh Government	Local Transport Fund	New Approval
All Portfolios						

It should be noted that the funding changes detailed above will not balance to total funding changes between Q3 to Q4

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COUNTY BOROUGH OF BLAENAU GWENT

REPORT TO: **THE LEADER AND MEMBERS OF EXECUTIVE COMMITTEE**

REPORT SUBJECT: **GRANTS TO ORGANISATIONS – 24th June 2020**

REPORT AUTHOR: **RHIAN DALY / JOHN GRIFFIN**

LEAD OFFICER/ DEPARTMENT: **CHIEF OFFICER RESOURCES, RESOURCES**

ABERTILLERY

Abertillery Ward – Councillor J. Holt

1.	Abertillery Town Band	£200
2.	Pant y Pwdyn Allotments Association	£100
3.	Abertillery RFC Under 8's	£100
4.	Ebbw Fach Choir	£200
5.	Abertillery BG RFC	£100
6.	Abertillery Junior Bowls Club	£100
7.	Abertillery Bowls Club	£100
8.	Cwmtillery Racing Pigeon Club	£100

Llanhilleth Ward – Councillors J. Collins & L. Parsons

1.	Abertillery Bowls Club	£50
2.	Abertillery Cricket Club	£50
3.	Abertillery BG RFC	£50

Six Bells Ward – Councillor D. Hancock

1.	Cwmtillery Racing Pigeon Club	£50
2.	Abertillery Business & Professional Ladies Association	£50

Six Bells Ward – Councillor M. Holland

1.	Hospice of the Valleys	£300
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BRYNWAWR

Brynmawr Ward – Councillor J. Hill

- | | | |
|----|-------------------------|------|
| 1. | Blaenau Gwent Food Bank | £100 |
|----|-------------------------|------|

Brynmawr Ward – Councillor L. Elias

- | | | |
|----|-------------------------|------|
| 1. | Blaenau Gwent Food Bank | £100 |
|----|-------------------------|------|

EBBW VALE

Badminton Ward – Councillor C. Meredith

- | | | |
|----|--|------|
| 1. | Falcons Martial Arts | £75 |
| 2. | Badminton OAP Association | £150 |
| 3. | Showstoppers | £75 |
| 4. | Glyncoed Community Group | £100 |
| 5. | 2 nd Beaufort & Rassau Scouts | £150 |
| 6. | Ebbw Vale Operatic Society | £75 |
| 7. | Toppers School of Dance and Drama | £150 |
| 8. | Tredegar Operatic Society | £50 |
| 9. | Ebbw Vale Mini & Junior Rugby | £100 |

Badminton Ward – Councillor G. Paulsen

- | | | |
|----|--|------|
| 1. | Falcons Martial Arts | £75 |
| 2. | Badminton OAP Association | £150 |
| 3. | Showstoppers | £75 |
| 4. | Glyncoed Community Group | £100 |
| 5. | 2 nd Beaufort & Rassau Scouts | £150 |
| 6. | Ebbw Vale Operatic Society | £75 |
| 7. | Toppers School of Dance and Drama | £150 |
| 8. | Tredegar Operatic Society | £50 |

Ebbw Vale South Ward – Councillors J. Millard & K. Pritchard

- | | | |
|----|-------------------------|------|
| 1. | Blaenau Gwent Food Bank | £500 |
| 2. | The Owl Sanctuary | £100 |

Ebbw Vale North Ward – Councillors D. Davies & P. Edwards & B. Summers

1.	Ebbw Vale Mini & Junior Rugby Club	£200
2.	Blaenau Gwent Young Stars	£200
3.	Hill Top Old Age Pensioners Association	£200
4.	Showstoppers	£200
5.	Toppers School of Dance & Drama	£100
6.	Gwent Valleys Integrated Activities Club	£200
7.	Newtown Tenants & Residents Association	£200
8.	Ebbw Vale Christmas Lights Appeal	£300
9.	Ebbw Vale Business Forum	£300
10.	Blaenau Gwent District Scout Council	£200
11.	One Life Autism Support Group	£200
12.	Blaenau Gwent Food Bank	£200
13.	Hill Top Tenants & Residents Association	£200
14.	Ebbw Vale Children's Contact Centre	£200
15.	RTB Football Club Ebbw Vale	£100
16.	Ebbw Vale Works Archival Trust	£100
17.	Glyn Ebwy Junior Football Club	£100
18.	Chairs Appeal	£100
19.	RTB Ebbw Vale Bowls	£100

TREDEGAR

Georgetown & Central & West Ward – Councillors K. Hayden & J. Morgan & S. Thomas & H. Trollope & B. Willis

1.	Cymru Creations	£750
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Central & West Ward – Councillor M. Moore

1.	Cymru Creations	£300
2.	Tredeggar Operatics	£100

CHIEF OFFICER RESOURCES

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Agenda Item 11

Executive Committee and Council only

Date signed off by the Monitoring Officer: 16.06.2020

Date signed off by the Section 151 Officer: 16.06.2020

Committee: **Executive Committee**

Date of meeting: **24th June 2020**

Report Subject: **Business Rates Relief – Retail, Leisure and Hospitality Rates Relief – 2020/21**

Portfolio Holder: **Cllr N Daniels, Leader / Executive Member Corporate Services**

Report Submitted by: **Rhian Hayden, Chief Officer - Resources**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
01.06.20	11.06.20	16.06.20				24.06.20		

1. Purpose of the Report

- 1.1 The purpose of the report is for members of the Executive to consider and adopt, on behalf of the Council, the Retail, Leisure and Hospitality Rates Relief – 2020/21 scheme (RLHRR), as a section 47 discretionary rate relief for 2020/21.

2. Scope and Background

- 2.1 During 2019/20, the Welsh Government provided grant funding to Local Authorities in order for them to consider delivering a High Street and Retail Rate Relief scheme for business within their area.
- 2.2 Blaenau Gwent Council adopted this discretionary scheme.
- 2.3 As part of the Covid19 response, and to provide a fiscal stimulus for businesses in Wales, on the 3rd April 2020, the Minister for Finance and Trefnydd announced the Welsh Government would provide grant funding to provide the RLHRR scheme for 2020/21.
- 2.4 The criteria and guidance for the operation and delivery of the scheme is attached as Appendix 1.
- 2.5 Welsh Government have yet to confirm the actual funding allocation for Blaenau Gwent for the 2020/21 scheme, but have provided an estimated allocation of £3.5M to allow delivery of the scheme.
- 2.6 From analysis of available data, it is anticipated that in the region of 300 business may benefit as a result of adoption of the RLHRR scheme, totalling around £3.5M of rate relief.

2.7 In order that assistance may be given to ratepayers the Council must resolve to adopt the WG prescribed scheme as a discretionary rate relief scheme in line with s47 of the Local Government Finance Act 1988.

3. **Options for Recommendation**

3.1 **Option 1**

That the Executive resolves not to implement the Retail, Leisure and Hospitality Rates Relief – 2020/21 scheme as set out in the guidance in appendix 1.

3.2 **Option 2 (preferred option)**

That the Executive adopts the Retail, Leisure and Hospitality Rates Relief – 2020/21 scheme on behalf of the Council, to supplement the Council's discretionary rate relief scheme.

4. **Evidence of how this topic supports the achievement of the**

Council Priorities

4.1 The adoption of the Retail, Leisure and Hospitality Rates Relief – 2020/21 scheme would support the Council Priority, '*Economic Development and Regeneration*', as it would offer financial support to businesses in the borough.

4.2 **Statutory Responsibilities**

The Council must resolve to adopt a discretionary relief scheme in accordance with s47 of the Local Government Finance Act 1988.

5. **Implications Against Each Option**

5.1 **Financial**

Option 1

There will be no financial implications for the council.

Option 2

From analysis of existing data, it is anticipated that any rate relief awarded to businesses throughout Blaenau Gwent under this scheme will be repaid in full by Welsh Government as a section 31 grant.

5.2 **Risk**

Option 1

Failure to adopt the scheme will result in an inability to award financial assistance to qualifying local business.

Option 2

Welsh Government withdraw their provisional funding offer.

- 5.4 **Personnel**
The administration of the scheme will be absorbed and delivered within existing staff resources.
6. **Supporting Evidence**
- 6.1 **Performance Information and Data**
As the Retail, Leisure and Hospitality Rates Relief 2020/21 scheme is new scheme there is no comparable performance information to report.
- 6.2 **Involvement**
Any potentially eligible businesses will be identified and contacted directly by the Revenues section. Direct awards of rate relief will be made to accounts that are easily identifiable as meeting the criteria for the scheme, with an application form process available for businesses where further clarification is required.
- 6.3 **Thinking for the Long term**
The availability of the Retail, Leisure and Hospitality Rates Relief scheme is dependent on Welsh Government decision to offer such a scheme in future years.
- 6.4 **Collaboration / partnership working**
Each individual local authority in Wales must adopt this scheme in order to administer relief to ratepayers.
7. **Monitoring Arrangements**
- 7.1 The Revenue section will continue monitoring the potential for qualification for the Retail, Leisure and Hospitality Rates Relief scheme during the financial year.

Background Documents / Electronic Links

Appendix 1 – Non Domestic Rates – Retail Leisure and Hospitality Rates Relief Guidance

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Guidance



Llywodraeth Cymru
Welsh Government

Non-Domestic Rates

Retail, Leisure and Hospitality
Rates Relief in Wales
2020-21

Issued: May 2020

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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Non-Domestic Rates – Retail, Leisure and Hospitality Rates Relief

Guidance

About this guidance

1. This guidance is intended to support county and county borough councils (“local authorities”) in administering the Retail, Leisure and Hospitality Rates Relief scheme (“the relief”). On 18 March, the Minister for Finance and Trefnydd announced the expansion of the relief on a temporary basis for 2020-21. This guidance applies to Wales only.
2. This guidance sets out the criteria which the Welsh Government will use to determine the funding for local authorities for relief provided to retail, leisure and hospitality properties. The guidance does not replace any existing non-domestic rates legislation or any other relief.
3. Enquiries about the scheme should be sent to:
localtaxationpolicy@gov.wales
4. The relief is being offered from 1 April 2020 and will be available until 31 March 2021.

Introduction

5. This relief is aimed at businesses in Wales in the retail, leisure and hospitality sectors, for example shops, pubs and restaurants, gyms, performance venues and hotels.
6. The Welsh Government will provide grant funding to the 22 local authorities in Wales to provide the Retail, Leisure and Hospitality Rates Relief scheme to eligible ratepayers for 2020-21. The scheme aims to provide support for eligible occupied properties by offering a discount of 100% on the non-domestic rates bill for a property, to all eligible premises. The scheme will apply to all eligible ratepayers with a rateable value of £500,000 or less.
7. This document provides guidance on the operation and delivery of the scheme.

Section 1

Retail, Leisure and Hospitality Rates Relief

How will the relief be provided?

8. As this is a temporary measure, we are providing the relief by reimbursing local authorities that use their discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual local authorities to adopt a scheme and decide in each individual case when to grant relief under section 47. The Welsh Government will reimburse local authorities for the relief that is provided in line with this guidance via a grant under section 31 of the Local Government Act 2003 and 58A of the Government of Wales Act 2006.

How will the scheme be administered?

9. It will be for local authorities to determine how they wish to administer the scheme to maximise take-up and minimise the administrative burden for ratepayers and for local authority staff.
10. Local authorities are responsible for providing ratepayers with clear and accessible information on the details and administration of the scheme. If, for any reason, an authority is unable to provide this relief to eligible ratepayers from 1 April 2020, consideration should be given to notifying eligible ratepayers that they qualify for the relief and that their bills will be recalculated.

Which properties will benefit from relief?

11. Properties that will benefit from this relief will be occupied retail, leisure and hospitality properties – such as shops, pubs and restaurants, gyms, performance venues and hotels across Wales. More detailed eligibility criteria and exceptions to the relief are set out in paragraphs 13 to 20.
12. Relief should be granted to each eligible business as a reduction to its rates bill based on occupation between 1 April 2020 and 31 March 2021. It is recognised that there may be some instances where a local authority is retrospectively notified of a change of occupier. In such cases, if it is clear that the ratepayer was in occupation on or after the 1 April 2020, the local authority may use its discretion in awarding relief.
13. It is intended that, for the purposes of this scheme, retail properties such as, “shops, restaurants, cafes and drinking establishments” will mean the following (subject to the other criteria in this guidance).
 - i. Hereditaments that are being used for the sale of goods to visiting members of the public**
 - Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licences, newsagents, hardware stores, supermarkets, etc)
 - Charity shops

- Opticians
- Pharmacies
- Post offices
- Furnishing shops or display rooms (such as carpet shops, double glazing, garage doors)
- Car or caravan showrooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale or hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public

- Hair and beauty services
- Shoe repairs or key cutting
- Travel agents
- Ticket offices, eg. for theatre
- Dry cleaners
- Launderettes
- PC, TV or domestic appliance repair
- Funeral directors
- Photo processing
- DVD or video rentals
- Tool hire
- Car hire
- Cinemas
- Estate and letting agents

iii. Hereditaments that are being used for the sale of food and / or drink to visiting members of the public

- Restaurants
- Drive-through or drive-in restaurants
- Takeaways
- Sandwich shops
- Cafés
- Coffee shops
- Pubs
- Bars or Wine Bars

14. We consider assembly and leisure to mean:

i. Hereditaments that are being used for the provision of sport, leisure and facilities to visiting members of the public (including for the viewing of such activities) and for the assembly of visiting members of the public.

- Sports grounds and clubs,
- Sport and leisure facilities,
- Gyms

- Tourist attractions,
- Museums and art galleries,
- Stately homes and historic houses,
- Theatres,
- Live Music Venues
- Cinemas
- Nightclubs,

ii. Hereditaments that are being used for the assembly of visiting members of the public.

- Public halls,
- Clubhouses, clubs and institutions

15. We consider hotels, guest & boarding premises and self-catering accommodation to mean:

i. Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:

- Hotels, Guest and Boarding Houses,
- Holiday homes,
- Caravan parks and sites

Other considerations

16. To qualify for the relief, the hereditament should be wholly or mainly used for the qualifying purposes. In a similar way to other reliefs, this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief. For the avoidance of doubt, hereditaments which closed temporarily due to the government's advice on Covid-19 should be treated as occupied for the purposes of this relief.

17. The above list is not intended to be exhaustive as it would be impossible to list all the many and varied retail, leisure and hospitality uses that exist. There will also be mixed uses. However, it is intended to be a guide for local authorities as to the types of uses that the Welsh Government considers for this purpose to be eligible for relief. Local authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.

18. As the grant of the relief is discretionary, local authorities may choose not to grant the relief if they consider that appropriate, for example where granting the relief would go against the local authority's wider objectives for the local area.

Types of hereditaments that are not considered to be eligible for Retail, Leisure and Hospitality Rates Relief

19. Any hereditament with a rateable value over £500,000.

20. The following list sets out the types of uses that the Welsh Government does not consider to be retail, leisure or hospitality use for the purpose of this relief and which would not be deemed eligible for the relief. However, it will be for local authorities to determine if hereditaments are similar in nature to those listed and if they would not be eligible for relief under the scheme.

i. Hereditaments that are being used wholly or mainly for the provision of the following services to visiting members of the public

- Financial services (eg. banks, building societies, cash points, ATMs, bureaux de change, payday lenders, betting shops, pawn brokers),
- Medical services (eg. vets, dentists, doctors, osteopaths, chiropractors),
- Professional services (eg. solicitors, accountants, insurance agents, financial advisers, tutors),
- Post Office sorting offices
- Day nurseries
- Kennels and catteries
- Casino and gambling clubs
- Show homes and marketing suites
- Employment agencies

There are a number of further types of hereditament which the Welsh Government believes should not be eligible for the relief.

ii. Hereditaments that are not reasonably accessible to visiting members of the public

If a hereditament is not usually reasonably accessible to visiting members of the public, it will be ineligible for relief under the scheme even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraphs 13 to 15.

iii. Hereditaments that are not occupied

Properties that are not occupied on 1 April 2020 should be excluded from this relief. However, under the mandatory Empty Property Relief, empty properties will receive a 100% reduction in rates for the first three months (and in certain cases six) of being empty.

iv. Hereditaments that are owned, rented or managed by a local authority

Hereditaments owned, rented or managed by a local authority, such as visitor centres, tourist information shops and council-run coffee shops or gift shops attached to historic buildings, are exempt from this scheme.

How much relief will be available?

21. The total amount of government funded relief available for each property under this scheme for 2020-21 is 100% of the remaining bill, after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, excluding those where local authorities have used their wider discretionary relief powers introduced by the Localism Act 2011 which are not funded by section 31

grants¹. Retail, Leisure and Hospitality Rates Relief should be applied against the net bill after other reliefs have been applied.

22. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a particular hereditament in the financial year.

Amount of relief to be granted = V , where

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act 2011 which are not funded by section 31 grants.

23. This should be calculated ignoring any prior-year adjustments in liabilities which fall to be liable on the day.
24. Ratepayers who occupy more than one property will be entitled to Retail, Leisure and Hospitality Rates Relief for each of their eligible properties.
25. Retail, leisure and hospitality properties which are excluded from Small Business Rates Relief due to the multiple occupation rule are eligible for this relief scheme.

Changes to existing hereditaments, including change in occupier

26. Empty properties becoming occupied after 1 April 2020 will qualify for this relief.
27. If there is a change in occupier part way through the financial year, after relief has already been provided to the hereditament, the new occupier will qualify for the relief on a pro-rata basis based on the remaining days of occupation using the formula in paragraph 22 of this guidance.
28. The discount should be applied on a day-to-day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, should be considered afresh for the discount on that day.

State Aid

29. Whilst the UK left the EU on 31 January 2020, the Withdrawal Agreement negotiated by the UK Government and the EU provides that during a transition period State Aid rules will continue to apply as now and will be subject to control by the EU Commission as at present.
30. The UK Government has notified the EU of its intention to bring forward an immediate change to the UK's tax treatment of non-domestic property, in response to the ongoing Covid-19 emergency, and to seek clearance under Article 107(3)(b) of the Treaty on the Functioning of the European Union. Subject to this approval, the Expanded Retail Discount Scheme will become a notified

¹ As required in the NDR3 guidance notes, the former categories of discretionary relief prior to the Localism Act 2011 (ie. charitable/CASC top-up) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail, leisure and hospitality rates relief.

state aid scheme. Once the notification has been approved by the European Commission, it will supersede the de minimis regulation as the appropriate cover for awarding the discount, meaning existing de Minimis limits will no longer restrict the provision of support.

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