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Mark James LLM, DPA, DCA Prif Weithredwr, Chief Executive, Neuadd y Sir, Caerfyrddin. SA31 1JP County Hall, Carmarthen. SA31 1JP

TUESDAY, 15 JANUARY 2019

TO: ALL MEMBERS OF THE EXECUTIVE BOARD

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE EXECUTIVE BOARD WHICH WILL BE HELD IN THE CHAMBER, COUNTY HALL, CARMARTHEN, AT 10.00 AM, ON MONDAY, 21ST JANUARY, 2019 FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



Democratic Officer:	Martin S. Davies
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Ref:	AD016-001

EXECUTIVE BOARD MEMBERSHIP - 10 MEMBERS

Councillor	Portfolio
Councillor Emlyn Dole	Leader Corporate Leadership and Strategy; Chair of Executive Board; Represents Council at WLGA; Economic Development Represents the Council on the Swansea Bay City Region; Collaboration; Marketing and Media; Appoints Executive Board Members; Determines EBM Portfolios; Liaises with Chief Executive; Public Service Board
Councillor Mair Stephens	Deputy Leader Council Business Manager; Human Resources; Performance Management; Wales Audit; Training; I.C.T.; T.I.C. (Transformation, Innovation and Change); Strategic Planning
Councillor Cefin Campbell	Communities and Rural Affairs Rural Affairs and Community Engagement; Community Safety; Police; Counter-Terrorism and Security Act 2015; Tackling Poverty; Wellbeing of Future Generations; Third Sector Liaison; Equalities
Councillor Glynog Davies	Education and Children Schools; Children's Services; Special Education Needs; Safeguarding; Respite Homes; Regional Integrated School; Improvement Service; Adult Community Learning; Youth Services; School Catering Services, Lead Member for Children and Young People; Youth Ambassador
Councillor Hazel Evans	Environment Refuse; Street Cleansing; Highways and Transport Services; Grounds Maintenance; Building Services; Caretaking; Building Cleaning; Emergency Planning; Flooding
Councillor Linda Evans	Housing Housing – Public; Housing – Private, Ageing Well
Councillor Peter Hughes Griffiths	Culture, Sport and Tourism Town and Community Councils Ambassador; Development of the Welsh Language; Theatres; Sports; Leisure Centres; Museums; Libraries; Country Parks; Tourism.
Councillor Philip Hughes	Public Protection Trading Standards; Environmental Health. Environmental Enforcement; Planning enforcement; Unlicensed Waste; Parking Services; Bio diversity
Councillor David Jenkins	Resources Finance & Budget; Corporate Efficiencies; Property/Asset Management; Procurement; Housing Benefits; Revenues; Statutory Services (Coroners, Registrars, Electoral, Lord Lieutenancy); Armed Forces Champion Contact Centres and Customer Service Centres
Councillor Jane Tremlett	Social Care & Health Adult Social Services; Residential Care; Home Care; Learning Disabilities; Mental Health; NHS Liaison/Collaboration/ Integration; Care Home Catering Services, Carers' Champion; Dementia Care Champion; Disability Ambassador



AGENDA

- 1. APOLOGIES FOR ABSENCE.
- 2. DECLARATIONS OF PERSONAL INTEREST.
- 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE 5 10 MEETING OF THE EXECUTIVE BOARD HELD ON THE 17TH DECEMBER 2018.
- 4. QUESTIONS ON NOTICE BY MEMBERS.
- 5. PUBLIC QUESTIONS ON NOTICE
- 6. SOCIAL SERVICES AND WELL-BEING (WALES) ACT 2014 11 34 POLICY AND PROCEDURES REVISIONS FOR CHARGING ADULTS FOR SERVICES.
- 7. COUNCIL'S REVENUE BUDGET MONITORING REPORT. 35 58
- **8. CAPITAL PROGRAMME 2018-19 UPDATE**. 59 64
- 9. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.
- 10. EXCLUSION OF THE PUBLIC.

THE REPORTS RELATING TO THE FOLLOWING ITEMS ARE NOT FOR PUBLICATION AS THEY CONTAIN EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) (WALES) ORDER 2007. IF, FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST, THE BOARD RESOLVES PURSUANT TO THE ACT TO CONSIDER THESE ITEMS IN PRIVATE, THE PUBLIC WILL BE EXCLUDED FROM THE MEETING DURING SUCH CONSIDERATION.

11. FINANCIAL SUPPORT FOR CHRT/LLANELLY HOUSE. 65 - 70

NB: Reports are only printed in black and white to reduce costs. All reports however are available on-line so that members of the Committee / County Council and the public can view photographs/graphs in colour





EXECUTIVE BOARD

Monday, 17 December 2018

PRESENT: Councillor E. Dole (Chair)

Councillors:

C.A. Campbell, G. Davies, H.A.L. Evans, L.D. Evans, P.M. Hughes, P. Hughes-Griffiths, D.M. Jenkins, L.M. Stephens and J. Tremlett

Also in attendance:

Councillors D.M. Cundy and E.G. Thomas

The following Officers were in attendance:

M. James, Chief Executive

J. Morgan, Director of Community Services

C. Moore, Director of Corporate Services

Mrs R. Mullen, Director of Environment

W. Walters, Director of Regeneration & Policy

L.R. Jones, Head of Administration and Law

S. Davies. Head of Access to Education

J. Morgan, Acting Head of Homes & Safer Communities

L Morris, Senior Press Officer

K. Thomas, Democratic Services Officer

L. Jenkins, Democratic Services Officer

Chamber, - County Hall, Carmarthen. SA31 1JP. - 10.00 - 10.45 am

1. APOLOGIES FOR ABSENCE AND OTHER MATTERS

There were no apologies for absence.

The Chair referred to the appointments of Mark Drakeford A.M. as First Minister of Wales and Julie James A.M. as Minister for Housing and Local Government. He enquired if the Executive Board would authorise him to write on behalf of the Authority congratulating them upon their appointments

UNANIMOUSLY RESOLVED that the Leader of the Council write to Mark Drakeford A.M. and Julie James A.M. congratulating them upon their appointments as First Minister of Wales and Minister for Housing and Local Government respectively.

2. DECLARATIONS OF PERSONAL INTEREST.

There were no declarations of personal interests

3. MINUTES OF THE MEETING OF THE EXECUTIVE BOARD:-

3.1. 19TH NOVEMBER, 2018

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 19th November, 2018 be signed as a correct record.



3.2. 3RD DECEMBER, 2018

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 3rd December, 2018 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS

4.1. QUESTION BY COUNCILLOR EDWARD THOMAS TO COUNCILLOR CEFIN CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

"On 30 November it was announced that Morris Travel will be withdrawing from several bus routes in the North of the County. This well severely affect the elderly residents in our rural communities. What plans has the county in place to assist?

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

"I share your concerns because I've had numerous phone calls as well from residents in my ward who are affected by the proposed cuts in the routes. It's something that rural communities are facing because, obviously, the bus routes are not as lucrative for bus companies in rural areas. The transport section of the Council are currently out to tender and the tender applications are in this week and they have been marketing to other bus companies the provision of these routes, so we'll see what comes in this week. But, we are obviously mindful of the need to cater for people living in rural communities and many elderly people, for various reasons, are dependent on buses to take them not only to shopping but to the local G.P.'s and local hospitals and so on. It's also something Edward that the Rural Affairs Working Group have been looking at quite a lot over the course of the last eighteen months, and we have been looking at various schemes moving forward pre-judging the pressures on current operators and the Bwc a Bus scheme works very well in some parts of the county and it may be possible to extend that provision across the whole of the north of the County. County Cars are in existence and there's a voluntary community group called 'Dolen teifi' who run a voluntary scheme in some parts of West Wales as well. So it's a model that we are looking at, and even models like a community co-operative to provide services/ bus services in rural areas, a volunteer service and also may be working with 'Ynni Sir Gar' to use their electric cars or even upgrade to an electric people carrier to take people from place to place but that needs, obviously, some fine tuning in terms of the logistics, but it's certainly something we are looking at and mindful of. So, we'll see this week what comes from the tender process but, moving forward we'll need to extend the coverage as well to most parts of the rural communities that we have. I share your concerns and it was disappointing to hear they were cutting back on the routes but, we are endeavouring to do as much as we can to carry on providing a bus service in rural areas".

5. PUBLIC QUESTIONS ON NOTICE

The Chair advised that no public questions had been received.

6. REGIONAL HOMELESSNESS STRATEGY



Further to Minute 17 of its meeting held on the 4th June, 2018 where the Executive Board approved the approach to be adopted under the Regional Homelessness Strategy, the Board received for consideration the final strategy document which outlined the key themes and priorities on how Carmarthenshire, Ceredigion and Powys would prevent homelessness over the coming years. It was noted the Strategy aimed to ensure sufficient options and opportunities were available for local people to access affordable or social housing to enable them to remain within their community of choice

The Executive Board in endorsing the report's aim made reference to the term 'Homelessness' and to the conception that people presenting as homeless did not have a roof over their head and were 'sleeping on the streets'. It was noted there were a number of different classes of homelessness which, for example, included rough sleepers, persons served with a notice to leave their property by their landlord or, who lived in overcrowded accommodation. Having regard thereto, there was a consensus consideration could be given to identifying an alternative terminology to homelessness.

UNANIMOUSLY RESOLVED

- 6.1 TO RECOMMEND TO COUNCIL THAT that the Regional Homelessness Strategy be approved.
- 6.2 That consideration be given to identifying an alternative terminology to homelessness

7. THE COURTAULD COMMITMENT 2025

The Executive Board considered a report on proposals for the County Council to sign up to the Courtauld Commitment 2025, a ten year voluntary agreement to reduce food waste by 20% by 2025 with the ethos of bringing together organisations across the food system to make production and consumption more sustainable. It was noted that whilst participation in the Commitment had no financial implications for the authority, it would provide access to campaign and other material to strengthen its existing aims and objectives in encouraging recycling of unavoidable food waste and meeting statutory targets:-

UNANIMOUSLY RESOLVED that Carmarthenshire County Council sign up to the Courtauld Commitment 2025 as a demonstration of its existing strategy to reduce food waste.

8. FIVE YEAR CAPITAL PROGRAMME 2019/20 - 2023/24

The Executive Board considered a report which provided an initial view of the 5 year capital programme from 2019/20 to 2023/24, which would form the basis of the budget consultation process with members and other relevant parties. It was noted that feedback from the consultation process, along with the outcome of the final settlement, would inform the final budget report which would be presented to the Council for consideration in February, 2019.

The Executive Board Member for Resources stated that the report followed the approval of the capital programme in February 2018 and the proposals contained



therein had developed the programme for an additional year and proposed amendments where necessary for changes in service demands and funding.

The main areas of change were outlined within Section 5 of the report which included, continued investment in 2023/24 in the Disabled Facilities Grant, Highways and Bridge Maintenance, Road Safety, capital maintenance (buildings), transformation strategy projects and school Band B schemes. Additionally, the Highways Division had secured funding for two years, via a Road Refurbishment Grant for 2019/20 and 2020/21.

The Modernising Education Programme had also changed for years 2019/20 to 2023/24 with the re-profiling of budgets and the introduction of some new schemes including Kidwelly, Hendy, Llandeilo and both Welsh Medium and Dual Stream schools in Ammanford. That was due to the Welsh Government having recently announced their approval for the Band B programme running to 2024 with the significant change in the intervention rate from 50% to 65% for schools generally and from 50% to 75% for special schools. That had provided the authority with scope to deliver more schools within the £129.5m Band B programme of which it funded £70m,

It was noted that also included were the City Deal Schemes for the Wellness Village and Yr Egin. The Llanelli Leisure Centre and the Llanelli area review had also been identified as key components of the Wellness Village.

The Executive Board Member confirmed the programme included borrowing, both supported and unsupported, capital receipts, capital grants and capital contributions. If adopted, it proposed a fully funded spend of some £260m over the next five years, inclusive of £128 of external funding.

UNANIMOUSLY RESOLVED that the provisional capital programme be noted and endorsed for consultation purposes.

9. COUNCIL TAX BASE 2019-20

The Executive Board considered the report on the Council Tax Base 2019-20. It was reminded that the Council was required to determine, on an annual basis, its Council Tax Base and the Council Tax Base of each community within its area, for the purpose of calculating the level of Council Tax for the forthcoming financial year and, under the provisions of Section 84 of the Local Government Act 2003 and the Local Authorities Executive Arrangements (Functions and Responsibilities) (Amendment) (Wales) Regulations 2004, the annual calculation had been delegated to the Executive Board.

The calculation of the Tax Base for the County Council for 2019-20 was detailed in Table 1a and summarised in Table 1b, which were appended to the report. The calculation for individual Town and Community Council areas for 2019-20 was summarised in Table 2 and detailed in Appendix A, which were also appended to the report.

The Board noted that the Tax Base report provided calculations that were Authority-wide as well as broken down into all community and town council areas for their precept purposes and that the Council Tax Base for the financial year 2019-2020 had been calculated at £72,440.46.



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UNANIMOUSLY RESOLVED that:

- 10.1. the Council Tax Base calculations for the financial year 2019-20, as detailed within Appendix A of the report, be approved;
- 10.2. a Council Tax Base of 72,440.46, as detailed within tables 1a and 1b of the report, be confirmed in respect of the County Council area;
- 10.3. the relevant tax bases for the individual community and town council areas, as detailed in table 2 of the report, be confirmed.

10. MID-YEAR TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1ST APRIL 2018 TO 30TH SEPTEMBER 2018

The Executive Board, in accordance with the 2018/19 Treasury Management Policy and Strategy (adopted by Council on the 21st February, 2018 – Minute 10 Refers) received an update on the treasury management activities for the period 1st April, 2018 to the 30th September, 2018.

UNANIMOUSLY RESOLVED THAT IT BE RECOMMENDED TO COUNCIL THAT the report be received.

11. NJC PAY AWARD 2019 - PROPOSALS FOR IMPLEMENTATION OF THE NEW NATIONALLY AGREED PAY SPINE ON 1ST APRIL 2019.

The Executive Board considered a report on the NJC pay Award – Implementation of new Pay Spine - 1st April 2019 which in summary entailed:-

- A new pay spine with new points 1 to 22 and with 2% incremental points up to point 43, which will replace the current pay spine;
- A new base point of £9.00 per hour;
- 5 new points for which there was no current equivalent;
- A minimum increase of 2%.

The Board was advised that it had been estimated the overall cost to the 2019/20 budget of implementing the pay award was £5m, including pension and National insurance contributions. However, once added to the NJC, Soulbury and Teachers pay increases and taking account of the £28m grant funded posts, the cost to the Council's net 2019/20 budget was £6.2m.

UNANIMOUSLY RESOLVED that the recommended approach outlined in the report for on-going consultation with trade unions, Pay Advisory Panel and Executive Board be endorsed

12. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.

The Chair reported that there were no items of urgent business.



CHAIR	DATE

EXECUTIVE BOARD 21ST JANUARY, 2019

SOCIAL SERVICES AND WELL-BEING (WALES) ACT 2014 – POLICY AND PROCEDURES REVISIONS FOR CHARGING ADULTS FOR SERVICES

Recommendations / key decisions required:

- Carmarthenshire will continue to charge for placements into a care home other than for those which are excluded by the Act. Carmarthenshire will charge for all placements into a care home from the first day of placement.
- 2. The charge will be based on recovering the cost of the placement in full subject to the resident being financially assessed in accordance with the legislation, regulations, code and local policy to pay less than the full cost, in which case the resident will be charged their assessed charge according to their means.
- 3. The charge per night for all short term placements (including respite care) will be based on recovering the cost of the placement in full. For placements into a Local Authority care home the charge will be the standard charge and for placements into an Independent Sector care home it will be the contracted amount. Service users would pay up to the maximum charge as set by Welsh Government per week, with many paying far less or having the service free depending on the financial assessment. (2018-19 is set at a maximum charge of £80)
- 4. That the non-residential assessment rules be applied to stays which are assessed at the outset as not exceeding 8 weeks on any one occasion and does not apply to temporary placements and permanent placements.
- 5. That short term stays that extend beyond 8 weeks on any one occasion will be charged as though the resident is temporary or permanent as appropriate from the first day of the 9th week and in line with definitions within the Act, Regulations and Code.
- 6. Carmarthenshire will apply its charges from the first day of service for all services with a charge. This will apply to non-residential services and placements into a care home.
- 7. That choice of Accommodation offered to a service user is based on two care homes of the same type anywhere in the County and not restricted geographically unless there are specific geographical needs included in the Care and Support plan.
- 8. That where a service user, who is not assessed to pay the full cost of the placement, chooses accommodation which is more expensive than the options offered at the time of placement then the additional cost will be calculated from the higher of the rates charged by those two care homes offered.



- 9. That where a service user is able to pay for the full cost of their placement then in accordance with the legislation they can choose any care home and will be required to pay the full cost of their placement.
- 10. Carmarthenshire does not charge for assessed care and support to a service user where it is provided to the service user in an educational setting and whilst attending a recognised educational course.
- 11. That the new Act, Regulations and Code has been applied to existing service users from the 6th April 2016.
- 12. That the existing policies are retained except for those elements of the policies and practices which are changed as the result of decisions stemming from this report and those elements which are now not compliant with the new legislation.

Reasons:

The Social Services and Well-being (Wales) Act 2014 is supported by Regulations and Code of Practice which came into force on the 6th April 2016. The interim report needed to be reviewed and updated to ensure that the Local Authority policies for charging service users are compliant with the new legislation.

Relevant scrutiny committee to be consulted: YES – Social Care & Health –

17th December, 2018

Scrutiny Committee recommendations / comments:

• RESOLVED TO RECOMMEND TO THE EXECUTIVE BOARD that the Policy and Procedures Revisions for Charging Adults for Services be endorsed.

Exec Board Decision Required YES – 21st January, 2019

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Cllr. J. Tremlett (Social Care & Health Portfolio Holder)

Directorate: Communities | Designations: | Email Addresses/Tel Nos:

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Avril Bracey Learning Disabilities 01267 242492

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Rhys J Page 01267 228729



EXECUTIVE SUMMARY EXECUTIVE BOARD 21ST JANUARY, 2019

SOCIAL SERVICES AND WELL-BEING (WALES) ACT 2014 – POLICY AND PROCEDURES REVISIONS FOR CHARGING ADULTS FOR SERVICES

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The attached report sets out the revised policy, bringing together the previous policies and the interim policy agreed in 2016. The interim policy has now been in place since April 2016, and to date has faced no significant challenge, therefore this report is to update the current Policy and Procedures which came into effect at that time and formalise the report into a revised Policy.

The initial report was an interim report to cover the introduction of the Social Services and Well-being (Wales) Act 2014, which was implemented from April 2016.

This policy and procedure document will now succeed all previous versions of the Charging Policy and will now provide a combined policy and procedure for both Residential and Non-residential services.

As outlined in the 2016 report for the most part the Social Services and Well-being (Wales) Act has built on existing frameworks set down by previous legislation. Therefore changes are broadly limited to those seen in the interim report.

Carmarthenshire have now reviewed the decisions made in 2016 and will continue to charge for services in the same way.

Summary of points from the policy.

- Personal Allowance has been renamed as Minimum Income Amount and will increase annually in line with Welsh Government announcements. 2018-19 is set at £28.50 per week (This is revised annually by Welsh Government)
- Non-residential Charges are applicable from first day of service.
- Persons with Care and Support needs who have confirmed diagnosis of CJD will not be charged for Residential or Non-residential services.
- The local authority can now charge interest of deferred payments from the date of the Agreement.
- Short Term residents in a care home are now charged as if they were receiving nonresidential services.



- Choice of accommodation rules will apply to "Temporary / Permanent" placements in a care home, but this is not applicable to placements made under "Short Term" rules.
- AVC are renamed to "Additional Costs" and will continue to apply, but will now be calculated from the highest cost of the 2 available homes, and not the mid-point as per the Interim Policy 2016.

Carmarthenshire will not charge for the following:

- Care and Support Services for a child under 18 years of age
- Care and Support provided to those with Creuzfeldt Jacob Disease where that disease has been clinically diagnosed by a registered medical practitioner
- Care and Support Services offered, arranged or provided for a person as part of a package of aftercare services in accordance with Section 117 of the Mental Health Act 1983.
- The provision of transport to a day service where the transport is provided as part of meeting a person's assessed needs.
- To undertake an assessment of needs, care planning and care plans and Information and Advice for these functions.
- Undertaking a financial assessment, provision of a statement of charge and undertaking a review of a determination of charge and Information and Advice for these functions under the legislation.
- Reablement for service users for up to 6 weeks, (e.g. Reablement at home, in a care home, etc.) with provision for extended periods where the assessment of needs supports an extension.
- Independent Professional Advocacy where a local authority has arranged for this in accordance with the legislation.

DETAILED REPORT ATTACHED? YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report: Signed: **Neil Edwards Interim Head of Integrated Services Avril Bracey Head of Mental Health & Learning Disabilities** Policy, Crime Finance ICT Staffing Legal Risk Physical & Disorder Management **Implications** Assets and Issues Equalities NONE YES YFS NONE YFS NONE YFS



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1. Policy, Crime & Disorder and Equalities

The attached report sets out the policy and procedure changes which Elected Members need to consider in order for the Authority to comply with the Social Services and Well-being (Wales) Act 2014.

2. Legal

This policy follows the legislation laid down by the Social Services and Well-Being (Wales) Act 2014. The Act requires the authority to make certain policy decisions regarding charging for certain services. The interim report has been in place since April 2016 and to date has not faced any challenge.

3. Finance

The implementation of the new Act has had financial implications on income. The changes to short stay rules has meant that there was a loss of income to the Authority whilst the ability to apply a charge from the first day of service for those people receiving non-residential services has increased income. Overall there has been a reduction in income.

By changing the "Additional Cost" calculation from the mid-point to higher point will have a marginal cost implication to the authority. Based on approx. 100 placements with "Additional Costs", but only a small percentage of these would be effected by the change, and this change would be favourable to the individuals in all circumstances, therefore it is anticipated that there would be a small loss.

5. Risk Management Issues

If the Authority fails to update its current policy and make a decision on the main areas of policy and practice, then the Authority will have an inconsistent charging policy and this could lead to risk of legal challenge.

CONSULTATIONS



I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Neil Edwards Interim Head of Integrated Services

Avril Bracey Head of Mental Health & Learning Disabilities

1. Scrutiny Committee The Social Care & Health Scrutiny Committee was consulted on 17th December, 2018.

- 2.Local Member(s) N/A
- 3.Community / Town Council N/A
- 4.Relevant Partners N/A
- 5.Staff Side Representatives and other Organisations N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Report to Executive Board – 21st March, 2016 – (Agenda Item No. 16) – "Social Services and Wellbeing (Wales) Act 2014 – Policy and Procedure Revisions for Charging for Adults for Services"		http://moderngov/ieListDocuments.aspx?Cld= 131&Mld=347&Ver=4
Social Services and Wellbeing (Wales) Act 2014		https://www.legislation.gov.uk/anaw/2014/4/contents



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CARMARTHENSHIRE COUNTY COUNCIL CHARGING POLICY FOR SOCIAL CARE SERVICES

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POLICY FOR CHARGING ADULTS FOR CARE AND SUPPORT AND PREVENTATIVE **SERVICES**

1. INTRODUCTION

This document sets out the policy for charging persons who are eligible to receive care and support services, support to adult carers, or those who receive certain preventative services (referred to as 'person(s)' within this policy), which are provided or commissioned by Carmarthenshire County Council (referred to as 'Carmarthenshire').

2. **LEGAL BACKGROUND**

The Social Services and Well-being (Wales) Act 2014 ('the Act') together with Regulations and codes of practice came in to force on the 6th of April 2016.

Part 4 (Direct payments and choice of accommodation) and Part 5 (Charging and Financial Assessments) of the Act relate to charging for services.

Part 5 of the Act (Charging and Financial Assessments) provides the legal framework for charging for Care and Support services and this part of the Act is supported by regulations and a code of practice. This legislation covers charging for all types of care including the provision of care and support and/or Direct Payments to a person in their own home and/or in a care home. It also covers charges for support to carers. In addition, further technical issues are covered including choice of accommodation and debt recovery.

Charging for services is set out in Social Services and Well-being (Wales) Act 2014, the regulations and code of practice made under the Act which are amended from time to time and these will be referred to as 'legislation' throughout this policy.

OPERATING GUIDELINES 3.

Carmarthenshire will apply the legislation as set out by the Welsh Government together with amendments and revisions as announced from time to time.

Where Carmarthenshire has discretion on the application of certain aspects of the legislation, then this document sets out how these will be applied.

The overarching principle is that people who are asked to pay a charge will only be required to pay what they can afford.

Carmarthenshire will charge for all services set out in this policy and periodically review the services it charges for.

Where a charge is levied, then Carmarthenshire will collect these charges in accordance with the legislation to ensure fairness and equity for all to ensure that services are not unfairly subsidised by the public purse.

Operational rules for commencing or terminating packages of care are outlined in "Appendix 1". The rules for varying charges to the person with care and support needs are also defined.

4. SETTING OF CHARGES FOR SERVICES

Carmarthenshire will normally review its charges annually as part of the budget setting process, but may review them more often, where appropriate or necessary.

5. MAXIMUM WEEKLY CHARGE

In charging for non-residential services Carmarthenshire will apply the maximum weekly charge (known as the 'Cap') as announced by the Welsh Government. The maximum charge will apply to those services a person is assessed to receive. The maximum charge (Cap) will exclude those services that are charged as a flat rate or considered as ordinary living costs and these charges will be levied as an additional charge.

For care home placements the maximum weekly charge will be the full cost of the placement.

6. SERVICES WHERE NO CHARGES ARE MADE

Carmarthenshire will not charge for the following:

- Care and Support Services for a child under 18 years of age
- Care and Support provided to those with Creuzfeldt Jacob Disease where that disease has been clinically diagnosed by a registered medical practitioner
- Care and Support Services offered, arranged or provided for a person as part of a package of aftercare services in accordance with Section 117 of the Mental Health Act 1983
- The provision of transport to a day service where the transport is provided as part of meeting a person's assessed needs.
- To undertake an assessment of needs, care planning and care plans and Information and Advice for these functions
- Undertaking a financial assessment, provision of a statement of charge and undertaking a review of a determination of charge and Information and Advice for these functions under the legislation.
- Reablement for service users for up to 6 weeks, (e.g. Reablement at home, in a care home, etc.) with provision for extended periods where the assessment of needs supports an extension.
- Independent Professional Advocacy where a local authority has arranged for this in accordance with the legislation.

Carmarthenshire will also not charge for:

- Equipment/aids to daily living
- Services not included in the care and support plan and/or unplanned services.

- Employment Services and Day Opportunities attending a centre for employment training, and/or personal development and support to gain employment.
- Supported Employment providing care and /or support to a disabled person in a work place
- Support in an educational setting providing care and/or support to a disabled person in a recognised educational setting, and whilst attending a recognised educational course.
- Services delivered solely by volunteers.

7. SERVICES FOR WHICH A CHARGE IS MADE

Carmarthenshire will charge for the following services which it arranges or provides;

- Services provided in a Care Home Any services provided to a resident whether
 the placement is permanent or temporary e.g. Residential Care, Nursing Care and
 Respite care (excluding residential reablement for up to 6 weeks)
- Domiciliary Care and Support, including extra care provision of personal care, non-personal care and support at home
- Direct Payments a payment made to a person to enable him/her to purchase their own care
- Day Care covers a range of services whilst attending a centre or any other setting outside of a person's own home
- Supported Living Care and support for a person from paid carers within a person's own home (other than Home Care)
- Adult Placement where an adult lives with an approved carer who is paid to support them
- Replacement Care where the informal carer is temporarily replaced by a care worker to provide care and/or support to a person in their own home
- One to One Support in the Community (Community Support) bespoke services for individuals (other than Domiciliary Care or Day Care).
- Telecare Assistive technology which supports independent living

8. FLAT RATE CHARGES

Carmarthenshire will also charge for the following services which are considered to be a substitute for ordinary daily living costs or would be considered as preventative services. These services will be charged at a flat rate and the charge will not be subject to a financial assessment.

- Meals on wheels*
- Meals at an establishment
- Laundry

Financial assessments will not ordinarily be undertaken on the above services, but where the council has reason to believe that the cumulative effect of flat rate charges is or may be unaffordable, then it will offer a financial assessment.

The charge for these services will not be included in the maximum weekly charge (Cap) in determining how much someone pay for services.

9. RESIDENTIAL PLACEMENTS

Carmarthenshire will charge for all placements into a care home, irrespective of service or duration, unless the service is defined in the legislation as being one where a charge cannot be applied.

The charge that will be applied, will be the full cost of the placement cost per night for placements into a care home. Carmarthenshire will charge for each night that the person with care and support needs is assessed to access the service. Accessing a service for part of a day will be charged at the full day rate. Person with care and support needs will be charged for the day of admission but will not be charged for the day of discharge.

Carmarthenshire will vary the charge to a person with care and support needs in the following circumstance:

- Hospital admission Where a person with care and support needs is admitted to
 hospital, and the care home placement is retained, then the charge to the person with
 care and support needs during the absence will be set at a rate equal to the
 Department of Work and pensions benefits entitlements of the individual person with
 care and support needs only.
- Holidays/ Short Stays with families by prior agreement A person with care and support needs will not be charged for their care home placement whilst on holidays/short stays and staying with family or in any other setting for the first 21 days of absence in any financial year. Where the absence exceeds 21 days then Carmarthenshire reserves the right to reassess that person's needs and/or terminate the care home placement. Where a person with care and support needs receives alternative services when absent from the care home, that person will be required to pay the appropriate charge for these services.

Carmarthenshire has further discretion to disregard a main or only home and does so in the following circumstances:

- Where it is occupied by a carer who has given up his/her home to live with a service user for the main purpose of caring for that person and he/she does not own/have an interest in another property.
- Where a relative as defined in the legislation or a close friend/companion has lived in
 the home of the person with care and support needs' home all/for the major part of
 their adult life, and does not own any other property. The disregard only applies for the
 period of time that the relative or close friend/companion continues to live at the
 property. What constitutes a 'close friend/companion' and 'all or major part of their
 adult life' in this paragraph is at the sole discretion of Carmarthenshire County Council.

10. SHORT TERM/RESPITE STAYS AT A CARE HOME

Where a person with care and support needs is a short term resident in a care home, and at the point of admission the placement is planned to be less than 8 weeks, then this placement will be financially assessed as if that person was receiving Non Residential care. A person with care and support needs can have multiple stays in any period which are classed as short term which cumulatively add up to more than 8 weeks.

The charge per night for all short term placements will be based on the full cost of the placement. For placements into Carmarthenshire care homes, the charge will be, the published weekly charge for the care homes it operates, and for placements into an Independent Sector care home the charge will be the contracted amount.

The non-residential assessment rules will be applied to short term stays which are assessed at the outset as not exceeding 8 weeks on any one occasion. Temporary placements or permanent placements which for any reason last for 8 weeks or less will be financially assessed using the residential charging rules.

Short term stays that extend beyond 8 weeks on any one occasion will be charged as though the resident is subject to the residential charging rules as appropriate from the first day of the 9th week.

Where a short term stay extends beyond 8 weeks and the extension is due to the non-availability of an assessed service and a direct payment is not the preferred choice or will not meet the person's assessed outcomes, then the short stay charging rules can be extended beyond 8 weeks where the resident cannot be discharged solely because the assessed services remain unavailable. In such instances the person with care and support needs will be charged for the services they actually receive.

11. DIRECT PAYMENTS

A person with care and support needs receiving a direct payment in place of a service will be financially assessed and charged in the same way as though they were provided with the equivalent service.

12. FINANCIAL ASSESSMENT

All persons with care and support needs who receive a chargeable service other than services provided at a flat rate fee, will be invited to have a financial assessment to determine how much he/she can afford to pay for their assessed package of Care and Support commissioned or provided by the local authority.

Persons with care and support needs can decide not to declare their financial assets. In such cases, that person will be charged the appropriate charge for the services they are assessed to receive up to the maximum charge for a non-residential service and the full cost for a residential care home placement.

When a person with care and support needs declares their assets, expenditure, expenses etc., they will be asked to provide documentation to support and enable verification of financial and other information declared for the financial assessment. In

the event that the documentation requested is not provided then that person will be assessed as if they have chosen not to declare their assets or any other information.

A person with care and support needs will normally be expected to return the completed financial assessment information within 15 working days. A person with care and support needs can request an extension, and Carmarthenshire will consider any reasonable request and where an extension is refused then it will explain the reasons for the refusal.

Carmarthenshire will undertake the financial assessment and will confirm the result, together with a breakdown of the calculation in writing to the person with care and support needs or any other person nominated by them.

All charges will be applied from the first day that the service(s) are received. Where any service(s) changes or a person's financial circumstances change, then any revised charges will be applied form the date the change occurred.

Carmarthenshire will normally review the financial assessment annually or sooner if further relevant information becomes available or if it is notified of changes to someone's financial circumstances.

The financial assessment will not impact in any way on the assessment of a person's care or support needs.

The weekly charge for services runs from a Monday to Sunday.

The authority will charge based on the assessed level of service of the person shown in the care and support plan and variations to the charge will apply as set out in Appendix 1. Variations to the assessed level of service will not necessarily mean that the charge to the person with care and support needs will reduce for that week because the person may have been financially assessed to pay less than the charge for the reduced service.

13. BENEFITS ADVICE

As part of the financial assessment Carmarthenshire will offer advice on benefits and/or will refer a person with care and support needs, with their agreement, to partner agencies or other organisations who will offer welfare benefits advice and help to submit applications where appropriate.

14. MINIMUM INCOME AMOUNT (MIA)

Carmarthenshire will apply the Minimum Income Amount at levels set by Welsh Government each year for all placements in to a care home.

Carmarthenshire will apply the Minimum Income Amount (referred to as the buffer) at levels set by Welsh Government each year to all service users assessed to receive Non-residential services.

In addition to the Minimum Income Amount set by Welsh Government for non-residential services only, and in order to avoid intrusive questions about a person with care and support need's disability and disability expenditure, Carmarthenshire will also

allow an additional allowance/disregard for disability expenditure. The additional amount will be applied as follows when the person with care and support needs receives one of the benefits below:

An amount of 25% of the day time component of Attendance Allowance (AA),
 Disability Living Allowance Care Component (DLA) and Personal Independence
 Payment Daily Living (PIP).

Carmarthenshire will also allow as an expense, any expenditure which a person with care and support needs expends to purchase non-residential care directly from a registered care provider. Payments made through a direct payments scheme are excluded from this provision.

15. NIGHT TIME SERVICES

Carmarthenshire will charge for assessed services included in the care and support plan which are provided during the night.

However, within the financial assessment, Carmarthenshire will not include the night time component of Attendance Allowance (AA) or Disability Living Allowance care component (DLA) or Personal Independence Payment Daily Living (PIP) whether a night time service is received or not. Normally, the difference between Attendance Allowance higher rate and lower rate and the difference between Disability Living Allowance care component higher rate and middle rate and the difference between Personal Independence Payment daily living enhanced and daily living basic is treated as the element paid for night time care.

16. TREATMENT OF INCOME

Carmarthenshire will include in the financial assessment all income unless it has to be specifically disregarded within the legislation together with any changes as announced by Welsh Government from time to time.

17. TREATMENT OF CAPITAL

Carmarthenshire will include in the financial assessment all capital unless it has to be specifically disregarded within the legislation together with any changes as announced by Welsh Government from time to time.

Carmarthenshire will also apply the Capital limits for both non-residential and residential financial assessments as announced by Welsh Government from time to time.

18. PEOPLE WHO LACK CAPACITY

Where a person lacks mental capacity Carmarthenshire will communicate and/or work with a person that has the legal authority to make financial decisions on behalf of the person with care and support needs. Where such legal authority does not exist, then wherever possible the Authority will engage with family members. In all cases

Carmarthenshire will apply the principles of the Mental Capacity Act 2005 and the code of practice.

Deputyship for property and financial affairs

Carmarthenshire will not normally apply to the Court of Protection to become Deputy for Property and Financial affairs for a person with care and support needs. Such action will only be taken as a last resort, and only for those persons who are receiving services from Carmarthenshire to meet their care and support needs, and where it is considered in the person's best interest to do so.

In the event that Carmarthenshire applies to become Deputy, then it will recover any costs it incurs for its role as deputy. An application to become deputy will only occur where the council believes that there are sufficient funds that require management, and also funds available to cover the costs of the deputy's role.

19. ADVOCACY

Carmarthenshire will engage with the person with care and support needs or their representative to complete the financial assessment and charging process. Where a person is identified as needing support to engage in this process then Carmarthenshire will, through that person's social worker, seek to identify someone who can help to advocate on behalf of that person.

Carmarthenshire will also inform people with care and support needs who are receiving a chargeable service of their right to obtain independent financial advice.

20. DEFERRED PAYMENTS

Where a person with care and support needs has a property that is included in their financial assessment, then in certain circumstances they are able to enter into a deferred payment agreement with Carmarthenshire. Where a deferred payment is agreed then it will enable them to defer or delay paying some or all of their care costs until a later date, so they are not required to sell their property immediately upon entering a care home. This arrangement can provide additional flexibility of how and when the person with care and support needs pays their care costs.

The amount that can be deferred each week will be determined from the financial assessment. Carmarthenshire will obtain a professional valuation of a property, and will defer an amount up to the value of the person's interest in a property less an allowance for selling costs as set out in the legislation. Where appropriate the property will be revalued periodically for the purposes of determining the amount which can be deferred.

Persons seeking or being offered deferred payments will be advised to seek independent financial and or legal advice to ensure that persons or their representatives understand the terms of a deferred payment agreement and the commitment they are agreeing to.

Carmarthenshire will charge interest on sums deferred at the interest rates set within the legislation.

The person with care and support needs will be liable for any costs incurred by them e.g. legal fees, financial advice, etc. to enable them to enter into the deferred payment agreement. These costs will be in addition to any fees and charges levied by the local authority.

The legislation sets out in detail the eligibility criteria that needs to be met, for a person to enter in to a deferred payment agreement and Carmarthenshire will apply that eligibility criteria as set out in the legislation.

In agreeing to enter into a deferred payment agreement. Carmarthenshire will directly contract for the placement, or must do so with a partner agency. Deferred payment agreements will not be available for people with care and support needs who contract for themselves or through a 3rd party or any other agency.

Where Carmarthenshire is unable to create a charge that takes priority over, and ranking before any other interest or charge on the property. Carmarthenshire may consider a lower ranking charge where it is satisfied that the debt that may accrue is adequately secured, but this is at the sole discretion of Carmarthenshire.

Where for any reason Carmarthenshire cannot create a charge over the property which the person occupies, or used to occupy, as their main or only home and it is satisfied that the asset(s) offered as security as an alternative are sufficient to meet the value of the debt accrued for the time the person with care and support needs will be in the care home, then Carmarthenshire may at its sole discretion consider applying a charge to an alternative property or land.

Where a person with care and support needs does not meet the requirements of the scheme then a request for a deferred payment will be refused.

Carmarthenshire can refuse to defer any further care costs even where a deferred payment agreement is in place and in certain circumstances it will do so. Where such a decision is implemented it will be in accordance with the legislation and/or the terms and conditions of the deferred payment agreement and Carmarthenshire will explain the basis of its decision.

21. NON PAYMENT OF CHARGES AND DEBT

Carmarthenshire will pursue outstanding charges and debts through the most appropriate channels including recovery action through the courts where appropriate. In such instances Carmarthenshire will also recover all costs and apply for interest on the amount to be recovered.

Carmarthenshire will not withdraw services when a person with care and support needs refuses or is unable to pay their assessed charge.

22. DEPRIVATION OF ASSETS

Where deprivation of an asset may have occurred then Carmarthenshire will make thorough enquiries to ascertain the facts. Where deprivation has occurred Carmarthenshire will take the appropriate steps to protect the public purse.

23. SETTING THE ADDITIONAL COST (AC) FOR PERMANENT ADMISSIONS TO A CARE HOME

For the purposes of setting the additional cost the choice of accommodation offered to a person with care and support needs in Carmarthenshire will initially be based on two care homes of the same type at Carmarthenshire's normal commissioning rate, anywhere within the county, and where both care homes can meet that person's assessed needs. Where 2 care homes at the normal commissioning rate are **not** available, then the next cheapest care homes within the county will form the basis of the calculation.

Where accommodation which is more expensive than the options offered at the time of placement is chosen then the additional cost will be calculated from the higher of the 2 rates charged by the two care homes which were offered.

Where an additional cost is to be funded by a 3rd party on behalf of the person with care and support needs, then Carmarthenshire will make reasonable enquiries to satisfy itself that the additional cost is affordable and that such costs would not fall on Carmarthenshire in the future.

In these circumstances the person with care and support needs will be required to evidence that they have the financial ability to meet the additional costs over the anticipated term of the placement.

In the event that the third party is unwilling to provide such evidence or does not have the financial ability to meet the additional costs over the anticipated term of the placement then Carmarthenshire will not contract for the placement at the chosen care home.

Where a placement will be made out of county then the same rules will apply except that the standard rates that will apply will be the rates appropriate in the county of placement.

Where a person with care and support needs, in accordance with the legislation, is able to pay for the full cost of their placement, then they can choose any care home and will be required to pay the full cost of their placement as Carmarthenshire will treat such a contract as outside its usual commissioning rate because it is a bespoke contract and thus the Care and Support (Choice of Accommodation) (Wales) Regulations 2015 do not apply.

24. APPLICATION OF THE RULES TO INDIVIDUAL CASES

The Director of Community Services or their successor will make decisions in individual cases where the legislation allows discretion or is unclear and that he/she may delegate this responsibility to a suitable senior officer as appropriate. In reaching

a decision, he/she will endeavour to ensure that the decision is fair and consistent and will result in all persons with care and support needs being treated fairly. Such decisions will not prevent a person with care and support needs from requesting a review of the decision through the appropriate process.

25. REVIEWS AND METHODS OF APPEAL

Carmarthenshire will always endeavour to undertake a financial assessment in an accurate and professional way. Some financial assessments will appear complex and this will always give rise to queries and in some cases formal reviews.

Where a person with care and support needs believes that the result of a financial assessment is incorrect for any reason, then they will be able contact the authority by telephone, email or in writing.

Where a query is received it will normally be looked at by the staff member who is responsible for the case. If the issue is not resolved to the person with care and support needs satisfaction, then another officer from within the team will review the query and the initial response.

Should the matter still be unresolved, then the person with care and support needs will have the right to request a formal review, but only where the basis of their request complies with the requirements of the legislation.

Where a formal review is requested, then it will undertake the review in accordance with the legislation.

All persons with care and support needs have the right to access the authority's complaints procedure if they are unhappy with our services or about the way they have been treated. Requesting a review will not prevent a person from accessing the complaints procedure.

Appendix 1

VARIATIONS/ADJUSTMENTS TO CHARGES FOR FINACIALLY ASSESSED SERVICES

	All Charged Services
Start of a service	Charge from the 1 st day the service is received - as per 'Operational Rules for Commencement and Termination of Packages'
Permanent termination of a service	For person with care and support needs that pass away, no charge in the week that the service terminates (charge ceases previous Sunday). For other permanent terminations the charge is applied up to and including the day prior to termination date - as per 'Operational Rules for Commencement and Termination of Packages'
Missed call – provider/carer's fault	Service reduction is applied (actual or average as appropriate) and charge is recalculated (charge may not change) - as per 'Operational Rules for Commencement and Termination of Packages'
Cancelled call/service – person with care and support needs' request/fault, e.g. person with care and support needs on holiday	If person with care and support needs gives reasonable advance notice to the service provider then service reduction is applied (actual or average as appropriate) and the charge is recalculated (charge may not change) - as per 'Operational Rules for Commencement and Termination of Packages'
Inclement weather reduced service – missed calls	Service reduction is applied (actual or average as appropriate) and the charge is recalculated (charge may not change) - as per 'Operational Rules for Commencement and Termination of Packages'
Person with care and support needs is admitted to respite and paying respite charge/Receives residential respite and NRSS in the same week	Ensure no duplicate charge. No Non Residential charge for the period in respite (residential care charge is applied). Service reduction is applied to Non Residential service (actual or average as appropriate) and the charge is recalculated (charge may not change for reduced week) - as per 'Operational Rules for Commencement and Termination of Packages'
Service not available	Service reduction applied (actual or average as appropriate) and the charge is recalculated (charge may not change) - as per

^{*}Meals on wheels – Following the removal of MOW service in Carmarthenshire this will no longer apply

	'Operational Rules for Commencement and Termination of Packages'
Person with care and support needs is admitted to hospital	Service reduction applied (actual or average as appropriate) and the charge is recalculated (charge may not change) - as per 'Operational Rules for Commencement and Termination of Packages'
One service stops during the week but others carry on	Service reduction is applied (actual or average as appropriate) and the charge is recalculated (charge may not change) - as per 'Operational Rules for Commencement and Termination of Packages'
Additional Unplanned service(s) received	No charge until the service becomes part of the Care and Support Plan. Charge is applied from the 1 st day the assessed service is received - as per 'Operational Rules for Commencement and Termination of Packages'
Hospital Stays – Residential Care	A charge is applied when a person with care and support needs is admitted to hospital and the placement is retained. The charge is set at a rate equal to the Department of Work and Pensions benefits entitlement of the individual person with care and support needs only
Holidays/short stays with families by prior agreement – Residential Care	The person with care and support needs is not charged for short holidays/stays with families for the first 21 days of absence in any financial year. The basis being that the person with care and support needs will need their income/finances to meet any expenses whilst they are absent from the care home

OPERATIONAL RULES FOR COMMENCEMENT AND TERMINATION OF PACKAGES

1. Commencements

Domiciliary Care – Packages Commissioned in Hours/Minutes and Visits – the total hours per week will be divided by 7 and the result will be multiplied by the number of days remaining in the week including the commencement day.

Hours Commissioned per Week (No. of Visits) – the total hours per week will be divided by 7 and the result will be multiplied by the number of days remaining in the week including the commencement day.

Hours Commissioned Per Day - the total hours per week will be divided by 7 and the result will be multiplied by the number of days remaining in the week including the commencement day.

Services Commissioned in Sessions/Days – charge the actual sessions/days received including the commencement day.

Telecare – A charge will be applied for the number of days remaining in the week including the commencement day.

2. Terminations

Domiciliary Care – Packages Commissioned in Hours/Minutes and Visits – the total hours per week will be divided by 7 and the result will be multiplied by the number of elapsed days in the week up to the day previous to termination day.

Hours Commissioned per Week (No. of Visits) – the total hours per week will be divided by 7 and the result will be multiplied by the number of elapsed days in the week up to the day previous to termination day.

Hours Commissioned Per Day – the total hours per week will be divided by 7 and the result will be multiplied by the number of elapsed days in the week up to the day previous to termination day.

Services Commissioned in Sessions/Days – charge the actual sessions/days received up to and including the termination day.

Telecare – A charge will be applied for the number of days elapsed in the week up to the day previous to termination day.

3. Missed Visits/Service

Domiciliary Care – Packages Commissioned in Hours/Minutes and Visits - Total hours divided by visits and multiplied by the number of visits missed - to be deducted from package.

Hours Commissioned Per Week (No. of Visits) – Total hours per week divided by 7 and multiplied by the number of days missed or service amended as advised by provider.

Hours Commissioned Per Day - Total hours per week divided by 7 and multiplied by the number of days missed or service amended as advised by provider.

Services Commissioned in Sessions/Days - Deduct the actual session/days missed.

Telecare – Service is not amended and is charged throughout.

4. Day Care Sessions

A day care session is defined as:

If a service is received before 1pm on any day and for any length of time then it will count as one session

If a service is received between 1pm and 6pm on any day and for any length of time then it will count as one session

If a service is received after 6pm on any day and for any length of time then it will count as one session



Executive Board 21ST January 2019

COUNCIL'S REVENUE BUDGET MONITORING REPORT

Recommendations / key decisions required:

That the Board receives the Budget Monitoring report and considers the budgetary position and appropriate corrective action.

In light of the current forecast of a potential significant overspend, Chief Officers and Heads of Service continue to critically review their budgetary positions and implement appropriate mitigating actions to deliver their services within their allocated budgets as a matter of urgency.

Reasons:

To provide the Executive Board with an update on the latest budgetary position as at 30th October 2018, in respect of 2018/2019.

Relevant scrutiny committee to be consulted: NA

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Clir. I	David Jenkins
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Directorate: Corporate Designations: Tel No. 01267 224886 E Mail Addresses:

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EXECUTIVE SUMMARY Executive Board 21ST January 2019

COUNCIL'S REVENUE BUDGET MONITORING REPORT

The revenue budget monitoring reports for the period to 30th October 2018 are attached and indicate that:

COUNCIL FUND REVENUE ACCOUNT(Appendix A)

Overall, the monitoring report forecasts an end of year overspend of £1,255k on the Authority's net revenue budget with an overspend at departmental level of £2,760k. The most significant pressure points are within Education and Children's Services and the department needs to critically examine the current forecasted position.

Chief Executive's Department

The Chief Executive Department is anticipating an underspend of £133k for the year. This is made of up a £305k overspend relating to Corporate Savings and £438k underspend on operational budgets.

Corporate Savings (£305k): Efficiency proposals in relation to Health & Safety are ongoing.

Operational budgets (£438k underspend):

There is an anticipated £9k underspend in People Management.

Legal and Admin are anticipating a £152k underspend. £145k of this relates to vacant posts and £29k is due to a reduction in printing and supplies and services costs. These are offset by a £21k overspend as a result of a reduction in external income generated from other organisations due to increased internal workloads.

There is a £221k underspend anticipated in the Policy section. This is made up of a net £228k underspend on salaries due to vacant posts and realignments that are in progress as well as a reduction in CCTV costs following transfer of responsibility back to the police of £23k. This is offset by an overspend of £23k due to increased costs associated with running various tourism events.

There is a £51k underspend in Electoral Services as a result of a £26k contribution from Welsh Government towards individual electoral registration costs and less expenditure on storage fees within coroners of £19k.

Property is anticipating an £8k underspend.

Regeneration is anticipating a break even position at year end.



Department for Communities

The Department for Communities is forecasting an overspend of £889k for the year.

Services supporting Older People and Physical Disabilities are projecting an overspend of £497k: £769k relating to packages of care (£328k on residential care, £242k on Domiciliary Care and £199k on Direct Payments); staffing and miscellaneous running expenses are underspent by £220k and Day Services are underspent by £52k.

Services supporting Learning Disabilities, Mental Health and Safeguarding are forecasting an overspend of £430k: £218k for Group Homes / Supported Living, £69k for Mental Health residential placements, and £215k on Direct Payments partially offset by a underspend of £72k on miscellaneous expenditure.

Support Services are forecasting an underspend of £38k relating to miscellaneous supplies and services and staffing.

Leisure Services are predicting a nil variance.

Housing & Public Protection Services are predicting a nil variance.

Corporate Services

The Corporate Services Department is projecting a £446k underspend for the year.

This is due to £406k of vacant posts, a £10k reduction in our new bank contract costs and a £64k underspend in pre LGR pension costs. This is offset by one off software and data cleansing costs in risk management of £18k and a £17k under recovery of income on grant funded posts.

Department for Education and Children

The Department for Education and Children is forecasting a net overspend of £1,672k at year end.

The main adverse budget variations relate to: increased demand for Special Educational Needs provision £346k within County; Out of County educational placements £214k; school based EVR and redundancy costs £327k; Education Other Than At School £83k; School Modernisation property decommissioning costs £67k; School Meals service sickness cover and kitchens' maintenance £63k; Music Service running costs (mainly staff) exceeding the SLA income from schools by £205k; Out of County residential care placements £179k; LHB not contributing fully to tripartite agreements for placements at Garreglwyd Residential Unit, which also has staffing pressures £122k and Education Welfare £54k.



Environment

The department is anticipating an overspend of £778k for the new financial year largely due to continuing pressures with Planning and car parking income as reported during the previous financial year.

The Waste and Environmental Services division is projecting a £154k overspend. There is a £40k anticipated overspend on green waste collection, as it is not yet self-financing, along with a £10k overspend on Wernddu closed Landfill site as a result of essential remedial works following a pump failure. The cleansing service is overspent by £80k, service reviews have commenced to look at ways to reduce costs within the service.

Highways and Transportation are anticipating a £366k overspend for the year. This is largely down to a projected £362k shortfall in car park income as a result of parking fees not increasing in line with increasing income targets.

Planning Division is anticipating a £244k overspend for the year.

There is a projected £326k shortfall in development management income but this overspend is offset by vacant posts in the year within the division.

The Property division is anticipating to be £4k underspent for the year.

The Business Support Division is expecting an £19k overspend due to various small overspends within the various cost centres.

HOUSING REVENUE ACCOUNT (Appendix B)

The HRA is predicting a £269k overspend to the year end.

Supervision and Management costs are forecasted to be overspent by £55k due to savings on staffing costs (£29k) and travelling expenses (£3k) offset by overspends in supplies and services (£53k) premises related expenditure (£34k mainly maintenance costs). Capital financing charges will be £99k less than budgeted due to a slight reduction in interest rates.

There is a reduction in the provision required for debt write-offs, based on arrears levels and age debt analysis to year end of £219k

Rental income/service charges/other income is forecast to be £524k lower due to underachievement of rental income – void loss is currently forecast as 2.87% compared to a budget of 2.1%. The increased void loss is the result of a greater number of voids than predicted and increased time to turnaround revenue voids as a result of the increased number of major voids.



Income for commission from the collection of water rates will also be reduced by £97k due to implementation of new scheme which benefits eligible tenants. Settlement of insurance claims has resulted in receiving £89k of income.

Lists of the main variances are attached to this report.

DETAILED REPORT ATTACHED?	YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Chris Moore Director of Corporate Services

Policy, Crime & Disorder and	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
Equalities NONE	NONE	YES	NONE	NONE	NONE	NONE

1. Finance

Council Fund

Overall, the Authority is forecasting an overspend of £1,255k.

HRA

The HRA is forecasting that it will be £269k over its approved budget.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below Signed: Chris Moore Director of Corporate Services

- 1. Scrutiny Committee Not applicable
- 2. Local Member(s) Not applicable
- 3. Community / Town Council Not applicable
- 4. Relevant Partners Not applicable
- 5. Staff Side Representatives and other Organisations Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2018/19 Budget		Corporate Services Department, County Hall, Carmarthen





REPORT OF THE DIRECTOR OF CORPORATE SERVICES

Preliminary Executive Board 7th January 2019

COUNCIL'S BUDGET MONITORING REPORT 2018/19 as at 31st October 2018

Director and Designation	Author & Designation	Telephone No	Directorate
C Moore, Director of Corporate Services	R Hemingway, Head of Financial Services	01267 224886	Corporate Services

Table 1

Forecasted for year to 31st March 2019

Department		Working	g Budget			Fore	Oct 18 Forecasted	Aug 18 Forecasted		
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Variance for Year	Variance for Year
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	25,030	-8,905	-2,562	13,563	26,784	-10,791	-2,563	13,430	-133	246
Communities	143,117	-56,301	10,885	97,701	146,192	-58,494	10,891	98,590	889	794
Corporate Services	77,110	-50,947	-1,363	24,799	76,370	-50,654	-1,363	24,354	-446	-324
Education & Children	170,778	-31,772	23,780	162,786	181,639	-40,961	23,780	164,458	1,672	1,905
Environment	118,616	-75,282	9,296	52,629	122,832	-78,720	9,296	53,407	778	812
Departmental Expenditure	534,650	-223,206	40,035	351,479	553,818	-239,620	40,041	354,239	2,760	3,432
Capital Charges/Interest/Corporate				-15,425				-16,375	-950	-545
Levies and Contributions:										
Brecon Beacons National Park				142				142	0	0
Mid & West Wales Fire & Rescue Authority				9,582				9,582	0	0
Net Expenditure				345,778				347,589	1,810	2,887
Transfers to/from Departmental Reserves										
- Corporate Services				0				223	223	162
- Environment				0				-778	-778	-812
Net Budget				345,778			<u> </u>	347,033	1,255	2,237

Chief Executive Department Budget Monitoring as at 31st October 2018

		Working Budget			Forecasted				Oct 18 Forecasted	Aug 18 Forecasted
Division	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Variance for Year £'000	Variance fo Year £'000
Chief Executive	-314	0	-308	-622	-8	0	-308	-316	305	29
People Management	4,204	-1,420	-2,565	219	4,829	-2,054	-2,565	209	-9	14
СТ	4,464	-792	-3,736	-65	4,660	-989	-3,736	-65	-0	-0
Admin and Law	4,101	-537	478	4,043	3,899	-487	478	3,890	-152	-54
Regen, Policy & Property										
Policy	4,953	-1,082	-3,021	849	4,693	-1,043	-3,021	628	-221	22
Statutory Services	1,250	-289	341	1,302	1,267	-357	341	1,251	-51	14
Property	1,141	-1,309	832	664	1,230	-1,406	832	656	-8	-63
Major Projects	151	-76	15	90	1,448	-1,369	15	94	4	C
Regeneration	5,080	-3,399	5,403	7,084	4,768	-3,086	5,402	7,084	-1	23
GRAND TOTAL	25,030	-8,905	-2,562	13,563	26,784	-10,791	-2,563	13,430	-133	246

Chief Executive Department - Budget Monitoring as at 31st October 2018 Main Variances

Trommary Excounter Board 7111 cand		Budget	Forec	asted	Oct 18
Division	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000
Chief Executive					
Chief Executive-Chief Officer	267	0	245	0	-21
Corporate Savings Target	-580	0	-253	0	327
People Management					
Employee Well-being	826	-379	657	-259	-49
HR Systems Development Team	123	0	169	-34	12
Assessment centre training	0	0	31	0	31
Admin and Law					
Democratic	1,796	0	1,768	0	-29
Land Charges Administration	149	-288	106	-262	-17
Corporate Serv-Democratic	494	0	366	0	-128
Corporate Serv-Legal	1,598	-249	1,595	-225	21
Regeneration, Policy & Property					
Policy					
Welsh Language	176	-9	166	-10	-11
Marketing and Media	657	-359	527	-168	61
Translation	510	-32	447	-32	-63
Performance Management	545	-31	453	-11	-72
Chief Executive-Policy	504	-27	527	-32	18
CCTV	35	0	12	0	-23
Chief Executive departmental administration	461	-31	443	-2	12
Customer Services Centres	1,085	-328	994	-329	-91
Sir Gar	1,063	-129	108	-329	-18
D Cal	109	-129	100	-01	-10

		Aug 18
Notes		Forecasted Variance for Year
		£'000
Savings on supplies and services	-	-6
£285k Corporate Health & Safety efficiency proposal not yet implemented; £37k standby efficiency not materialised.	-	295
Additional external income		-44
Posts regraded with no budgets Unused Assessment Centre credits expired	-	31
Reduction in supplies and services and printing costs		22
Part year vacant post. Post has now been filled		-18
Part year vacant posts. 3 posts are still currently vacant Income target not achievable	-	- 75
Post recently become vacant. Unlikely to be filled before the end of the financial year	-	-6
Unfunded posts being funded from underspends elsewhere and will be resolved as part of an ongoing restructure.		65
Part year vacant posts. 3 posts currently still vacant		-14
Vacant Performance and Information Manager post for whole of financial year.		-46
Increased staffing cost pending realignment of budget		29
CCTV responsibility transferred back to the police	1	-9
Forecasted non-achievement of income target due to less opportunity to charge time to grant schemes.		25
Various part year vacant posts. 5 posts currently vacant.		-68
Underspend mainly due to staff vacancies		-10

Chief Executive Department - Budget Monitoring as at 31st October 2018 Main Variances

<u> </u>	Working	Budget	Forecasted			
Division	Expenditure	Income	Expenditure	Income		
	£'000	£'000	£'000	£'000		
Marketing Tourism Development Visitor Information	336	-2 -3	327 84	-58 -1		
Visitor information	74	-5	04	-1		
Events	48	-28	113	-70		
Statutory Services						
Registration Of Electors	159	-2	157	-27		
Coroners	393	0	374	0		
Property						
Commercial Property - Chief						
Executives	29	-516	49	-550		
Other Variances						
Grand Total						

Oct 18
Forecasted Variance for Year
£'000
-64 12
12
23
-
-26
-19
-15
-2
-133

Notes		18 Forecasted gy Variance for Year
		£'000
Underspend mainly due to vacant posts - offsetting overspends within Visitor Information and Events below		-34
Overspend due to additional staffing and advertising costs		4
Overspend due to increased costs associated with running of various events - covered by underspend within Tourism Development		30
] [
Contribution from WG for Individual Electoral Registration	1	-3
Storage Fees lower than normal.		-9
High occupancy levels during year	_	-55
		111
		246

Department for Communities Budget Monitoring as at 31st October 2018

		Working	g Budget			Fored	Oct 18 Forecasted	Aug 18 Forecasted		
Division	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Variance for Year £'000	Variance for Year £'000
Adult Services Older People	56,732	-22,758	2,780	36,754	57,146	-22,717	2,780	37,209	455	430
Physical Disabilities	6,946	-1,364	225	5,807	7,151	-1,528	225	5,848	41	31
Learning Disabilities	37,440	-10,204	1,308	28,545	38,399	-10,888	1,308	28,819	274	212
Mental Health	9,265	-3,368	230	6,127	9,883	-3,829	230	6,284	157	92
Support	6,023	-2,688	985	4,320	6,009	-2,719	992	4,282	-38	-22
Homes & Safer Communities Public Protection	3,081	-835	588	2,834	3,072	-825	588	2,835	0	-0
Council Fund Housing	9,216	-7,955	243	1,505	9,933	-8,672	243	1,504	-0	0
Leisure & Recreation Leisure & Recreation	14,413	-7,130	4,525	11,809	14,598	-7,315	4,525	11,808	-0	0
Corporate Standby Efficiency	0	0	0	0	0	0	0	0	0	51
GRAND TOTAL	143,117	-56,301	10,885	97,701	146,192	-58,494	10,891	98,590	889	794

Department for Communities - Budget Monitoring as at 31st October 2018 Main Variances

D Executive Board 7th Janua	Working	Budget	Forec	asted	Oct 18		Aug 18
Division	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	Notes	Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Adult Services							
Older People						2. "	
Older People - Commissioning	3,570	-625	3,415	-595	-125	Staff vacancies in care management teams: equivalent to one vacant social worker post in TTTs Community Resource Team and part year effect of 4 social workers who have commenced during 2018-2019	-87
Older People - LA Homes	7,349	-4,436	7,542	-4,489	140	Cost of agency staff due to workforce recruitment issues in parts of the county.	129
Older People - Private/ Vol Homes	21,579	-11,897	21,927	-11,943	303	Performance data shows demographic pressure on demand. Preventative work continues to be reviewed to mitigate the effects of this.	170
Older People - LA Home Care	6,008	-431	5,842	-426	-162	Significant departmental work to monitor and manage demand by continuing to promote independent living through Integrated Care Fund initiatives such as Releasing Time to Care resulting in lower demand eg for double handed care packages. Recruitment is underway for vacant posts.	-140
Older People - Direct Payments	1,156	-287	1,205	-287	49	Direct Payments increasing across client groups linked to promoting independence and cost avoidance.	79
Older People - Private Home Care	9.732	-2,164	10,236	-2,164	504	There has been a significant increase in demand for domiciliary care that has only been partly offset by a fall in residential care placements. There is significant departmental work to monitor and manage demand by audit assessment practice and by continuing to promote independent living through Integrated Care Fund initiatives such as Releasing Time to Care resulting in lower demand eg for double handed care packages. We are currently reviewing whether this initiative requires additional resources to yield the necessary financial savings.	410
·	,	Í					
Older People - Enablement	2,197	-586	1,947	-436	-100	Staff vacancies - recruitment issues being addressed.	-99
Older People - Day Services	1,125	-71	1,080	-77	-51	Outstanding unmet efficiency relating to in house Day services provision from 2016-2017 £202k offset by lower spend in remaining in-house provision and placements.	-17
Physical Disabilities							
Phys Dis - Commissioning & OT Services	578	-81	486	-83	-94	Vacancies within the Occupational Therapy Team - being adressed	-87
Phys Dis - Direct Payments	2,282	-555	2,431	-555	150	Direct Payments increasing across client groups linked to promoting independence and cost avoidance.	138

Department for Communities - Budget Monitoring as at 31st October 2018 Main Variances

Preliminary Executive Board 7th January 2019					0.110		1.0
	Working	Budget	Forec	asted	Oct 18		Aug 18
Division	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	Notes	Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Learning Disabilities							
Learn Dis - Employment & Training	2,306	-888	2,341	-807	116	Overspend on staffing in Coleshill Day Centre due to complexity of clients £40k and shortfall of income £32k. Shortfall in income at SA31 £20k and Blas Myrddin £20k.	84
Learn Dis - Private/Vol Homes	9,759	-2,733	9,913	-3,037	-150	Costs reducing as various projects begin to take effect: work on alternative provision, deregistration, Positive Behaviour Service intervention for additional hours etc.	24
Learn Dis - Direct Payments	2,167	-526	2,482	-626	215	Direct Payments increasing across client groups linked to promoting independence and cost avoidance.	179
Learn Dis - Group Homes/Supported Living	8,604	-2,158	9,272	-2,608	218	Costs increasing as a result of sucessful deregistration of residential beds - promotes independence for clients and has lower costs overall across the spectrum to packages of care	118
Learn Dis - Adult Respite Care	976	-812	857	-812	-120	Vacant Manager post, several staff not in pension scheme.	-112
Mental Health							
M Health - Private/Vol Homes	6,105	-2,573	6,560	-2,959	69	Work continuing to promote independent living and reduce cost of care packages accordingly. Client group difficult to forecast costs as demand led at short notice; forecasts are based on existing levels of packages and work is ongoing to develop alternative provision options	106
M Health - Group Homes/Supported	876	-397	1,083	-484	120	Work continuing to promote independent living and reduce cost of care packages accordingly. Client group difficult to forecast costs as demand led at short notice; forecasts are based on existing levels of packages and work is ongoing to develop alternative provision options	21
Living	070	531	1,000	704	120	αποιτιατίνο ριονισιοί ορτίσιο	21
Other Variances - Adult Services					-193		-177
Homes & Safer Communities							
Public Protection							
Ar Pollution	121	-33	118	-18	13	Potential underachievement of income	12
<u> </u>							
ther Variances - Public Protection					-13		-12

Department for Communities - Budget Monitoring as at 31st October 2018 Main Variances

D	eliminary Executive Board 7th January 2019 Working Budget Forecasted				Oct 18		Aug 18
Division	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	Notes	Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Council Fund Housing							
Home Improvement (Non HRA)	833	-288	741	-247	-51	New funding stream was introduced in 18/19 and working with partners and other council departments, the budget was allocated accordingly. Projects due to commence later in the year	-50
Landlord Incentive	12	-10	73	-12	58	We are anticipating WG funding to tackle homelessness, confirmation not yet finalised. Until the funding is agreed the overspend is to be covered by the underspends in Home Improvement team	58
Other Variances - Council Fund Hou	icina				-7		-8
Leisure & Recreation	using				-7		-0
Pembrey Ski Slope	357	-319	390	-336	15	Forecast overspend on Staff costs	-9
Sport & Leisure West	249	-21	226	-21	-23	In year staff vacancy	-38
Carmarthen Leisure Centre	1,283	-1,329	1,331	-1,329	48	Shortfall in income to budget £18k, additional cost of delivering in-house catering £17k, increased cost of Gas £13k	33
	,		,				
Sport & Leisure General	971	-56	969	-69	-16	Forecast saving against the training budget	11
Sport & Leisure South	166	-23	160	-0	16	Grant adjustments for previous financial years impacting on current year budget	-0
PEN RHOS 3G PITCH	31	-31	11	-34	-23	Part year saving of Premises and Supplies budget for this new Service in the Leisure portfolio	0
Carmarthen Museum, Abergwili.	161	-16	174	-18	11	One off relocation expenses +£6k increased NNDR +£5k	11
Museum of speed, Pendine	70	-24	55	-20	-11	Part year staff vacancy	-11
Museums General	173	0	190	0	17	Contribution to Documentation Assistant post £10k, temporary storage rental £7k	17
Leisure Management	290	0	302	0	12	Staff Training £12k	1
Other Variance - Leisure & Recreation	on				-47		-15
Corporate Standby Efficiency					0		51
Grand Total					890		794

Corporate Services Department Budget Monitoring as at 31st October 2018

		Working	j Budget		Forecasted					
Division	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Financial Services	4,378	-1,984	-2,364	30	4,288	-1,987	-2,364	-63		
Revenues & Financial Compliance	4,764	-1,670	-2,158	935	4,369	-1,550	-2,158	661		
Other Services	67,967	-47,293	3,159	23,834	67,714	-47,118	3,159	23,756		
GRAND TOTAL	77,110	-50,947	-1,363	24,799	76,370	-50,654	-1,363	24,354		

Oct 18 Forecasted Variance for Year £'000
-94
-274
-78
-446

Aug 18 Forecasted Variance for Year £'000
-101
-220
-4
-324

Corporate Services Department - Budget Monitoring as at 31st October 2018 Main Variances

D Executive Board 7th Sanda		Budget	Forecasted			
O Division	Expenditure	Income	Expenditure	Income		
	£'000	£'000	£'000	£'000		
Financial Services						
Accountancy	1,675	-369	1,696	-420		
Treasury and Pension Investment Section	246	-175	196	-175		
Grants and Technical	186	0	269	-67		
Payments	501	-72	468	-72		
Revenues & Financial Compliance						
Procurement	518	-32	415	-32		
Audit	583	-18	555	-18		
Risk Management	136	-0	153	-0		
Local Taxation	895	-728	867	-727		
Housing Benefits Admin	1,621	-750	1,442	-674		
Revenues	871	-141	797	-96		
Other Services						
Miscellaneous Services	4,743	-115	4,679	-115		
Other Variances						
Grand Total						

Oct 18
Forecasted Variance for Year
£'000
-30
-50
17
-33
-103 -28
-28
18
-28
-103
-30
-64
-10
-446
-440

Notes		Forecasted gy Variance for Year
		£'000
Part year vacant posts		-30
Part year vacant Posts		-35
Under recovery of income on grant funded posts		0
Part year vacant posts	<u> </u>	-39
Part year vacant posts		-65
Part year vacant posts	l l	-32
Additional software costs, data cleansing and temp post funded from underspends in Procurement		30
Part year vacant posts	ĺ	-31
Part year vacant posts		-83
Part year vacant posts	.	-39
Reduction in Pre LGR Pension Costs		6
		-7
		-324

Department for Education & Children Budget Monitoring as at 31st October 2018

	Working Budget					Fored	Oct 18 Forecasted	Aug 18 Forecasted		
Division	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Variance for Year £'000	Variance for Year £'000
Director & Strategic Management	1,181	0	-94	1,087	1,132	0	-94	1,038	-50	-28
Education Services Division	130,258	-15,475	18,112	132,895	131,364	-15,559	18,112	133,916	1,022	1,057
Access to Education	8,455	-5,745	2,167	4,877	8,718	-5,878	2,167	5,007	130	135
School Improvement	2,586	-623	463	2,426	10,260	-8,327	463	2,396	-30	30
Curriculum & Wellbeing	5,483	-4,176	590	1,897	5,938	-4,454	590	2,074	177	253
Children's Services	22,815	-5,752	2,541	19,604	24,228	-6,742	2,541	20,027	423	401
Corporate Standby Efficiency	0	0	0	0	0	0	0	0	0	57
GRAND TOTAL	170,778	-31,772	23,780	162,786	181,639	-40,961	23,780	164,458	1,672	1,905

Department for Education & Children - Budget Monitoring as at 31st October 2018 Main Variances

Φ ·	Working	Budget	Forec	asted	Oct 18
රා N Division	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000
Director & Strategic Management					
Director & Management Team	781	0	765	0	-17
Business Support	400	0	367	0	-33
Education Services Division					
School Expenditure not currently delegated	225	0	225	17	18
School Redundancy & EVR	1,875	0	2,202	0	327
Special Educational Needs	3,190	-1,493	3,872	-1,597	579
Education Other Than At School (EOTAS)	1,975	-217	2,044	-203	83
Sensory Impairment Educational Psychology	368 876	0	353 920	-12	-16 31
Access to Education	070		320	12	
School Modernisation	55	-5	186	-70	67
School Meals & Primary Free Breakfast Services	8,190	-5,740	8,321	-5,809	63
School Improvement					
School Effectiveness Support Services	300	-93	316	-90	20
National Model for School Improvement	1,145	-58	1,542	-504	-50

	Г	Aug 18
Notes	-	Forecasted Variance for Year
	ļ	£'000
	-	-
Part year vacant post	-	2
Part year vacancy -£20k. Reduction in supplies and services - postages, photocopying recharges, admin and office equipment -£10k		-30
pristosopymig rosmangos, aammi ama omoo oquipmom 2 ross	ı	
Additional costs relating to previous years' Church Schools insurance premuims		18
Budget utilised on existing commitments. Schools are supported and challenged on staffing structure proposals.		379
Additional 5 classes to meet increased demand in specialist provision £346k. Full year impact of additional pupils commencing Out of County placements in 2017-18 and fewer pupils from other authorities in specialist provisions within Carmarthenshire, with these places being utilised by Carmarthenshire pupils £214k.	-	9.10
Supply costs in SEN management to meet increased demand in inclusion cases £19k.		646
Additional maintenance costs at the Secondary Teach & Learn Centre £30k; Relocation and initial set up costs for the relocation of Canolfan y Gors to Pwll £47k. Fewer pupils attending Canolfan Bro Tywi due to staff illnesses resulting in reduced income £6k		18
Member of staff currently on maternity leave		-12
Service demand currently requires staffing level in excess of budget	į	16
Transport recharges outside of transport policy for former pupils of closed schools £10k. Premises costs and historic utility costs re closed schools £57k		60
Budget pressures across the service especially sickness cover, kitchens'	Ī	
maintenance and food price increases. A strategic review of meal provision		
commenced in September 2018 to identify service efficiencies.		76
	ļ	
Premises costs for Neuadd Y Gwendraeth		30
2 part year vacant posts		-0

Department for Education & Children - Budget Monitoring as at 31st October 2018 Main Variances

	Working	Budget	Forec	asted
Division	Expenditure	Income	Expenditure	Income
	£'000	£'000	£'000	£'000
Curriculum and Wellbeing				
Curriculum and Wendering				
Music Services for Schools	965	-865	1,220	-915
			.,	
Youth Offending & Prevention Service	1,594	-760	1,582	-774
Children's Services				
Operation is a series of the s	0.700	70	0.740	404
Commissioning and Social Work	6,706	-78	6,716	-104
		_		
Fostering Services & Support	3,950	0	4,045	-56
Out of County Placements (CS)	701	0	942	-62
Garreglwyd Residential Unit	562	-163	677	-155
Residential and Respite Units	925	0	899	0
Short Breaks and Direct Payments	531	-30	697	-149
Education Welfare	393	0	448	-1
Eddodion Wonard	555	U	7-70	'
Other Variances				
Ū				
Corporate Standby Efficiency				
<u> </u>				
Grand Total				

ct 18	
Forecasted Variance for	N
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-15	Pa In
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19	
0	
4.070	
1,672	

	Aug 18
Notes	Forecasted Variance for Year
	£'000
SLA income from schools has reduced with greater expediency than the progress with staff restructuring. Service is currently appraising options to address the financial position. Partly offset by additional funding to be received from Welsh Government for music services £50k	229
Part year vacant post	-0
Part year vacant posts	-21
Increase in boarding out allowances in line with Welsh Government guidelines. Forecast increase in residence orders and boarding out payments based on April - October 2018 activity	13
More use of independent care agencies that are more expensive to use and an increase in the number of children on remand.	206
Additional staff costs incurred during the summer period due to staff shortage. Contribution from LHB for Tripartite funding is only at draft SLA level due to on-going lack of engagement from LHB. Additional tripartite staffing and premises costs for new placement are also not yet agreed.	93
Part year vacancy and secondment	-6
Increased take up of Direct Payments, based on April - October 2018 . Also increased costs for after school and holiday club provision. This provision is	
currently under review.	65
Review of staffing structure to be progressed Autumn 2018. Any part year impact would reduce the forecast overspend.	64
	4
	57
	1,905

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Environment Department Budget Monitoring as at 31st October 2018

Preliminary Executive Board 7th January 2019
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ρ Π		Working	j Budget			Forec	asted		Oct 18 Forecasted	Aug 18 Forecasted
Division	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Variance for Year £'000	Variance for Year £'000
Buisness Support & Performance	45	-102	146	89	53	-92	146	108	19	18
Waste & Environmental Services	23,690	-4,407	1,384	20,666	23,981	-4,545	1,384	20,820	154	178
Highways & Transportation	50,994	-31,901	9,129	28,223	53,512	-34,053	9,129	28,588	366	223
Property	39,686	-36,415	-1,648	1,624	41,170	-37,902	-1,648	1,620	-4	-60
Planning	4,201	-2,457	284	2,027	4,116	-2,128	284	2,271	244	277
Corporate Standby Efficiency	0	0	0	0	0	0	0	0	0	177
GRAND TOTAL	118,616	-75,282	9,296	52,629	122,832	-78,720	9,296	53,407	778	812

Environment Department - Budget Monitoring as at 31st October 2018 Main Variances

Tremmary Executive Board 7 in ourida		Budget	Forec	asted
Division	Expenditure	Income	Expenditure	Income
	£'000	£'000	£'000	£'000
Waste & Environmental Services				
Cleansing Service	2,293	-83	2,373	-83
Green Waste Collection	86	0	283	-157
Closed Landfill Sites	230	0	239	0
Highways & Transportation				
Car Parks	2,136	-3,577	1,894	-2,973
Nant y Ci Park & Ride	77	-32	96	-32
Bridge Maintenance	764	0	751	-5
Street Works and Highway Adoptions	408	-350	446	-422
Highway Maintenance	12,176	-4,895	12,970	-5,644
Property				
Carbon Reduction Programme	277	0	242	0
Property Maintenance Operational	23,438	-25,247	25,059	-26,780
Business Unit	707	-4	686	-6
Industrial Premises	481	-1,396	373	-1,316

8 Forecasted Variance for	N
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80 40	Section The IV No. 100
362 18 -18 -34 45	Ui fe Pr Vi by Vi Oi Ri
-35 88 -22 -29	Re In Re Va Ba

	Aug 10
Notes	Forecasted Variance for Year
	£'000
Service reviews have commenced to look at ways of reducing costs within the cleansing service	79
The green waste collection service is not yet self-financing	38
IWEC pumps failed Dec17 which resulted in a leachate outbreak, NRW involved. Needed to overpump leachate from lagoons into raising mains - 2 sets of pumps used to lower level of lagoon so that CCTV investigation could commence and vavles fitted and blockages removed to reinstate IWEC pumps - To be completed	
Dec18	42
Unachievable income target as the income target is increased every year but parking fees have not been increased.	299
Provision for Winter Maintenance charges as per 17/18 costs	16
Variance due to 'Highways structures Inspector' post being vacant - should be filled by Oct18	-18
Vacant posts - street works inspector (filled by Nov 18), Technician & licensing Officer (to be filled by Dec18)	-45
Reallocation of corporate standby efficiency	0
Reduction in Carbon Reduction Programme payments due to Energy Efficiency Initiatives	0
Reallocation of corporate standby efficency	0
Vacant post	-29
Based on very high occupancy levels which may be subject to variation	-29

Environment Department - Budget Monitoring as at 31st October 2018 Main Variances

D	Working	Budget	Forec	asted
රා රා Division	Expenditure	Income	Expenditure	Income
	£'000	£'000	£'000	£'000
Planning				
Planning Admin Account	334	-9	442	-140
Minerals	339	-205	298	-183
Development Management	1,477	-1,265	1,444	-907
Conservation	407	-31	356	-14
Other Variances				
Corporate Standby Efficiency				
Grand Total				

Oct 18
Forecasted Variance for Year
£'000
-23
-23 -20
326
-35
25
0
770
778

		Aug 18
Notes		Forecasted Variance for Year
		£'000
	.	
	-	
Staff vacancies £6k, projected over-achievement of income £5k, various net underspends £12k		-17
Underspend mainly due to charging out of staff to projects as a 'direct cost'.		0
Overspend due to ongoing shortfall in income which is driven by a small number of larger schemes which attract higher planning fees. This mirrors the trend across Wales and fees can't be increased as rates set nationally. England by comparison		
have increased their fees by 20%		326
Underspend mainly due to staff vacancies - post awaiting authorisation for recruitment in relation to delivery of Env Act Obligations.		-14
	.	
	-	-14
	ļ	177
		812

Housing Revenue Account - Budget Monitoring as at 31st October 2018

			Aug 2018
	Working 00 Budget นี	Forecasted 0 Actual ຜິ	Variance for 00
Expenditure			
Expenditure			
Repairs & Maintenance			
Responsive	1,760	1,743	-16
Minor Works	2,812	2,812	0
Voids	2,350	2,366	16
Servicing	1,611	1,600	-11
Drains & Sewers	128	137	9
Grounds	731	734	3
Unadopted Roads	102	102	0
Supervision & Management			
Employee	4,349	4,321	-28
Premises	4,349 1,411	1,443	-28 32
Transport	64	61	-3
Supplies	877	930	53
Recharges	1,319	1,319	0
Provision for Bad Debt	435	216	-219
Capital Financing Cost	14,205	14,106	-99
Central Support Charges	1,620	1,620	-0
DRF	13,349	13,349	0
Total Expenditure	47,123	46,859	-264

Notes	Forecasted o variance for Survey Year
	0
	0
	0
	0
Anticipated expenditure based on profiled spend to date.	0
	0
	0
Underspend due to vacant posts part year	-29 34
Overspend in Rent £28k and Other £6k	-3
Overspend in Legal fees mainly relating to disrepairs £48k and other £2k. Under	-3
provision for start up Work choice system costs £43k, which are being covered by an	
underspend in Compensation payments -£40k	53
underspend in Compensation payments 240K	0
	- J
Provision for bad debt adjustment based on current and former tenants analysis .	-305
Forecast reduction in interest rate applicable offset by additional borrowing	-158
	-0
	0
	400
	-408

Jun 2018

Forecasted variance for Year

£'000

494 60

91

645

237

Housing Revenue Account - Budget Monitoring as at 31st October 2018

Page 58	Working Budget	Forecasted Actual	2018 2018 2018 2018 2018 2018 2018 2018
	£'000	£'000	£'000
Income			
Rents	-39,729	-39,258	471
Service Charges	-750	-695	55
Supporting People	-135	-135	0
Mortgage Interest	-3	-3	0
Interest on Cash Balances	-66	-66	0
Insurance	0	-89	-89
Other Income	-598	-501	97
Total Income	-41,280	-40,747	533
Net Expenditure	5,843	6,112	269

Notes
Underachievement of rental income - Void loss prediction at budget setting 2.1%, while current forecast is 2.87% and reduction in rents due.
Underachievement of service charge income due to predicted void loss
Settlement of insurance claims
Underachievement of water rates commission due to a Government initative to reduce
the water bills for eligible tenants

HRA Reserve	£'000
Balance b/f 1/4/18	20,114
Budgeted movement in year	-5,843
Variance for the year	-269
Balance c/f 31/3/19	14,002

Executive Board 21ST January 2019

CAPITAL PROGRAMME 2018-19 UPDATE

Purpose: To report the variances within the capital programme

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

That the capital programme update report is received.

REASONS:

To provide Executive Board with an update of the latest budgetary position for the 2018/19 capital programme, as at the 31st October 2018.

Relevant scrutiny committees to be consulted N/A

Exec Board Decision Required YES
Council Decision Required NO

EXECUTIVE BOADE	MEMBER PORTFOLIO	HOLDED: CILE	lavid lanking
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Directorate:

Corporate Services

Name of Director of Corporate

Services:

Chris Moore

Report Author: Chris Moore

Designation:

Director of Corporate Services

Tel No.

01267 224120 E Mail Address:

Cmoore@carmarthenshire.go

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EXECUTIVE SUMMARY Executive Board 21ST January 2019

This report provides an update on the Capital programme spend against budget for 2018/19 as at the 31st October 2018.

Appendix A which is shown departmentally, shows a forecasted net spend of £52,244k compared with a working net budget of £53,878k giving a **£-1,634k** variance.

The net budget has been re-profiled by a further £7.887m from 2018/19 to future years to take account of updated spend profile information and the budget slippage from 2017/18 is also included within the attached figures.

Appendix B details the main variances within each department.

DETAILED REPORT ATTACHED? YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed:	C.Moore	Director of Corporate Services					
Policy, Crime	Legal	Finance	ICT	Risk	Staffing	Physical	
& Disorder and				Management Issues	Implications	Assets	
Equalities							
NONE	NONE	YES	NONE	NONE	NONE	YES	

Finance

The capital programme shows an in year variance of **-£1,634m**, which will be re-profiled across the future years of the capital programme.

Physical Assets

The capital programme will have an impact on the physical assets of the Authority.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below Signed:

C. Moore

Director of Corporate Services

- 1. Scrutiny Committee Relevant Scrutiny Committees will be consulted.
- 2.Local Member(s) N/A
- 3. Community / Town Council N/A
- 4. Relevant Partners N/A
- 5.Staff Side Representatives and other Organisations N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2018-19 Capital		Corporate Services Dept., County Hall, Carmarthen
Programme		·



Capital Programme 2018/19

Capital Budget Monitoring - Report for October 2018

	Working Budget Forecasted					b
DEPARTMENT	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
COMMUNITIES						
- Public Housing	23,125	-6,190	16,935	21,612	-6,271	15,341
- Private Housing	2,180	-283	1,897	2,180	-283	1,897
- Social Care	444	0	444	458	-12	446
- Leisure	5,172	-170	5,002	5,136	-120	5,016
ENVIRONMENT	21,215	-4,395	16,820	21,246	-4,529	16,717
EDUCATION & CHILDREN	11,485	-3,513	7,972	11,571	-3,552	8,019
CHIEF EXECUTIVE	1,848	0	1,848	1,848	0	1,848
REGENERATION	4,988	-2,028	2,960	4,071	-1,111	2,960
TOTAL	70,457	-16,579	53,878	68,122	-15,878	52,244

Variance for Year £'000
-1,594
0
2
14
-103
47
0
0
-1,634
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Capital Programme 2018/19

Capital Budget Monitoring - Report for October 2018 - Main Variances

	Working Budget		Forecasted			∀	
DEPARTMENT/SCHEMES	Expenditu re £'000	Income	Net £'000	Expenditu re £'000	Income	Net £'000	Variance for Year £'000
COMMUNITIES							
- Public Housing	23,125	-6,190	16,935	21,612	-6,271	15,341	-1,594
Sheltered Housing - Remodelling	568	0	568	360	0	360	-208
Voids To Achieve The CHS	2,518	0	2,518	3,268	0	3,268	750
Stock Condition Survey 2018/19 - County Wide	150	0	150	0	0	0	-150
Managing Private Sector Homes (Social Lettings)	106	0	106	25	0	25	-81
Empty Homes	152	0	152	0	0	0	-152
Council New Build	2,000	0	2,000	355	0	355	-1,645
Other Projects with Minor Variances	17,631	-6,190	11,441	17,604	-6,271	11,333	-108
- Private Housing	2,180	-283	1,897	2,180	-283	1,897	0
- Social Care	444	0	444	458	-12	446	2
- Leisure	5,172	-170	5,002	5,136	-120	5,016	14
ENVIRONMENT	21,215	-4,395	16,820	21,246	-4,529	16,717	-103
Murray Street Car Park, Llanelli	257	0	257	190	0	190	-67
Other Projects with Minor Variances	20,958	-4,395	16,563	21,056	-4,529	16,527	-36
EDUCATION & CHILDREN	11,485	-3,513	7,972	11,571	-3,552	8,019	47
CHIEF EXECUTIVE	1,848	0	1,848	1,848	0	1,848	0
REGENERATION	4,988	-2,028	2,960	4,071	-1,111	2,960	0
TOTAL	70,457	-16,579	53,878	68,122	-15,878	52,244	-1,634

_	
	Comment
4 8	Dualisais and daring world has been undertaken to un made avieting
	Preliminary design work has been undertaken to upgrade existing sheltered schemes, with delivery planned for 2019/20.
0	Additional work being undertaken to bring voids with major works back into use.
0	Method and capacity to capture and analyse data in process of being confirmed.
1	Level of capital investment needed reduced as a result of successful use of alternative funding streams.
2	Level of capital investment needed reduced as a result of successful use of alternative funding streams.
5	Delay in starting on site for the Dylan and Garreglwyd council house developments.
8	
_	N. M. S. W. S.
0	No Major Variances.
	No Major Variances.
2	To Major Variations.
4	No Major Variances.
3	Expenditure profile being planned in accordance with whole of life care
	plan. Funding required for future year maintenance.
6	
_	No Major Variances.
7	ivo iviajoi variarioes.
0	No Major Variances.
0	No Major Variances.

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By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Document is Restricted

