

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 13 June 2018

## Notice of meeting

### County Council

**Thursday, 21st June, 2018 at 2.00 pm,  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

### AGENDA

*Prayers will be said prior to the Council meeting at 1.55pm. All members are welcome to join the Chairman for prayers should they wish to do.*

Item No	Item	Pages
1.	Apologies for absence	
2.	Declarations of interest	
3.	Chairman's announcement and receipt of petitions	1 - 2
4.	Public open forum	
5.	To confirm the minutes of the meetings of County Council:	
5.1.	8th May 2018	3 - 4
5.2.	10th May 2018	5 - 14
6.	To note the minutes of the Public Service Board 4th April 2018	15 - 20
7.	To note the minutes of the Democratic Services Committee 12th March 2018	21 - 24
8.	To note the minutes of the Audit Committee 8th March 2018	25 - 32
9.	To note the County Council Action List	33 - 34
10.	Report of the Deputy Chief Executive	
10.1.	Cardiff Capital Region City Deal ~ Joint Overview and Scrutiny	35 - 52

<b>Committee</b>		
<b>11.</b>	<b>Report of the Head of Operations</b>	
<b>11.1.</b>	<b>Plastic Free Monmouthshire</b>	53 - 66
<b>12.</b>	<b>Report of the Chief Officer for Social Care, Safeguarding and Health</b>	
<b>12.1.</b>	<b>Corporate Parenting Strategy</b>	67 - 100
<b>13.</b>	<b>Notices of Motion:</b>	
<b>13.1.</b>	<b>From County Councillor T. Thomas</b>	
	<i>MCC resolves to endorse Abergavenny Just Food's document Towards a Manifesto for Food Justice for Wales and to commend it to WLGA and WG.</i>	
	<i>The Council agrees to ask officers to report on ways in which MCC is already contributing to the aims of the manifesto and on changes in policy and/or practice that are needed to achieve more.</i>	
<b>13.2.</b>	<b>From County Councillor D. Batrouni</b>	
	Council notes:	
	<ul style="list-style-type: none"> <li>• The lack of genuinely affordable housing is a serious issue in Monmouthshire.</li> <li>• There are thousands of residents on the social housing register.</li> <li>• House prices are rising steeply and will continue to do so when Severn Bridge tolls end.</li> <li>• Most local young people are being priced out of ever owning their own home.</li> <li>• Local authorities in England are helping meet this demand via Local Housing Companies (LHC).</li> <li>• It is projected that over 50% of local authorities would have an LHC by 2020.</li> </ul>	
	Council resolves to:	
	<ul style="list-style-type: none"> <li>• Immediately draw up plans to establish a Monmouthshire LHC, facilitated through our Asset Management strategy, via the Investment committee.</li> <li>• Establish the primary objective of the Monmouthshire LHC as being to build affordable homes for local people.</li> </ul>	

**14. Members Questions:**

**14.1. From County Councillor A. Easson to County Councillor R. John**

In light of the growth of house building across Severnside. which could be upwards of 1000 houses in the foreseeable future, with a longer-term potential of even more houses with the implementation of a reviewed LDP. What actions will the Cabinet Member for Education be taking to cater for the expected increased need for school places across Severnside?

**14.2. From County Councillor A. Easson to County Councillor P. Jones**

In light of the growth of house building across Severnside. that is upwards of potentially 1000 houses in the foreseeable future, with a longer-term potential of even more with the implementation of a reviewed LDP. What actions will the Cabinet Member for Social Care, Safeguarding and Health be considering together with the ABUHB to cater for the Health and Social Service needs of the Severnside Communities? Particularly as the ABUHB did not foresee any Service Delivery concerns at the time of the current LDP consultation?

**14.3. From County Councillor A. Easson to County Councillor B. Jones**

With the envisaged growth of house building across Severnside, which will increase traffic movements and pose problems for the Highways infrastructure. What actions will the Cabinet Member for County Operations be taking to address the needs for a realistic Strategic Transport policy for pedestrian, cyclists and drivers across Severnside.?

**14.4. From County Councillor A. Easson to County Councillor P. Fox**

Following on from my earlier questions, can you as Leader of this council, and also with your position on the City Deal Project ,bring your influence to bear to ensure that the Metro system and associated projects ,are implemented to the full benefit of the Severnside Communities, (and in this response should include Chepstow and beyond). A projected population of close on 50000 people divided by motorways, deserves better transport connectivity with the rest of the south Wales and the borders.

**14.5. From County Councillor A. Easson to County Councillor S. Jones**

In view of the expected house building across Severnside over the next few years, which could increase the population by up to 4000, does the Cabinet Member for Community Development have a long term vision and plan to create a positive experience for Caldicot Town Centre to attract the new arrivals into the Community?

<p><b>14.6.</b></p>	<p><b>From County Councillor A. Easson to County Councillor R. Greenland</b></p> <p>As a result of building of over 1000 houses and growth in the population across Severnside does the Cabinet Member for Innovation, Enterprise and Leisure believe that there will be sufficient Leisure facilities for this growth in the population? What actions will be required to ensure continuity of leisure pursuits?</p>	
<p><b>14.7.</b></p>	<p><b>From County Councillor A. Easson to County Councillor P. Jordan</b></p> <p>In view of the radical changes to the electorate as a result of the planned and ongoing house building across Severnside, would the Cabinet Member for Governance consider that it is too early at this point in time to implement Community Boundary changes, particularly in Caldicot and Portskewett?</p>	
<p><b>14.8.</b></p>	<p><b>From County Councillor A. Easson to County Councillor P. Murphy</b></p> <p>This projected increase in the population across Severnside will impose greater pressures upon Monmouthshire County Council's resources. How does Cllr Murphy intend to address the financial pressures on Monmouthshire's budgets to realise the difficulties expected and aspirations of the Communities of Severnside in this time of growth, and what will be your priorities, and how will you deal with them?</p>	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

P. Clarke  
D. Batrouni  
D. Blakebrough  
M. Powell  
V. Smith  
D. Dovey  
A. Easson  
R. Edwards  
D. Evans  
P.A. Fox  
R.J.W. Greenland  
L. Guppy  
R. Harris  
J. Higginson  
G. Howard  
S. Howarth  
D. Jones  
P. Jones  
S. Jones  
S.B. Jones  
P. Jordan  
P. Murphy  
B. Strong  
F. Taylor  
A. Watts  
A. Webb  
K. Williams  
J.Becker  
L.Brown  
A.Davies  
L.Dymock  
M.Feakins  
M.Groucutt  
R.John  
L.Jones  
M.Lane  
P.Pavia  
J.Pratt  
R.Roden  
T.Thomas  
J.Treharne  
J.Watkins  
S. Woodhouse

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**Welsh Language**

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

# Aims and Values of Monmouthshire County Council

## Our purpose

Building Sustainable and Resilient Communities

### Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.





## Chairman's Report 10th May – 11th June

Thursday 10 <sup>th</sup> May 7 p.m.	AAODS – Production of 'Dirty Rotten Scoundrels' The Borough Theatre, Abergavenny
Sunday 13 <sup>th</sup> May 10.45 a.m.	Service of celebration and re-dedication St Mary's Church, Magor
Tuesday 15 <sup>th</sup> May 7.30 p.m.	Abergavenny Mayoral Installation Borough Theatre, Abergavenny
Wednesday 16 <sup>th</sup> May 5 p.m.	Inauguration of Mayor – Annual General Meeting Council Chamber, Civic Centre, Castle Street, Merthyr Tydfil
Thursday 17 <sup>th</sup> May 6 p.m.	Unveiling of Blue-Plaque to Mark 100 <sup>th</sup> Anniversary of RAF and 75 <sup>th</sup> Anniversary of the Dambusters Raid Hardwick Avenue, Chepstow
Monday 28 <sup>th</sup> May 10 a.m.	Abergavenny Steam Rally Bailey Park, Abergavenny
Saturday 2 <sup>nd</sup> June 11.30 a.m.	Conferment of the Freedom of the County Borough of Rhondda Cynon Taf upon MOD St Athan Ynysangharad War Memorial, Pontypridd
Tuesday 5 <sup>th</sup> June 10 a.m.	Monmouthshire Sports Development – Playmaker Conference Monmouth Sports Association
Friday 8 <sup>th</sup> June 7 for 7.30 p.m.	Supper Party Bishopstow, Newport
Monday 11 <sup>th</sup> June 2 p.m.	Young Enterprise Company of the Year Regional Awards 2018 Postgraduate Teaching Centre, Cardiff University Business School, Cardiff

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# Public Document Pack Agenda Item 5a

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Tuesday, 8th May, 2018 at 5.00 pm

**PRESENT:** County Councillor M. Powell (Chairman)  
County Councillor P. Clarke (Vice Chairman)

County Councillors: D. Batrouni, D. Blakebrough, D. Dovey, A. Easson, R. Edwards, D. Evans, P.A. Fox, R.J.W. Greenland, L. Guppy, R. Harris, J. Higginson, G. Howard, S. Howarth, D. Jones, P. Jones, S. Jones, S.B. Jones, P. Jordan, P. Murphy, B. Strong, F. Taylor, A. Webb, L. Brown, A. Davies, M. Feakins, M. Groucutt, R. John, L. Jones, M. Lane, P. Pavia, J. Pratt, R. Roden, T. Thomas, J. Treharne, J. Watkins and S. Woodhouse

#### **OFFICERS IN ATTENDANCE:**

Paul Matthews	Chief Executive
Kellie Beirne	Deputy Chief Executive
Peter Davies	Chief Officer, Resources
Roger Hoggins	Head of Operations
Will McLean	Chief Officer for Children and Young People
Nicola Perry	Senior Democracy Officer
Claire Marchant	Chief Officer Social Care, Health & Safeguarding

#### **APOLOGIES:**

County Councillors V. Smith, A. Watts, K. Williams, J. Becker and L. Dymock

#### **2. Declarations of interest**

No declarations of interest.

#### **3. To elect a Chairman of the County Council for the Civic Year 2018/19**

The Chairman, County Councillor M. Powell, addressed Council and thanked all who had supported her during her year of office.

The Chairman expressed thanks to the staff across the Authority, appreciating the invaluable help of Mrs. Linda Greer and Mrs. Julia Boyd. Thanks were given to Steve Barker, the Chairman's chauffeur.

The Leader addressed Council and thanked County Councillor Powell for her year in office, along with her consort, Mr. John Powell, for their work for the Council

The leaders of the political groups, County Councillor D. Batrouni, S. Howarth and L. Guppy echoed the sentiments of Councillor Fox.

It was moved by County Councillor P. Fox, and duly seconded by Councillor G. Howard, that County Councillor P. Clarke be elected as Chairman of Monmouthshire County Council for the Civic Year 2018/19. Upon being put to the vote it was unanimously agreed to elect Councillor Clarke as Chairman.

County Councillor P. Clarke made and signed the Declaration of Acceptance of Office, was invested with the Chain of Office by the outgoing Chairman, and took the Chair.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of County Council held on Tuesday, 8th May, 2018 at 5.00 pm**

The newly elected Chairman thanked Members for their support and announced that Mrs. J. Clarke would be his consort; Councillor, Reverend Malcolm Lane as Chaplain; Gwent Music will be the Chairman's charity.

The Chairman then presented the outgoing Chairman with the Past Chairman's Badge of Office.

#### **4. To appoint a Vice-Chairman of the County Council for the Civic Year 2018/19**

It was moved by County Councillor R.J.W. Greenland, and seconded by County Councillor P. Murphy that County Councillor S. Woodhouse be appointed as Vice Chairman of the County Council for the Civic Year 2017/18.

Upon being put to the vote it was resolved that County Councillor S. Woodhouse be appointed as Vice Chairman of the County Council for the Civic Year 2017/18.

County Councillor Woodhouse made and signed the Declaration of Acceptance of Office, was invested with her Chain of Office by the Chairman, and took her position as Vice Chairman.

The Vice Chairman thanked Members for their support and offered her support to the newly elected Chairman. The Vice Chairman's consort would be Mr. Chris Woodhouse.

The meeting concluded with the presentation of the Chain of Office to the incoming Chairman's Deputy Consort, a pendant to the outgoing Chairman's Consort, and the Chain of Office to the incoming Vice Chairman's Consort.

#### **5. The following items will be deferred to the meeting of the County Council to be held on 10th May 2018:**

We resolved that the remaining items of business be deferred to the meeting of the County Council to be held on 10<sup>th</sup> May 2018.

**The meeting ended at 5.45 pm**

# Public Document Pack Agenda Item 5b

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held  
on Thursday, 10th May, 2018 at 2.00 pm

**PRESENT:** County Councillor P. Clarke (Chairman)  
County Councillor S. Woodhouse (Vice Chairman)

County Councillors: D. Batrouni, D. Blakebrough, M. Powell, D. Dovey, A. Easson, R. Edwards, D. Evans, P.A. Fox, R.J.W. Greenland, L. Guppy, R. Harris, J. Higginson, G. Howard, S. Howarth, D. Jones, P. Jones, S. Jones, S.B. Jones, P. Jordan, P. Murphy, B. Strong, F. Taylor, A. Watts, A. Webb, K. Williams, J.Becker, L.Brown, A.Davies, M.Feakins, M.Groucutt, L.Jones, M.Lane, P.Pavia, J.Pratt, R.Roden, T.Thomas, J.Treharne and J.Watkins

### **OFFICERS IN ATTENDANCE:**

Paul Matthews	Chief Executive
Kellie Beirne	Deputy Chief Executive
Peter Davies	Chief Officer, Resources
Roger Hoggins	Head of Operations
John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Claire Marchant	Chief Officer Social Care, Health & Safeguarding
Mark Hand	Head of Planning, Housing and Place-Shaping
Deb Hill-Howells	Head of Commercial and Integrated Landlord Services

### **APOLOGIES:**

County Councillors V. Smith

#### **2. Receipt of petitions**

No petitions.

#### **3. Declarations of interest**

The following Members declared a non-prejudicial interest in respect of item 13.b Review of Communities and Electoral Arrangements, in relation to their roles as Town Councillors:

County Councillors D. Dovey; J. Pratt; J. Higginson; P. Jones; T. Thomas; M. Groucutt; L. Brown; J. Treharne; R. Harris; P. Clarke; D. Evans; P. Fox; D. Jones; M. Feakins; J. Becker; L. Guppy; R. Roden; P. Pavia; A. Easson; P. Murphy; B. Strong.

County Councillor P. Fox declared a prejudicial interest and left the meeting during discussion of item 15.a Strategic Asset Management Plan.

#### **4. Public open forum**

No matters for the public open forum.

#### **5. To confirm the minutes of the meeting of County Council held on 19th April 2018**

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of County Council held on Thursday, 10th May, 2018 at 2.00 pm**

The minutes of the meeting of County Council held on 19<sup>th</sup> April 2018 were confirmed and signed by the Chairman.

#### **6. To receive the County Council Action list**

Council noted the Action List.

Councillor Howarth questioned if there was a response to a petition he had previously presented regarding Monmouthshire Housing issues in Clyddach, and Welsh Government and the Heads of the Valleys road. The Deputy Chief Executive advised that she had not received a response to a formal letter written to MHA and would re-establish contact, and report back to Council with a response.

#### **7. To elect the Leader of the Council and to receive notification of Leader delegations (appointments to Cabinet)**

County Councillor R.J.W Greenland moved that County Councillor P. A. Fox be elected as Leader of the Council. This was duly seconded by County Councillor P. Murphy.

There were no further nominations, and following a vote the proposal was carried.

Councillor Fox expressed thanks to Council for his re-election stating that it was a great privilege to be elected as Leader of MCC once again. He paid thanks to the Deputy Leader and Cabinet Members.

He expressed thanks to the Chief Executive and Senior Officers.

The Leader announced the Cabinet portfolios remain unchanged, as follow:

County Councillor P.A. Fox (Leader)	Whole Authority, Strategy and Direction
County Councillor R.J.W. Greenland (Deputy Leader)	Enterprise
County Councillor P. Murphy	Resources
County Councillor S.B. Jones	County Operations
County Councillor S.L. Jones	Social Justice, Community Development
County Councillor P. Jones	Social Care, Safeguarding, Health
County Councillor R. John	Children and Young People
County Councillor P. Jordan	Governance.

#### **8. Representations of Political Groups**

Council were presented with a report to review the representation of different political groups on the bodies to which the Council makes appointments.

**Upon being put to the vote Council resolved to agree the recommendation:**

**To accept the report (and appendices) as a review under Section 15 of the Local Government and Housing Act 1989 and to appoint the ordinary committees with the numbers and adjustments as indicated below:**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 10th May, 2018 at 2.00 pm

Committee	Cons	Lab	Lib Dem	Ind
Select (x 5) (9)	26	10	3	6
Licensing & Regulatory (12)	7	3	1	1
Planning (16)	9	4	1	2
Democratic Services (12)	7	3	1	1
Audit (11 excluding 1 lay)	7	2	1	1
Aggregate Entitlement (85)	56	22	7	11

#### **9. Appointments to Committees**

Council received a report to appoint committees together with their membership and terms of reference in accordance with the Council's Constitution.

We noted that Coordinating Board is no longer in existence.

It was agreed that a recommendation be added to the report, that in accordance with the Democratic Services Committee Terms of Reference, a Chair be elected at this meeting.

Councillors D. Evans, F. Taylor and J. Watkins were nominated and addressed Council.

Following a secret ballot County Councillor D. Evans was appointed as Chair of Democratic Services Committee

The Leader wished to add a further recommendation in reference to Appendix D – SACRE Committee, in order to strengthen political and officer governance. He proposed that the authority appoint the chair person to the SACRE Committee, and asked that this be the Cabinet Member for Children and Young People.

There was objection to the proposal, particularly considering SACRE had always elected a chair person in the usual, agreed method of a democratic vote.

Members expressed disappointment that there was a need to impose a chair to a committee, as well as lack of officer response to the issues raised.

Councillor Fox clarified that there was no intention to alter representation on the committee, and wished to return the committee to a harmonious body.

The Chief Executive clarified that Council does have the ability to nominate a Chairperson for SACRE, and are being asked to vote on that.

It was suggested that SACRE meetings be held at County Hall and recorded.

Upon being put to the vote the motion was carried.

**Council resolved to agree the recommendations in the report:**

**That the committees be appointed together with their membership as set out in the report.**

**That County Councillor D. Evans be appointed as Chair of Democratic Services Committee.**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 10th May, 2018 at 2.00 pm

#### **10. Appointments to Outside Bodies**

Council received a report to appoint representatives to serve on outside bodies.

We agreed that the report be taken as is, with exceptions being announced.

Changes to Outside Bodies:

Gwent Joint Records Committee:

Cllr Sheila Woodhouse to replace Cllr D. Edwards

Reserve Forces and Cadets Association for Wales:

Cllr L. Jones to replace Cllr S. Jones

S.E. Wales Strategic Planning Group:

Cllr Greenland to replace Cllr Murphy

Monmouthshire Sportlot Community Chest Committee:

Cllr Pavia to replace Cllr Howarth.

Aneurin Bevan Community Health Council:

Cllr D. Evans to replace Cllr V. Smith

Gwent Association of Voluntary Organisations:

Cllr Easson to replace Cllr J. Watkins

Llandogo Village Hall Committee – no longer in existence.

**Upon being put to the vote Council resolved to agree the recommendation:**

**That the Council make appointments to the outside bodies set out in the attached schedule, with the exception of joint committees listed in Category B, which are Cabinet appointments.**

#### **11. Members' salaries and payments**

Council received a report to set out the determinations of the Independent Remuneration Panel for the civic year 2018/2019 and to give Council the opportunity to determine which roles should receive a senior salary.

Upon being put to the vote Council resolved to agree the recommendations:

That members note the determinations of the Panel that:

**i. An annual basic salary of £13,600 is paid to all members with effect from 1st May 2018.**

**ii. The County Council may pay senior salaries to up to 17 members. In addition, the Chair and Vice Chair may also receive a civic salary each making a total of 19 senior salaries.**



## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of County Council held on Thursday, 10th May, 2018 at 2.00 pm**

iii. A further change to the report for 2018-19 is that the option for paying varying levels to Cabinet members and committee chairs has been removed with a single salary level now payable to post holders.

a. Cabinet members will receive a salary of £26,300

b. Committee Chairs will receive a salary of £22,300

iv. Care allowance for care of dependent children and adults shall be payable for actual and receipted costs up to a maximum of £403 per month.

v. Daily fees of £256 (pro rata for ½ days) be paid to co-opted Chairs of Standards and Audit Committees

vi. Daily fees of £198 (pro rata for ½ days) be paid to ordinary co-opted members of Standards, Education Scrutiny, Crime and Disorder Scrutiny and Audit committees

vii. Travel and subsistence allowances are set out in report at Appendix

**2.2 That members determine:**

i. Which roles should attract a senior or civic salary, up to a maximum of 19 including the civic and deputy civic head.

ii. The level of senior or civic salary to be paid where appropriate.

#### **12. Report of the Chief Executive:**

##### **12.1. City Deal Update**

Council received a report to provide Council with an update on the City Deal programme.

Following a robust recruitment and selection process Kellie Beirne was the successful candidate. As the Accountable Body, Cardiff CC facilitated a rigorous recruitment and selection process with cross party representation from across the 10 local authorities.

Kellie Beirne's substantive post is Deputy CEO. She will commence her new role as the City Deal Programme Director, on a secondment basis from MCC, over the next few months.

The post of City Deal Programme Director is included in Monmouthshire's Pay Policy published for 2018.

**Council resolved to accept the recommendation:**

**To seek approval for Monmouthshire County Council to ratify the secondment of Kellie Beirne (current post Deputy CEO) to the temporary post of City Deal Programme Director post for a three-year period.**

#### **13. Reports of the Deputy Chief Executive:**

##### **13.1. Local Development Plan Delivery Agreement**

Council received a report to seek Council's approval to submit the Monmouthshire Local Development Plan (LDP) 2018-2033 Delivery Agreement (DA) to the Welsh Government for

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of County Council held on Thursday, 10th May, 2018 at 2.00 pm**

agreement. Approval of the DA by the Welsh Government triggers the commencement of Monmouthshire's new LDP.

Concerns around timescales were raised particularly with the reduction of bridge tolls, and effect on house prices. Officers responded that processes presented a challenge in terms of timescales, recognising the difficult balance between a quick plan and a sound outcome based plan that meets with our communities want. Quick consultations would shorten the process but would that be a good plan at the end.

**Upon being put to the vote Council resolved to agree the recommendations:**

**That Council endorses the Delivery Agreement for submission to the Welsh Government.**

#### **13.2. Review of Communities and Electoral Arrangements**

Council received a report to seek approval to publish and forward to the Local Democracy and Boundary Commission for Wales for final consultation and approval, the draft proposals for the community and electoral arrangements in Monmouthshire.

**Council resolved to agree the recommendation:**

**That Council receive the final proposals formulated by the working group for the Review of Communities and Electoral Arrangements.**

**That Council approve publication of the final proposals for final consultation to be undertaken by the Local Democracy and Boundary Commission for Wales as an independent body.**

#### **14. Report of the Chief Officer for Social Care, Safeguarding and Health:**

##### **14.1. Corporate Safeguarding Policy**

Council received a report to inform Members of some proposed changes to the Corporate Safeguarding Policy adopted in July 2017:

- Firstly to simplify and reflect training requirements as outlined in the Safeguarding Learning and Development Strategy
- Secondly to provide clarity within the role description for the Directorate Safeguarding Lead and confirm that representation on the Whole Authority Safeguarding Group is Head of Service or Chief Officer.

DBS checks for Councillors aren't required legally, as set out in the MCC DBS Policy. Those who sit as School Governors would need a DBS check. The DBS check is one element of safeguarding.

The Chief Officer was confident that data held is safeguarded and we are compliant with legislation.

**Upon being put to the vote Council resolved to agree the recommendation:**

# MONMOUTHSHIRE COUNTY COUNCIL

## Minutes of the meeting of County Council held on Thursday, 10th May, 2018 at 2.00 pm

It is recommended that Members agree and adopt the amended Corporate Safeguarding Policy

### **15. Report of the Chief Officer for Resources:**

#### **15.1. Strategic Asset Management Plan**

The Cabinet Member for Resources presented the report to seek approval of the updated Asset Management Strategy, County Farms Strategy and the Asset Investment Policy. He informed Council of amendments to the report as follows:

#### **Proposed Amendments to Agenda Item 15a Asset Management Strategy and Supporting Policies**

We are proposing the following amendments to the above report as follows:

Recommendations:

- 1.1 To approve the Asset Management Strategy, County Farms Strategy and supporting policies.
- 1.2 To agree to the adoption of the Asset Investment Policy and the approval of up to £50,000,000 of prudential borrowing to fund acquisitions over a three year period.
- 1.3 To agree to the amendment of the Constitution to include an Investment Committee that will have delegated authority to make decisions on the acquisition of Investment Assets as prescribed in the Asset Investment Policy.
- 1.4 To agree to the formation of an Investment Committee as outlined in 3.10 of the amended report.
- 1.5 The delegation of authority to an Investment Committee to approval Business Cases, approve spend for at risk due diligence surveys and reports and agree to the acquisition of land and property assets in line with agreed evaluation criteria and subject to annual performance reviews.
- 1.6 To approve earmarked reserve cover to the sum of £100,000 from the Capital Receipts Generation reserve to fund initial pre-acquisition due diligence costs.

#### **Paragraph 3.10 of the report is amended as follows:**

Decision making will be delegated to an Investment Committee which will be made up of the Leader, Deputy Leader, Cabinet Member for Resources and the leaders of the two largest opposition parties (3:1:1). The committee will be supported by the Resources Chief Officer and colleagues from Estates, Finance and Legal Services. Annual reports on performance will be submitted to Audit committee. It is expected that expert advice will be procured with initial acquisitions to supplement expertise and capacity.

#### **Paragraph 6.4 of The Asset Investment Policy (pg 780 of your bundle) has been amended as follows:**

- 6.4 The Business Case will be presented to the Investment Committee which will be made up of the Council Leader, Deputy Leader, Cabinet Member for Resources and the Leaders of the two largest opposition parties (political balance 3:1:1). The Committee will be advised by the Resources Chief Officer and Officers from Finance, Estates and Legal Services.

During discussion the following points were4 noted:

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of County Council held on Thursday, 10th May, 2018 at 2.00 pm**

In response to a concern the Cabinet Member reassured Members we were not borrowing beyond means.

Officers confirmed that in terms of the evaluation criteria, explanation of performance indicators to which we are accountable can be found on page 773 of the agenda pack.

As well as holding ourselves to account, the specific acquisitions we intend to enter into, performance updates will be brought through Audit Committee.

It was questioned how the Leader would be able to be involved with the Investment Committee given his interest under County Farms. It was confirmed that the Leader would continue to declare his interest in that area, and it was considered important that the Leader be a member of the panel.

Councillor Taylor referred to para 3.10 which discusses the delegated decision making and states that the committee will be made up of the leaders of the two opposition parties, and proposed an amendment that the Leaders of all 3 opposition groups be included.

The amendment was seconded, and upon being to the vote the amendment was defeated.

**Discussion returned to the substantive recommendation, upon being put to the vote Council resolved to agree the recommendation:**

**To approve the Asset Management Strategy, County Farms Strategy and supporting policies.**

**To agree to the adoption of the Asset Investment Policy and the approval of up to £50,000,000 of prudential borrowing to fund acquisitions over a three year period.**

**To agree to the amendment of the Constitution to include an Investment Committee that will have delegated authority to make decisions on the acquisition of Investment Assets as prescribed in the Asset Investment Policy.**

**To agree to the formation of an Investment Committee as outlined in 3.10 of the amended report.**

**The delegation of authority to an Investment Committee to approval Business Cases, approve spend for at risk due diligence surveys and reports and agree to the acquisition of land and property assets in line with agreed evaluation criteria and subject to annual performance reviews.**

**To approve earmarked reserve cover to the sum of £100,000 from the Capital Receipts Generation reserve to fund initial pre-acquisition due diligence costs.**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held on Thursday, 10th May, 2018 at 2.00 pm

#### 16. Members Questions:

##### 16.1. From County Councillor J. Pratt to County Councillor S.B. Jones

*The road closures on the A465 which have been many of late are causing unreasonable and unacceptable suffering for the residents of my ward.*

*Can the Cabinet Member please tell us why we have not seen any police monitoring the situation or trying to reduce the speed and aggressive behaviour of motorists especially on road closure nights and weekends? Please can he call upon the Police to have a greater presence at these times when these small lanes, especially in Maesygartha as a lot of the traffic that normally goes along the Heads of the Valley is travelling along what is essentially an old tram road? The residents are very angry that the road is never policed and has become a 'lawless zone.*

County Councillor B. Jones responded:

'I have discussed with our officers the problems being encountered by local residents and what arrangements are presently in place to try to improve matters for them. I have also attended meetings and more recently the mid construction consultation event run by Costain so I have some knowledge of the problems.

I also have a great deal of sympathy for the residents; the project is causing huge disruption and inconvenience for residents and local businesses, and there is still a great deal of work to be done before the project is completed. The challenge is what can further be done to improve things.

I am told that local community police officers are attending site and liaising with residents. However I will write to the superintendent to ask that the routes receive increased presence especially during closures on the A465.

I also know that other road diversions and closures have been considered in the past but none received support. I will be suggesting that our officers ask the Engagement Group to revisit.

##### 16.2. From County Councillor J. Pratt to County Councillor S.B. Jones

*The residents concerned are not being effectively dealt with by the Welsh Government and residents are putting up with unacceptable noise e.g. the farm at Cwm Nant Gam had to put up with the machines fired up at 9am on Sunday morning 2 weeks ago and when the Welsh Government have met with the residents of the farm they are not prepared to compensate them for their losses. They are telling residents they are over budget on the scheme and there is no money. The current Liaison Meetings are not working and there needs to be better engagement at a higher level. Will the Cabinet member agree to setting up an Engagement Group that residents can attend. Minutes from the 'Gateway Review' should be made available to residents by MCC and we need to see better mechanisms in place to improve communication and transparency. Residents have told me that the Liaison Manager for Costain is just there in their opinion to take the flak and is protecting the corporate interest. A more effective Engagement Group with local residents that operates at a more senior level is needed. Will the Cabinet Member consider and implement this as the current set up is not working and the residents are being ignored. The whole situation is broken.*

Councillor B. Jones responded:

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'Regards the disruption I am told the weekend working and closures are necessary to reduce disruption for the travelling public but obviously it adds to the misery for residents in the area, although I am not sure that 9:00am is excessively early. Obviously compensation is a matter for Welsh Government but I would be surprised if the decision not to award compensation is linked solely to the cost of the scheme.

I know that a public meeting has been held in the past, and some members and officers attended, and there has been the more recent consultation through the Costains public event.

If a public meeting or members of the public attending the Engagement Group is helpful then I am happy to arrange this but I suspect members of the public will want to know what can be done rather than simply attend a meeting. So prior to this I will attend the next Engagement Group along with WG and our senior officers, and invite the AM, where we can agree what action is feasible to try and alleviate the situation for residents. Also to provide a platform for residents grievances.

As a supplementary Councillor Pratt added that this project is about public funds and questioned why resident's concerns are not being taken into account and suggested there should be a transparent forum at a senior level not run by the contractor. It was thought that notes received following residents meetings with Costain and Welsh Government did not accurately reflect the discussions taken place.

**The meeting ended at 16:20**

**Public Service Board**  
**Wednesday 4<sup>th</sup> April 2018 at County Hall, Usk**

**Minutes**

**Attendees:**

Jeff Scrivens (for Huw Jakeway)	South Wales Fire and Rescue Service
Sharran Lloyd	Monmouthshire County Council
Paul Matthews (chair)	Monmouthshire County Council
David Barnes (minutes)	Monmouthshire County Council
Bill Purvis (for Steve Morgan)	Natural Resources Wales
Kerry Williams (for Martin Featherstone)	GAVO
Tom Broadhead (for Paula Kennedy)	Melin Homes
Ian Roberts (for Julian Williams)	Gwent Police
Matthew Gatehouse	Monmouthshire County Council
Chris Edmondson	Community Member
Jeff Cuthbert	Office of Police & Crime Commissioner
Diane Watkins	Aneurin Bevan Health Board

**Apologies:**

Huw Jakeway	South Wales Fire and Rescue Service
Martin Swain	Welsh Government
Lyn Webber	Office of Police & Crime Commissioner
Julian Williams	Gwent Police
Nick Wood	Aneurin Bevan University Health Board
Steve Morgan	Natural Resources Wales
Martin Featherstone	GAVO
Paula Kennedy	Melin Homes
Peter Fox	Monmouthshire County Council
John Keegan	Monmouthshire Housing
Sarah Aitken	Public Health Wales

### **1. Welcome and apologies**

PM welcomed all and stated now is an important time, as the Plan is now approved and we begin the hard work. Several partners have sent notes to suggest it's already been navigated through their processes and we can now focus on the doing.

### **2. Minutes of the last meeting (30<sup>th</sup> January 2018) & Matters Arising**

The minutes were accepted as a true and accurate record.

### **3. Wellbeing Plan**

MG noted that the Plan has been back in various forms on a number of occasions. The item now asks partners to make a decision to approve the plan prior to publication in order to comply with the need to publish within 1 year of the last County Council elections. There are some final typos and the Welsh translation to complete. Another decision is in terms of actions and the delegation to lead partners, under each action are a number of steps which are quite high level – the reason for that is that we are dealing with complex challenges and if we knew the answers we would have solved already.

The next task for when we come back to PSB in July, is to spend time talking around sequencing and resourcing areas of projects of work we choose to take forward. A lead partner has been identified for each one of the areas, with the document also having been to Programme board and signed off there. We have had discussions with the leads and in the coming weeks will come up with detailed proposals following a full away day by Programme Board, with pieces of activity to sign off on - and to come back to PSB with resourcing implications. At the next meeting we are really starting to get into what these projects mean in reality.

JC said that we was very happy and quite content with what has been presented in terms of the Plan and next steps. It all seems logical and the key tasks seem rational. Tackling causes of ACES for example has a major project beginning separately - an all Wales project in looking into the issue of ACEs, and what lessons we can learn. Asking the group how do we gel these things together and work as one in effect so we don't duplicate work and share the outcomes. MG replied that there are a number of things we've been looking at a Gwent level and we are doing a bit of collective work on this in terms of shared priorities. Adding that one thing the PSB leads recognise, is where it is sensible to do so, we do these things once and apply that across all authorities.

IR added that the lead on ACEs for Gwent Police is proposing a Gwent wide workshop, and that the work would probably be done at a Gwent level and then fed back into this level.

PM stated that this again brings up the question of having a greater Gwent PSB, we are in favour but some others are not. All partners around the table need to make time for each other, the piece of work coming out of police forces has amazing potential – but only if all play their part. We need all 5 to want to be there.

PM also discussed the City Deal involving the 10 South East Wales civic areas. One aspect of the portfolio of work the joint cabinet is looking at is the emergence of the public service test bed. In understanding whether there are one or two themes across all 10 civic areas that need to be looked at and changed. The issues presenting themselves at the moment are Decarbonisation, Dementia, and Diabetes. This is another example of how we need to be really good at bolting things in, and taking advantage of emerging practice.



PM reminded all that the Public Service Board Select Committee is a democratic function that sits in MCC, and they are incredibly interested in being able to prove to itself that all partners are involved – and how the content of the Wellbeing Plan embeds itself in what we do. PM has attended and imagined that the invitation to attend will start to be extended more broadly.

The PSB signed off the Wellbeing Plan

BP wanted to thank all the officers that have brought the Plan to this stage. Having seen all plans, Monmouthshire have had favourable comments from the NRW board.

#### **4. Feedback from Older People's Commissioner**

MG noted that the paper received from Sara Rochira, did highlight issues – and where they resonated with our work they have been reflected in the Plan. We feel we have a pretty good reflection of what matters to the people in Monmouthshire.

#### **5. Developing Regional Work**

MG informed the group that last March, we had a pot of money from Welsh Government of around 74k to fund projects of work we could take forward on a regional level.

One of the projects was Happy Cities that includes a two-fold piece of work. The Happiness Index takes available datasets and combines them to provide a score of wellbeing. The Happiness Pulse is about getting people to fill in questionnaires. The Happiness Index is now being taken forward at an all Wales level as interest has snowballed. In terms of surveys, Monmouthshire have received around 1000 or so responses which gives us a pretty good baseline of wellbeing. With a similar amount of funding this year we are looking to repeat that piece of work. This will let us measure whether their own measure of wellbeing is improving.

The other piece of work funded last year was on Gwent futures, as some of the feedback received on the Plan is how well we understand the potential futures scenario. We commissioned this piece of work and have now had the final version of the report, which will be circulated to the group.

**ACTION: DB to circulate.**

From this year's funding, a piece of work strongly advocated by NRW is a piece on climate change mitigation and adaptation. The project will look at 5 communities around Gwent and the potential impact of climate change and what it means for those communities. Having a piece of evidence like this would be useful going forward.

JC commented it was very interesting work and looked forward to receiving the finalised draft of the Gwent Futures document. Reading this one, it seems a very generic document with a bit about Gwent in the end, and looked to be more of a grab of information available on a wider basis. For the Wellbeing index, Gwent Police and OPCC are producing a policy on general vulnerability and wellbeing, it's about how we will promote the protection of the most vulnerable people in our communities but we need to have something to judge whether it's successful. Adding that joint working is important and we need to be making sure we are not drawing different conclusions.

MG said that he was disappointed with the Gwent Futures report although it had been well-received by some of the other authorities in Gwent.

PM added that we were looking for issues that would affect practice.

PM asked about the climate change piece, about if we know how it's going to be done – in terms of determining the 5 communities.

MG commented that the communities have yet to be determined, and will circulate further details to the group.

PM responded that we would be much more interested in the different types of communities that could be relatable to others elsewhere.

**ACTION: DB to circulate**

## **6. Domestic Homicide Review (DHR)**

SL provided some background, that the Shared Delivery paper had changed the landscape of Community Safety partnerships, which were now fragmented in Wales. In light of the non-devolved legislation it was decided the most consistent way to handle DHR would be to go to PSB as the statutory partners of CSP would sit on PSB. As of today we have had 3 in Monmouthshire, 1 has been concluded, 1 is not being taken forward following the coroner's report, and the most recent 1 going forward to be used as a pilot for the new process.

The new process involves the adult and child practice review process as they are a more solid structure that are existing, and current DHR practice can be lengthy. We are currently trialling the new method with the most recent DHR, trying to minimise duplication and taking into consideration the impact on the families. The VAWDASV Board will inform the PSB of the right review to carry out and conduct the review, it will then come back to PSB to sign off. Had permission from the Home Office to trial and the determining of whether a DHR should be done or not can be done via email

CE was interested to know how you demonstrate the independence of the chair.

SL replied that that is the VAWDASV Board's only concern. We understand that heads of service from other authorities come in to conduct reviews so the level of challenge is there and is robust, as officers understand how things work.

JC asked whether the statutory members of the Board mentioned meant the statutory members of what would be the CSP. SL confirmed this.

IR noted that it makes sense for VAWDASV Board to have responsibility as this avoids duplications.

PM stated that if we are content with that, we are comfortable to give it a go.

## **7. Domestic Homicide Review (DHR)**

PM informed the group that at a recent meeting with executive of Chepstow Racecourse, they were keen to have race day to celebrate the uniqueness of Monmouthshire, sponsored by businesses of Monmouthshire. We noted about how easily Police/SWFRS/Ambulance/MCC how they changed the face of their fleet with white ribbon branding – and welcomed another example of community actors asking what more can I do.

-END-

Action	Responsible
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Circulate final Gwent Futures report	DB
Circulate details on climate change adaptations project	DB
Bring back work following sessions with project leads	SL/MG

DRAFT

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# Public Document Pack Agenda Item 7

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held  
on Monday, 12th March, 2018 at 2.00 pm

**PRESENT:** County Councillor D. Evans (Chairman)  
County Councillor T. Thomas (Vice Chairman)

County Councillors: D. Dovey, G. Howard, J. Treharne,  
S. Woodhouse, F. Taylor and J. Watkins

### **OFFICERS IN ATTENDANCE:**

John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Matthew Gatehouse	Head of Policy and Governance
Sarah Jones	Principal Planning Policy Officer

### **APOLOGIES:**

Councillors

#### **1. Declarations of interest**

There were no declarations of interest made by Members.

#### **2. Public open forum**

There were no matters for the public open forum.

#### **3. To receive the minutes of the meeting held on Monday 15th January 2018**

The minutes of the meeting of Democratic Services Committee held on 15<sup>th</sup> January 2018 were approved and signed by the Chair.

#### **4. To receive for information the final Independent Remuneration Panel report for 2018/19**

The Local Democracy Manager presented, for information, the Independent Remuneration Panel report for 2018/19.

It was clarified that Chairs of committees would no longer be paid under two separate bands.

The Committee accepted the report, which will be presented to May 2018 Council.

#### **5. Council Diary 2018/19**

The Local Democracy Manager presented the draft diary of meetings for 2018/19.

It was recognised that the inclusion of certain meetings of outside bodies was helpful but this was not a legal requirement and subject to change.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Democratic Services Committee held on Monday, 12th March, 2018 at 2.00 pm

Members raised the issue of meetings being held outside of school term times. Meetings were held during term time where possible but occasionally meetings did fall in a school holiday period.

Frustrations were expressed around meetings being called at short notice and change of dates. It was asked that this be avoided.

The Committee resolved to agree the report and recommend to Council.

#### **6. Governance and decision making**

The Head of Policy and Governance presented a report to provide the committee with an update on arrangements to improve the transparency of decision-making and ensure that arrangements for making decisions are robust and fit for the future.

During discussion it was asked if a summary report could be provided at the beginning of more lengthy reports. The Head of Governance responded that it is important to be mindful of who would summarise the reports, but if reports are not worded effectively then there is a problem with the quality of reports.

Councillor Howard highlighted the difficulties for working Members to attend Member workshops, given the usual start times.

Frustrations were expressed around the use of acronyms.

The Committee resolved to accept the report.

#### **7. Involvement and Local Democracy**

The Head of Policy and Governance presented a report to provide the Committee with an update on issues of involvement in local democracy.

It had been agreed at a previous meeting that a small working group would be established who would look at a couple of topics and use those as a pilot plan to involve communities.

The Chair suggested that those Members interested let him know following the meeting.

The Committee resolved to accept the report.

#### **8. Members IT Issues**

The Local Democracy Manager advised of a survey issued to all members to identify IT issues. There had not been a great response but overall feedback:

- Generally happy with equipment but would appreciate further training in certain areas.
- Split decision on the provision of mobile phones.
- Happy with the support from Democratic Services and SRS.
- Contact information would be provided by Democratic Services.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Democratic Services Committee held on Monday, 12th March, 2018 at 2.00 pm**

Members discussed the provision of mobile phones. It was understood there were issues around locations and consideration could be given to other options via the tablet. Training would be arranged for the soft phone option.

#### **9. Coordinating Role**

Members were asked to consider if they wished to be sighted on Audit reports. It was decided that reports could be received for information.

#### **10. MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN COMMUNITY INVOLVEMENT SCHEME**

The Head of Planning, Housing and Place Shaping presented a report the purpose being to seek comment from the Democratic Services Committee on the draft LDP Community Involvement Scheme.

The Chair recognised the importance of the document and commended officers on the report layout in comparison to previous years.

In response to a question regarding community engagement officers explained that in terms of engaging with Councillors an idea is to have a Members steering group. There may be some bespoke pieces of work divided between committees. Other areas of engagement include Engage2Change, Social Media and Cluster Groups.

Members suggested going into schools and talking to young people directly. It was agreed this could tie in with geography curriculum.

There were concerns regarding the lack of activity on the Monmouthshire Made Open platform, and that this may not be an appropriate tool for engagement. A separate planning twitter account would also be used.

It was questioned if we could pilot a Neighbourhood Plan.

The Cabinet Member for Social Justice welcomed the report and recognised the plan as comprehensive, demonstrating a willingness and desire to want to engage as far and widely as possible. She added that all Elected Members and community representatives have a role to play going forward.

The Committee resolved to accept the report.

#### **11. Council and Cabinet Forward Work Plan**

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Democratic Services Committee held  
on Monday, 12th March, 2018 at 2.00 pm**

Noted.

**12. Scrutiny Forward Work Programme**

Noted.

**13. To note the date and time of next meeting as 23rd April 2018 at 2pm**

Noted.

**The meeting ended at 11.05am**



# Public Document Pack Agenda Item 8

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Audit Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 8th March, 2018 at 2.00 pm

**PRESENT:** County Councillor P White (Chairman)  
County Councillor J. Higginson (Vice Chairman)

County Councillors: A. Easson, P. Murphy, J.Watkins, M.Lane,  
S. Woodhouse and V. Smith

### **OFFICERS IN ATTENDANCE:**

Mark Howcroft	Assistant Head of Finance
Andrew Wathan	Chief Internal Auditor
Peter Davies	Chief Officer, Resources
Tracey Harry	Head of People and Information Governance
Will McLean	Chief Officer for Children and Young People
Wendy Barnard	Democratic Services Officer
Paul Keeble	Traffic and Network Manager
Stephen Baldwin	Project Engineer (Structures), Highway & Flood Management
Sian Hayward	Digital and Technology Manager
Richard Jones	Policy and Performance Officer
Nikki Wellington	Finance Manager

### **APOLOGIES:**

County Councillors P. Clarke, B. Strong and M.Feakins

#### **1. Declarations of Interest**

Item 10: County Councillor A. Easson declared a personal, non-prejudicial interest as a Governor of Ysgol Gymraeg Y Ffin.

#### **2. Public Open Forum**

#### **3. To confirm minutes of the previous meeting held on 11th January 2018**

The minutes of the previous meeting held on 11<sup>th</sup> January 2018 were confirmed as a true record.

#### **4. To note the Action List from 11th January 2018**

##### **• Implementation of Internal Audit recommendations:**

The Children and Young People Finance Manager attended the meeting to provide an update on implementation of audit recommendations in schools. It was explained that in respect of the thirty six outstanding audit recommendations not implemented, twenty five have now been implemented and one is no longer relevant. One recommendation is ongoing and four are partially implemented.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Audit Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 8th March, 2018 at 2.00 pm

Five recommendations involving two schools (Secondary and primary schools) remain not implemented. In the secondary school, two (concerning inventories and asset management) are ongoing and will be completed by the end of the academic year and one regarding the audit of the school's private fund is in progress with the school's auditor and will be returned to the school's Finance Committee very soon. The two in the primary school have both been completed and concerned school meals debt which is being addressed and goods purchase orders processes - training has been provided for the new administrator.

It was explained that CYP Finance Officers visit schools and check audit reports but don't test implementation of recommendations but will speak to the Headteacher to ensure progress. Additionally, three new business managers have been recruited to work in the four clusters. Part of their role is to undertake verbal checking and some sampling to ensure the recommendations are in place.

The Chair asked if there was any evidence or concerns that recommendations are not being taken notice of and it was responded that CYP Finance and Schools have a good relationship with Internal Audit. There is some evidence that some implementation has not been as quick as it should have been and this point has been fed back to Headteachers. The Chief Auditor explained that if there is an unfavourable opinion, Internal Audit will return in 12 months to check if the recommendation has been implemented. For a more positive opinion, a revisit takes place in 3/4 years.

In response to a question, it was confirmed that two of the three new business managers are internal appointments funded by a grant from Welsh Government. One works in the Chepstow cluster, one in the Abergavenny area and one covers both Caldicot and Monmouth. The role involves providing support and development for school administrators and headteachers and concentrating currently on procurement.

Effectiveness will be measured every 6/12 months using benchmark criteria currently being developed. It was also confirmed that schools are encouraged to seek advice from CYP Finance and Internal Audit.

- **Contract Procedure Rules:**

The Chair confirmed that as agreed, he had written to three managers regarding non-compliance with Contract Procedure Rules

- 1) Abergavenny Hub: The proposed work was withdrawn and the replacement work complied with the Contract Procedure Rules in terms of procurement.
- 2) The Project Engineer (Structures), Highway & Flood Management attended regarding a Parsons Brinckerhoff (Consultancy Framework) regarding the A466. A written reply was provided and the opportunity to expand on the response was offered. It was explained that there were ongoing problems on the A466 and Parsons Brinckerhoff consultancy was used for various works from 2012. In 2016 there was a failure of the carriageway which happened after the consultancy framework had ended and was replaced by the National Procurement Service. The work was over the direct award of up to £25,000 and it was decided, for continuity, to keep working with Parsons Brinckerhoff for the realignment work. The exemption form was applied for, completed and signed but was not sent back by oversight. A Committee Member appreciated the urgent nature of the work but added that where exemption to CPR is involved, it is necessary that processes are completed immediately. The Committee accepted the explanation of an oversight.
- 3) Roadworks in Abergavenny: The Group Engineer, Highway & Flood Management attended to provide an explanation for the work related to the Public Realm Works in Abergavenny. The exemption was for the contract for Phase 1 to be extended for Phase 2 decided

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Audit Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 8th March, 2018 at 2.00 pm

because of the quality, specialism and nature of the work. Alan Griffiths (Contractors) Ltd was the clear winner of the initial tender process for Phase 1 and it was felt there were benefits in extending the contract, especially because of their early involvement. By oversight, and with apologies, a sequential number was not applied for before signatories were obtained. To resolve the position, training from Internal Audit has been arranged to improve CPR exemption processes in the future.

A Member commented that inviting managers to Audit Committee provided a timely reminder for Officers to sharpen CPR processes.

A query was raised if there was a means to short circuit the CPR if there were circumstances such as the good performance on Phase 1 and when it is clear who will win the Phase 2 tender. It was responded that clear evidence of lack of competition is needed in the public procurement arena. Additionally, it was observed that the wording of contracts can be tailored where there are several phases or to recognise performance. The Officer explained that, in this case, there was no certainty of grant funding for Phase 2. Had this been the case, the contract would have been worded accordingly.

The Local Member for the Abergavenny Public Realm commented that the people of Abergavenny were delighted with the work.

- **Review of Reserves:** this information was circulated on 23<sup>rd</sup> January 2018
- **Joint Progress Report:** At the last meeting it was asked if there is a national system of three links for data security. The Head of Digital and Agile responded that back up discs are kept in the SRS and reassured that they are duplicates of those sent across the network to the Civic Centre in Pontypool daily. The duplicates are only kept in the SRS for convenience in the event of the need to restore data. In the future the back- up will be stored in the cloud.

It was confirmed that there is only one SRS with secure data storage capacity to a high level in Wales. Confidence was expressed that our information is secure. A Member recalled a letter from the minister about the creation of 3 centres similar to SRS but it was thought this had not happened.

- **Forward Work Programme:** It was explained that the Borough Theatre will transfer back to the authority at the end of March and will operate in house with some assistance from the local community. The Chief Auditor will report in summary to Audit committee in due course.
- **Events:** see item 15 at end

#### **5. Information Management Review**

Wales Audit Officers (WAO) attended the meeting to introduce the report which was to assess the progress made in information management arrangements in addressing issues identified in previous reports. It was concluded that arrangements were adequate but some need strengthening before the benefits can be realised. Officers were thanked for their interaction and engagement during the process.

The Head of People & Information Governance welcomed the WAO report and the commentary was accepted. The five proposals are fully accepted (1 and 3 are already completed). Regarding 4, it was noted that the Officer, following a management restructure, retains the Senior Information Risk Owner (SIRO) role but is not now a member of the Senior Leadership Team. However, she provided assurance that she had sufficient independence and seniority to challenge information governance.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Audit Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 8th March, 2018 at 2.00 pm

Regarding Public Sector Network (PSN), two items remain outstanding but are in hand and it is hoped to resubmit the application in May.

With regard to policies and processes, compliance with the General Data Protection Regulation (GDPR) is in progress.

It was confirmed that the Chief Executive would take responsibility for PSN accreditation and SIRO. It was agreed that the Audit Committee can be notified when the PSN application is completed, its success or need for resubmission.

The Committee noted the report.

#### **6. MCC Audit Plan 2018**

Wales Audit Officers presented the 2018 Joint Audit Plan and explained that the plan covers the audit of financial statements and performance audit.

In summary the following points were highlighted:

- Joint Progress Report: the outstanding recommendations will be revisited for compliance.
- City Deal will have a separate, central audit team but transactions appearing in our accounts involving Monmouthshire and the City Deal will be audited. Monmouthshire will have some responsibility for transactions on behalf of City Deal and it was noted that these will sit outside of the Council's accounts.
- Performance Management: changes to timetables will impact requiring faster closure of accounts and WAO will be working with the Finance Team to deliver this.
- Audits for Monmouthshire Farms Endowment Trust Fund and Welsh Church Fund accounts.
- Performance relating to national studies.
- Grants Claims work claimed from other agencies.
- WAO fees will be kept under review so that only work carried out is charged for. Refunds will be issued as necessary for example there will be less grant claims to audit.

The Chief Officer, Resources reported that the Council works closely and well with the WAO each year to co-ordinate efforts and resources.

A Member sought clarity in regard to the Joint Progress report that noted "vehicle additions not reflected in Fixed Assets; and disposed vehicles included in Fixed Assets". WAO Officers explained that this point was related to uncertainties at the time of the review regarding purchasing or leasing vehicles, also there was a time lag in the amendment of the register which did not record vehicles disposed of.

A Member questioned how the pension scheme is administered. It was responded that pensions are not included in the plan as there is a Gwent wide pension scheme which is audited accordingly. It was explained that there are moves towards an all Wales approach. The Assistant Head of Finance provided further information that Torfaen County Borough Council administrates the old Gwent region pension fund.

The WAO Officer commented on the performance work mentioned in the plan and advised that work will be carried out on the Wellbeing of Future Generations Act 2015. Some thematic work

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Audit Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 8th March, 2018 at 2.00 pm

will be carried out but linked to national studies. WAO will discuss with the Council which elements will be covered.

The Policy and Performance Officer drew attention to Appendix 2 exhibit 9 and the outstanding work on the work programme. Progress will be reported to Audit Committee.

The Audit Committee noted the joint plan.

#### **7. Certification of Grants and Returns**

WAO Officers presented the Grants annual report.

In summary, it was explained that:

- WAO had certified claims worth £75m, and of these half were submitted on time. Those that were not on time missed the deadline by a few days only. This work cost £65,000. In net terms £124,000 less was claimed.
- One claim was **qualified** due to an ongoing police investigation. The Assistant Head of Finance explained that the police investigation was confirmed, and that there was an allegation of fraud which was raised in the return of review information to the WAO and it was added that the information was not available to us at the time of making the claim.
- In terms of timing, it was explained that some claims were a little late due to staff sickness absence and cover arrangements. It was agreed that the return date for forms would be reviewed and WAO contacted to see if there is any flexibility in extenuating circumstances.

It was emphasised that the change to review and certification processes for individual grants will result in less work going forward.

The Committee noted the report.

#### **8. Wales Audit Office Proposals for Improvement Progress Report**

The Policy and Performance Officer summarised the report and concluded by inviting questions.

Members acknowledged the comprehensive nature of the report commenting that it was a lot of work.

A Member asked for an update regarding the former Park Street School, Abergavenny which is a community facility run by the local community. The use of plain, accessible language in the report was welcomed. The Cabinet Member for Resources responded that the arrangement is working well and it is planned to continue.

Members were reminded that they can raise any matter by making a motion in advance. This approach ensures that appropriate and accurate responses can be provided.

The Local Member for Park Street updated that the community group is currently in discussion about the lease.

The recommendations in the report were agreed as follows:

- That members consider the current position of proposals and future actions being taken in response and identify any areas where they feel further action is needed.

## MONMOUTHSHIRE COUNTY COUNCIL

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- That members refer on any issues contained within national studies to other committees for consideration where they identify there are findings of particular relevance to the council.

#### **9. Internal Audit Draft Plan 2018/19**

The Chief Officer presented the Draft Annual Plan 2018/19 which defines the work that will be undertaken by the Audit Team in the coming Year. The Appendix provides a detailed list by directorate of the audit work required but days have not been allocated at this point whilst priorities are determined. Nearly 900 days are available to be allocated. A further updated plan will be presented in May.

County Councillor A. Easson declared a personal, non-prejudicial interest as a Governor of Ysgol Gymraeg Y Ffin.

A Member referred to high risk elements in the plan and questioned, under Resources, if they were high value investment property acquisitions. The Chief Officer, Resources explained that the Council is in the process of developing a commercial strategy to sit alongside the asset management plan which will include an asset investment policy. Estates will work to identify suitable investments working with Finance and Internal Audit to ensure a robust approach to risk management and due diligence. A report to Council, preceded by scrutiny, will follow in May. A first draft has been considered by the Economy and Development Select Committee.

The Member asked if the council is looking to invest in high risk property and land. The Chief Officer, Resources, responded that there would be no investment in high risk property and land, only safe investment. The Chief Auditor gave the audit perspective, that its role is to ensure compliance with rules of sound financial management after the event but also to scrutinise the implementation of new systems. Audit will be working with the Chief Officer to determine the scope of this subject and this will be reported back in due course.

The recommendation that the Audit Committee reviews, comments on and shapes the early Draft Audit Plan with a view to receiving a more detailed plan by the end of the 1st quarter for approval was noted.

#### **10. Internal Audit Progress Report 2017/18 quarter 3**

The Chief Auditor summarised the Quarter 3 regular report on the performance of the Internal Audit Team to December 2017.

It was noted that the team added value by providing advice to operational managers. Considering the work finalised, assurances were given that team members' work has been completed but the review process has been delayed due to several sensitive special investigations that have taken up the time of the Chief Auditor and Audit Manager.

Feedback received is that clients have been pleased with the work undertaken. External review of Internal Audit's self-assessment is being undertaken by Neath Port Talbot. The outcome of this peer review will be presented to the Audit Committee in full.

A Member noted the number of special investigations and questioned if it would be possible to consider reducing the number of audits undertaken to align to capacity in the team to improve efficiency. The Chief Officer explained that it is preferable to complete as many opinion related audits as possible and allowance for special investigations is made in the planning process – e.g. an external person of suitable calibre has been engaged to relieve pressure on what is likely to be a lengthy special investigation, and will allow completion of more of the plan.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Audit Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 8th March, 2018 at 2.00 pm

It was confirmed that there are currently 5.4 staff reduced from a maximum staff of 12 in 2005.

The Committee accepted the progress report and noted the opinions awarded.

#### 11. Forward Work Programme

The updated Forward Work Programme was noted.

#### 12. To confirm the date and time of the next meeting as Thursday 12th April 2018 at 2.00pm

#### 13. To consider whether to exclude the press and public from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, as amended, on the grounds that it involves the information as defined in Paragraphs 13 and 14 of Part 4 of Schedule 12A to the Act (Proper Officer's view attached)

The Committee resolved to exclude the press and public from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, as amended, on the grounds that it involves the information as defined in Paragraphs 13 and 14 of Part 4 of Schedule 12A to the Act (Proper Officer's view attached)

#### 14. Events

This matter was deferred until the next meeting.

**The meeting ended at 3.45 pm**

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**ACTION LIST**  
**MEETING OF MONMOUTHSHIRE COUNTY COUNCIL**

<b>DATE OF MEETING</b>	<b>AGENDA/MINUTE ITEM</b>	<b>ACTION TO BE TAKEN</b>	<b>TO BE ACTIONED BY</b>	<b>PROGRESS</b>
10 <sup>th</sup> May 2018	<b>Actions</b>	Deputy Chief Executive to pursue response from MHA regarding petition submitted by Councillor Howarth.	K. Beirne	

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<b>SUBJECT:</b>	<b>Cardiff Capital Region City Deal ~ Joint Overview and Scrutiny Committee</b>
<b>MEETING:</b>	<b>Council</b>
<b>DATE:</b>	<b>21<sup>st</sup> June 2018</b>
<b>DIVISIONS/WARDS AFFECTED:</b>	<b>All</b>

## **1 PURPOSE**

- 1.1 The purpose of the report is to present the proposal to establish a Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal.

## **2 RECOMMENDATIONS**

Each of the ten authorities is being recommended to:

- 2.1 Consider the report and appendices and recommend to Council the establishment of a Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal;
- 2.2 To recommend to Council to appoint a non-executive Member to represent Monmouthshire County Council on the Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee, taking into consideration paragraph 2.3 of Appendix A.
- 2.3 To recommend to Council to appoint a deputy non-executive member to attend meetings in the absence of the appointed member.

## **3. KEY ISSUES**

- 3.1 At its meeting held on the 20 November 2017, the Cardiff Capital Region City Deal Joint Cabinet received a report detailing proposals for the establishment of a Joint Overview and Scrutiny Committee for the Cardiff Capital Region City Deal. This report also included a suggested draft 'Terms of Reference' for the Joint Overview and Scrutiny Committee.
- 3.2 The report proposed that one of the ten authorities host the Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee and provide it with dedicated scrutiny support and advice. It was agreed by the Joint Cabinet that Bridgend County Borough Council would undertake the role of Host Authority and would provide the necessary scrutiny support for the Joint Overview and Scrutiny Committee.

## **4. OPTIONS APPRAISAL**

- 4.1 The options for consideration are to have a formal representation on the Joint Overview and Scrutiny Committee or to have no representation on behalf of the Council. The latter would not be considered to be in the best interest of the Council, given that the Cardiff Capital Region City Deal will have implications for Monmouthshire and the region. The recommendation therefore is for a scrutineer to represent Monmouthshire County Council on the Joint Overview and Scrutiny Committee.
- 4.2 **Appendix A** provides the context for the proposal to establish the Joint Overview and Scrutiny Committee and details how it would be implemented over the first year. The Joint Cabinet report and draft 'Terms of Reference' for the Joint Overview and Scrutiny Committee are attached as **Appendices B and B2**.
- 4.3 In line with Statutory Guidance issued under the Local Government (Wales) Measure 2011, when establishing a Joint Overview and Scrutiny Committee, a report containing details of the proposal should be considered by each of the participating authorities' appropriate scrutiny committees (or sub-committees) before being endorsed by full Council. This report has therefore been presented to the Economy and Development Select Committee prior to being considered by the Council.
- 4.4 The nominated scrutiny member need not be drawn from the membership of the Economy and Development Select Committee, however, it is pertinent that the scrutiny of the Cardiff Capital Region City Deal falls within the remit of this Select Committee. There is no requirement for political balance in appointing a member to the Joint Overview and Scrutiny Committee. The appointed member should possess the appropriate skills and expertise to represent the Council and should be able to fully commit to the role.
- 4.5 Our constitution makes provision for the establishment of Joint Overview and Scrutiny Committees with other authorities in line with the Local Government (Wales) Measure 2011. This proposal will not alter or duplicate scrutiny by Monmouthshire's Select Committees, as the terms of reference of the Joint Overview and Scrutiny Committee focus on an oversight of the delivery of the Cardiff Capital Region City Deal at a regional level. The Economy and Development Select Committee will retain responsibility for scrutinising the impact of the Cardiff Capital Region City Deal on Monmouthshire.

## **5. EVALUATION CRITERIA**

- 5.1 There is no need for the completion of an evaluation assessment for the decision to establish the Joint Overview and Scrutiny Committee. If the recommendation is agreed, the Scrutiny Manager will take forward the associated actions.

## **6. REASONS**

- 6.1 Scrutiny is a statutory function and performs a fundamental role in the Council's decision-making process. Whilst Joint Scrutiny is not a statutory requirement, the Local Government (Wales) 2011 Measure has made provision for it to enable councils to establish effective governance arrangements to monitor the

delivery of regional publicly-funded projects.

## **7. RESOURCE IMPLICATIONS**

- 7.1 There are no direct implications for Monmouthshire County Council arising from this report, given that Bridgend County Council will act as the host authority and will provide the necessary scrutiny support.

## **8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

- 8.1 There are no direct implications arising from this report, however, the scrutiny function has clear responsibilities to scrutinise the above implications through decision-making, whether locally or regionally. The establishment of a Joint Overview and Scrutiny Committee would only enhance the opportunity to consider these on a regional basis.

## **9. CONSULTEES**

- 9.1 Economy and Development Select Committee: Chairs Conclusion

“The Committee conclude that it would be sensible for the appointed member to derive from the membership of the Economy and Development Select Committee. Members interested in performing the role may choose to make a short presentation to Council”.

## **10. BACKGROUND PAPERS**

- **Appendix A** - CCRDC ~ Draft Report for Scrutiny and Council on Joint Scrutiny Proposals
- **Appendix B** - Report to the CCRCD Joint Cabinet on Joint Scrutiny (20<sup>th</sup> November 2017)
- **Appendix B2** - Draft Terms of Reference for the Joint Overview and Scrutiny Committee

## **11. AUTHOR**

Hazel Ilett  
Scrutiny Manager

## **12. CONTACT DETAILS:**

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## **Cardiff Capital Region (CCR) City Deal Joint Overview and Scrutiny Committee Proposal and Draft Terms of Reference**

### **1. Background**

- 1.1 The Cardiff Capital Region (CCR) Joint Working Agreement (JWA) states in paragraph 10.19.2 that “The Councils shall work together to create and agree terms of reference for, to the extent permissible by law, a Joint Audit Committee and a Joint Overview and Scrutiny Committee (JOSC) and how the same will be resourced and funded”.
- 1.2 At the meeting of the CCR Joint Cabinet on 20 November 2017, it was proposed that the Regional Cabinet consider the establishment and governance arrangements for the CCR City Deal JOSC.
- 1.3 The purpose of the JOSC is to enable Members to be kept up to date with Cardiff Capital Region (CCR) City Deal developments. The draft Terms of Reference (TOR) (attached to the Joint Cabinet report as Appendix B2) expands upon this outlining that one of its main functions would be to perform the overview and scrutiny function for the CCR City Deal on behalf of the ten local authorities whilst not excluding a local authority’s right to carry out its own individual scrutiny of any decision of the Regional Cabinet or City Deal.
- 1.4 Subsequent to this meeting, it was agreed by the CCR Joint Cabinet that Bridgend County Borough Council would host the Joint Overview and Scrutiny Committee providing such dedicated support and advisers within a pre-determined sum to be funded out of the annual budget of the Regional Cabinet.
- 1.5 The 2017/18 Joint Cabinet Budget contains a contingency budget in the sum of £69,500, an element of which has been set aside to meet the cost of developing the Joint Scrutiny Committee arrangements. Based on initial estimations provided for the first year, it was agreed that an amount of £25,000 would be allocated to the Host Authority to carry out the Joint Scrutiny role. From 2018/19 the budget headings will be realigned to separately identify the pre-determined sum from the remaining contingency budget. It is essential that the JOSC use the first year to develop a detailed and informed Forward Work Programme (FWP) which will not only focus their work but also assist greatly in determining the workload and needs for the future including the number of meetings and future budget required.

### **First Year of the JOSC**

- 1.6 During the first year of the JOSC there will be a need for Members and Scrutiny Officers to attend training and briefing sessions prior to them undertaking scrutiny of the City Deal. This will help ensure that all Members have the same knowledge base and understanding from which to start from, however this may result in a limited amount of scrutiny work being undertaken in the first year.
- 1.7 It is proposed that two meetings are held within the first year so that the JOSC can amend and finalise the TOR and officially adopt and take ownership of them. The final version of the TOR will be forwarded to each of the ten local authorities for formal approval but this should not necessarily delay the work of the JOSC. Initial discussions will also be held at the first meeting regarding the Forward Work

Programme (FWP) with Members developing in detail their FWP and future focus at the second meeting following their training.

- 1.8 In addition to monitoring the City Deal Business Plan and/or Programme Plan, the draft TOR will also enable any member of the JOSC to refer to the Committee any matter which is relevant to its functions provided it is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006, and subject to a number of conditions and provisos. Therefore, as stated above, it will be the FWP development determined by the JOSC Members that will indicate the needs and growth of the Committee.
- 1.9 It is anticipated that the second meeting will also allow for the JOSC to begin to undertake annual monitoring of the City Deal Business Plan and/or Programme Plan.
- 1.10 The JOSC has the power to make any reports and recommendations to the Regional Cabinet and/or to any of the Appointing Authorities and to any of their Executives in respect of any function that has been delegated to the Regional Cabinet pursuant to the Joint Working Agreement.

## **2. Establishing a Joint Overview and Scrutiny Committee**

- 2.1 It is a decision for each authority if it wishes to establish a Joint Overview and Scrutiny Committee for the CCR City Deal. Statutory guidance issued under Section 58 of the 2011 Measure states at paragraph 3.1 *“that in establishing a JOSC which is additional to a Council’s existing scrutiny committee(s) a report setting out its role, responsibilities, terms of reference and intended outcomes to be generated by the joint exercise should be considered by each of the participating authorities’ appropriate scrutiny committees (or sub-committees) before being endorsed by full Council”*.
- 2.2 The TOR state that the membership of the JOSC shall consist of one non-executive Member from each Appointing Authority. Whilst the draft TOR states that the length of appointment is a matter for each Appointing Authority, it is proposed that consideration be given to the membership (as far as possible) being for the length of term the nominated Member is in office. This will help ensure continuity and with possibly only two to four meetings per year, consistency of knowledge is important.
- 2.3 It is also proposed that in deliberations over nominations to sit on the JOSC, consideration is given to potential skill sets of Members including any prior knowledge and experience of joint working or professional knowledge that relates to the City Deal itself which could potentially be of great value and assistance to the JOSC. Joint Scrutiny is often focused on decisions taken at a more strategic/ regional level and also necessitates considerable learning on the job as Members explore new and complex policy areas.
- 2.4 In 2013 in a supplementary report of the Independent Remuneration Panel for Wales in accordance with section 147 of the Local Government (Wales) 2011, it was determined that the remuneration of chairs of JOSCs (or a sub-committee of JOSCs) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is paid, it must be at the level set out within the IRP report. Each council will therefore need to determine whether they would agree to pay the salary required under this legislation should their nominated Member be put forward as Chair of the JOSC.



### **3 Proposal**

- 3.1 It is proposed that this paper, along with the draft Terms of Reference be presented to the relevant Overview and Scrutiny Committee for each local authority prior to it being submitted to each Council, both for endorsement and for the nomination of a non-executive Member to sit on the CCR City Deal JOSOC.

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# CARDIFF CAPITAL REGION JOINT CABINET

## JOINT CABINET MEETING 20 NOVEMBER 2017

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### GOVERNANCE ARRANGEMENTS FOR CARDIFF CAPITAL REGION JOINT SCRUTINY COMMITTEE

#### REPORT OF CARDIFF CAPITAL REGION PROGRAMME DIRECTOR

#### AGENDA ITEM: 8

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#### 1. PURPOSE OF REPORT

- 1.1 To make recommendations to Regional Cabinet to consider the establishment of, and governance arrangements for, the Joint Scrutiny Committee which, if acceptable, be referred to each of the ten Councils for formal approval.

#### 2. SUMMARY

- 2.1 The Joint Working Agreement (JWA) in paragraph 10.19.2 states that “The Councils shall work together to create and agree terms of reference for, to the extent permissible by law, a Joint Audit Committee and a Joint Scrutiny Committee and how the same will be resourced and funded”.

#### 3. ROLE & PURPOSE

- 3.1 In accordance with the terms agreed in the JWA (as above), Regional Cabinet recognise and value the need for a Joint Scrutiny Committee being established with clear terms of reference which will assist in defining its role and limitations. Draft Terms of Reference have been developed by Officers for Members’ consideration and this is attached at Appendix 1.
- 3.2 It is important that Members of the Joint Scrutiny Committee are kept up to date with Cardiff Capital Region (CCR) City Deal developments. The key discussions and decisions are recorded in the minutes of the Joint Cabinet which are publically available and could be offered for inclusion on the Joint Scrutiny Committee agenda for information.
- 3.3 Whilst the minutes of the Regional Cabinet will be helpful in ensuring the Scrutiny Committee are informed, it is suggested that the Chair of the Regional Cabinet, or another representative, offer to attend meetings of the Scrutiny Committee to give a verbal update on the current position of the City Deal and a view forward to some of the issues anticipated in the coming months ahead.

3.4 The Governance Lead Officer for CCR City Deal (Gareth Chapman, Chief Executive Merthyr Tydfil County Borough Council) has advised that dedicated support and advisers to the Joint Scrutiny Committee would be beneficial. This involvement would enable Members to have continuity of advice during meetings and ensure that Scrutiny Officers have a single point of contact to seek advice when preparing reports. It is proposed that one of the ten authorities hosts the CCRCD Joint Scrutiny Committee and provide such dedicated support and advisers, within a pre-determined sum to be funded out of the annual budget of the Regional Cabinet. Regional Cabinet are invited to consider and recommend to the Councils for approval which authority should act as the host for the CCRCD Joint Scrutiny Committee. Whilst one Authority may act as host authority to support the CCRCD Joint Scrutiny Committee, the venue for the scrutiny committee meetings could rotate amongst the ten authorities.

#### **4. FINANCIAL IMPLICATIONS**

4.1 The attached report sets out proposals in respect of arrangements for a Joint Scrutiny Committee. It is proposed that one of the ten City Deal partnering authorities undertake the role of 'host authority', and in doing so, provide the Joint Scrutiny Committee with dedicated support and continuity of advice.

4.2 It is understood that a pre-determined sum will be agreed, which will form the basis of the budget from which the host authority will deliver this service in full, including all associated and ancillary costs. Depending on the timescales for implementing these arrangements, it is envisaged that a part-year sum may be required in 2017/18.

4.3 The PMO element of the 2017/18 Joint Cabinet Budget contains a contingency budget in the sum of £69,500, an element of which has been set aside to meet the cost developing the Joint Scrutiny Committee arrangements. The pre-determined sum will need to be met from within this budget allocation in 2017/18. From 2018/19 the budget headings will be re-aligned to separately identify the pre-determined sum from the remaining contingency budget to provide transparency and to assist with budget accountability.

#### **5. LEGAL IMPLICATIONS (INCLUDING EQUALITY IMPACT ASSESSMENT WHERE APPROPRIATE)**

5.1 The statutory power to establish a joint overview and scrutiny committee is set out in Section 58 of the Local Government (Wales) Measure 2011("the Measure") and Regulations made thereunder.

5.2 Section 58 of the Measure providing that Welsh Ministers may by regulations make provision under which any two or more local authorities may appoint a Joint Overview and Scrutiny Committee ('JOSC'). Regulations have been

made, namely the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013 ('2013 Regulations').

- 5.3 It will be a decision for each authority if it wishes to establish the Joint Scrutiny Committee proposed. Statutory guidance has been issued under Section 58 of the 2011 Measure, to which regard must be had. Paragraph 3.1 of the guidance providing *“that in establishing a JOSOC which is additional to a Council’s existing scrutiny committee(s) a report setting out its role, responsibilities, terms of reference and intended outcomes to be generated by the joint exercise should be considered by each of the participating authorities’ appropriate scrutiny committees (or sub-committees) before being endorsed by full Council”*.
- 5.4 Where two or more authorities appoint a JOSOC the 2013 Regulations prescribe that they must enter into an agreement, which addresses a number of prescribed matters. The draft terms of reference, set out in Appendix 1 to the report, have been prepared having regard to these requirements and more generally the provisions of the 2013 Regulations and Statutory Guidance issued. The terms of reference are important because a JOSOC is only able to exercise functions in relation to matters which are identified by the appointing authorities. It is therefore important that the local authorities participating in the joint scrutiny committee (referred to as the appointing authorities) are clear from the outset about the role, responsibilities and terms of reference of the joint scrutiny committee.
- 5.5 The proposed membership of the Joint scrutiny committee is set out in the attached terms of reference and the proposal (1 non executive member each authority) reflects the following paragraph of the Statutory Guidance of the Measure:-
- 3.5 In order to ensure JOSOCs represent fairly the interests of each appointing local authority, it is recommended that an equal number of Committee seats be allocated to each of the participating Councils. Although that would mean larger authorities agreeing to have the same membership as smaller ones, this would appear to be in the best interests of effective partnership.*
- 3.6 The 2013 Regulations provide that a JOSOC is not to be regarded as a body to which section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) applies.
- 3.7 The terms of reference, at paragraph 15, set out the provisions as regards referring matters to the JOSOC. The JOSOC may make a report or recommendation in relation to any matter referred to it, to any of the appointing authorities, their executives or the Regional Cabinet.

3.8 The joint scrutiny committee will require appropriate resource and the body of the report sets out the proposals in this regard, including the financial implications.

#### General advice

In considering this matter regard should be had, amongst other matters, to:

(i) The Councils' duties under the Well-being of Future Generations (Wales) Act 2015 and;

(ii) Public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: a. Age; b. Gender reassignment; c. Sex; d. Race – including ethnic or national origin, colour or nationality; e. Disability; f. Pregnancy and maternity; g. Marriage and civil partnership; h. Sexual orientation; i. Religion or belief – including lack of belief

## **6. RECOMMENDATIONS**

6.1 That the Joint Committee (Regional Cabinet) consider the draft Terms of Reference attached at Appendix 1 and if content, submit to each constituent Council for approval.

6.2 That it be suggested to the Joint Scrutiny Committee that the Regional Cabinet minutes are included on the future Joint Scrutiny Committee agendas for information.

6.3 That the Chair of the Regional Cabinet, or another Member representative, offers to attend future meetings of Joint Scrutiny to give a verbal update on the progress of the CCR City Deal.

6.4 That Regional Cabinet:

(i) considers and recommends to the Councils for approval, which constituent Council should host the Joint Scrutiny Committee and provide the requisite support services and advice (subject also to that Council's formal agreement) and

(ii) subject to each of the ten Councils determining to establish the Joint Scrutiny Committee proposed and agreeing which Council shall host the Joint Scrutiny Committee, delegate authority to the Regional Programme Director to agree with the Host Council the level of funding required in 2017/18 to fund such Joint Scrutiny Committee hosting arrangements

(provided such level of funding is within Regional Cabinet's 2017/18 approved budget), with future funding arrangements being considered as part of Regional Cabinet's annual budget setting process.

**Sheila Davies**  
**Cardiff Capital Region City Deal Programme Director**  
**14<sup>th</sup> November 2017**

*The following Appendix is attached:*

Appendix 1 – Draft Terms of Reference

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## **TERMS OF REFERENCE: CARDIFF CAPITAL REGION CITY DEAL JOINT SCRUTINY COMMITTEE**

### **Introduction**

1. Cardiff Capital Region (CCR) City Deal is a Joint Committee of all ten local Authorities of South East Wales. Paragraph 10.1 of the Joint Working Agreement states that 'The Councils shall form the joint committee ("Joint Committee") for the purpose of overseeing and co-ordinating the discharge of the Councils' obligations in relation to the City Deal and to carry out the functions set out in Schedule 2 (Joint Committee Terms of Reference) and the Joint Committee shall be known as the "Cardiff Capital Region Joint Cabinet", "Joint Cabinet" or "Regional Cabinet" (as the context requires)'.

For the purposes of these terms of reference;

The Joint Working Agreement means the agreement (as may be amended from time to time) concluded on 1.3.17 between; Blaenau Gwent CBC, Bridgend CBC, Cardiff Council, Caerphilly CBC, Merthyr Tydfil CBC, Monmouthshire CC, Newport CC, Rhondda Cynon Taff CBC, Torfaen CBC and the Vale of Glamorgan Council. The 'Appointing Authorities' are the parties to the Joint Working Agreement the 'Host Authority' means \*\*\* or such other authority as the Appointing Authorities may agree from time to time.

2. CCR City Deal is resourced by the ten Appointing Authorities and is supported by a Programme Management Office (PMO), full time officers, a Programme Board made up of senior Officers representing each of the partner Councils and a Joint Cabinet of the Leader (or Deputy) from each Authority. In addition. Legal, technical and financial external advisers have been appointed to provide expert technical advice.

3. Each Council agreed to work together to create a Joint Scrutiny Committee as stated in Paragraph 10.19.2 of the Joint Working Agreement; 'The Councils shall work together to create and agree terms of reference for, to the extent permissible by law, a Joint Audit Committee and a Joint Scrutiny Committee and how the same will be resourced and funded'.

### **Membership of the Joint Scrutiny Committee**

4. The Joint Scrutiny Committee shall consist of one non-executive Member from each Appointing Authority.

5. It is a matter for each Appointing Authority, from time to time, to nominate, or terminate the appointment of its nominated Member serving on the Joint Scrutiny Committee. Each Appointing Authority shall be entitled, from time to time, to appoint a deputy for its Member representative to the Joint Scrutiny Committee but such deputy shall only be entitled to speak and vote at meetings of the Joint Scrutiny Committee in the absence of his or her corresponding principal

6. The length of appointment is a matter for each Appointing Authority.

### **Quorum**

7. The quorum necessary for a meeting of the joint scrutiny committee is at least 7 out of the 10 Joint Scrutiny Committee Members, present at the relevant time.

### **Election of a Chair**

8. The Joint Scrutiny Committee shall elect a Chair and Vice Chair, which appointments will rotate annually between the Appointing Authorities, in alphabetical order

9. The procedure rules will be those of the Host Authority for its Scrutiny Committees,

### **Members' Conduct**

10. Members of the Joint Scrutiny Committee will be bound by their Council's Code of Conduct.

### **Declarations of Interest**

11. Members of the Joint Scrutiny Committee must declare any interest either before or during the meetings of the Joint Scrutiny Committee (and withdraw from that meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

### **Confidential and Exempt Information / Access to Information**

12. The Host Authority's Access to Information Procedure rules shall apply subject to the provisions of the Local Government Act 1972 :

### **Openness and Transparency**

13. All meetings of the Joint Scrutiny Committee will be open to the public unless it is necessary to exclude the public in accordance with Section 100A (4) of the Local Government Act 1972.

14. All agendas, reports and minutes of the Joint Scrutiny Committee will be made publically available, unless deemed exempt or confidential in accordance with the above Act.

### **Functions to be exercised by the Joint Scrutiny Committee**

15. The Joint Scrutiny Committee shall be responsible for exercising the following functions:

- a. To perform the Overview and Scrutiny function for CCR City Deal (which City Deal is more particularly specified in the Joint Working Agreement) on behalf of the ten local Authorities.
- b. To develop a forward work programme reflecting its functions under paragraph (a) above.
- c. To seek reassurance and consider if the CCR City Deal is operating in accordance with the Joint Working Agreement, its Annual Business Plan, timetable and / or is being managed effectively.
- d. To monitor any CCRC project's progress against its Programme plan.
- e. To make any reports and recommendations to the Regional Cabinet and or to any of the Appointing Authorities and to any of their executives in respect of any function that has been delegated to the Regional Cabinet pursuant to the Joint Working Agreement.

Any member of a Joint Overview and Scrutiny Committee may refer to the committee any matter which is relevant to its functions provided it is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006

Any member of any of the Appointing Authorities may refer to the Joint Overview and Scrutiny Committee any local Government matter which is relevant to the functions of the Joint Scrutiny Committee, subject to the following conditions and provisos.

The conditions for a reference by a member of an Appointing Authority to the Joint Scrutiny Committee are that:

- (i) The matter relates to one of the functions of the authority and is relevant to the functions of the Joint scrutiny committee,
- (ii) It effects the electoral area of the member or it effects any person who lives or works there; and
- (iii) It is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.

### **Provisos**

When considering whether to refer a matter to the Joint Scrutiny Committee a member should first consider if it falls within the remit of a single overview and scrutiny committee within the member's local authority, and if that is the case the member should raise the matter there. Members should only refer a matter to a Joint scrutiny committee if it falls clearly within the responsibilities and terms of reference of the Joint Scrutiny Committee and if there is no scrutiny of the issue in the local authority to which the member belongs.

It is acknowledged that the establishment of the CCRCDC Joint Scrutiny Committee shall not serve to exclude a local authority's right to carry out its own individual Scrutiny of any decision of the Regional Cabinet or City Deal matter

**Duration of Joint Scrutiny**

16. To be co-terminus with the duration of Joint Cabinet or if earlier the decision of the ten authorities to end the Joint Scrutiny arrangements.

**Withdrawal**

17. Any of the ten local Authorities may withdraw from participating in the Joint Scrutiny arrangements upon three months' notice to each of the other Authorities.

18. The Joint Scrutiny Committee in carrying out its functions must have regard to guidance relating to section 62 of the Measure, which places a requirement on local authorities to engage with the public

**Foot notes**

1. No provision has been made for sub committees given the scrutiny committee comprises only 10 members and that Regulations (SI 2013/1051) require a Sub- Committee to comprise an equal number of members of the Appointing Authorities.

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<b>SUBJECT:</b>	<b>PLASTIC FREE MONMOUTHSHIRE</b>
<b>MEETING:</b>	<b>COUNTY COUNCIL</b>
<b>DATE:</b>	<b>21<sup>ST</sup> JUNE 2018</b>
<b>DIVISION/WARDS AFFECTED:</b>	

## 1. PURPOSE:

- 1.1 To obtain a policy commitment from the Council to work towards becoming a “plastic free county”.
- 1.2 To advise Council of the following which was presented to Strong Communities Select Committee on 24 May 2018:
  - The efforts being undertaken within Monmouthshire communities to reduce the use of single-use plastics
  - The progress the Council is making in reducing the use of single-use plastics

## 2. RECOMMENDATIONS:

- 2.1 That Council agree to work towards becoming a ‘plastic free county’ through reducing single use plastics, in line with the Plastic Free Coastline campaign run by Surfers Against Sewage.
- 2.2 That Council commit to the following steps, which were unanimously supported by Strong Communities Select Committee:
  - Make a commitment to work toward plastic free status
  - Review its own use of single-use plastics and take steps to identify unnecessary plastic use and reduce this
  - Support voluntary and community action to reduce plastic use, undertake litterpicks etc.
  - Work with schools, businesses and other partners to reduce plastic use
  - Work with organisers of events on MCC property to reduce single use plastics to a minimum (and ensure that effective recycling for necessary plastics is in place)
  - Participate in meetings to support and co-ordinate plastic free activities across the County.

## 3. KEY ISSUES:

- 3.1 There has been a huge increase in interest in reducing the use of single-use plastics in the last few months, not least because of the shocking scenes of plastic contamination in our oceans shown on the BBC’s Blue Planet series. Single use plastics use precious fossil fuels, take hundreds of years to break down, injure wildlife on land and at sea, blight the landscape as litter, block drains and cost money to buy, clear up and dispose of.

- 3.2 This has resulted in actions being taken at local, regional and national levels:
- 3.3 **Local Action:** Abergavenny, Chepstow, Monmouth and Usk all now have active and enthusiastic Plastic Free community groups in operation, often as an offshoot of the Transition Town and local litter groups. The groups report more public interest in Plastic-Free than in any other previous Transition Town campaign. As part of the Plastic-Free work happening in the towns, some (but not all) of the towns are working towards becoming Plastic Free communities, under an accreditation scheme run by Surfers Against Sewage. For more details see <https://www.sas.org.uk/wp-content/uploads/Plastic-Free-Coastlines-Community-Toolkit.pdf>
- 3.4 **MCC Action:** The council have taken a number of steps to reduce plastic waste, prompted by a number of factors including: the cost of picking up litter, public pressure, the Council's obligation to reduce, re-use and recycle more, problems caused by drains and culverts being blocked by litter and so on.
- 3.5 Some of this work is still at an early stage, but includes:
- At our Education Centre near Abergavenny, the One Planet Centre has been teaching school children and new staff (on induction training) the importance of reducing single use plastic for many years.
  - We are also working with Keep Wales Tidy, Welsh Government and others at a policy and a practical level.
  - In the Waste and Street Services team we are discussing the potential use of re-usable recycling bags over single use as we realise that we need to get our own house in order if we are to ask others to improve.
  - We have met with our procurement team, school and meals on wheels catering services to identify where changes can be implemented, this will not be an overnight thing due to the scale of operations but officers and council members are genuinely committed to influencing and implementing real change.
  - Some of our primary schools are looking at alternatives to the small plastic milk containers but this is early days.
  - We have also written to our leisure centres, secondary schools, town and community councils, village halls and Coleg Gwent who operate on our Usk site to eliminate or reduce their own use of all single use plastics and polystyrene (this includes cups and straws).
  - We are investigating alternatives to the use of disposable cups, cutlery and milk capsules in our own buildings. For example in 2017/18 we used: Plastic cups - 8000 - £115.52, Disposable black ripple coffee cups – 9000 - £611.64, Milk pots – 222 boxes (120 per box) - 26,640 - £999, Plastic Stirrers – nil, Plastic spoons – 23 bags (100 per bag) - 2,300 - £8.97
  - We have written to the local chambers of trade and our work with businesses is just starting. We have just printed postcards saying “Love your food, hate the packaging” and “Love your takeaway, hate the packaging” which can be handed in to local shops and takeaways, and posters to encourage takeaways to go Plastic-Free.

- We support over 140 local Litter Champions who undertake volunteer litter picking regularly in their own areas. We provide litter picking kits and collect the resulting bags of litter.
  - We are developing a Litter Strategy which aims to reduce the amount of litter, including plastics on our roadsides.
- 3.6 Although there is a set process for achieving Plastic-Free Town status, we are working with Surfers Against Sewage to develop the emerging Plastic-Free County criteria. Monmouthshire County Council are proposing to do the following to become Plastic-Free:
- Make a commitment to work toward plastic free status
  - Review its own use of single-use plastics and take steps to identify unnecessary plastic use and reduce this
  - Support voluntary and community action to reduce plastic use, undertake litterpicks etc.
  - Work with schools, businesses and other partners to reduce plastic use
  - Work with organisers of events on MCC property to reduce single use plastics to a minimum (and ensure that effective recycling for necessary plastics is in place)
  - Participate in meetings to support and co-ordinate plastic free activities across the County.
- 3.7 **Welsh Government Action:** In line with the UK Government for England and the Scottish Government, Welsh Government has committed to develop an action plan to reduce disposable plastics, with measures being considered including deposit return schemes, water bottle refill schemes, better plastic recycling and a levy on disposable coffee cups. <http://www.bbc.co.uk/news/uk-wales-44004779>
- 3.8 In line with the UK Government Welsh Government has also committed to banning the use of microbeads.
- 3.9 Since 2011 the Carrier Bag Levy introduced in Wales has hugely reduced the numbers of single-use carrier bags used in Wales by around three-quarters.
- 3.10 **UK Government Action:** Recent announcements by the UK Government include a 25 year plan to “eradicate all avoidable plastic waste”, consideration of a deposit return scheme, a proposed ban on plastic straws, stirrers and cotton buds and a proposed tax on single-use plastics. The Government has committed £60 million to develop new ways to address the issue of plastic waste.
- 3.11 **Industry Action:** A number of supermarkets and retailers have committed to reducing plastic use. Iceland have led the way, committing to removing plastic from its own brand products within 5 years. Many others are now following suit. <https://inews.co.uk/news/uk/supermarkets-plan-reduce-plastic-pointless-packaging/>
- 3.12 More than 40 companies, including Britain’s biggest supermarkets, Coca Cola, Nestle and Procter & Gamble, have promised to hit a target by 2025 to eliminate unnecessary single-use plastic packaging in the United Kingdom. Signing up to the UK Plastics Pact, launched in April by sustainability campaign group WRAP, they have pledged that 100 percent of plastic packaging will be reusable, recyclable or compostable by that date.

Other targets are that 70 percent of plastic packaging is effectively recycled or composted, and that all plastic packaging will have 30 percent average recycled content.

#### **4. REASONS:**

- 4.1 There are clear environmental, sustainability and financial reasons for reducing the use of single-use plastics in Monmouthshire, both within communities and also within the County Council.
- 4.2 There is growing public and political pressure to take action to protect our countryside and oceans and the Council should be leading by example. Plastic Free status is not saying we are perfect but rather it is the start of the journey towards more sustainable resource use in line with the Wellbeing of Future Generations Act 2015. There is much to do but we are excited about the public's appetite for change.
- 4.3 If the Council were to gain Plastic-Free status, we would be one of the first County Councils to do so, and we have significant numbers of volunteers and partners who would help us with this work given the huge interest and support from community partners in the county.
- 4.4 The council's Corporate Plan sets a clear goal to develop and deliver a sustainable plan for enhancing the local environment including: Improving how we deal with litter and fly-tipping; Minimise the amount of waste that is sent to landfill; Reducing waste by committing to the principles of a 'circular economy' and Reducing the carbon footprint of Council operations. Developing a policy on single use plastics would have positive impact on these while making a clear contribution to our purpose of building sustainable and resilient communities.

#### **5. RESOURCE IMPLICATIONS:**

- 5.1 Work is already being undertaken by the Council to support the drive to reduce single use plastics both in-house and in the community. This work is being undertaken within existing officer time from staff in the Waste team, Policy and Partnerships and Procurement. There are also potential links to work being carried out by the Green Infrastructure team and Flooding.
- 5.2 There is a budget of £3000 that has been set aside for plastic reduction work in 2018/19 from the Welsh Government Environment and Sustainable Development Grant which will support this work.
- 5.3 There is the potential that procuring alternatives to plastics may have some cost implications. The details of this and alternative options are not yet known, but would need to be given further consideration when more information is known.
- 5.4 There are a huge amount of volunteer hours being given by communities to reduce plastic use. By working in partnership with these groups, we are able to be more effective and make MCC resources go further. Thought should also be given to partnership working



with a wider network of partners such as the Environment Partnership Board and potentially the Public Service Board.

**6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

- 6.1 There are multiple positive contributions to the wellbeing goals associated with reducing plastic use, which will benefit the local and global environment, reduce resource use, make communities more attractive and save money on litter collection. There may be some additional costs for businesses or the Council when sourcing alternatives to plastic use, but there may also be savings on purchase and disposal of plastic waste.
- 6.2 Working on plastic free status has been and will continue to use the five ways of working by preventing long term pollution and by working in collaboration internally and with communities and other partners.
- 6.3 There is no impact on protected characteristics.

**7. CONSULTEES:**

Strong Communities Select Committee  
Cabinet  
Senior Leadership Team  
Plastic Free Monmouth, Chepstow, Abergavenny and Usk  
Waste and Street Services  
Procurement  
Green Infrastructure and Countryside  
Office Services  
Policy and Governance

**8. BACKGROUND PAPERS:**

Plastic Free Coastlines Community Toolkit  
<https://www.sas.org.uk/wp-content/uploads/Plastic-Free-Coastlines-Community-Toolkit.pdf>

**9. AUTHOR:**

Carl Touhig, Head of Waste and Street Services  
Hazel Clatworthy, Sustainability Policy Officer

**10. CONTACT DETAILS:**

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**E-mail:** [cartouhig@monmouthshire.gov.uk](mailto:cartouhig@monmouthshire.gov.uk)

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## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation Hazel Clatworthy</p> <p><b>Phone no:</b> 01633 644843 <b>E-mail:</b> hazelclatworthy@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To consider whether Monmouthshire County Council should reduce plastic use by committing to becoming a Plastic Free County, in line with the Surfers Against Sewage Plastic Free Coastlines campaign.</p>
<p><b>Name of Service</b></p> <p>Policy and Performance</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>3 May 2018</p>

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**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc**



- Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Reducing plastic waste and using sustainable and reusable alternatives contributes to a greener economy. There may be small potential cost implications to businesses who change what they use or to the council from reducing disposable plastics. Sustainable alternatives may be more expensive, but conversely re-usable alternatives</p>	<p>Any cost implications to the council will be considered when further details of alternatives are known.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	may well save money in the long term. Tourism may increase as a result of less litter.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Plastic waste has an extremely damaging effect on our countryside, rivers and seas, causing death and injury to wildlife. Plastics can take hundreds of years to break down. They are also made from fossil fuels, a non-renewable resource. This proposal will reduce damage to the environment and promote more sustainable alternatives.	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	More people will want to walk and enjoy the countryside if there is less litter. There are also health concerns associated with the ingestion of tiny particles of plastics found in fish. Reducing plastic use in Monmouthshire will make a small contribution to reducing this risk.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Monmouth, Chepstow, Usk and Abergavenny have all established active and enthusiastic groups who are all working hard to reduce plastic use in their towns. There is great community spirit, and ultimately communities will benefit from less litter and a more attractive environment.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Once plastics enter the waterways, they ultimately find themselves in the sea where currents can take them around the world and contribute to pollution globally.	
<b>A Wales of vibrant culture and thriving Welsh language</b>		

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances		

**2. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>Plastics can last for hundreds of years, so although not tackling existing marine plastics, reducing plastic use now will result in a better, cleaner environment for future generations.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>MCC are already working with plastic free groups in Monmouth, Chepstow, Abergavenny and Usk, and have a network of 140 litter champions. Conversations have also started with Coleg Gwent, schools, businesses and others.</p>	<p>We will begin to work in partnership with Gwent Wildlife Trust, Wye Valley AONB, Keep Wales Tidy, Canal and Rivers Trust, Living Levels Landscape Partnership, Wye and Usk Foundation, Monnow River Association, Natural Resources Wales, and also through the Environment Partnership Board. Thought will be given to working with wider PSB partners.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="136 480 297 507">Involvement</p> <p data-bbox="349 256 517 440">Involving those with an interest and seeking their views</p>	<p data-bbox="544 256 1283 440">This initiative has very much been driven by the involvement and activity of the communities of Monmouthshire. The plastic-free groups have been and continue to be involved, and will be jointly presenting this report at Strong Communities.</p>	
 <p data-bbox="136 762 297 790">Prevention</p> <p data-bbox="349 523 506 818">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="544 523 1294 667">Reducing plastic use will prevent harm to wildlife, unnecessary resource use and will potentially save significant sums of money by reducing the amount of litter that needs to be picked up.</p>	
 <p data-bbox="136 1102 297 1129">Integration</p> <p data-bbox="349 863 517 1121">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="544 863 1301 1086">We will be working in a joined up way with other organisations and also internally, since this issue impacts on so many different parts of MCC's activity. We will keep up regular communication with internal and external partners to ensure that we are all moving in the same direction and not duplicating effort.</p>	

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	No impact		
Disability	No impact		
Gender reassignment	No impact		
Marriage or civil partnership	No impact		
Pregnancy or maternity	No impact		
Race	No impact		
Religion or Belief	No impact		
Sex	No impact		
Sexual Orientation	No impact		
Welsh Language	Any resources produced by the council such as postcards and poster will be bilingual.		

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	No impact		
Corporate Parenting	No impact		

**5. What evidence and data has informed the development of your proposal?**

- Waste data on recycling, the cost of litter collection etc
- National publicity and evidence from the media.
- Evidence of the desire from communities to tackle the problem of plastics.
- More evidence will need to follow in terms of costings for alternatives to disposable plastics for MCC.

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**SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

There are multiple benefits associated with reducing plastic use, which will benefit the local and global environment, reduce resource use, make communities more attractive and save money on litter collection. There may be some additional costs for businesses or the Council when sourcing alternatives to plastic use, but there may also be savings on purchase and disposal of plastic waste.

Working on plastic free status has been and will continue to use the five ways of working by preventing long term pollution and by working in collaboration internally and with communities and other partners.

There is no impact on protected characteristics.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**



What are you going to do	When are you going to do it?	Who is responsible	Progress
Any cost implications to the council will be considered when further details of alternatives to plastic are known.	As the project develops	Various	
We will begin to work in partnership with Gwent Wildlife Trust, Wye Valley AONB, Keep Wales Tidy, Canal and Rivers Trust, Living Levels Landscape Partnership, Wye and Usk Foundation, Monnow River Association, Natural Resources Wales, and also through the Environment Partnership Board. Thought will be given to working with wider PSB partners.	As the project develops	Various	

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	May 2019
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Strong Communities Select Committee	24 May 2018	Updated steps to be taken to become plastic free

2	County Council	21 June 2018	

<b>SUBJECT:</b>	<b>CORPORATE PARENTING</b>
<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>21<sup>st</sup> June 2018</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

## NON-PUBLICATION - NA

### 1. PURPOSE:

This report seeks approval for the revised Corporate Parenting Strategy and Action Plan 2018 – 2021.

### 2. RECOMMENDATIONS:

It is recommended that Council Members:

- Note the content and intentions of the Corporate Parenting Strategy and Action Plan
- Note the membership and Terms of Reference for the Corporate Parenting Panel
- Consider the implications for all elected members and the wider council.

### 3. KEY ISSUES:

All Councillors have a special responsibility as Corporate Parents to ensure that all Looked After Children within our County have the opportunity to live a safe, happy, healthy and fulfilling life.

Part 6 of the Social Services and Well-being (Wales) Act 2014 is the core legislation which underpins this duty. Section 78 states that it is the Council's duty to safeguard and promote the welfare of each child it looks after, and every care leaver. Once a child is in care all elected members and officers of the local authority, as corporate parents, need to be concerned about that child.

The Corporate Parenting Strategy and Action Plan sets out how the council will meet this statutory duty over the next 3-year period. The strategy takes into consideration the current local context and an overview appraisal of the outcomes of the previous strategy (2014 – 2017).

The strategy is set around 9 priority areas:

Priority 1 – All elected members and officers understand and act on their responsibilities as corporate parents

Priority 2: All looked after children have a safe and stable home

Priority 3: Looked after children enjoy a range of educational and learning opportunities

Priority 4: Looked after children enjoy the best possible health

Priority 5: Looked after children enjoy a range of play, sport, leisure and cultural opportunities

Priority 6: Looked after children are listened to and treated with respect

Priority 7: Looked after children are supported and enabled to achieve independence

Priority 8: Looked after children are cared for by Monmouthshire carers and remain close to their homes and communities

Priority 9: All care leavers are supported in education, training and employment

The delivery of the strategy is overseen by the Corporate Parenting Panel. The membership and Terms of Reference for the Panel is set out at appendix 2 and 3.

#### **4. OPTIONS APPRAISAL**

No other options were considered.

#### **5. EVALUATION CRITERIA**

Evaluation measures are set out in the action plan at appendix 1.

#### **6. REASONS:**

The Council has a statutory requirement to define how it will respond to the duty to safeguard and promote the welfare of each child it looks after, and every care leaver, not only within Children's Services but through the involvement of the whole council.

#### **7. RESOURCE IMPLICATIONS:**

There are no core financial implications required to implement the strategy. A range of potential avenues will be explored to financially support aspects of the strategy around specific events and activities for young people or carers. Officer and Member time is required to ensure the effective implementation of the strategy.

#### **8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

See attached at Appendix 4

#### **9. CONSULTEES:**

<b>Who</b>	<b>Mechanism</b>	<b>Outcome</b>
Corporate Parenting Panel Members	Discussed at panels and via emails over the last 4 months	Details and content discussed at meetings and via email and content developed / amended
CYP Select	Presentation at Committee Jan 24 <sup>th</sup> 2018	Committee members endorsed the strategy and action plan
Care Leavers Group	Personal Advisor facilitated discussions on the draft strategy	Comments made about the importance of emotional well-being, financial support and out of county placements. Comments

		included into the body of the report.
Cabinet Members	Cabinet Meeting 6 <sup>th</sup> June 2018	Endorsed the report
Senior Leadership Team	SLT meeting 12 <sup>th</sup> June 2018	Endorsed the report

**10. BACKGROUND PAPERS:**

Corporate Parenting Strategy and Action Plan 2018 – 2021 (appendix 1)  
 Corporate Parenting Panel Terms of Reference (Appendix 2)  
 Corporate Parenting Panel Membership (Appendix 3)

**11. AUTHOR:**

Jane Rodgers, Head of Children’s Services

**12. CONTACT DETAILS:**

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**E-mail: [janerodgers@monmouthshire.gov.uk](mailto:janerodgers@monmouthshire.gov.uk)**





monmouthshire  
sir fynwy



# **Corporate Parenting Strategy**

## **2018 - 2021**

## Foreword

The Monmouthshire County Council Corporate Parenting Strategy is an important document which identifies, as defined by the Welsh Government, ‘the collective responsibility across services and across local authorities.... to safeguard and promote the life chances of looked after children.’

All Councillors have a special responsibility as Corporate Parents to ensure that all our Looked After children within our County have the opportunity to live a safe, happy, healthy and fulfilling life. A good education and opportunities for social development are paramount to this and in this respect, Looked After Children are absolutely no different and must be afforded the same choices.

The strategy sets out clearly a reference guide for Corporate Parents to follow and emphasises the key aspects of the role which include how to listen, learn and question and act as advocates on behalf of this special group.

This is the Council’s second Corporate Parenting Strategy.

County Councillor Penny Jones

Cabinet Member and Chair of Corporate Parenting Panel



## Corporate Parenting Priorities

**Priority 1 – All elected members and officers understand and act on their responsibilities as corporate parents**

**Priority 2: All looked after children have a safe and stable home**

**Priority 3: Looked after children enjoy a range of educational and learning opportunities**

**Priority 4: Looked after children enjoy the best possible health**

**Priority 5: Looked after children enjoy a range of play, sport, leisure and cultural opportunities**

**Priority 6: Looked after children are listened to and treated with respect**

**Priority 7: Looked after children are supported and enabled to achieve independence**

**Priority 8: Looked after children are cared for by Monmouthshire carers and remain close to their homes and communities**

**Priority 9: All care leavers are supported in education, training and employment**

## Where I am Safe

Within Monmouthshire, our first pledge to children and young people is that whenever possible we will support them to remain within their families. We recognise that this is the best environment for the majority of children and young people to develop and achieve their outcomes.

There are however a small group of children and young people who will need to be accommodated, primarily as a result of abuse or neglect that they have experienced at home. We will ensure that children and young people who are unable to live safely within their own families are looked after and provided with the best possible care and support in placements that meet their needs.

Children in care will already have been placed at a disadvantage when they come into care. Monmouthshire County Council wants to ensure that the experience of children and young people does not add to this disadvantage but provides them with the stability and security they need to flourish. Children and young people will be healthy and happy, and feel valued and loved. Children and young people will enjoy learning and grow into successful adults who can have positive relationships, positive futures, become responsible citizens and achieve their goals and ambitions. “Our aspirations for the children and young people that we look after are the same as any good parent would want for their children. Where they need it children and young people will receive the very best possible standards of care and support” (Where I am Safe Strategy 2016).

## Entitlements of Looked After Children and Care Leavers

Children who are looked after have the same entitlements as all children and young people. Under the Social Services and Well-being Act (Wales) 2014 this is now articulated through the concept of well-being. For children and young people this incorporates:

- Being safe
- Having somewhere suitable to live
- Being involved in decisions that impact your life
- Having friends
- Being part of good, strong communities
- Having every chance to do well in education, training, work-based learning and employment
- Feeling good about your life
- Being able to grow up happily and successfully,
- Being well-looked after

## What is corporate parenting?

Parents always want the best for their children. For children in care it is elected members and officers who are together responsible for providing the quality of care that would be good enough for their own children.

Welsh Government defined the concept of corporate parenting as:

*“The collective responsibility across services and across local authorities, to safeguard and promote the life chances of looked after children”*

### **Councillors as Corporate Parents**

Elected members have a ‘special responsibility’.

*“When you became an elected member you took on one of your most important roles, as corporate parent to children your local authority looks after. The importance of your corporate parenting responsibilities cannot be overemphasised. Elected Members have a responsibility to ensure that children looked after by the Council are able to thrive, that they are nurtured, supported, educated, listened to and prepared for adult life in the way any good parent would want for their own children. These children will often have faced significant challenges and will need the help of adults who hold powerful and influential positions.”*

Gwenda Thomas AM, Deputy Minister for Social Services

Key aspects of the role of a Corporate Parent include:

- To know what the key issues and concerns are of our looked after children and to ensure that the Council is responding to these.
- Ensuring that parental responsibilities for LAC are being fulfilled;
- To identify where things need to improve and to make a difference for good
- To consider and question the impact of Council decisions on looked after children and care leavers.

Officers of the Council

Corporate parenting responsibilities are not confined to elected members. All officers share the responsibility to promote the needs of looked after children.

Key responsibilities of all Officers are:

- To promote the life chances of looked after children and care leavers in their area of responsibility.
- To consider the impact of decision making on looked after children and care leavers.

## Care Leavers

The Corporate Parenting Strategy applies equally to care leavers as it does to children and young people who are looked after.

A Care Leaver is defined as a child who was previously a Looked After Child and was in Care on their 16th birthday. Our duties to care leavers remain until they are 25. A young person can 're-connect' to care and support at any time during this period.

The local authority as a 'good corporate parent' will assist the young person with financial support to achieve economic well-being and make a positive and successful transition to adulthood. This recognises that supporting the emotional well-being of our care leavers is a key factor.

The report undertaken by the Children's Commissioner 'Hidden Ambitions' published in 2017 has re-emphasised to Local Authorities that Care Leavers still face many barriers, and that more needs to be done to ensure that care leavers have the support and resources they need to make successful transitions into adult life. Having access to some extra financial support at times of particular difficulty or crisis is an important element to this, and one that the young people's consultees felt needed highlighting.

At a regional level, the Institute of Public Care (IPC) recently undertook a review into the care leavers with complex needs to explore how support and accommodation services for this group of young people could be improved and developed. There are still circumstances when Young People with more complex needs or experiencing mental health difficulties are placed out of county making family contact difficult to maintain.

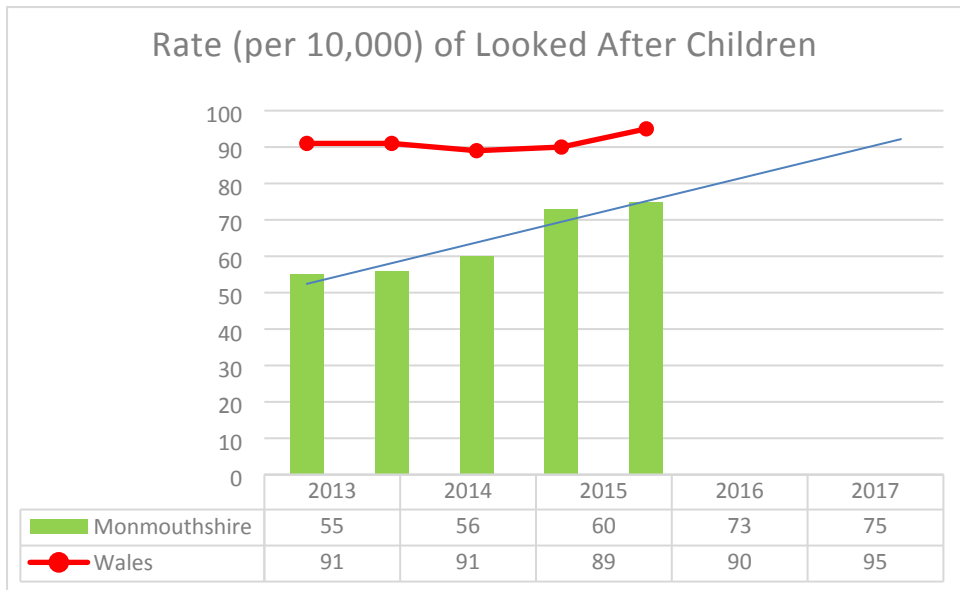
## Looked after children

### **The National Picture**

As at 31<sup>st</sup> of March 2017 there are 72, 670 children currently being looked after by Local Authorities in England and over 5,955 by Local Authorities in Wales, the majority of whom live in foster placements.

The number of children in care in Wales increased by 24% in the five years up until March 2017 and over the last 20 years has doubled.

Previously, Monmouthshire rate of looked after children per 10,000 children was lower than the all Wales average, however, over the last five years we have seen significant increase in Monmouthshire of looked after children.



Children who become Looked After are likely to have experienced trauma and exposure to multiple adverse childhood experiences (ACEs). Children who become Looked After who are disabled and / or come from ethnic minority backgrounds can experience further disadvantage.

The outcomes for children and young people in care remain poor, with research indicating that this group is over represented amongst

- homeless and prison populations,
- are more likely to be offending,
- experience drug and alcohol misuse, and
- have poor mental health.

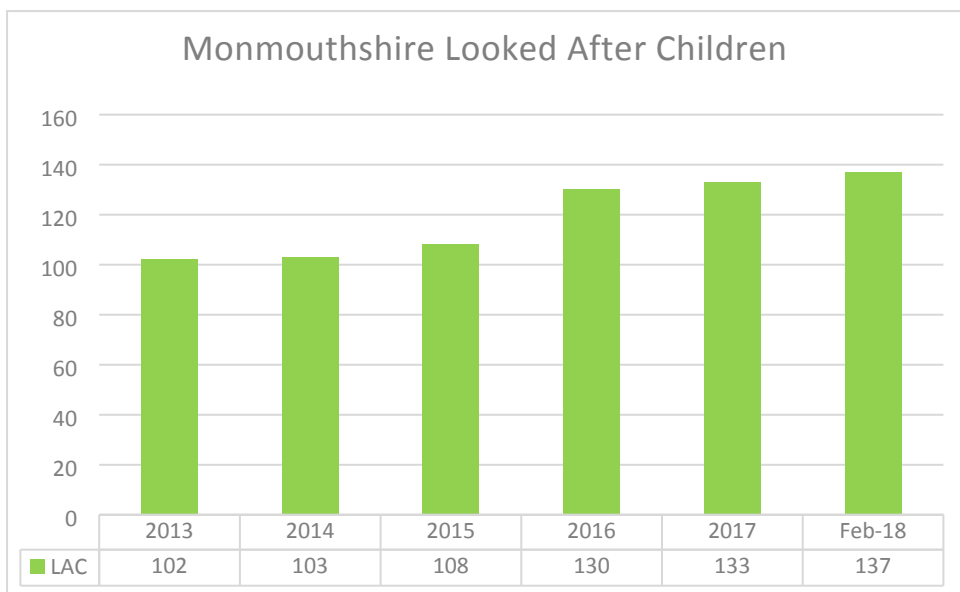
However, despite the complex needs these children and young people have, many can and do make a great success of their lives, with the right support and care.

As at Feb 2018, 72.73% (8 out of 11) of care leave engaged in education, training or employment during the 12th month after they left care

As at Feb 2018, 70% (7 out of 10) of care leavers engaged in education, training or employment during the 24th month after they left care.

### **The Local Picture**

As at end of Feb 2018 were 137 children or young people Looked After by Monmouthshire Council and 56 category 1-4 care leavers. This represents a significant increase over the last five years.



The majority are being looked after because they have experienced significant abuse or neglect, and most are subject to Care Orders made by the courts under the Children Act 1989. These orders confer Parental Responsibility on the council (shared with their parents).

#### Breakdown by legal status

	Mar-13	Mar-14	Mar-15	Mar-16	Mar-17	Mar-18
<b>Interim Care Order</b>	24	12	10	23	17	15
<b>Full Care Order</b>	27	49	54	65	77	110
<b>Placement Order Granted</b>	50	13	8	15	13	4
<b>Section 76</b>		29	36	24	23	8
<b>Wardship</b>				3	3	2
<b>Total</b>	<b>101</b>	<b>103</b>	<b>108</b>	<b>130</b>	<b>133</b>	<b>139</b>

### Breakdown by age

Age Band	Mar-13	Mar-14	Mar-15	Mar-16	Mar-17	Jan-18
0-4	27	26	25	39	32	32
5-9	21	26	24	30	32	38
10-14	26	26	28	31	44	42
15+	27	25	31	29	25	29
<b>Total</b>	<b>101</b>	<b>103</b>	<b>108</b>	<b>129</b>	<b>133</b>	<b>141</b>

### Breakdown by type of placement

Placement Type	Mar-13	Mar-14	Mar-15	Mar-16	Mar-17	Jan-18
MCC Generic Fostering	36	35	34	32	26	28
MCC Kinship Fostering	28	19	16	29	23	26
Indep Fostering	25	25	37	32	42	42
Indep Living	2	2	1	1	5	5
Residential / Education Placement	6	5	8	10	8	11
Other LAC	4	17	12	26	29	29
<b>Total</b>	<b>101</b>	<b>103</b>	<b>108</b>	<b>130</b>	<b>133</b>	<b>141</b>

### Breakdown by Age and time looked after

Length of time in care	Mar-13	Mar-14	Mar-15	Mar-16	Mar-17	Jan-18
Under 6 Months	12	12	25	20	26	14
6 Months to a Year	16	22	2	25	10	24
1-2 Years	35	16	27	16	35	22
3-4 Years	22	29	34	46	35	53
5+ Years	16	24	20	22	27	28
<b>Total</b>	<b>101</b>	<b>103</b>	<b>108</b>	<b>129</b>	<b>133</b>	<b>141</b>

Significantly, there are more children placed with foster carers working for independent fostering agencies than placed with Monmouthshire foster carers. This is something that the current strategy is seeking to address: In Monmouthshire we

want children to be looked after by Monmouthshire carers and, whenever possible, to remain within the geographical boundaries of Monmouthshire, closer to their home and communities. We believe that this is the best way of achieving best outcomes for our looked after children, and is the reason why we have added this to our Corporate Parenting priorities.

### Review of the Corporate Parenting Strategy and Action Plan 2014 – 2017

The current strategy and action plan is built on a review and appraisal of the previous 3 years and through consultation with key stakeholders. This includes Corporate Panel Members, the young people's participation group, foster carers, operational social worker teams and SLT. The review recognises that whilst some real progress has been made in some areas, in others changes have been harder to sustain. The context is ever changing both in terms of the legislative framework and in terms of the operational services that are tasked with delivering against many of the identified objectives.

The key outcomes from the review are set out below:

#### **Key Achievements**

- Members 'Introduction to Corporate Parents' was updated and carried out as part of the induction programme for the new administration
- Consideration of Corporate Parenting responsibilities is now required in all reports for Cabinet or Full Council.
- There is a good understanding and awareness of Corporate Parenting through SLT and across the Local Authority directorates. Actions around Looked After children feature in Service Improvement Plans other than Social Care.
- The council has evaluated initial apprenticeship programmes and has strengthened the operational leadership of this. There is a post created in Enterprise to support 16 – 18 year old care leavers with education, training and employment.
- We have a team of dedicated and committed foster carers in Monmouthshire, who have a good network of support through FC4FC.
- There is a training programme in place for foster carers.
- Members of the Placement and Support team are trained in attachment based practice to help them support foster carers.
- There is support in place for generic and kinship carers through the BASE.
- BASE is well established and helps ensure that the emotional and psychological needs of Looked After children, young people and care leavers are understood and met.
- Looked after children's educational outcomes and achievements are reported on a cohort basis (e.g. mainstream, Additional Learning Needs, Unaccompanied Asylum Seekers and Looked After Children attending the Pupil Referral Unit) which allows greater analysis of the educational progress of looked after children.
- A SGO support worker is in place to support carers and the impact of this is



being evaluated.

- TLCY and enterprise continue to provide extra curriculum activities to our Looked After Children, young people.
- The Fostering Project is in place to support the recruitment and retention of Monmouthshire foster carers.

#### Barriers and Challenges

- The achievements of our Looked After children, young people and care leavers are not as well recognised or celebrated at a corporate level as we would want.
- The young people's participation group is not as well-developed as we would wish at this point. There is a desire to increase the support of and the link between Corporate Panel Members and members of the participation group.
- We do not have sufficient Monmouthshire carers and remain overly reliant on independent foster agencies.
- There is still a shortage of positive support and accommodation choices for care leavers.
- Foster carers do not always find training easy to access and training can be inconsistent.
- There is still work to do to ensure that all members understand their roles as Corporate Parents.
- Life-story work is still not routinely in place with all looked after children.

#### The Changing Context

- Numbers of Looked After Children continues to increase
- The number of kinship carers continue to increase
- There is a strong drive at national level to increase the regional alignment of fostering services through the National Fostering Framework
- The Social Services and Well-being Act (Wales) 2014 has been implemented.
- Advocacy services are now commissioned regionally.

#### How the strategy will be delivered, monitored and evaluated

The Corporate Parenting strategy includes an action plan to support implementation of its aims and objectives. Where actions have been brought forward or amended from the previous action plan this is indicated. Measures have been put in place where possible, so that Corporate Panel members have an evidence base through which progress can be monitored. Implementation will be monitored and evaluated by the Corporate Parenting Panel on a 6-monthly basis. The Corporate Parenting Panel will present an annual report to Full Council on progress.

Terms of Reference and Membership of the Corporate Parenting Panel is at annexe 1

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No.	What will we do?	How will we do it?	Who is responsible?	How will we measure progress?
1. B/Fwd	Increase elected members understanding of their responsibilities as Corporate Parents	Induct all elected members  Hold annual corporate parenting members' seminar  Present annual report on Corporate Parenting to Full Council.	Lead Member for Children and Young People  HoS	# elected members inducted  # elected members attending corporate parenting seminar  Dates of annual reports to council
2. B/Fwd (amended)	Ensure that consideration of Corporate Parenting responsibilities remains high profile within the Council's Senior Management Team	Represent the rights of LAC and Care Leavers at SLT  Annual reports	Chief Officer SCH	Dates of annual reports
3. B/Fwd	Celebrate the achievements of looked after children, care leavers and our foster carers.	Introduce programme of individual achievement awards  Host an achievement event	Youth / Enterprise leads together with Children's Services with the support of Corporate Parenting Panel and Foster Carer reps	Awards made  Date of event

4. B/fwd	Ensure that children and young people in care and care leavers have a voice, are heard and can influence service development	Support the development of young people's participation group  Implement LAC survey and respond to outcomes	Youth lead working with Team Manager, Long-Term Support	Annual report from participation group
5. New	Ensure that all Looked After Children and young people are offered advocacy through an 'active offer'	Promote the 'active offer' within social work teams and foster carers	HoS  NYAS	# active offers  # LAC / Care leavers involved in advocacy
6. B/Fwd	Make every effort to avoid unnecessary changes of placement.	Training, supervision and support for foster carers both 'practical' and 'psychological'.  Ensure good practice around matching processes.  Ensure 'Stable Lives, Brighter Futures' arrangements are fully complied with	Service Manager, Managed Care	# of unplanned placement moves / placement breakdowns
7. B/Fwd	Improve support available to Special Guardians	Review of SGO policy and practice and implement new arrangements	Service Manager, Managed Care	# SGO support plans  # SGO breakdowns and reasons

8. New	Ensure that adoption processes and adoption support is in place and working well	Ensure that operational link with SEWAS is working well	Service Manager, Managed Care working with SEWAS	SEWAS annual report including # of POs made and # of adoptions achieved
9. New	Increase the number of LAC placements with Monmouthshire Foster Carers	Implement the objectives of the fostering project	Service Manager, Managed Care working with the fostering project board	# increase in placements with Monmouthshire carers
10. New	Increase the options for support and accommodation for care leavers including 'When I am Ready' placements	Implementation of the LAC / commissioning strategy Where I am Safe  Implement outcomes from the IPC review	Service Manager, Managed Care working with Lead Commissioner for CS	# Care Leavers experiencing period of homelessness or living in unsuitable accommodation
11. B/Fwd	Ensure that all children have a good understanding of their own "life-story" – why they live where they do and what the plans for their future are.	Ensure Support Workers, Social Workers and Foster Carers have skills and confidence in completing life-story work.	Service Manager, Managed Care	TBC
12. B/Fwd	Narrow the gap of educational achievement between looked after children and their peers	Ensure that cluster bids are strategic and are focussed upon improving outcomes for LAC pupils.	Inclusion Manager CYP	# (%) children reaching expected levels at key-stage  Closing the gap between universal

		<p>Report Looked after children's outcomes on a cohort basis (e.g. mainstream, ALN, Unaccompanied Asylum Seekers and LAC in PRU)</p> <p>Ensure PEPs are completed within timescales; are of high quality and based on a multi-disciplinary approach</p>		outcomes and LAC pupils at each key stage
13. B/Fwd (amended)	Ensure that all looked after children and care leavers are fully supported to engage in education, training or employment post-16	Ensure that Pathway Plans are implemented through a partnership approach	Enterprise Leads together with Team Manager Long-Term Support	# (%) of care leavers who are in education, training or employment
14. B/Fwd (amended)	Ensure the health needs of LAC and young people are met	<p>Undertake LAC health assessments</p> <p>Ensure that Health records and information travels with children moving placements or entering care</p>	Lead Nurse for LAC ABUHB	<p># LAC health assessments completed on time</p> <p>Annual report</p>

15. B/Fwd (amended)	Promote good emotional health and safe behaviours amongst all our looked after children.	Support carers in meeting the emotional needs of LAC and young people  Ensure LAC and young people have access to psychological and therapeutic support	Service Manager, Managed Care working with Family Support services and BASE	
16. B/fwd (amended)	Ensure that all LAC and Care Leavers have access to a full range of 'extra-curriculum' activities	Support carers and young people to access activities and events as identified based on understanding of children / young people's interests and potential	Service Manager, Managed Care working with youth, enterprise and leisure leads and schools	# LAC / Care leavers participating in clubs and events

Annexe 1



Corporate  
Parenting Panel - Te

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Corporate Parenting Panel – Terms of Reference

Aim

To ensure a structured and effective approach to corporate parenting in Monmouthshire that supports positive outcomes for looked after children and young people by:

- being well-informed about looked after children and young people in Monmouthshire
- giving consideration to the effect of Council decisions on children and young people
- listening to what children and young people have to say about their care experiences and needs
- being a champion for children based on the standard "would it be good enough for my child?"

Objectives

- To ensure that councillors monitor the quality of services to children and young people for whom they have corporate parenting responsibilities.
- To inform and instruct councillors as corporate parents so that they are able to provide effective leadership and contribute to strategic planning processes.
- To ensure councillors have knowledge and understanding of how the needs of children and their families are met by the council.
- To ensure that Monmouthshire County Council has systems in place to meet legislative requirements and national guidance in relation to corporate parenting responsibilities.
- To ensure that all elected members are aware of their corporate parenting responsibilities and that they consider the effect of their decisions on children and young people in care.

Process

Effective corporate parenting requires knowledge and awareness of the needs of children and young people looked after and the services which they receive. The role of the Corporate Parenting Panel is therefore:

- Development and oversight of the implementation of the Corporate Parenting Strategy
- To support the development of integrated services for children looked after and care leavers to improve outcomes.
- To facilitate the development of a Children in Care Council.
- To receive regular performance reports on the Council's and partner's delivery in respect of the key indicators for children looked after and care leavers. Actions will be identified to unblock barriers to improvement.
- To be responsible for the production of an Annual Corporate Parenting Report to Full Council that will include an analysis of performance in respect of corporate parenting and an action plan for the following year.

- To support the development of the skills and knowledge of elected members, professional staff and officers working with looked after children and young people to provide effective learning and continuous improvements.
- To sponsor and support projects and events designed to improve and celebrate corporate parenting including looked after children achievement events and foster carers' events.
- To meet with representatives from the Children in Care Council and to attend the council as required.
- To ensure that children in care are welcomed and facilitated to attend and participate fully in the Corporate Parenting Panel.
- To receive ideas and proposals from children and young people with experience of being in care and consider how these may be developed and put into practice.

### Membership

The Panel will be Chaired by the Lead Member for Children's Services and will act as an advisory group to the Lead Member for Children's Services.

The Panel will be a working group and members will include as a minimum:

- Five elected Monmouthshire County Councillors
- Service Manager responsible for Looked After Children
- Senior Manager from Education as nominated by the Chief Officer
- A young person who is in care or has previously been looked after.
- Two foster carers
- A Social Worker from Children's Services

### Frequency of meetings

It is envisaged that the Panel will meet four times a year. It may be necessary on occasions to hold an additional meeting which will be arranged at the request of the Chair.

## CORPORATE PARENTING PANEL MEMBERSHIP - 2017

Category	Selection Method	Name
County Councillors	One from each group plus the chair	Chair: County Councillor P. Jones
		Conservative: County Councillor L. Dymock
		Labour: County Councillor T. Thomas
		Lib Dem: County Councillor J. Watkins
		Independent: County Councillor D. Blakebrough
Foster Carers	2 foster carers	Lynne Freeman
		Sam Clark
Young People representatives	2 YP reps (LAC and Care Leavers)	Josh Klein
National Youth Advisory Service	1	Emma Phipps-Magill/Joy Kinnear
Youth Enterprise representative	Youth Enterprise Team	<a href="#">Hannah Jones</a> Youth Enterprise Manager
Housing and Regeneration Manager	Ian Bakewell	Ian Bakewell
Principal Officer Inclusion	Richard Austin	Richard Austin
Head of Achievement and Attainment	Sharon Randall-Smith	Sharon Randall-Smith
Aneurin Bevan University Health Board	ABUHB Rep	Sally Stevens Public Health Nursing Manager LAC Nursing
South East Wales Adoption Service		TBC
Service Manager	Service Manager	Rhian Evans
Chief Officer Social Care, Safeguarding and Health	Claire Marchant	Claire Marchant
Head of Children's Services	Jane Rodgers	Jane Rodgers
Social Worker	2 Social Workers	Eric Smith
Team Manager or Social Worker – Fostering Team		Angela McErlane

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## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation Jane Rodgers</p> <p><b>Phone no:</b> 01633 644054 <b>E-mail:</b> Janerodgers@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p style="text-align: center;"><b>Corporate Parenting Strategy and Action Plan</b></p>
<p><b>Name of Service</b></p> <p>Children's Services</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>21<sup>st</sup> May 2018</p>

***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***

Page 3





**Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Yes – supporting Looked After Children (LAC) and Care Leavers to make successful transitions in to adulthood and achieve economic stability.</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>No</p>	

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Yes – supporting Looked After Children and Care Leavers achieve emotional well-being, resilience and good mental health.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Supporting LAC and care leavers to contribute to their communities and become good parents and citizens into their adulthood.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Yes supporting LAC and Care Leavers to make positive contributions and to participate to the cultural life, sporting and leisure activities of Monmouthshire	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Yes through a service that supports all LAC and care leavers fulfil their potential whatever their background	

**2. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

<b>Sustainable Development Principle</b>	<b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b>	<b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p><i>This strategy is about the long-term support of LAC and how LAC and Care leavers so that they can lead full and rewarding lives as adults.</i></p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The strategy relies on partnership working and joined up approaches across the council</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Strategy development has involved care leavers and all members of the panel.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The strategy is preventative in its orientation to providing LAC and care leavers maximum opportunity to meet their potential and plan for future independence, stability and prosperity.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>		

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<i>All ages considered</i>	N/A	
Disability	<i>LAC or Care Leavers with disability are provided with the services they need</i>	N/A	
Gender reassignment	<i>As above</i>	N/A	
Marriage or civil partnership	<i>As above</i>	N/A	



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	<i>As above – LAC or care leavers who are parents are provided with the services they need in their own right</i>	N/A	
Race	<i>As above</i>	N/A	
Religion or Belief	<i>As above</i>	N/A	
Sex	<i>As above</i>	N/A	
Sexual Orientation	<i>As above</i>	N/A	
Welsh Language	<i>As above</i>	N/A	

**4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire’s Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Strategy core aim is to safeguarding LAC and Care Leavers		
Corporate Parenting	Strategy core aim is to promote Corp Parenting		

**5. What evidence and data has informed the development of your proposal?**

Data regarding the profile of LAC and care leaver current cohort

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

**Positives: That LAC and CARE LEAVERS will be supported to lead fulfilling lives and achieve economic stability and emotional well-being.**

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>	<b>Progress</b>
<b>Implement the strategy and action plan</b>	<b>Within 3 years</b>	<b>Head of CS and Chair of Corporate Parenting Panel</b>	<b>Via annual report</b>

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Annually
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

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