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County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 29 May 2019

Notice of meeting

Strong Communities Select Committee

Thursday, 6th June, 2019 at 10.00 am,

Please note that a pre meeting will be held 30 minutes before the start of the meeting for members of the committee.

AGENDA

Item No	Item	Pages
PART A – SCRUTINY AND CRIME DISORDER MATTERS		
No matters to discuss		
PART B – STRONG COMMUNITIES SELECT COMMITTEE		
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Open Public Forum	
4.	Crucorney Litter Scheme: Update	
5.	Apprentice, Graduate and Intern Strategy	1 - 52
6.	Welsh Language Monitoring Report	53 - 60
7.	To confirm minutes of the previous meeting	61 - 66
8.	Action list	67 - 68
9.	Strong Communities Forward Work Programme	69 - 70
10.	Cabinet & Council forward work programme	71 - 106
11.	Date and time of next meeting	

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

P. Clarke
L.Dymock
A. Easson
L. Guppy
R. Harris
L.Jones
V. Smith
J.Treharne
A. Webb

Public Information

Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting www.monmouthshire.gov.uk or by visiting our Youtube page by searching MonmouthshireCC.

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.

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

1. Why is the Committee scrutinising this? (background, key issues)
2. What is the Committee's role and what outcome do Members want to achieve?
3. Is there sufficient information to achieve this? If not, who could provide this?
 - Agree the order of questioning and which Members will lead
 - Agree questions for officers and questions for the Cabinet Member

Questions for the Meeting

Scrutinising Performance

1. How does performance compare with previous years? Is it better/worse? Why?
2. How does performance compare with other councils/other service providers? Is it better/worse? Why?
3. How does performance compare with set targets? Is it better/worse? Why?
4. How were performance targets set? Are they challenging enough/realistic?
5. How do service users/the public/partners view the performance of the service?
6. Have there been any recent audit and inspections? What were the findings?
7. How does the service contribute to the achievement of corporate objectives?
8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve?

Scrutinising Policy

1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least?
2. What is the view of service users/stakeholders? Do they believe it will achieve the desired outcome?
3. What is the view of the community as a whole - the 'taxpayer' perspective?
4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say?
5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works?
6. Does this policy align to our corporate objectives, as defined in our corporate plan?
7. Have all relevant sustainable development, equalities and safeguarding implications been taken into consideration? For example, what are *the procedures that need to be in place to protect children*?
8. How much will this cost to implement and what funding source has been identified?
9. How will performance of the policy be measured and the impact evaluated.

Questions for the Committee to conclude...

Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
- (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

General Questions....

Empowering Communities

- How are we involving local communities and empowering them to design and deliver services to suit local need?
- Do we have regular discussions with communities about service priorities and what level of service the council can afford to provide in the future?

Service Demands

- How will policy and legislative change affect how the council operates?
- Have we considered the demographics of our council and how this will impact on service delivery and funding in the future?

Financial Planning

- Do we have robust medium and long-term financial plans in place?
- Are we linking budgets to plans and outcomes and reporting effectively on these?

Making savings and generating income

- Do we have the right structures in place to ensure that our efficiency, improvement and transformational approaches are working together to maximise savings?
- How are we maximising income? Have we compared other council's policies to maximise income and fully considered the implications on service users?
- Do we have a workforce plan that takes into account capacity, costs, and skills of the actual versus desired workforce?

SUBJECT: DRAFT APPRENTICE, GRADUATE AND INTERN (AGI) STRATEGY

MEETING: STRONG COMMUNITIES SELECT COMMITTEE

DATE: 6TH JUNE 2019

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1** To present the draft Apprentice, Graduate and Intern (AGI) Strategy (2019-22) and the priorities contained within. To inform members of the proposed creation of an AGI Coordinator post to oversee the implementation of the AGI Strategy.

2. RECOMMENDATIONS:

- 2.1** The committee to scrutinise the draft Apprentice, Graduate and Intern Strategy and make recommendations accordingly.
- 2.2** Subject to any recommendations made, Committee to endorse the draft Apprentice, Graduate and Intern Strategy for submission to Cabinet for approval on 3rd July 2019.

3. KEY ISSUES:

- 3.1** The Council does not currently have a strategy in place to develop and support apprenticeship, graduate jobs and internships across the local authority. Apprentices, Graduates and Interns (AGI) are an asset to any organisation and can bring significant benefits to the business and existing workforce.
- 3.2** A need has been identified for a coordination role to support the Youth Enterprise Manager in delivering on the priorities of the Apprentice, Graduate and Intern Strategy (appendix 5 – AGI Coordinator Job Description). The AGI Coordinator will monitor and support delivery of the AGI Strategy and action plan, and will have a responsibility to;
- Support identification and creation of apprentice, graduate and intern opportunities across the organisation to support current and future skills needs.
 - set up and manage a comprehensive quality monitoring system for AGI opportunities to ensure a positive experience for all involved
 - increase accessibility to higher level and more diverse training opportunities for new and existing employees
 - promote the value of apprentice, graduate and intern recruitment opportunities within the local authority
- 3.3** There are currently fifteen apprentices (April 2019) within the Council in the following service areas: Schools, Property services, Highways, Partnerships and Community Development, Youth Enterprise. The number of graduate officers or internships is not currently recorded.
- 3.4** The variety of apprenticeship posts within the council at present is limited and tend to be in the fields of Business Administration, Information Technology and Teaching Assistants. Expanding training opportunities and the range of higher-level qualifications will support current and future skills needs and succession planning.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

Summarised below for Members’ consideration from Future Generations Evaluation located in Appendix 2: It is anticipated that the AGI Strategy will have a positive impact on each of the wellbeing goals. In particular it will impact on the goal of ‘A prosperous Wales’ by providing skills growth, alternative training and educational opportunities, and developing wealth through increased job creation and improved career prospects

5. OPTIONS APPRAISAL

Option	Benefits	Risks
Do nothing	None identified	<ul style="list-style-type: none"> - No Local Authority Lead - Limited succession planning - Limited support for future career progression - Lost opportunity to help raise aspirations & opportunities for skills development.
Youth Enterprise coordinate the implementation of the AGI Strategy and Action Plan the 2019-22 through a designated post supported by Youth Enterprise Manager	<ul style="list-style-type: none"> - Development and coordination of a new & much needed Apprenticeship, Graduate & Internship programme; - Improved planning processes around future workforce and succession planning 	<ul style="list-style-type: none"> - Unable to secure funding for the AGI Coordinator post

6. EVALUATION CRITERIA

6.1 An evaluation assessment has been included in Appendix 1 for future evaluation of whether the decision has been successfully implemented.

7. REASONS:

7.1 The AGI strategy is part of a national approach in creating apprenticeship, graduate and internship posts upskilling the existing workforce through engagement in higher level and more diverse training opportunities and succession planning. This aligns with Welsh Government’s Employability Plan in preparing for a radical shift in the world of work, responding to current and future skills gaps and providing a personalised approach to employability support.

7.2 The AGI strategy will develop new and existing partnerships with key stakeholders, including Y Prentis Shared Apprenticeship Scheme, Cardiff Capital Region, Training Providers and our Business Community, working together to assess future skills gaps, labour market demands and promote regional training and employment opportunities.

7.3 The Authority does not currently have a designated role to deliver on the apprentice, graduate and intern agenda. A coordinator position will ensure delivery of the priorities and actions laid out in the Apprentice, Graduate and Intern Strategy, and that the Authority

has an opportunity to 'grow their own' by offering opportunities which will not only address issues of recruitment and succession planning but also assist in building a sustainable organisation for the future.

7.4 In addition, the coordinating role will provide ongoing support to Apprentices, Graduates and Interns as well as Service Managers and existing team members. This is key for ensuring continued professional development, clear progression routes, and sustainable career pathways.

8. RESOURCE IMPLICATIONS:

- 8.1 Job evaluation for the AGI Coordinator post has resulted in a grading of Band H (SCP 27-31) and will be for 22.2 hours per week
- 8.2 Any potential savings from restructures are within individual services areas and separate from this strategy.
- 8.3 The direct cost of implementing the strategy over three years is £65,267.05. This is broken down as £13,947.95 in 2019-20, £25,139.24 in 2020-21 and £26,179.86 in 2021-22.

9 CONSULTEES:

Chief Executive
Chief Officer for Enterprise
Chief Officer for Resources
Chief Officer for Children and Young People
Chief Officer for Social Care, Safeguarding and Health
Head of People Services
Head of Enterprise and Community Development
Enterprise Senior Leadership Team

10 BACKGROUND PAPERS:

Evaluation Criteria – to follow	(Appendix 1)
Future Generations Evaluation – to follow	(Appendix 2)
AGI Strategy	(Appendix 3)
AGI Toolkit	(Appendix 4)
AGI Co-ordinator job description	(Appendix 5)

11 AUTHOR:

Hannah Jones – Youth Enterprise Manager

12 CONTACT DETAILS:

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E-mail: hannahjones@monmouthshire.gov.uk

Appendix 1 - Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	Draft Apprentice, Graduate and Intern (AGI) Strategy
Date decision was made:	3 rd July 2019
Report Author:	Hannah Jones

What will happen as a result of this decision being approved by Cabinet or Council?
The implementation of the Apprentice, Graduate and Intern Strategy and the creation of a new post - AGI Coordinator
12 month appraisal

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?
The following criteria will determine whether the decision has been successfully implemented:
<ul style="list-style-type: none"> • Supporting identification and creation of apprentice, graduate and intern opportunities across the council to support current and future skills needs. • Setting up and managing a comprehensive quality monitoring system for AGI opportunities. • Increased accessibility to higher level and more diverse training opportunities for new and existing employees. • Promoted the value of apprentice, graduate and intern recruitment opportunities • Developed partnerships with key stakeholders to support Monmouthshire's future economy
12 month appraisal

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

The direct cost of implementing the strategy over three years is £65,267.05

12 month appraisal

Any comments



Equality and Future Generations Evaluation

<p>Name of the Officer : Hannah Jones</p> <p>Phone no: 07738 340 418 E-mail: hannahjones@monouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <ul style="list-style-type: none"> • The AGI Strategy sets out a clear direction required to deliver on the council’s responsibility to provide apprenticeship, graduate and internship opportunities to grow the council’s skills base. • The creation of a new AGI Coordinator post to support the implementation and delivery of the AGI Strategy and Action Plan
<p>Name of Service area: Youth Enterprise</p>	<p>Date 16th May 2019</p>

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9. **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.

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	We aim to engage with new and existing employees offering higher level and more diverse training opportunities.	None identified	The AGI will focus on providing apprenticeship, graduate and internships opportunities to grow the organisation’s current and future skills needs.

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?
Disability	We aim to engage and meet individual needs without discrimination. This will be supported by the creation of the new AGI Coordinator post.	None identified	All regardless of disability.
Gender reassignment	We aim to provide a provision which is inclusive for transgender people and groups We will address any issues in regards to employment and training opportunities.	None identified	All regardless of gender assignment
Marriage or civil partnership	Non applicable	None identified	Non applicable
Pregnancy or maternity	Risk assessment will be in place for pregnancy ensuring all health and safety measures have been addressed and the well-being of the individual is paramount.	None identified	Non applicable
Race	We will ensure that all will be given the same opportunities regardless of race ensuring equality of opportunity. Support will be provided to meet individual needs	None Identified	Non applicable
Religion or Belief	We aim to offer bespoke packages of support that will take into account religion and religious beliefs.	None identified	Non applicable

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?
Sex	We will offer opportunities that will take into account individual needs regardless of sex.	None identified	Non applicable
Sexual Orientation	We will offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	Non applicable
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.		All marketing and promotional materials will be produced bilingually
Poverty	We aim to create new Apprenticeship, Graduate Jobs and Internships to contribute to improved employment in Monmouthshire.	None identified	Non applicable





2. 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. There's no need to put something in every box if it is not relevant!


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?
A prosperous Wales	This proposal will support the identification and creation of apprentice, graduate and intern	The AGI Strategy will be monitored by the Strong Communities Select Committee.

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?
Efficient use of resources, skilled, educated people, generates wealth, provides jobs	<p>opportunities across the council impacting on current and future skills needs.</p> <p>The additional funding for the creation of the new AGI Coordinator will contribute to the delivery and monitoring of AGI Strategy and action plan.</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	The AGI Strategy will contribute to the identification of more diverse training opportunities in new areas of work for future organisational needs.	A partnership approach between people services and youth enterprise sharing expertise, networks and resources will ensure a good offer to service areas.
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	The aim of the AGI Strategy is to create the conditions for new and existing apprentices to thrive. The apprentice, graduate or intern will have several colleagues playing a key role in their experience – Line Manager, Buddy, AGI Coordinator and Assessor supporting the individual's physical and mental wellbeing.	The mentoring support from AGI Coordinator will enable individual needs to be identified and addressed. The level of support offered will be appropriate and consistent.
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	The AGI Coordinator will develop a communication and marketing plan to ensure consistency in promoting vacancies through existing webpages, social media, business and community networks.	People Services and Youth Enterprise will share resources and good practices to ensure all AGI opportunities are promoted widely for maximum reach.

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>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The AGI Coordinator will work to ensure high standards are met and maintained that do not conflict with the global drivers</p>	
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>All vacancies and leaflets will have marketing, publications and printed literature available bilingually where appropriate. Literature will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards.</p>	
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>The AGI Strategy and Action Plan will develop effective ways to engage and provide support for those individuals regardless of ethnic origin, gender, disability sexual orientation or religion.</p>	<p>With the ability to better understand research and data giving us the opportunity for targeted work with our schools, colleges, universities, local businesses and communities in developing the new employment and training opportunities.</p>

3. 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>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal aligns with the wellbeing objective of the council; to provide children and young people with the best possible start in life. The AGI Strategy will contribute to reducing inequality and help build sustainable and resilient communities.</p>	<p>The aim is to deliver on the council’s responsibility to provide apprenticeship, graduate and internship opportunities to grow the council’s skills base, contribute to continue reduction in youth and adult unemployment in Monmouthshire.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>People Services and Youth Enterprise will work with key partners within the local authority, local businesses, third and voluntary sector including schools in delivering the key priorities set out in the AGI Strategy.</p>	<p>People Services and Youth Enterprise will promote employment opportunities in community’s particularly underrepresented groups to maximize reach.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The AGI Strategy will engage with service managers, training providers, local businesses and key stakeholders to aid succession planning and address future skills shortages.</p>	<p>The AGI Strategy will ensure a diverse range of apprenticeship, graduate and internship vacancies, create skilled employees with transferable skills and tackle skills shortages in each service area.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The AGI strategy will contribute to a continued reduction and prevention in youth and adult unemployment in Monmouthshire.</p>	<p>The AGI Strategy and action plan will monitored and reviewed on annual basis to ensure that all priorities for action are on target.</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>	<p>The apprentice, graduate or intern will have several colleagues playing a key role in their experience – Line Manager, Buddy, AGI Coordinator and Assessor supporting the individual’s physical and mental wellbeing.</p>	

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	<p>The AGI Strategy will improve access, equality and equity opportunity for under-represented groups and clearly links to the Social Justice Strategy – People, Places Prosperity to improve access to employment in the county.</p>		<p>This will contribute to an increase in diversity amongst applicants for apprentice, graduate and intern positions.</p>
Safeguarding	<p>AGI tool kit will abide by the Local Authority Safeguarding Policy The AGI Coordinator will have completed the safeguarding level 1.</p>		<p>All people services and youth enterprise staff have completed the safeguarding level 1.</p>

Corporate Parenting	The Strategy will ensure looked after children and care leavers are provided with appropriate and consistent support through the wider youth enterprise team to improve access apprenticeship, graduate and internship opportunities.		
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5. What evidence and data has informed the development of your proposal?

Current positions within the local authority
Aligning the Apprenticeship model to the needs of the Welsh Economy (2017)
Welsh Government Employability Plan (2018)
Inclusive Apprenticeships, Disability Action Plan for Apprenticeships (2018-21)
NOMIS unemployment figures, employment sector figures

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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?

It is anticipated that the AGI Strategy will have a positive impact on each of the wellbeing goals. In particular it will impact on the goal of 'A prosperous Wales' by providing skills growth, alternative training and educational opportunities, and developing wealth through increased job creation and improved career prospects.

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
To implement the AGI Strategy and Action Plan.	September 2019	Hannah Jones
To appoint new AGI Coordinator Post	September 2019	Hannah Jones

8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Strong Communities Select	6 th June	
1	Cabinet	3 rd July	

Apprentice, Graduate and Intern Strategy

Monmouthshire County Council
2019-2022



Version Control

Title	Apprentice, Graduate and Intern Strategy
Purpose	This strategy sets out a clear direction required to deliver on the council's responsibility to provide apprenticeship, graduate and internship opportunities to grow the organisation's skills base.
Owner	People Services and Youth Enterprise
Approved by	Unapproved Draft
Date	13/03/2019
Version Number	1.1
Status	Draft
Review Frequency	Annual
Next review date	Tbc
Consultation	Not yet consulted on

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Welsh Language and Alternative Formats

In line with the council's Welsh Language Scheme, a Welsh language version of the Plan will be available on the council's bilingual website.

Y Gymraeg a fformatau eraill

Yn unol â Chynllun Iaith Gymraeg y Cyngor, bydd fersiwn Gymraeg o'r Cynllun Gwella ar gael ar wefan ddwyieithog y Cyngor

We can also provide this document in Braille, large print, on tape or in electronic form. If you would like a copy in a different format, please contact our Equality and Welsh Language Officer by:

Phone: 01633 644010

Fax: 01633 644666

e mail: equality@monmouthshire.gov.uk

If you want to comment on the Apprentice, Graduate and Intern Strategy, we welcome your views and feedback.

📧 youthenterprise@monmouthshire.gov.uk

🌐 www.monmouthshire.biz

✉ Hannah Jones, Youth Enterprise Manager, Monmouthshire County Council, County Hall, Usk, NP15 1GA

☎ 01633 644913 or 07738 340 418

@ MonmouthshireYE

Purpose

Monmouthshire County Council employs around 3600 employees in the delivery of around 700 different services and is committed to developing skills and knowledge across all areas. The Council aims to deliver excellent services fit to meet the current and future needs of the communities it serves and this strategy aims to support this.

Apprentices, Graduates and Interns (AGI) are an asset to any organisation and can bring significant benefits to the business and existing workforce, and provide a basis for “growing your own”. With a combination of on the job training in the organisation plus off the job learning, AGI’s are an effective way of growing the organisation’s skills base whilst providing opportunities for young people and adults to engage in an alternative route into working life.

This strategy sets out how we aim to deliver new employment and training opportunities for the next three years to enable new and existing employees to fulfil their potential and raise their skills levels to meet the organisation needs and help drive productivity in our local economy and the wider region. The AGI strategy will equip services to respond to challenges such as an ageing population, a changing climate, digitisation and globalisation.

This strategy will attract and develop new and existing talent into a variety of different job roles across the Council. Over the next 3 years the Council will identify posts across the organisation and designate them as apprenticeship, graduate and internship posts. These posts will provide a fulfilling experience that deliver tangible skills and knowledge for the employee whilst leading to a return on investment for the organisation. There will be clear progression routes, continuous professional development and sustainable employment outcomes.

The Apprentice, Graduate and Intern Strategy and Action Plan will be monitored through the following forums:

- Senior Leadership Team
- Enterprise Senior Leadership Team
- Children and Young People Departmental Management Team
- Social Care and Health Departmental Management Team
- People Services Departmental Management Team
- Enterprise and Community Development Departmental Management Team
- Economy and Development Select Committee
- Strong Communities Select Committee

Vision for Monmouthshire

We want to build sustainable and resilient communities that support the well-being of current and future generations.

This vision is at the heart of everything we do to improve the economic, social, environmental and cultural well-being of Monmouthshire and we share this vision with our public service partners as part of the Public Service Board. We will plan for the future by delivering services which offer employment and training opportunities to support current and future skills needs.

We can only achieve great things for our place through the people who live and work here, those on our payroll and those in Monmouthshire's communities including the countless volunteers and groups that give this place a richness and vibrancy. Our values reflect who we are, how we do things and how we are shaping the future. We try our best to apply these in everything we do.

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.

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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.

Overview

National Context

The Apprenticeship, Graduate and Internship Strategy will assist in the delivery of the following national strategies and key priorities in Wales:

Prosperity for All: The National Strategy (2017), contributing to three of the four themes:

- Prosperous and Secure - our aim is to drive a Welsh economy which spreads opportunity and tackles inequality, delivering individual and national prosperity. We will enable people to fulfil their ambitions and enhance their well-being through secure and sustainable employment;
- Ambitious and Learning - our aim is to instil in everyone a passion to learn throughout their lives, inspiring them with the ambition to be the best they possibly can be. A prosperous Wales needs creative, highly skilled and adaptable people, so our education from the earliest age will be the foundation for a lifetime of learning and achievement; and
- United and Connected – our aim is to build a nation where people take pride in their communities, in the Welsh identity and language and our place in the world. We are building the vital links that make it easier for people to come together, for the economy to grow and for us to become a confident nation at ease with itself.

The Well-being of Future Generations Act (2015) – The Well-being of Future Generations Act is fundamental legislation that requires us to carry out sustainable development, this should ensure that present needs are met without compromising future generations in meeting their own needs. We have tried to maximise our contribution to achieving each of the seven national wellbeing goals. The contribution our priorities for action make towards the seven national objectives has been assessed and is shown in the table below:

	Contribution to Well-being Goals						
	Prosperous Wales	Resilient Wales	Healthier Wales	More equal Wales	Wales of cohesive communities	Vibrant culture and thriving Welsh Language	Globally responsible Wales
Identify and create apprentice, graduate, and intern opportunities as part of organisation workforce and succession planning to support current and future skills needs.	✓	✓	✓	✓	✓	✓	✓
Promote the value of apprentice, graduate, and intern recruitment opportunities within	✓	✓	✓	✓	✓	✓	✓

the council and develop a 'Grow your Own' culture							
To develop a comprehensive system for monitoring the quality of the experience for all involved	✓	✓	✓	✓	✓	✓	✓
Improving access, equality, and equity of opportunity for underrepresented groups	✓	✓	✓	✓	✓	✓	✓
To develop higher level training opportunities across the council for existing employees	✓	✓	✓	✓	✓	✓	✓
Develop partnerships with key stakeholders to support Monmouthshire's future economy	✓	✓	✓	✓	✓	✓	✓

Aligning the Apprenticeship model to the needs of the Welsh Economy (2017) - The Apprenticeship Policy and its five year Action Plan sets out how apprenticeships will support Welsh Government's aim to deliver more and better jobs through a stronger and fairer economy. Delivery priorities for Wales 2016 -2022 are:

- Address acute skill shortages;
- Introducing an all age approach;
- Jobs and growth;
- Quality and Benchmarking;
- Improving Access, Equality and Equity of opportunity;
- Deliver Apprenticeships in Welsh;
- Develop skill pathways; and
- Establish a new system for framework review and development

This strategy will be contribute to these key priorities and inform the basis for the action plan ensuring it is better aligned to the needs of the local economy and improves reach into under-represented groups and communities.

The Apprenticeship Policy states that evidence suggests a move towards higher value apprenticeships with successful progression, completion and sustainable employment outcomes. By 2024 it is projected that over half (51%) of those in employment in Wales will hold qualifications at level 4 or above. This is in contrast to around a quarter in 2004 (28%)

Welsh Government's Employability Plan (2018) – This strategy will contribute to providing quality all-age apprenticeships linked to national and regional priority sectors. Welsh Government will respond where possible to the needs of businesses whilst supporting the broader needs of the Welsh economy, quality of apprenticeship provision will not be compromised.

Inclusive Apprenticeships – Disability Action Plan for Apprenticeships 2018 -2021. – This strategy takes into account a number of potential barriers and weaknesses identified in current arrangements and the following actions of the plan: - marketing and raising awareness, role models, incentives/motivations, flexibility of entry and exit criteria, date and

disclosure, transition onto apprenticeship, support for individuals, support for employers, and support for providers.

Hidden Ambitions (2017) [Children's Commissioner for Wales] – As a council we have a commitment to young people leaving care, and believe they should have 'an active offer of education, work or training as they make the leap into adulthood'. We should be like large family businesses in terms of their role as Corporate Parents of looked after young people. We aim to offer all of the children under local authority care bespoke access to training and job opportunities in their many of areas of employment, including administration, parks, nurseries, carpentry, social care and housing.

The [Policy statement on higher education](#) sets out Welsh Government's current priorities for higher education as:

- interacting with businesses to stimulate innovation and economic growth
- working to enhance the employability of all graduates, whatever their age, background or course of study
- working in partnership with the Welsh Government to development international links
- collaborating with further education providers to ensure that opportunities to progress are available to learners
- making best use of opportunities to exploit new technologies
- striving to provide the highest quality learning experience to all those with the potential to benefit
- developing the sector's reputation for excellence in research
- continuing to support the development of Welsh-medium higher education
- developing more flexible models of provision to build a more successful and sustainable future

This strategy will contribute to these priorities in providing graduate opportunities across the council's services over the next three years.

Local Context

The Public Service Board's (PSB) Well-being Assessment has been produced following extensive engagement and examination of a wide range of data and evidence about Monmouthshire and future trends such as the changing nature of employment and the impact of environmental factors such as pollution. Informed by the well-being assessment Monmouthshire's PSB has produced a well-being plan, which sets four objectives they will work on to improve well-being in the County now and in the future. Low wages and high property prices are making it hard for families to live and work here;

- Limited public transport and relatively low levels of broadband infrastructure make it harder for people to access work, jobs and services and car journeys cause air pollution which has real health impacts;
- Reducing physical activity levels and the resulting rise in obesity and type 2 diabetes; and
- Pressure on health and care services from an ageing population.

Although this work has been carried out on behalf of the Public Service Board, it surfaces issues that are incredibly important for our Council and the local area. As a key partner in the PSB, we will play a significant role in taking these forward.

Monmouthshire County Council's Corporate Business Plan sets out the things we will be working on in the medium term. The plan sets out our five Organisational Goals (also our well-being objectives) supported by the 22 commitments to action we will make. Each of the five priority goals, which the council is committed between now and 2022 will impact on the Apprenticeship, Graduate and Internship Strategy are;

1. The best possible start in life
2. Thriving and well- connected communities
3. Maximise the potential of the natural and built environment
4. Lifelong well-being
5. Future – focussed council

Monmouthshire Corporate Parenting Strategy (2018 -2021) – aims to ensure that all looked after children and care leavers are fully supported to engage in education, training or employment post-16.

People, Places Prosperity – A Strategy for Social Justice (2017- 2022) – This strategy advocates working as part of the Cardiff Capital Region to attract high skill, high wage jobs enabling citizens to raise their household income. It identifies opportunities to improve access to employment in the county and other areas to include providing work placements, traineeships and apprenticeship opportunities whilst taking positive action as a Council to encourage other public partners and businesses to do so.

A Great Start for All – Monmouthshire NEET Reduction Strategy (2018-21) – This strategy links to objectives laid out in Priority 5 of the NEET reduction strategy - “Strengthening employability skills and opportunities for employment”.

Current Provision

There are currently 15 Apprentices (April 2019) within the Council in the following service areas: Schools, Property services, Highways, Partnerships and Community Development, Youth Enterprise. The number of graduate officers or internships is not currently recorded, the definition of these roles can be found in appendix one.

Youth Enterprise and People Services are the main contacts within the organisation, for apprenticeship opportunities. Youth Enterprise promotes and raises awareness of the value of apprentices in the Council, providing relevant up to date information on apprenticeship opportunities and processes and advising on progression routes and employment opportunities. Youth Enterprise has developed a network of training providers, colleges and local employers and has also recently set up a buddying network of apprentices under the auspices of the Council's 'Go To Group' initiative. .

Youth Enterprise has celebrated National Apprenticeship Week for the last 3 years within the Council showcasing the positive impact apprenticeships have on individuals, service areas and the local economy. The aim of Apprenticeship Week is to engage with employers and

promote the advantages of taking on and supporting apprentices in the workplace whilst highlighting the talent and skills apprentices bring businesses and the wider economy.

TalentLab

TalentLab liaise with external providers to source qualifications that can enhance and upskill our workforce. This is reviewed annually so that the Council is able to offer the best external training provision with the companies on a fee free basis

At present, the TalentLab oversee all external ILM apprenticeship qualifications that are available to existing employees,. The job role must also be mapped to the employee's current working practice; however, there are always opportunities for the qualification to be used as a progression aid for further learning to upskill that individual to progress within their career and in line with succession planning. The qualifications are designed so that little impact is caused on the candidate's workload, which makes this an attractive offer to the organisation.

Another factor is to increase staff morale by offering a wide range of ILM qualifications ranging from Project management, Customer care and high end level qualifications such level 6 management.

These qualifications are sourced externally and as the courses are fee free, do not impact on Council budgets. In the past year, this resulted in a saving of £181,450 for the Council with 49 qualifying 49 employees. TalentLab hope to see these figures to increase moving forward.

Cadet Apprentice Scheme

The cadetship apprentice programme is an experimental programme that is specific to Operations with the intention of providing opportunities to young people to undertake training to a high level in a very competitive work industry, creating a succession platform for an aging workforce. With learners being able to undertake training and assessment for an occupational route covering highways maintenance, landscaping or grounds maintenance.

Cadets will be working on an employed basis for a period of approximately 2 years, during which time they will undergo comprehensive on the job training in their chosen occupation as well as completing a portfolio of in-house and nationally recognised qualifications plus awards from City and Guilds and LANTRA. The by-product for cadets, whom we are unable to keep on in employment, is that they will be highly skilled and very employable. It is hoped the cadetship scheme will form part of MCC's forward plan for WSS, Highways and SWTRA operations.

Support to Student Social Workers

The Workforce Development Team sponsors permanent MCC social care employees to study for the Open University Social Work degree. Sponsored students are funded to undertake a full-time degree alongside their paid job. There are currently three sponsored social work students, and we are selecting a candidate to start the degree in 2019/20. Sponsored students commit to working in a social work post in Monmouthshire County Council for 2 years once they qualify. We also work in partnership with Cardiff University and University of South Wales to host a total of 10 of their social work students in each year

group, providing up to 30 practice learning opportunities per year which range from 20 to 100 days long. This hosting and sponsoring of social work students supports the attraction and recruitment of qualified social workers into Monmouthshire County Council, helping us to reduce the number of vacancies and supporting the residents of Monmouthshire who require social worker input.

Support to Newly Qualified Social Workers

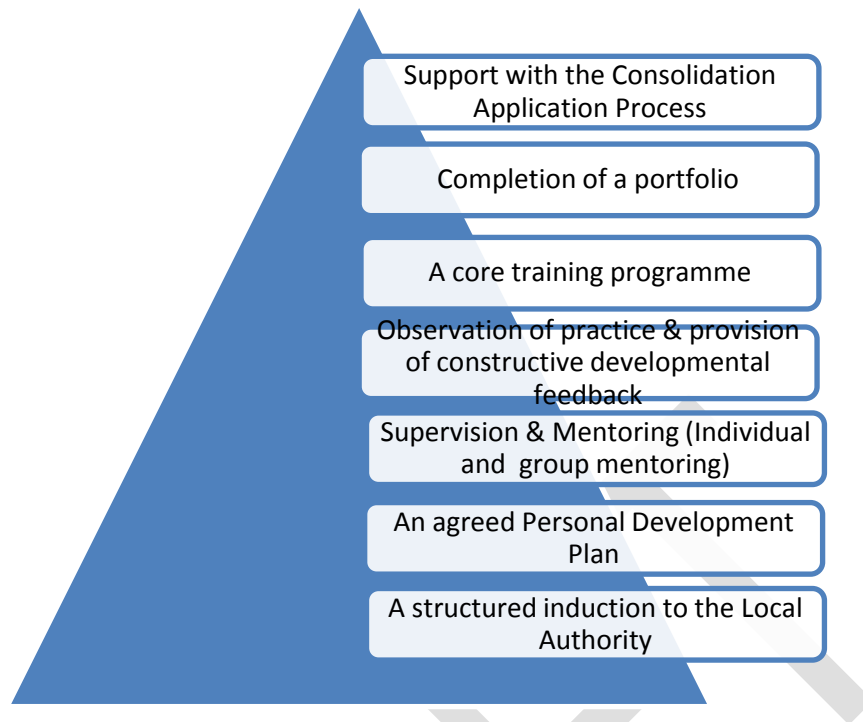
It is intended that all Newly Qualified Social Workers (NQSW) joining Monmouthshire feel supported through their transition from graduate to NQSW by receiving a comprehensive and well-structured induction. The Workforce development team support NQSW in their first three years of practice and beyond. The programme seeks to build NQSW's qualifying training through a stepped approach. Year 1 provides an initial induction period, a mentor and a series of workshops which consolidates prior learning and provides a firm foundation on which they are able to further develop their knowledge, skills and practice responses.

The First Three Years in Practice Framework consists of three stages:



Once this has been completed practitioners are then supported to apply for and complete the consolidation programme at either University of South Wales or Cardiff Met. The Workforce Development Team are a partner of the Consortiwm Y De programme and work closely with the programme in order to ensure social workers are equipped with the necessary skills and knowledge to complete their role.

The First Three Years in Practice Framework involves:



Y Prentis Shared Apprenticeship Scheme

In 2012, the Council and Melin Homes set up a shared apprenticeship scheme for construction, delivering quality apprenticeship support to the South East Wales region. In the six years that the programme has been operating, Y Prentis has helped to train more than 220 apprentices, supporting more than 100 partners and creating more than 470 placement qualifications whilst– making a positive contribution to the region,

The Y Prentis Business Plan 2018 -2020 outlines the priorities for delivering a fit for purpose and sustainable shared apprenticeship programme over the next two years:

1. Attract a higher number of suitably motivated and capable apprentices;
2. Development of shared apprenticeship services within the construction and associated sectors to meet industry needs and expectations;
3. Provision of support to clients, contractors and stakeholders to create sustainable community benefit outcomes;
4. Work with CITB, schools, colleges and other training providers to ensure we develop their knowledge and understanding of the construction sectors requirements;
5. Work with CITB, industry and Government to support the delivery of key stakeholder projects;
6. Provision of support to help businesses to improve their competitive edge and to take advantage of new opportunities; and
7. Provision of services which support and encourage the development of opportunities for community regeneration

Monmouthshire County Council will continue to work with Y Prentis in contributing to these priorities through this strategy.

Cardiff City Region Graduate Scheme

The CCR Graduate Scheme is a business support and growth scheme that will help private sector employers to recruit additional graduates in the Cardiff Capital Region.

The pilot of the scheme will aim to deliver 50 graduate positions between April 2019 and March 2020 through two key approaches:

- 1) The delivery of two cohorts of a graduate development scheme; and
- 2) Events to link students / graduates from key subject areas and employers from key sectors

The following FREE services will be offered to businesses:

- The support of a graduate development officer from beginning to end;
- A graduate position tailored to the needs of the business;
- Access to region-wide marketing delivered in partnership with the four universities in the Cardiff Capital Region;
- Help advertising graduate vacancies;
- Advice on job descriptions, salary benchmarking and how to get the most out of the graduate;
- Sifting of application forms;
- Delivery of assessment centres;
- A shortlist of candidates to interview;
- A business mentor to develop graduates (upon request); NS
- Positive marketing of business through case studies

The following will be offered to graduates:

- Paid graduate-level employment on a time-bound piece of work with clear outcomes;
- Participation on a Graduate Development Programme which includes:
 - o Induction and cohort coordination;
 - o Events such as guest talks from range of speakers (businesses, 3rd sector, university representatives);
 - o Networking opportunities with other graduates;
 - o A fully-funded ILM Qualification level 3 or 4;
- Feedback during the application process; ns
- Support whilst on placement and support for next steps

Business Eligibility

- Businesses must be based in the Cardiff Capital Region
- Businesses must either:
 - o not routinely recruit graduates
 - o be looking to recruit graduates in a new area of their business
- All internships need to be paid, graduate-level positions

The Council fully supports the pilot scheme and will encourage opportunities within the organisation through this strategy.

An Overview of The Council's New Apprentice, Graduate and Intern Programme

The Apprentice, Graduate and Intern Programme (AGI) will be fully supported by the organisation's workforce, and managers will be provided with the support and tools to effectively manage apprentices, graduates and interns. The co-ordination and delivery of the support, mentoring and coaching will be managed by Youth Enterprise and People Services, which is fundamental to a successful and sustainable programme.

Youth Enterprise have developed a toolkit (appendix x) to support all of those involved in the AGI experience. The toolkit is based around the AGI journey and is divided into six main sections:

- What is an AGI;
- Benefits of AGI's;
- Entry Routes;
- Hours Pay and Conditions;
- Who's involved; and
- The Recruitment Process.

It focuses on the things that recruiting managers need to do to lead an AGI to successful completion.

A Coordinator role will be established within the Youth Enterprise team to support the implementation and coordination of the AGI programme as outlined in the action plan.

Priorities for Action

1. Identify and create apprentice, graduate, and intern opportunities as part of the Council's workforce and succession planning to support current and future skills needs

Priority 1:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1	1-2	2-3	
Work with service managers to identify current skills gaps and short and medium term recruitment opportunities	Recruit apprentices, graduates or interns in identified areas to fulfil service needs. Create 90 new opportunities over the next 3 years.				Service Managers Youth Enterprise People Services
Engage with service managers to aid succession planning and address future skills shortages	Identify and tackle future skills shortages in each service area.				Service Managers Youth Enterprise People Services
Recruit cadet apprentices as part of the Cadet Programme and commence pilot scheme (in Highways and SWTRA) to establish if fit for purpose.	Aid with succession planning in an aging workforce, creating skilled employees with transferrable operational skills.				Raglan Training Centre Highways Operations and SWTRA
Engage with training providers to expand the range of fields in which apprenticeship are available	Ensure a diverse range of apprenticeship vacancies across a range of fields and service areas				Youth Enterprise People Services
Prioritise the development of future skills needs amongst young people through a comprehensive curriculum offer	Increased number of future apprentices with relevant pre-employment education and qualifications				Youth Enterprise People Services Schools

2. Promote the value of apprentice, graduate, and intern recruitment opportunities within the Council and develop a 'Grow your Own' culture

Priority 2:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1-2	3-5	5-10	
Develop a communications plan, including new marketing materials and activities, to ensure consistency in promoting the different types, levels and benefits of AGI to staff and managers	Increased knowledge and buy-in from service managers and the wider workforce				Youth Enterprise

Highlight and celebrate apprentice, graduate and intern success stories through a variety of communication methods	Improved awareness within the council and impact of cultural change.				Youth Enterprise Communications Team
Promote apprenticeships within primary and secondary schools, special school, and pupil referral service, in particular among free school meals pupils and vulnerable groups.	Improved knowledge and understanding of apprentice routes and the diverse range of training opportunities available amongst young people.				Youth Enterprise Schools Cardiff City Region Local Business Career Wales

3. *Develop a comprehensive system for monitoring the quality of the experience for all involved*

Priority 3:		Timescale (years)			Responsible Partners
Actions	Desired Outcomes	1-2	3-5	5-10	
Develop an Induction process for the AGI programme	All apprentices, graduates, and interns successfully complete induction.				People Services Talent Lab Youth Enterprise
Ensure all apprentices, graduates and interns have an action plan, regular monitoring / review meeting, and receive professional support	Apprentices, graduates and interns received support for professional development and future career pathways Support newly qualified staff members (i.e. social workers within their first 3 years of practice)				People Services Youth Enterprise Service Managers
Establish tracking systems to monitor retention and achievement	Comprehensive tracking system to meet organisational needs				Youth Enterprise
To develop a Peer support / go to group	Provide a network of peer support for all apprentices, graduates and interns				People Services Youth Enterprise Service Managers

4. Improve access, equality, and equity of opportunity for under-represented groups

Priority 4:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1-2	3-5	5-10	
Develop wider reaching methods of advertising apprentice, graduate and internship opportunities	Increase diversity amongst applicants for apprentice, graduate and intern positions				People Services Youth Enterprise Service Managers
Promote apprenticeship vacancies through local authority employability programmes within Monmouthshire.	Increased number of applicants for apprenticeships from non-traditional employment routes.				People Services Youth Enterprise

5. Develop higher level and more diverse training opportunities across the council for existing employees

Priority 5:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1-2	3-5	5-10	
Increase higher and degree level apprenticeships opportunities for existing staff	Increased number of employees with higher level qualifications Sponsor one member of the social care staff each year to undertake the open University Social Work Degree				TalentLab People Services Service Managers
Seek external providers that offer the best training courses on fee free basis	Improve the existing training offer to employees with minimal cost implication to the Council				TalentLab People Services Service Managers
Raise aspirations by ensuring that every AGI has the opportunity to develop a career plan.	All apprentices, graduates and interns have a career plan.				Service Managers Youth Enterprise People Services

6. Develop partnerships with key stakeholders to support Monmouthshire's future economy

Priority 6:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1-2	3-5	5-10	
Create an Apprentice, Graduate and Intern Working Group to implement, monitor, and report on the AGI Strategy.	Representatives from all stakeholders participating and AGI Working Group Meetings. Successful implementation of the AGI Strategy Action Plan				All
Establish an external network of partners involved in the delivery of the AGI Strategy, including schools, training providers, FE/HE Providers, Y Prentis and CCR	A joined up approach to delivery of the AGI Strategy within Monmouthshire. Continue to work with Cardiff University and University of South Wales to offer social work learning opportunities within Monmouthshire.				All
Engage with local businesses to assess future skills gaps and labour market demands.	A proactive approach to implementing training and development opportunities to meet future skills gaps.				All

Evaluation

This strategy sets out a clear direction which will deliver on the Council's responsibility to provide apprenticeship, graduate and internship opportunities to grow the organisation's skills base. It is important that the organisation has a clear set of measures to evaluate the progress made in order to determine the success of the Action Plan in achieving the overall purpose – offering new Apprenticeship, Graduate and Internship opportunities and higher level skills set for existing employees

Quantitative data from People Services, Talent Lab, Youth Enterprise, Service Managers and key partners will be used to evaluate the effectiveness of the strategy. This data will be analysed and compared with other local authorities to evaluate targets and performance.

Qualitative evaluations are also key to measuring the impact of the interventions outlined in the strategy. We will work with partners who can provide the narrative evidence to support distance travelled and successes achieved, understanding how effective these measures have been over the lifetime of the strategy, as well as understanding the short term effectiveness.

To support this, a working group will monitor, evaluate and provide guidance to the evolving skills agenda. The group will consider the quantitative and qualitative evaluations so we can track the progression of the strategy. The following key questions will be used as a guide in determining success:

- What change has come about as a result of the strategy?
- Have partners contributed to the actions and how has this been achieved?
- How effective are partners in working to provide apprenticeship, graduate and internship opportunities?

Risks

There are risks attached to the delivery of this strategy and good governance will ensure these risks are understood, managed and communicated. The Council has an established risk management policy that sets out the Council’s policy and approach to strategic risk management. The risks related to the delivery of this strategy have been identified, assessed and mitigating actions established.

Risk	Reason why identified	Residual Risk Level (Pre – mitigation)				Planned Mitigation & timescales	Residual Risk Level (Post – mitigation)			
		Year	Likelihood	Imp-act	Risk Level		Year	Likelihood	Imp-act	Risk Level
The Council and key partners do not make sufficient progress to improve apprenticeship, graduate and internship opportunities.	Impact on future skills shortage and succession planning	19/20	Possible	Minor	Low	To implement the Apprentice, Graduate and Intern Strategy and Action Plan. This will be reviewed annually and scrutinised by Economy and Development Select Committee.	19/20	Unlikely	Minor	Low
		20/21					20/21	Unlikely	Minor	Low
		21/22					21/22			
Lack of funding for AGI Coordinator function	Funding requested from existing local authority budget and not supported through external funding streams	19/20	Likely	Substantial	Medium	Investigate alternative funding streams to fund the AGI Coordinator Function	19/20	Likely	Substantial	Medium
		20/21					20/21			
		21/22					21/22			

Appendix A: Definition of Apprenticeship, Graduate Job and Internship

Throughout this strategy, Apprenticeship, Graduate Job and Internship refer to the following definitions.

What is an Apprenticeship?

An apprenticeship is a combination of employment and training at the end of which the apprentice obtains a nationally recognised qualification. Apprenticeship learning takes place in context and provides a real understanding of the working world, combining practical skills with theoretical knowledge. Apprenticeships offer an access route into the organisation which allows the organisation to develop the expertise it needs now and in the future.

Types of apprenticeship

- **Foundation Apprenticeships Level 2:** Study towards qualifications equivalent to 5 GCSE's or NVQ level 2 and often go on to complete Apprenticeships and Higher apprenticeships
- **Apprenticeships Level 3 :** gain valuable on the job skills whilst studying towards a nationally recognised qualification equivalent to 5 GCSE's, 2 A-levels or NVQ level 3
- **Higher Apprenticeships Level 4 and above:** individuals work towards a qualification equivalent to a HND/HNC, foundation or honours degree. Higher apprenticeships are available across a range of sectors

What is a graduate job?

A graduate job is defined as those occupations identified that “normally require knowledge and skills developed on a three-year university degree to enable them to perform the associated tasks competently”.

A graduate is usually defined as someone “who is aged between 16 and 64 not currently enrolled on any educational course and who has a level of education above A-level standard”; a recent graduate is someone who finished full-time higher education five years ago or less.

What is an internship?

An internship is a period of work experience, offered by an organisation, usually lasting for a fixed, limited period of time. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field.

Employers frequently use these placements to assess a student's or graduate's capability and often recruit employees from their interns rather than advertising their

vacancies externally. You should therefore apply for an internship which you have a real interest in.

Internships can last from a few weeks during the summer holidays to a year depending on the sector and employer. Student internships tend to be shorter in length than graduate internships.

APPRENTICE GRADUATE & INTERN DRAFT TOOLKIT



CONTENTS

1. INTRODUCTION & CONTENTS
- 2/3. WHAT IS AN APPRENTICESHIP, GRADUATE JOB OR INTERNSHIP? (AGI)
4. THE BENEFITS OF AGI'S
5. ENTRY ROUTES
6. HOURS, PAY AND CONDITIONS
7. WHO IS INVOLVED?
8. RECRUITMENT PROCESS
9. USEFUL CONTACTS

INTRODUCTION

Apprentices, Graduates and Interns (AGI) are an asset to any organisation, can bring significant benefits to the business and existing workforce, and provide a basis for “growing your own”. Monmouthshire County Council is committed to developing skills and knowledge across all areas as it aims to deliver excellent services fit to meet the current and future needs of the communities it serves.

With a combination of on the job training in the organisation plus off the job learning, AGI's are an effective way of growing the organisation's skills base whilst providing opportunities for young people and adults to engage in an alternative route into working life.

The Apprentice, Graduate and Intern Toolkit provides managers and the wider workforce with some of the support and tools required to effectively recruit, manage and support an apprentice, graduate or intern.

WHAT IS AN AGI?

APPRENTICESHIP

An apprenticeship is a combination of employment and training at the end of which the apprentice obtains a **nationally recognised qualification**.

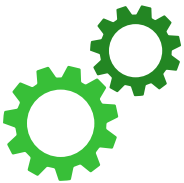
Apprenticeship learning takes place in context and provides a real understanding of the working world, combining **practical skills** with **theoretical knowledge**. Apprenticeships offer an alternative access route and allows an organisation to develop the expertise it needs now and in the future.

TYPES OF APPRENTICESHIP



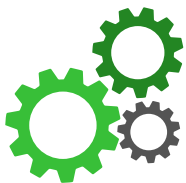
Foundation Apprenticeships (Level 2)

Study towards qualifications equivalent to 5 GCSE's or NVQ level 2 and often go on to complete Apprenticeships and Higher apprenticeships



Apprenticeships (Level 3)

Gain valuable on the job skills whilst studying towards a nationally recognised qualification equivalent to 5 GCSE's, 2 A- levels or NVQ level 3



Higher Apprenticeships (Level 4 and above)

Individuals work towards a qualification equivalent to a HND/HNC, foundation or honours degree. Higher apprenticeships are available across a range of sectors

WHO IS ELIGIBLE?

Anyone aged **16 or over** can complete an apprenticeship. Both **new** and **existing** employees can apply for new apprenticeship posts or start new qualifications as part of their continued professional development.

WHAT IS AN AGI?



GRADUATE JOB

A graduate job is a position that normally requires knowledge and skills developed on a three-year university degree to enable the employee to perform the relevant tasks competently

A graduate in this context is someone who is aged **between 16 and 64**, who is **not currently enrolled** on any educational course, and who has a level of education **above A-level standard**

A recent graduate is someone who finished full-time higher education **five years ago or less**.

INTERNSHIP

An internship is a **period of work experience**, offered by an organisation, usually lasting for a **fixed, limited period of time**. They are typically undertaken by students and graduates looking to **gain relevant skills and experience** in a particular field.

Employers frequently use these placements to assess a student or graduate's capability and **often recruit employees** from their interns rather than advertising their vacancies externally. Applicants should therefore only apply for an internship which they have a real interest in.

Internships can last from a few weeks during the summer holidays to a year depending on the sector and employer. Student internships tend to be shorter in length than graduate internships.

BENEFITS OF AGI'S

BENEFITS TO THE ORGANISATION



- Enthusiastic new staff with fresh ideas to boost creativity
- Increased productivity, reduced training and recruitment costs
- Support with the recruitment and business process
- Positive long-term development for new and existing staff
- Develop a professional skilled workforce tailored to your service area
- Tackle a skill shortage and nurture talent to develop skills required
- Future-proof your business through training and succession planning

BENEFITS TO THE INDIVIDUAL



- Structured training
- Hands on Experience working alongside experienced / skilled employees
- Earn while you learn
- A varied learning experience with opportunities for career progression
- Work toward and gain a nationally recognised qualification
- Improve your prospects and employability
- Support in realising your potential
- Same employee status and benefits as all local authority staff

EXPANDED ENTRY ROUTES

ENTRY LEVEL APPRENTICESHIPS

Entry Level Apprenticeships should be considered for all types of roles and should not be limited to commonly used areas such as Business Administration, Customer Service or ICT.

Each service area should identify roles that could be reasonably be considered for an AGI vacancy, and contribute towards a diverse range of AGI opportunities within the local authority. This process can be supported by the AGI Coordinator.

Entry Level opportunities are open to all ages and are aimed at, but not restricted to, young people aged 16 – 24.

CONVERTING EXTERNAL VACANCIES

All vacant posts should be considered for designation as AGI opportunities, assuming the essential requirements of the post can be met through this method. A full range of duties can be undertaken with full training provided to achieve the appropriate level of qualification. Training and mentoring support will be provided for every Apprentice, Graduate or Intern opportunity.

EXISTING EMPLOYEES

Existing employees can take advantage of AGI opportunities in more than one way. All employees are able to apply for internally and externally advertised vacancies throughout the local authority, whether or not it is within their current service area. Existing staff can also investigate the possibility of entering onto a Level 3, Level 4 or higher level qualification within their existing role as long as it is relevant. Service Managers should consider this type of request from all members of staff as part of their continued professional development.

HOURS, PAY & CONDITIONS

HOURS OF WORK



Apprentices must be employed for a minimum of 30 hours per week and given sufficient time within their working hours to complete their qualification.

Hours for graduates and interns will depend on the type of role they have applied for and the needs of the service area. Hours for these positions will be at the discretion of service managers.

PAY



Apprentices will be paid at least **minimum wage** based on age for the duration of their apprenticeship. Existing employees will continue to be paid their **current salary**.

Minimum Wage Rates (from April 2019)

AGE	RATE	AGE	RATE
U 18	£4.35	21-24	£7.70
18-20	£6.15	25+	£8.21

Managers should consider National Insurance and Pension contributions when calculating recruitment costs

Salary for Graduate Jobs will be dependent upon the type of role and the responsibilities of the specific post. Graduate jobs should be put through the local authority **job evaluation process** to determine the appropriate pay band and scale point.

Intern positions are treated as a period of work experience and **do not come with a formal salary**. It is at the service managers discretion whether Interns can claim expenses relating to the work they are doing, such as a travel claims allowance.

Local Authority policies and procedures, such as sick leave and annual leave, will apply to all roles.

WHO'S INVOLVED?

AGI's are about more than the individual. Several people have key roles to play in the experience, each with different responsibilities. The roles vary slightly between apprenticeships, graduate jobs and internships.

THE APPRENTICE, GRADUATE OR INTERN

The Apprentice, Graduate or Intern will be the new employee within the service area. They will be supported by the line manager, the buddy, the AGI coordinator, and for apprentices the assessor, throughout their AGI experience.

THE LINE MANAGER

The Line Manager will be the employer of the Apprentice, Graduate or Intern, and offer relevant supervision and guidance in relation to work place competence. The line manager is the official 'point of contact' and will also liaise regularly with the AGI Coordinator to ensure that progress against milestones can be achieved.

THE BUDDY

The Buddy will be a peer within the team who can help the new starter settle in and feel welcome. They will ensure the apprentice, graduate or intern is familiar with the team and their role, and offer a more informal support option.

THE AGI COORDIANTOR

The AGI Coordinator will act as a point of contact for all apprentices, graduates and interns within the organisation. They will be available to meet with regularly to provide additional guidance and support to help them understand their role, achieve their development goals, and address any problems.

THE ASSESSOR

The Assessor will be from an external training provider and will meet regularly with the apprentice to ensure progress through the qualification framework. The assessor will also liaise with the line manager and AGI coordinator on a regular basis to provide feedback and address problems in relation to the qualification.

RECRUITING AGI'S

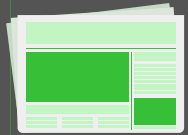
This is a quick look at the process of recruiting an apprentice, graduate or intern. For apprentices and graduates, managers should follow the full **recruitment workflow** available on the **People Services Hub** under: *recruiting & resourcing > advertising*

For interns, managers should follow the Intern recruitment process available on: <insert link to process>



Identify appropriate opportunities for apprentices, graduate or interns with support from the AGI Coordinator, Youth Enterprise Team, and People Services

Advertise vacancies through the usual recruitment process. Apprentice vacancies can also be advertised through *Careers Wales*



Shortlist and Interview candidates as you would a for a standard vacancy. Ensure you collect any information you need for DBS checks and references (if applicable)



Provide all necessary information to the successful applicant before they start. **Informal induction days** are a good way of introducing them to their new team and working environment.



Complete an **Induction** on the first day and introduce the successful applicant to their 'buddy'. Ensure they are booked onto **corporate induction** and appropriate training.

Conduct regular **review** and **supervision** sessions with your new team member. Liaise with the AGI Coordinator to resolve any issues relating to their role or qualification.



USEFUL CONTACTS

AGI COORDINATOR



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00000 000000

YOUTH ENTERPRISE



01633 6444912



youthenterprise@monmouthshire.gov.uk

PEOPLE SERVICES



00000 000000



peopleservices@monmouthshire.gov.uk



ROLE PROFILE

ROLE TITLE: **Apprentice Graduate and Intern (AGI) Coordinator**

POST ID:

GRADE: **Band H**

HOURS: **22.5 Hours per week / 3 days per week.**

LOCATION: **Pan Monmouthshire**
The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

RESPONSIBLE TO: **Youth Enterprise Manager**

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable

Our Purpose:-

Monmouthshire County Council employs around 3600 employees in the delivery of around 700 different services areas. Youth Enterprise is an integral part of Monmouthshire County Council's Enterprise and Innovation Directorate and work with young people aged 11-25 and adults at risk of or in poverty across the county supporting them with education, employment and training. Our team drive the employment and skills agenda for the local authority of which the Apprenticeship, Graduate and Internship strategy forms a key part of.

The purpose of this Role:-

With support from the Youth Enterprise Manager coordinate and support the delivery of the Apprentice, Graduate and Intern Strategy developed for Monmouthshire County Council.

Apprentices, Graduates and Interns are an asset to any organisation and can bring significant benefits to the business and existing workforce. Apprenticeships provide a basis for "growing your own". The combination of on the job training in the organisation plus off the job learning provides an effective way of growing the organisation's skills base whilst providing opportunities for young people and adults to engage in an alternative route into working life. The AGI Coordinator will lead on implementing the priorities identified in the Apprentice, Graduate and Intern Strategy and be a point of contact for the local authority.

Expectation and Outcomes of this role:

To contribute to the following;

- Identify and create apprentice, graduate and intern (AGI) opportunities within organisation workforce – number of AGI opportunities.
- Set up and manage a Quality Monitoring System for AGI opportunities
- Number of higher level training opportunities developed
- Number of partnerships with key stakeholders set up

Your responsibilities are to:-

1. To support the Youth Enterprise Manager in implementing the Apprentice, Graduate and Intern(AGI) strategy and action plan for Monmouthshire County Council, taking responsibility for the outcomes identified and reporting on these via the identified pathways.
2. Identify and create apprentice, graduate and intern opportunities as part of organisation workforce and succession planning to support current and future skills needs. Work with service managers to identify skills gaps, short & medium term recruitment opportunities and succession planning.
3. Increase higher and degree level apprenticeships in skills shortage areas.
4. To understand Monmouthshire County Council's recruitment process for Apprenticeships, Graduates and Interns Council and work closely with People Services to map and record Apprenticeship, Graduate and Internship opportunities.
5. To work with senior managers across all departments within Monmouthshire County Council to identify appropriate apprenticeship, graduate and internship opportunities and be able to support local authorities departments through the recruitment process, should they need it.
6. Develop a comprehensive system for monitoring the quality of the experience for all involved including retention and achievement of AGI's.
7. Measure impact and review progress against key aims and objectives of the AGI strategy.
8. Develop a network of delivery providers for apprentices, graduates and interns to access relevant training and qualification opportunities. Work with network of providers to ensure apprentices, graduate and interns have a choice and valuable learning experiences when accessing qualification and training.
9. Monitor the quality and effectiveness of programmes and solutions provided by providers.
10. Improve access, equality and the equity of opportunity for underrepresented groups to apprenticeships, graduate positions and internships.
11. To work with stakeholders to promote apprenticeship, graduate and intern opportunities. To work with wider Youth Enterprise team, relevant MCC departments and other relevant stakeholders (including schools and colleges) to ensure opportunities are promoted and tailored to the needs of people in the local area.
12. To act as an advocate for the Apprentices, Graduates and Interns working within Monmouthshire County Council. Representing their views and rights where appropriate. Develop Apprentice Ambassadors in each service area.
13. Provide an opportunity for all Apprentices, Graduates and Interns to come together, building upon the local authorities 'Go To Group' by having a regular group meetings. Facilitate a peer support culture amongst AGI's.
14. Develop Inductions for AGI's and ensure all have an action plan with regular reviews.

15. Attend local and regional forums and relevant meetings and provide reports and presentations as and when required. Develop and Chair an AGI Working group.
16. Promote the value of apprentice, graduate and intern recruitment opportunities within the local authority and support the development of a 'grow your own' culture. Develop materials and activities to promote benefits of AGI's to senior managers.
17. Work with Communications and other stakeholders to market and promote Monmouthshire County Council's Apprenticeship, Graduate and Internship opportunities. To coordinate celebrations and good news features alongside national events such as National Apprenticeship Week.
18. Carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no loss or disclosure of personal data occurs.
19. Exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
20. Be flexible in approach, delivery and working hours. Effectively work with and support the Youth Enterprise remit and team across all areas of work.
21. Working as part of the Monmouthshire Business and Enterprise Team, promoting and proactively developing best practice in economic growth and enterprise whilst achieving business targets.
22. To be the designated Health & Safety contact for the Youth Enterprise Team. Ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy, and to ensure that provisions and services to young people comply with current legislation.
23. Ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Enterprise outcomes relating to the Welsh language are achieved.
24. Uphold and comply with the statutory provisions of the Health and Safety at Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety.
25. Work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: to be aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

Here's what we can provide you with:-

- Full support of manager and team members
- Full range of training and CPD opportunities
- Nominated supervisor for regular support

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

PERSONAL SPECIFICATION

Qualifications and Experience

1. Hold nationally recognised Youth and Community Work qualification, Teaching qualification or equivalent
2. Experience of work with training providers and supporting learners engage with providers.
3. Experience of working with and knowledge of the Apprenticeship framework. Knowledge of Graduate and Internships would be an advantage.
4. Experience of recruitment and Monmouthshire County Council's policies and procedures
5. Demonstrable experience of working in partnership with other agencies and building networks.
6. Experience and skills to deliver effective and valuable training to partners, facilitating group sessions.
7. Have demonstrable experience in project coordination.
8. Ability to prepare and present reports and briefings for a range of audiences. Able to work towards strict outcomes and able to lead wider team in achieving such project outcomes.
9. Ability and experience of chairing meetings.
10. Current and valid driving licence and have access to a car for work purposes.

DRAFT

SUBJECT:	Welsh Language Monitoring Report 2018/19
MEETING:	Strong Communities Select Committee
DATE:	6th June 2019
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

To provide a performance overview of our compliance and recording systems in relation to the Welsh Language Standards that were allocated in line with the requirements of the Welsh Language (Wales) Measure 2011.

2. RECOMMENDATIONS:

- 2.1 Members are invited to conduct performance monitoring scrutiny, highlighting any areas of concern in relation to performance to the Cabinet Member. The report is a record of the Council's activities over the last financial year in respect of compliance with its allocated Welsh Language Standards. The report will then be forwarded to the Welsh Language Commissioner's Office by the 30th June 2019 for their scrutiny, response and formal approval. It will also be posted on the council's English and Welsh web sites for public scrutiny.

3. KEY ISSUES

- 3.1 The Monitoring report details information recorded in relation to specific areas of the Welsh Language Standards allocated to this council. The Welsh Language Commissioner requests this information annually in order to be able measure our progress in terms of compliance with the Standards.
- 3.2 The report will be forwarded to the Welsh Language Commissioner's Office by the 30th June 2018. Once the report has been read and analysed by the Commissioner the Council meets with the Commissioners' Office to discuss any areas of good practice and any areas of concern that require improvement. It will also be posted on the council's English and Welsh web sites to allow for public scrutiny.
- 3.3 Fundamentally the Council is doing well in terms of compliance with these challenging standards. One continuing area of concern though is the low numbers of fluent Welsh speakers that are employed by the Council (31) potentially making us susceptible to challenge as a result of our inability to provide or proactively offer any kind of frontline services to the Welsh speaking members of the public of Monmouthshire. The Workforce

Planning process that was developed and led by the Welsh Language and Equality Officer and Human Resources has been underway for at least 2 years. The process involves auditing the Welsh Language skills that exist in divisions, looking for any gaps and then designating posts as Welsh Essential when they become vacant. This process has worked well and posts have been designated as Welsh Essential. Unfortunately when some of these have been advertised there has been a lack of applicants but it is anticipated that the numbers of fluent Welsh speakers in the council will increase gradually but that will take some time to have the desired effect.

4. REASONS:

Monmouthshire County Council has a statutory responsibility to produce an Annual Monitoring Report under the Welsh Language (Wales) Measure 2011

5. RESOURCE IMPLICATIONS:

5.1 There are no additional financial or human resource implications arising out of this monitoring report.

5.2 The Scheme will be published, on approval, on the Council's intranet and corporate website as required under the Welsh Language (Wales) Measure 2011.

6. FUTURE GENERATIONS AND EQUALITY IMPLICATIONS:

As this is a monitoring report there is no need to carry out an impact assessment.

7. CONSULTEES:

All Strong Community Select Committee members.

8. BACKGROUND PAPERS:

Monmouthshire County Council's Welsh Language Standards 1st August 2016.

9. AUTHOR:

Alan Burkitt Policy Officer Equalities and Welsh Language

10. CONTACT DETAILS:

Tel: 01633 644010

E-mail: alanburkitt@monmouthshire.gov.uk

Monmouthshire County Council Annual Welsh Language Monitoring Report 2018-2019

This report reflects Monmouthshire County Council's progress on its Welsh language commitments under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards during the financial year 2018-2019.

The report presents data on the required indicators in the following fields in compliance with: Standards 158,164 and 170: complaints: staff language skills: Welsh medium training for staff and recruiting to empty posts. This report will be published by 30th June 2019 in compliance with Standard 158.

Legislative requirements

Translating documents, forms, leaflets, twitter and Facebook interactions etc continue at a pace. It is heartening to know that staff are engaged in the process and omissions are forgetfulness rather than opposition to the process. In doing this we ensure that we are providing the Welsh speaking population of Monmouthshire with a genuine language choice. Also we have worked to ensure that our website and in particular transactional pages are coming on line in a bilingual format. That remains a challenge due to the volume of documentation that goes onto the website but regular monitoring ensures compliance..

Managing change

We continue to be very pro-active with our recruitment process using a **Welsh Language skills assessment** for all vacant posts. The skills assessments are checked at the stage that the advert is sent for translation and this has led to an increase in the number of vacancies that have been assessed as Welsh desirable (details in Recruiting to empty posts (*Standard 154, 170(c)*) are detailed below).

The Welsh Language Officer continues to work through the **Workforce Planning** exercise and below is the current list of the divisions that have gone through the process:

Human Resources, Contact Centre, Libraries and Hubs in the north and south of the county, Policy and Performance, Community Partnerships Development Team, Youth Services, Planning, Building Control, Housing, Communication and Engagement, Leisure Services (part), Waste Services, Environmental Health.

The response from managers to the above process remains positive with increasing numbers of future vacancies highlighted as requiring Welsh Essential designation and the posts mentioned below are signs that the process is starting to bear fruit.

It remains important to highlight that it continues to be a challenge recruiting Welsh speakers to some of these roles. It would appear that the council is not yet seen as an employer of Welsh speakers and there are low levels of expectation in the old Gwent area as to the opportunities for Welsh speakers to secure roles where the ability to speak Welsh is either essential or desirable. Also do our Welsh medium educated students fully understand the benefits and opportunities that are out there for Welsh language skills in the jobs market.

Examples of this problem are not exaggerated and to highlight this three recent Welsh Essential vacancies for 4 vacant posts only attracted a total of 4 applications:

2 x swimming tutors (0), a receptionist (1) and a Welsh Language Youth Support Worker (3 applied but only 1 was sufficiently qualified – this person we have appointed). We advertised on our normal channels (council website, Facebook, Twitter, You Tube and the Monmouthshire Eisteddfod Database) and also specialist Welsh Language recruitment site Swyddle but once more we did not have a great response. It

must be said however that these are still early days for us as a Welsh language recruiter and there are plans to link up with Torfaen CBC and ABUHB and the Welsh medium schools careers fairs to encourage the children to use their Welsh language skills to shape their careers and futures.

Our **Welsh Language Line** remains popular. Having been established on the 4th July 2017 we have had in total 243 calls in total despite the number of calls being very few in the early months.

The following are the figures for the last financial year:

1st April 2018 – 31st March 2019 – 87 calls in total

The following is a list of the service required or the nature of the phone calls received by the Welsh line in the last financial year. This list will be useful when carrying out the ongoing Workforce Planning exercise in order to assist in the decision making process for differentiating between Welsh essential or desirable designations in vacancies.

- Welsh Language Officer 5
- Refuse 19
- Communications Team 9
- Council Tax 4
- Grass Routes/Passenger Transport 17
- Education 7
- Health and Safety 1
- Operations 3
- Events 3
- Social care 2
- Creditors 2
- Sports development 1
- Planning 2
- Leisure 1
- Environmental Health 1
- Elected members 2
- Social Care 1
- Freedom of Information 1
- Street Lighting 2
- Housing 1
- Chief Executive 1
- Other n/k 2

Data required each year from 1 April – 31 March

- **Information on complaints (*Standard 158(2); 164(2); 170(2)(d)*)**
- **Information on staff language skills (*Standard 170(2)(a)*)**
- **Welsh medium training for staff (*Standard 170 (2)(b+c)*)**
- **Recruiting to empty posts (*Standard 154, 170(ch)*).**

Information on complaints (Standard 158(2); 164(2); 170(2)(d))

In 2018-2019 we did not have any formal complaints from members of the public.

Information on staff language skills (Standard 170(2)(a))

Welsh Language Skills of Employees as at 31/03/19 (not including school based staff)

Staff Competency	Total	Beginner	Intermediate	Advanced	Fluent	Total
Welsh Language skills	2059	185	17	19	31	252

Welsh language spoken skills by service area at 31 March 2019. (Not including school based staff)

	Beginner	Intermediate	Advanced	Fluent	Total
Resources	5	1	1	0	7
Social Care and Housing	59	5	5	10	79
Enterprise	86	7	8	11	112
Children and Young People	9	1	0	1	11
Deputy Chief Executive Dept	26	3	5	9	43
Grand Total	185	17	19	31	252

Recruiting to empty posts (Standard 154, 170(ch)).

Job application processes have been amended to be fully accessible in Welsh in accordance with the Welsh Language Standards.

Below are the details of advertised posts in 2018 – 2019. Last year's figures included school based staff.

(a) The number of vacant/new posts advertised from 1st April 2018 – 31st March 2019; 314(491 in 2017 – 2018)

(b) The number of the vacant/new vacant posts advertised from 1st April 2018 - 31st March 2019 that had 'Welsh language skills essential'; 4 (9 in 2017 – 2018)

(c) The number of vacant/new vacant posts advertised from 1st April 2018 – 31st March 2019 that had 'Welsh language skills desirable or desirable but not essential'; 219 (294 in 2017 – 2018)

(d) The number of vacant/new posts advertised from 1st April 2018 – 31st March 2019 specified as posts where it is 'necessary to learn Welsh-language skills when someone is appointed to the post';
0 (0 in 2017 – 2018)

(e) The number of vacant/new posts advertised from 1st April 2018 – 31st March 2019 that 'did not require Welsh language skills'; 93 (170 in 2017 – 2018)

(f) The number that did not include an assessment 1st April 2018 – 31st March 2019 - 0

(g) The number not stated 1st April 2018 – 31st March 2019 - 0

Welsh medium training for staff (*Standard 170 (2) (b+c)*)

In 2018-19, we ran the following Welsh Language sessions and financially supported (fees and books) individuals in their own time:-

31 members of staff signed up for the Cwrs Mynediad Year 1 Cymraeg yn y Gweithle 2 hour 30 week course provided by Coleg Gwent Welsh for Adults. These were supplemented by 7 members of the public who joined the classes.

17 members of staff signed up for second year of the Cwrs Mynediad course.

2 members of staff were funded to attend Cwrs Mynediad after work

1 member of staff was funded to attend year 2 Mynediad after work

1 member of staff was funded to attend year 1 Fast track course

2 members of staff were funded to attend year 3 Sylfaen

5 members of staff from Severn View were given bespoke carer training through the medium of Welsh

14 members of staff have signed up to the free 10 hour Cwrs Croeso

Staff are funded to attend Coleg Gwent Welsh Weekend Courses in addition to weekly courses.

More classes will be offered in September 2019

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Public Document Pack Agenda Item 7

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held
at on Thursday, 18th April, 2019 at 10.00 am

PRESENT: County Councillor A. Webb (Vice Chairman)

County Councillors: L.Dymock, A. Easson, L. Guppy and R.Roden

OFFICERS IN ATTENDANCE:

Hazel Ilett	Scrutiny Manager
Wendy Barnard	Democratic Services Officer
Alan Burkitt	Policy Officer Equalities and Welsh Language
David Jones	Head of Public Protection
Jennifer Walton	Registration Service Manager

APOLOGIES:

County Councillors J.Pratt, R. Harris, L.Jones and V. Smith

1. Declarations of Interest

There were no declarations of interest.

2. Public Open Forum

No members of the public were present.

3. Strategic Equality Report

Purpose:

The Select Committee has a responsibility to ensure that the Council complies with relevant legislation to ensure policy is embedded into practice. The Equality Act 2010 was introduced in April 2011. Within the Specific duties of the Equality Act is the requirement to publish an annual report on the progress made by the Council in its compliance with its Strategic Equality Plan, equality objectives and comprehensive action Plan. The Act's principles and processes ensure that the Council remains true to its corporate values of Openness, Fairness, Flexibility and Teamwork.

Key issues:

One of the specific duties of the Equality Act 2010 requires all listed Public Bodies to publish an annual report. The purpose of this report is as follows:

1. To evidence the progress made on the action plan that sits in the Strategic Equality Plan 2016 -2020.
2. It gives many examples of the good practice carried out by the directorates of the council as outlined in the report covering the period 1st April 2017 to the 31st March 2018.
3. It also records how the council complies with the Specific Duties as set out in the Equality Act 2010 namely:

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Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 18th April, 2019 at 10.00 am

4. How and who we engage with, our process for the assessment of impact, the recording of equality information by protected characteristic, the recording of employment information also by protected characteristic, recording of pay differences and staff training data, the procurement process, and finally the requirement to report and publish.

Member scrutiny:

The Equalities and Welsh Language Policy Officer presented the Strategic Equality Report and invited questions from the Select Committee as follows:

- A Member referred to the proposed Monmouthshire Pride event in Caldicot following on from last year's successful event. It was noted that a two-day event is planned this year. Planning is being led by a working party and it was explained that £13,000 is required to fund the event of which some money has been pledged already.

In response to a question, it was confirmed that the work of the LGBTQ support network started in Chepstow School and is being disseminated to other schools. It was added that next year's annual report will show further progress.

- A Member asked if the "Adopt a Granny" scheme, which promotes young people's association with older people, was known about in Monmouthshire to promote association with older people. It was responded that there is good engagement when young people visit dementia units e.g. Severn View Club.
- A Member asked if we are developing a better dementia friendly network across Council services. It was confirmed that there is a lot of work going on but there is no Equalities Group to formally gather the information. A question was asked about support for families of dementia patients and how this can be improved. This matter is regularly considered by Adult Select Committee and it was requested that the dementia friendly café in Chepstow is represented at a future meeting.
- In response to a question, it was responded that some specific groups are more difficult to communicate with in Monmouthshire e.g. Black Minority Ethnic is a hard to reach group. There is also limited diversity of religion and belief in the County. Reassurance was sought that there is a mechanism to report issues involving hard to reach groups to enable trends to be highlighted. Information was provided that for hate crimes identified in schools, there are specific policies and procedures to address and report issues. It was confirmed that there is also a Newport and Monmouthshire Hate Crime Group. Work being carried out by Children and Young People Select Committee currently and this will be shared in due course.
- The Chair asked if any elected members had taken up the opportunity to learn the Welsh language. It was confirmed that some councillors are learning Welsh and some are fluent Welsh speakers already.
- It was queried if there is increased engagement with the Gypsy and Traveller community.
- A Member explained about "I Need" which is a Caldicot-based charity helping Syrian refugees. Reassurance was provided that Children and Young People Select Committee has considered support for refugee children in detail.

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- It was queried if there is a pay gap between male and female workers in the Council. In response, it was explained that there remains a pay gap but this is not extensive. The authority is working towards closing the gap where it is identified that employees are carrying out similar functions.

Committee Conclusion:

The officer was thanked for his attendance and the report was noted. Members scrutinised examples of good practice carried out by staff of MCC and the progress made on the action plan in line with their role to ensure policy and practice delivers legislative requirements.

4. Registrars Service

Purpose:

Scrutiny of the Registration Service and its' performance during the 2018/19 year.

Key issues:

1. Civil registration has been mandatory in the UK since 1837. Initially Registration Officers were employed by the General Register Office (GRO) but that changed in 2007, and we are now employed by the Local Authority. Monmouthshire became the District that it is now for the purposes of registration in 1996, as part of the Local Government restructure. Prior to that it was Abergavenny, Monmouth and Chepstow and was occasionally partly in England. Boundaries historically have changed regularly which has often resulted in registers moving around between Offices, and Churches and Hospitals suddenly reporting to a different area. We are the custodians of the records of all Births, Deaths and Marriages which have taken place in Monmouthshire since 1837. They are all stored and safeguarded within our strong room.
2. The Registration Service sits in Public Protection, within the Social Care and Health Directorate. This fits well with our remit, which has expanded over the years to become more customer focussed, and to take on additional duties on behalf of the Home Office. For example the section reports on possible sham marriages, vulnerable persons within the community, fraudulent applications for the issue of certificates, and sends statistical information to the Office for National Statistics about births and mortality.
3. Each year we prepare an annual report to GRO and a Seasonal Variance Plan. Internally we are guided by our annual Business Improvement and Business Continuity Plans.
4. The purpose of the Registration Service is as follows:
 - The registration of all births, deaths and stillbirths occurring within the County
 - Taking notices of intended marriages and civil partnerships from persons resident within the County
 - Conducting and registering all civil marriages and civil partnerships, (including conversions from civil partnership to marriage), taking place in any venue registered or licensed for the purpose. This includes prisons and hospitals or private residences in certain circumstances
 - Registering religious marriages where required
 - Conducting citizenship ceremonies for Monmouthshire residents who make successful applications for British nationality
 - Safe custody of all historic records of births, deaths, civil partnerships and marriages dating back to 1837, and issue of certified copies of these records on demand
 - Inspection and registration of new venues for marriage and civil partnership
 - Giving assistance and advice to all customers on all aspects of registration, citizenship and nationality
 - Providing data for vital work on population statistics and medical research

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- Management of data, including protection of both physical and electronic data. This assists with public protection and counter fraud by reporting suspicious applications and sham marriages, as well as suspicions about immigration abuse and other crimes
 - Safeguarding secure stock and accounting for fees
 - Promote and contribute to the Home Office priorities
5. The Registration Service is based in the Old Parlour, Usk. There are 8 staff, 10 on a casual basis for ceremonies only. The staff are made up of the Superintendent Registrar, one Registrar and 6 Deputies who can all register births, deaths and marriages and also take notices of marriage.
6. We have just benefitted from an investment in new chairs and flowers within the ceremony room, and increased our maximum guest numbers to 45. We are hoping soon to improve the outside area with the re-surfacing of the car park and improved signage from the Highway.
7. As well as the Old Parlour there are 3 out-stations, at Nevill Hall and at the Hubs in Chepstow and Monmouth. This enables us to provide the best possible service to residents.
8. Approved Premises, meaning venues which have chosen to licence rooms for marriages and civil partnerships, cover the length and breadth of Monmouthshire. There are currently 36 and a very good relationship exists with them all.

Member Scrutiny:

The report was presented by the Head of Public Protection and the Registration Services Manager who answered questions from Select Committee Members as follows:

- In response to a question, it was confirmed that all records are kept in a separate purpose-built strong room in Usk that is compliant with Home Office guidelines. It is temperature controlled and as safe as possible.
- A Member asked how many marriages are for same sex couples as opposed to same sex civil partnerships rising, and the likelihood of numbers of opposite sex civil partnerships when the law changes and whether or not this is likely to impact on numbers of marriages. Information on same sex marriages/civil partnerships will be made available outside the meeting. It was speculated that there will be some opposite sex civil partnerships instead of marriages but it was uncertain yet what the trend will be.
- A Member asked about registration of birth and deaths in the Hubs and it was confirmed that if a birth or death takes place outside Monmouthshire, a declaration form can be completed and sent on to the relevant district. When partnership is established, full registration will be possible. It was confirmed that the aim is to have the system working smoothly for when the new hospital opens. It was confirmed that the service provided at Nevill Hall will be monitored. It is envisaged that it will continue for the foreseeable future. It was confirmed that generally appointments made are honoured.
- Regarding performance indicators, it was explained that the percentage of ceremonies within statutory timeframe is not applicable because the figures refer to people arranging a ceremony when they want it to take place.

Committee Conclusion:

The Select Committee considered and commented on the content of this report. The report served to outline the services provided by the Registration Service, described current performance and highlighted future challenges.

The Select Committee welcomed the update that an annual performance report will be expected in late April or May each year to allow performance to be assessed.

The Officers were thanked for their attendance.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 18th April, 2019 at 10.00 am

5. To confirm minutes of the meeting held on 21st March 2019

The minutes of the meeting held on 21st March 2019 were confirmed and signed as a true record.

6. Action list

The Head of Public Protection responded by e mail to questions asked at the last meeting about fly-tipping and Toilet Strategy to all Select Committee Members.

- Regarding the Toilet Strategy, a Member asked about anti-social behaviour and reports of drug paraphernalia in toilet facilities and queried if any action had been taken. It was confirmed that Abergavenny Town Council and the Crime and Disorder Officer have expressed concerns. Cleaning staff have been asked to log information in this respect but nothing has been logged this year so far. Any evidence found will be acted upon accordingly.

Town councils are part funding renovation work and are proactive. A property survey is in hand and more information is available from the Councillors' group visit in February. A challenge is how to ensure non-Council facilities are well kept. A £1200 grant is made to community councils to assist with maintenance and an annual Environmental Health inspection is available.

As part of the consultation process a meeting with Access for All has been held regarding disabled facilities to consider solutions to issues.

Consultation responses will be collated and presented for scrutiny prior to proceeding to Cabinet. It was confirmed that Town and Community Councils have been consulted.

The Action List was accepted.

7. Strong Communities forward work programme

- A modern slavery workshop takes place this afternoon to which all members are invited. The aim is to produce an action plan and protocol through discussion of key issues and context.
- A Special Meeting is scheduled for 21st May 2019 at 2.00pm to consider consultation responses and complete pre-decision scrutiny on the Toilet Strategy. Additionally, the Public Protection Annual Report will be presented.
- Apprenticeship and graduate internship strategy will be considered on 6th June 2019.
- Traffic and Road Safety has been considered by area committees and public workshops are in progress with town and community councils. Feedback will be given to the task group then the matter will be brought back to the Select Committee.
- Regarding a report on Cremations and Burial services, it was noted that 3 elected members had agreed to investigate this matter. A reminder will be issued.

8. Cabinet & Council forward work programme

The Cabinet and Council Forward Work Programme was noted.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Strong Communities Select Committee held
at on Thursday, 18th April, 2019 at 10.00 am**

9. Date and time of next meeting: Thursday 6th June 2019 at 10am

The meeting ended at 11.05 am

STRONG COMMUNITIES ACTION LIST

MEETING	ACTION	OFFICER
18 th April 2019	Registrar Service: Annual performance report will be expected in late April or May each year to allow performance to be monitored	Jennifer Walton Dave Jones

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Monmouthshire's Scrutiny Forward Work Programme 2019-20

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
21st May 2019 (Special Meeting)	Public Protection	Scrutiny of the Performance Report 2018-2019.	David Jones	Performance Monitoring
	Public Toilets	Pre-decision Scrutiny of the draft Local Toilet Strategy following public consultation ahead of Cabinet decision on 5 th June.	David Jones	Pre-decision Scrutiny
6th June 2019	Welsh Language Monitoring Report	Annual scrutiny of the council's performance in applying legislation to policy and practice.	Alan Burkitt	Performance Monitoring
	Apprentice, Graduate and Intern Strategy	Scrutiny of the new strategy to deliver on the council's responsibility to provide apprenticeship, graduate jobs and internship opportunities in order to grow the organisation's skills base.	Hannah Jones	Policy Development
11th July 2019	Corporate Plan and Annual Report	To hold cabinet members to account on performance and alignment of service delivery to the corporate plan.	Frances Taylor Richard Jones	Performance Monitoring
	Revenue and Capital Outturn report	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
Special Meeting 2019 to be confirmed	Traffic & Road Safety	To present a strategy for dealing with traffic and road safety To present the Speeding Management Process being worked upon by the Strong Communities Task and Finish Group) ~ following a public workshop to be held in September.	Paul Keeble Roger Hoggins	Policy Development
26th September 2019	Rights of Way Improvement Plan	Pre-decision scrutiny on the final plan in September/October ~ following the assessment stage, there will be a formal review, preparation of a draft plan, formal consultation prior to decision.	Matthew Lewis	Pre-decision Scrutiny

Monmouthshire's Scrutiny Forward Work Programme 2019-20

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Budget Monitoring report - Month 2	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring
7th November 2019	(To be confirmed)			
13th December 2019	(To be confirmed)			
16th January 2020	Budget Monitoring report - Month 7	Budget monitoring report for quarterly scrutiny.	Mark Howcroft	Budget Monitoring

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Future Agreed Work Programme Items: Dates to be determined

- × **Report on Grounds Maintenance ~ Scrutiny or email?**
- × **Air Pollution Monitoring Report ~ Multiple departments - Autumn**
- × **Cremations and Burials ~ 3 Members to investigate/report back. Social issues and financial.**
- × **Highways Management Plan ~ Paul Keeble**
- × **Large vehicles on small roads policy**
- × **Chepstow and Monmouth Wye pedestrian bridge**
- × **Open Space Review ~ review of open spaces and the prioritisation and management of highways ~ strategic review rather than operational.**
- × **Modern Day Slavery and Human Trafficking ~ Workshop, then report through select committee.**

Emerging issues/topics to be raised with the committee before inclusion ~ some reports to be received by email for comment rather than in-depth scrutiny

Cabinet, Council and Individual Cabinet Member Decisions (ICMD) Forward Plan

Monmouthshire County Council is required to publish a forward plan of all key decisions to be taken. Council and Cabinet items will only be considered for decision if they have been included on the planner no later than the month preceding the meeting, unless the item is considered urgent.

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
Cabinet	03/06/20	Budget Monitoring report - month 12 (period3) - outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year	Mark Howcroft	18/04/19	
Cabinet	01/04/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 9 held on 5th March 2020.	Dave Jarrett	18/04/19	
Council	05/03/20	Council Tax Resolution	To set budget and Council Tax	Ruth Donovan	18/04/19	
Cabinet	04/03/20	Budget Monitoring report month 10		Mark Howcroft	18/04/19	
Cabinet	04/03/20	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.	Dave Jarrett	18/04/19	
Cabinet	12/02/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 8 held on 23rd January 2020.	Dave Jarrett	18/04/19	
Council	23/01/20	Council Tax Reduction Scheme		Ruth Donovan	18/04/19	
Cabinet	08/01/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 7 held on 5th December 2019	Dave Jarrett	18/04/19	

Cabinet	08/01/20	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/19	
ICMD	18/12/19	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/19	
ICMD	18/12/19	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/19	
Cabinet	11/12/19	Council Tax Base 2020/21 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2020/21 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	18/04/19	
Cabinet	06/11/19	Draft Revenue Budget Proposals (including fees and charges proposals)		Mark Howcroft	18/04/19	
Cabinet	06/11/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 6 held on 24th October 2019	Dave Jarrett	18/04/19	
Cabinet	06/11/19	Long Term Household Recycling		Roger Hoggins	29/01/19	
ICMD	23/10/19	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	
Cabinet	02/10/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 5 held on 19th September 2019	Dave Jarrett	18/04/19	
Cabinet	02/10/19	Usk Town Strategy		Frances Williams	29/01/19	

Council	19/09/19	MCC Audited Accounts (formal approval)	To present the audited Statement of Accounts for approval by Council	Mark Howcroft	18/04/19	
Council	19/09/19	ISA 260 report - MCC Accounts - attachment above	To provide external audits report on the Statement of Accounts	WAO	18/04/19	
ICMD	11/09/19	SPG Landscape	To provide guidance on landscape character to inform planning decisions	Mark Hand/Amy Longford	02/05/19	
ICMD	11/09/19	SPG archaeology	To identify three new Archaeologically Sensitive Areas	Mark Hand/Amy Longford	01/05/19	
Cabinet	04/09/19	Section 106 Funding – Penperlleni		Mike Moran	20/02/19	
Cabinet	31/07/19	SPG Affordable Housing commuted sums pre consultation	To revise guidance on affordable housing contributions, specifically to amend when commuted sums are required on small scale developments	mark Hand	01/05/19	
Cabinet	31/07/19	Economic Growth and Ambition Plan		Cath Fallon	08/05/19	
Cabinet	31/07/19	MTFP and Budget Process	To outline the context and process within which the MTFP over the next 4 years and the budget will be developed.	Mark Howcroft	18/04/19	
Cabinet	31/07/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 4 held on 18th July 2019	Dave Jarrett	18/04/19	
Cabinet	31/07/19	Budget Monitoring report - month 2 (period 1)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/19	

ICMD	24/07/19	The Social Housing Grant Programme		Louise Corbett	02/05/19	
ICMD	24/07/19	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	
ICMD	24/07/19	SPG Infill Development	To provide planning guidance for dealing with infill and backland development	Mark Hand/David Wong	01/05/19	
Council	18/07/19	MonLife		Tracey Thomas	03/05/19	
Council	18/07/19	Constitution Update	To receive information regarding the review of the Council Constitution	Matt Phillips	29/05/19	
ICMD	10/07/19	Collections Review		Rachael Rogers	27/03/19	
Cabinet	03/07/19	Social Justice Strategy Annual Update		Cath Fallon	08/05/19	
Cabinet	03/07/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 3 held on 20th June 2019	Dave Jarrett	18/04/19	
Cabinet	03/07/19	Decision on the closure of Mounton House School		Matthew Lewis	20/05/19	
Cabinet	03/07/19	MonLife		Tracey Thomas	03/05/19	

Cabinet	03/07/19	Apprentice, Graduate and Intern Strategy		Hannah Jones	16/04/19	
Cabinet	03/07/19	Section 106 Funding – The Hill, Abergavenny		Mike Moran	20/02/19	
ICMD	26/06/19	LDP Growth Options	To endorse the growth options for public consultation / t	Mark Hand	01/05/19	
Council	20/06/19	Social Justice: Annual Review		Cath Fallon	01/04/19	
ICMD	12/06/19	PROPOSED 30 MPH SPEED LIMIT STATION ROAD AND OLD TRAP ROAD, GILWERN	DEFERRED PENDING FURTHER WORK ON COSTINGS	Paul Keeble	02/05/19	
ICMD	12/06/19	Interim arrangements - transfer of the GIS from SRS	to outline the interim arrangements for provision of the GIS function in collaboration with Newport City Council	Sian Hayward	16/05/19	
ICMD	12/06/19	Non Domestic Rates application for hardship relief	To determine whether it is appropriate to give discretionary rate relief on the grounds of hardship to a ratepayer in Monmouth town	Ruth Donovan	23/05/19	
ICMD	12/06/19	Structural Changes in Policy and Governance Section		Matt Gatehouse/P Jordan	02/05/19	
ICMD	12/06/19	Volunteering Update	DEFERRED	Cath Fallon	08/05/19	
ICMD	12/06/19	Eco-Flexi Statement of Intent	To scrutinise the Council's "Statement of Intent" regarding access to Energy Company	Steve Griffiths	01/05/19	

ICMD	12/06/19	Training/PTU Structure	Bryan Jones	John McConnacie	14/05/19	
ICMD	12/06/19	Monmouthshire Local Toilet Strategy	From Cabinet Planner	Dave Jones	21/05/19	
Cabinet	05/06/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 2 held on 16th May 2019	Dave Jarrett	18/04/19	
Cabinet	05/06/19	Revenue and Capital Monitoring Outturn	To provide Members with information on the outturn position of the Authority for the financial year	Mark Howcroft	18/04/19	
Cabinet	03/07/19	Digital Deprivation Action Plan		Cath Fallon	01/04/19	
Cabinet	05/06/19	Local Toilet Strategy		Dave Jones	06/03/19	
Cabinet	05/06/19	Section 106 funding – Forensic Science Laboratory Site, Chepstow		Mike Moran	20/02/19	
Cabinet	05/06/19	LDP Issues, Objectives & Vision		Mark Hand		
ICMD	22/05/19	SWTRA Agreement - Singature & Seal		Roger Hoggins	02/05/19	
ICMD	22/05/19	APPEARANCE OF LOCAL AUTHORITIES IN LEGAL PROCEEDINGS		Matt Phillips/ Paul Jordan	30/04/19	

ICMD	22/05/19	(ENRaW) Funding: Gwent Green Grid Partnership		Matthew Lewis	24/04/19	
ICMD	22/05/19	PROPOSED PROHIBITION OF WAITING AT ANY TIME, NEWTOWN ROAD, PENPERLLEN.		Paul Keeble	18/04/19	
ICMD	22/05/19	PROPOSED PROHIBITION OF WAITING AT SPECIFIED TIMES ONLY, LAUNDRY PLACE, ABERGAVENNY		Paul Keeble	18/04/19	
Council	16/05/19	Chief Officer CYP Annual Report		Will Mclean	26/03/19	
Council	16/05/19	Proposed Off-Road Cycling Centre, Llanfoist		Mike Moran	20/02/19	
Council	16/05/19	Speed Management		Roger Hoggins	29/01/19	
ICMD	08/05/19	Delivering Excellence in Children's Service: Establishment update in line with setting the structure for 2019/20.	To establish a fit for purpose structure for Children's Services for the forthcoming financial year of 2019/2020 and beyond.	Jane Rodgers	17/04/19	
ICMD	08/05/19	Museum Service Interim Reduction in hours		Matt Lewis	11/04/19	
Cabinet	01/05/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 1 held on 11th April 2019	Dave Jarrett	18/04/19	
Cabinet	01/05/19	Cabinet to agree to commence statutory consultation to open a new Welsh Medium Primary School in Monmouth.	Deferred to ?	Debbie Morgan	05/03/19	

Cabinet	01/05/19	Recruitment & Selection Policy		Sally Thomas	26/02/19	
Cabinet	01/05/19	Play Sufficiency Audit and Action Plan 2019		Mike Moran	20/02/19	
Cabinet	01/05/19	Proposed changes to the membership of the school budget finance forum	This paper is to propose changing the membership of the school budget forum to allow wider representation	Nikki Wellington	15/02/19	
ICMD	24/04/19	ROWIP DRAFT PLAN		Ruth Rourke	02/0/19	
ICMD	24/04/19	Review of Collections Development Policy		Rachael Rogers	27/03/19	
Council	11/04/19	Monmouthshire Citizen Advice Bureau Annual Report	To provide members with an opportunity to discuss the work and ask questions of the Chief Executive of CAB Monmouthshire which provides advice to local people and its contribution to the council's purpose of building sustainable and resilient communities.	Matt Gatehouse	05/10/18	
Council	11/04/19	Mon Life		Peter Davies		
Council	11/04/19	Development Company		Peter Davies		
ICMD	10/04/19	Supplementary Planning Guidance on Affordable Housing commuted sums	endorsement to consult for 6 weeks	Mark Hand / Cllr Sara Jones	15/03/19	
ICMD	10/04/19	Housing Options Staffing Report		Ian Bakewell / Cllr Sara Jones	14/03/19	

ICMD	10/04/19	Consolidated Traffic Order		Roger Hoggins	29/01/19	
Cabinet	03/04/19	catchment review / admissions policy		Matthew Jones	19/03/19	
Cabinet	03/04/19	Agency and Self Employed Workers Policy		Sally Thomas	26/02/19	
Cabinet	03/04/19	Section 106 Funding – Sudbrook Paper Mill		Mike Moran	20/02/19	
Cabinet	03/04/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 9 held on the 7th March 2019.	Dave Jarrett	17/04/18	
ICMD	27/03/19	BLAENAVON INDUSTRIAL LANDSCAPE WORLD HERITAGE SITE MANAGEMENT PLAN (2018 - 2023)	To seek approval of the Blaenavon Industrial Landscape World Heritage Site Management Plan (2018-2023).	Matthew Lewis	08/03/19	
ICMD	27/03/19	DRAFT INFILL DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE		MARK HAND	06/03/19	
ICMD	27/03/19	DEFINITIVE MAP MODIFICATION ORDER, PRICES BRIDGE, WHITELEYE, TRELLECH		Ruth Rourke	05/03/19	
ICMD	27/03/19	Weekend Traffic Orders	NO LONGER REQUIRED - RH	Roger Hoggins	29/01/19	
ICMD	27/03/19	Future Housing Management Register	NO LONGER REQUIRED	Mark Hard	29/01/19	

ICMD	27/03/19	Youth Support Grant Additional Funding	Cllr Richard John	Hannah Jones	21/01/19	
ICMD	13/03/19	Non Domestic Rates:High Street and Retail Rates Relief		Ruth Donovan	01/03/19	
ICMD	13/03/19	Use of S106 funding in Wyesham	Cllr Bryan Jones	Mike Moran	20/02/19	
ICMD	13/03/19	Proposed prohibition of waiting at any time Capel Y Ffin to Llanvihangel Crucorney Rd		Paul Keeble	19/02/19	
ICMD	13/03/19	Restructure of Housing Options Scheme	DEFERRED	Ian Bakewell	04/02/19	
ICMD	13/03/19	PSPO Consider Condition of all MCC car parks		Andrew Mason	08/01/19	
ICMD	13/03/19	Formula Change for Mounon House		Nikki Wellington		
Council	07/03/19	Road Safety Strategy		Rogger Hoggins	29/01/19	
Council	07/03/19	Final Budget Proposals	Combined with Council Tax Resolution Report	Peter Davies	11/09/18	
Council	07/03/19	Treasury Management Strategy 2019/20	To accept the annual treasury Management	Peter Davies	11/09/18	

Council	07/03/19	Council Tax Resolution 2019/20	To set budget and Council tax for 2019/20	Ruth Donovan	11/09/18	
Cabinet	06/03/19	Future Options for Mounton House School		Will Mclean	27/09/18	
Cabinet	06/03/19	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.	Dave Jarrett	17/04/18	
Cabinet	06/03/19	Report to Federate the Governing Bodies of Llanfoist Fawr and Llanvihangel Crucorney Primary Schools.		Cath Saunders		
Cabinet	06/03/19	Investment Case to Deliver next phase of procurement strategy		Peter Davies		
ICMD	27/02/19	ESTABLISHMENT OF URBAN AND PHYSICAL REGENERATION TEAM		Cath Fallon	29/01/19	
Council	21/02/19	Addressing our lack of a five year housing land supply: a review of Monmouthshire's approach to unallocated housing sites		Mark Hand	29/01/19	
Council	21/02/19	REGENERATION OF SEVERNSIDE & THE FUTURE ROLE OF CALDICOT TOWN TEAM.		Cath Fallon	29/01/19	

Council	21/02/19	Capitalisation of Revenue Costs		Mark Howcroft	29/01/19	
Cabinet - Special	20/02/19	Final Revenue and Capital Budget Proposals		Peter Davies	20/09/18	
ICMD	13/02/19	Lido facility in Bailey Park		Deb Hill Howells	21/01/19	
ICMD	13/02/19	Prohibition of waiting at anytime, Lansdown Road, Abergavenny		Paul Keeble	15/01/19	
Cabinet	06/02/19	Local Housing Market Assessment		Mark Hand	29/01/19	
Cabinet	06/02/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 8 held on the 17th January 2019.	Dave Jarrett	17/04/18	
ICMD	30/01/19	Data Protection & GDPR Officer for Schools		Sian Hawyard		

ICMD	30/01/19	Social Care & Health Senior Leadership Review Follow up		Tyrone Stokes		
Council	17/01/19	Council Tax Reduction Scheme 2018/19		Ruth Donovan	11/09/18	
ICMD	16/01/19	IN-HOUSE SENIOR CARE & SUPPORT WORKER RE-GRADING		Colin Richings	31/12/18	
ICMD	16/01/19	DOMESTIC ASSISTANT POST RE-GRADE		Sian Gardner	31/12/18	
ICMD	16/01/19	Monmouthshire LDP Sustainability Appraisal Scoping Report and Habitats Regulations Appraisal Initial Screening		Mark Hand/Rachel Lewis	21/12/18	
ICMD	16/01/19	LOCAL GOVERNMENT (WALES) ACT 1994	THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995	Jonathan S Davies	18/12/18	
Cabinet	09/01/19	Final Draft Budget Proposals or recommendation to Council.		Joy Robson	17/04/18	

Cabinet	09/01/19	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 7 held on the 13th December 2018.	Dave Jarrett	17/04/18	
Cabinet	09/01/19	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/18	
Cabinet	19/12/18	Gwent Homelessness Strategy	Moved to Council 13 December	Steve Griffiths	05/11/18	
Cabinet	19/12/18	Draft Revenue Capital Budget Proposals	To outline the proposed capital budget for 2019/20 and indicative capital budgets for the 3 years 2020/21 to 2022/23	Joy Robson/Peter Davies	19/09/18	
Council	13/12/18	Gwent Homelessness Strategy		Steve Griffiths	13/11/18	
Council	13/12/18	Capital Budget Report on 3rd Lane on Wye Bridge	Defer to December	Paul Keeble	20/09/18	
Council	13/12/18	Final approval of MonLife and MonLife Plus		Tracey Thomas	09/08/18	
ICMD	12/12/18	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble	21/11/18	
ICMD	12/12/18	Local Government (Wales) Act 1994 The Local Authorities (Precepts) Regulations 1995		Jonathan S Davies	20/11/18	

Cabinet	05/12/18	Implementation of NJC revised payspine April 2019			09/10/18	
Cabinet	05/12/18	LA and Schools Partnership Agreement		Cath Saunders	26/09/18	
Cabinet	05/12/18	Corporate Plan: Progress Report		Matthew Gatehouse	10/07/18	
Cabinet	05/12/18	Reorganisation of ALN and Inclusion Services update	Cabinet consider objections received on the Reorganisa	Debbie Morgan	25/05/18	
Cabinet	05/12/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 6 held on the 25th October 2018.	Dave Jarrett	17/04/18	
Cabinet	05/12/18	Council Tax Base 2019/20 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2019/20 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	17/04/18	
Cabinet	05/12/18	Reviews of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2019/20	Mark Howcroft	17/04/18	
ICMD	28/11/18	Panel Fees for Foster Carers		Jane Rodgers	17/10/18	
ICMD	14/11/18	Review of Mardy Local Lettings Policy		Ian Bakewell	24/10/18	
ICMD	14/11/18	Rural Allocations Policy		Shirley Wiggam	23/10/18	

ICMD	14/11/18	Social Housing Grant Programme		Shirley Wiggam	23/10/18	
ICMD	14/11/18	Family Support within 'Statutory' Children's Services - Re-design of the Contact Service		Jane Rodgers	17/10/18	
ICMD	14/11/18	Proposal to extend supporting people contracts in 2019/20		Chris Robinson	10/09/18	
Cabinet	07/11/18	Targeted Regeneration Investment Programme, The Cross, Caldicot		Cath Fallon	12/10/18	
Cabinet	07/11/18	21st Century Schools - Band B project Team		Will Mclean	12/10/18	
Cabinet	07/11/18	Cadetship Programme		Tracey Harry	20/09/18	
Cabinet	07/11/18	Structure Report		Roger Hoggins	20/09/18	
Cabinet	07/11/18	Project 5: Development of a Therapeutic Foster Care Service for Complex Young People		Jane Rodgers	30/08/18	
Cabinet	07/11/18	MTFP and Budget Process for 2019/20 to 2022/23	To outline the context and process within which the MTFP over the next 4 years and the budget for 2019/20 will be developed.	Joy Robson	17/04/18	
Council	25/10/18	Statement of Gambling Policy and proposals for Casinos		Linda O'Gorman	10/09/18	

Council	25/10/18	County Hall Accommodation	Seeking approval to undertake borrowing to fund the refurbishment works to County Hall	Deb Hill-Howells	17/07/18	
Council	25/10/18	Proposal to create a development company		Deb Hill-Howells		
ICMD	24/10/18	Additional Service Offer at Usk Hub	To seek approval for the development of a business case to site a Post Office within Usk Hub following the announcement of the planned closure of the current facility on Bridge Street	Matt Gatehouse / Richard Drinkwater	04/10/18	
ICMD	10/10/18	Register of Priority Services		Ian Hardman	18/09/18	
ICMD	10/10/18	Joint Heritage Services with Torfaen		Mark Hand	05/09/18	
ICMD	10/10/18	Extension of Lease for Gilwern Library	To seek approval to extend the council's lease of space within Gilwern Community Centre for the continued provision of a library service beyond the end of the current agreement which expires in March 2019	Matthew Gatehouse	03/08/18	
Cabinet	03/10/18	Welsh Church Funding Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2018/19, Meeting 5 held on the 20th September 2018.	Dave Jarrett	17/04/18	
ICMD	26/09/18	Joint Heritage Services with Torfaen	DEFERRED TO 10 OCTOBER	Mark Hand	05/09/18	
ICMD	26/09/18	Amendments to cemeteries management practice to withdraw burial plot reservations.		Deb Hill-Howells	17/07/18	12/09/18
Council	20/09/18	Abergavenny Hub	Final business case to proceed with the creation of a Hub at Abergavenny Town Hall	Deb Hill Howells	17/07/18	

Council	20/09/18	A40 Wyebridge Highway Improvement Scheme		Paul Keeble	12/07/18	
Council	20/09/18	Well-being Objectives and Statement Annual Report 2017/18	For Council to approve the Annual Report 2107/18 on MCCs wellbeing objectives and statement	Richard Jones	30/05/18	
Council	20/09/18	Fairtrade		Hazel Clatworthy	24/05/18	
Council	20/09/18	MCC Audited Accounts 2017/18 (formal approval)	To present the audited Statement of Accounts for 2017/18 for approval by Council	Joy Robson/Mark Howcroft		
Council	20/09/18	ISA 260 report - MCC Accounts - attachment above	To provide external audits repor on the Statement of Accounts 2017/18	WAO		
Council	20/09/18	J Block Proposals		Deb Hill-Howells		
ICMD	12/09/18	Colleague Volunteering Pilot	To seek approval to establish a Colleague Volunteering Pilot for 30 staff across directorates.	Owen Wilce		
Cabinet	05/09/18	NEET		Hannah Jones	09/08/18	
Cabinet	05/09/18	Management of obstructions in the public highway	For Cabinet to approve recommendations made by Strong Communities Select on 30th July	Roger Hoggins	09/08/18	
Cabinet	05/09/18	ICM Phase 2 Implementation of Family Support Services - post statutory threshold		Jane Rodgers	01/08/18	

Cabinet	05/09/18	Targeted Regeneration Investment - South Monmouthshire		Cath Fallon	13/07/18	
Cabinet	05/09/18	Childcare Offer		Rebecca Davis	12/06/18	
Cabinet	05/09/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 4 held on the 26th July 2018	Dave Jarrett	17/04/18	
Cabinet	05/09/18	Recommendations on the review of ALN & Inclusion Services	Cabinet to receive recommendations based on the cons	Debbie Morgan	25/05/01	
Cabinet	05/09/18	Regional Safeguarding Board Annual Report	Deferred	Claire Marchant		
Cabinet	05/09/18	S106 Procedure Note and S106 Guidance Note	DEFERRED from May	Mark Hand		
ICMD	22/08/18	Anti-Social Behaviour, Crime and Policing Act 2014		Andrew Mason	03/08/18	
ICMD	08/08/18	Children's Services – Supporting First Years in Practice		Jane Rodgers	19/07/18	
ICMD	08/08/18	Safeguarding Business Support Update		Diane Corrister	19/07/18	
ICMD	08/08/18	Financial Systems support team - change of role and job description		Ruth Donovan	03/07/18	

Council	26/07/18	Shadow Board recruitment for the ADM		Cath Fallon	15/06/18	
Council	26/07/18	Stock Transfer – Promises Kept/Missed & Added Value	PRESENTATION ONLY	Ian Bakewell	08/06/18	
Council	26/07/18	Audit Committee Annual Report		Wendy Barnard	24/05/18	
Council	26/07/18	Strategic Development Plan (SDP) Responsibility Audit	DEFERRED	Mark Hand	09/05/18	
Council	26/07/18	Chief Officer Annual Report		Claire Marchant		
Council	26/07/18	Safeguarding Evaluative Report		Claire Marchant		
ICMD	25/07/18	Private Sector Housing Loan Schemes - Change of Terms.		Steve Griffiths	21/06/18	
Cabinet	25/07/18	Youth Enterprise			20/06/18	
Cabinet	25/07/18	Borough Theatre			20/06/18	
Cabinet	25/07/18	Events			20/06/18	

Cabinet	25/07/18	Month 2 Budget Report			20/06/18	
ICMD	25/07/18	Housing Renewal Policy		Ian Bakewell	17/05/18	
ICMD	25/07/18	B&B Policy		Ian Bakewell	17/05/18	
ICMD	25/07/18	'Disposal of land adjacent to A40 at Monmouth for highway improvements'	DEFERRED from June	Gareth King/Cllr P Murphy	03/05/18	13/06/18
Cabinet	25/07/18	Resource Strategy	To comprise Commercial; Procurement; People; Digital; Financial strategies	Peter Davies	23/04/18	
Cabinet	25/07/18	Budget Monitoring report - Month 2 (period 1)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/18	
Cabinet	25/07/18	The delivery of budget savings for 2018/19.	To provide Cabinet with a level of comfort and reassurance around the delivery of Budget savings for 2108/19	Peter Davies	15/04/18	
ICMD	25/07/18	Care Homes Fees – Fair Rate for Care Exercise	Cllr P Jones	Nicola Venus- Balgobin		
ICMD	11/07/18	FLOOD and Water Management Act 2010 - Schedule 3 IMPLEMENTATION of the Sustainable Drainage Systems (SuDS) Approving Body (SAB)		Paul Keeble	22/06/18	
ICMD	11/07/18	RECRUITMENT OF BSSG ADMIN OFFICER		Christian Schmidt	22/06/18	

ICMD	11/07/18	Workforce Update Report - Children's Services	DEFERRED	Claire Robins	07/06/18	
Cabinet	04/07/18	Disposal of Land between Llanishen and Trellech	To declare approx 36 acres of land between Llanishen and Trellech surplus to requirements and to seek consent for its disposal	Gareth King	15/06/18	
Cabinet	04/07/18	Care Leavers Report		Ruth Donovan	07/06/18	
Cabinet	04/07/18	Restructure of attractions services in TLCY		Tracey Thomas	07/06/18	
Cabinet	04/07/18	Review of ALN & Inclusion Services	Cabinet to consider the results of the statutory consultat	Debbie Morgan	25/05/18	
Cabinet	04/07/18	School Meal Debt Management		Roger Hoggins	17/05/18	
Cabinet	04/07/18	Draft NEET Reduction Strategy		Hannah Jones	08/05/18	
Cabinet	04/07/18	Inspire Programmes (Inspire2Achieve and Inspire2Wo	DEFERRED	Hannah Jones	08/05/18	
Cabinet	04/07/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 3 held on the 21st June 2018.	Dave Jarrett	17/04/2018	
Cabinet	04/07/18	Crick Road Business Case	ITEM DEFERRED	Colin Richings		

Cabinet	04/07/18	The Knoll, Section 106 funding, Abergavenny	DEFERRED from June	Mike Moran		07/03/18
Cabinet	04/07/18	Chippenham Mead Play Area	DEFERRED from 6/6/18	Mike Moran		
ICMD	27/06/18	REALLOCATION OF SECTION 106 FUNDING, MONMOUTH		Mike Moran	08/06/18	
ICMD	27/06/18	Definitive Map Modification Order Section 53 (C) (i) Wildlife & Countryside Act 1981 Restricted Byway (53-16) Great Panta Devauden		Paul Keeble/Cllr B Jones	31/05/18	
ICMD	27/06/18	Planning advice charges for LDP candidate sites.		Mark Hand	24/05/18	Report deleted from Planner 7/6/18
ICMD	27/06/18	Early help Duty and Assessment – Hierarchy Update – Service Manager		Claire Robins	24/05/18	
Council	21/06/18	Corporate Parenting Strategy		Claire Marchant	07/06/18	
Council	21/06/18	Plastic Free County		Hazel Clatworthy	24/05/18	
Council	21/06/18	Joint Scrutiny of the City Deal		Hazel Ilett	30/04/18	
ICMD	13/06/18	Housing Restructure		Ian Bakewell	17/05/18	

ICMD	13/06/18	Re-fit Cymru programme	To seek approval to enter into a contract with Local Partnerships to utilise their framework to access energy efficient technologies.	Deb Hill Howells/Phil Murphy	10/05/18	
ICMD	13/06/18	Supporting People contract procurement exemptions		Chris Robinson	10/04/18	
ICMD	13/06/18	Children with Disability - Hierachy Update		Claire Robins	05/03/18	15/02/2018 Report deleted from planner
Cabinet	06/06/18	Twr Mihangel Section 106 Funding		Mike Moran	18/05/18	
Cabinet	06/06/18	Section 106 Off-Site Play Contributions		Mike Moran	18/05/18	
Cabinet	06/06/18	ADM Update		Tracey Thomas	18/05/18	
Cabinet	06/06/18	Proposed 25 year lease of Former Park Primary , Abergavenny, to Abergavenny Community Trust		Nicola Howells	15/05/18	
Cabinet	06/06/18	Council Response to the LGR Green Paper		Matt Gatehouse	14/05/18	
Cabinet	06/06/18	Revenue and Capital Monitoring 2017/18 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2017/18 year.	Mark Howcroft	17/04/18	09/03/18
Cabinet	06/06/18	Welsh Church Fund Working Group	The purpose of this combined report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 1 held on 19th April and meeting 2 held on 10th May 2018	Dave Jarrett	17/04/18	

Cabinet	06/06/18	Corporate Parenting Strategy		Jane Rodgers	22/03/18	
Cabinet	06/06/18	Welsh Language Monitoring Report	Moved to Strong Communities Select	Alan Burkitt		07/03/18
Cabinet	06/06/18	Kerbcraft Update	DEFERRED from May			
ICMD	23/05/18	Creation of an Asset Officer Post, Estates		Deb Hill Howells/Cllr P Murphy	03/05/18	
ICMD	23/05/18	Letting of Penarth Farm, Llanishen		Gareth King/Cllr P Murphy	03/05/18	
ICMD	23/05/18	High Street Rate Relief Scheme for 2018/19	To adopt the scheme of 2018/19 in accordance with Welsh Government Guidance	Ruth Donovan	26/04/18	07/03/18
ICMD	23/05/18	Proposed 30mph Speed Limit, Llandeenny Road, Llandeenny, Mill		Paul Keeble/Cllr B Jones	25/04/18	
ICMD	23/05/18	Transfer to Torfaen - Assessment of free school meal entitlement for MCC		Nikki Wellington/Cllr Murphy	10/04/18	
Council	10/05/18	Strategic Asset Management Plan		Peter Davies	23/04/18	
Council	10/05/18	To agree update on the Safeguarding Policy		Cath Sheen	16/04/18	

Council	10/05/18	Local Development Plan Delivery Agreement		Mark Hand	11/04/18	
Council	10/05/18	Boundary Review		John Pearson		
ICMD	09/05/18	Rural Programmes Team – ICT and Finance Apprentice Post		Michael Powell	23/04/18	
ICMD	09/05/18	GDPR Data Protection Policy		Rachel Trusler	20/04/18	
ICMD	09/05/18	Trellech Speed Limits		Paul Keeble	18/04/18	
ICMD	09/05/18	Civil Parking Enforcements	Moved from Cabinet 11/04/18	Paul Keeble	13/04/18	
ICMD	09/05/18	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble/Cllr B Jones	13/04/18	
ICMD	09/05/18	Creation of fixed term Senior Planning Policy Officer Post for 3.5 years		Mark Hand/Cllr Greenland	12/04/18	
ICMD	09/05/18	Amendment to existing fixed term Senior Landscape and Urban Design Officer post to make it a permanent post;		Mark Hand/Cllr Greenland	12/04/18	
ICMD	09/05/18	Creation of fixed term Apprentice Planner post (exact job title tbc)		Mark Hand/Cllr Greenland	12/04/18	

ICMD	09/05/18	Re-evaluation of Post of Lead - Community Improvement Supervisor		Nigel Leaworthy	10/04/18	
ICMD	09/05/18	Supporting People contract procurement exemptions	DEFERRED TO 13 JUNE	Chris Robinson	15/02/18	
ICMD	09/05/18	Adoption of highway management plan including appointment of Highway Asset inspector and changes to Asset Planning Officer posts		Paul Keeble		09/03/18
Cabinet	02/05/18	Adoption of Road Safety Strategy		Paul Keeble		
Cabinet	02/05/18	Social Justice Strategy		Cath Fallon		
Council	19/04/18	Bryn Y Cwm Change of name		Matt Gatehouse	21/03/18	
Council	19/04/18	Council Diary 2018/19		John Pearson	12/03/18	12/03/18
Council	19/04/18	Sale of old County Hall Site		Roger Hoggins	16/02/18	
Council	19/04/18	Chief Officer Report CYP		Will Mclean	25/01/18	
ICMD	18/04/18	Communities for Work		Hannah Jones	22/03/18	

ICMD	18/04/18	Disposal of easement at Wonastow Road		Ben Winstanley	14/03/18	
Cabinet	11/04/18	Tree Policy		Roger Hoggins	19/02/18	
Cabinet	11/04/18	VAWDASV		Joe Skidmore	08/02/18	
Cabinet	11/04/18	Disposal of County Hall		Roger Hoggins		
Cabinet	11/04/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22nd February 2018	Dave Jarrett		
ICMD	28/03/18	Property Maintenance Framework Agreement		Phil Kenney/P Murphy	06/03/18	
ICMD	28/03/18	Children's Services Business Support Team - Hierachy Update		Claire Robins	05/03/18	
ICMD	28/03/18	Social Care & Health - Business Support Post		Claire Robins	05/03/18	
ICMD	28/03/18	Staffing Restructure of SCH Workforce Development Team		Sian Sexton	05/03/18	
ICMD	28/03/18	Operational Changes to Trading Standards		Gareth Walters/Sara Jones	27/02/18	

ICMD	28/03/18	Section 106 Major Maintenance Capital for the repairs to the footbridge over the Gavenny at Penyval,		Nigel Leaworthy		
Council	19/03/18	City Deal Business Plan		Paul Matthews		
Council	19/03/18	LDP		Mark Hand		
ICMD	14/03/18	Future of Melin Private Leasing Scheme		Ian Bakewell	15/02/18	
ICMD	14/03/18	2nd Phase Families Support Review		Claire Marchant		
ICMD	14/03/18	Award Garden Waste Contract		Carl Touhig		
ICMD	14/03/18	S106 Transport Projects		Richard Cope		
Cabinet	07/03/18	2018/19 Education and Welsh Church Trust Funds Investment and Fund strategies	To present to Cabinet for approval the 2018/19 Investment Fund Strategy for Trust Funds for which the authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to LA beneficiaries of the Welsh Church Fund	Dave Jarrett		
Cabinet	07/03/18	Corporate Parenting Strategy		Claire Marchant		
Cabinet	07/03/18	EAS Business Plan		Will Mclean		

Cabinet	07/03/18	Proposed changes to the schools mfunding formulafor the funding of building maintenance costs	To seek approval to reduce the funding of building maintenance costs for our new schools	Nikki Wellington		
Cabinet	07/03/18	Replacement document management system for revenues		Ruth Donovan		
Cabinet	07/03/18	Review of Additional Learning Needs and inclusion services	To seek cabinet approval to commence the statutory consultation process associated with proposed changes to ALN and Inclusion Services	Matthew Jones		
Cabinet	07/03/18	Turning the World Upside Down	DEFERRED	Claire Marchant		
Cabinet	07/03/18	Whole Authority Risk Assessment		Richard Jones		
Council	01/03/18	Treasury Strategy		Peter Davies	08/02/18	
Council	01/03/18	Approval of public service board well-being plan		Matt Gatehouse		
Council	01/03/18	Area Plan - Population Needs Assessment		Claire Marchant		
Council	01/03/18	Council Tax Resolution 2018/19		Ruth Donovan		
Council	01/03/18	Pooled fund for care homes		Claire Marchant		

Council	01/03/18	Social Justice Policy	ITEM DEFERRED	Cath Fallon		
Cabinet	28/02/18	Borough Theatre		Tracey Thomas	19/02/18	
ICMD	28/02/18	Recruitment for Maternity Cover: Development Management Team		Phil Thomas	08/02/18	
ICMD	28/02/18	Restructure of Mental health Social Work Staffing		John Woods	08/02/18	
ICMD	28/02/18	Staffing Restructure of Adult Disability Service		John Woods	08/02/18	
Cabinet	28/02/18	Final Budget Proposals		Peter Davies		
ICMD	28/02/18	Charges in relation to the delivery of the auths private water supply responsibilities		Huw Owen		
ICMD	28/02/18	Fixed Penalty Notice charges for fly tipping offences		Huw Owen/Sara Jones		
ICMD	28/02/18	Gypsy and Traveller Pitch allocation policy report		Steve Griffiths		
ICMD	28/02/18	Re-designation of Shared Housing		Ian Bakewell/Greenland		

ICMD	28/02/18	Removal of under 18 burial charges		Deb Hill Howells		
Council	21/02/18	Widening of Investment definition		Mark Howcroft	29/01/19	
Council	15/02/18	Active Travel Plan and Civil Parking Enforcement		Roger Hoggins		
Council	15/02/18	Corporate Plan		Kellie Beirne		
Council	15/02/18	Pay Policy		Sally Thomas		
ICMD	14/02/18	All Wales Play opportunities grant		Matthew Lewis/Cllr Greenland		
ICMD	14/02/18	Development Management Enhanced Services proposals		Phil Thomas		
ICMD	14/02/18	Loan to Foster Carers		Jane Rodgers		
ICMD	14/02/18	Personal Transport Budgets		Roger Hoggins		
ICMD	14/02/18	Public Health Wales Act - Intimate Piercing		David Jones		

ICMD	14/02/18	Residents only parking permit scheme Usk View, Merthyr Road, Abergavenny		Paul Keeble		
ICMD	14/02/18	Usk in Bloom		Cath Fallon		
ICMD	08/02/18	Fixed Penalty Notice charges for fly tipping offences		Huw Owen		03/01/18
ICMD	31/01/18	Seasonal Garden Waste Collections		Carl Touhig		
ICMD	31/01/18	Staffing changes in Policy and Governance		Matt Gatehouse		
Cabinet	29/01/18	ADM		Kellie Beirne		
Cabinet	29/01/18	Corporate Plan		Kellie Beirne		
Council	18/01/18	Council Tax Reduction Scheme 2018/19		Ruth Donovan		
Council	18/01/18	Response to Older Adults Mental Health Consultation		Claire Marchant		
ICMD	17/01/18	Local Government (Wales) Act 1994 The Local Authorities (Precepts) Regulations 1995		Joy Robson/Mark Howcroft		

ICMD	17/01/18	Supporting People Programme Grant Spendplan 2018-19		Chris Robinson		03/01/18
ICMD	17/01/18	Trainee Accountant Regrade		Tyrone Stokes		
Cabinet	10/01/18	Budget Monitoring Report	The purpose of this report is to provide members with information on the forecast outturn position of the authority at end of month reporting for 2016/17 financial year	Joy Robson/Mark Howcroft		
Cabinet	10/01/18	Chepstow Cluster - proposed distribution of Section 106 monies	To agree the distribution of section 106 to the cluster	Nikki Wellington		
Cabinet	10/01/18	Re-Use Shop at Ilanfoist Household Recycling Centre		Roger Hoggins		
Cabinet	10/01/18	Management of obstructions in the public highway		Roger Hoggins		
Cabinet	10/01/18	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 5 held on the 14th December 2017	Dave Jarrett		
Cabinet		Play Efficiency			29/01/19	
		Museums (need workshop first)		Frances Williams	29/01/19	
		LDP		Mark Hand	29/01/19	

Council		Growth Option		Mark Hand	29/01/19	
Council		Future Econ			29/01/19	

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