

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 6 January 2021

## Notice of meeting

## County Council

Thursday, 14th January, 2021 at 2.00 pm,

## AGENDA

Item No	Item	Pages
1.	Apologies for absence	
2.	Declarations of interest	
3.	Public Questions	
4.	Chairman's announcement and receipt of petitions	1 - 2
5.	Reports for Council:	
5.1.	SAFEGUARDING EVALUATION REPORT April 2019 - March 2020	3 - 36
5.2.	COUNCIL TAX REDUCTION SCHEME 2021/22	37 - 40
5.3.	ELECTORAL REVIEW - RESPONSES TO DRAFT PROPOSALS	41 - 46
5.4.	DIARY OF MEETINGS FOR 2021/22	47 - 60
6.	Notices of Motion:	
6.1.	Submitted by County Councillor Groucutt	
	<p>This county council believes that in 2021 it can continue to develop its local response to the global climate emergency. In particular it will seek to:</p> <ul style="list-style-type: none"><li>Establish and convene a forum with major landowners in the county to</li></ul>	

	<p>develop a local response to meeting the food needs of Monmouthshire people in a sustainable way and developing agriculture so that a greater proportion of the food purchased in the county is produced locally;</p> <ul style="list-style-type: none"> <li>• Work with supermarkets and other appropriate retailers to embark on a campaign of consumer education and raising awareness of the environmental damage done by transporting food products around the world by aircraft to sell in U.K. shops;</li> <li>• Ensure that in order to get planning permission for new construction all plans must include the use of the maximum amount of energy saving devices, such as insulation and solar panels, and that public car parks linked to commercial developments must contain electric car charging points;</li> <li>• Produce a revised Local Development Plan that makes good the proposals to support and develop local industry and commerce and diminish the need for outward commuting;</li> <li>• Undertake a local skills audit and to work in conjunction with Coleg Gwent and other skills providers so that people can be trained up to meet the identified needs of the local economy;</li> <li>• Promote the concept of localism in meeting the needs of the local community and economy, including the construction of social and affordable housing that meets the already identified needs of local people.</li> </ul>	
<p><b>7.</b></p> <p><b>7.1.</b></p>	<p><b>Members Questions:</b></p> <p><b>From County Councillor M. Groucutt to County Councillor R. John Cabinet Member fir Children and Young People and MonLife</b></p> <p>Could the cabinet member for CYP inform council what steps are being taken to ensure the maximum engagement of young people in the democratic process and to encourage those newly enfranchised 16 and 17 year olds to use their vote in future Welsh elections?</p>	
<p><b>8.</b></p>	<p><b>To confirm the minutes of the meeting held on 3rd December 2020</b></p>	<p>61 - 66</p>

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

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

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**Welsh Language**

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd trwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn yn barchus i chi roi rhybudd digonol i ni er mwyn darparu ar gyfer eich anghenion

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.



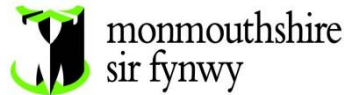
# Agenda Item 4

## Chairman's Report – 16<sup>th</sup> December – 5<sup>th</sup> January 2020

Wednesday 16 <sup>th</sup> December	Christmas Service
Wednesday 16 <sup>th</sup> December	Chairman's Christmas Staff Raffle

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**SUBJECT: SAFEGUARDING EVALUATION REPORT April 2019 – March 2020**

**MEETING: COUNCIL 14<sup>th</sup> January 2021**

**DATE: DIVISION/WARDS AFFECTED: ALL**

## **1. PURPOSE:**

The purpose of this report is:

- To evaluate the progress of Monmouthshire County Council's key safeguarding priorities during 2019 / 2020, highlighting progress, identifying risks and setting out actions and priorities for 2020 - 2021.
- To inform Members about the effectiveness of safeguarding in Monmouthshire and the work that is in progress to support the Council's aims in protecting children and adults at risk from harm and abuse.
- To inform Members about the progress made towards meeting the standards in the Council's Corporate Safeguarding Policy approved by Council in July 2017, amended January 2019.

## **2. RECOMMENDATIONS:**

- 2.1 For members to receive the Annual Safeguarding Evaluation Report and Activity Plan.

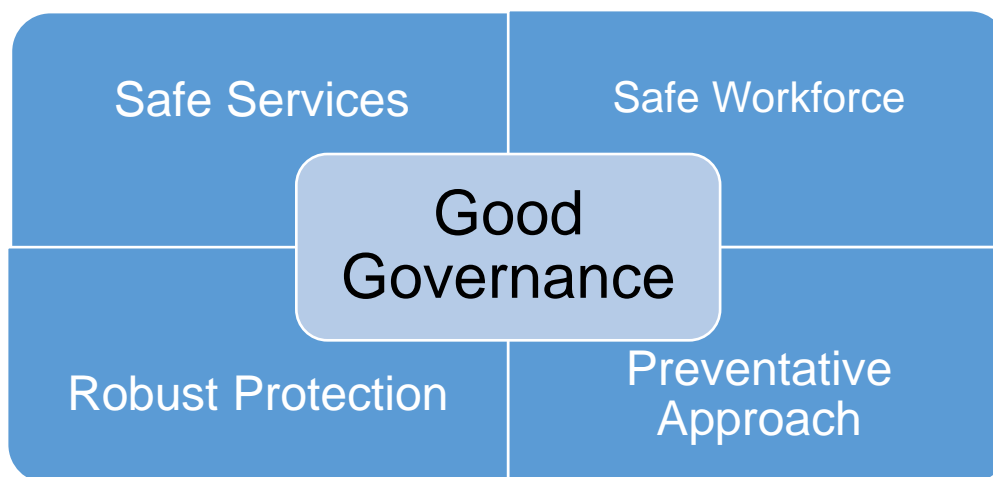
## **3. KEY ISSUES:**

- 3.1 This safeguarding evaluation (see appendix 2) is based on activity and information from April 2019 to March 2020, just prior to the COVID-19 outbreak. Where relevant, we have taken an 'as is' position and provided information regarding the ways in which the COVID-19 pandemic has affected safeguarding activity.
- 3.2 The report is developed within the context of the approved Monmouthshire County Council's Corporate Safeguarding Policy which covers duties for both children and adults at risk in line with the Social Services and Well Being (Wales) Act (2014). The analysis within the report reflects progress against

priority areas set out within the policy and draws on data and information concerning both groups.

- 3.3 The 5 cornerstones of safeguarding within the Corporate Safeguarding Policy are set out below (Table 1).

### The Cornerstones of safeguarding in Monmouthshire



- 3.4 Embedding and sustaining the highest standards of safeguarding is a continuous endeavor. This evaluation report forms an integral part of the continual development of safeguarding practice across the Council, and drives the work of the Whole Authority Safeguarding Group. The evaluation report seeks to balance qualitative and quantitative data as well as drawing in other sources of information to support the evaluation. The evaluation report is at appendix 2.
- 3.5 Relevant sources of external information were used to inform this evaluation including:
- Welsh Audit Office *Follow-up review of Corporate Arrangements for Safeguarding of Children* (issued February 2020)
  - Estyn *Report on Education Services in MCC* (issued February 2020)
  - CIW Focused Activity Inspection Adult Safeguarding (February 2020)
  - CIW Focused Activity Inspection Children Safeguarding (February 2020)
- 3.6 The self-assessment score has been agreed by the Whole Authority Safeguarding Group on the basis of evidence reviewed to date and critical challenge. It uses the corporate scoring framework (Appendix 1) to provide an overall judgement of effectiveness. The current self-assessment is at Table 2.

**Table 2: Self-assessment scores as at March 2019**

<b>Cornerstone of Safeguarding</b>	<b>April 17 -Sept 17</b>	<b>Oct 17- March 18</b>	<b>April 2018 – March 2019</b>	<b>April 2019 – Sept 2020</b>
Good Governance	4	5	5	5
Safe Workforce	3	4	3	3
Preventative Approach	3	4	4	4
Robust Protection	4	4	4	3
Safe Services	2	3	3	3

- 3.5 Priority improvement actions arising from the evaluation form the basis of the WASG action plan which is implemented and monitored through the Whole Authority Safeguarding Group (see appendix 3). The review of the previous year's action plan is at appendix 4.

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

Not applicable to this report

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

Each 'cornerstone' section of the report opens with descriptors of 'what good looks like'. These descriptors provide the basis of how we measure the standard over time using both qualitative and quantitative sources.

Safeguarding progress is reported on an annual basis to full Council.

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

- 6.1 This evaluation report is completed within the context of Monmouthshire County Council's background and history in respect of safeguarding as set out in brief below and represents a further opportunity for Members to consider the distance travelled by the Local Authority in improving safeguarding practice.
- 6.2 Council Members will be aware that in November 2012 the Local Authority was found to have inadequate safeguarding arrangements in place. Shortcomings

included a lack of safeguarding policy as well as operational weaknesses particularly within a schools based context.

- 6.3 The Safeguarding and Quality Assurance Unit was established within Children's Services in 2012 quickly extending its role to supporting the Authority's improvement journey around children's safeguarding.
- 6.4 In February 2014 an Estyn monitoring visit recognised that the council had appropriately prioritised safeguarding and 'set the foundations well for recovery' particularly at service and practitioner. However, the authority still did not have 'effective enough management information systems and processes to enable it to receive appropriate and evaluative management information about safeguarding'. This criticism was echoed by a subsequent Welsh Audit Office review of safeguarding in March 2014.
- 6.5 In response to this the council established the Whole Authority Safeguarding Group (WASG) initially chaired by the Chief Executive with a focus specifically on children. The inaugural meeting took place in July 2014.
- 6.6 The Local Authority came out of Special Measures in November 2015 when strong progress in safeguarding was recognised.
- 6.7 A recommendation was subsequently made to Cabinet and endorsed in July 2016 allowing the work of the WASG to incorporate safeguarding for adults at risk so that good practice and learning could be mutually shared, and marking the statutory basis of adult safeguarding as a consequence of the Social Services and Wellbeing (Wales) Act 2014.
- 6.8 Members will also be aware that Wales Audit Office issued statutory recommendations in respect of safeguarding in respect of the Council's Kerbcraft service in January 2017. This was followed by a Wales Audit Office led inspection which took place in January 2018, in partnership with both CIW and Estyn. The report to this was issued in August 2018 and scrutinised by CYP Select in October 2018. There were 4 main proposals within the report including further strengthening of the policy framework; further steps to ensure a safe workforce and safeguarding within commissioning.
- 6.9 The WAO conducted a follow up 'light touch' inspection to this in September 2019. The written outcome was received 5<sup>th</sup> February 2020. There are no further recommendations and the partially addressed actions which are being followed up form part of the WASG action plan in appendix 3, with the review of the previous year's plan at appendix 4.

## **7. RESOURCE IMPLICATIONS:**

There are no resource implications to this report.

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

This report is critically concerned with the effectiveness of safeguarding in Monmouthshire County Council.

**9. CONSULTEES:**

Whole Authority Safeguarding Group  
Julie Boothroyd – Chief Officer

**10. BACKGROUND PAPERS:**

Corporate Safeguarding Policy (Appendix 5)

**11. AUTHOR:**

Jane Rodgers, Head of Children's Services

**12. CONTACT DETAILS:**

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## Appendix 1

### The Corporate Evaluation Framework

<b>The evaluation score from 1-6</b>	<b>The evaluative context</b>
<b>Level 6 Excellent</b>	<b>Excellent or outstanding</b>
<b>Level 5 Very Good</b>	<b>Good Major strengths</b>
<b>Level 4 Good</b>	<b>Important strengths with some areas for improvement</b>
<b>Level 3 Adequate</b>	<b>Strengths just outweigh weaknesses</b>
<b>Level 2 Weak</b>	<b>Important weaknesses</b>
<b>Level 1 Unsatisfactory</b>	<b>Major weakness</b>

**APPENDIX 2**  
**The Evaluation**

**1). Good Governance**

**SELF-ASSESSED SCORE = 5**

**What does good look like?**

In Monmouthshire County Council we ensure that safeguarding for children and adults at risk is understood as “everyone’s responsibility”. With strong leadership there is a continuous focus on embedding safeguarding culturally across all parts of the Council at a “hearts and minds” level. Safeguarding is supported by robust policies and operating procedures which are embedded within all settings and services. We work effectively with regional safeguarding boards to ensure good alignment and maximise our resources.

**Progress and Evidence**

The Corporate Safeguarding Policy was reviewed and updated in Jan 2019 to include a clearer link to Data Protection issues and Whistleblowing.

The safeguarding policy framework within MCC was highlighted as positive within the Estyn inspection (Feb 2020).

A safeguarding position statement was issued as part of emergency arrangements for COVID. The risks to safeguarding during the pandemic were highlighted as a risk and mitigating actions were put in place.

The Whole Authority Safeguarding Group was suspended briefly during emergency, but re-summed July 2020

The safeguarding ‘self-assessment’ is undertaken every other year on a directorate basis via the Safeguarding Assessment Framework for Evaluation (SAFE). The 2019 – 2021 process saw the development of a ‘workshop’ check and challenge approach for directorates to share the outcomes of their SAFEs using real case studies from their service areas to demonstrate safeguarding in action. This appears to have worked well, and has facilitated the sharing of practice, collective problem solving and the identification of safeguarding issues / themes to emerge. There was some interruption of this process because of COVID-19. The next self-assessment process will recommence in April 2021.

The directorate links into the safeguarding unit were clarified as an outcome of the current SAFE process.

Additional resource has been provided to the Safeguarding Unit to enhance the business support capacity. This should allow for some strengthening of data and information management within the Unit to inform the function / role of the WASG.

Safeguarding is included within the timetable of Internal Audit, with specific areas of audit being discussed and agreed with the WASG. The most recent audit concerned safeguarding training, the outcomes of which have yet to be formally received.

The Welsh Safeguarding Procedures came into force in April 2020. There was good awareness raising across the Council regarding the new procedures with the Safeguarding Procedures App being pinned to all Council laptops. Training has been made available for relevant employees.

Regional safeguarding boards have continued to operate during the pandemic at an executive level however, Monmouthshire continues to be represented and maintains good links into both the Gwent Wide Safeguarding Board and the VAWDSV board.

There is strong engagement in regional approaches to Multi-Agency Sexual Exploitation meeting (MASE) Child Sex Exploitation (CSE), Violence Against Women Domestic Abuse and Sexual Violence (VAWDASV) and Contest (PREVENT anti radicalisation).

### Analysis

The work of the WASG continues to be a major strength, which is reflected in our self-assessment score as 5.

#### Key Strengths:

- Policy framework including SAFEs
- Response to launch of Welsh Safeguarding Procedures
- Safeguarding response and risk assessment during COVID-19 pandemic

### Next Steps

- Evaluate summative learning and outcomes from current (2019) process and ensure this informs future planning
- Plan and implement next SAFE process (2021 – 2023)
- Ensure that any learning and actions from the IA report are taken forward
- Development / implementation of core data set for WASG including comparative data
- Develop the process for 'learning in action' for the WASG based on case scenarios / areas of concern to replace the SBAR approach.

## 2). Safe Workforce

### SELF-ASSESSED SCORE = 3

#### What does good look like?

We ensure that safe recruitment and human resource practices operate effectively and are embedded across the Council for the whole workforce (paid and unpaid). We ensure that individuals working with children and adults at risk are suitable for the role they are employed to do and are focused on outcomes for people. The whole workforce is clear about their duty to report concerns and to keep children and adults at risk safe.

#### Progress and Evidence

##### Safe Recruitment

In response to the pandemic, safe recruitment checks were adapted to reflect WG guidance regarding digital recruitment. Elements of this continue to be utilised across the whole authority.

An emergency recruitment process was put in place to ensure that changes to the workforce required by the pandemic followed safe recruitment practices.

Routine performance reports regarding DBS certification prior to employment, where this is required, continue to be issued across the whole authority.

##### Volunteers



In regards to volunteers, a Volunteer Kinetic digital management system is in place. This means we have a live central record of volunteer safe recruitment information and activity. The system is structured so that, dependent on the role, the correct safe recruitment checks are carried out and logged on the volunteers' profiles. Training undertaken is also logged on the system (for example Safeguarding Level 1).

During the COVID-19 period council volunteer activity was suspended. Efforts were instead turned to supporting the range of community groups that had sprung up in response to the pandemic with their safeguarding arrangements. To ensure sustainability, GAVO and Volunteering for Well-Being (Bridges) have now been inducted to carry out this function.

Council volunteer activity is now being gradually re-started.

### Training

Level 1 training is delivered via a Training for Trainers approach. This has allowed some directorates to be self-sufficient in delivering at this level, whilst others remain dependant on the SGU. There is a training forum in place to ensure that trainers are kept up to date and provided with support and information, as well as providing a level of Quality Assurance.

For Level 2 (children) there are 6 trainers in MCC who work together to deliver at least 4 x one day courses throughout the year based on demand using the Gwent Safeguarding board material.

The central collation and monitoring of training records remains problematic and the current arrangements remain in place (i.e. service areas and directorates hold and monitor their own records on separate data bases).

Training delivered by the **safeguarding unit** during the period is as follows:

#### April 2019 – March 2020

Level 1 **226**

Level 2 **131**

#### April 2020 – Sept 2020

Level 1 **187**

Level 2 **48**

In response to the crisis all direct training courses are currently suspended. The council was quick to respond and launched digital versions of Level 1 safeguarding (via SWAY) and the Level 2 renewal programme. Further digital approaches are being developed and will continue to be a mainstay of the training strategy, as a positive 'legacy' of the pandemic period. The added advantage of using digital platforms is that some of the training data is easier to collect.

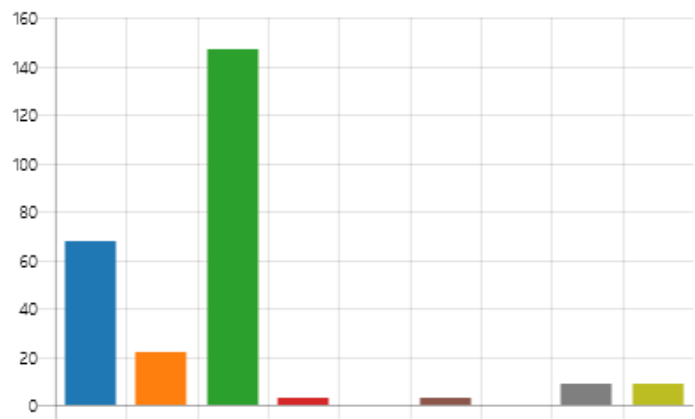
The data below illustrates simply the take-up of training via SWAY and does not equate this to the more fundamental question - *who needed training against who received it.*

Data from Level 1 programme via SWAY May 2020 until November 2020

5. Please select your directorate

[More Details](#)

● Social Care & Health	68
● Children & Young People	22
● Schools	147
● Operations	3
● Chief Executives	0
● Mon Life	3
● Member	0
● Outside Organisation	9
● Foster Carer	9



Managing Professional Allegations

During the period the Safeguarding and Quality Assurance has held meetings about 55 professionals relating to 64 children following professional allegations.

During the period 35 Professional Strategy Meetings were concluded, of which:

- 12 x Substantiated
- 13 x Unsubstantiated
- 10 x Unfounded

Professional allegation referrals come from a range of referral sources.

There is no data available for numbers of professional allegation processes undertaken in relation to adult safeguarding, or escalating concerns.

Analysis

The maintained score of 3 is retained in the acknowledgement that a watertight system for centrally recording and monitoring employee data regarding safeguarding training from the point of recruitment onwards is not currently achievable. There is due to be a significant upgrade to the current data base and this is where resources need to be turned. Issues pertaining to the recording of training data was highlighted in the IA report (unpublished) as a moderate risk, however, for the time being it will be retained as a disaggregated responsibility of individual service areas and directorates.

Safe recruitment under the Corporate Safeguarding Policy continues to be a priority and there are good processes and systems in place to ensure that safe recruitment practice is followed. However, recruitment practice has had to change and adapt because of COVID-19, and further reassurance is required to ensure that levels of compliance have been maintained.

Key Strengths:

- High priority is given within the council to safe recruitment practices
- The council worked hard to ensure that community groups were provided with the correct advice and support to ensure that volunteers were safe and appropriate. This included

using the council's infrastructure to provide a safe recruitment function for voluntary groups (which has now been passed to Bridges and GAVO).

- The identification of role-related safeguarding training needs has informed the Safeguarding Training Plan
- Monmouthshire is fully compliant with the management of Professional Concerns Guidance within Children and Adult Services.

### **Next Steps**

- Implement the upgrade of the HR data base to support all aspects of safeguarding as appropriate
- Revise the safeguarding training strategy so that it reflects developments in digital training options
- Further develop directorate sufficiency for the delivery of Level 1 training
- Update safeguarding training to reflect the implementation of the Wales Safeguarding Procedures
- Undertake an audit of the adapted arrangements for digital recruitment
- Continue to develop the council's relationship with community groups to support safe volunteer workforce practices
- Develop data to enable reporting on professional concerns relating to adult safeguarding

### **Preventative Approach**

#### **SELF-ASSESSED SCORE = 4**

#### **What does good look like?**

We work with partners to identify emerging issues, risks and challenges to our communities. We demonstrate clear multiagency approaches to developing protocols, processes and practice in how we respond to these issues therefore reducing risks through early intervention and preventative approaches.

#### **Progress and Evidence**

##### **Responding to Emerging Issues**

Training plans are in place across the council to ensure the right levels of training are place in respect of:

- VAWDASV
- PREVENT
- Child sexual and criminal exploitation
- Modern Day Slavery

The focus is on early recognition of concerns and referral on.

As at the end of Oct 2020 the completion rates for Group 1 VAWDASV were:

CYP: 60.84%

Enterprise: 57.28%

Chief Exec: 43.41%

Resources: 77.56%

SCH: 52.02%

During this period 32 children were subject to Child Sexual / Criminal Exploitation Strategy Meetings.

In addition to this, 6 MCC children were discussed as part of a Complex Strategy Meeting considering 13 children, however, these 6 did not proceed to their own individual CSE / CCE Strategy Meeting.

Fortnightly MASE Meetings (Multi Agency Sexual Exploitation meetings) continue between Police, Social Care and partner agencies to identify any patterns, locations and perpetrator identification.

There is good liaison in place between safeguarding, the Safer Monmouthshire Group and the council's Public Protection Unit including licensing.

Last year saw the Development of the Monmouthshire Exploitation Group (MEG) with representation from Safeguarding Unit, Public Protection, Partnerships, Police, Gwent Missing Children's Team, Education, Community Based teams. This group has overseen the development of a Monmouthshire Protocol for responding to Modern Day Slavery and Exploitation. This group has been on hold through the pandemic, and there are plans in place now for a re-launch.

#### Providing Effective Early Help

The Information/ Advice and Assistance (IAA) facility at the front door of Children's and Adults (FISH) services are well embedded.

The Early Help Panel (EHP) within Children's Services has been operating since Jan 18 and has been recognised nationally as an example of effective early help practice. The early help panels provide streamlined referrals for families who need preventative and early help from a range of partner agencies and services. In 2019 – 2020 the EHP discussed 1267 referrals; the majority of these families were diverted away from statutory involvement (at the point of panel).

Multi-agency meetings (MAMs) are in place in each of the secondary schools and there is a good link between these and the EHP.

Numbers of referrals received into children and adults services continue to show an upward trend and overall did not reduce notably during the lockdown period.

#### Preventative approaches during the COVID-19 pandemic.

Early help and support services continued to provide services via digital solutions.

A parenting advice and support line was put up within 2 days of lockdown and between March and September 154 calls were received.

The council suspended its work with direct volunteers and instead turned its resources to supporting the range of community and volunteering activity that sprang up in response to the crisis.

Schools worked in partnership with social care to ensure that vulnerable families received support.

#### Housing

Providing accommodation and support to homeless individuals and families has been a particular area of focused activity and challenge for the council during the pandemic. Plans are now being progressed for the Council to develop more lasting strategies to tackle and reduce homelessness.

This year has seen the introduction of the Housing Intervention Panel. The Housing Intervention Panel aims to provide a multi-agency forum to identify, consider and co-ordinate multi-agency support to vulnerable individuals and households with multiple and complex needs. The Purpose is to prevent homelessness or the threat of homelessness.

### Analysis

Preventative approaches remain a strong area of safeguarding practice within Monmouthshire, built on solid partnership working developed over time. A quote from CIW Annual Letter 19/20 illustrates this well.

"A particular strength of Monmouthshire County Council is its commitment to develop a range of innovative and creative preventative services, and ways of working with people in finding their own solutions in preventing or delaying their need for statutory care and support. We saw evidence in our annual activity of an extensive range of preventative community-based services that support early intervention and good outcomes for people. "

The score remaining at 4 is reflective of the impact of the pandemic, lockdown and the requirement to massively alter the way that the council connects with vulnerable families and individuals. That said the LA responded quickly and flexibly in finding alternative ways to maintain services, keep eyes and ears open and provide support where it was needed.

Key Strengths:

- Partnership working across the council
- Consistent drive towards developing preventative approaches across the council
- Place based approaches (adults)
- Early help panel (children)
- Proactive approaches to issues that impact on vulnerable individuals and communities.

### Next Steps

- Support the further development of MASE to include integrated approaches to all aspects of exploitation
- Ensure full roll-out of the Modern Day Slavery protocol across the council
- Re-launch of the MEG
- Further analyse the impact of COVID-19 on families and communities and ensure that services are in place to respond to increased risk and vulnerability
- Support the Council's approach to prevention of homelessness

## **4). Robust Protection**

### **SELF-ASSESSED SCORE = 3**

#### **What does good look like?**

We operate best practice in protecting children and adults at risk and ensure that all concerns about possible abuse or neglect are recognised and responded to appropriately. Multi-agency plans and interventions reduce risks and needs for children and vulnerable adults including those at risk of significant harm.

#### **Progress and Evidence**

Children's Services

Children's services remain committed to promoting good practice around children protection and safeguarding through the current development programme *Building Best Practice* (2019 - 2021). Family support services across all tiers of need and vulnerability have been significantly increased and there is a good level of stability within the workforce and leadership.

In February 2020 CIW undertook a focussed inspection looking at safeguarding children at risk. Findings showed some key strengths including:

- The well-being and voice of the child is central to the safeguarding process.
- The local authority is committed to improvement and has a dedicated workforce who are committed to safeguarding children at risk.
- Partner agencies feel confident and able to challenge safeguarding decisions and are clear of the process to challenge safeguarding decisions.

Areas for improvement included adherence to statutory timescales; safeguarding recording and further embedding quality assurance mechanisms.

Within the service there is a continued upward trend in respect of both Child Protection Registrations and Children who are Looked After.

The number of children on the Child Protection Register at year end was 112 (from 116 at last year end).

The number of Children Looked After in Monmouthshire rose to 219 (from 173 at last year end).

During the pandemic Children's Services had to adapt quickly to delivering safeguarding and protection services differently. Further information was provided to C & YP scrutiny committee in October 2020.

The referral rate into the service did not reduce during the pandemic period.

#### Adult Safeguarding

The introduction of the statutory duty to report under the SSWB Act, as well as the low threshold for reporting concerns (which can be based on reasonable cause to suspect) continues to create an upward trend in the number of safeguarding concerns reported via safeguarding referrals.

CIW undertook a focussed inspection of adult safeguarding in February 2020. This recognised that the service had been reviewed and that a new structure was being implemented creating some additional capacity.

The inspection confirmed areas of strength as:

- People we spoke with confirmed that the well-being of the adult at risk was central to the safeguarding process.
- The local authority is committed to improvement and has a dedicated workforce who are committed to safeguarding adults at risk.
- Positive working relationships with partner agencies. Professionals we spoke with stated that communication from the local authority was good. They felt that the local authority adult safeguarding practice was responsive and thorough.

Areas for improvement included:

- The completion of adult protection enquiries within statutory timescales (7 days) currently @ 81% (from 76.79% previous year).
- Recording and Quality Assurance processes.

The Wales Safeguarding Procedures come into force in April 2020. Implementation plans are in place in both children's and adults services to support the new procedures becoming fully embedded. MCC is working in partnership with the Regional Board to progress this.

Partnership within adult and child protection continues to develop with the next phase being the implementation of an Integrated Front-door for safeguarding, including co-location of a Police decision maker.

Practitioners in adult and children's services work with multi-agency partners in domestic abuse.

The numbers of MARACs (Multi Agency Risk Assessment Conferences) are as follows:

#### 2019/20

2019/2020			
LA Area	Initial	Repeat	Total
Monmouthshire	94	18	112

#### 2018/19

2018/2019			
LA Area	Initial	Repeat	Total
Monmouthshire	78	19	97

This indicates that the numbers of individuals subject to MARACs (and therefore at high risk from Domestic Abuse) had increased.

There were 0 adult practice reviews / child practice reviews or domestic homicide reviews undertaken within Monmouthshire in 2019 – 2020.

#### Analysis

Overall ensuring robust protection for people at risk of harm is a strength within the Council with key strengths in:

- Partnership working
- Commitment to delivering best practice
- Rigorous and transparent approaches to 'understanding the business' and responding to challenges

Never-the-less, the continued upward trend in numbers within both children's and adults services puts services under pressure.

In addition to this, the impact of COVID-19 on protecting vulnerable families and individuals cannot be underestimated, and reflects the cautious approach to stepping down the current self-assessed score to 3.

### Next Steps

- Ensure that plans are in place to implement the Wales Safeguarding Procedures and WCCIS without unnecessary disruption to operational issues / quality assurance processes
- Implementation of an integrated front-door for safeguarding
- Further analysis of risks related to the impact of COVID-19
- Continue to deliver risk assessment and strengths based practice across both Children's and Adults Services and at a partnership level
- Develop data so that adult safeguarding can be accurately monitored and reported on.

## **5). Safe Services – delivered through commissioning arrangements, grants, partnerships and volunteering**

### **SELF-ASSESSED SCORE = 3**

#### **What does good look like?**

We use our influence to ensure that services operating in Monmouthshire, including commissioned and those outside the direct control of the Council, do so in ways which promote the welfare and safety of children and adults at risk.

#### **Progress and Evidence**

The Corporate Safeguarding Policy has been updated to include the agreed Framework for Minimum Standards for Safeguarding Across Commissioned Services

Social Care and Health have completed the Minimum Standards matrix - this showed that safe commissioning practice was complied with. The Internal Audit Report into commissioning of external placements (within children's services) published in June 2019 provided reasonable assurance that proper controls were in place.

Commissioning Leads within SCH ensure positive relationships with commissioned providers are established allowing any emerging concerns to be addressed through good partnership working. This means that within social care there is a robust, risk-based, contract management and quality assurance process across all providers.

The COVID pandemic has been a particularly challenging period for providers services. During the COVID-19 pandemic the Local Authority worked collaboratively to provide on-going support to provider services and commissioned services, including residential and nursing homes. This ensured that providers had support in place to:- keep up to date with national guidance; access PPE; implement good practice and share learning; respond to critical incidents / events.

There are well developed arrangements in public protection to ensure safeguarding is given due regard:

- safeguarding training is a requirement for licenced taxi /hackney and private hire drivers.
- voluntary safeguarding training is offered to alcohol/ entertainment and late night refreshment licensees.

During the reporting period our Licensing section ensured full compliance with all licences, including renewals, issued in the year.

Proactive checks are undertaken throughout the year, both licenced hackney carriage/private hire vehicles and licensed premises. Drivers, operators and vehicles are



subject to on-the –spot visits, typically annually. Added to this all complaints are actioned, so no drivers or licensed premises remain unchecked between licence periods.

Monmouthshire Letting and Hiring process requires evidence of the hirer’s Safeguarding processes as mandatory prior to letting council property.

The Corporate Safeguarding Policy and Volunteering Policy sets out clear guidelines and expectations for volunteers in commissioned services, which are reflected in individual service contracts.

The Council’s role as an ‘enabler’ and ‘influencer’ of safeguarding standards within volunteer groups and organisations has developed significantly over the months of the pandemic.

### Analysis

Social Care and Health have clear operating processes in place to ensure a robust approach for all social care commissioning for children and adults.

Schools, and other parts of the Council working with children / adults at risk, indicate there are robust arrangements in place for contracted services (including individual school contracts, transport, leisure services).

There is good evidence of safeguarding being embedded within licensing services and other areas of PPU.

However, the evaluative score remains at 3 because:

- The need to complete the commissioning matrix for each directorate and for this to be shared with WASG remains outstanding
- The changing nature of the task (i.e. supporting provider and commissioned services with their safeguarding arrangements has become considerably more complex since the outbreak of COVID-19)

### Key Next Steps for 2019 - 2020

Ensure that the next SAFE process supports directorates to review the Minimum Standards Self-Assessment Matrix, and evaluate outcomes

## Appendix 3

### Safeguarding CURRENT ACTIVITY PLAN (2020 – 2021)

Action	Responsibility	Timeframe
<b>GOVERNANCE</b>		
Evaluate summative learning and outcomes from current (2019) process and ensure this informs future planning (Julie's powerpoint)	Chair of WASG	March 2021
Plan and implement next SAFE process (2021 – 2023)	Safeguarding Unit	March 2023
Ensure that any learning and actions from the IA report are taken forward	Safeguarding Unit WASG	TBC
Development / implementation of core data set for WASG including comparative data	Safeguarding Unit WASG	Sept 2021
Develop the process for 'learning in action' for the WASG based on case scenarios / areas of concern to replace the SBAR approach.	Chair of WASG	March 2021
<b>SAFE WORKFORCE</b>		
Implement the upgrade of the HR data base to support all aspects of safeguarding as appropriate	Head of People Services	Dec 2021
Revise the safeguarding training strategy so that it reflects developments in digital training options	Safeguarding Unit	Sept 2021
Further develop directorate sufficiency for the deliver of Level 1 training	Safeguarding Unit	Sept 2021
Update safeguarding training to reflect the implementation of the Wales Safeguarding Procedures	Safeguarding Unit	Sept 2021
Undertake an audit of the adapted arrangements for digital recruitment	WASG	Sept 2021
Continue to develop the council's relationship with community groups to support safe volunteer workforce practices	Enterprise	Sept 2021
Develop data to enable reporting on professional concerns relating to adult safeguarding	Safeguarding Unit	Sept 2021
<b>Preventative Approaches</b>		
Support the further development of MASE to include integrated approaches to all aspects of exploitation	Safeguarding Unit	March 2021
Ensure full roll-out of the Modern Day Slavery protocol across the council	MEG	September 2021
Re-launch of the MEG	SCH directorate	March 2021
Further analyse the impact of COVID-19 on families and communities and ensure that services are in place to respond to increased risk and vulnerability	SCH directorate	September 2021
Support the Council's approach to prevention of homelessness	Enterprise	March 2022
<b>Robust Protection</b>		
Ensure that plans are in place to implement the Wales Safeguarding Procedures and WCCIS	SCH directorate	Dec 2021

without unnecessary disruption to operational issues / quality assurance processes		
Implementation of an integrated front-door for safeguarding	Safeguarding Unit	March 2021
Further analysis of risks related to the impact of COVID-19	SCH directorate	September 2021
Continue to deliver risk assessment and strengths based practice across both Children's and Adults Services and at a partnership level	SCH directorate	March 2022
Develop data so that adult safeguarding can be accurately monitored and reported on.	Safeguarding Unit	September 2022
<b>SAFE SERVICES</b>		
Ensure that the next SAFE process supports directorates to review the Minimum Standards Self-Assessment Matrix, and evaluate outcomes	Safeguarding Unit WAG	March 2023

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## APPENDIX 4

### Review of Previous Action Plan 2019 / 2020 action plan

GREEN – Completed

AMBER – In Progress, continuing

RED – Delayed, not started,

BLUE no longer required / changed

Action	Responsibility	Timeframe	RAG	Comment
Complete the SAFE process and evaluate learning and outcomes for future planning	All directorate leads Chair of WASG	March 2020	AMBER	Mainly completed – some disruption due to CV-19  New SAFE cycle bfwd
Develop the process for 'learning in action' for the WASG based on case scenarios / areas of concern to replace the SBAR approach.	Chief Officer Health and Social Care	March 2020	AMBER	Partially in place through SAFE process
Ensure that there is good awareness across the Council of the new Welsh Safeguarding Procedures	Safeguarding Service Manager	March 2020	GREEN	Completed On-going
Collate training data from the outcomes of the SAFEs and revise the training plan accordingly	Safeguarding Service Manager	March 2020	AMBER	Revision of training strategy bfwd as action for current work plan
Implement the upgrade of the HR data base and provide oversight from a safeguarding perspective	Head of Human Resources	March 2020	AMBER	Delayed Action bfwd
Ensure that interim arrangements for delivering and recording safeguarding training is collated consistently, so that WASG can assure the council that any risks are minimised during this interim period.( As	Head of Human Resources	March 2020	BLUE	This was not achieved and will be retained at individual service level

per P2a WAO partially addressed actions 2019 follow up review )				
Support the on-going development of integrated approaches to exploitation through the MASE work	Safeguarding Service Manager	March 2020		bfwd
Ensure full roll-out of the Modern Day Slavery protocol	Safeguarding Service Manager Head of Public Protection	March 2020		bfwd
Review the initial outcomes from the Early Help Panel	Head of Children's Services	Jan 2020		Evaluation report completed
WASG to retain oversight of the implementation of the Transport Programme board from a safeguarding perspective.	Chair of WASG Safeguarding Service Manager	March 2020		Service re-structure has been completed (PTU) and SGU continue to provide specific support
Ensure that plans are in place to implement new Welsh Safeguarding Procedures and WCCIS without unnecessary disruption to operational issues / quality assurance processes	Head of Children's and Adult's Services	Jan 2020		Implementation plans are in place  Next steps are bfwd
Consider capacity issues, specifically for adult protection	Chief Officer Health and Social Care	Jan 2020		Additional resources obtained and re-structure implemented
Deliver risk assessment and strengths based practice across Children's Services	Head of Children's Services	Jan 2020		Training delivered and plan for practice change approach in place
All directorates to complete the Minimum Standards Self-Assessment Matrix, and evaluate outcomes. ( As per P4 WAO partially addressed actions 2019 Follow up review)	All directorate leads Chair of WASG	March 2020		Partially completed Action is BFwd
Enhance qualitative comparative data at Directorate level which will form part of the Annual Report ( As per P3 WAO partially addressed actions 2019 follow up review)	WASG	Sept 2020		This can be looked at within the 'core' data set work
Strengthen arrangements by establishing a process to actively check on-going	Head Of Public Protection	Oct 2020		Completed on-going

compliance with licence conditions during 3-year licence period. ( As per WAO P1iic partially addresses actions 2019 follow up review)

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Monmouthshire CC Safeguarding COVID19 Risk Register

DATE 22.12.2020

Risk	Reason why identified	Risk Level (Pre-Mitigation)			Risk Level	Mitigating actions	Timescale & responsibility holder	Mitigation action progress	Risk Level (Post-mitigation)				Risk owner
		Timeline	Likelihood	Impact					Timeline	Likelihood	Impact	Risk level	
1. Potential risk that we will be unable to conduct safeguarding inquiries and protect children and adults who are at risk because of reduced capacity in the workforce	Absenteeism and loss of staff due to the impact of COVID19	Within the next 6-months	LIKELY	SUBSTANTIAL	MEDIUM	Monitoring staff absenteeism rates and service status. Operate a redeployment strategy if required. Work with ABuHB to deliver the vaccination programme.	DMT (SCHH)	Some redeployments have taken place. The situation is monitored regularly through DMT. The vaccination programme has commenced.	On-going through the outbreak	POSSIBLE	SUBSTANTIAL	MEDIUM	Heads of Service
2. Potential risk that the care and support needs of vulnerable people are not met because of reduced capacity within the workforce	Absenteeism and loss of staff due to the impact of COVID19	Within the next 6-months	LIKELY	MAJOR	HIGH	Monitoring staff absenteeism rates and service status. Operate a redeployment strategy if required. Work with ABuHB to deliver the vaccination programme.	DMT (SCH)	Some redeployments have taken place. The situation is monitored regularly through DMT. The vaccination programme has commenced.	On-going through the outbreak	POSSIBLE	MAJOR	MEDIUM	Heads of Service
3. Potential risk that safeguarding concerns are not identified and referred into services because there is a reduction in direct face to face contact with some vulnerable people	The impact of COVID restrictions has meant that harmful behaviours, abuse and neglect including domestic abuse can remain hidden	Within the next 6-months	LIKELY	MAJOR	HIGH	Front-door in adult and child safeguarding to remain active and responsive. Monitor referral activity.	DMT (SCH)	No reduction in referral activity has been observed.	On-going	POSSIBLE	SUBSTANTIAL	MEDIUM	Heads of Service
4. Potential risk that safeguarding standards are not adhered to within volunteering and community action groups because these groups have developed rapidly in response to the current crisis	The development of volunteering and community action groups has been a key aspect of how we have met people's needs under the pandemic, however, there is less influence over volunteers than the paid workforce.	Within the next 6-months	LIKELY	MAJOR	HIGH	Advice, guidance and support needs to be provided	DMT (Enterprise)	Guidance and training in place through the 'County that Serves' programme. Recruitment and training for Council volunteers is monitored through the Kinetic data base.	On-going	POSSIBLE	MAJOR	MEDIUM	Heads of Service
5. Potential risk that the pandemic will reduce our ability to deliver Safeguarding Training resulting in staff not being trained to identify and respond appropriately to safeguarding concerns	Delivery of safeguarding training opportunities have reduced since the start of the crisis	Within the next 6-months	LIKELY	MODERATE	MEDIUM	Training programmes need to be redesigned to be delivered via digital methods	Safeguarding Unit	Level 1 safeguarding is compulsory for designated posts and is being offered on-line and take up is monitored. Safeguarding induction is compulsory for all new starters.	On-going	POSSIBLE	MODERATE	LOW	Heads of Service
6. Potential risk that the current crisis could reduce capacity to focus on safeguarding resulting in the council's overall positive progress in corporate safeguarding to stall.	Staff time and resources are diverted to cope with the impact of COVID-19	Within the next 6-months	LIKELY	MODERATE	MEDIUM	Whole Authority Safeguarding Group (WASG) needs to remain in place, with representation from all directorates	Chair of WASG	Scheduled meetings of WASG were briefly suspended (March to July 2020) - safeguarding issues were addressed by the Emergency Response Team. WASG meetings have now been reinstated	On-going	POSSIBLE	MODERATE	LOW	Heads of Service

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

<p><b>Name of the Officer</b> completing the evaluation Jane Rodgers</p> <p><b>Phone no:</b> <b>E-mail:</b>janerodgers@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>This is not a proposal, it is a statement of progress for Scrutiny</p>
<p><b>Name of Service:</b> Safeguarding – Social Care and Health</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>December 2020</p>

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





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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	A Neutral Contribution	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	A Neutral Contribution	

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?
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	A Neutral Contribution	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Safeguarding, is central to cohesive communities: the Council must ensure appropriate services and processes are in place to protect people as much as possible, increase resilience and reduce dependency.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Safeguarding is recognised regionally and nationally as a key component to wellbeing and this report demonstrates the progress made against National, Regional and Local Policies	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	A Neutral Contribution	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Safeguarding is a key part of ensuring that people can fulfil their potential no matter what their background. Equality is at the centre of the services the Authority provide and commission.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>This report is based balances current issues regarding safeguarding priorities with longer-term aspirations regarding service developments and improvements.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Safeguarding is a council-wide endeavour – and fosters partnership working with a range of organisations, services and communities. It details how services work in partnership with agencies from different sectors, considers involvement and collaboration with communities and details the progress made in relation to Safeguarding in Monmouthshire.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Each directorate of the council is represented within the Whole Authority Safeguarding Group</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>One of the corner-stones of safeguarding is preventative working.</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>	As Above	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Development of Safeguarding Practice and Safer Services around older adults (at risk) and children	None	
Disability	Development of Safeguarding Practice and Safer Services, which take into account individual strengths and needs.	None	
Gender reassignment	Development of Safeguarding Practice and Safer Services which recognises and builds on individual experiences and strengths.	None	

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?
Marriage or civil partnership	Neutral	None	
Pregnancy or maternity	Neutral	None	
Race	Development of Safeguarding Practice and Safer Services which recognises and builds on individual experiences and strengths.	None	
Religion or Belief	Development of Safeguarding Practice and Safer Services which recognises and builds on individual experiences and strengths.	None	
Sex	Neutral	None	
Sexual Orientation	Development of Safeguarding Practice and Safer Services which recognises and builds on individual experiences and strengths.	None	
Welsh Language	Development of Safeguarding Practice and Safer Services in keeping with an individual choices, identity and experiences.	None	

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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	This report is about the development of Safeguarding Practice in Monmouthshire	None	
Corporate Parenting	Neutral	None	

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

Both Quantitative and Qualitative evidence presented throughout the report

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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?**

Members will be informed Safeguarding within Monmouthshire CC

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

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>	<b>Progress</b>




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

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration

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**Subject: COUNCIL TAX REDUCTION SCHEME 2021/22**

**Meeting: Council**

**Date: 14<sup>th</sup> January 2021**

**Divisions/Wards Affected: All**

## **1. PURPOSE:**

1.1 The purpose of this report is to:

- present arrangements for the implementation of the Council Tax Reduction Scheme and to approve it for 2021/22
- affirm that, in the absence of any revisions or amendments, annual uprating amendments will be carried out each year without a requirement to adopt the whole Council Tax Reduction Scheme

## **2. RECOMMENDATIONS:**

2.1 To note the making of the Council Tax Reduction Scheme and Prescribed Requirements (Wales) Regulations ("the Prescribed Requirements Regulations") 2013 by the Welsh Government on 26 November 2013.

2.2 To adopt the provisions within the Regulations above ("the Prescribed Requirements Regulations") and any 'annual uprating regulations' in respect of its Scheme for the financial year 2021/22 including the discretionary elements previously approved as the Council's local scheme from 1<sup>st</sup> April 2021.

## **3. KEY ISSUES:**

3.1 On 17<sup>th</sup> January 2019 Council adopted the Council Tax Reduction Scheme for 2019/20, in accordance with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013.

3.2 The Regulations approved by the Assembly are available as follows:

The Default Scheme

<http://www.legislation.gov.uk/wsi/2013/3035/contents/made>

The Prescribed Scheme

<http://www.legislation.gov.uk/wsi/2013/3029/contents/made>

The National Assembly are set to approve the Amendment Regulations incorporating the uprated benefits from April 2021 at a plenary session on January 13 2021. The draft regulations are here

<https://business.senedd.wales/mglIssueHistoryHome.aspx?Ild=34956>

- 3.3 A failure to adopt a 'local' scheme by 31 January 2021 will result in the Default Scheme being imposed on the Council.
- 3.4 The Welsh Government's regulations for 2021/22 do not contain any significant changes for recipients of Council Tax reduction. Claimants can receive a reduction up to 100% of their Council Tax bill dependent upon their income and household circumstances.
- 3.5 Annual Uprating regulations to increase benefits and personal allowances from April 2021 within the Council Tax Reduction Scheme has been considered by a plenary session of the Senedd of the National Assembly for Wales on 12<sup>th</sup> January 2021.

#### **4. Background**

- 4.1 It was reported to Council on 28<sup>th</sup> January 2013 that the Welfare Reform Act 2013 included provisions to abolish Council Tax Benefit on 31 March 2013. From 1 April 2013, the responsibility for arranging support towards paying Council Tax and the associated funding transferred from the Department for Work and Pensions (DWP) to local authorities in England, and to the Scottish and Welsh Governments. The UK Government's policy intention was to reduce expenditure on Council Tax and therefore to implement a 10 per cent funding cut.
- 4.2 The report to Council on 28<sup>th</sup> January 2013 referred to the Council Tax Reduction Scheme Regulations 2012 and the amending regulations 2013. Those regulations were for implementation during the 2013/14 financial year only and Council resolved to adopt a new scheme for subsequent years in accordance with new regulations approved by the Welsh Government.
- 4.3 The regulations for Council Tax Reduction include provision for support up to 100% of council tax. As noted when presenting this issue in January, the regulations control the implementation of reduction schemes across the whole of Wales and are designed to ensure that each local authority consistently provides support for Welsh taxpayers.

#### **5. The Reduction Scheme and discretionary areas**

- 5.1 Although a national scheme has been approved, within the Prescribed Requirements Regulations there is limited discretion given to the Council to apply additional discretionary elements that are more generous than the national scheme and which provide for additional administrative flexibility. Council approved the discretionary areas to be applied (listed in 5.2) following public consultation. It is not proposed to change them in any way therefore no further consultation is required at this stage.
- 5.2 It is recommended to adopt the Scheme in the Prescribed Requirement Regulations (as per paragraph 3.3 the regulations can be accessed via the link: - <http://www.assemblywales.org/bus-home/bus-business-fourth-assembly-laid-docs.htm?act=dis&id=251458&ds=12/2013>) and to exercise the previously approved discretions as follows:
- The ability to increase the standard extended reduction period of 4 weeks given to persons after they return to work where they have previously been receiving a council tax reduction that is to end as a result of their return to work - it is not recommended to increase the standard extended reduction period;
  - Discretion to increase the amount of War Disablement Pensions and War Widows Pensions (including Armed Forces Independent Payments and

Guaranteed Income Payment) which is to be disregarded when calculating income of the claimant - it is recommended to disregard the whole amount of War Disablement Pensions and War Widows Pensions;

- The ability to backdate the application of council tax reduction with regard to late claims prior to the new standard period of three months before the claim - it is not recommended to increase the backdated period;
- To provide above the minimum level of information to customers in order to ensure they are appropriately notified of their award in accordance with legislation - it is recommended that we maintain the current standard provision.

Council approved these discretions on 17<sup>th</sup> January 2019.

- 5.3 There are no additional monies available from the Welsh Government to fund discretionary elements but they are allowed for within our existing budget.
- 5.4 Changes to pensions, benefits and allowances normally take effect every April and sometimes during the year. The scheme has to reflect the changes to benefits in order to adjust calculations of entitlement. This is part of normal Benefits administration. We are advised that the Council need to approve the annual uprating regulations each year without formal adoption of the whole scheme.
- 5.5 As the uprating of benefits is not an area of discretion the Council is not able to consult on it.

## **6. EQUALITY AND FUTURE GENERATIONS EVALUATION:**

- 6.1 There are no implications for sustainable development.
- 6.2 The scheme to be applied for 2021/22 does not contain any significant changes from the scheme that is currently operational.
- 6.3 The Welsh Government has undertaken a detailed 'regulatory' impact assessment, which includes equality impact assessment, and we understand that the findings reported were in line with their expectations.
- 6.4 Our Sustainability Community Officer has confirmed that under these circumstances there is no requirement to complete a Future Generations Evaluation.

## **7. OPTIONS APPRAISAL**

This is not applicable as there are no changes to the scheme that is currently in place. The report has been presented as the uprating regulations are effectively amendments to the main scheme, for which we need to obtain overall approval.

## **8. EVALUATION CRITERIA**

The scheme is largely prescribed by Welsh Government. Previous annual reports, from 2013 to 2019, have reaffirmed the minimal discretions that the Authority can apply. These discretions have been found to be resilient and fair.

## **9. REASONS**

- 9.1 To agree the council tax reduction scheme for the forthcoming financial year as required by legislation.
- 9.2 To affirm the annual uprating prescribed by the Welsh Government

## **10. RESOURCE IMPLICATIONS**

- 10.1 From 2014/15 onwards the Council Tax Reduction Scheme was funded through RSG. The Council therefore needs to manage the cost of the Scheme within its annual budget.
- 10.2 Any additional costs for growth in caseload and/or increases in entitlement attributable to a rise in the overall level of Council Tax have to be managed and are built into our budget proposals for 2021/22.
- 10.3 The Covid 19 pandemic has put significant pressure on the CTRS budget in 2020/21. The Welsh Government are currently providing funding through the Covid Hardship Fund, although the budget is expected to overspend this year. We await confirmation of further Welsh Government funding for 2021/22, should this pressure continue.
- 10.4 The provisional budget allocation, for 2021/22, of £7,225,459 is based on a 4.95% increase in Council Tax. Any subsequent changes in the council tax increase will be reflected in the final budget proposal report.

## **11. CONSULTEES:**

Cabinet  
Strategic Leadership Team  
Chief Officer for Resources  
Head of Legal

## **12. BACKGROUND PAPERS:**

None

## **13. AUTHORS:**

Richard Davies – Head of Benefits (Monmouthshire)

Ruth Donovan – Assistant Head of Finance: Revenues, Systems and Exchequer

## **14. CONTACT DETAILS:**

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## MONMOUTHSHIRE COUNTY COUNCIL REPORT

**SUBJECT:** Electoral Review – Draft Proposals Consultation Response  
**MEETING:** Full Council  
**DATE:** 14<sup>th</sup> January 2021  
**DIVISION/WARDS AFFECTED:** All

### 1. PURPOSE:

To consider submitting representation to The Local Democracy and Boundary Commission for Wales (“The Commission”) in response to their Electoral Review – Draft Proposals Report.

### 2. RECOMMENDATIONS:

That members approve the response at Appendix A, as agreed by the cross party working group for the electoral review, to be submitted to the Commission as a full council response for their consideration into the future electoral arrangements for Monmouthshire.

### 3. BACKGROUND:

3.1 Section 21(3) of the Local Government (Democracy) (Wales) Act 2013 provides that the Commission in carrying out its duties must seek to ensure effective and convenient local government. This is the paramount and primary function of the Commission and one of the duties provided for by the Act is the conduct of reviews of the electoral arrangements of principal areas.

3.2 Section 29 of the Act puts a duty upon the Commission to review the electoral arrangements for each principal area including:

- The total number of councillors to be elected to the council
- The number and boundaries of the electoral wards
- The number of councillors to be elected for each electoral ward in the principal area, and
- The name of any electoral ward

3.3 Section 30 of the Act requires the Commission to:

(a) seek to ensure that the ratio of local government electors to the number of members of the council to be elected is, as nearly as may be, the same in every electoral ward of the principal area; and

(b) have regard to:

- (i) the desirability of fixing boundaries for electoral wards which are and will remain easily identifiable; and
- (ii) the desirability of not breaking local ties when fixing boundaries for electoral wards.

3,4 The Commission gave notice of the commencement of their electoral review for Monmouthshire on the 7<sup>th</sup> July 2020 inviting representations from stakeholders as to how the future arrangements in Monmouthshire may look. Full Council on the 16<sup>th</sup> July 2020 approved

a scheme to be submitted to the Commission as prepared by the Councils cross party working group for the electoral review.

- 3.5 The Commission published their draft proposals for the review on the 10<sup>th</sup> December 2020. Political group leaders and members of the working group met with the Commission on the 15<sup>th</sup> December 2020 to discuss and understand the content of the draft proposals.
- 3.6 The working group met on the 5<sup>th</sup> January 2020 to consider the draft proposals for the review and agree a draft response (attached at Appendix A) to be considered by full council and to be submitted to the Commission as part of their consultation exercise into the draft proposals.
- 3.7 The County Councillors for Thornwell and St Christophers ward were also in attendance at that meeting to offer details of an alternative proposal for the south of Chepstow. In considering the detail, the working group are happy to support the proposals put forward by the two members who will be submitting their own response to the Commission with the full details of their proposal.
- 3.8 Any individual member or political group is able to respond to the Commission independently and in addition to the Council response. The attached response takes account of the County area as a whole so individual members or groups have different views for their own wards are able to submit their own views independently. The Commission also requested to receive representation in support of their proposals so if a member or group is satisfied with the proposals for their area they should submit their own representation to the Commission stating so.

#### **4. Options Appraisal**

##### **Agree a response to be submission**

In approving this response the Council will ensure that the Commission is aware of the views of the Council for all electoral wards and provides further views for their consideration in determining the final proposals. Councillors and political groups are encouraged to respond to the Commission independently either in support or offering alternative proposals for their areas to ensure the Commission have as many responses as possible.

##### **Do not agree a response for submission**

If Council cannot agree a response then it will not collectively be submitting representation to the Commission for their consideration and will not be making clear to the Commission a view that is desirable for the future electoral arrangements of the area.

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

There are no financial implications resulting from this decision although any agreed increase in the number of elected members would require



funding at the rates determined by the Independent Remuneration Panel for Wales who set the level of remuneration councillors are entitled to.

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

The electoral review will aim to ensure that as near as practicable, each vote cast at a County Council election carries the same weight and ensure electors have an equitable level of representation on the Council.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

All elected members will be required to undertake the necessary safeguarding and corporate parenting training necessary to their role within the Council.

**8. BACKGROUND PAPERS**

[Monmouthshire Electoral Review | LDBC \(gov.wales\)](#)

**9. AUTHOR:**

John Pearson, Local Democracy Manager  
Email: johnpearson@monmouthshire.gov.uk

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## **Appendix A – Draft Response to Electoral Review**

The council welcomes the draft proposals report from the Commission and is pleased to see that much of the proposals contained in the Councils own scheme submitted as part of the consultation exercise for the review are reflected in the draft proposals. For all other wards not specifically mentioned below, the Council wish to support the proposals put forward by the Commission and are pleased to see a continuation of single member wards as a preference for the area.

The councils working group met to consider the draft proposals, as well as this response being considered at a meeting a full council on the 14<sup>th</sup> January 2021. The Council wish to pass on the below observations for consideration in drafting the final proposals for the review.

### **Chepstow Area**

The Council noted the single member wards proposed by the Commission for the Chepstow area compared to the multi member wards included in the Councils own scheme. Multi-member wards were proposed for Chepstow due to the future electorate forecast for the Chepstow Castle ward meaning proposals for single member wards would not fall within the criteria the Commission set out for the review.

The working group received detailed alternative proposals from the County Councillors for the Thornwell and St Christophers wards which the individual members will submit to the Commission as an alternative proposal for the area. Their proposal would require changes to the County and Community boundaries with Thornwell extending to include the Western Avenue area within its ward and the northern Bulwark boundary extended to follow Mathern Road and incorporate Bulwark school and shops within the Bulwark ward. The Council support the proposals contained in the individual member responses should the Commission wish to retain these wards as single member wards. If the Commission are not minded to change the boundaries as detailed in the Councillors proposals the Council consider a multi-member ward the most suitable option for Thornwell and Bulwark wards as proposed in its original scheme.

### **Magor with Undy**

The Commission has proposed a single member Magor West ward and a dual member Magor East and Undy ward. The Council understand that the exception in Chepstow has been made due to the forecast electorate taking effect at a later date so the current arrangements only require a single councillor. The electorate forecast for the Magor East ward is similar to that of Chepstow Castle but an exception hasn't been made in this ward. Additionally, the current level of electorates across all three wards are consistent at their current level and provide parity in terms of representation. The Council would wish to see single member wards retained where possible and suggest that the consideration of the impact on future electorate be considered at the next electoral review when the variance in electorates across the wards will have taken effect.

### **Govilon & Llanfoist / Llanbadoc & Usk**

The Council notes the proposals for the above two areas to become multimember wards. Whilst the Council would ideally prefer to see single member wards where possible it accepts the need to multimember these two areas given the variation in electorates for the adjoining wards being significantly under or above the desired electorate level and that merging the two areas together provides a more equal level of representation.

### **Mitchel Troy**

The Council supports the proposal put forward by the Commission for the Mitchel Troy ward. Whilst the Council would prefer to see whole communities contained within a County ward, it notes the example in Devauden and Llangybi where there is also a cross over between county and community boundaries. Additionally, the Council consider this option preferable to creating a large rural multimember ward in combining the Mitchel Troy and Trellech United county wards.

<b>SUBJECT:</b>	<b>DIARY OF MEETINGS FOR 2021/22</b>
<b>MEETING:</b>	<b>County Council</b>
<b>DATE:</b>	<b>14<sup>th</sup> January 2021</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>N/A</b>

**1. PURPOSE:**

To approve the draft diary of meetings for 2021/2022.

**2. RECOMMENDATIONS:**

That the diary of meetings for 2021/2022, as attached, be approved.

**3. KEY ISSUES:**

- 3.1 Some Committees set their own dates during the year eg, Appointment of LEA Governors Committee, PSB selects, and Sub-Committees and these will be added to the diary in due course.
- 3.2 The diary includes, for information only, dates of meetings for political groups and outside bodies that are not agreed by Council and are subject to change by the organising bodies.
- 3.3 As per previous years, as far as is practicable meetings have not been scheduled during school holidays as requested by Councillors. There is an inevitable need to hold some meetings during school holidays so that the diary does not become too congested and avoids clashes with meetings but these have been kept to a minimum.

**4. REASONS:**

The Council calendar needs to be approved annually to ensure appropriate governance arrangements are in place for the year and enables Members and officers to forward plan effectively.

**5. RESOURCE IMPLICATIONS:**

None as a direct result of this report.

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

There are no sustainable development or equality impacts arising from this report.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no safeguarding or corporate parenting implications associated with this report.

**8. CONSULTEES:**

**Democratic Services Committee** – Request that meetings are held in accordance with the approved diary throughout the year so that ‘special’ meetings held at short notice are kept to a minimum.

**9. BACKGROUND PAPERS:**

None.

**10. AUTHOR:**

John Pearson, Local Democracy Manager

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**CALENDAR OF MEETINGS**  
**1 MAY 2021 - 14 MAY 2022**

<b>MAY, 2021</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

		2.00 pm Cabinet		
<b>10</b> 10.00 am Conservative Group Meeting	<b>11</b> 5.00 pm AGM, County Council	<b>12</b> 11.00 am PROVISIONAL - Corporate Parenting Panel 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>13</b> 12.30 pm Welsh Church Fund 2.00 pm County Council	<b>14</b>
<b>17</b>	<b>18</b> 10.00 am PROVISIONAL - Licensing and Regulatory Committee	<b>19</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>20</b> 2.00 pm PROVISIONAL - Audit Committee	<b>21</b> 10.00 am PROVISIONAL - Brecon Beacons Member Training, Brecon Beacons National Park Authority
<b>24</b>	<b>25</b> 5.00 pm RLDP Member Workshop - Landscape and natural environment, Members' Seminars	<b>26</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>27</b> 10.00 am PROVISIONAL - Children and Young People Select Committee	<b>28</b> 10.00 am PROVISIONAL - Brecon Beacons NPA, Brecon Beacons National Park Authority

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## JUNE, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> 2.00 pm PROVISIONAL - Planning Committee	<b>2</b>	<b>3</b>	<b>4</b>
<b>7</b> 10.00 am PROVISIONAL - Conservative Group Meeting 2.00 pm PROVISIONAL - Democratic Services Committee	<b>8</b>	<b>9</b> 2.00 pm PROVISIONAL - Cabinet 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member	<b>10</b> 10.00 am PROVISIONAL - Economy and Development Select Committee	<b>11</b> 10.00 am PROVISIONAL - Brecon Beacon Member Training, Brecon Beacons National Park Authority



		Decisions		
<b>14</b>	<b>15</b>	<b>16</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>17</b> 10.00 am PROVISIONAL - Strong Communities Select Committee	<b>18</b>
<b>21</b>	<b>22</b> 10.00 am PROVISIONAL - Adults Select Committee	<b>23</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>24</b> 12.30 pm PROVISIONAL - Welsh Church Fund 2.00 pm PROVISIONAL - County Council	<b>25</b>
<b>28</b> 10.00 am PROVISIONAL - Joint Advisory Group	<b>29</b> 10.00 am PROVISIONAL - Licensing and Regulatory Committee	<b>30</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting		

## JULY, 2021

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>4</b>			<b>1</b> 2.00 pm PROVISIONAL - Audit Committee	<b>2</b> 10.00 am PROVISIONAL - Brecon Beacon Member Training, Brecon Beacons National Park Authority
<b>5</b> 2.00 pm Wye Valley AONB Joint Advisory Committee	<b>6</b> 2.00 pm PROVISIONAL - Planning Committee	<b>7</b> 2.00 pm PROVISIONAL - Cabinet	<b>8</b> 10.00 am PROVISIONAL - Children and Young People Select Committee	<b>9</b>
<b>12</b> 10.00 am PROVISIONAL - Conservative Group Meeting 2.00 pm PROVISIONAL - Democratic Services Committee	<b>13</b> 5.00 pm RLDP Member Workshop - Affordable housing 2 – with viability evidence, Members' Seminars	<b>14</b> 10.00 am PROVISIONAL - Strategic Transport Group 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>15</b> 10.00 am PROVISIONAL - Economy and Development Select Committee	<b>16</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>

10.00 am PROVISIONAL - Monmouthshire Farm School Endowment Trust		11.00 am PROVISIONAL - Corporate Parenting Panel 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	12.30 pm PROVISIONAL - Welsh Church Fund 2.00 pm PROVISIONAL - County Council	
<b>26</b>	<b>27</b> 10.00 am PROVISIONAL - Adults Select Committee	<b>28</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 2.00 pm PROVISIONAL - Cabinet	<b>29</b> 10.00 am PROVISIONAL - Strong Communities Select Committee	<b>30</b> 10.00 am PROVISIONAL - Brecon Beacon AGM & NPA, Brecon Beacons National Park Authority

## AUGUST, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>	<b>3</b> 2.00 pm PROVISIONAL - Planning Committee	<b>4</b> 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>5</b>	<b>6</b>
	<b>10</b>	<b>11</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>12</b>	<b>13</b>
<b>16</b>	<b>17</b>	<b>18</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>19</b>	<b>20</b>
<b>23</b>	<b>24</b>	<b>25</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>26</b>	<b>27</b>
<b>30</b>	<b>31</b>			

<b>SEPTEMBER, 2021</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
		<b>1</b> 2.00 pm PROVISIONAL - Cabinet 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>2</b> 2.00 pm PROVISIONAL - Audit Committee	<b>3</b>
<b>6</b> 2.00 pm PROVISIONAL - Democratic Services Committee	<b>7</b> 2.00 pm PROVISIONAL - Planning Committee	<b>8</b> 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>9</b> 10.00 am PROVISIONAL - Children and Young People Select Committee	<b>10</b>
<b>13</b> 10.00 am PROVISIONAL - Conservative Group Meeting	<b>14</b> 10.00 am PROVISIONAL - Licensing and Regulatory Committee	<b>15</b> 11.00 am PROVISIONAL - Corporate Parenting Panel 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>16</b> 10.00 am PROVISIONAL - Economy and Development Select Committee	<b>17</b>
Page 53	<b>21</b> 10.00 am PROVISIONAL - Adults Select Committee	<b>22</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>23</b> 12.30 pm PROVISIONAL - Welsh Church Fund 2.00 pm PROVISIONAL - County Council	<b>24</b> 10.00 am PROVISIONAL - Brecon Beacon NPA, Brecon Beacons National Park Authority
	<b>27</b>	<b>28</b>	<b>29</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>30</b> 10.00 am PROVISIONAL - Strong Communities Select Committee
<b>OCTOBER, 2021</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
				<b>1</b>
<b>4</b> 10.00 am PROVISIONAL - Monmouthshire Farm School	<b>5</b> 2.00 pm PROVISIONAL - Planning Committee	<b>6</b> 2.00 pm PROVISIONAL - Cabinet	<b>7</b> 2.00 pm PROVISIONAL - Audit Committee	<b>8</b> 10.00 am PROVISIONAL - Brecon Beacon Member

Endowment Trust				Training, Brecon Beacons National Park Authority
<b>11</b> 10.00 am PROVISIONAL - Conservative Group Meeting	<b>12</b> 5.00 pm RLDP Member Workshop - Site allocations, Members' Seminars	<b>13</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>14</b> 10.00 am PROVISIONAL - Children and Young People Select Committee	<b>15</b>
<b>18</b> 10.00 am PROVISIONAL - Standards Committee	<b>19</b> 10.00 am PROVISIONAL - Licensing and Regulatory Committee	<b>20</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>21</b> 10.00 am PROVISIONAL - Economy and Development Select Committee	<b>22</b>
<b>25</b>	<b>26</b>	<b>27</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>28</b>	<b>29</b>

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## NOVEMBER, 2021

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1</b> 2.00 pm Wye Valley AONB Joint Advisory Committee	<b>2</b> 2.00 pm PROVISIONAL - Planning Committee	<b>3</b> 2.00 pm PROVISIONAL - Cabinet	<b>4</b> 2.00 pm PROVISIONAL - County Council	<b>5</b> 10.00 am PROVISIONAL - Brecon Beacon Member Training, Brecon Beacons National Park Authority
<b>8</b> 10.00 am PROVISIONAL - Conservative Group Meeting 2.00 pm PROVISIONAL - Democratic Services Committee	<b>9</b> 10.00 am PROVISIONAL - Adults Select Committee	<b>10</b> 10.00 am PROVISIONAL - Strategic Transport Group 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>11</b>	<b>12</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>

		11.00 am PROVISIONAL - Corporate Parenting Panel 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	10.00 am PROVISIONAL - Strong Communities Select Committee 12.30 pm PROVISIONAL - Welsh Church Fund	
<b>22</b> 10.00 am PROVISIONAL - Joint Advisory Group	<b>23</b>	<b>24</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>25</b> 2.00 pm PROVISIONAL - Audit Committee	<b>26</b> 10.00 am PROVISIONAL - Brecon Beacon NPA, Brecon Beacons National Park Authority
<b>29</b>	<b>30</b> 10.00 am PROVISIONAL - Licensing and Regulatory Committee			

## DECEMBER, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Page 55</b>		<b>1</b> 2.00 pm PROVISIONAL - Cabinet 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>2</b> 10.00 am PROVISIONAL - Children and Young People Select Committee	<b>3</b>
<b>6</b> 10.00 am PROVISIONAL - Standards Committee	<b>7</b> 2.00 pm PROVISIONAL - Planning Committee	<b>8</b> 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>9</b> 10.00 am PROVISIONAL - Economy and Development Select Committee	<b>10</b>
<b>13</b> 10.00 am PROVISIONAL - Conservative Group Meeting	<b>14</b> 10.00 am PROVISIONAL - Adults Select Committee	<b>15</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 2.00 pm PROVISIONAL - Cabinet	<b>16</b> 12.30 pm PROVISIONAL - Welsh Church Fund 2.00 pm PROVISIONAL - County Council	<b>17</b>
<b>20</b>	<b>21</b>	<b>22</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel	<b>23</b>	<b>24</b>

		Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions		
27	28	29 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	30	31
<b>JANUARY, 2022</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
3	4 2.00 pm PROVISIONAL - Planning Committee	5 2.00 pm PROVISIONAL - Cabinet	6 10.00 am PROVISIONAL - Strong Communities Select Committee	7
10 10.00 am PROVISIONAL - Conservative Group Meeting	11 10.00 am PROVISIONAL - Adults Select Committee	12 11.00 am PROVISIONAL - Corporate Parenting Panel 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	13 2.00 pm PROVISIONAL - Audit Committee	14
17 2.00 pm PROVISIONAL - Democratic Services Committee	18 10.00 am PROVISIONAL - Licensing and Regulatory Committee	19 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	20 10.00 am PROVISIONAL - Children and Young People Select Committee	21
24 10.00 am PROVISIONAL - Joint Advisory Group	25	26 10.00 am PROVISIONAL - Strategic Transport Group 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member	27 12.30 pm PROVISIONAL - Welsh Church Fund 2.00 pm PROVISIONAL - County Council	28

		Decisions		
<b>31</b> 10.00 am PROVISIONAL - Monmouthshire Farm School Endowment Trust				

**FEBRUARY, 2022**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>1</b> 2.00 pm PROVISIONAL - Planning Committee	<b>2</b> 2.00 pm PROVISIONAL - Cabinet	<b>3</b> 10.00 am PROVISIONAL - Economy and Development Select Committee	<b>4</b>
<b>7</b> 10.00 am PROVISIONAL - Conservative Group Meeting	<b>8</b>	<b>9</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>10</b> 10.00 am PROVISIONAL - Strong Communities Select Committee	<b>11</b>
<b>14</b>	<b>15</b> 10.00 am PROVISIONAL - Adults Select Committee	<b>16</b> 2.00 pm PROVISIONAL - Cabinet 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>17</b> 2.00 pm PROVISIONAL - Audit Committee	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>24</b>	<b>25</b>
<b>28</b>				

**MARCH, 2022**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

	2.00 pm PROVISIONAL - Planning Committee	2.00 pm PROVISIONAL - Cabinet	10.00 am PROVISIONAL - Children and Young People Select Committee	
<b>7</b> 10.00 am PROVISIONAL - Conservative Group Meeting	<b>8</b> 10.00 am PROVISIONAL - Licensing and Regulatory Committee	<b>9</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>10</b> 12.30 pm PROVISIONAL - Welsh Church Fund 2.00 pm PROVISIONAL - County Council	<b>11</b>
<b>14</b> 2.00 pm PROVISIONAL - Democratic Services Committee	<b>15</b>	<b>16</b> 11.00 am PROVISIONAL - Corporate Parenting Panel 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>17</b> 10.00 am PROVISIONAL - Economy and Development Select Committee	<b>18</b>
<b>21</b> 10.00 am PROVISIONAL - Standards Committee	<b>22</b>	<b>23</b> 10.00 am PROVISIONAL - Strategic Transport Group 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>24</b> 10.00 am PROVISIONAL - Strong Communities Select Committee	<b>25</b>
<b>28</b>	<b>29</b> 10.00 am PROVISIONAL - Adults Select Committee	<b>30</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>31</b> 2.00 pm PROVISIONAL - Audit Committee	

## APRIL, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b>
<b>4</b> 10.00 am PROVISIONAL - Joint Advisory Group	<b>5</b> 2.00 pm PROVISIONAL - Planning Committee	<b>6</b> 2.00 pm PROVISIONAL - Cabinet	<b>7</b> 10.00 am PROVISIONAL - Children and Young People Select Committee	<b>8</b>



<b>11</b> 10.00 am PROVISIONAL - Conservative Group Meeting	<b>12</b> 10.00 am PROVISIONAL - Licensing and Regulatory Committee	<b>13</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>14</b> 12.30 pm PROVISIONAL - Welsh Church Fund 2.00 pm PROVISIONAL - County Council	<b>15</b>
<b>18</b>	<b>19</b>	<b>20</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting	<b>21</b>	<b>22</b>
<b>25</b>	<b>26</b>	<b>27</b> 2.00 pm PROVISIONAL - Planning - Delegated Panel Meeting 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>28</b> 10.00 am PROVISIONAL - Economy and Development Select Committee	<b>29</b>

**MAY, 2022**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1</b>				
<b>2</b>				
<b>3</b>	<b>3</b> 2.00 pm PROVISIONAL - Planning Committee	<b>4</b> 2.00 pm PROVISIONAL - Cabinet	<b>5</b>	<b>6</b>
<b>9</b> 10.00 am PROVISIONAL - Conservative Group Meeting	<b>10</b> 2.00 pm PROVISIONAL - AGM, County Council	<b>11</b> 5.00 pm PROVISIONAL - Individual Cabinet Member Decisions	<b>12</b> 12.30 pm PROVISIONAL - Welsh Church Fund 2.00 pm PROVISIONAL - County Council	<b>13</b>

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# Public Document Pack Agenda Item 8

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of County Council held  
at Remote Meeting on Thursday, 3rd December, 2020 at 2.00 pm**

**PRESENT:** County Councillor S. Woodhouse (Chairman)  
County Councillor S.B. Jones (Vice Chairman)

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

### **OFFICERS IN ATTENDANCE:**

Matt Phillips	Head of Law/ Monitoring Officer
Paul Matthews	Chief Executive
Peter Davies	Chief Officer, Resources
Will McLean	Chief Officer for Children and Young People
John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Frances O'Brien	Chief Officer, Enterprise
Julie Boothroyd	Chief Officer Social Care, Safeguarding and Health
Matthew Gatehouse	Head of Policy and Governance
Mark Hand	Head of Place-making, Housing, Highways and Flood
Deb Hill-Howells	Head of Commercial and Integrated Landlord Services

### **APOLOGIES:**

County Councillors J.Becker, D. Evans, M.Groucutt and G. Howard

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

To be noted under the relevant item.

#### **2. Public Questions**

None.

#### **3. Chairman's announcement and receipt of petitions**

The Chair conducted a minute silence in respect of those who have been affected by, and lost their lives to, the pandemic, noting the sad loss of Mr. Graham White, husband of former Chairman Mrs Sue White.

The Chair thanked all staff, members, and volunteers of the Monmouthshire team for their continued commitment in looking after the people of our County and beyond.

#### **4. Reports for Council:**

##### **4.1. SOCIAL CARE, SAFEGUARDING AND HEALTH ANNUAL DIRECTORS PERFORMANCE REPORT 2019/20**

## MONMOUTHSHIRE COUNTY COUNCIL

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The Chief Officer presented the Annual Statutory Report on Performance 2019/20 from the Director of Social Care, Safeguarding and Health. Members were invited to comment.

Councillor Batrouni praised the team and the report. He sought assurance around domiciliary care post Covid19, given the demographic and rural nature of the county. He raised a question regarding the adequacy of intermediate care for people leaving hospital.

There is a national all-Wales infrastructure in place for both Adult and Children safeguarding which ensures the correct policy and procedural framework is in place. The Chief Officer would discuss this further following the meeting.

With regards to recruitment and the concern of regulators, rurality and demography does prove challenging but Members were assured that officers were on top of this. We heard that the apprenticeship programme was proving successful.

There were numerous challenges around delayed transfers particularly in community hospitals. There are a range of intermediate services in place. The figure does not capture the complexity of the issue.

The Cabinet Member commended the interactive report and the can-do attitude of the whole team.

**Councillor M. Powell seconded the report and upon being put to the vote Council resolved to accept the recommendation to endorse the Annual Statutory Directors Performance Report 2019/20.**

#### 4.2. CORPORATE JOINT COMMITTEE CONSULTATION

The Cabinet Member for Governance presented the report to seek approval of a response to be submitted on behalf of Council to the Welsh Government Corporate Joint Committee Regulations consultation.

Seconded by Councillor Pratt.

There was some feeling that the response did not reflect the strong concerns raised at the Public Services Committee.

It was suggested that this was a way of merging Councils, without a clear line of accountability.

It was suggested that a full and thorough discussion between Members was required.

**Upon being put to the vote Council resolved to accept the recommendation that the draft response to the consultation on Corporate Joint Committees contained at appendix 1 be strengthened and submitted on behalf of Council.**

#### 4.3. UPDATED ASSET INVESTMENT POLICY

Council received the report to amend the existing Asset Investment Policy to reflect Audit Committee recommendations, national guidance and learning and as endorsed by the Council's Investment Committee.

Seconded by Councillor Powell.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held at Remote Meeting on Thursday, 3rd December, 2020 at 2.00 pm

It was stated that there would be support for enhanced scrutiny and additional training arrangements.

It was noted that there would be a report to Cabinet 16<sup>th</sup> December 2020 regarding the development company.

The Chief Officer for Resources explained we would still potentially look to entertain commercial investment within County.

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

**That Council agree to the proposed update and amendments to the Asset Investment Policy as contained in Appendix 1.**

**To agree the revised terms of reference for the Investment Committee as contained in Appendix 1.**

**That all future investment proposals are to consider the environmental impact and sustainable development principles as part of the business case for any proposed investment.**

#### **5. Notices of Motion:**

##### **5.1. Submitted by County Councillor L. Dymock**

*We ask this Council to call upon the Welsh Government to adopt the Climate Emergency 10 point plan for Wales as launched by our Prime Minister Boris Johnson on November 18<sup>th</sup> 2020.*

Councillor Jordan seconded the motion.

The Cabinet Member for Infrastructure and Neighbourhood Services supported the motion. She added that Welsh Government recognise MCC as the most progressive Council in Wales regarding climate change and we are working with them to identify how we can work collaboratively.

Councillor Pratt agreed to provide further information around the progression of electric vehicles following the meeting.

In response to a comment that we lack strategic direction from WG, the Leader of the Opposition provided several examples of including 100 action points in a recently released plan, a Clean Air Report in August 2020 and Climate Week in October 2020.

There were opinions that the Prime Minister's one year plan was inadequate.

Concerns were raised around nuclear energy, tree planting and the lack of progress to reduce fuel poverty.

## MONMOUTHSHIRE COUNTY COUNCIL

### **Minutes of the meeting of County Council held at Remote Meeting on Thursday, 3rd December, 2020 at 2.00 pm**

The Leader of the Council added his support for the motion and expressed disappointment at the lack of support from Councillors who he believed were acting politically. He added that we need direction from UK Government.

It was agreed that this matter should remain at the top of Council agenda.

**Upon being put to the vote the motion was carried.**

#### **5.2. Submitted by County Councillor D. Batrouni**

*This Council supports the Welsh Government's firebreak policy, noting the last firebreak was estimated to save over 1000 lives. It is essential all parties and councillors support the firebreak policy because not only does it save lives but it also eases the huge pressure on all public services and staff, including council services and staff.*

Councillor Thomas seconded the motion.

The Cabinet Member for Social Justice and Community Development agreed we need to do everything we can to support residents through the pandemic. She referred to the firebreak Quality Impact Assessment and highlighted areas of concern. She also referred to a WG advice note and areas declared as low impact on the R number. There were particular concerns around the impact of the firebreak on children and their peers across Monmouthshire and Wales.

The Cabinet Member for Children and Young People and MonLife disputed that it is essential that all parties support the firebreak given the democratic process. He referred to the impact of the firebreak on issues such as mental health, domestic violence and unemployment, and the impact on vulnerable people.

It was recognised that Monmouthshire schools did an excellent job through the firebreak period.

The Leader stated that data from Monmouthshire Track and Trace demonstrated that less than 1% of cases were associated with the hospitality sector and for that reason it was difficult to support the direction of WG. But as a responsible authority we continue to help residents adhere to the rules in place.

**Upon being put to the vote the motion was defeated.**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held at Remote Meeting on Thursday, 3rd December, 2020 at 2.00 pm

#### **5.3. Submitted by County Councillor D. Batrouni**

*That the Conservative administration makes plans to implement a council tax increase on second homes left vacant for over 6 months in the county. It is becoming an increasing problem in Monmouthshire, which is hollowing out rural communities, hiking local house prices and reducing the housing supply for local people. In addition, it could generate up to £200,000 a year to help towards the council's finances.*

The motion was seconded by Councillor Thomas. In support of the motion he added that those who can afford a second property would have the means to pay the increased council tax.

The Cabinet Member explained the key issues with the increase being specifically for those second homes left vacant for six months. He highlighted the administrative burden and would not be looking to endorse a policy change which would add cost pressures to the Council.

It was recognised that the system has worked well in Pembrokeshire and it was asked the Council consider a 'Monmouthshire' way to look at this.

**Upon being put to the vote the motion was defeated.**

#### **5.4. Submitted by County Councillor A. Watts**

*This Council congratulates Aneurin Bevan University Health Board for its ahead of schedule opening of the £350m state of the art Grange University Hospital in Cwmbran. This Council recognises and agrees with the Heath Boards strategic reconfiguration of its Minor Injuries Units back into our local Community Hospitals across Gwent. With that in mind Monmouthshire County Council calls on ABUHB to reintroduce the Minor Injuries Unit to Chepstow Community Hospital.*

County Councillor Easson seconded the motion.

*Councillor Watkins left the meeting at 17:40pm*

County Councillor Linda Guppy declared a personal, non-prejudicial interest.

There was suggestion that this could be a nurse led unit. It was also noted this could be a GP led facility, but preference would be to use the full capacity of the hospital.

It was agreed that Council should push forward the motion to re-provide MIU provision at Chepstow.

Cabinet Member for Social Care, Health and Safeguarding referred to a statement she had received from Nick Wood, Executive Director of Primary, Community and Mental Health Services which stated that the Health Board would not be revisiting the decision on the Minor Injury Unit at Chepstow Community Hospital. The Cabinet Member would continue to take this forward.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held at Remote Meeting on Thursday, 3rd December, 2020 at 2.00 pm

**Members congratulated ABUHB on the opening of the Grange Hospital, and supported the motion and upon being put to the vote the motion was carried**

#### **5.5. Submitted by County Councillor F. Taylor**

*That this Council writes to the Minister for Health and Social Services Vaughan Gething MS to call for a routine asymptomatic testing programme for domiciliary care staff working in community settings in the same way as asymptomatic testing is available to care staff working in Care Homes.*

*The current position would seem to put some of our most vulnerable residents at risk, and also puts carers at unnecessary and high levels of risk. Domiciliary care staff continue to appear undervalued for the vital work they do and we note that the caring workforce is disproportionately female. Whilst we acknowledge that that robust infection control and management is important in preventing transmission of the virus, this council welcomes reconsideration of Welsh Government Policy in this matter.*

*Councillor P. Pavia left the meeting at 18:10*

County Councillor S. Howarth seconded the motion.

*Councillor R. Harris left the meeting at 18:15*

**Members fully supported the motion and upon being put to the vote the motion was unanimously carried.**

#### **6. To confirm the minutes of the meeting held on 22nd October 2020**

The minutes of the meeting held on 22<sup>nd</sup> October were confirmed.

In doing so it was noted that Item 6, paragraph 2 should read that the lack of consideration referred to was the opinion of Councillor Groucutt.

**The meeting ended at 6.30 pm**