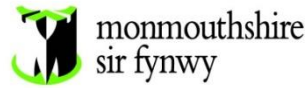


Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Monday, 21 September 2020

Notice of meeting

Adults Select Committee

**Tuesday, 29th September, 2020 at 10.30 am
Remote Microsoft Teams Meeting**

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

AGENDA

Item No	Item	Pages
1.	Appointment of Vice-Chair.	
2.	Apologies for absence.	
3.	Declarations of Interest.	
4.	Public Open Forum.	
5.	Monmouthshire Track, Trace and Protect Service Position report - Scrutiny of a position report following scrutiny on 2nd July 2020 (report to follow).	1 - 4
6.	Monmouthshire County Council's Public Protection response to the Covid-19 pandemic - April to September 2020 - Scrutiny of the progress report and any implications arising (report to follow).	5 - 12
7.	To confirm the minutes of the previous meeting.	13 - 18
8.	Adults Select Committee Forward Work Programme.	19 - 20
9.	Council and Cabinet Forward Work Planner.	21 - 32
10.	Next Meeting: Tuesday 20th October 2020 at 10.00am.	

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

S. Howarth
L.Brown
L.Dymock
R. Edwards
M.Groucutt
R. Harris
P.Pavia
M. Powell
S. Woodhouse

C. Bowie
T. Crowhurst

Public Information

Access to paper copies of agendas and reports

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

Watch this meeting online

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

Welsh Language

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

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

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

Our Values

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

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

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

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

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

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

Questions for the Meeting

Scrutinising Performance

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

Scrutinising Policy

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

Questions for the Committee to conclude...

- Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:
- (i) Investigate the issue in more detail?
 - (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
 - (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

General Questions....

Empowering Communities

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

Service Demands

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

Financial Planning

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

Making savings and generating income

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

This page is intentionally left blank

SUBJECT: Test Trace and Protect – progress report

MEETING: Adults Select Committee

DATE: 29th September 2020

DIVISIONS/WARDS AFFECTED: All

1. PURPOSE

- 1.1 To provide the committee with a progress report of the Test Trace and Protect system for Monmouthshire.

2. RECOMMENDATIONS

- 2.1 The committee is invited to comment on the Authority's current role undertaking contact tracing work for both Monmouthshire and the wider Gwent region.

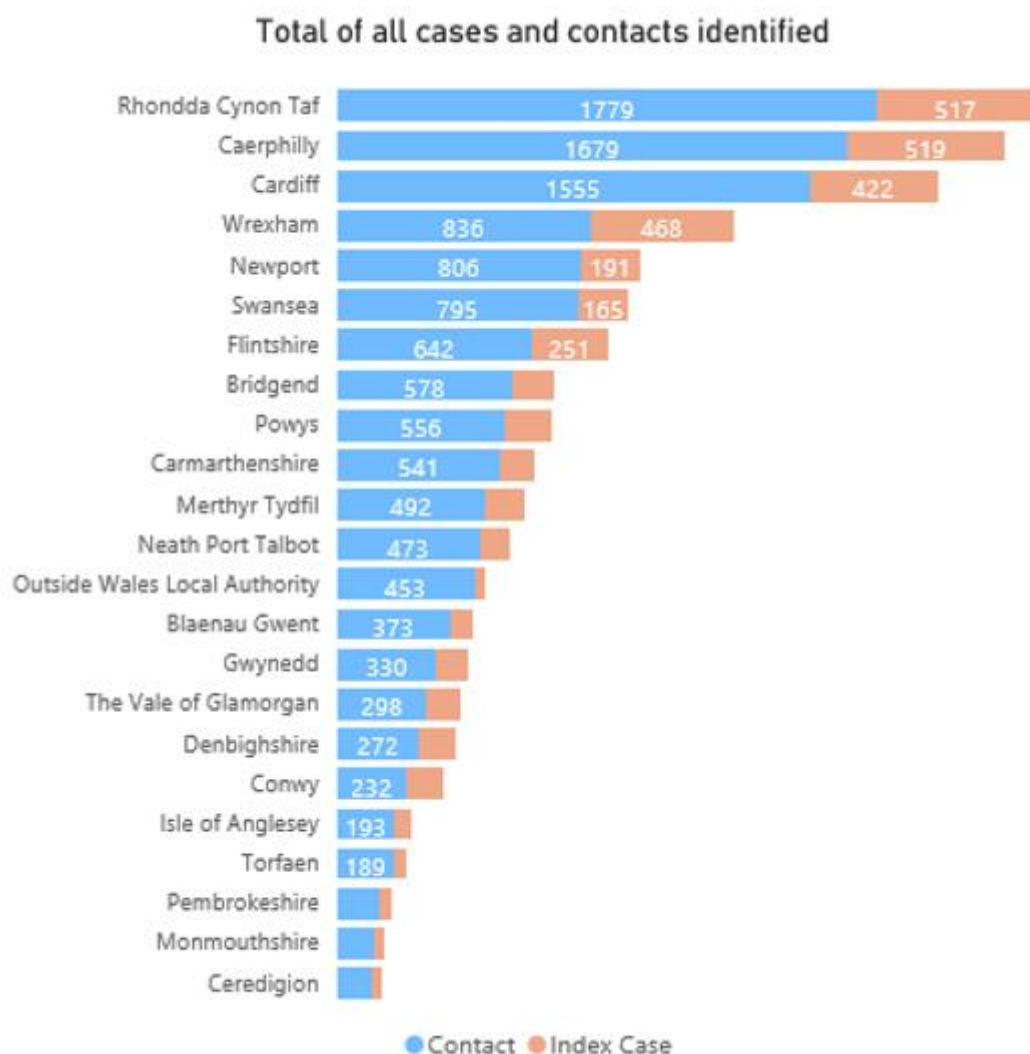
3. KEY ISSUES

- 3.1 The Test, Trace and Protect (TTP) scheme involves contacting people who have received a positive test and gathering information about those who they may have been in contact with while they have been contagious. A *Contact Tracer* makes the initial call to any positive Covid-19 cases. In Monmouthshire Environmental Health staff perform this role alongside their existing workload. Once we have details of the people who the infected individual may have been exposed to, the process of tracing and contacting all of these people begins. This is done by a larger team of *Contact Advisors*, made up of staff recruited specifically for the role, and some re-deployed Officers, for example, from the Borough Theatre. Those contacted are assisted to book tests and are required to self-isolate for up to 14 days. All contacts receive daily follow-up calls to check on symptoms so the virus can be tracked and those who are infected can be prevented from spreading the virus to the wider population.
- 3.2 Monmouthshire County Council has partnered with Aneurin Bevan University Health Board, Public Health Wales and neighbouring local authorities to collaborate on a Gwent-wide approach. This 'mutual support' model has been key in swiftly dealing with cases anywhere within the Gwent area, with staff deployed from neighbouring areas to assist those in greatest need.
- 3.3 Our TTP service was set up at the end of May 2020, as reported to this Committee on 2nd July 2020. Now the service has been operation for nearly 4 months, this is a good opportunity to reflect on what work has been undertaken and outcomes achieved.
- 3.4 On 2nd July we reported contact tracing 12 cases up to the start of July for MCC and a similar number for outside the area helping colleagues in North Wales, Newport, Merthyr and Blaenau Gwent. Since then, and assisted by moving to remote working, we have increased our numbers of tracers and advisors steadily. There's a regional

expectation we have a TTP service providing an 8am to 8pm, 7 day a week cover, from 1st October. All tracers have an Environmental Health background which has been invaluable for detecting the links to premises and work places, and to act on the information immediately without delay. The close working with advisors ensures a quick, effective tracing service.

3.5 From the 1st July we have contact traced 27 cases for MCC which has created 120 contacts that were eligible for follow up, as they had been in contact with the original index positive case. Certain cases are ineligible for tracing as they were hospitalised, deceased or a resident in a care home, hence the discrepancy between the 41 (figure below) and the 27 cases traced.

3.6 Local Authority Comparison 01/7/2020 to 17/09/2020



Cases identified in Mon county 41 – Contacts identified in Mon – 141

3.7 Since the 3rd September there has been a serious escalation of cases, in particularly Caerphilly and Newport, and more recently Blaenau Gwent. Noting our current low

numbers, we have been mobilising the team to assist other Gwent TTP teams. In a two week period, from 3rd to 17th September, Monmouthshire TTP team traced 134 cases, and provided advisory calls to 322 non-Monmouthshire residents. In addition, we have undertaken 97 'warning and informing' calls to persons who, for example, may have visited an affected public house.

- 3.8 Monmouthshire TTP now has a Programme lead/contact tracer, a Regional Cell EHO seconded from team, (full time specialist advisor for MCC and Gwent cover), and by the 1st October will have a further two contact Tracers. The Commercial team of remaining 7 Officers have been working on a shift rota to assist with the rest of Gwent, and these two further external tracers are required to relieve pressure off the team due to the immense workload still coming in that is Covid related.
- 3.9 Out of the original Advisor team of 22 (mainly 0.5 FTE) all but 12 have returned to substantive posts. The shortfall has been made up with employing 8 new full time starters from the 1st September and, to increase capacity for predicted workload from PHW/ABUHB, we are having 3 advisors from redeployment, 3 new starters from 1st October and an additional 7 posts are currently being advertised. This will bring our staff numbers to the levels modelled by Health sector partners.

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

- 4.1 National modelling indicates that the virus appears to have a disproportionate effect on BAME groups and older people, while younger people are less likely to experience the worst health impact. Care homes have received priority and specific information, testing, etc. to protect older people in such settings.

5. REASONS:

- 5.1 To ensure that Members have an understanding of the arrangements in place to deliver effective contact tracing in our county, and recognise the contribution of various Council Officers in reducing the spread of Covid-19 in various settings.

6. RESOURCE IMPLICATIONS:

- 6.1 The Monmouthshire TTP service is largely funded by Welsh Government (WG). All additional work, by both tracers and advisors, including evening and weekend working, will be reimbursed by WG, including all ICT costs. The cost of Environmental Health Officers, and other Council staff, undertaking this work during normal core hours is not reimbursed. The current agreed funding from WG comes to an end on 31st March 2021.

7. AUTHOR:

David Jones, Head of Public Protection
e-mail: davidjones3@monmouthshire.gov.uk
Telephone: 01633 644101

With contributions from Gill Dicken (Tracer Lead) & Richard Drinkwater (Advisor Lead).

This page is intentionally left blank

SUBJECT: MCC's Public Protection response to the Covid-19 pandemic – during the six months March to August 2020

MEETING: Adults Select Committee

DATE: 29th September 2020

DIVISIONS/WARDS AFFECTED: All

1. PURPOSE

- 1.1 To provide the Committee with an analysis of the Public Protection response to dealing with the Covid-19 pandemic.

2. RECOMMENDATIONS

- 2.1 The Committee is invited to use the information to inform its understanding of the role of Public Protection in preventing the spread of the virus and enforcing the measures put in place by Welsh Government.
- 2.2 Noting the importance of protecting the public, including our most vulnerable, a further report be submitted in another six months' time, to allow further scrutiny of our performance.

3. KEY ISSUES

- 3.1 The Public Protection division consists of Environmental Health – two sections 'Commercial' and 'Public Health' – Licensing and Trading Standards. This report serves to illustrate the work of these teams in direct response to the Covid-19 pandemic.

3.2. Environmental Health (Commercial)

- 3.2.1 The team has been instrumental in setting up and running the contact tracers for MCC TTP, as outlined in the earlier report to this Committee, 'Test, Trace & Protect – progress report'. The expertise of the team has ensured cases and contacts have been dealt with swiftly and professionally, essential to minimise the spread of Covid-19. In the months of July and August the team covered over 300 hours of TTP work.
- 3.2.2 Numbers of service requests have doubled with the extra being related totally to Covid-19 advice and compliance. Keeping up with the various changes to the Coronavirus Restrictions Regulations in Wales has proved challenging, and time consuming when relaying this information to local businesses, community groups and the public. Work currently involves ensuring compliance with the regulations and dealing with care home and school queries.
- 3.2.3 In addition to the cases traced within Monmouthshire, the team provided crucial support to the other four Gwent TTP teams. For example, over the two week period

3rd to 17th September, the team contact traced 134 non-Monmouthshire cases, with 322 advisory follow-ups and 97 'warn and inform' calls.

3.2.4 Some of the areas of work that the team have been heavily involved with include -

- Covid in care homes (Members of this Committee received a report on this specific topic on 2nd July 2020) - continuing to support with controls and investigation of any cases, working closely with the Commissioning team
- Providing open 'Q and A' fora for all care providers on a weekly basis
- Providing open Q and A for businesses and also ones for educational establishments
- Key worker accommodation approval during full lockdown
- Legionella advice to all business before reopening
- Identifying and verifying business for grants
- Providing advice to many new businesses setting up and those wishing to diversify
- Providing regional Gwent specialist EHO cover during evenings and weekends
- Prioritising high risk premises for inspection
- Fielding large numbers of complex queries from schools
- Responding and visiting businesses regarding Covid-19 non-compliance in businesses as lockdown continues to be eased
- Event advice and enforcement – agreeing the cancellation of various events that contravene the Welsh Coronavirus restrictions regulations.

3.2.5 A comparison of the last six months and the same period in 2019 is provided below –

Service Request type	1/3/2019 - 31/8/2019	1/3/2020 - 31/8/2020
Food	401	225
Covid	0	416*
Other	76	51
total	477	692 **

*By 17/9/2020, this figure has gone up to 519

**By 17/9/2020 this figure has risen to 795

This represents a 45% increase in complaints this year compared to last.

The dedication of the team during this period has been immense, with many needing to work late into the night and weekends, to assist the pan-Gwent TTP work.

3.3 Environmental Health (Public Health)

3.3.1 The reactive work undertaken by the team has continued throughout the pandemic, a period which has seen a substantial increase in some complaints types and a 19% overall increase as illustrated below:

Service Request type	1/3/2019 - 31/8/2019	1/3/2019 – 31/8/2020
Noise nuisance complaints	197	248
Smoke nuisance complaints	41	113
Fly tipping	110	188
Rats and mice	38	68
Total service requests	1018	1208

In view of the restrictions on movement during the lockdown period the team have had to be flexible and smart in investigating and dealing with these complaints.

- 3.3.2 In addition Officers have liaised with the owners of our 18 licensed holiday caravan sites in the County regarding their responsibilities, outlining latest Covid guidance regarding reopening. A number of sites have decided to remain closed until next season but the majority are open for business. These have been risk assessed for Covid compliance.
- 3.3.3 Three EHOs in the team are now contact tracers for MCC TTP, helping ease some of the existing pressure on colleagues in the Commercial team.

3.4 Licensing

- 3.4.1 The Licensing team has strived to keep businesses running throughout this difficult time. Guidance was provided to the trade immediately on receipt from Welsh Government via e-mails and website updates. Licensing continues to play an active part in Monmouthshire's Business Forum and Re-Opening Town Centre Protects, with the aim of keeping businesses as successful as possible during a pandemic.
- 3.4.2 Towards the end of March pubs, clubs and restaurants closed. Takeaway food was permitted, which resulted in licensing permissions being altered to accommodate this change. Immediate advice was given to the trade on our website, including risk assessment information. Spot checks and enforcement visits were carried out by Licensing and the Police to ensure Covid Regulations compliance.
- 3.4.3 To ensure taxi and private hire drivers could continue working, medical self-certification was permitted, and knowledge tests and safeguarding training were put on hold as the college closed. Licensing are currently working with Torfaen Training to introduce on-line training and safeguarding. Vehicles had MOT testing delayed, which was permitted by DVSA. As a result of this we permitted a delay in taxi tests.
- 3.4.4 At the request of the trade, free hand sanitiser was distributed (10 gallons) to taxi drivers, for which they were very grateful, due to a shortage in early summer. Licensing also allowed street traders to close and retain their pitches delaying payment until they were able to trade again, to support them through 2020.
- 3.4.5 Two 'Teams' events were held by Licensing and Environmental Health in the summer to engage restaurants, pubs and clubs, enabling them to ask any questions prior to

Welsh Government implementing a phased opening of the hospitality sector. Advice was given on grants available, Covid compliance and risk assessments. The events were very well received by the trade, with positive feedback and thanks for taking the time to provide this service.

3.4.6 Licensing issued guidance and procedures to the taxi trade if they requested temporary screens to be inserted into their vehicle, to provide some protection to both drivers and passengers.

3.4.7 On 13th July restaurants, pubs and clubs were allowed to re-open outdoors. Immediate advice was provided and monitoring conducted to ensure social distancing and compliance. Licensing played an active part with Highways to put in place pavement licences to assist premises to increase their trading area, and were consulted on 34 pavement applications.

3.4.8 On 3rd August 2020 restaurants, pubs and cafes were allowed to re-open indoors. Licensing actively assisted with queries and took part in the Re-opening Town Centres project.

3.4.9 A comparison of 'service request' and 'inspections' for the six month periods indicated is provided below. It shows very similar level of activity -

	1 st March to 31 st August 2019	1 st March to 31 st August 2020
Service Requests	456	390
Covid Service Requests	0	70
Inspections	112	60
Covid Inspections	0	42

3.5 Trading Standards & Animal Health

3.5.1 Our Trading Standards service has maintained its' key functions including responding to consumer issues especially where victims are vulnerable, or the issue is high risk such as scams/fraud, product safety or animal disease control.

Complaints and enquiries for the six month period 1st March to 31st August have seen an increase of 51% from the same period as last year -

	1/03/2019	31/08/2020	
Complaints/Enquiries	365	550	+ 51%

3.5.2 Protecting vulnerable residents, and prioritising high risk/harm issues - Several Coronavirus related scams, frauds and trading malpractices have been identified either locally or elsewhere in the Country.

3.5.3 Business advice e.g. supply chain issues, compliance, product safety etc.- This pandemic is affecting businesses very differently depending on their trade and has led to a number of approaches for advice.

3.5.4 Product safety, animal health, ongoing criminal cases and investigations - Several areas of our work have continued to ensure the ongoing safety of people and animals. It would also be inappropriate to pull away from work to investigate and prosecute criminal offences as this might further encourage criminals as they feel they can 'get away with' crimes.

3.5.5 Due to the typically negative effect on businesses, many have diversified into products they do not normally manufacture or import, without due regard to PPE or biocidal controls that apply. For example, Intelligence received resulted in hand sanitiser being sampled and submitted for analysis. This showed that the product did not provide the level of protection claimed putting users unknowingly at unnecessary risk. This led to a further six products being submitted for analysis and, whilst the levels of alcohol were above the minimum required to be effective, all products had either warning, other labelling issues or were misleading in their description.

3.5.6 Examples of Coronavirus related Scams –

Here are just some of the scams we are aware of, but please note that fraudsters come in all forms and can contact residents or businesses at the door, by phone, post or online.

- People offering miracle cures for coronavirus – there is no specific treatment for coronavirus (COVID-19).
- The council DO NOT need to enter houses to do a deep clean
- Bogus healthcare workers claiming to be offering 'home-testing' for coronavirus
- Emails claiming that you can get a refund on taxes, utilities or similar are usually bogus and they are just after your personal and bank details.
- Fake products that say they can protect you or cure coronavirus. These will not help and are designed to just take your money
- New mobile phone apps that claim to give you updates on the virus, instead they lock your phone and demand a ransom
- People offering to do your shopping and ask for money upfront and then disappear

One incident included a lady in her 80s who, despite self-isolating, was compelled to answer the door by a stranger who tried to demand £220 in cash to complete a health and safety check. The team have experienced complaints of fraudsters trying to steal people's bank details by misleading families into believing they need to cover payments for school meals whilst the schools are closed, or business details being altered in order to obtain Government support funding by deception through multiple submission of false claims.

3.5.7 In addition the team have supported Public Protection colleagues by responding to non-food/non-licensed premises for any Covid related enquiries.

3.5.8. Animal Health and Welfare

Animal Health have continued to operate and deal with ongoing investigations and complaints despite the pandemic. Whilst there were some initial reductions in attendance at market it was soon encouraged by Welsh Government as intelligence

showed an increase in welfare problems both at market and in animals arriving at slaughter during that early period.

Most significantly was an ongoing farm welfare problem that resulted in the need to seize 128 cattle. Unfortunately, due to the pandemic, there was a significant delay in the Court system and subsequent hearings so the case, now concluded, took several months.

3.6 WG – Covid Enforcement Data Return (25th March – 28th August)

For Committee Members information, the Public Protection section submits regular returns to Welsh Government. A five month period is captured below -

COVID-19: local authority enforcement activity

Public Protection

ID	Data Item	Public Protection	V
001	Number of accommodation premises directed to reopen	38	✓
002	Number of care homes contacted about infection control measures	44	✓

		Business closures	V	Social distancing	V	Total	V
003	Number of premises proactively advised	402	✓	286	✓	584	✓
004	Number of visits	28	✓	22	✓	47	✓
005	Number of warning letters issued	2	✓	2	✓	4	✓
006	Number of prohibition notices issued	0	✓	0	✓	0	✓
007	Number of fixed penalty notices issued	0	✓	0	✓	0	✓
008	Number of prosecutions initiated	0	✓	0	✓	0	✓
009	Number of premises closed voluntarily after the first contact	7	✓	0	✓	7	✓
010	Number of premises closed that had prohibition notice served	0	✓	0	✓	0	✓
011	Total number of enquiries	572	✓	512	✓	962	✓

ID	Data Item	Trading standards	V	
012	Number of price gouging / profiteering incidents reported	4	✓	
013	Number of COVID-19 related scams reported:	Online	4	✓
		Phone	1	✓
		Text	0	✓
		Email	4	✓
		On the doorstep	0	✓
		Other E.g. Post	1	✓
	Total number of COVID-19 related scams reported	10	✓	
014	Number of COVID-19 related breach of contract, refusal to refund and return deposit incidents about cancellation of holidays, events and provision of services reported	8	✓	

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

- 4.1 This report highlights the positive work undertaken in a range of different circumstances. Vulnerable people, be they in care homes, disturbed by neighbours, targeted by scammers, etc. are protected wherever possible. Business support has also been a priority during the pandemic, with interventions in place to assist people to continue operating, and hence helping to protect valuable jobs.

5. REASONS

- 5.1 To ensure Members have an understanding of the comprehensive work undertaken by relatively small teams. The total staff number for the teams referred to in this report (front-line Officers) is 26 full-time equivalents. Timely and effective responses to the large number of Covid-related queries and complaints, together with our proactive work, is key in attempting to prevent the spread of the virus.
- 5.2 Noting the very dynamic nature of the virus, our response will vary based on number of cases, local intelligence received, etc. So a follow-up report in six months' time would serve to keep Members informed of this essential element of Council work.

6. RESOURCE IMPLICATIONS

- 6.1 Certain TTP related work is funded through Welsh Government. The increased work, as a direct consequence of the current pandemic, is certainly impacting on these small teams. This will be kept under review, and substantive posts back-filled where necessary, eg. when EHO's undertake TTP work.

7. AUTHOR

David Jones, Head of Public Protection

Email : davidjones3@monmouthshire.gov.uk

With relevant sections completed by Gill Dicken and Huw Owen, Environmental Health; Linda O'Gorman, Licensing and Gareth Walters, Trading Standards & Animal Health

Monmouthshire Select Committee Minutes

Meeting of Adults Select Committee held at Remote Microsoft Teams Meeting on Thursday, 2nd July, 2020 at 10.30 am

Councillors Present

County Councillor F. Taylor (Chairman)
County Councillor L. Brown (Vice Chairman)

County Councillors: L.Dymock, R. Edwards,
M.Groucutt, R. Harris, P.Pavia, M. Powell and
S. Woodhouse

T. Crowhurst

Also in attendance County Councillors:

A.Davies and A. Easson

Officers in Attendance

Julie Boothroyd, Chief Officer Social Care,
Safeguarding and Health
Eve Parkinson, Head of Adult Services
Shelley Welton, Lead Commissioner Transformation
Ceri York, Group Manager Service Development
and Commissioning
David Jones, Head of Public Protection
Gillian Dicken, Principal Environmental Health
Officer (Commercial)
Hazel Ilett, Scrutiny Manager
Robert McGowan, Policy and Scrutiny Officer
Richard Drinkwater, Community Hub Manager

APOLOGIES: None

1. Meeting Start

The chair asked officers to introduce themselves and she reminded members of actions of the previous meeting. The actions included writing a letter of thanks to social care staff and writing to the Aneurin Bevan University Health Board to request information on a range of matters identified by the select committee.

2. Declarations of interest

3. An overview of the Test Trace and Protect system operating in Gwent

The committee were presented a generic overview of the current situation and the Track Trace and Protect (TTP) system which has been operating for a month. Officers advised that the collaboration with health and Torfaen County Borough Council has been working well so far. Approximately 300 tests were being done daily and so far, only 1% of tests were positive. It was explained that because the number of cases are fewer than England, the system is quite different to the system operating in England, with the council's Environmental Health Officers playing a vital role in contact tracing. Members heard that existing staff are taking the lead on contact tracing, but that over the longer term, roles are likely to need to be recruited. The committee heard that this entirely new way of working has required a significant amount of work to be undertaken over a very short time to establish a functioning system.

Officers advised that one of the key advantages to the local authority leading on TTP is knowing and understanding the locality very well, so that unlike the national system in England, the team can respond rapidly. The team works proactively with health to

understand what the issues might be and for example, had been in contact with some of the meat processing plants to make sure they are familiar with what they can do in terms of preventative action. Members heard that a second testing centre opened yesterday in Blaenau Gwent (additional to Rodney Parade) and that this is likely to increase the number of positive covid results.

Questions:

- There are concerns relating to farmers visiting slaughterhouses and meat processing sites. Are protocols in place to ensure masks are worn, regardless of whether the person has symptoms?
Farming and Slaughterhouses and meat processing plants are Food Standard Agency regulated and also are governed through the Health and Safety Executive, so they should be following guidelines, but officers will raise concerns around social distancing with them.
- Is antibody testing still taking place, which would allow people to return to work with some immunity?
At the moment, there are concerns about the reliability of the antibody test, so it is being piloted in schools as a first phase.
- Please can you explain the resourcing around the TTP system and the pairing up with Torfaen. What happens when EHO's return to their day job?
Resourcing this is a matter for Welsh Government (WG) to determine. We are expecting a response from them this week to see what they will support. There is an expectation from WG and health colleagues that we absorb the costs for now, given that EHO's are not performing their usual duties due to the closure of many food and retail premises, but when officers return to their usual roles, we will need to specifically recruit people. When testing increases, we will need to ramp up our TTP staff capacity, but we are awaiting clarity. The rationale for partnering with Torfaen Council was to reduce duplication of effort and to mutually benefit from shared learning. It was a symbiotic move for both councils to begin in this way and it enabled us to operate at a very local level. We have been flexible and have helped with some incidences in the Royal Gwent Hospital and also incidences in North Wales, through which we have learnt greatly.
- Please can you explain how data is collected and how useful the data is in enabling us to react at a local level?
All the test results are sent through to St Cadoc's Hospital, so we don't have the same issue that England has with data. We have close links with health colleagues which provides us with local data so that we can react rapidly. Whilst we don't have some of the same issues Leicester, we know that close proximity and confined spaces such as those in factory settings, particularly breakout spaces such as tearooms and smoking areas are areas where the infection can spread easily. We have a Gwent wide out of hours' system to coordinate any wider action such as local lockdowns, if this were necessary. So far, we have traced 68 people in Gwent and approximately 36% of those traced were traced by Monmouthshire staff, so we are feeling more confident as a council in our understanding of this.

- How quickly do you contact someone who has been in contact with someone who has tested positive? Does the TTP process also apply to care home workers?
People are contacted within 48 hours, which is fairly rapid. The media has covered stories around non-responders, but we haven't found this to pose a problem with people being generally very cooperative. To confirm, the TTP process does apply to care home workers.
- You have covered concerns on capacity, resource and information sharing, but can I ask whether data security and data governance has been fully considered?
We are very clear who we are sharing the data with and in terms of our governance process, the data security issues have been fully resolved.
- Are you able to offer the R rate for Monmouthshire? Where are the testing centres?
No, there are many complexities around calculating the R. The 68 positive tests are a Gwent Wide figure. What is interesting is the number of asymptomatic cases, because we are only testing symptomatic people at the moment. The centres in Gwent are Rodney Parade, Newport and the new centre in Blaenau Gwent that opened yesterday. Home tests are available, but there are a high number of failures due to tests not being completed properly.
- Do we have enough information out there to encourage people to get tested even if they only have minor symptoms? How are we reaching out to BAME communities?
We have a highly skilled officer in our Communities and Partnerships Team whose role involves liaising directly with the BAME communities in Monmouthshire and he is sharing information with communities through established networks, to ensure everybody receives the guidance.

Chair's Conclusion:

The report has provided a very useful overview of the new TTP system and has provided the committee with much greater confidence that the process is working well and that we are suitably prepared in case we have a second wave of the virus.

4. An overview of Care Homes for Older People in Monmouthshire and the impact of COVID-19

The Chief Officer advised that this report requested by the committee was timely and enabled members to be sighted on the key issues facing care homes ahead of any future public inquiry. She introduced the report advising that Monmouthshire has experienced 27 deaths in care homes, which is devastating for the families affected and explained there is a need for caution going forward. We have data which helps us to understand the picture and context - whilst there has been a decline in current occupancy in care homes, this is not solely due to covid 19. It is important to recognise that some settings are new and are not fully up to their capacity and some have been instructed by the external regulators to reduce numbers whilst taking specific actions. Partnership working has been very important, with care homes needing a lot more contact and support. Personal Protective Equipment (PPE) was a major concern, care

settings usually sourcing their own, but with restrictions meaning they could not access it, we had to ensure an effective distribution system. Infection control has also been a major issue, with changing guidance at a rapid pace. In terms of hospital discharge and testing, the procedure has been revised to require a negative test 48 hours prior to discharge. The financial stability of care homes has been affected by fewer admissions and if settings have had a case, they have been restricted on taking in new patients.

In terms of what happens next and how we move forward, we are identifying the support providers require to continue in the immediate future. We'll keep in place procedures that have helped our care homes. We need to better understand the capacity for beds and we must continue to make sure PPE is available. We also must ensure we provide clear guidance on infection control. We are awaiting news from Welsh Government (WG) on the 'Hardship fund' and whether these monies will continue post June. In addition, we are working with settings to consider pragmatically how they can take in new patients.

Questions:

- Have there been any challenges in interpreting WG guidance and claiming the hardship funding?
We have given settings as much information as possible on WG guidance and we have assisted them to claim monies to assist them. We have had one claim challenged, which is disappointing, as providers need these monies to survive.
- In terms of PPE, some areas have over capacity of PPE and problems storing it. Have we got the right items and sufficient storage of these for any potential 2nd wave?
We have a good PPE stock and we have stores in the county which are accessible 24/7 if needed. The Army gave guidance to WG on delivering what areas needed, rather than supplying simply what was available. We are in a confident position going forward in terms of PPE.
- How resilient economically is the sector?
In terms of the long term viability, care homes need a greater profile. 2.5% of the population live in a care home, so it's perhaps not on most people's radar, but is a major issue as to what the future holds for this sector and for people who need residential care. We will be able to share an update on Crick Road when we are clearer on the funding.
- To what extent is there a long term recovery method required for these homes to sustain themselves?
That is a key issue for which we don't have any foresight at the moment.
- Are we sufficiently staffed? Are there any issues recruiting?
We are fortunate that at the moment, we have good staffing levels.
- Are there clear protocols in place to clarify infection control?
Infection control and management of behaviour around social distancing and car sharing is high on our radar. Environmental Health Officers (EHO's) work closely

with Social Care teams to ensure there is clear communication on infection control. This is not just an issue for care homes but also for domiciliary care and agency workers and it is something that we work on closely across Gwent.

- There has been very little mention of unpaid carers and the health sector. Unpaid carers have suggested in some arenas that they have felt to have been ignored all the way through this process. This surely needs to change.
That is a fair point, but I'd like to reassure you that whilst the focus was initially on hospitals, that was due to the perception that hospitals would be overloaded with coronavirus cases, but that's not been the case. We have worked closely on hospital discharge with health. We have also done a lot of work with carers on how we can support them, but there aren't going to be significant changes to the services we can offer them in short term and we really do recognise that these services such as day services are what is really important to them. We have learnt a lot through this process. We are constantly engaged with health and we are integrated to some degree locally but regionally, it's ramped up. The rush to discharge people from hospital is likely to be a future area for discussion. Any working with health has been massively improved by the speed we have achieved through this crisis and I think we have to balance this against the situation.
- Are the Nightingale hospitals dismantled?
No, these have been retained as far as we know for the winter period to provide for any second wave of the virus. The Grange hospital is ready to open in November if required.

Chairs Conclusion:

The committee thanks officers for briefing members on the situation. The committee is significantly concerned that the 'Hardship Fund' has not yet been confirmed post June and we await further clarification from WG on this matter. As the chair for this final committee meeting, I will send members the email that I have received from Aneurin Bevan University Health Board and your next meeting will be chaired by Councillor Simon Howarth. I thank members for a productive year and all officers for assisting us in our scrutiny activity.

5. Work Programme

The committee agree that this is under development and will discuss at a future informal meeting.

6. To confirm the minutes of the previous meeting

Agreed as a true and accurate method.

This page is intentionally left blank

Monmouthshire's Scrutiny Forward Work Programme 2020-21

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
29th September 2020	Monmouthshire Track, Trace and Protect Service position report	Scrutiny of a position report following scrutiny on 2 nd July.	David Jones Gill Dicken Richard Drinkwater	Policy Development/Performance Monitoring
	MCC's Public Protection response to the Covid-19 pandemic – April to September 2020	Scrutiny of the progress report and any implications arising.	David Jones Huw Owen Linda O’Gorman Gill Dicken Gareth Walters	Performance Monitoring
Members Seminar 1st October 2020	Budget Recovery Plans	Detail to be confirmed.	Peter Davies	Policy Development / Performance Monitoring
20th October 2020	Homesearch Allocations Review and Policy Amendments	To review the allocations policy.	Louise Corbett	Policy Development/Performance Monitoring
	Homeless Transition Plan	Scrutiny of the Transition Plan (requested by Welsh Government) to review our accommodation and support arrangements ~ our demand, gaps and proposals to address them.	Ian Bakewell	Policy Development/Performance Monitoring
15th December 2020	Gypsy and Travellers Assessment	To be confirmed	Steve Griffiths Ian Bakewell	Policy Development/Performance Monitoring
26th January 2021	Budget Scrutiny			
16th March 2021	To be confirmed			

Monmouthshire's Scrutiny Forward Work Programme 2020-21

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny

Future Agreed Work Programme Items: Dates to be determined

- ✓ Mental Health Services ~ Jointly with Children and Young People's Select Committee (ABUHB and Eve Parkinson)
- ✓ **Community Development and Well-being ~ results of most significant change ~ possible workshop**
- ✓ **Market place for social care ~ better understanding of services, play space community staff, integrated workspace, hub services, Turning the world upside down. Housing element.**
- ✓ Performance reporting (normal plus other things Homefirst)
- ✓ Annual Complaints Report for Social Services
- ✓ Housing register allocations policy ~ Nov/December
- ✓ Housing Support Grant ~ replaces the supporting people grant (children and communities grant ~ Sharran Lloyd) ~ how is the money used (homeless prevention ~ difficult places) ~ homelessness ~ late autumn (discussion with Sharran Lloyd)

Joint Scrutiny with Children and Young People's Select Committee:

- ✓ Mental Health Capacity Act and Learning Disabilities ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant
- ✓ Adults Carers Strategy and Children and Young People's Carers Strategy.
- ✓ Safeguarding Performance Reporting and Progress of Regional Safeguarding Boards ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- ✓ Regional Integrated Autism Service
 - Regional partnership boards and integrated care fund transformation funding and impact, risks associated with funding stream

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

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

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
Council	01/03/22	LDP for Adoption	Check Date	Mark Hand	23/01/20	
Cabinet	02/06/21	Budget Monitoring report - month 12 (period3) - outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2020/21 financial year	Peter Davies/Jon Davies	02/04/20	
Council	01/06/21	Final Deposit Plan for submission to WG	Check Date	Mark Hand	23/01/20	
Cabinet	14/04/21	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 9 held on 4th March 2021	Dave Jarrett	02/04/20	
Council	04/03/21	Council Tax Setting		Ruth Donovan	02/04/20	
Cabinet	03/02/21	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 8 held on 14th January 2021	Dave Jarrett	02/04/20	
Council	14/01/21	Deposit Plan	Endorsement of Deposit Plan	Mark Hand	23/01/20	
Council	14/01/21	Council Tax Reduction Scheme		Ruth Donovan	07/04/20	

Cabinet	16/12/20	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 7 held on 3rd December 2020	Dave Jarrett	02/04/20	
IMCD	09/12/20	Council Tax base and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2021/22 and to make other necessary related statutory decisions	Ruth Donovan	02/04/20	
Cabinet	02/12/20	Social Justice Strategy Update		Cath Fallon	17/09/20	
Cabinet	02/12/20	Budget Monitoring Report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2020/21 financial year.	Peter Davies/Jon Davies	02/04/20	
Cabinet	04/11/20	Revenue and Capital Monitoring 2020/21 Forecast Outturn Statement – Month 5		Peter Davies	16/09/20	
Cabinet	04/11/20	Public Service Ombudsman's annual letter	To provide Cabinet with a copy of the Public Service Ombudsman's annual letter to inform understanding of the council's performance in handling complaints	Matt Gatehouse	09/09/20	
Cabinet	04/11/20	Local Housing Market Assessment Update		Mark Hand	04/11/20	
Cabinet	04/11/20	Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting x held on x x 2020	Dave Jarrett	02/04/20	
Cabinet	04/11/20	Land at Bencroft Lane Undy		Mike Moran	26/08/20	
Council	22/10/20	Corporate Plan Annual Report 2019/20		Richard Jones	25/08/20	

Council	22/10/20	MCC Audited Accounts (formal approval)	To notify Council of completed Audit process and resultant accounts - To go to Audit Committee	Peter Davies/Jon Davies	02/04/20	
Council	22/10/20	ISA 260 report - MCC Accounts - attachment above	Deferred from september	Peter Davies/Jon Davies	02/04/20	
Council	22/10/20	Future Data Hall and Data Hosting Arrangements		Peter Davies	16/09/20	
Council	22/10/20	Statutory Director of Social Services annual report		Julie Boothroyd	14/08/20	
Council	22/10/20	Budget Recovery Plan		peter Davies	16/09/20	
Council	22/10/20	Review of reserves and revised reserves and capital receipts policy		Peter Davies	16/09/20	
ICMD	14/10/20	Housing Register Review		Mark Hand	23/06/20	
Cabinet	07/10/20	Gypsy Traveller Accommodation Assessment 2020		Mark Hand	23/06/20	
Cabinet	07/10/20	Budget Recovery Plan		Peter Davies	16/09/20	
Cabinet	07/10/20	Future Data Hall and Data Hosting Arrangements		Peter Davies	16/09/20	

Cabinet	07/10/20	MTFP and Budget Process 2021/22 to 2024/25		Peter Davies	16/09/20	
Cabinet	07/10/20	Coronavirus Strategic Aims: Progress and Next Steps	To provide an overview of progress against the strategic aims set by Cabinet in July, and communicate an updated version of the plan on a page	Matt Gatehouse	26/08/20	
Cabinet	07/10/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 2 held on 28th July 2020 and meeting 3 held on 10th September 2020.	Dave Jarrett	02/04/20	
Cabinet	07/10/20	Future Provision of HWRCs including the closure of Usk recycling centre		Carl Touhig	14/09/20	
Cabinet	07/10/20	Review of Garden Waste Service		Laura Carter	23/07/20	
Cabinet	07/10/20	Longterm Homelessness Solutions	Deferred from 2/9/20	Mark Hand	07:00	
ICMD	23/09/20	SCM Collaboration with TCBC Heritage Services		Amy Longford	24/08/20	
ICMD	23/09/20	Housing Register Review		Mark Hand	23/06/20	
ICMD	23/09/20	SCM Collaboration with TCBC Heritage Services		Amy Longford	24/08/20	
Council	10/09/20	LDP revised Delivery Agreement including LDP timetable and community involvement strategy	Deferred	Craig O'Connor	03/07/20	

Council	10/09/20	Audit Committee Annual Report		Philip White	11/08/20	
Cabinet	29/07/20	Digital Infrastructure Action Plan		Cath Fallon	08/07/20	
Cabinet	29/07/20	'Revenue and Capital Monitoring 2020/21 Forecast Outturn Statement – Month 2		Jonathan S Davies	12/06/20	
Cabinet	29/07/20	Coronavirus Risk Management Update'		Peter Davies	10/07/20	
Cabinet	29/07/20	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 1 held on 30th June 2020	Dave Jarrett	02/04/20	
Cabinet	29/07/20	Outdoor Education - Service Update		Marie Bartlett	09/07/20	
Cabinet	29/07/20	Public Toilets				
Cabinet	29/07/20	5G Rural test bed		Cath Fallon/Frances O'Brien		
Council	16/07/20	Climate Emergency Update		Hazel Clatworthy	10/06/20	
Council	16/07/20	CEx Report		Matt Phillips	18/06/20	

Council	16/07/20	Cabinet decision re Gilwern		Matt Phillips	27/05/20	
Cabinet	01/07/20	COVID-19 Evaluation of Recovery Phase and Establishing Aims for Response Stage			17/06/20	
Cabinet	01/07/20	Home to School Transport Policy	Deferred		20/05/20	
Cabinet	01/07/20	Household Waste Recycling Centres	Deferred		20/05/20	
Cabinet	17/06/20	Revenue and Capital Monitoring Outturn	To provide Members with information on the outturn position of the Authority for the financial year	Peter Davies/Jon Davies	02/02/20	
Cabinet	17/06/20	LDP Strategy		Mark Hand	20/05/20	
Council	04/06/20	Licensing Act Policy		Linda O'Gorman		
Council	04/06/20	Estyn Report		Will Mclean		
Council	04/06/20	Safeguarding Covid19 Position Statement		Julie Boothroyd		
Council	04/06/20	Chief Officer, CYP Annual Report'		Will Mclean	11/03/20	

Council	04/06/20	Refit Programme		Ian Hoccom	28/02/20	
Cabinet	27/05/20	Safeguarding		Julie Boothroyd		
Cabinet	27/05/20	Active Travel and Town Centres		Paul Sullivan		
Council	14/05/20	LDP Preferred Strategy	Endorsement of final preferred strategy	Mark Hand	19/09/19	
Council	14/05/20	Constitution Review		Matt Phillips	14/08/19	
Cabinet	06/05/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 1 held on 2nd April 2020	Dave Jarrett	02/04/20	
ICMD	08/04/20	GUARANTEED INTERVIEWS FOR CARE LEAVERS		Gareth James	23/03/20	
ICMD	08/04/20	Momouthshire Registration Service Collaborative Working Agreement		Jennifer Walton	23/03/20	
Cabinet	01/04/20	Staffing re-alignment: Community Hubs and Contact Centre		Matt Gatehouse	11/03/20	
Cabinet	01/04/20	EAS Business Plan		Will Mclean	04/03/20	

Cabinet	01/04/20	Guaranteed Interview Scheme for Care Leavers		Gareth James	28/02/20	
ICMD	25/03/20	Non Domestic Rates: High Street and Retail Rate Relief 2020/21	for approval of the adoption of a High Street and Retail Rate Relief Scheme for 2020/21, in accordance with Welsh Government guidance.	Ruth Donovan	12/02/20	
ICMD	25/03/20	Contract Extension		Tracey Harry	14/02/20	
Council	05/03/20	Pay Policy		Sally Thomas	23/01/20	
Council	05/03/20	Annual Safeguarding Report		Julie Boothroyd	06/02/20	
Council	05/03/20	Strategic Equality Plan		Alan Burkitt	26/09/19	
Council	05/03/20	LDP Preferred Strategy	Endorsement to consult on Preferred Strategy	Mark Hand	23/01/20	
Council	05/03/20	Council Tax Resolution	To set budget and Council Tax	Ruth Donovan	18/04/19	
Council	05/03/20	Mid Term Review of the Corporate Plan		Matt Gatehouse		
Cabinet	04/03/20	Investment Committee		Peter Davies	13/02/20	

ICMD	26/02/20	CHARGING APPLICANTS FOR THE MONITORING OF SECTION 106 AGREEMENTS		Phil Thomas	06/02/20	
ICMD	26/02/20	Non Domestic Rates - Application for Hardship Relief		Ruth Donovan	14/01/20	
Cabinet	19/02/20	2020/21 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2020/21 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2019/20 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.	Dave Jarrett	18/04/19	
Cabinet	19/02/20	Mid Term Review of the Corporate Plan		Matt Gatehouse		
Cabinet	19/02/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2019/20, meeting 7 held on 5th December 2019	Dave Jarrett	18/04/19	
Cabinet	19/02/20	Consideration of Final Revenue and Capital Budget Proposals		Peter Davies	03/10/19	
Cabinet	19/02/20	Proposal to change the school funding formula.		Nikki Wellington		
Cabinet	19/02/20	Strategic Review of Outdoor Education		Marie Bartlett	18/10/20	
Cabinet	19/02/20	Rights of Way Improvement Plan (ROWIP) review/ Policy Statement - Results of statutory consultation and proposed Final Plan	To seek approval of the Review of the ROWIP and associated policies	Matthew Lewis	18/07/19	

ICMD	29/01/20	Various roads, county wide Amendment No. 1 of consolidation order 2019 (part 2)		Paul Keeble	13/01/20	
Council	16/01/20	Council Tax Reduction Scheme		Ruth Donovan	18/04/19	
Council	16/01/20	Mid Term Review of the Corporate Plan		Peter Davies	26/09/19	
Council	16/01/20	Local Development Plan Preferred Strategy		Mark Hand	06/09/19	
Council	16/01/20	Constitution Review		Matt Phillips	14/08/19	
Council	16/01/20	Safeguarding - Annual Report to Council		Jane Rodgers	20/06/19	
Council	16/01/20	Proposed Development Company		Deb Hill-Howells	16/09/19	Deferred
ICMD	15/01/20	Archaeology Planning Advice	Adoption post-guidance	Mark Hand	19/09/19	Deferred
ICMD	15/01/20	SPG S106 guidance note	To clarify how S106 contributions are calculated	Mark Hand	01/05/19	
Cabinet	08/01/20	Ethical Employment code of practice - Approval Paper Draft		Scott James	08/11/19	

Cabinet	08/01/20	Budget Monitoring report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2019/20 financial year.	Mark Howcroft	18/04/19	
Cabinet	08/01/20	Redundancy implications within MonLife		Marie Bartlett	07/11/20	
Cabinet	08/01/20	Homelessness Report		Deb Hill-Howells	07/11/19	
Cabinet	08/01/20	Primary School Places Reiview in Caldicot		Matthew Jones	02/10/19	
Cabinet	06/01/20	Fixed Play Provision		Mike Moran	26/08/20	

This page is intentionally left blank