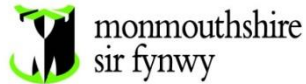


Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Friday 16th September 2022

Notice of meeting:

People Scrutiny Committee

Tuesday, 27th September, 2022 at 10.00 am
Council Chamber, County Hall, The Rhadyr, Usk
and Remote Attendance

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.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	Public Open Forum. Select Committee Public Open Forum ~ Guidance Our Select Committee meetings are live streamed and a link to the live stream will be available on the meeting page of the Monmouthshire County Council website If you would like to share your thoughts on any proposals being discussed by Select Committees, you can submit your representation in advance via this form Please share your views by uploading a video or audio file (maximum of 4 minutes) or; Please submit a written representation (via Microsoft Word, maximum of 500 words) You will need to register for a My Monmouthshire account in order to submit the representation or use your log in, if you have registered previously. The deadline for submitting representations to the Council is 5pm three clear working days in advance of the meeting.	

If representations received exceed 30 minutes, a selection of these based on theme will be shared at the Select Committee meeting. All representations received will be made available to councillors prior to the meeting.

If you would like to attend one of our meetings to speak under the Public Open Forum at the meeting, you will need to give three working days' notice by contacting Scrutiny@monmouthshire.gov.uk .

The amount of time afforded to each member of the public to speak is at the chair's discretion, but to enable us to accommodate multiple speakers, we ask that contributions be no longer than 3 minutes.

If you would like to suggest future topics for scrutiny by one of our Select Committees, please do so by emailing Scrutiny@monmouthshire.gov.uk

- | | | |
|-----------|---|---------|
| 4. | Home to School Transport Policy: To conduct pre-decision scrutiny on the policy. | 1 - 20 |
| 5. | Presentation - Ambulance Stations at Monmouth and Chepstow: To discuss the changes to ambulance stations in Monmouth and at Park wall between Chepstow and Caldicot. | |
| 6. | People Scrutiny Committee Forward Work Programme. | 21 - 24 |
| 7. | Cabinet and Council Work Plan. | 25 - 32 |
| 8. | To confirm the minutes of the meeting held on the 20th July 2022. | 33 - 36 |
| 9. | To confirm the date of the next meeting as 15th November 2022. | |

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillor Fay Bromfield, Llangybi Fawr;, Welsh Conservative Party
County Councillor Christopher Edwards, St. Kingsmark;, Welsh Conservative Party
County Councillor David Jones, Crucorney;, Independent Group
County Councillor Jayne McKenna, Mitchel Troy and Trellech United;, Welsh
Conservative Party
County Councillor Maureen Powell, Pen Y Fal;, Welsh Conservative Party
County Councillor Sue Riley, Bulwark and Thornwell;, Welsh Labour/Llafur Cymru
County Councillor Angela Sandles, Magor East with Undy;, Welsh Labour/Llafur Cymru
County Councillor Maria Stevens, Severn;, Welsh Labour/Llafur Cymru
County Councillor Jackie Strong, Caldicot Cross;, Welsh Labour/Llafur Cymru

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.

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.

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 Question Guide

Role of the Pre-meeting	
<ol style="list-style-type: none"> 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? <p>- Agree the order of questioning and which Members will lead - Agree questions for officers and questions for the Cabinet Member</p>	
Questions for the Meeting	
<p><u>Scrutinising Performance</u></p> <ol style="list-style-type: none"> 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? 	<p><u>Scrutinising Policy</u></p> <ol style="list-style-type: none"> 1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least? 2. What is the view of service users/stakeholders? What consultation has been undertaken? Did the consultation process comply with the Gunning Principles? Do stakeholders 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? Does the policy relate to an area where there is a lack of published research or other evidence? 6. Does the policy relate to an area where there are known inequalities? 7. Does this policy align to our corporate objectives, as defined in our corporate plan? Does it adhere to our Welsh Language Standards? 8. Have all relevant sustainable development, equalities and safeguarding implications

9. been taken into consideration? For example, what are the procedures that need to be in place to protect children?
- 10.
11. How much will this cost to implement and what funding source has been identified?
- 12.
13. How will performance of the policy be measured and the impact evaluated

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?
- Is the service working with citizens to explain the role of different partners in delivering the service, and managing expectations?
- Is there a framework and proportionate process in place for collective performance assessment, including from a citizen's perspective, and do you have accountability arrangements to support this?
- Has an Equality Impact Assessment been carried out? If so, can the Leader and Cabinet/Senior Officers provide members with copies and a detailed explanation of the EQIA conducted in respect of these proposals?
- Can the Leader and Cabinet/Senior Officers assure members that these proposals comply with Equality and Human Rights legislation? Do the proposals comply with the Local Authority's Strategic Equality Plan?

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?
- Have you identified and considered the long-term trends that might affect your service area, what impact these trends could have on your service/your service could have on these trends, and what is being done in response?

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?

Questions to ask within a year of the decision:

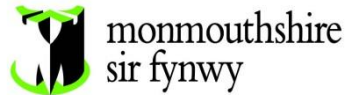
- Were the intended outcomes of the proposal achieved or were there other results?
- Were the impacts confined to the group you initially thought would be affected i.e. older people, or were others affected e.g. people with disabilities, parents with young children?
- Is the decision still the right decision or do adjustments need to be made?

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...

Agree further actions to be undertaken within a timescale/future monitoring report...



SUBJECT:	Draft Home to School Transport Policy 2023/24
MEETING:	People Scrutiny Committee
DATE:	27th September 2022
DIVISION/WARDS AFFECTED:	All

1. EXECUTIVE SUMMARY AND PURPOSE:

- 1.1 The Learner Travel (Wales) Measure 2008 sets out the legal responsibilities for the provision of school transport. Within the legislation they place a duty on local authorities to review their transport policy on an annual basis. The policy needs to be confirmed by the 1st October for application in the following academic year.
- 1.2 Public consultation concluded on the 16th September and the feedback has been considered and informed the amended draft policy as contained in Appendix 2. The purpose of this report is to provide Members with an opportunity to scrutinise the proposed policy prior to its consideration by the Cabinet Member for Education.

2. RECOMMENDATIONS:

- 2.1 That Scrutiny Committee endorse the adoption of the proposed Transport Policy 23/24 contained in Appendix 2.

3.0 KEY ISSUES:

- 3.1 The provision of home to school transport is prescribed by the Learner Travel (Wales) Measure, 2008. The legislation imposes statutory duties on local authorities in the provision of home to school transport and the circumstances when transport must be provided. It also places a duty on all local authorities to undertake an annual review of the transport policy which sets out how the statutory responsibilities and any discretionary policies that are being applied. The transport policy should be agreed prior to the 1st October for application in the proceeding academic year.
- 3.2 A draft Transport Policy was presented to Cabinet in July of this year and the public consultation period closed on 16th September. Consultation took the

form of an online questionnaire and drop-in sessions in Caldicot, Chepstow, Abergavenny, Usk and Monmouth hubs and Gilwern library. Hard copy questionnaires were available in the hubs for those respondents that do not have access to digital platforms.

- 3.3 A summary of the consultation responses has been included in Appendix 1 and can be broken down into seven themes, which are considered in detail below.

Post 16 Travel

- 3.3.1 Respondents have requested that Post 16 travel should be free and available to all of those that require it, and it should be available for the start of the academic year. They are concerned that the lack of guaranteed Post 16 travel has a detrimental impact on those living in rural locations and those choosing to access Welsh medium education.

Response

We fully understand the concerns that have been expressed by respondents regarding the uncertainty of Post 16 travel. When allocating vacant seats, we do give priority to Post 16 learners, however we acknowledge the difficulties arising from the delays in allocating seats. The timescales for awarding Post 16 travel are influenced by late applications for statutory travel (we have received over 500 applications in the last 6 weeks) and the timing of GCSE results and transport applications. We are unable to set a deadline for applications for statutory travel and those meeting the eligibility criteria take precedence over concessionary travel applications. We will however ensure that moving forward applications for Post 16 travel to Welsh medium and faith schools will be determined and awarded prior to the commencement of the academic year. These sectors will be prioritised as learners have to travel out of the County to access education and therefore active travel and public transport is not a viable travel option.

Welsh Government (WG) have recently concluded consultation on the Learner Travel Measure. We do not propose any further amendments to the policy until WG have confirmed their policy proposals on Post 16 travel.

Travel for 4-year olds

- 3.3.2 We have received feedback from consultees that the proposal to require 4-year olds to be able to manage their own seatbelt use is not appropriate. There have been suggestions that drivers, passenger assistants or parents should be responsible for putting on seatbelts to ensure the safe travel of young learners.

Response

We have reflected on the feedback and as a result are proposing to amend the policy to remove this requirement. We will however require express permission from the parents of 4-year-old learners to allow drivers or passenger assistants to assist their children.

Dual Residences

- 3.3.3 The consultation has generated concerns over the proposal that dual residence applications should be supported by a Child Arrangement Order as this will negatively impact on those that have reached amicable agreements. There have also been requests that transport should be available for parents whose children do not reside with them.

Response

We would not want to be in a position where we are requiring families to incur expenditure to seek Child Arrangement Orders to confirm their shared living arrangements. We are therefore proposing to amend the policy to confirm that we will provide transport to two addresses where both parents provide confirmation of the learner's residences. The eligibility requirements will remain. We will not however provide transport to addresses where the child does not live.

3.3.4 **Pick Up Points**

We have received some feedback expressing concern that learners will be required to walk up to a mile to a designated pick up point and have instead suggested that transport is provided from their homes.

Response

We do not consider it unreasonable to require learners to meet transport at a designated pick up point if it is safe for them to do so. In circumstances where there is no available walking route, feeder transport will be provided. Assessments are undertaken on the basis that primary aged learners will be accompanied by an appropriate adult.

Suitable School

- 3.3.5 Feedback has coalesced around three principal issues; that parents should be able to choose their preferred school and transport should be provided; that schools in special measures should not be deemed suitable and that feeder schools should have access to free transport regardless of eligibility requirements.

Response

The Learner Travel Measure is clear that statutory transport should be provided to the nearest suitable school as defined by the Local Authority. It further states that parents who choose to exercise parental preference when choosing a school lose their ability to access free transport if the chosen school is not their child's nearest suitable school. We therefore disagree with the comments that transport should be extended to cover parental preference and propose that the policies nearest suitable and catchment criteria remains. We note that our colleagues in the Children and Young Peoples Directorate (CYP) have requested that nearest suitable be designated to the nearest Monmouthshire School, however 1.41 of the LTM legislation is clear that "transport must be provided to schools outside the authority's area if the establishment is deemed to be the learner's nearest suitable school".

Our policy exceeds the requirements of the LTM in that we provide free transport to both the nearest suitable and or catchment if they are different. We do not propose to amend it further to include feeder schools as this outside the scope of the Transport Policy and instead may be something that the CYP Directorate may wish to consider in future catchment reviews. It is proposed that for the Transport Policy 23/24 we continue to exclude schools that are in special measures from assessments considering nearest suitable schools. It is however proposed that this forms part of the next Transport Policy review.

Transport for Siblings

- 3.3.6 Consultees expressed concern that siblings would not automatically be entitled to free travel to the same school. This situation would arise if a learner has been granted free transport as their nearest or catchment schools are full, and they were therefore awarded a school place in an alternative school or if the learner changes addresses.

Response

Our existing policy is clear that we do not guarantee travel for siblings and this is reiterated in the proposed policy. Whilst we understand that this may cause concern for parents who would wish to ensure that their children can attend the same school, if they choose to exercise parental preference then the learner will not meet the eligibility criteria and lose their right to transport. We do not propose to change this policy.

Available Walking Routes

- 3.3.7 Respondents have made suggestions as to how available routes should be evaluated, including the provision of active travel and parental engagement.

Others have suggested that free transport should be provided if an element of a walking route is considered to be hazardous. There has also been a request for more transparent information on how to request assessment be included on our website.

Response

The assessment criteria for an available walking route is set out in the Learner Travel Measure and assessments are undertaken by the Councils Road Safety Officer. Parents can contact the Road Safety Officer who will provide copies of the assessment and if required walk the route with parents.

Learners who meet the eligibility criteria will be provided with free transport and discretionary transport may be provided if it is determined that there is not an available walking route for those that live closer than the defined distance criteria. We do not propose any changes to the policy as the draft policy already provides for the issues raised. We do however acknowledge that there is insufficient information on the website and we will amend the site to respond to these valid concerns.

3.3.8 Respondents were asked to consider the impact of the proposals on the Welsh language. Not all respondents completed this element, but for those that did 22 thought there was no impact and 13 thought that there was a negative impact. The issues raised relate primarily to the lack of statutory Post 16 travel for Welsh medium learners and travel times.

3.3.9 Officers have considered all of the feedback received and proposed amendments to reflect the valuable contributions made by respondents.

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

4.1 The Integrated Impact Assessment is attached.

5.0 OPTIONS APPRAISAL

Option	Benefits	Dis-benefits	Comments
Leave the Transport Policy as originally drafted	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> The policy will fail to acknowledge the valuable contributions of the respondents. 	This option should be discounted as it falls short of the reasonable expectations of consultees and the standards

		<ul style="list-style-type: none"> The Council will have failed in its duty to consider the consultation responses. 	required of an engaged and listening Council
Agree to the amendments proposed following the consultation exercise	<ul style="list-style-type: none"> The policy has reflected on the views expressed by respondents and were reasonable and equitable to do so have made amendments to the drafting. The Council is open in its decision-making and holds true to its values. Respondents can see how their engagement has influenced the Councils decision-making. 	<ul style="list-style-type: none"> None 	It is recommended that this option is progressed.

6.0 REASONS:

6.1 The Learner Travel (Wales) Measure places a requirement on Local Authorities to review their Transport Policy. The proposed policy has been amended to reflect consultation responses.

6.2 The proposed policy exceeds the statutory duties placed on Local Authorities but is in line with current policy and practice. Given the current hardship being encountered by many families due to the cost of living crisis, it was not considered appropriate to revert practices to the statutory criteria at this time.

6.3 Welsh Government undertook consultation on home to school transport in 2020 and have indicated that they are considering reducing the statutory distance criteria and the provision of free transport for post 16 pupils, nursery age pupils, Welsh medium, and faith schools. They have acknowledged that there are resource implications in implementing these proposals in both cost and availability of transport providers. They also recognise that the costs for rural authorities are higher than their urban counterparts.

6.4 The proposed transport policy provides for most of the Welsh Government proposals; however, it would need to be reviewed to accommodate any changes to post 16 or transport provision for under 5's.

7.0 RESOURCE IMPLICATIONS:

7.1 The cost of school transport for the financial year 22/23 is estimated to be circa £5,463,449. This includes the cost of external provision and our in-house transport provider. The proposed policy is in line with existing practice; therefore, it is not anticipated that it will result in a significant uplift in costs.

7.2 Due the nature of the transport market, the costs can change as contracts are handed back and re-tendered, new routes are added to accommodate new learners and contract uplifts to reflect the increasing cost of transport provision.

8 CONSULTEES:

Cabinet
Communities and Place DMT
Monitoring Officer
S151 Officer

9 BACKGROUND PAPERS:

Learner Travel Statutory Provision and Operational Guidance 2014

10 AUTHOR:

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Services

Debrahill-howells@monmouthshire.gov.uk

Tel: 07775 851405

APPENDICES

Appendix 1 Summary of Consultation Responses

Appendix 2 Proposed Transport Policy

Appendix 1 – Summary of Consultation Responses

1. Post 16 Transport

The following comments have been received:

- Respondents have indicated that the lack of post 16 transport has a disproportionate impact on rural families and welsh learners.
- That it should be guaranteed and free
- Confirmation of travel should be prior to the start of term
- Parents of learners this age cannot be expected to transport their children
- Public transport is inadequate
- Provision should be made for Post 16 learners in ALN education
- Welsh medium Post 16 should be guaranteed transport from the first day of academic year.
- Free transport should be provided for learners attending compulsory Post 16 education.

2. Dual Residencies

Concerns have been raised about the proposals to require a Child Arrangement Order to access transport from dual residences. Respondents have advised that this would be unfair for those that have an amicable agreement and did not seek recourse to the courts.

There have also been requests to consider transport from a non-resident parent (the child does not live with the parent).

3. Travel for 4 Year Olds

There have been several comments relating to the requirement for 4-year olds to use their own seat belts. These have suggested that:

- Drivers and or Passenger Assistants should have responsibility to secure and release seat belts.
- Who holds the liability in the event of an accident?
- Requiring 4-year olds to fasten their own seatbelts would discriminate against those with disabilities
- Parents should be able to fasten their children's seatbelts and these can be subject to DBS checks if necessary.

4. Pick up Points

Comments have been received challenging the appropriateness of learners having to walk to a bus stop rather than being provided with feeder transport. The concerns raised were as follows:

- The duration of the journey and the safety of available walking routes.
- Difficulties for working parents to ensure the safe transit of their children to pick up points.
- All transport should be from learners' homes rather than pick up points.

5. Suitable School

Comments have been received expressing dissatisfaction over the nearest suitable and catchment school policy and have raised the following:

- Parents should be entitled to receive transport to their chosen school.
- Feeder school should be included as part of the consideration for nearest suitable school.
- Schools in special measures should not be considered as suitable.
- Individual learners' needs should be considered
- Discretionary travel to faith and Welsh medium schools, which is a parental preference, is being provided at the expense of more rural areas of the county
- Parents should have a say in which school their child attends

6. Transport for Siblings

The draft policy proposes the continuation of the existing protocols whereby there is no guarantee that free transport will be provided to siblings whereby older child has been awarded transport as their nearest suitable or catchment school was full at the time of their application.

- A comment has been received suggesting that this policy is inappropriate as the eldest child would have free transport and the siblings would need to be transported by parents.
- Another comment has suggested that this approach is in breach of human rights
- Siblings should automatically have travel to the same school as an older sibling

7. Available Walking Routes

Comments have suggested that we consider the following:

- Available walking routes should not be measured on the shortest walking route but instead the safest
- If a part of the route is hazardous, free transport should be provided
- Parents should be included in the evaluation if they are expected to accompany their children
- Active travel routes and public bus routes should be available if transport is withdrawn following a route being judge available.

8. Other

- The Council should provide transport to clusters of parents (who would not be eligible for transport) to reduce the carbon footprint of school travel.
- Late notification of transport awards is difficult for parents
- Expand the transport provision into neighbouring counties
- Free transport should be provided to a school that is nearer than their catchment school
- We received an objection from the National Secular Society who oppose school transport arrangements which give preferential treatment to those attending their nearest school preferred on the grounds of religion and belief.
- Providing transport over the statutory limits is a waste of public money
- There should be hard copy bus passes as not all learners have smartphones
- Discretionary transport should be offered to Gwynllyw for learners who live in the south of the county
- The policy is discriminatory to Welsh learners as they have further to travel
- There was an objection to the proposal that those who live furthest away from the school would have priority in the allocation of concessionary places
- The policy is silent on whether transport will be withdrawn in the event of a subsequent policy change.
- Need to reduce the travelling times for Welsh medium learning.
- Feedback from CYP proposes that the transport should be provided to the nearest suitable and available school within Monmouthshire.
- The Councils webpage should provide more transparent advice on walking route assessments.

Appendix 2 – Proposed Transport Policy

Monmouthshire County Council - Home to School Transport Policy 23/24

Introduction

This document sets out Monmouthshire County Councils (MCC) statutory duties to provide free home to school transport for children who live within the Monmouthshire County boundaries. If you do not pay council tax to MCC, please contact your Local Authority to find out how to apply for their home to school transport.

The Learner Travel (Wales) Measure (2008), places a statutory duty on Local Authorities to provide free home to school transport if certain eligibility criteria are met. Monmouthshire County Council has developed its transport guidance in accordance with this legislation to enable it to meet its statutory duties for pupils up to and including year 11.

Free transport will only be available where a student fulfils the necessary criteria which will be explained in detail in this policy document. Parents should only apply for free home to school transport if they have read this guidance and ensured themselves that their children meet the criteria thresholds. If you have previously applied for free home to school transport and been refused, please do not reapply unless your personal circumstances have changed, e.g. you have moved to a new house or your children changed school.

The information given in this guidance relates to the 2023 – 2024 school year. This policy will be reviewed annually in line with the requirements of the Learner Travel (Wales) Measure.

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Monmouthshire County Council's Transport Policy

All applications for home to school transport are assessed on an individual basis by the Commissioning Team.

To qualify for free home to school transport a child must attend their nearest suitable state funded or catchment school **and** that school must be over the MCC distance criteria. Free home to school transport will not be provided unless a learner meets both criteria.

Nearest Suitable or Catchment School

The Learner Travel Measure defines nearest suitable school as a school where the 'education or training provided is suitable having regard for the age, ability and aptitudes of the learner and any learning difficulties he or she may have'.

In determining whether a school is suitable it will consider:

- Age appropriateness – relating to attendance at a Primary or Secondary School
- Ability appropriateness – relating to attendance at a mainstream, welsh medium or faith school.
- Special education requirements – if a learner has a statement of special education needs (SEN) which specifies a school.

The nearest suitable school for Transport purposes will be the state-maintained school which is closest to the applicant's home. Where parents have applied for welsh medium or faith education, the same nearest and catchment criteria will apply. A learner's catchment school is defined by the Access Unit. Further information on catchment areas can be found by accessing [School catchment areas - Monmouthshire](#).

Whilst parents are free to exercise parental preference when selecting their preferred

school, free home to school transport will not be provided if the preferred school is not their nearest suitable school (see 1.40 & 1.46 of the Learner Travel (Wales) Measure) or catchment school. When assessing the nearest suitable school, the Commissioning Team will consider schools that are outside of the Council's administrative boundary.

When assessing suitability for Transport purposes the Council will not consider parental preferences or parental concerns with a specific school.

If your nearest suitable school is full, eligibility will be assessed on the basis of the next nearest suitable school that has availability to accept the learner. The same distance eligibility criteria will apply.

Where a learner has to move schools due to incidents of bullying, free transport will only be provided where the Education Welfare Service or Access Unit have been involved and supported the change of schools. Evidence will need to be provided by either the Education Welfare Service or Access Unit to support the request for transport.

Where a younger sibling applies to attend the same school as an older sibling that receives free transport this does not guarantee that the younger sibling will receive it. Each learner is assessed on an individual basis according to the prevailing policy.

Available walking routes are continually reviewed to reflect changes to the local footpath infrastructure. If an assessment results in a route that was previously designated as unsafe being re-categorised as available, home to school transport will be withdrawn from the start of the next academic year. The delay in withdrawing the provision is to provide parents and learners with the opportunity to prepare for the change.

No transport will be provided for a learner attending a fee paying mainstream independent school.

Distance Criteria and how it is Calculated

A learner's school must be over the prescribed distance for learners to be eligible for free home to school transport.

The Learner Travel (Wales) Measure provides minimum statutory walking distances of 2 miles for primary aged learners and 3 miles for secondary aged pupils. Monmouthshire County Council, however, has chosen to improve the statutory provision and has instead adopted the following distance criteria for all eligible learners:

- Primary aged learners – free home to school transport will be provided if the distance between the nearest suitable school and the learner's home is 1.5 miles or more.
- Secondary aged learners – free home to school transport will be provided if the distance between the nearest suitable school and the learner's home is 2 miles or more.

The Council will determine your nearest suitable school via the shortest available walking route. This will be measured using a Digital Information Mapping System from the point your property meets the adopted highway to the nearest available entrance to the school. A walking route will be considered available if it is safe (as far as is reasonably practicable) for a learner without a disability or learning difficulty to walk the route alone or with an accompanying adult if the learner's age or understanding requires this.

Free transport may also be provided where the Authority is satisfied that the route between home and school is sufficiently dangerous to warrant such provision, even

though the distance is below the prescribed 1.5 miles (primary) and 2 miles (secondary). As part of its assessment the Authority would have regard to the degree of danger involved and whether the accompanying adult is at risk from the traffic situation.

Transport for Children Under 5

The provision of free home to school transport is a statutory requirement for those learners aged 5 to 16. Transport for 4-year olds is discretionary and will only be provided if a learner is attending primary school and the parent confirms in writing that a driver and or passenger assistant is authorised to assist their child with the use of seatbelts.

Booster seats will not be provided for younger learners. A parent can however provide a booster seat for their child should they wish to do so.

Transport is not provided for learners attending nursery school.

Transport for Learners with Dual Residences

Where learners have more than one residence, they will be able to apply for home to school transport for up to two homes which are the nearest to their school. They will still need to meet the eligibility criteria in terms of distance, age and ability as outlined above. Evidence of the dual residency will be required from both parents.

Looked After Children

Where children are looked after by the Council, the same distance criteria to their nearest suitable school will apply.

Learners with Additional Learning Needs (ALN), i.e. a Statement of SEN or an IDP

Transport for children with ALN who do not meet the eligibility criteria will only be funded by the authority:

- to take a child to their nearest suitable or catchment school if he or she has major mobility problems, or
- if a child attends specialist provision (a special school or Specialist Resource Base) that is not attached to their local school.

Transport will not be provided for children with additional learning needs (ALN) if the child is attending a school due to parental preference, i.e. a school that is not considered by the Local Authority to be the nearest suitable school. Personal Transport Budgets (PTBs) to cover mileage expenses are provided in exceptional circumstances and for time limited periods e.g. if there is no existing route. Time is required to commission this.

Free transport is only available to post 16 SEN pupils if they attend a specialist school or Specialist Resource Base (SRB). Free transport is not available to those learners attending further education within a mainstream school.

Medical Conditions

To qualify for assistance on medical grounds, the learner must be attending their nearest suitable or catchment school.

If a learner's medical needs affect their ability to travel to and from school accompanied as necessary by an adult, parents must provide supporting evidence from their child's consultant. The evidence should detail the

difficulties that the learner will experience walking or travelling by public transport.

If transport is granted on medical grounds, the learner's case will be reviewed on an annual basis and up to date evidence on their medical condition will be required at each review. If up to date medical evidence is not provided transport will be withdrawn.

If a parent has a medical condition that prevents them from taking their primary aged children to and from school, discretionary transport may be provided. Parents must provide evidence of their medical condition from their consultant and their child must be attending their nearest suitable or catchment school.

Discretionary transport granted because of a parent's medical condition will be reviewed on an annual basis and up to date evidence of their medical condition will need to be provided for their review. If up to date medical evidence is not provided, then the discretionary transport will be withdrawn.

Discretionary transport will not be provided to secondary aged learners because of a parent's medical condition as it is expected that the learner will be able to travel to and from school without parental assistance.

Learners Changing Address During Year 10/11

If a learner changes their home address whilst studying for their GCSE exams in either years 10 or 11, they will be entitled to free home to school transport if they meet the following criteria:

- The school they attend was the nearest suitable or catchment school for their previous address.
- Evidence of their new address
- That their new address is more than 2 miles from their school.

If the learner attends a school that was not their previous nearest suitable or catchment school, they will not be provided with free home to school transport for their new address. If, however their new address does mean that the school they are attending is now their nearest or catchment school they will be able to apply for transport in the normal way.

Length of the Journey

Where possible, journey travel times will be a maximum of 60 minutes for mainstream secondary aged pupils and 45 minutes for mainstream primary aged pupils. For those learners attending Welsh medium, faith or special education settings, journey times may be more than an hour dependent on the location of the education setting.

It may not be possible for all learners to be collected from their home address and therefore it will be necessary for parents to take and collect their children from designated pick up and drop off points. Every effort will be made to keep this distance as short as possible and it should not exceed 1 mile under normal circumstances.

Parents are responsible for the safe travel and safeguarding of their children from their home to the agreed pick up and drop off points.

Available Walking Routes

All walking routes are assessed based on the Learner Travel Measure and GB Road Safety Guidance.

Walking route assessments will be undertaken by the Councils Road Safety Officer or other suitably qualified person who will consider both the traffic and social risk factors. When undertaking the assessments, it will be assumed that an adult will accompany all primary aged children.

Copies of walking risk assessments will be made available to parents or learners on request.

Post 16 Transport

The Council does not provide free transport to any learners over the age of 16 at the start of the academic year, unless specified by a statement of SEN.

Post 16 learners will have the opportunity to apply for concessionary travel, but this will be dependent on the availability of seats, that there are no additional financial implications to the Council, no disruption to the transport route and the learner meets the vehicle at a point determined by the transport provider.

Concessionary seats are not guaranteed to be awarded from the start of the academic year; however, all learners will be notified if a seat is available within 10 working days of the commencement of the academic year. Learners attending Welsh medium or faith schools outside of the County area will be notified if they have been awarded a seat prior to the commencement of the academic year.

If an application is made during the school year, the applicant will be notified if a seat is available within 10 working days. It is the parent's responsibility to ensure that learners are transported to and from school whilst their application is being considered.

If a concessionary seat is awarded, learners will be collected from a specified point that may be different from any previous pick up and collection points and be in excess of a mile, but no further than two miles from their home.

Learners will not be authorised to use a concessionary seat until it has been officially confirmed in writing by the Commissioning Team.

Pupils allocated a concessionary seat midway through a term will be charged per week for the number of weeks remaining in that term. Payment may be paid in monthly instalments via a standing order by contacting the Sundry Debtor Team upon receiving an invoice.

On occasions it may be necessary to withdraw a concessionary seat, if the seat is withdrawn then we will provide 10 working days' notice and parents will be required to make alternative arrangements.

Applications for concessionary transport will not be considered for learners who are in arrears for previous concessionary transport. When the arrears are cleared the learner will then become eligible for concessionary travel if a seat is available.

The seat will be awarded for 33 weeks as it is assumed that learners will not travel once study leave commences. The cost of the seat is calculated based on 33 weeks only, however if learners need to travel during the study or exam period they can do so at no extra charge.

Refunds will be payable from the date that the Commissioning Team receive written confirmation from the parent that they wish to cancel their child's seat. Retrospective refunds will not be made.

If a Post 16 learner is in receipt of free school meals, they can apply for subsidised travel if they are attending their nearest suitable school.

Concessionary Travel

Those learners that are not eligible for free transport are able to apply for concessionary travel.

Concessionary seats will be awarded if a vacant seat exists, there is no financial implication to the Council, no disruption to the transport route and the learner is taken to a specified pick up and drop off point as determined by the transport provider.

Concessionary seats are not guaranteed to be awarded from the start of the academic year; however, all learners will be notified if a seat is available within 10 working days of the commencement of the academic year. If an application is made during the academic year, the applicant will be notified if a seat is available within 10 working days. It is the parent's responsibility to ensure that the child/children are transported to and from school whilst their application is being considered

The pickup and drop off point may be more than a mile from the learner's home but no further than 1.5 miles for primary aged learners and 2 miles for secondary.

Learners will not be authorised to use a concessionary placement until officially confirmed in writing by the Commissioning Team.

Applications for Post 16 learners will take priority for concessionary seats. If vacant seats remain, concessionary seats will be awarded based on when the application form was received. For one or more applications received on the same date, the learner whose home address measures the furthest walking distance to the educational establishment will take precedence.

On occasions it may be necessary to withdraw a concessionary seat, if the seat is withdrawn then we will provide 10 working days' notice and parents will be required to make alternative arrangements.

Pupils allocated a concessionary seat midway through a term will be charged per week for the number of weeks remaining in that term. Payment may be paid in monthly instalments via a standing order by contacting the Sundry Debtor Team upon receiving an invoice.

Applications for concessionary transport will not be considered for learners who are in arrears for previous concessionary transport. When the arrears are cleared the learner will

then become eligible for concessionary travel if a seat is available.

Refunds will be payable from the date that the Commissioning Team receive written confirmation from the parent that they wish to cancel their child's seat. Retrospective refunds will not be made.

Mode of Transport

Where a learner has been awarded free transport, travel will be in the form of a season ticket for public transport or on dedicated home to school transport.

The Council will always in the first instance seek to provide transport via season tickets on public transport and dedicated transport will only be provided if public transport is not available.

Parents are not able to choose which form of transport or specify vehicles their child will travel on. If a learner does travel on dedicated home to school transport, there is no guarantee that the driver or passenger assistant will stay throughout the learners' academic journey.

There is no guarantee that a learner with special educational needs will automatically receive a passenger assistant in the vehicle provided or be a sole passenger. The provision of passenger assistants is determined by the evidence provided by the learner's consultant or SEN statement.

Bus Passes

All learners travelling on dedicated transport will require a QR code to travel. This can be downloaded from the Councils Elitech software and parents will be provided with guidance how to do this when they are advised that their application for transport has been successful.

The QR code will need to be scanned by the learner when they embark and disembark a

vehicle. A hard copy or digital QR code can be used. If a learner loses their QR code during the day, all drivers have a list of passengers so the learner will still be able to travel if they are on the passenger list. No learner will be able to travel without a QR code or inclusion on the passenger list.

Those learners who have been granted free travel on public transport will be issued a season ticket by the operator prior to the commencement of the academic year.

Additional Journeys

Transport is only provided to and from the learner's home and school. Transport will not be provided to breakfast or after school clubs or for any journeys required during the school day.

Where a learner is taking part in an induction process or has a reduced school schedule, transport will not be provided, and parents will need to make their own arrangements. Transport will not be provided where a learner needs to leave school prior to the end of the school day for sickness or to attend medical appointments.

If a family must reside in a temporary address, transport will not normally be provided. If there are however exceptional circumstances, e.g. the learner is in years 10 and 11 discretionary transport may be provided.

Right to Withdraw Transport

Where it becomes evident that free transport has been provided in error, the Council has the right to withdraw the transport with 21 days' notice.

Where circumstances change with the walking route measurement or assessment during an academic year, the free transport will be withdrawn at the end of the academic year.

Where concessionary transport has been awarded and the seat is subsequently no longer available e.g. it is required for a pupil

eligible for free transport or the contract is terminated, the pass will be withdrawn with 10 days' notice.

Behavioural Issues

The safety of all learners travelling on home to school transport is paramount. If a learner misbehaves, the Council reserves the right to withdraw the transport provision. Whenever the Commissioning Team is made aware of an incident on home to school transport they will liaise with schools and the Education Directorate to investigate the incident. Where necessary warning letters and or email correspondence will be sent to the parents of learners who misbehave, cause damage to a vehicle, threaten or cause injury to passengers or drivers / passenger assistants or behave in such a way that might jeopardise safety. Home to school transport may be withdrawn from the learner on a temporary or permanent basis in accordance with the Learner Travel Operational Guidance. The Council also reserves the right to either suspend or cancel transport for learners where drivers or passenger assistants have received verbal abuse or been physically assaulted by parents or guardians. In such cases the victims will be encouraged to report such actions to the police and any other necessary authorities.

Where transport is withdrawn, parents are responsible for ensuring that their child gets to school.

Personal Transport Budgets

The Council may choose to offer parents a personal transport budget (PTB), where it is the most cost-effective solution for the Council to meet its statutory duties. It will not automatically be provided and will not be granted where existing suitable transport is in operation.

The PTB is a payment designed to reimburse parents for the costs incurred in providing transport for their children. The payments are

made directly into the parent's bank account monthly. The PTB will be calculated based on the driving distance between home and school (by using a Digital Information Mapping System), from the point your property meets the adopted highway to the nearest available entrance to the school. In addition, a calculation will be undertaken to determine the usual time it takes to travel from your home to the school and back again. Payments to parents will be calculated on a daily rate which includes the travel time and mileage for two journeys to the school and back. The current reimbursement rates are £10 an hour for travel time and 65p per mile.

Payments will be made to parents as follows:

September: Full Monthly Payment based on the completion of all school days for the calendar month.

October to July – The Commissioning Team will contact the school to confirm any learner absences in the preceding month. If a learner has been absent the monthly payment will be reduced to reflect the days where travel has not been incurred.

There will not be any additional allowance for delays due to traffic conditions.

Unforeseen Circumstances

If a transport operator is unable to provide transport due to an emergency or unforeseen circumstance, the Commissioning Team will try to secure alternative transport provision. If, however alternative transport cannot be provided, parents will be contacted and asked to take their children to school. If parents agree they will be reimbursed for the mileage incurred at the rate of 65p a mile following the submission of a completed claims form.

Complaints Process

Only complaints received in writing from parents or learners will be investigated by the Council. Complaints should be made to:

passengertransportunit@monmouthshire.gov.uk

The Commissioning Unit will acknowledge the complaint within 5 working days and respond within 10 working days. There may be occasions where we will need to take longer than 10 working days and we will advise you when this happens and provide a timescale as to when you will receive a response.

If a complaint is upheld, appropriate steps will be taken to remedy the issue as soon as is practicable.

Appeals Process

If an application for free transport is refused a parent can appeal the decision using the following process:

Stage 1

The parent should complete an appeal form which can be obtained from the Commissioning Team by emailing:

passengertransportunit@monmouthshire.gov.uk

or calling

01633 644777

The appeal form should be returned to the Commissioning Team with supporting evidence. Their appeal will be considered by the Commissioning Manager and they will receive a formal response within 21 working days.

Stage 2

If the parent is not satisfied with the appeal decision, they can refer the matter to the Head of Decarbonisation, Transport & Support Services. The Head of Service will consider the appeal and any supporting information against the Councils Home to School

Transport Policy and the Learner Travel (Wales) Measure.

A response will be provided within 21 days. If the appeal is rejected, there will be no further right of appeal.

If the parent is dissatisfied with the decision process and believes that they have not been treated fairly and in accordance with the Councils Home to School Transport Policy, they can make a formal complaint by contacting.

feedback@monmouthshire.gov.uk or calling 01633 644644.

Monmouthshire's Scrutiny Forward Work Programme 2022-23

People Scrutiny Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
30 th June 2022	Forward Work Programme	To discuss the process for formulating a forward work programme and agree items for future inclusion.	Hazel Ilett	Work Programming
	Gypsy and Travellers Needs Assessment	To discuss the future programme of work and agree whether to establish a series of workshops to conduct the work.	Ian Bakewell	Work Programming
27 th September 2022	Home to School Transport policy	To conduct pre-decision scrutiny on the policy	Deb Hill Howells Cabinet Member Martyn Groucutt	Pre-decision Scrutiny
	Ambulance Stations at Monmouth and Chepstow	To discuss the changes to ambulance stations in Monmouth and at Park wall between Chepstow and Caldicot.	Ambulance Trust Councillor Thomas	External Scrutiny
29 th September at 10am	Workshop Introduction: Gypsy and Travellers Needs Assessment	To introduce and communicate the Gypsy & Traveller responsibilities to all members, advise of the need and provide an update on work undertaken to date.	Ian Bakewell Mark Hand Craig O'Connor	Policy Development
Joint Scrutiny with Performance and Overview 11 th October 2022	Safeguarding Performance Report	To scrutinise the performance of the service area.	Jane Rodgers	Performance Monitoring
	Chief Officer for Social Care and Health: Annual Report	To conduct pre-decision scrutiny on the report and scrutinise the performance of the service area.	Jane Rodgers	Pre-decision Scrutiny/Performance Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2022-23

People Scrutiny Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Chief Officer for Education: Annual Report	To conduct pre-decision scrutiny on the report and scrutinise the performance of the service area.	Will Mclean	Pre-decision Scrutiny/Performance Monitoring
	Strategic Risk Register	To agree any future risks for scrutiny.	Matthew Gatehouse	Work Programming
12th October 2022 *To be Confirmed*	<u>Workshop 1: Gypsy and Travellers Needs Assessment</u>	To share site sifting work to date; consider and make recommendation on RAG rating sites.	Ian Bakewell Mark Hand Craig O'Connor	Policy Development
31st October or 1st November 2022 *To be confirmed*	<u>Workshop 2: Gypsy and Travellers Needs Assessment</u>	To discuss and plan a report on outcome of applying RAG; Members to recommend consulting on determined site(s).	Ian Bakewell Mark Hand Craig O'Connor	Policy Development
15th November 2022	Corporate Parenting Strategy	To conduct pre-decision scrutiny on the Corporate Parenting Strategy.	Jane Rodgers	Pre-decision Scrutiny
	Respite Provision for adults with learning disabilities	To conduct pre-decision scrutiny on proposals relating to Respite Provision.	Jane Rodgers	Pre-decision Scrutiny
10th January 2023				

Monmouthshire's Scrutiny Forward Work Programme 2022-23

People Scrutiny Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
28 th February 2023				
18 th April 2023				

Workshops: Gypsy and Travellers Needs Assessment

- **29th September** ~ To introduce and communicate the Gypsy & Traveller responsibilities to all members, advise of the need and provide an update on work undertaken to date.

Items for future Inclusion into the Work Programme

- New Year onwards ~ To be confirmed

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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-Sep-25	RLDP for Adoption		Mark Hand	23-Aug-22	
Council	01-Sep-24	LDP submission for examination		Mark Hand	23-Aug-22	
Cabinet	07-Jun-23	2022/23 Revenue and Capital Monitoring - Month 12		Jon Davies		
ICMD	05-Apr-23	Welsh Church Fund Working Group - meeting 7 held on 9th March 2023		Dave Jarrett		
Council	09-Mar-23	Capital Strategy & Treasury Strategy		Jon Davies	17-May-22	
Council	09-Mar-23	Final Budget Sign Off including Council Tax Resolution		Jon Davies		
Cabinet	01-Mar-23	2022/23 Revenue and Capital Monitoring - Month 9		Jon Davies	17-May-22	
Cabinet	01-Mar-23	2023/4 Final Revenue and Capital Budget Proposals		Jon Davies	17-May-22	
Cabinet	01-Mar-23	2023/4 WCF/Trust Treasury Fund Investments		Dave Jarrett	17-May-22	

Cabinet	01-Mar-23	Monmouthshire Destination Management Plan		Matthew Lewis	10-Feb-22	
Council	01-Feb-23	LDP submission for examination		Mark Hand	23-Jan-20	
ICMD	25-Jan-23	Community Council and Police Precepts - final		Jon Davies	17-May-22	
Council	19-Jan-23	Council Tax Reduction Scheme		Ruth Donovan	31-May-22	
Cabinet	18-Jan-23	Draft Revenue & Capital Proposals		Jon Davies		
ICMD	14-Dec-22	Council Tax Base report		Ruth Donovan	31-May-22	
ICMD	14-Dec-22	2023/4 Community Council & Police Precepts - draft		Jon Davies	17-May-22	
ICMD	14-Dec-22	Welsh Church Fund Working Group		Dave Jarrett	17-May-22	
Cabinet	07-Dec-22	2022/23 Revenue and Capital Monitoring report - Month 6		Jon Davies	17-May-22	
Cabinet	07-Dec-22	MCC Statement of Accounts		Jon Davies	17-May-22	

Council	01-Dec-22	Procurement Strategy		Scott James	7-Sep-22	
Council	01-Dec-22	Corporate Parenting Strategy		Diane Corrister	24-Aug-22	
Council	01-Dec-22	RLDP Preferred Strategy		Rachel Lewis	25-Jul-22	
Council	01-Dec-22	RLDP Deposit Plan for submission to WG for examination	Approval of Deposit Plan post-consultation for submission to WG for independent examination	Mark Hand / Craig O'Connor	30-Jul-21	
Council	01-Dec-22	Final Statement of Accounts		Peter Davies	7-May-21	
ICMD	30-Nov-22	Highways TRO Amendment Order 6 - speed limit changes including Wye Valley Villages, Gilwern and Usk	Agreement to make the traffic order	Mark Hand	23-Aug-22	
Cabinet	09-Nov-22	Socially Responsible Procurement Strategy		Scott James	22-Aug-22	
Cabinet	09-Nov-22	Revenue & Capital MTFP update and process		Jon Davies	17-May-22	
Cabinet	09-Nov-22	MonLife Heritage Strategy (or ICMD)		Matthew Lewis	10-Feb-22	
Council	27-Oct-22	Annual Safeguarding Report		Kelly Turner	24-Aug-22	

Council	27-Oct-22	Social Care & Health: Directors Report 2021/22		Jane Rodgers	6-Jul-22	
ICMD	26-Oct-22	Highways TRO Amendment Order 5 - speed limit changes including Devauden and B4245 Caldicot	Agreement to make the traffic order	Mark Hand	23-Aug-22	
ICMD	12-Oct-22	Local Development Annual Monitoring Report (AMR)		Rache Lewis/Cllr Paul Griffiths	23/08/22	
ICMD	12-Oct-22	Welsh Church Fund Working Group		Dave Jarrett	14/07/22	
ICMD	12-Oct-22	Planning Annual Performance Report (APR)	Sign off prior to submission to WG	Mark Hand	23-Aug-22	
Cabinet	05-Oct-22	22/23 Revenue and Capital Monitoring report - Month 4		Jon Davies	17-May-22	
Cabinet	05-Oct-22	SPF Update Report		Hannah Jones	12-Sep-22	
ICMD	28-Sep-22	Transport Policy		Deb Hill Howells - MG	22-Aug-22	
ICMD	28-Sep-22	B4245 speed limit	DEFERRED TO 26 OCT	Mark Hand	18-Jul-22	
Council	22-Sep-22	Tackling poverty and inequalities		Nick John	24-Aug-22	

Council	22-Sep-22	RLDP Options Report		Rachel Lewis	25-Jul-22	
Council	22-Sep-22	Rivers and Ocean		Hazel Clatworthy	9-Jun-22	
Council	22-Sep-22	Monmouthshire County Council self - assessment report 2021/2		Richard Jones	23-May-22	
ICMD	14-Sep-22	Welsh Church Fund Working Group - meeting 2 held on 21st July 2022 (no meeting/no report - withdrawn)		Dave Jarrett	17-May-22	
Cabinet	07-Sep-22	Transport Policy Consultation Update.		Deb Hill Howells	22-Aug-22	
Cabinet	07-Sep-22	Cost Of Living		Matt Phillips	25-Jul-22	
ICMD	31-Aug-22	Homeseach Policy & Procedure - Amendments & Welsh Translation Requirement		Ian Bakewell		
ICMD	31-Aug-22	MY DAY, MY LIFE SERVICE EVALUTATION		Ceri York	15-Aug-22	
ICMD	03-Aug-22	Additional Resources in Educations Strategy	Resources required to develop and maintain schools education systems and the implementatin of WG Ed Tech Programme	Sian Hayward	14-Jun-22	
ICMD	03-Aug-22	Designation of Secondary Catchment Areas		Matthew Jones	6-Jun-22	

ICMD	03-Aug-22	Welsh Church Fund Working Group - meeting 1 held on 23rd June 2022 - Moved to ICMD 3rd Aug 2022		Dave Jarrett		
Cabinet	27-Jul-22	Wye Valley Villages Future Improvement Plan		Mark Hand	1-Jul-22	
Cabinet	27-Jul-22	Regen Three Year Programme		Mark Hand	1-Jul-22	
Cabinet	27-Jul-22	Review of Chepstow High Street closure		Mark Hand	1-Jul-22	
Cabinet	27-Jul-22	Home to School Transport Policy 2023-24.		Deb Hill Howells	27-Jun-22	
Cabinet	27-Jul-22	MUCH (Magor & Undy Community Hall) report		Nick Keys	9-Jun-22	
Cabinet	27-Jul-22	Shared Prosperity Fund Local Investment Plan and Regional Lead Authority Arrangements		Hannah Jones	23-May-22	
Cabinet	27-Jul-22	Welsh Church Fund Working Group - meeting 1 held on 23rd June 2022 - Moved to ICMD 3rd Aug 2022		Dave Jarrett	17-May-22	
Cabinet	27-Jul-22	2021/22 Revenue and Capital Monitoring outturn		Peter Davies/Jon Davies	17-Feb-22	
Cabinet	27-Jul-22	Play Sufficiency Assessment and Action Plan 22/23		Matthew Lewis	10-Feb-22	

Monmouthshire Select Committee Minutes

Meeting of People Scrutiny Committee held at The Council Chamber, County Hall, Usk, NP15 1GA and remote attendance on Wednesday, 20th July, 2022 at 10.00 am

Councillors Present

County Councillor Sue Riley (Chairman)
County Councillor Angela Sandles (Vice Chairman)

County Councillors: Fay Bromfield, Jayne McKenna, Maureen Powell, Maria Stevens, Jackie Strong and Penny Jones

Officers in Attendance

Hazel Ilett, Scrutiny Manager
Robert McGowan, Policy and Scrutiny Officer
Frances O'Brien, Chief Officer, Communities and Place
Ian Bakewell, Housing & Regeneration Manager
Mark Hand, Head of Place-making, Housing, Highways and Flood
Craig O'Connor, Head of Planning

APOLOGIES: County Councillors Christopher Edwards and David Jones

1. Election of Chair

Councillor Sue Riley, nominated by Councillor Stevens and seconded by Councillor Strong. The Chair delivered some welcoming remarks, emphasising the opportunity of the committee to shape services to enhance people's lives, and represent everyone.

2. Appointment of Vice-Chair

Councillor Christopher Edwards was nominated by Councillor Powell, seconded by Councillor Bromfield. Councillor Angela Sandles was nominated by Councillor Strong, seconded by Councillor Stevens.

Councillor Sandles was appointed as Vice Chair, following a vote.

3. Apologies for Absence

Councillor Christopher Edwards, with Councillor Penny Jones substituting, and Councillor David Hughes-Jones.

4. Declarations of Interest

Councillors Powell, Bromfield, Riley and McKenna declared a non-prejudicial interest as members of the Planning committee.

5. Public Open Forum

No public submissions were received.

6. Gypsy and Traveller Site Selection - To consider a proposal for assessing the suitability of Council owned land for the potential purpose of addressing the Council's statutory obligation, to meet the identified need for Gypsy and Traveller sites

Ian Bakewell presented the report, with additional comments from Mark Hand. Ian Bakewell and Mark Hand answered the members' questions.

Challenge:

The Planning committee approved a Travellers' site last month – has that been deducted off the 13? Is there any public consultation prior to the planning stage?

The site mentioned in relation to the Planning committee concerns a family that was not identified via the process of the Gypsy & Traveller Accommodation Assessment, in which the need for 13 sites was identified. Therefore, the number of families can change, and there will be a review in 2025. The number is also based on predictions about how families will grow by 2033. So, there's some fluidity but it is the accepted and best process.

There will be a consultation as part of the process of site sifting, led by the Housing team, looking at which sites are shortlisted and how they might fit in with the LDP. The second stage is that they are included in the LDP, as a statutory process. There will be public consultation on that along with all the other aspects of the plan. The third stage is at planning application level. Once things are allocated in the plan it is an agreed council document so it would only be a case of finalising site specifics in more detail at that last stage.

13 pitches have been proposed, for 13 needed. Has there been any element of choice from the community itself?

As much flexibility is built in as possible – we don't want a situation where we arbitrarily choose a site and tell the family. There is a relatively small number of families, so we know them and their needs well. It's about trying to take in as much of that as we go along, so that when we get to the end of the process there are no surprises or disappointment. As we're starting from scratch, there is the opportunity to involve the families in the development of sites.

The community will be involved, and Trudy Aspinall, the Lead for Travelling Ahead, will speak on their behalf?

Yes. Trudy asked that we state today that she's happy to be involved and advocate, facilitating community engagement, but isn't a direct representative.

What is the current situation of the families – how are they supported at the moment?

We can't answer directly at this time. The families are independent, but we know they need access to particular health facilities, some of the children attend comprehensive school in Pontypool, one is working in the Usk area, etc. We would expect the families to feed back to us their situation and needs, for us to take into account. The important thing for us is to listen and respond accordingly.

In terms of the families' physical situation, we have all of that information and can go through it in the first workshop e.g., if a family is currently overcrowded, they could be catered for by an extra caravan on the area that they already own, subject to planning. One particular issue is the area in Llancayo, which is unauthorised in terms of planning: planning was refused, the appeal was rejected, and it has gone through a court process. So those families have somewhere to live at the moment but it's unauthorised; they need to stay there for now, but the purpose of this exercise is to find them somewhere that's a suitable alternative. The Planning issue concerned

flood risk; they are currently in safe accommodation, there is no immediate risk to anyone at present.

Chair's Summary:

The committee agreed that this be added to the Forward Work Programme.

7. Forward Work Programme - To consider the Forward Work Programme Report and identify areas for future scrutiny, and in doing so, to agree a draft Forward Work Programme

Hazel Ilett presented the report. Members proposed the following subjects:

- Home to school transport
- Waiting times for NHS patients
- Workforce development: the policy concerning the gap for discharge from hospital and social care
- Child Protection: how many children are on child protection from neglect, and what preventative services could be added to reduce that number

Chair's Summary:

Waiting times for NHS patients is more relevant to the Public Services committee. Members agreed for a discussion with PS over a joint workshop on the matter. Regarding Social Care, the Chief Officer's report will be scrutinised by the Performance & Overview committee, with a special meeting proposed in October to cover it; members of this committee would be welcome, and many of their questions would hopefully be answered there.

School transport and Child Protection were agreed for 27th September.

8. To confirm the following minutes:

- 8a. Adults Select Committee dated 2nd March 2022.
- 8b. Children and Young People Select Committee dated 3rd March 2022.

The minutes were noted, as none of the members were present for either, except Councillor Powell.

Adults Select Committee dated 2nd March 2022

Children and Young People Select Committee dated 3rd March 2022

9. Next Meeting: Tuesday 27th September 2022 at 10.00am.

Members preferred that the time be changed to 10.00am.

The meeting ended at **11.05 am**

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