

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 29 March 2017

Notice of meeting / Hysbysiad o gyfarfod:

## Strong Communities Select Committee

Thursday, 6th April, 2017 at 10.00 am,

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

### AGENDA

Item No	Item	Pages
<b>PART A – SCRUTINY AND CRIME DISORDER MATTERS</b>		
No matters to discuss		
<b>PART B – STRONG COMMUNITIES SELECT COMMITTEE</b>		
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Open Public Forum	
4.	An update on the Road Safety Task and Finish Group	
5.	Confirm the following minutes:	
5.1.	Strong Communities Select Committee dated 2nd March 2017	1 - 12
5.2.	Joint Select Committee dated 27th February 2017	13 - 22
6.	Employee Wellbeing	23 - 60
7.	Public Toilets	61 - 68
8.	Street Lighting	69 - 72
9.	Strategic Equality Plan Monitoring Report	73 - 130
10.	Action List	131 - 132

<b>11.</b>	<b>Strong Communities forward work programme</b>	133 - 134
<b>12.</b>	<b>Cabinet &amp; Council forward work programme</b>	135 - 144
<b>13.</b>	<b>Confirm the date and time of next meeting as 15th June 2017 10am (pre-meeting at 9.30am)</b>	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

S. Howarth  
V. Smith  
D. Dovey  
A. Easson  
S. Jones  
P. Jordan  
A. Webb  
S. White  
P. Watts

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### Welsh Language

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# Aims and Values of Monmouthshire County Council

## Sustainable and Resilient Communities

### Outcomes we are working towards

#### **Nobody Is Left Behind**

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

#### **People Are Confident, Capable and Involved**

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

#### **Our County Thrives**

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

### Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

### Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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# Public Document Pack Agenda Item 5a

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 2nd March, 2017 at 9.45 am

**PRESENT:** County Councillor A. Easson (Chairman)

County Councillors: D. Dovey, V. Smith and A. Webb

Also in attendance County Councillor(s): D. Edwards and P. Hobson

### **OFFICERS IN ATTENDANCE:**

Hazel Ilett	Scrutiny Manager
Mark Howcroft	Assistant Head of Finance
Kate Stinchcombe	Biodiversity & Ecology Officer
David Jones	Head of Public Protection
Matthew Lewis (Countryside)	Countryside Manager
Linda O'Gorman	Principal Licensing Officer
Paula Harris	Democratic Services Officer

#### **1. Apologies for absence**

County Councillors S. Howarth, S. Jones, S. White and P. Watts.

#### **2. Declarations of Interest**

None.

#### **3. Open Public Forum**

There were members of the public present who wished to take part in the discussion on item 6.

#### **4. To confirm minutes of the previous meeting**

The minutes of the Strong Communities Select Committee meeting held on 26<sup>th</sup> January 2017 and the Special meeting held on the 26<sup>th</sup> January 2017 were confirmed as an accurate record and signed by the Chair.

#### **5. Public Protection Report**

Context:

To undertake scrutiny of service delivery and performance across Public Protection for the first nine months of 2016/17, with comparison to previous years. The Public Protection division comprises of Environmental Health, Trading Standards & Animal Health and Licensing.

Recommendations:

To consider and comment on the contents of the report entitled 'Public Protection Performance report 2016/17, (first 9 months)'.

Key Issues:

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1. Cabinet approved a report in March 2014 recommending budget reductions to Public Protection services for 2014/15 and the coming years. The reduction amounted to £140,000, representing about 10% of the total budget. The impact of this reduction was scrutinised by this Committee in November 2014, prior to a report going to Cabinet on 7<sup>th</sup> January 2015. At this time, Cabinet requested regular six month reports to Strong Communities committee to monitor performance and assess any negative impacts. The intention was to review progress and take any action deemed necessary.

2. The last performance report was submitted to this Committee on 21st July 2016.

3. The attached report summarises performance over the last nine months of 2016/17, and highlights the following –

- The four service teams, for the vast majority of the services they deliver, meet the Authority's legal obligations in relation to Public Protection services.
- There have been some notable successes in 2016/17, for example improving food safety and animal feed compliance, supporting major developments (A465) and events (Eisteddfod, Abergavenny Food Festival, etc.).
- As detailed in Appendix A, most proactive and reactive work is being carried out professionally, within prescribed response times. There are only a few exceptions, due to increased demand, e.g. some slippage in housing and private water inspections, which will be improved for 2017/18.
- Six monthly reports will continue to be made to this Committee to assess performance over time, and help inform future priorities noting the competing demands.
- Services may struggle to take on any new statutory duties that protect the public and the environment, and therefore funding must be sought to support any new work. In addition, where work is onerous on officer time, funding will be pursued from major developers, etc.
- Future strategies for sustaining Public Protection services will be developed, (to include further income generation and collaboration), locally, regionally and nationally.

#### Member Scrutiny:

A Member asked when the Welsh Government introduce new inspections, do they contribute to the costs of carrying out these inspections. In response we were told that we do get some monies but it rarely equates to the cost of carrying out the work.

In respect of the duelling of A465 a member asked what input Environmental Health has with the project. We were told that Environmental Health deal with construction noise and dust, especially noise at night where we have liaised with Costains to limit the hours of operation. There has also been the matter of exhumations which needs to be dealt with humanely and respectfully.

Questions were raised regarding air quality monitoring, with Usk and Hardwick Hill being mentioned, what actions were being taken and who helps fund the costs involved. The officer replied that those two air quality management areas which have to be declared by the local



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authority. As the Hardwick Hill area is a Welsh Government road so officers try to work with them to produce an action plan.

A Member asked for further information regarding the deaths at golf courses and we were told that an incident had taken place where a person had drown retrieving golf balls and as an authority we were responsible for raising the profile of prevention and awareness.

Officers advised members that when employing electrical contractors the person who engages the contractor must ensure that they are NIC approved for carrying out works.

Officers were asked if the immigration checks will add to the workload and were told that there is not a huge problem in Monmouthshire and with regard to taxi drivers, their passports are checked as part of their DBS check.

A member expressed his concerns about people who smoke on the street outside public houses and officers advised that they can speak to the landlords of public houses if particular venues were identified as landlords have a duty to avoid public nuisance.

When asked if there was a language test for taxi drivers we were told that all taxi drivers were subject to a knowledge test which covered money handling, location and safeguarding training.

#### **Committee's Conclusion:**

The Committee thanked the officers for the detailed report and their continued work and dedication.

The Committee spoke of the unfairness of rate payers picking up the bill for construction industry traffic works and hoped that we can contact Welsh Government in response to addressing this issue.

The Committee look forward to the next update in which they would like more information on the air quality issue and invite Huw Owen from Environmental Health to speak on this matter.

#### **6. Castle Meadows**

Context:

To advise Members and seek their views on the request to allow canoeing on the River Usk at Castle Meadows which is currently managed as a fishery.

Key Issues:

Background

1. There was one outstanding issue from the Bryn y Cwm Area Committee's previous consideration of the Castle Meadows Management Plan: Requests as part of the consultation process for wider access to the River Usk and for a change of policy to allow canoeing and wild swimming in that section of the river adjoining the meadows where the Council has riparian rights (the Town waters).

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2. The task and finish group established to guide preparation of the Castle Meadows Management Plan took the view that further discussions between the canoeing and fishing interest would be necessary to explore if there could be agreement on wider use of the river. It was resolved that officers facilitate further discussion and bring a further report back to the Area Committee, as required.

3. This process was unfortunately rather extended but a meeting took place between Abergavenny Canoe Club and the Abergavenny Game Fishing Association, and an agreed note of the meeting was prepared.

4. As will be seen for the note the discussions have not reached agreement on a way forward. Consequently Area Committee resolved that a report regarding this matter should be prepared and presented to a Strong Communities Select Committee with a view to the Committee undertaking pre-decision scrutiny on this matter.

#### Context

5. Access to inland water has long been a contentious issue and there is no settled national view on rights to navigation on rivers in Wales. The matter has been considered by the National Assembly's Sustainability Committee (2009) which highlighted the deficit in opportunities, as well as the contested nature of rights to and on water for recreation: Welsh Government's policy is to support the establishment of voluntary access agreements.

6. Welsh Government's view, as set out in the Access & Outdoor Recreation Green Paper (2015), is that access arrangements should be drawn up by landowners and riparian owners, consulted upon, and then put in place. Access under such arrangements could be all year round, at certain times of year or depend on water levels. They could also determine what types of activities can sensibly take place on any given stretch of water at any given time of year. These arrangements should primarily be focussed on three elements:-

- i. protecting the natural environment;
- ii. having no detrimental impact on land management; and
- iii. having respect for the needs of other users.

Welsh Government's view is that access arrangements along these lines need not be perceived as an acknowledgment that rights do not already exist nor should they be perceived as acknowledgment that they do. They view such arrangements as not setting out the limits of use, but rather the opportunities available for responsible shared use of the water.

7. The Cabinet Secretary for Environment and Rural Affairs has very recently announced her intention to develop proposals on how current laws relating to public access for outdoor recreation can be improved but no details, timescale, or indication as to whether this will extend to access to water has been set out and so consideration of this issue will need to be under the current position.

8. On the river Usk although the Usk Fishing Association, an independent association representing riparian owners, clubs, associations, organisations interested in the preservation of fishing on the river, also supports the creation of voluntary access agreements no agreements are in place immediately north or south of Llanfoist Bridge / the Town waters.

9. Abergavenny Canoe Club are a Canoe Wales affiliated club with adults, family and junior members. They currently use the Abergavenny leisure centre pool and their request is based on a desire to allow progression from using the pool to the river at Castle Meadows. The other

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principle interest in this matter is the Abergavenny Game Fishing Association who have a long standing relationship with the Council to assist in the management of the fishing rights at Castle Meadows. The Chairman of Abergavenny Canoe Club and the Chairman of Abergavenny Game Fishing Association have both been invited to present to the meeting.

10. The Castle Meadows Management Plan 2014/19 does not directly address the use of the river but the overall aims of the plan include increased community use and involvement in its management and conservation, including appropriate events and activities.

11. Finally the river is designated as a Site of Special Scientific interest (SSSI) and Special Area of Conservation (SAC) for its migratory and resident fish species, including twaite and allis shad, sea, river and brook lamprey, Atlantic salmon and bullhead. Any specific proposals to vary management arrangements will need to be fully assessed including carrying out a Habitats Regulations Assessment / consultation with Natural Resources Wales.

#### Options

12. It is suggested that the way forward is to set aside the wider controversy around the rights for navigation and consider the specific request from Abergavenny Canoe Club:

Option1: The Council may wish to maintain its current position – i.e. the “status quo” at least until such time as any wider access agreements can be secured through the Usk Fishing Association, or other means; or there is a change in the statutory position. Given the lack of progress in recent years this would seem likely to frustrate the canoe club’s aspirations for a long period of time;

Option 2: In theory it would be open to the Council to permit any navigational use of Town waters. However such isolated general use in advance of any wider access agreement on the surrounding parts of the river is very likely to lead to a “free for all” causing significant management problems, uncontrolled impact on the fishery and adverse nature conservation impacts and so is not recommended;

Option 3: To seek to secure a voluntary access agreement between the key parties along the lines of Welsh Government’s recommended approach. It is clear this would require goodwill and further compromise from all parties. It would be possible to “pilot” such an agreement if that helped allay reasonable concerns. The specifics of any such agreement would need to be subject to a Habitat Regulations Assessment.

#### Recommendations:

To seek Select Committee’s views on the potential three options set out below for wider use of the River Usk prior to consideration by Cabinet.

Option1: The Council may wish to maintain its current position – i.e. the “status quo” at least until such time as any wider access agreements can be secured through the Usk Fishing Association, or other means; or there is a change in the statutory position. Given the lack of progress in recent years this would seem likely to frustrate the canoe club’s aspirations for a long period of time;

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Public Open Forum:

We were joined for this item in the chamber by the Cabinet member for Community Development, the Ward Member for Castle Meadows and members of the public representing Canoe Wales, Abergavenny Game Fishing Association, Usk Local Fisheries Group and the Chairman of the Usk Fishing Association.

This item had been referred to Strong Communities Select Committee by Bryn y Cwm area committee for scrutiny.

During the discussion the members of the public representing the fishing associations and groups made the following points;

As fishermen they have no issues with the canoeists using the river, the issue is that the canoeists wish to use the river 365 days a year which is not acceptable when anglers are paying almost £300 a year to fish.

When a canoe goes through the water, the fish are gone for the day.

The Usk fishing association is not necessarily about fisherman but also the riparian ownerships of the riverbanks and the access to those rivers.

There are 92 miles of the river Usk from estuary to the dam of which there are 146 fisheries and Monmouthshire County Council are owners of one stretch of the river which is The Meadows.

The fishing association are very concerned about safety issues and are acutely aware of incidents which have previously taken place on the river.

The anglers are hopeful that they are close to achieving a VAA from above Beacon Bridge down towards Crickhowell Bridge with Brecon Canoe Club and are looking to discuss options with Abergavenny Canoe Club.

The UFA ask that Monmouthshire County Council allow them to represent Monmouthshire County Council as the riparian owner in further wider negotiations to include Beacon and Abergavenny canoe clubs along with Coleg Gwent as the three major canoe clubs on the river.

The UFA Chairman was keen to stress that he wants a VAA that works for everyone.

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During the discussion the members of the public representing the Abergavenny Canoe Club made the following points;

They are in favour of a local access agreement for Castle Meadows as this is their local stretch of water.

It was asked that Monmouthshire County Council as riparian owners look at a bylaw that dates back the 1950's from Gwent County Council.

The National Governing Body of Canoeists have been trying to negotiate VAAs in Wales for some time and they are notoriously difficult.

The Chair of Brecon Canoe club have no interest in entering into a voluntary access arrangement for the River Usk. He is prepared to do it as a national governing body, but not as a canoe club.

Canoe Wales is keen on the concept of entering into VAAs subject to the direction that Welsh Government wishes to take now that they are reviewing the situation. The National Governing Body of Canoeists are more than happy to sit down and discuss VAAs provided they are inclusive, fair and based on evidence. They feel it important that VAAs are brokered by local authorities.

The Abergavenny Canoe club would like to use Castle Meadows as a site where they can train, use one or more evening a week.

In summing up we were told that this should not be an anglers versus canoeists issue as there was no reason why both activities should not take place. The piece of river is perfect for developing young paddlers and it would be a great shame if it was not made available for canoeists. They are aware of environmental protection and work closely with Natural Resources Wales to understand issues such as spawning.

They are not looking for 365 days a year access but a fair usage considering other river users, one or two evening a week would be ideal.

Mention was made to the Westminster and Welsh Government feeling the law on navigation was unclear.

As a resolution the canoeists feel that a VAA would be the best option, one covering Castle Meadows and potentially one that covers the whole river.

Member Scrutiny:

A Member asked what is the difference between the River Wye and the River Usk and was answered that some of the River Wye is a navigational river under law. The parts are not navigational, as of this year now have a new VAA from Rhayader to Builth. The River Usk is different, it is a much smaller river and there are not currently under law, navigational rights, except up to the end of the estuary on the River Usk.

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It was clarified that we have riparian rights reflecting our land ownership on both sides of the river from the old Llanfoist Bridge to the confluence with the Y Fenni.

It was asked if there was another area that the canoeists could enter the river and the length of the stretch of water referred to. In answer we were told it is 0.6 of a mile.

A member asked what a habitat regulation assessment was and was told by an officer that that this is a fairly common process where we look at the potential impact of the decision we will take on the matter of interests for the SAC.

The local Member expressed concerns regarding the breeding of fish in March-October and the impact the canoeists would have during those months. Concerns were raised over the complexity of the issues and the local Member spoke of the need for further discussion between all interested parties.

In reference to the fees paid by anglers we were told that anglers paid £82 for a rod license and then a further £175 for a fishing permit. We were told that canoeists do not pay to use the rivers.

It was asked if the Canal and Rivers Trust have had any input and we were answered no as it does not fall into their remit.

With regard to fishing a Member asked how important this 0.6 stretch of river was we were told that the middle stretches of the River Usk have always been acknowledged as prime brown trout fishing also the Salmon catches on the Abergavenny town waters, since the 1950's have been one of the better and most productive fishing beats on the River Usk.

#### **Committee's Conclusion:**

Members felt that option three would be the most suitable resolution;

To seek to secure a voluntary access agreement between the key parties along the lines of Welsh Government's recommended approach. It is clear this would require goodwill and further compromise from all parties. It would be possible to "pilot" such an agreement if that helped allay reasonable concerns. The specifics of any such agreement would need to be subject to a Habitat Regulations Assessment.

The Cabinet Member responsible will facilitate the Chairing of meetings between canoe and angling groups to drive forward option three and come to, with good will and future compromise from all parties possibly a pilot scheme to an agreement in the future.

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### **7. Biodiversity**

Context:

To advise Members of the preparation of Biodiversity and Ecosystem Resilience forward plan in order to meet the Section 6 duty of the Environment (Wales) Act 2016 and to provide support for delivery of the Well-being of Future Generations (Wales) Act 2015.

Recommendations:

To seek Select Committee's endorsement of the Biodiversity & Ecosystem Resilience forward plan prior to its consideration by Council.

Key Issues:

1. Section 6 of the Environment (Wales) Act 2016 places a duty on public authorities to seek to maintain and enhance biodiversity where it is within the proper exercise of their functions. In doing so, public authorities must seek to promote the resilience of ecosystems. This means that the Council must take a pro-active approach to improve and not reduce biodiversity when carrying out functions.

2. The duty came into force on 21st May 2016 and replaces the biodiversity duty in the Natural Environment and Rural Communities Act 2006. The preparation of a forward plan assists in complying with the new duties and is currently a requirement on all Public Authorities.

3. There is a requirement to report on the plan in 2019 and every 3 years following this. The plan can be subsequently reviewed following the results of monitoring.

4. The work undertaken to meet the Biodiversity and Resilience of Ecosystems duty will assist the Council to maximise contributions to Well-being Goals under the Well-being of Future Generations (Wales) Act 2015. It will particularly help towards delivery of the Wellbeing goal for Resilience. This goal is to ensure Wales is a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

5. In production of the forward plan we have considered the work that individual service areas undertake which could have a positive or negative impact on Biodiversity & Ecosystem Resilience.

6. The work of other key organisations with whom Monmouthshire County Council can collaborate with to maximise delivery under the Act has also been considered e.g. Wye Valley AONB, Gwent Wildlife Trust and Brecon Beacons National Park Authority.

7. Objectives have subsequently been developed which cover key areas of the Council's work. Objectives include proposals to adequately consider biodiversity and ecosystem resilience in decision making at all levels, environmental education and awareness raising, management of land for biodiversity and partnership working at a landscape scale to maximise benefits.

8. To ensure future delivery is integrated into the Council's functions, Welsh Government guidance suggests that commitment to action is integrated into business and corporate plans. This will be the next step in the Council's compliance with the duty.

Member Scrutiny:

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A member applauded the officers for their work and praised them for their forward thinking report.

It was asked if officers were involved with the incredible edible garden and were told that it is a delivery mechanism for this project and hopefully will be used as an example across the county. It was hoped that people would be invited to visit the garden to show them how they can create a pollinator garden.

A member commented on the garden at Usk County Hall and hoped that local medics would visit and promote the health benefits of gardening.

A Member queried the council's responsibility when dealing with Japanese knotweed and we were told that it is the landowner's responsibility but it is not an offence to have Japanese knotweed on your land, the offence is to allow it to grow and spread.

#### **Committee's Conclusion:**

Members stressed the importance of the items outlined in the report and were enthusiastic about the long term goals.

The importance of working with key organisations with whom Monmouthshire County Council can collaborate with to maximise delivery under the Act has also been considered valuable e.g. Wye Valley AONB, Gwent Wildlife Trust and Brecon Beacons National Park Authority.

The Committee are committed to seeing that future delivery is integrated into the Council's functions with Welsh Government guidance suggesting that commitment to action is integrated into business and corporate plans. This will be the next step in the Council's compliance with the duty and the committee look forward to reviewing this on an ongoing basis.

#### **8. Revenue and Capital Monitoring 2016/17 - Period 3 outturn forecast statement**

Context:

1. The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 3 which represents month 9 financial information for the 2016/17 financial year.

2. This report will also be considered by Select Committees as part of their responsibility to;

- assess whether effective budget monitoring is taking place,
- monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
- Challenge the reasonableness of projected over or underspends, and
- monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

Key Issues and recommendations to Cabinet;



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1. That Cabinet notes the extent of forecast revenue underspend using period 3 data of £79,000, an improvement of £919,000 on previous reported position at period 2.
2. That Cabinet expects Chief Officers to continue to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from at quarterly cycles.
3. That Cabinet appreciates the extent of predicted schools reserve usage, its effect of forecast outturn reserve levels and the related anticipation that a further 6 schools will be in a deficit position by end of 2016-17.
4. That Cabinet considers the capital monitoring, specific over and underspends, and importantly that Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year of sale and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.
5. That Cabinet approves an additional investment of £30,000 into the Disabled Facilities Grant capital budget in order to respond to demands being placed on the current programme, funded by a virement from existing Highways Maintenance and Access for All budgets.
6. That Cabinet approves a £30k increase to Woodstock Way linkage scheme afforded by an equivalent underspend to another area improvement scheme (Abergavenny).

#### Member Scrutiny:

In respect to slippage a member voiced their frustration and asked that managers were more careful in valuing their works in the first instance.

Referring to the action list from the previous meeting the officer was asked for an update regarding Raglan market and we were told this will be to follow.

Borough Theatre was noted as a shortfall in income against income targets, a member thought we had divested ourselves by now and asked the current position. We were told that prior to 2013 the council had entered into a trust arrangement with the theatre which meant it paid a management fee to the theatre annually which is on a declining basis.

Referring to Mandate B11, the senior leadership review, it was asked why we had not achieved the saving. The Officer answered that the saving was a presumption and would not be achieved.

A Member stressed the importance of staff joining the pension scheme and asked what steps the HR team are taking to encourage staff to join.

A Member asked for an analysis of the whole building, the market hall and the theatre.

#### **Committee's Conclusion:**

Members thanked the Officer for the report and the high level of detail it contained.

Members felt that effective budget monitoring is taking place and in monitoring the extent to which budgets are spent in accordance with agreed budget and policy framework felt

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Strong Communities Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 2nd March, 2017 at 9.45 am

that some areas could be looked at in more detail.

The situation with staff pension provision and the uptake of the pension needs to be looked at with the Human Resources team and this would be added to the work programme.

#### **9. Verbal update on the household waste recycling contract**

We received a verbal update from the Head of Waste and Street Services in regard to the household waste recycling contract.

In June 2016 proposed procurement strategy paper for scrutiny discussion and on the 9<sup>th</sup> March 2017 the report is going to full Council to sign off the procurement strategy to allow officers to go out to procurement and instigate a new contract from the 1<sup>st</sup> October 2018.

#### **10. Action list**

All actions were noted and the outstanding actions will be followed up by the officers responsible.

#### **11. Strong Communities forward work programme**

Members discussed the Work Programme for the Strong Communities Select Committee. In doing so it was decided by members that street lighting and public toilets were added to the agenda for the last meeting of the year.

#### **12. Cabinet & Council forward work programme**

There were no items which required scrutiny.

#### **13. Date and time of next meeting**

6<sup>th</sup> April 2017 at 10am (pre-meeting at 9.30am)

**The meeting ended at 13.35**

# Public Document Pack Agenda Item 5b

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held  
at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 27th  
February, 2017 at 2.00 pm

**PRESENT:** County Councillors: R. Chapman, D. Dovey, A. Easson, D. Edwards,  
R. Edwards, P. Farley, R. Harris, P. Jones, M. Powell, J. Prosser,  
V. Smith and A. Wintle

**Co-opted Members:**

Mr. M. Fowler (Parent Governor Representative)  
Mr. D. Hill  
Mrs. D. Hudson

**OFFICERS IN ATTENDANCE:**

Ian Saunders	Head of Tourism, Leisure and Culture
Marie Bartlett	Finance Manager
Tracey Thomas	Youth & Community Manager, Youth Service
Richard Simpkins	Business Manager - Tourism Leisure and Culture
Matthew Lewis	Countryside Manager
Matthew Gatehouse	Policy and Performance Manager
Mark Howcroft	Assistant Head of Finance
Hazel Ilett	Scrutiny Manager
Richard Williams	Democratic Services Officer

**GUESTS:**

Olwyn Dutton	-	Legal Adviser, Anthony Collins Solicitors
Kevin Ford	-	Business Planning, Anthony Collins Solicitors

**APOLOGIES:**

County Councillors P. Clarke, D. Evans, M. Hickman, S. Howarth, P. Jordan, P. Watts  
and A. Webb.

**1. Election of Chair**

We elected County Councillor P. Jones as Chair.

**2. Appointment of Vice-Chair**

We appointed County Councillor P. Farley as Vice-Chair.

**3. Declarations of Interest**

There were no declarations of interest raised by Select Committee Members.

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Joint Select Committee held  
at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 27th  
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### 4. Future Monmouthshire: Proposed New Delivery Model for Tourism, Leisure, Culture and Youth Services

#### Context:

To provide the Joint Select Committee with an Outline Business Case (OBC) and associated papers that considers the range of alternative delivery models for the Tourism, Leisure, Culture and Youth Services (TLCY) following an independent options appraisal by Anthony Collins Solicitors.

#### Key Issues:

As one of the Council's key priorities is to 'maintain locally accessible services' the options appraisal needed to assess which of the principle Delivery Options could create the potential for growth and sustainability for the services as well as an analysis of the legal and governance structures available and make recommendations on:

- Growth and investment opportunities.
- Skills gaps.
- Human Resources (HR) including TUPE and future pension arrangements.
- Procurement routes for awarding services.
- Asset / leasehold transfer implications.
- Stakeholder engagement to maximise staff, community and service user involvement.

The objectives of Anthony Collins have been to consider the right mix of services and the best new Delivery Option to help the Council address the projected £542,000 funding shortfall over the next four year period. A full analysis of options of the OBC has resulted in four recommended Principle Delivery Options namely:

- Delivery Option One: Do Nothing.
- Delivery Option Two: Transform the Services 'in house'.
- Delivery Option Three: Move the Services into an Alternative Delivery Model (ADM).
- Delivery Option Four: (a) Outsource the services to a private sector operator or (b) existing Charitable Trust.

The Pros and Cons of each of the four delivery options were then measured in order to assess the strategic, economic, commercial, financial and management case for change. In addition, a wider analysis was undertaken, informed via a due diligence

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Joint Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 27th February, 2017 at 2.00 pm

process. Best practice research was also carried out to find other Councils that have implemented innovative Delivery Options.

In addition, the Options were also assessed against their ability to meet the Council's four key priorities whilst also providing enhanced opportunities to:

- Increase flexibility and agility in responding to needs and change.
- Freedom to market and trade its services.
- Improve services through innovation and a culture of enterprise.
- Introduce lean processes that reduce duplication of effort and increase use of technology and self-service, making it easier for residents to access services and obtain information and advice.
- To establish a sense of 'ownership' amongst staff and service users with a view to improving morale, motivation, job satisfaction and ultimately the quality of service.
- Access funding and tax efficiencies currently outside the scope of the Council.
- Offer higher levels of engagement and achieve economies through collaboration and partnership.

Should the Council agree the Outline Business Case, the next steps would be to move to preparing the Full Business Case. There is considerable work to be done to demonstrate a full comparative analysis between Options 2 and 3, and to ensure that all questions raised by the Senior Leadership Team (SLT) and the Finance Department are fully responded to.

The Full Business Case will provide more detail in the following areas: outcome of the procurement process, a final check on affordability and value for money; staffing considerations; the contract details; a comprehensive delivery plan and benefits realisation.

#### **Member Scrutiny:**

- The whole process was to identify relevant grants that fitted the criteria that the Alternative Development Model (ADM) was relevant to. The County Council has a good record of obtaining grants. Due to the breadth of services, Anthony Collins, Solicitors, has advised that there should be a holding company (Teckal Company) and then below that, have a trading company and a charitable organisation also. Each of these have separate advantages and separate disadvantages. This will maximise the company's ability to obtain grants and maximise its ability to draw upon charitable opportunities. It will also maximise the ability of the Council to respond quickly to opportunities that arise and to take advantage of trading opportunities also.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Joint Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 27th February, 2017 at 2.00 pm**

- Control and governance is being worked on resulting in more opportunities for Members to hold workshops on the governance side of this issue. The workshops will investigate how standards are being measured, public expectations, efficient and effective organisation and protection of resources.
- It is important that the Authority has the right level of control over what happens. The right balance, via a shareholder agreement, will allow the ADM to undertake its role without having to have undue influence from the Council. As a shareholder, the Council will be able to set the parameters of how the company should be run in line with the Authority's values, have a say in who should be appointed as company director, have a say in the granting of shares and loans, have a say in approving the company's business plan, receive regular updates from the company, have senior officers and non-executive directors on the Board.
- Accountability is important.
- In response to a Select Committee Member's question, it was noted that if the service goes into a Teckal company, it will be wholly owned by the Authority. There will be regular meetings with an officer to ensure that the services are responding and delivering quality of service. Regular meetings and updates of the ADM will be presented to a scrutiny panel or board, i.e., a similar process that currently occurs. The role of local councillors is important and needs to be taken into account when the constitution is drawn up ensuring that there is joint ownership between the Council and the public. Senior officers will be able to focus on the strategic issues of running the Council.
- In response to a Select Committee Member's question regarding options should the ADM fail to be successful, it was noted that an exit arrangement should be written into the agreement. There are options available to the Authority, should this happen, one of which would be to bring the Service back into local Authority control.
- Elected Members that serve on the Board of an ADM could be appointed for the Council term.
- Full Council will make a decision on proposals by the end of March 2017. At this stage, all the details and facts are presented to Members. A new Council will be elected in May 2017. During the summer of 2017, new Members will be made aware of the options with a view to a full business plan being presented for decision in September 2017.
- This presents an opportunity to get closer to communities via the ADM.
- In response to a Select Committee Member's question regarding the Youth Offer, protection of staff and pension protection, it was noted that the Youth Offer would be most suited within the ADM alongside other services. Transferred staff will be employed with the same terms and conditions and pension rights under TUPE

## MONMOUTHSHIRE COUNTY COUNCIL

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arrangements. The new body would become an admitted body of the Gwent Pension Fund at the outset. Preparatory work is being undertaken to ensure staff are ready for the transfer. The Trade Union Side are being kept abreast of developments and are being consulted in this matter.

- Regular staff engagement events are being held. All staff have been met over the last 12 months. Staff may also post questions on the Hub, via email or through change ambassadors to ensure engagement occurs at all times. It was noted that the vast majority of staff are looking forward to the future and the potential opportunities that will arise.
- The ADM will need to build up a working capital reserve likely to be in the sum of £400,000. It is intended to build up to this figure over a five year period.
- In terms of establishing a business plan for the ADM and a prediction of grant funding over the next five years, it is anticipated that a 10% fall is to be predicted for every successive year. Therefore, officers are trying to ensure that the ADM will be based around realistic grant funding provision and the business case will take account of that.
- The business plan has been subjected to various stress tests.
- There are areas of funding that are currently not available to local authorities. This area is being investigated and being scrutinised. This is a potential area to obtain funding as access to grants are likely to decline in the coming years. Sponsorship opportunities will also be investigated.

#### **Committee's Conclusion**

The Chair summed up as follows:

- On behalf of the Joint Select Committee, the Chair thanked officers and the representatives from Anthony Collins, Solicitors, for providing and presenting a clear and concise report.
- The outline business case was clear and precise and the Committee looked forward to receiving the full business case in the future.
- The importance of scrutiny must be identified in the constitution of the ADM.

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### 5. Well-being Assessment and Well-being Objectives

#### Context:

To consider the draft well-being assessment, as well as considering the emerging Well-being Objectives ahead of a decision by Council on 20<sup>th</sup> March 2017.

#### Key Issues:

The Well-being of Future Generations (Wales) Act 2015 places a well-being duty on public bodies to act jointly via Public Service Boards (PSB) to improve the economic, social, environmental and cultural well-being of their area by contributing to the achievement of the seven well-being goals. The four statutory members of the PSB are the Local Authority, Local Health Board, Fire and Rescue Authority and Natural Resources Wales, other organisations are also invited. As part of this responsibility the PSB has produced a draft well-being assessment which assesses the state of economic, social, environmental and cultural well-being in Monmouthshire.

The production of a well-being assessment is a key part of identifying the priorities for the area that the Public Service Board will work to progress. The assessment is evidence based and draws on a range of sources, in particular: data; the views of local people; information about future trends and academic research.

The assessment highlights a number of strengths on which the Authority can build a future for the people and communities of Monmouthshire and also a number of problems and challenges that need to be addressed. During the consultation phase between January and February 2017 the PSB is seeking the views as to whether the right issues have been identified based on the evidence presented as part of the assessment?

The challenges and opportunities facing public services in Monmouthshire are in the process of being finalised through the consultation process and discussions with PSB partners. They are identified in the draft assessment as:

- Inequality between communities and within communities.
- Wage levels available locally are low, coupled with high property prices, making it difficult for young people and future generations to live and work locally.
- With an increasingly globalised economy and technological advances, tomorrow's workforce will need a very different skillset to those of today's school leavers.
- Limited public transport, particularly in rural areas, makes it harder for people to access jobs, services and facilities. This could be exacerbated by rising fuel prices but there are also future opportunities from things like automated vehicles.



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### **Minutes of the meeting of Joint Select Committee held at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 27th February, 2017 at 2.00 pm**

- Adverse childhood experiences have a negative impact on people's long term health and economic prospects and can be perpetuated through the generations.
- There is a need to increase healthy behaviours with a particular focus on the first thousand days of a child's life.
- Reducing levels of physical activity which along with dietary changes are leading to growing levels of obesity. This is likely to lead to an increase in long-term conditions.
- An ageing population brings many opportunities. However, there are also challenges for service provision and increases in the number of people living with long term conditions.
- The natural and built environment needs to be protected and preserved for future generations, due to risks from development, climate change and pollution.
- There are human health impacts of air pollution, especially in Usk and Chepstow.
- Water pollution is a concern, especially from changing agricultural practices.
- Climate change is likely to increase the risk of flooding, as well as many other risks, so mitigating climate change and building resilience is crucial.
- There is a need to increase accessibility of arts, culture and heritage and to ensure adequate provision of Welsh Medium education.
- Monmouthshire has high levels of social capital and volunteering. By taking an asset and placed based approach there is an opportunity to improve well-being.

The Council also has a responsibility under the Well-being of Future Generations (Wales) Act 2015 to set its own well-being objectives. To achieve this the organisation must:

- Set and publish well-being objectives by 31st March 2017.
- Take all reasonable steps to meet those objectives.
- Publish a statement about well-being objectives.
- Detail arrangements to publish an annual report of progress.

The Council is still required under the Local Government (Wales) Measure 2009 to set annual Improvement Objectives and produce an Improvement Plan. Welsh

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Government is consulting on a proposal to repeal Part 1 of the Measure which would remove this requirement in future years. Following discussions with regulators and the WLGA, it has been deemed sensible to combine the two requirements in a single set of clear objectives to be published by 31<sup>st</sup> March 2017.

The emerging well-being objectives bring together the latest evidence from the draft well-being assessment, policy and legislation to set out how the Authority will strive to deliver a public service that meets the needs of the present without compromising the ability of future generations to meet their own needs.

To support the delivery of the well-being objectives, which are focused on the outcomes that enhance the quality of life of citizens and communities, The Authority also has to ensure that the organisation remains relevant and viable for the next generation, while continuing to meet the needs of residents, visitors and businesses now.

One of the fundamental approaches advocated by the Act is a shift in focus from gains in service output to a stronger link between the actions of public bodies and the outcomes that enhance the quality of life of citizens and communities both now and in the future. This means that the measures aligned to the objectives will have a longer term focus.

In order to meet the legislative requirement of approving and publishing the Wellbeing Objectives by 31<sup>st</sup> March 2017, further details on actions that will be taken to deliver the objectives and metrics to evaluate progress are still being developed. With the local elections being held in May 2017, it is proposed that the objectives will be further developed and presented to the new Council following the local elections and subject to discussions with the incoming administration.

Public Service Boards also have a planning responsibility to produce a local well-being plan by May 2018. The local well-being plan will provide important evidence that may inform the Council's well-being objectives.

#### **Member Scrutiny:**

- In response to a Select Committee Member's question regarding the lack of and cost of transport provision in the countryside for children wishing to undertake further education. It was noted that this issue comes across strongly both in the evidence in the data and in conversations that officers have had with people. This matter is being raised through the Future Monmouthshire agenda and this matter may be looked at via the Public Services Board.
- In response to a Select Committee Member's question regarding Flying Start, it was noted that the case studies identified through this scheme are evidence that early interventions are important in the early years of a child's life.
- Page 24 of the Monmouthshire Public Service Board Well-being Assessment: Summary – Severn is not a ward in Chepstow.

## **MONMOUTHSHIRE COUNTY COUNCIL**

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- Page 25 of the document, paragraph 4, reference to St. Mary's – In response to a Select Committee Member's question regarding this paragraph, officers would check the accuracy of the data.
- In response to a question raised regarding the well-being of carers who care for elderly people within their home and the need for respite care to be provided, it was noted that there is a substantial section within the document referring to carers' needs. However, the issue raised might not come through explicitly enough via the summary. Therefore, officers will investigate this matter to ensure that this matter is adequately reflected.
- The Chair informed the Committee that there will be a Joint Select Committee Meeting between the Children and Young People Select Committee and the Adults Select Committee on the 23<sup>rd</sup> March 2017 which will scrutinise the Young Carers Strategy. Some young carers will be attending the meeting.
- Page 2 of the report, paragraph 4.4, bullet point 13, There is a need to increase accessibility of arts, culture and heritage and to ensure adequate provision of Welsh Medium Education – It was noted that the reference to Welsh Medium Education was attached to this bullet point because the way in which the legislation is defined, the Welsh language is a part of the cultural aspect of how this is described within the act.
- The four well-being objectives were identified, as follows:
  - Provide children and young people with the best possible start in life to help them achieve better outcomes.
  - Maximise the potential in our communities to improve well-being for people throughout their life course.
  - Maximise the benefits of the natural and built environment for the well-being of current and future generations.
  - Develop opportunities for communities and businesses to ensure a well-connected and thriving county.
- Housing availability and quality is fundamental to people's well-being. More emphasis regarding this matter should be identified in the document.
- In response to a question raised regarding the state of Monmouthshire's Infrastructure, it was noted that this matter will need to be adequately referenced within the document.
- The investment of how the Authority invests Section 106 Funding is a matter that a Select Committee might wish to scrutinise in future.

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at The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 27th  
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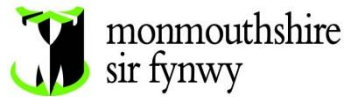
### Committee's Conclusion

The Chair summed up as follows:

- On behalf of the Joint Select Committee, the Chair thanked the officer for presenting the report.
- The Joint Select Committee supports the report and acknowledges the work that has gone into producing it.
- Issues were raised around young carers, transport and infrastructure which should be accounted for in the report.
- The Joint Select Committee approves the well-being objectives with the additional matters raised.

We recommended that the report be presented to Full Council.

**The meeting ended at 4.12 pm**



<b>SUBJECT:            Attendance Management Policy</b>
---

**1.        PURPOSE:**

The purpose of this report is to provide a revised Attendance Management Policy which is applicable to all employees including those based in schools.

This revised policy will replace the current Attendance Management policies for corporate staff and those staff employed in schools.

**2.        RECOMMENDATIONS:**

That the revised Attendance Management Policy be accepted and circulated to all staff and commended to governing bodies for adoption as soon as possible.

**3.        KEY ISSUES:**

Monmouthshire County Council is committed to providing a high quality range of services to all service users, through a healthy, motivated and committed workforce. The health and well-being of employees is important to Monmouthshire County Council and the purpose of the Management of Attendance Policy and procedure is to ensure that employees are treated fairly and in a timely, effective and consistent manner which enables them to achieve and maintain good health and high levels of attendance at work.

At the present time, MCC has a Management of Attendance Policy for schools and a separate Attendance Management Policy for corporate employees. The documents share the same self-certification/return to work form. The corporate policy devotes many pages to transactional issues around pay and conditions and only two pages to management of attendance good practice. It makes sense to have one policy which provides effective advice and guidance for all employees, including those who have line management responsibility.

The cost of absence has an impact in terms of the following:

- Absence places a considerable burden on work colleagues, with increased workload
- Lost productivity
- Detrimental effect on service delivery;
- Time and money required to bring in supply cover

The revised draft policy is based largely upon the headings and much of the content of the existing school policy and maintains all the good practice references within the document whilst additionally reflecting the progression established by the introduction of the Attendance Management Protocol/Workflow – Managers/Head-teachers.

The revised policy sets out roles and responsibilities and provides a framework for managers and head-teachers to provide consistent support and guidance to their employees. It enable employees to have a clear understanding of employer expectations and the support mechanisms in place to facilitate a successful return to work.

The sick pay arrangements and references to conditions of service are now included in an appendix. Additional information based upon the headings or references in the policy and procedure to support attendance mismanagement, including the self-certification/return to work form have been made available as links.

**4. REASONS:**

The main emphasis of the policy and procedure is to offer support to staff and managers to minimise frequent short term absence occurrences and support well-being arrangements for staff experiencing ill health. Whilst being supportive it is considered that the policy explains that there are ‘consequences’ where attendance concerns have been identified and remain a concern despite support and adjustments. The policy statement and much of the content in the principles section is premised on good practice.

There is a business imperative to address poor levels of attendance across the organisation and this work has therefore presented as a priority for People Services in terms of equipping the organisation with the appropriate advice, guidance and support on attendance management issues. A revision to policy is part of this work.

**5. RESOURCE IMPLICATIONS:** None

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

The Equality Impact Assessment is attached.

**7. CONSULTEES:**

All recognised trade unions- informal and formal basis

Head-teachers

People Board

MON MINDS

JAG/Cabinet

**8. BACKGROUND PAPERS:** None

**9. AUTHOR:** Sally Thomas HR Tel: 07900 651564 E-mail: sallythomas@monmouthshire.gov.uk

# ATTENDANCE MANAGEMENT POLICY

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## **POLICY STATEMENT**

Monmouthshire County Council is committed to providing a high quality range of services to all service users, through a healthy, motivated and committed workforce. The health and well-being of employees is important to Monmouthshire County Council and the purpose of the management of attendance policy and procedure is to ensure that employees are treated fairly and in a timely, effective and consistent manner which enables them to achieve and maintain good health and high levels of attendance at work.

Attendance is a vital factor in ensuring adequate service provision and high levels of attendance at work will contribute to high morale among employees and will provide positive assistance in the planning and provision of quality services.

In its application, this policy seeks to ensure that there is no discrimination against employees either directly or indirectly on grounds prohibited by the Equality Act 2010 which covers age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation This policy is inclusive of partners of the opposite or same sex.

## **POLICY SCOPE**

This policy covers all Council employees and school based employees (appointed through a governing body where the policy is adopted).

Where reference is made to managers, this relates to the person the employee reports to. It should be noted that for school based employees that this may be their supervisor, school bursar, head of department, deputy head-teacher or the head-teacher. Reference to the manager's line manager refers to the manager that their manager reports to or the next senior officer. This may include a head of service, chief officer, head-teacher or chair of governors.

## **GENERAL PRINCIPLES**

Consistent application of the Attendance Management Policy will improve productivity, service delivery and morale. The Policy provides a framework for managers/head-teachers to provide consistent support and guidance to their employees. It enables employees at all levels to have a clear understanding of employer expectations and the support mechanisms in place to facilitate a return to work. The cost of absence is felt at different levels of the Monmouthshire County Council, for example:

- Absence places a considerable burden on work colleagues, with increased workload;
- Lost productivity;
- Detrimental effect on service delivery;
- Time and money required to bring in supply cover.

All absence information will be handled sensitively and with due regard to confidentiality and data protection principles. All employees should be aware that absence is monitored and the importance of good attendance should be emphasised at all stages of employment.

In particular by:

- Emphasising good attendance at appointment and induction stage.
- Using pre-employment procedure to ensure the employee is fit to start the job.
- Taking account of any disabilities in accordance with the Equality Act 2010.
- Induction programmes should be used to communicate the Attendance Management policy and procedure.
- Attendance records should be monitored where appropriate.
- After every incident of sickness absence employees are required to complete a Self-certification Form and have a Return to Work discussion with their manager/head-teacher.

In this way the directorate/school/team will develop a working environment where attendance does matter and is notified and recorded. All parties should work to achieve high attendance levels and make absence controls effective.

## **ROLES AND RESPONSIBILITIES**

### **Employees will:**

- Attend work unless prevented by sickness or authorised to be absent for another reason. Sick leave may only be taken when actually sick – other forms of leave; (e.g. special leave, annual leave), may be available for other situations;
- Provide appropriate self-certification and/or fit notes as required;
- Raise concerns with their line manager if they believe that work related issues are contributing to their ill health;
- Discuss relevant health concerns with their line manager;
- Attend meetings under this procedure;
- Report their sickness absence in line with the reporting procedures;

- Maintain regular contact during periods of absence; and
- Attend appointments with the Council's Occupational Health Provider as appropriate.

**Managers will:**

- Ensure that employees are aware of the notification and certification procedures;
- Ensure receipt of appropriate self-certification and/or fit notes from employees;
- Input sickness absence start and ends dates into the absence recording database (My View) as soon as possible in order that absence information is up to date;
- Ensure that employees are aware of the policy and appropriate procedure, their responsibilities and the consequences of not complying;
- Deal with absence issues at the earliest possible stage and act promptly when absence issues arise;
- Approach issues of employee absence with sensitivity and confidentiality;
- Monitor levels of absence;
- Ensure employees are aware of the [Counselling Provisions](#);
- Refer employees to the Council's Occupational Health Adviser and take appropriate action on the outcome of the health referrals;
- Maintain regular contact with employees who are absent in order to discuss their well-being, expected length of continued absence from work and any other work matters that require attention in their absence;
- Conduct return to work discussions and where appropriate further meetings with employees in accordance with the appropriate procedure;
- Participate and seek learning and development support related to attendance management; and
- Seek appropriate support and undertake actions identified through meetings with employees.

**People Services will:**

- Provide support and advice to managers/head-teachers which includes in accordance with attendance/ill health policies and procedures and other employee health issues.
- Assist with the provision and monitoring of absence data.
- Offer training in attendance management.

- Ensure that all relevant documentation is maintained and issued, including notification to employees prior to half or no pay situations.
- Assist managers/head-teachers in handling sensitive cases in liaising with employees, including participation in welfare meetings (home visits where necessary) and the provision of draft letters for follow-up correspondence
- Assist in referrals to, and liaising with, the Occupational Health Service, including medical clearances, supplying copies of their reports to the employee as necessary.
- Facilitate the release of Occupational Health Reports to managers/head-teachers and where applicable Chair of governors subject to employee consent arrangements.
- Offer advice where an employee's health or disability leads to situations where adjustment to the work situation, or redeployment on ill health grounds, needs to be considered, ensuring that employees who are or become disabled are treated sympathetically, having regard to the Council's and where applicable the Governing Body's/Management Committee's equalities policies.
- Support managers/head-teachers in the progress of cases. Ensuring that the requirements of the relevant legislation are adhered to including Health and Safety at Work Act and Equality Act.
- Offer support for arranging appeals arising out of this procedure.
- Review the policy and procedure.

## MAINTAINING CONTACT DURING ABSENCE

When an employee is absent from work due to sickness it is important that contact is maintained. The responsibility to maintain contact rests equally with the manager/head-teacher and employee. Managers/head-teachers should establish from the outset the appropriate method and frequency of contact. The manager/head-teacher will undertake a welfare meeting (this can be a home visit if that is appropriate) at the earliest opportunity. Whether personal or work news is relayed (or both) should be decided on a case-by case basis, with particular care if absence is due to work-related stress.

The manager/head-teacher also has a responsibility to ensure that the employee is aware of the Council's Counselling provisions.

In most cases contact with the employee will be by telephone and/or letter. Meetings will be required to discuss occupational health reports etc. Meetings can be held at the employee's place of work, another suitable office/establishment or the employee's own home. An employee has the right to be accompanied by a trade union representative or work colleague. A home visit can only take place with the agreement of the employee. On home visits it may be advisable for the manager to be accompanied by another colleague. The manager/head-teacher is required to follow up with a letter following meetings and/or home visits. For sensitive situations HR advisers can offer their support

On occasions an employee may request that a different manager deal with their absence and where reasons are felt to be justifiable and this can be arranged then the request should be dealt with objectively.

On occasions an employee may go absent without leave. This may occur during a period of sickness absence (e.g. the employee stops sending in medical certificates), or the employee fails to attend work without authorisation or advising of a reason or making a pre-arrangement. Clearly, managers/head-teachers should attempt to make contact with the employee to establish what the issue might be. Each case will need to be treated on its merits and may need to be dealt with under the disciplinary process.

## SICKNESS ABSENCE NOTIFICATION AND RECORDING

### Notification

It is the employee's responsibility to contact their manager/head-teacher, personally by telephone, on the first working day of their absence. This must be done at the earliest opportunity and in all cases notification should take place at least at their normal start time, or in accordance with the business area's procedure for shift patterns and school start times where it is likely that reporting will be before the start of their normal working. A person acting on their behalf should only make the call in exceptional circumstances where they are unable to do so personally. **It is their** responsibility to ensure their manager is made aware of the absence at the start of the working day. If an illness / absence

commences on a day when the employee is not scheduled to work and it is unlikely they will be fit before they are due to work, to aid service continuity they should be advised to notify their head-teacher/manager or nominated person immediately, where this is possible. The following outlines the generic reporting procedures. Managers/head-teachers will communicate the detailed arrangements relating to their team/school. Failure to comply with the above notification requirements (or any specific requirements as detailed by the Service) may result in the need to withhold sick pay. Failure to comply with notification requirements may be treated as a disciplinary matter.

## Day One

The employee should contact the head-teacher/manager or nominated person as soon as possible before they are due to commence work or at least at their normal start time (or earlier as above). If the absence is due to an accident or injury sustained at work, this should be reported along with details of the incident and an Accident Form should be completed in all cases. Issues to be covered in conversation include:

- details of reason for absence / nature of the illness ('sickness' or 'unwell' are not acceptable)
- date absence began
- indicating return to work date (if possible)

The employee should be informed that they should not work whilst they are sick.

## Day 3

The employee should make contact with the head-teacher/manager or nominated person and inform them where possible of the following:

- prognosis
- medical opinion (if appointment with GP relevant)
- indication of date of return to work (if possible)

## Self-Certification

For all sickness absences of up to 7 calendar days duration (including non-working days) it is a requirement for employees to complete a Return to Work / Self Certification form. [See Self Certification Form](#)

## GP Fit-notes

**If absence is likely to be longer than 8 days the manager/head-teacher or nominated person informs individual of the need for a Fit Note from their GP with effect from 8<sup>th</sup> day. [See Fitness for Work-Managers' Guide](#)**

## Day 8

The employee submits a GP Fit Note to the manager/head-teacher or nominated person. **Employees are reminded that frequent delays in submitting a Fit Notes may result in sick pay being withheld until the Fit Note is received and non-compliance under the disciplinary procedure.** [See Fitness for Work-Employees' Brief](#)

## Days 9-30+

The manager/head-teacher or nominated person should maintain contact on a regular basis to monitor progress. Sensitivity must be exercised in discussing work related issues whilst the employee is absent. The premise for maintaining contact is to ensure employee does not feel isolated and to aid the return to work. Many employees will wish to be updated on work related matters and managers/head-teachers should ascertain what is appropriate to the circumstances including asking the employee what their expectations are for maintaining contact.

## Recording

Managers/head-teachers should refer to the [Sickness Reporting for managers' video](#).

Please note for some illnesses, in particular stress-related or musculoskeletal disorders, support should be initiated as soon as the first medical certificate is received. [Stress Risk Assessment, Stress Risk Assessment for Head-teachers](#) and [Stress Management Policy](#). This may involve early referral to occupational health. Managers should be considering referring to occupational health as a supportive measure when it is known that the absence is likely to be long term or when the duration exceeds 28 days.

## OCCUPATIONAL HEALTH REFERRAL

### (LONG OR SHORT TERM ABSENCE)

An **Occupational Health Referral** is carried out as a supportive measure for the employee to ensure we are supporting them and to enable managers to have medical advice on how to best manage an absence from work. Depending on the detail on the GP Fit note and/or information from employee immediate referral to OH may be appropriate i.e. stress related concerns.

If absence is likely to be long term or the duration exceeds 28 days the employee should be advised that a referral to OH will be required. An OH referral may also be an option for shorter duration absence where the agreed absence triggers have been reached

Where an occupational health referral is deemed appropriate the [Occupational Health Referral Form](#) should be completed and the line manager will take any necessary steps to support the employee through reasonable adjustment and in consideration of recommendations made by Occupational health if appropriate and possible. Whether the referral is made for long term or short term absence a formal review of the occupational health report must take place either through the attendance management review meetings or welfare meetings.

[Attendance Management Review Meeting Guidance](#)

[Attendance Management Review Form](#)

[Template Letter: Outcome Letter following Welfare Meeting \(with occupational health report\)](#).

## SHORT-TERM ABSENCE

Frequent and persistent short-term absence can give cause for concern in relation to the operation of Council Services and for school effectiveness. Line managers/head-teachers should follow the procedures as outlined in this document for short term absence and seek advice and guidance where required.

If there is evidence that the employee may be abusing the procedures this will be dealt with under Monmouthshire Council's [Disciplinary Policy](#) or the [Schools' Disciplinary and Dismissal Procedure](#).

## Return to Work Discussions

The meeting should be an informal discussion and conducted sympathetically and discreetly during the first day back, or as soon as possible thereafter. This is a mandatory requirement. These do not have to be undertaken face to face and can be undertaken by telephone. (For example for managers who do not see their employees on a daily basis).

Managers must conduct return to work discussions with employees on their return from every absence and provide the appropriate support if required. They are also required to ensure that all absence is recorded on MY VIEW. ) It is a requirement for employees to complete a Return to Work form and/or Self Certification form/fit note.

Please refer to the following guidance

[Attendance Management and Well-being Protocol/Workflow](#)

[Return to Work Guidance for Managers](#)



The purpose of the discussion is to (please note not all these points may be applicable for every discussion):

- Welcome the employee back.
- Confirm the details of the employee's absence.
- Give the employee the opportunity to raise any concerns or questions they might have, or to bring any relevant health matters to the line manager's attention.
- Discuss any additional measures that may be needed to facilitate the employee's return to work or to remain in work, taking account of any medical advice received from the employee's GP or from occupational health advisors.
- Address any work related issues which may be causing ill health and ensure any actions are recorded.
- If approaching an absence trigger point review the employee's absence record and highlight the short-term absence triggers if appropriate and invite the employee to an attendance management review meeting and explain the difference between the meetings.
- Discuss the reasons for the absence in order to gain more information in order for the line manager to determine if there is any need for action or support such as counselling, guidance or occupational health referral etc.
- Allow the manager the opportunity to raise concerns and ask questions.
- Ensure the employee has complied with the absence notification and certification procedures.
- Take a note that a discussion has taken place and any agreed action points by completing a return to work discussion form.

### Trigger Points

Short term absences are short periods of ill health. In order to ensure consistency of practice in dealing and supporting employees with short-term absence, trigger points have been set for short term absences which are:

There are specific trigger points for instigating a formal review of attendance. These are as follows:

- 2 absences within any 3 month period
- 3 absences within any 6 month period

- ❑ 4 absences within any 12 month period
- ❑ 10 working days or more absence in a 12 month period

It should be noted that the 12 month period relates to the employees rolling year for absence and not to the academic year, calendar year or financial year. Once the trigger points have been reached an Attendance Review Meeting should be held ideally within 10 working days if practical, following the Return to Work Discussion and certainly without any unreasonable delay.

#### Absence Patterns

Where regular pattern of absence occurs, e.g. after most bank holidays or repeated absence when certain duties are to be undertaken, an Attendance Review Meeting is also applicable

### Trigger Point Reached

When a short term trigger point is reached (identified through return to work discussion and monitoring on My View or the line manager has identified a pattern of absences) then it is their responsibility to invite them to attend an attendance management review meeting. Once the trigger points have been reached an Attendance Review Meeting should be held ideally within fourteen working days or later with agreement following the Return to Work Discussion and certainly without any unreasonable delay.

### Attendance Review Meeting

Please note that this is a supportive meeting and should be used even when the reason for the absence is in relation to a very evident medical condition, the basis of the meeting would be to gather information, discuss the way forward and determine any required support. Managers/head-teachers should conduct the absence review meeting every time a trigger is broken. Consistency is a key stone to effective attendance management. Conducting absence review meetings for some employees when they have broken a trigger and not others can lead to feelings of organisational unfairness. However, the outcome of an attendance review meeting will be dependent upon the circumstances of each case where the manager/head-teacher can exercise discretion.

The employee will need to be given 7 working days' notice of the meeting and must be provided with a copy of the Attendance Management Policy and Procedure. The employee may be accompanied to the meeting by a trade union representative or work colleague. This meeting should take place ideally no longer than 14 working days from the manager identifying a broken trigger or a pattern of absence that is cause for concern.

Please refer to:

[Attendance Management Review Guidance for Managers.](#)

[Attendance Management Review Form](#)

### Template Letter: Invite to Attendance Management Review Meeting

Employees are required to attend the meeting. Failure to do so without good reason may be treated as misconduct and dealt with under the Disciplinary Policy and Procedure.

At the Attendance Management Review Meeting the manager/head-teacher will:

- Explain the purpose of the meeting.
- Identify the absences in question.
- Discuss with the employee the reasons for the absence(s), considering whether there may be an underlying medical reason, whether absences are related, whether absence is related to work, and whether there are any personal issues.
- Outline their concerns and explain their responsibility to apply the policy and what this means for the employee.
- Set out the impact on delivery or the service to service users, impact of absence on other employees and costs implications for cover or lost productivity.
- Explore ways that improvement can be supported.
- Identify and explain the appropriate support that can be offered.
- Set out and explain that satisfactory levels of attendance are expected below the absence trigger points as set by Monmouthshire Council and also explain the steps that will be taken by the line manager if this is not maintained which could include progression to the ill-health capability or disciplinary procedures.

### Outcome of Attendance Management Review Meeting

The outcome of the meeting will be one or more of the following:

- No further action.
- Further information/advice required e.g. Occupational Health Referral
- Consideration of supportive measures/ reasonable adjustments or other applicable changes e.g. working patterns.
- Placement of employee on attendance management monitoring period (3 months)
- Placement of employee on attendance management extended monitoring period (further 3 months)

- Deal with matters under the ill-health capability or disciplinary procedures

If there is evidence that the employee may be abusing the procedures this will be dealt with under the Council's [Disciplinary Procedure](#) or [the Schools' Disciplinary and Dismissal procedure](#).

It is unlikely that an outcome of a first or second broken trigger or identifying a pattern of absence will be placement on an attendance management review period.

The outcome of an attendance management review meeting must be confirmed in writing to the employee no later than 7 working days after the meeting.

When an employee is to commence an absence monitoring period they should be notified that any absence that occurs during this period will result in a further meeting with their line manager to discuss the absence, which may lead to the placement of the employee on a further absence monitoring period (3 months).

If the attendance management process has not previously resulted in an occupational health referral, where an employee is subject to placement on a monitoring period there should be a referral to occupational health even where it is known that there is an underlying medical condition which results in short term intermittent absences. Employees with an underlying medical condition can still be placed on the absence monitoring periods. If after support, adjustments (such as reduction in working hours) and medical advice further trigger points are broken as the employee is unable to achieve satisfactory levels of attendance then this may need to be dealt with in terms of ill health capability.

Managers/head-teachers will have regard to the Council's and where applicable the Governing Body's equalities policy. All employees' circumstances will be treated with sensitivity.

Any agreed support measures and/or reasonable adjustments arising as outcomes of an attendance management review meeting must be put in place. This is particularly important for any employee who has a disability. Please refer to the guidance contained within the [How to - Reasonable Adjustments](#). If there is an underlying medical condition consideration must be given to potential implications of the Equality Act prior to progressing. Where an outcome of an attendance management review meeting is placement on an attendance management monitoring period this should be confirmed in writing. The following section provides guidance on outcomes of attendance management monitoring periods.

## Placement on an Attendance Management Monitoring Period

Where an outcome of an attendance management review meeting is placement on an attendance management monitoring period this should be confirmed in writing.

[Template Letter: Placement on Short Term Attendance Management Monitoring](#)

Over a 3 month period the employee's attendance will be monitored by the manager/head-teacher.

[No sickness absence during the monitoring period](#)

At the end of the 3 month attendance management monitoring period a management review meeting should take place. Where there has been no sickness absence then no further action will be taken. The employee will be informed in writing following the meeting and advised that if they hit a further trigger point or absence pattern within six months of the completion of a monitoring period then depending on the reasons for the absence they may be placed on an extended absence monitoring period.

[Sickness absence during monitoring period](#)

If there is a sickness absence during the 3 month period the line manager must arrange a further attendance management review meeting with the employee to discuss the impact of the on-going absence during the monitoring period and the reasons for the absence. The employee's record of attendance by this point will be a significant cause for concern and the manager may place the employee on an extended monitoring period. The employee will have this confirmed in writing. [Template Letter: Placement on Short Term Attendance Management Extended Monitoring Period.](#)

## Placement on an Attendance Management Extended Monitoring Period

[No sickness absence during the extended monitoring period](#)

At the end of the 3 month attendance management extended monitoring period a management review meeting should take place. Where there has been no sickness absence then no further action will be taken. The employee will be informed in writing following the meeting and advised that if they hit a further trigger point or absence pattern within six months of the completion of a final monitoring period then they will attend an attendance management review meeting, an outcome of which could be attendance at a formal III Health Capability Meeting.

### Sickness absence during the extended monitoring period

During the second 3 month period the employee's attendance will again be monitored by the manager/head-teacher and if there is a further sickness absence then the employee will attend a further Attendance Management Review Meeting with the line manager. At this meeting the reasons for the employee's recurring absence will be discussed. It is essential that the employee is advised of the potential consequences of their continued absences.

The line manager must ensure that all support and any actions identified at previous meetings with the employee has been sought and undertaken where appropriate. This is particularly important in relation to an employee who has a disability which may be covered by the Equality Act 2010. If it is determined that a further monitoring period requires to be established then this shall be put in place at this point and monitored accordingly. This may be for example for an employee who has a disability or if significant improvements have been made and employee is close to meeting expectations.

If no further support can be identified for employees with or without an underlying medical condition then the employee will move to a Formal Ill-Health Capability Meeting.

Please refer to the following guidance:

[Template Letter – Invite to Formal Ill-Health Capability \(Attendance Management\) Meeting](#)

[How to - Ill Health Capability Meeting \(Attendance Management\)](#)

[How to - Reasonable Adjustments](#)

## **LONG TERM ABSENCE**

Long-term absences are often attributed to major illness, surgery or injury and are characterised by a continuous absence from work for a period of at least 4 weeks.

It is very important that managers maintain contact with employees throughout the period of absences please refer to the [Attendance Management and Well-being Protocol/Workflow](#) for further information.

The manager will first examine the circumstances of the case, taking advice from People Services where appropriate. Please consider making an immediate referral where there is a notification of a work related stress condition or generally for psychological conditions. In some cases the prognosis for a long-term absence will be self-evident i.e. the condition such as a hysterectomy has an expected duration and recovery period therefore no

immediate intervention is required. However, the welfare of the employee is very important and welfare meetings and occupational health report review meetings are intended as supportive measures during the period of absence and to facilitate a return to work.

Long term absences, particularly with a history of absence or a previous return to work from long term absence which was not sustained, may in some circumstances mean that consideration be given to whether or not employment can continue, regardless of whether sick pay has been exhausted or not.

## Attendance Management Welfare Meeting(s)

Please note that this is a supportive meeting and should be used even when the reason for the absence is in relation to a very evident medical condition, the basis of the meeting would be gather information, discuss the way forward and determine any required support. Please also note that the requirement to maintain contact with the employee commences at the beginning of the absence period when it is not necessarily known whether the absence will become long term. A welfare meeting should take place as soon as possible to ensure the manager can discuss support for their employee and find out about any concerns.

The manager will send the employee a letter to invite them to attend an Attendance Management Welfare meeting. [Template Letter: Invite to Welfare Meeting](#) (Adjust letter as appropriate to the individual situation). The employee must be provided with a copy of the Attendance Management Policy and Procedure and may be accompanied to the meeting by a trade union representative or work colleague should they so wish. The employee will be required to be given 7 working days' notice of the meeting. Please note that the welfare meeting can take place at alternative venues to the work place including undertaking a visit to the employee's home if this is the agreed keeping in contact arrangement.

Employees are required to attend the meeting. Failure to do so without good reason may be treated as misconduct and dealt with under the Disciplinary Policy and Procedure.

The meeting will be conducted sensitively and the manager will:

- Explain the purpose of the meeting.
- Ask the employee how they are feeling and what course of action they would like to see to support them
- Discuss with the employee the reason(s) for their absence and their progress.
- Ascertain whether the absence is work related in any way.
- Outline concerns as a manager and their responsibility to apply the policy.

- Identify and explain the appropriate action to be taken.
- Initiate a referral to the Occupational Health Provider and where appropriate schedule a further attendance management review meeting to discuss the contents of the occupational health report and agree a course of action.

The outcome of the meeting will be confirmed to the employee in writing, no later than 7 working days after the meeting. [Template Letter: Outcome Letter following Welfare Meeting](#). (Please adapt this letter as appropriate to the individual situation)

## Courses of action for long term absence cases

Managers/head-teachers who follow the policy will ensure that there is consistency in terms of keeping in touch, undertaking attendance management welfare review meetings (including follow up meetings to discuss occupational health reports) and confirming the outcomes of meetings in writing with an agreed course of action and the next steps. However, each employee's circumstances will be unique and it is difficult to be prescriptive in terms of time scales or outcomes as each case is treated on its merits. The manager/head-teacher is responsible for undertaking the relevant stages in a timely manner and can obtain support from People Services. The Occupational Health Adviser should be involved as early as possible as a supportive measure and for the next steps to be fully understood by the employee.

The courses of action could be one or more of the following:

- Return to Work (including Phased Return to Work).
- Consideration of supportive measures/ reasonable adjustments or other applicable changes e.g. working patterns.
- Redeployment
- Ill-health retirement (under pension regulations)
- Ill-Health Capability



## Phased Return to Work

Where an employee has been off sick and appears to have recuperated sufficiently to return to work, the Occupational Health Provider or the General Practitioner (GP) may recommend a phased return to work.

When an employee commences a phased return to work it must be recorded that they have returned to work through the absence recording procedures in order for the correct payments to be made. In normal circumstances, a phased return to work period should not extend beyond a maximum of four weeks. It would be expected that an employee returning to work should be able to resume full duties after the phased return period has elapsed.

During the 4 week 'phasing in' period an employee receives full pay. Thereafter, where the employee has not returned to their normal working hours within a four week period in normal circumstances, the employee would only receive pay for the actual hours worked and not a combination of normal pay and sick pay. (Annual leave may be used with the agreement of the employee's manager to cover any hours not being worked during any phased return extension).

Any changes to an employee's pay must be notified to People Services Payroll by the completion of an e form. The duration of a paid phased return may be extended only in exceptional circumstances. During a phased return to work period the employee will be considered as working and not on sickness absence. Any sickness absence during this period will be treated as sickness absence. [How to: Phased Return to Work](#)

## Reasonable Adjustments

The purpose of reasonable adjustments is to remove any disadvantage created by an employee's disability to perform their day to day duties. There is no requirement to create a new job. It is the employer's duty to identify, **consider** and implement reasonable adjustments – it is not enough to simply ask the employee their view of what adjustments are required.

[How to: Reasonable Adjustments](#)

## Redeployment

The Council's Occupational Health Advisor/physician may advise that an employee can no longer undertake the duties of their job and recommend that the employee is considered for redeployment. The Occupational Health Advisor will provide guidance in respect of identifying what duties or post may be suitable for the employee. If after a reasonable time period there are no redeployment opportunities the continued employment of the employee on long term sickness absence may be considered at an ill health (attendance management) meeting. All these matters and considerations must be discussed during the welfare meetings and followed up with an outcome letter.

### Ill-Health Retirement

The occupational health referral process may result in advice that the ill health is likely to be permanent, and if so, whether early retirement on grounds of ill health could be considered. The administrative arrangements that will be followed will be dependent upon the employee being a member of either the local government pensions scheme (LGPS) or teachers pensions (TP). Please refer to the separate guidance for each pension scheme. Dismissal through ill health capability for staff in the LGPS should only be considered when there has been a determination of whether the employee meets the criteria for pension release on the grounds of permanent ill health. Where a teacher has accepted an ill health pension by TP there will be an agreed finishing date, no notice pay is needed.

### Ill Health Capability

Dismissal on the grounds of capability due to ill health may be considered if:

- There is no improvement in attendance following attendance management monitoring
- The prognosis is one of further absence in the long term (whether or not release of pension benefits have been agreed for an LGPS member and where a teacher has not been granted an ill health pension).

There is not a requirement to wait until the employee's sick pay has been exhausted before undertaking appropriate actions in relation to the recommendations made by Occupational Health. Each welfare meeting and attendance management review meeting will have a documented outcome letter which will have provided the employee with an understanding of when an ill health capability meeting may be appropriate.

Throughout the period of sickness absence, the following will apply: -

- Regular contact will be maintained with the employee, encouraging them to discuss any particular health issue, personal circumstances or work related issues, which may be affecting their health.
- The manager/head-teacher, (supported by HR where applicable) and the employee will consider any advice and recommendations made by

occupational health, including possible adjustments to the work situation which would facilitate a return to work.

- The employee will be provided with the opportunity to express views about the assessment of the situation and whether there are any other actions they wish the nominated officer/governing body committee to consider.
  
- All information will be treated confidentially.
  
- The employee will have the right to be accompanied by a workplace colleague or trade union Representative.
  
- Once all other options have been exhausted the nominated officer/governing body committee will ultimately have to decide to dismiss an employee on the grounds of capability due to ill health. (This course of action should have been discussed with the employee well in advance.) The employee will also be notified of their rights with regard to appealing a decision made at the ill-health capability meeting.

[How to: Ill Health Capability \(Attendance Management\) Meeting](#)

[Template Letter: Invite to Ill Health Capability \(Attendance Management\) Meeting](#)

## APPENDIX: DEFINITIONS AND USEFUL INFORMATION

### SICK PAY ENTITLEMENTS (NJC):

Permanent, Fixed Term, Term-Time and Temporary employees of the Monmouthshire County Council are entitled to the following sick pay benefits, dependent on their length of service:

1<sup>st</sup> year – 1 month full pay and (after 4 months service) 2 months half pay

2<sup>nd</sup> year – 2 months full pay and 2 months half pay

3<sup>rd</sup> year – 4 months full pay and 4 months half pay

4<sup>th</sup> and 5<sup>th</sup> year – 5 months full pay and 5 months half pay

After 5 years – 6 months full pay and 6 months half pay

Sickness entitlement is calculated on a rolling 12 month basis, which starts on the first day of sickness absence looking back a calendar year.

### SICK PAY ENTITLEMENTS (TEACHERS):

Teachers' national sick pay entitlements, set out in the Burgundy Book, giving a sliding scale of entitlement according to the length of service as follows:

<b>During the first year of service:</b>	Full pay for 25 working days and, after completing four calendar months' service, half pay for 75 working days.
<b>During the second year of service:</b>	Full pay for 50 working days and half pay for 50 working days.
<b>During the third year of service:</b>	Full pay for 75 working days and half pay for 75 working days.
<b>During fourth and successive years:</b>	Full pay for 100 working days and half pay for 100 working days.

Periods of absence in respect of industrial injury arising out of, or in the course of, employment with Monmouthshire will not be counted for the purpose of calculating entitlement to sick pay.

All sickness and absence periods must be submitted as part of the Manager's/Head-teacher's weekly sick returns to People Services

#### **DEFINITION - 'PERIOD OF INCAPACITY FOR WORK'**

For the purpose of this policy, a 'Period of Incapacity for Work' means any complete day or days when an employee is unable to work due to sickness, injury or disease. A day of incapacity can be a working day or non-working day.

N.B. For OSP purposes, half day absences are recorded on sickness absence returns and will count as part of the total sickness absence.

#### **OCCUPATIONAL SICK PAY (OSP) SCHEME DETAILS**

This appendix sets out the main details of the Occupational Sick Pay Scheme applicable to an employee under the National Agreement laid down by The National Joint Council for Local Government Services. Teacher's terms and conditions are set out in the Burgundy Book.

#### **SICK PAY ALLOWANCES AND REGULATIONS**

Sick Pay Allowances - the County Council is responsible for making two forms of payment as follows:-

- Statutory Sick Pay - which is paid in accordance with the rates and regulations laid down by the Government from time to time.
- Occupational Sick Pay Allowances - payable in accordance with the terms of an employee's contract of employment as laid down by National Agreement in the Scheme of Conditions of Service of the appropriate National Negotiating Body.

In certain circumstances an employee may be entitled to Statutory Sick Pay, but alternatively an employee may be entitled to a benefit under the National Insurance Regulations which will be paid by the Department of Work and Pensions. Under the terms of the Occupational Sick Pay Scheme, Statutory Sick Pay and National Insurance Benefits received, or deemed to be receivable, will always be off set against occupational sick pay receivable so that the combined payment will not exceed an employee's normal County Council pay.

Special Note for New Employees:

If an employee has worked for another employer within 56 days (8 weeks) prior to the new employee commencing work with Monmouthshire County Council and:-

The employee has had a period of incapacity for work ending within 56 days (8 weeks) of the date the employee's contract of employment with that previous employer came to an end

And;

The employee has received payment of Statutory Sick Pay for four days or more of that period (previous "linked" periods are to be taken into account for this purpose) - your former employer should issue the employee with a statement of the Statutory Sick Pay for the period(s) involved on form SSP1(L).

This is an official form printed by the Department of Work and Pensions. The employee's former employer is responsible for entering the necessary information and passing the form on to the employee not later than 7 days after the employee's contract of employment has ended.

An employee is responsible for forwarding their form SSP1 (L) to their manager either on the first day of reporting to duty for the County Council or immediately they receive the form from their employer - if later (this should only be a matter of days).

If an employee has received a benefit payment from the Department of Work and Pensions in respect of any period ending within 56 days (8 weeks) immediately before the employee's first day of employment with the County Council and they have received statement, the employee is responsible for forwarding this to their manager on the first day of reporting for duty with the County Council. The manager then needs to submit to Payroll.

### **STATUTORY SICK PAY**

Statutory Sick Pay becomes payable to you when incapacitated for work, in accordance with Government Regulations which determine the rate of payment, if any, to which you are due according to your "average" earnings, and your entitlement (if any), at any particular time.

It is only payable whilst you are in employment.

Statutory deductions e.g. Income Tax, National Insurance and superannuation must be deducted from Statutory Sick Pay under the Government's regulations.

### **Payment Rules**

Provided an employee's manager is satisfied regarding the employee's notification and certification of incapacity and the employee is not disqualified from payment under the Statutory Sick Pay Regulations, the following rules apply for payment of Statutory Sick Pay.

An employee's period of incapacity for work must last for four or more consecutive days (including days on which an employee is not required to work).

N.B. Periods of incapacity of 3 days or less never qualify for Statutory Sick Pay.

Payment of Statutory Sick Pay will only be made for days on incapacity which are classified as "qualifying days". Qualifying days will be those days each week which an employee regularly work under their contract of employment (see "qualifying days").

An employee must satisfy the "waiting days" rule before payment can be made for "qualifying days" in an employee's "period of incapacity for work" (see "waiting days" and "linked Periods" below).

### **Waiting Days**

The first three qualifying days in a "period of incapacity for work" will not count for payment of Statutory Sick Pay unless the period links with a previous period in which waiting days have already been served. If there is a link with the previous period where all or some waiting days

were still to be served when the previous period ended then these days will apply in the next (linked) period before payment can be made.

### **“Linked Periods”**

In order for two periods of incapacity for work to be linked the time between the day on which the first period ends and the day on which the second period begins must not be greater than 56 days (8 weeks). Linked periods are treated as one “continuous” period for the purpose of assessing entitlement to Statutory Sick Pay.

### **Qualifying Days**

Payment of Statutory Sick Pay will be apportioned in accordance with qualifying days as they apply to you week by week. For the purposes of the Social Security and Housing Benefits Act 1982 (Section 4 (2)) your qualifying days each week will be as follows:-

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday (i.e. all days). This “qualifying day” arrangement is solely for the purposes of Statutory Sick Pay and payments will always be apportioned accordingly.

### **Maximum Entitlement**

Maximum entitlement to Statutory Sick Pay is 28 weeks in one period of incapacity for work or in any succession of “linked” periods of incapacity within 3 years of the first day of the first “linked” period. Employees who are new to the County Council’s service who have had recent sickness with a previous employer may have an abated maximum entitlement in certain circumstances in accordance with the Statutory Sick Pay Regulations.

### **Average Earnings**

#### **Monthly Paid Employees**

Average earnings are assessed for monthly paid employees on the basis of the gross earnings paid over the two months ending with the pay day immediately preceding the first day of incapacity. This figure is then converted into a weekly rate for the purpose of determining average earnings under the Statutory Sick Pay Regulations. Any special or additional payments made to you during the assessment period must be taken into account.

#### **Weekly Paid Employees**

Average earnings are calculated as a weekly rate and are assessed on the basis of the gross earnings paid to you during the 8 weeks ending with the pay day immediately preceding the

first day of incapacity. Any weekly pay day in this period on which you do not receive payment must still be included in the calculation of the average. Any special or additional payments you receive during the assessment period must also be taken into account.

### **General Regulations excluding persons from Statutory Sick Pay**

If your average earnings are insufficient you must be excluded from Statutory Sick Pay. In addition, there are a number of other regulations laid down in the Statutory Sick Pay Scheme which may exclude you from payment. Whenever you are excluded from Statutory Sick Pay, the Council will send you a formal notification. (This does not apply to periods of incapacity of 3 days or less when the Scheme is not effective). If you do not have an entitlement to Statutory Sick Pay you may be entitled to payment of State Benefit (National Insurance etc.) from the Department of Work and Pensions.

Reasons why an employee cannot get SSP:

- If you claimed incapacity Benefit or Severe Disablement Allowance during the last 8 weeks, or if you are entitled to the 52 week benefit protection
- After you stop working for your employer if your contract has ended
- After your contract has been ended by your employer. However, your employer will have to pay you SSP if they ended your contract of employment solely or mainly to avoid paying SSP
- After you have had SSP for 28 weeks in a row or for periods of sickness that are 8 weeks or less apart and that add up to 28 weeks. SSP paid by another employer may be counted.
- If your average weekly earnings are less than the Lower Earnings Limit for the 8 weeks before you went sick. If on the first day you became sick you are aged 65 or over.
- Whilst you are entitled to maternity pay or maternity allowance
- If during the last 3 years, you have been sick on and off for 4 days or more in a row, and you have never been back at work for more than 8 weeks before going sick again.
- If you were away from work because of a trade dispute on the first day you were sick unless you had no direct interest in the dispute. We use trade dispute to mean: a strike, a walkout, a lockout, another dispute about work
- If you were in legal custody or sentenced to term of imprisonment on the day you became sick, or SSP will stop if you are now in legal custody or sentenced to a term of imprisonment.
- Until you start working for an employer.

### **Disputed Incapacity**

Under the Statutory Sick Pay Regulations, it is for the County Council to decide whether to accept that the employee is incapacitated from work. If therefore the County Council has good reason to believe that incapacity is not genuine it can refuse to pay Statutory Sick Pay.

### **OCCUPATIONAL SICK PAY ALLOWANCE**

An employee will not be entitled to occupational sick pay allowance under the scheme if the incapacity stems from an accident due to active participation in sport as a profession, nor in a case in which the absence arises from or is attributable to your own misconduct, unless the County Council by resolution decide otherwise. However, an employee would still be entitled to Statutory Sick Pay.



For occupational sick pay purposes, full pay means that the County Council will pay the balance between your “normal earnings” for the period concerned and either:-

The amount of Statutory Sick Pay determined as applicable to an employee, or  
The amount of State Benefit receivable by an employee under the  
National Insurance Acts and Regulations made thereunder.

Persons who are excluded from Statutory Sick Pay because they earn below the National Insurance threshold and cannot claim sickness benefit from the Department of Work and Pensions, will not have benefit deducted from their wages.

However, as entitlement to sickness benefit can only be determined by the Department of Work and Pensions, Monmouthshire County Council will initially deduct benefit until proof of non- payment is established. The following procedure must be followed to minimize delay between the deduction and refund of benefit.

On receipt of form SSP1 from payroll an employee must complete and send it immediately to their local Department of Work and Pensions. The Department of Work and Pensions will then inform the employee of their entitlement /non entitlement to benefit.

Upon receipt of the evidence a refund will be made where it is appropriate.

Where an employee has opted out of paying full National Insurance contributions, the amount taken into account when calculating an allowance under the sick pay scheme will be the amount equal to the total state benefit and SSP receivable had full contributions been paid.

When occupational sick pay allowance applies at the half pay rate it will not be subject to adjustment for Statutory Sick Pay or National Insurance Benefit except in so far as the occupational half rate sick pay allowance, when added to Statutory Sick Pay or National Insurance Benefit applying to an employee, or deemed to apply to an employee, in the same way as under full rate payments, would exceed the full pay rate.

#### **CONTACT WITH INFECTIOUS DISEASES - PERSONS DEEMED TO BE INCAPABLE OF WORK**

An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee’s entitlements under this scheme.

#### **FERTILITY TREATMENT**

Reasonable time off will be granted for employees undergoing fertility treatment.

#### **TIME OFF FOR MEDICAL SCREENING**

Necessary paid time off will be granted for the purpose of cancer or other medical screening.

#### **INDUSTRIAL INJURY ALLOWANCE (OCCUPATIONAL SICK PAY PROVISION)**

This is an entirely separate allowance from “normal” occupational sick pay. The scale of allowance is the same as for occupational sick pay. Payment under the “normal” occupational sick pay scheme does not affect the Industrial Injury Allowance, and vice versa.

Statutory Sick Pay must be set off against the occupational Industrial Injury Allowance in the same way as for “normal” occupational sick pay.

The notification and certification of incapacity due to Industrial Injury must follow the rules for “normal” sickness and in addition the following provisions apply to any claim for Industrial Injury Allowance.

The Industrial Injury must be reported on an accident report form and recorded in the County Council’s Accident Book.

The County Council must be satisfied the injury occurred in the actual discharge of the employee’s duty and without his/her own default.

The employee must agree, if required by the County Council, to undergo a medical examination by a doctor nominated by the County Council. If the employee disagrees with the findings of the doctor, provision will be made for a right of appeal in such cases.

N.B. Prompt notification of an accident should be given by either the employee or someone acting on their behalf as soon as is practicable.

## Version Control

<b>Title</b>	Attendance Management Policy
<b>Owner</b>	People Services
<b>Approved by</b>	JAG, Cabinet
<b>Date</b>	October 2016
<b>Version Number</b>	Corporate – 2006 Schools – September 2010; revised: November 2012
<b>Status</b>	Draft
<b>Consultation</b>	SLT, People Board, Mon-Minds, Trade Unions, Head Teachers, JAG, Cabinet



<p><b>Name of the Officer</b> completing the evaluation Sally Thomas</p> <p><b>Phone no:</b> 07900651564 <b>E-mail:</b> sallythomas@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To introduce a new Attendance Management Policy</p>
<p><b>Name of Service</b></p> <p>People Services HR</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>January 2017</p>






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

Page 5

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The revised policy will help to sustain wellbeing issues for our staff, keeping a motivated workforce.</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/a</p>	
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The aim of the revised policy is to maximize productivity through engagement with our workforce about the issues that affect their wellbeing – so that managers can manage</p>	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	effectively and employees know what to expect.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	n/a	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	n/a	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	n/a	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership</i>	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>n/a</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>n/a</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>n/a</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>n/a</p>	
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>n/a</p>	



3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			
Disability			
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	<i>We will make this policy available in welsh should it be required</i>		

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>Safeguarding in this context applies to both children (not yet reached 18<sup>th</sup> birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i>	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>		

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5. What evidence and data has informed the development of your proposal?
6. The reason for development of this policy relates to the SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The main emphasis of the policy and procedure is to offer support to staff and managers to minimise frequent short term absence occurrences and support well-being arrangements for staff experiencing ill health. Whilst being supportive it is considered that the policy explains that there are 'consequences' where attendance concerns have been identified and remain a concern despite support and adjustments. The policy statement and much of the content in the principles section is premised on good practice.

There is a business imperative to address poor levels of attendance across the organisation and this work has therefore presented as a priority for People Services in terms of equipping the organisation with the appropriate advice, guidance and support on attendance management issues. A revision to policy is part of this work.



Positive impact is that we aim for consistency of application of the policy so all employees can expect to be look after whilst in employment – we have a duty of care for the wellbeing of our staff. We have listened to the views of staff whilst developing this policy and will continue to evaluate it's progress and impact.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress

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

<p>The impacts of this proposal will be evaluated on:            Review of this policy will be taken in line with our normal review processes – which will be dependent upon evaluative work and analysis of casework, legislative changes, welsh government guidance, and best practice.</p>	
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## REPORT

**SUBJECT: Update on Provision of Public Conveniences in Monmouthshire**

**MEETING: Strong Communities Select Committee**

**DATE: 6<sup>th</sup> April 2017**

**DIVISION/WARDS AFFECTED: Countywide**

### 1. PURPOSE

To provide members with an update on the provision of public conveniences within Monmouthshire.

### 2. RECOMMENDATIONS

2.1 That members note the contents of the report.

### 3. KEY ISSUES

3.1 On the 21<sup>st</sup> July 2010 MCC Cabinet received a report titled 'Provision of Public Conveniences in the Future'. This included recommendations from the Strong Communities Select Committee arrived at following a detailed review of the service by members. (Appendix 1 is an extract from that report and provides a summary of the recommendations for the future management of MCC public conveniences at that time).

3.2 Since those proposals were approved some further adjustments to provision have been agreed through the budget setting process, in particular in 2016/17 when proposals relating to local services included further changes.

3.3 On the 10<sup>th</sup> November 2016 the Strong Communities Select Committee received an update on the provision of public conveniences in Monmouthshire provided by either the County Council or community or town councils. The appendix provided to that committee is replicated as Appendix 2 to this report but the following updates will be of interest:

3.3.1 Abergavenny Town Council has contributed £58,000 to the public convenience budget in 2016/17 to allow for the four public conveniences within the town to remain open whilst the town council reviews how the service might be arranged for the future. MCC officers are working with the town council to review options which may be adopted by the town council in the future. In the meantime officers anticipate the town council continuing to support the service financially in 2017/18 until such time as decisions are taken and implemented.

3.3.2 In Chepstow (Welsh St Car Park) and Monmouth (Blestium St) planned maintenance has been carried out as a precursor to finalizing transfer of the asset. All transfers have included a clause whereby MCC may buy back individual toilet blocks (or receive 50% of the sale value) where a decision has been taken by the relevant local council that building is no longer to be used for a public toilet.

3.3.3 The provision of opening/closing and cleaning of the public toilets in the Cottage at Tintern Abbey was advertised by Tintern CC on behalf of MCC. MCC officers are now finalizing an agreement with a local private business to manage the toilets on behalf of MCC.

#### 4. REASONS

4.1 To provide members with an update on the provision of public conveniences within Monmouthshire..

#### 5. RESOURCE IMPLICATIONS:

The net budget (after income from various local councils) in 2016/17 is estimated to be £28,034. A budget summary is provided below:

##### Public Conveniences

	Abergavenny	Monmouth	Caldicot
Employee Costs	42,297	29,648	10,552
Transport Cost	8,667	8,667	8,667
Cleaning Materials	2,439	2,439	2,439
Premises	22,005	3,295	10,200
Overheads	3,549	3,549	3,549
	78,957	47,598	35,407
		<b>Total Costs</b>	<b>161,962</b>
		<b>Income</b>	<b>-</b>
			<b>133,928</b>
		<b>Net Cost</b>	<b>28,034</b>

#### 6. FUTURE GENERATIONS and EQUALITY ASSESSMENT

An FGEA is not provided as this report is intended for information rather than decision. However members are reminded that in the majority of cases the toilets have remained open with management responsibility

transferring to the local council (details of transfer or closure are provided in appendix 1).

**SAFEGUARDING ASSESSMENT:**

**There are no safeguarding implications associated with the recommendations within this report.**

7. **CONSULTEES:** None

**8. BACKGROUND PAPERS:**

**Report to Cabinet on 21<sup>st</sup> July 2010** titled 'Provision of Public Conveniences in the Future'.

**Report To Strong Communities Select Committee** on 10<sup>th</sup> November 2016 titled 'public toilets – member update'

**9. AUTHOR**

Roger Hoggins, Head of Operations

CONTACT DETAILS: [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

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## REVIEW OF PUBLIC CONVENIENCE SITES

Site	Budget	Proposal	Comments
<b>CENTRAL MONMOUTHSHIRE</b>			
Monmouth, Agincourt Street	15,395	transfer/closure	Refurbishment dependant upon wider development
Monmouth, Blestium Way	17,821	retain	
Raglan, Castle Street	7,530	transfer/closure	
Usk, Maryport Street	10,689	retain	Refurbishment/superloo
Usk, Usk Island	13,570	transfer/closure	offer to Community Council (Llanbadoc) otherwise restricted opening
<b>MOR HAFREN</b>			
Chepstow, Bank St	21,373	retain	Refurbishment/superloo
Chepstow, Riverside	15,887	transfer/closure	offer to Town Council
Chepstow, TIC (Castle)	15,241	retain	Refurbishment/superloo
Bulwark, Mathern Road	7,616	transfer/closure	Offer to Town Council or sports association
Bulwark car park, Healthmatic	17,678	transfer/closure	Not suitable to be resited
Tintern, Main Road	12,112	transfer/closure	
Tintern, Beaufort Toilets (by Abbey)	12,113	retain	site is on a lease from CADW – superloo
Tintern, Railway Station	0	retain	Cleaned by Café lessee
Caldicot, Jubilee Way	14,159	retain	Refurbishment/superloo
Caldicot Countryside park	8,136 (tbc)	retain	
Caerwent Village	8,216	transfer/closure	
<b>BRYN Y CWM</b>			
Abergavenny, Bus Station	29,259	retain	Refurbishment/superloo
Abergavenny, Castle Street	17,096	retain	Refurbishment/superloo
Abergavenny, Whitehorse Lane	26,521	transfer/closure	
Abergavenny, Market st Ladies	17,947	closure	Closed or retained solely for traders use
Abergavenny, Market st Gents	18,176	closure	demolished and replaced by café/toilet block
Abergavenny, Bailey Park	1,150	transfer/closure	now only open for events in park
<i>Abergavenny Brewery yard toilets</i>			<i>new facility</i>
Gilwern Village	5,697	transfer/closure	
Goytre Village	7,545	transfer/closure	
Grosmont	7,149	transfer/closure	(possible interest from local pub)
Llandegfedd reservoir	1081	transfer/closure	Negotiate with Welsh Water
Llanthony Abbey	1037	retain	MCC pays rates only
<b>TOTAL EXPENDITURE</b>	<b>330,194</b>		





## APPENDIX 2

Strong Communities Select Committee – 10th November 2016

Agenda Item : Public Toilets – Member Update

### Public toilets – ownership, management and funding status:

<b>Abergavenny:</b>	Brewery Yard	MCC owned, managed, funded
	Castle Street	MCC owned, managed, funded
	Bus Station	MCC owned, managed, funded
	Whitehorse Lane	MCC owned, managed, funded
	Bailey Park	MCC owned, managed, funded

Note: Costs are between £80k and £90k. In 2016/17 Abergavenny Town Council is contributing £58k of service costs and discussion are underway about the transfer of assets and the future configuration of services.

<b>Caerwent:</b>	Public toilet	Caerwent CC owned, managed, funded
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<b>Caldicot:</b>	Jubilee Way	Caldicot TC owned, managed, funded
	Castle	MCC owned, managed, funded

Note: Caldicot TC pay MCC to provide cleaning services for the Jubilee Way Toilet

<b>Chepstow:</b>	River bank	Chepstow TC owned, managed, funded
	Welsh St	MCC owned, Chepstow TC managed, funded
	TIC	MCC owned, Chepstow TC managed, funded
	Mathern Road	Closed and sold
	Bulwark Ind est	removed (superloo system)

<b>Gilwern</b>	Beaufort	Llanelly Hill CC owned, managed, funded
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<b>Goytre</b>	Car Park	Govtre Fawr CC owned, managed, funded
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<b>Grosmont</b>	By the Angel	Grosmont CC owned, managed, funded
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<b>Monmouth:</b>	Agincourt St	Monmouth TC owned, managed, funded
	Blestium St	MCC owned, managed, funded

Note: Monmouth TC pay MCC for cleaning services at Agincourt St and the transfer of Blestium St is underway.

<b>Raglan:</b>	Castle St	Closed and sold
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<b>Tintern:</b>	Main Road	Closed and sold
	Abbey	MCC leased, managed, funded

Note: Abbey toilet building is owned by CADW and MCC officers are investigating options to source local cleaning and CADW are considering future use of the building.

<b>Usk:</b>	Maryport St	MCC owned, managed, funded
	Usk Island	MCC owned, managed, funded

Note: Transfer of Maryport St toilets to Usk TC will form part of a wider negotiation surrounding car park provision in the town. Usk Island remains in the ownership of MCC but day to day management and cleaning is through the refreshment concession provider. (Note that Usk Island is situated within Llanbadoc CC area).

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## REPORT

**SUBJECT: Update on Street Lighting Service and upgrade of Equipment**

**MEETING: Strong Communities Select Committee**

**DATE: 6<sup>th</sup> April 2017**

**DIVISION/WARDS AFFECTED: Countywide**

### 1. PURPOSE

To provide members with an update on the street lighting service, in particular the installation of remote control management equipment and LED lanterns.

### 2. RECOMMENDATIONS

2.1 That members note the contents of the report.

### 3. KEY ISSUES

3.1 For several years a remote management system has gradually been installed at various locations within the county. The system provides facilities to switch individual lights on and off, dimming, energy consumption and fault reporting.

3.2 As LED lanterns have become more affordable the authority has also started a programme of renewing older lanterns with LED lanterns. The benefit is reduced energy consumption plus greater reliability from the lanterns. The introduction of new lanterns has also allowed for a reduction in the maintenance budget as well as the energy budget.

3.3 The authority has funded the introduction of remote management technology and LED lanterns through SALIX and WG interest free loans (details of the loans are provided on the budget summary attached - appendix 1).

3.4 For some months the authority has been receiving reports and complaints of street lights being on during the day. The problem is associated with the remote control management system. The manufacturer has been advised of the ongoing problems and has allocated an engineer exclusively to the county to resolve the ongoing problems with 'dayburners' and any other remote management/communications issues. Whilst the authority does not incur costs due to increased energy consumption from dayburners the situation is unsatisfactory. This has been emphasized to the equipment supplier and the introduction of an engineer is gradually resolving the problems. This remedial work is at no cost to the Council.

#### 4. REASONS

4.1 To provide members with an update on the management and operation of the street lighting system in Monmouthshire.

#### 5. RESOURCE IMPLICATIONS:

5.1 Background budget and service information is provided in appendix 1 but there are no resource implications arising directly from this report.

5.2 The 'energy' entry in the budgets includes the repayment of loans for new equipment. The loan element of the budget is detailed below:

##### SALIX Loan

	Loan Repayment	Estimated Saving
12-13	52,500	68,839
13-14	52,500	68,839
14-15	52,500	68,839
15-16	52,500	68,839
16-17	52,500	68,839
17-18	52,500	68,839
<b>Total</b>	<b>315,000</b>	<b>413,034</b>

##### I2S LED Investment

	Total Investment	Estimated Annual Saving
MCC Capital Contrib 16-17	144,500	
17-18 (first year of a 10 year loan period)	43,350	47,500

#### 6. FUTURE GENERATIONS and EQUALITY ASSESSMENT

A full FGEA is not provided as this report is intended for information rather than decision. However the investment in LED lanterns and remote management is a sustainable method of energy reduction.

##### **SAFEGUARDING ASSESSMENT:**

**There are no safeguarding implications associated with the recommendations within this report.**

7. **CONSULTEES:** Street Lighting and Accountancy Officers

8. **BACKGROUND PAPERS:** Nil

9. **AUTHOR**

Roger Hoggins, Head of Operations

CONTACT DETAILS: [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

**Street Lighting Revenue Budget 10/11-17/18**

	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Employees	73,628	70,096	70,014	70,289
Energy	325,278	383,397	374,485	377,662
Maintenance	353,473	265,120	367,745	373,110
<b>Total</b>	<b>752,379</b>	<b>718,612</b>	<b>812,244</b>	<b>821,061</b>
		SALIX Loan of £315,000 to install monitoring equipment on 5,600 units - Interest free loan repayment of £52,500 over 6 years. Loan will be paid off in 17-18		

	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Street Lighting Capital Budget	118,000.00	118,000.00	150,000.00	153,750.00

## APPENDIX 1

2014-15	2015-16	2016-17	2017-18
49,409	50,015	51,273	51,710
272,934	277,847	357,847	357,847
316,558	322,255	322,255	314,255
<b>638,901</b>	<b>650,117</b>	<b>731,375</b>	<b>723,812</b>
Mandate savings of £180,000 were approved.		SALIX I2S Loan of £433,500 to install 1,700 LEDS - Interest free loan repayment of £43,350 over 10 years. First repayment in 17-18.	

2014-15	2015-16	2016-17	2017-18
121,463.00	171,408.00	171,408.00	171,408.00

**SUBJECT: 5th Annual Monitoring Report on the Council's Strategic Equality Plan**

**MEETING: Strong Communities Select**

**DATE: 27<sup>th</sup> March 2017**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

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The Equality Act 2010 was introduced in April 2011. Within the Specific duties is the requirement to publish an annual report on the progress made by the Council in its compliance with its Strategic Equality Plan, equality objectives and action Plan. The Act's principles and processes ensure that the Council remains true to its corporate values of Openness, Fairness, Flexibility and Teamwork.

**2. RECOMMENDATIONS:**

That Members endorse the progress made by the Council in the fifth year of the Strategic Equality Plan as detailed in its fifth annual monitoring report.

**3. KEY ISSUES:**

One of the specific duties in the Equality Act 2010 requires Public Bodies to publish an Annual Report detailing the progress on achievement of the actions outlined in the plan covering the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016.

**4. REASONS:**

Whilst the Objectives and Plan fundamentally build on the existing culture and values of the Council, the Annual Report highlights many examples of good practice that have taken place across the different directorates.

**5. RESOURCE IMPLICATIONS:**

The Annual Report does not highlight any requirement for additional financial resources.

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

By its very nature, the Annual Report on the Strategic Equality Plan will have positive implications for all the protected characteristics so a Future Generation Evaluation will not accompany this report.

**7. CONSULTEES:**

Monmouthshire Inclusion Group, Officers, Monmouthshire Equality and Diversity Champion.

**8. BACKGROUND PAPERS:**

Equality Act 2010, EHRC Guidance, MCC Strategic Equality Plan.

**9. AUTHOR:**

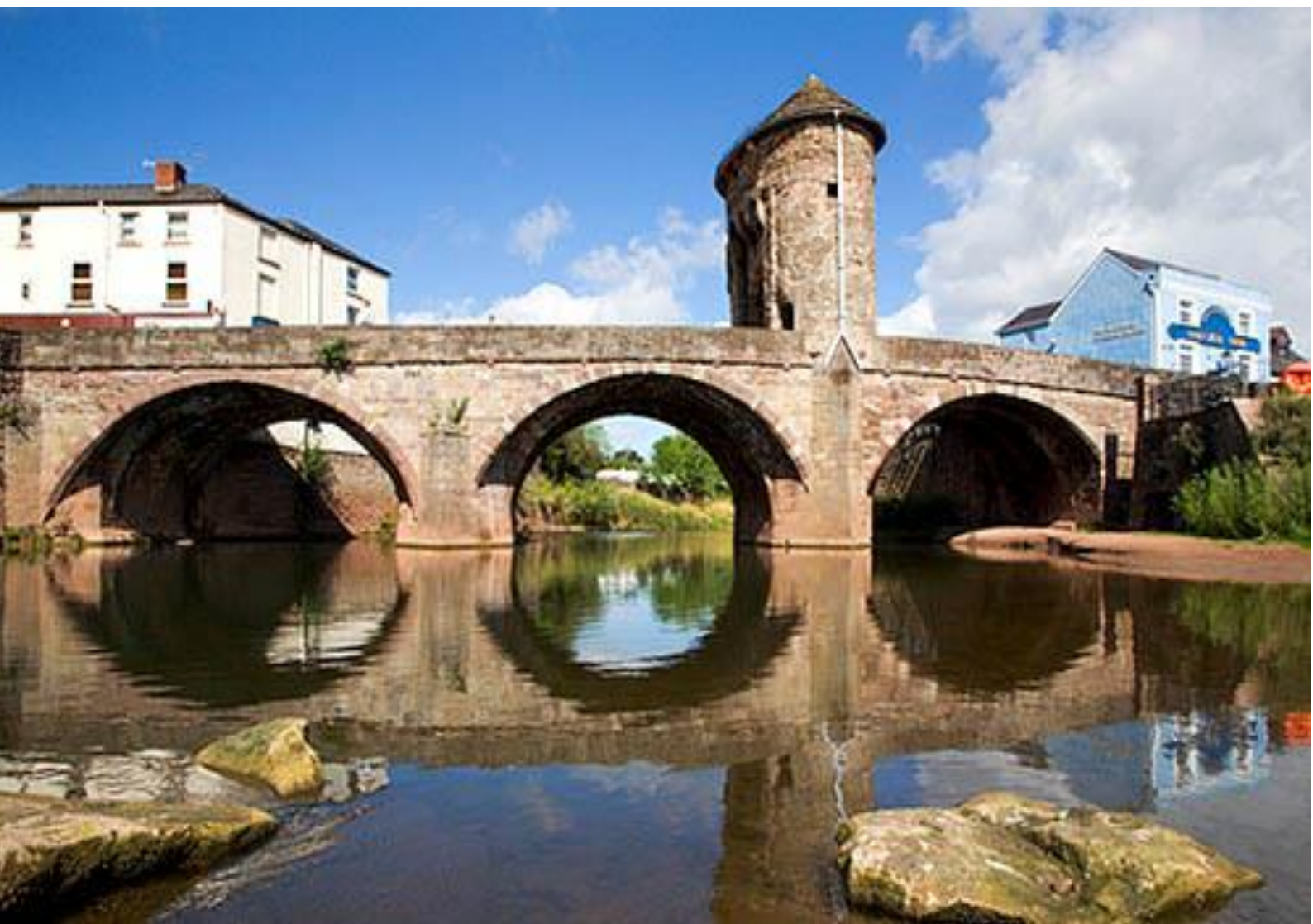
Alan Burkitt Policy Officer Equality and Welsh Language

**10. CONTACT DETAILS:**

Tel: 01633 644010  
E-mail: alanburkitt@monmouthshire.gov.uk



Equality and Diversity  
Cydraddoldeb ac  
Amrwyiaeth



Strategic Equality Plan

5th Annual Report

Period 2015 – 2016



monmouthshire  
sir fynwy

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# Version Control

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<b>Title</b>	Monmouthshire County Council Strategic Equality Plan fifth Annual Monitoring Report 2015 – 2016
<b>Purpose</b>	Legal document required under the Equality Act 2010
<b>Owner</b>	Monmouthshire CC
<b>Approved by</b>	Strong Communities Select
<b>Date</b>	06/04/2017
<b>Version Number</b>	One
<b>Status</b>	Official version
<b>Review Frequency</b>	Annual
<b>Next review date</b>	01/04/2018
<b>Consultation</b>	<b><i>GAVO, CAIR (Monmouthshire Disablement Association), Monmouthshire Inclusion Group (formerly MEDG), Management Teams, Internal (The Hub), external (Council website).</i></b>

# Strategic Equality Plan

## Annual Report 2015 to 2016

This document is available on the Council's website at

[www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

If you require a hard copy of this document or a copy in a different format, e.g. large print, Braille, audio version, word format for screen readers etc. please contact the:

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# Foreword

The Public Sector Equality Duty requires that all public authorities covered under the specific duties in Wales should produce an annual equality report by the 31<sup>st</sup> March each year and, therefore, we are delighted to present Monmouthshire County Council's fifth and final annual report on its original Strategic Equality Plan. The Equality Act 2010 continues to present real challenges for Monmouthshire County Council. Ensuring that its functions, decisions and behaviours fully take into account the impact they make on people/groups of people with protected characteristics whilst operating with such reduced funding is proving very difficult but has to be done. Having said that, no matter how we endeavour to make the best of our financial settlement, our adoption of the obligations under the Act require that we fully take into account the impacts and effects these decisions have on those that the Equality Act 2010 seeks to protect. As you will see from our outstanding good practice examples over the last 4 years Monmouthshire County Council has worked exceptionally hard to deliver for its citizens who come under the umbrella of the protected characteristics .

Councillor Phylip Hobson

Paul Matthews

Deputy Leader of the Council

Chief Executive

& Equality and Welsh Language Champion

# Glossary of acronyms

EqlA – Equality Impact Assessment

WLGA – Welsh Local Government Association

EHRC – Equality and Human Rights Commission

SEWREC – South East Wales Regional Equality Council

STONEWALL CYMRU – an organisation that engages with lesbian, gay and bi-sexual people

CAIR – Monmouthshire Disablement Association

SACRE - Standing Advisory Council on Religious Education

GAVO – Gwent Association of Voluntary Organisations

MEDG – Monmouthshire Equality and Diversity Group

CEN – Corporate Equality Network

FGE – Future Generations Evaluations

LGBTQ – Lesbian, Bi-sexual, Trans-gender, (Gender) Queer

# Introduction

## Links to strategies

The Council's Strategic Equality Plan 2011-16 is not a standalone plan and has close links to a number of other key council, partnership and national strategies, plans and policies. Some of these are specifically focussed on equality and others have included equality as one of the key themes. Examples being:

- Welsh Language Measure (Wales) Act 2011
- “Strategaeth Mwy na geiriau”/”More than words strategy” 2011
- Monmouthshire Inclusive and Accessible Events Guide 2013
- Monmouthshire Local Development Plan 2011-21
- Strategy for Older People Wales Phase 3
- Monmouthshire Single Integrated Plan 2013-17
- Monmouthshire County Council Improvement Plan 2014- 17
- Well Being of Future Generations Act 1<sup>st</sup> April 2016
- Social Care and Well-being (Wales) Act 2014

The Equality Act 2010 not only requires the Council to comply with its general and specific duties (highlighted below), but also provides an opportunity for it to demonstrate its commitment to the principles of equality which have been a feature of its functions prior to the implementation of the Act.

## The 3 aims of the General Duty of the Equality Act 2010

In exercising its functions the Council must have due regard to:

1. eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
2. advance equality of opportunity between people who share a relevant protected characteristic and those who do not;
3. foster good relations between people who share a protected characteristic and those who do not;

The act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.



## **The Specific Duties in Wales**

The broad purpose of the specific duties is to help public bodies, such as this Council, in their performance of the general duty, and to aid transparency. In Wales the specific duties are set by the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

The following are the specific duties:

- Setting equality objectives and publishing strategic equality plans
- Engagement
- Assessment of impact
- Equality information
- Employment information, pay differences and staff training
- Procurement
- Reporting and publishing

Below is how we have performed in complying with the specific duties:

## Setting equality objectives and publishing Strategic Equality Plans

Monmouthshire's **Equality Objectives** are listed below:

1. Make Equality a key element of our thinking and decision making process.
2. Be an equal opportunity employer, with a workforce and leadership that is aware of, understands and respects the equality agenda
3. Getting to know the people we serve and employ
4. Protect and support vulnerable people in our communities
5. Encourage people to become more active and involved in helping to shape the Council's decisions and service provision.

# Engagement

Our officers have carried out extensive engagement with our citizens as evidenced in this section

## Communications and Engagement



## **Whole Place Team**

The team have met with many groups in Chepstow to talk about the Whole Place project and what they think is great about where they live and what could be done better.

The groups have included:

125 people from the U3A (age 50+)

6 men from the Naval Association (age 70+)

75 women from the Town Women's guild (age 45+)

23 people from Chepstow Rotary Club (age 50+)

40 men from Probus (50+)

13 young girl guides (11 – 17)

All of the other groups that were engaged were mixed ages and genders.

## **The Hubs**

The Council's Hubs in their broadest capacity interact daily with groups and individuals that fall within many of the protected characteristics, for example...

- Age -Story Time and Rhyme Time with our younger library service customers
- Sex - Shared Reading, Men's Group and Knit and Natter sessions to which we have regular interaction.
- Disabilities - the Hub team play an important role in regards to the completion of Blue Badge applications with our residents and address when applications have been rejected. This is an important function from the social

and wellbeing agenda perspective as the awarding of a Blue Badge will have a massive impact on an individual's independence and can help address social exclusion and isolation.

- Generic - We support the community with regards to the following: council tax, housing benefit, home searches and homeless cases mean we are in constant contact with a really broad demographic in each of the Hub locations.

## **LGBT**

Here are some of the things our LGBT groups have been doing

- Chepstow Comprehensive has a weekly lunchtime group for all pupils. They are heavily involved in making a difference in the school with a colourful display they have created, the delivering of assemblies and the planning of a Pride/Respect week which ended with a whole school march to celebrate the diversity of the school. Also during this week they raised money to buy LGBT books for their Library, buying and selling LGBT merchandise and rainbow fruit kebabs. Chepstow comprehensive has become a recognised Stonewall school and has appeared in one of their national magazines.
- The 6<sup>th</sup> form Leader at the school has created an awareness training package to deliver to young people and staff. This has been delivered at the Monmouthshire Youth Conference and to teachers from other schools.
- With the support of school pupils and Monmouthshire Youth Service the 6<sup>th</sup> Form Leader has delivered staff training to primary school teachers from all over Monmouthshire at events hosted at Pembroke and Thornwell primary schools.

- LGBT Conference 2 – this was the second LGBT conference hosted by the council and was once again a great success. One of the highlights was the showcasing of a toolkit for professionals
- LGBT Sessions have been delivered to the Pupil referral service at Chepstow and the Bridges Project in both Caerwent and Monmouth.
- Caldicot Comprehensive have followed the lead of Chepstow with school assemblies being delivered to years 9, 10 and 11 and a new group formed which is meeting weekly with 24 young people attending.
- Monmouthshire's main LGBT group became constituted.
- LGBT presentations have been delivered to the Building Bridges group in Caerwent and Monmouth and both sessions have been successful with young people wanting to meet and talk about their issues after the sessions
- The 6<sup>th</sup> Form Leader has supported young people's dreams of schools becoming more LGBT inclusive. Her toolkit for young people and professionals has reached groups outside of her school and all across Monmouthshire. She is sharing her ideas with other school teachers and professionals in Monmouthshire but more importantly advocating on behalf of young people and inspiring others to do the same.

## Our engagement groups and partners

- Monmouthshire Inclusion Group (formerly the Monmouthshire Equality and Diversity Group – **MEDG**) - (consisting of: Aneurin Bevan Health Board, GAVO, Heddlu Gwent Police, Charter Housing, SACRE, CAIR, Monmouthshire Housing, The Police Authority, Action 50+ Abergavenny, SEWREC, Melin Housing Association). This group acts as an independent engagement group and continues to play a key role in advising/challenging the Council.
- **CAIR** – (Monmouthshire Disablement Association) continues to be a critical friend to the Council by reviewing issues for the Highways department, carrying out access audits for schools, assisting with drop kerb locations etc.
- **GAVO** (Gwent Association of Voluntary Organisations) has an extensive database to which they circulate relevant Council information.
- The **Access for All Forum** is now an established forum that is very well supported by the public and brings together disabled groups quarterly to discuss issues that affect them. SEWREC continues to organise the Forums and the Council provides the accessible transport which allows disabled people to attend.
- The **Older People's Forum** runs in tandem with the Access for All Forum and enables our ageing population to be consulted and engaged in matters that directly affect them. Also it affords them the opportunity to be a 'voice' for older people in Monmouthshire through consultations, questionnaires, surveys, dissemination of information, interaction between service users and service supplier, relating to the development and delivery of the services received. The Older People's Forum is the main consultation group for the Ageing Well Executive group, and will provide feedback and inform the Ageing Well Executive Group action plan and priorities.

## Engagement 2015 - 2016 – Protected Characteristics

<b>Month</b>	<b>Engagement</b>	<b>Characteristics affected / engaged</b>	<b>Methods</b>
May 2015	A Boards and Static Advertising	People with disabilities Older People Parents and carers	Public meetings with businesses
June 2015	Additional Learning Needs Strategy – Review	Parents Children and Young People with disabilities	Meetings Workshop with children and young people Drop in sessions Info on website
	Children with Disabilities Team – Respite provision	Parents and Carers Children and young people	Drop in Session – for parents and carers Online survey Info on the website
	Proclamation – Caldicot	Welsh Speakers Parents Older People	Face to face engagement with residents raising awareness of the National Eisteddfod - Monmouthshire 2016.
July 2015	Gypsy Traveller Engagement	Gypsy Traveller communities living in Monmouthshire	WG Consultation: Gypsy Traveller, the number of pitches needed in the authority worked with Gypsy & Traveller Liaison Worker of the South East Wales Regional Equality Council to obtain views and opinions.
	Royal Welsh	Welsh Speakers Parents Children and Young People	Face to face engagement with visitors to the Royal Welsh raising the profile and awareness of the National Eisteddfod- Monmouthshire 2016.
August 2015	National Eisteddfod	Welsh Speakers	Face to face engagement with visitors to 2015 Eisteddfod in Meifod raising the profile and awareness of the National Eisteddfod- Monmouthshire 2016.
October – November 2015	Budget 16/ 17 Engagement	Older People People with disabilities Young people	Public Meeting with Access for All forum Online survey Drop in sessions in towns



		Parents and Carers	Social Media engagement: Twitter and Facebook Q+ A Twitter Polls
November 2015	Statutory Consultation- Closure of Deri View Resource Base	Parents Carers Children and Young People	Meetings with : Staff Parents and Carers Governors
December 2015			
January 2015			
February 2016	Go Red Day	Staff Children and young people Older people Welsh learners/speakers	County wide campaign to raise the profile and awareness of the National Eisteddfod- Monmouthshire 2016. Schools, groups, adult learning groups. Social Media, Face to face work in schools.
March 2016	International Women's Day.	Sex	

## Assessment of Impact

Over the last 4 years the Equality Impact Assessment toolkit (EqIA) has been repeatedly updated in order to ensure that it is both increasingly robust and user friendly. A major facelift has taken place brought about by the specific requirements of the Well Being of Future Generations Act (WBFGA). The toolkit has taken on the following legislative requirements to become a unified assessment document:

- Well Being of Future Generations Act April 2016,
- Equality Act 2010 and the consideration of the needs of those with Protected characteristics,
- Corporate Parenting
- Safeguarding

## Equality Information

For the Council the collection of relevant equality information is essential when it comes to knowing our service users and shaping the services that we need to provide. It is widely recognised that there remain significant challenges when it comes to collecting accurate information in relation to equality and diversity, particularly for some of the more “sensitive” of the protected characteristics such as sexual orientation and gender reassignment. That said, the Council has remained firm in its support of the principles of the Equality Act 2010.

## Employment Information

Human Resources Division operates an on-line data collection system which provide all the information the council needs to understand the make up of its staff in respect of the protected characteristics. Even though the system itself is sufficiently robust it continues to be a challenge to get staff to complete these forms and it is recognised that more work needs to be done across the council to ensure that we are in possession of all the data as required by the Equality Act 2010.

## Pay Differences

- The Equal Pay Action Plan was completed well ahead of schedule and the Council remains fully committed to the principles of Equality with all new posts continuing to be evaluated using the GLPC job evaluation process.

## Staff and Elected Member Training

- The Council's Induction Programme has a specific section which deals with the Equality Act 2010, equalities in general and the Welsh Language.
- The Social Services Sensory Team continue to run 4 half day sessions per annum for staff and partner organisations on sight, hearing and dual sensory loss.

- Since the disbanding of the WLGA's Equality Training Team and a lack of in house capacity the Council who provided all of our training needs we need to consider developing our own in house training package.

## Procurement

The Council's Procurement process uses the documentation of the Welsh Purchasing Consortium therefore it is comprehensive in how Equalities is considered.

## Reporting and Publishing

This report is being published as per the requirements of the Equality Act 2010 and will be available in alternative formats upon request from the 1<sup>st</sup> April 2017.

## The Welsh Language

- After a three year lead-in process which consisted of numerous consultations and appeals of individual standards, the council were allocated its final Welsh Language Standards on the 30th April 2016. This large (176+ Standards not including sub-sections) and exceptionally complicated piece of legislation has presented serious challenges not only in the interpretation of their exact meaning but also ensuring legal compliance by specific deadlines across the whole of the Council and its 3,500+ staff and 93,000 residents.
- A working group continues to meet regularly to discuss the requirements and potential implications of the "More than Words Strategy 2011"/ "Strategaeth Mwy na Geiriau 2011". This strategy from the Welsh

Government requires that providers of social care make an “active offer” regarding providing services through the medium of Welsh if the service user so wishes. The Council have made significant progress in respect of their action plan and continue to work in partnership with Aneurin Bevan Health Board and partner Council’s to provide this service.

- The Welsh Language Monitoring Report 2015-16 was produced and sent to the Commissioners office by the 30<sup>th</sup> June 2016
- A Welsh Language training programme is devised and runs annually.

## Key achievements over the last 4 years

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### Disability Sport

In relation to the insport Development accreditation we were awarded Bronze in February 2015. The Silver accreditation is a 2-3 year journey and we have pencilled in November 2017 for completion.

In 2015 (1<sup>st</sup> January – 31<sup>st</sup> December) Monmouthshire's Disability Sport Wales figures were as follows in comparison to 2014:-

Year	Total Number of Participations	Total Number of Clubs/Sessions	Insport/NGB Accredited Clubs
2014	23896	50	17
2015	27613	54	19
	3717 increased participations	4 new clubs/sessions	2 new accredited clubs

In this year we held our first Monmouthshire Sport Awards and Ieuan Coombes (Disabled Athlete/Coach) won Monmouthshire's Sports Personality of the Year and Gavin England won the prestigious Coach to Disabled Athletes of the Year Award.

### **Stonewall Employers Index**

In 2014 Monmouthshire County Council made a decision to work closely with Stonewall Cymru and engage in the Stonewall Employers Index (the first time the Council had taken part). Monmouthshire, as do all other public bodies, have (Lesbian Gay Bisexual Transgender ) LGBT staff but were not demonstrating their commitment to being a place where these staff could be themselves and be valued for the work they do rather than for their sexuality. After an assessment of the process was carried out the council was placed a very creditable 256<sup>th</sup> out of 397 across the UK. For our 2015 submission we have been placed 244 out of 415 and will meet with Stonewall to discuss key areas of future development. The Council is fortunate to have role models and champions at both Elected member and Chief Officer level which gives LGBT staff a safe environment where they can feel they can thrive.

### **Afghan Interpreters**

In 15/16, Monmouthshire County Council became the first Welsh local authority to take part in the 'Ex-gratia Afghan Locally Engaged Staff' relocation scheme. A joint programme by the Ministry of Justice and the Home Office for Afghan staff who put themselves in the most danger whilst serving Her Majesty's Government. This included cultural advisors, interpreters and translators whose work with the British Army regularly took them outside the wire on the frontline in Helmand Province.

In addition to securing housing via the private-rented market for the Afghans, the council worked with Displaced People in Action (DPIA) to develop an integration package for the new arrivals which included a package of advice and assistance to cover employment, welfare benefits, housing, health, education and utility supply as well as orientation to the local area.

During the year we received 14 singles and one family for relocation and within a 12 month period, all of them were successful in securing employment with a number of them moving out of county in order to be closer to their place of employment.

### **Promotion of the Welsh Language**

In the recent Wales Audit Office Annual Report compiled after an authority- wide Inspection, the Council were commended on its work to promote the use of the Welsh Language.

### **Equality Impact Assessments**

- In order to streamline the separate requirements to undertake an Equalities Impact Assessment, a sustainability checklist and report on the impact on safeguarding and corporate parenting, Monmouthshire has developed, piloted and implemented an integrated Future Generations Evaluation for all reports that are going to Councillors for decision. The Future Generations Evaluation incorporates all of these requirements and also helps officers and members to identify how their proposals contribute to the Wellbeing Goals and the Sustainable Development principles outlined in the Wellbeing of Future Generations Act.



## **EQIA's, the Council's annual financial savings proposals and the setting up of the Financial Savings Panel**

Over the last 3 years the Council has impact assessed the mid term financial savings proposals and every year we have looked at the process and re-developed it to make the system more robust in order that Equality is one of the key considerations of every decision made. A development this year has been setting up of a Financial Savings Panel lead by two senior officers to look in depth at all aspects of the proposals. Officers from Human Resources, Legal Services and the Policy Officer Equality and Welsh Language are able to scrutinise proposals with the instigators of the proposals to discuss any potential issues and to look at any potential mitigations.

## **BSL Interpreter**

A hearing impaired officer required an interpreter for him to access key personal training. This was done for two courses and will be done for any future need.

## **Raglan Project**

Staff in Social Care & Health received a valued accolade from the Care Council for Wales when a Monmouthshire County Council initiative was recognised for the role it has played in transforming the lives of people with dementia. At a ceremony in Cardiff's City Hall The Raglan Project took first prize in the Care for Older People category in the prestigious Social Care Council for Wales Accolade in 2015 (Excellent Outcomes for Older People with Dementia). The Raglan Project supports 14 people living with dementia and focuses on carers undertaking activities after daily discussions with the person and family rather than working on fixed plans

and set times. The team has developed connections with the community and has supported people to re-engage with friends, family and the village as a whole. They have also established two community groups - regularly attended by more than 50 people - aimed at helping people to regain and develop skills. A number of those people assisted consequently need reduced levels of support.

**World Autism Awareness Week 2015** The ASD (Autistic Spectrum Disorder) Team launched a mission to get Monmouthshire to be the first Council in Wales that is ASD Aware. As of the 30<sup>th</sup> November 2015 over 1636 members of staff completed the ASD quiz and were given certificates.

## In Conclusion

This is the Council's fifth annual report and is an accurate statement of the steps that we have and are taking to tackle this challenging piece of legislation.

The Strategic Equality Plan has been operation since 2012 and considering the severe financial situation faced by the Council and some of its key partners over the past 4 years it is proud of what has been achieved and confident that despite these financial constraints it has demonstrated a firm commitment to the Equality Act 2010 and to the people of Monmouthshire who come under the umbrella of the protected characteristics.

Whilst completing this Monitoring Report the Council has been drawn up a new Strategic Equality Plan to cover the period 2016 – 2020. This will build on the foundations laid by the first one and will concentrate more on actions and making a difference as the foundations which did not exist previously are now in place.

## Appendix 1 Strategic Equality Plan Action Plan

Equality Objective One - Make Equality a key element of our thinking and decision making process.

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
1 Page 102	Report annually on progress of Strategic Equality Plan through Council political and professional structures <b>COMPLETED</b>	Annually	Policy Officer Equality + Welsh Language  Corporate Equality Network	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
2	Proactively publish the equality information required as part of the Council specific duties e.g. Equality Impact Assessments, Staff information etc <b>COMPLETED</b>	Annually, in-line specific duties	Human Resources  Policy Officer Equality + Welsh Language, Communications Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

3	Work with Monmouthshire partner organisations to raise profile of the equality agenda, <b>ONGOING WORK BEING CARRIED OUT</b>	2012 -16	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
4	Promote equality agenda through Monmouthshire Local Service Board Strategic Partnership structure <b>COMPLETED</b>	2012 -16	Strategic Partnership + Engagement Lead  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
Page 103 5	Promote the Monmouthshire Strategic Equality Plan and Equality Objectives <b>COMPLETED</b>	2012 -16	Communications Team  Corporate Equality Network  Monmouthshire Equality + Diversity Group  Elected Member Equality Champion	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

6	Develop the role and work programme for the Elected Member Equality Champion  <b>ONGOING WORK BEING DONE</b>	December 2012	Policy Officer Equality + Welsh Language  Democratic Services  WLGA Training	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
Page 104	Hold Elected Member Briefing Sessions on relevant equality topics  <b>TRAINING TO BE ARRANGED</b>	2012 -16	Policy Officer Equality + Welsh Language  Members Secretary	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
8	Provide advice and guidance to elected members and Council staff on equality issues as required  <b>ONGOING WORK BEING DONE</b>	As required	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

9	Annually review and improve the Equality Impact Assessment process. <b>ONGOING WORK BEING DONE</b>	Annual review and update	Policy Officer Equality + Welsh Language + Performance and Improvement Officer	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
10	Ensure that research and statistics are used to give better quality data when carrying out Equality Impact Assessments <b>ONGOING</b>	2012 -16	Policy Officer Equality + Welsh Language All Council Departments	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
Page 105 11	Work with partners and colleagues to improve data and information related to protected characteristics <b>ONGOING</b>	2012 -14	Policy Officer Equality + Welsh Language Improvement + Democracy WLGA (Welsh Local Government Association) Other Council's	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

12	Existing strategies, policies and procedures will be subject to a structured programme of review to assess any potential impact on the protected characteristics  <b>ONGOING</b>	2012 - 2014	Representatives from departments  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
13	Ensure that the Councils' Contract/procurement process takes into account Equality considerations – review existing contract documentation.  <b>COMPLETED</b>	April 2013	Policy Officer Equality + Welsh Language  Procurement Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
14	Ensure that Functional public bodies are aware of their obligations under the Equality Act 2010 – Town + Community Councils etc  <b>COMPLETED</b>	May 2013	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓



15	Monitor the Council Complaints and compliments procedure for any equality issues –. <b>ONGOING WORK. COMPLAINTS REDUCED SIGNIFICANTLY</b>	Quarterly	Corporate Complaints Officer Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

## Equality Objective Two - Be an equal opportunity employer, with a workforce and leadership that is aware of, and respects the equality agenda

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
16	Draw up a schedule to review all Human Resources policies and procedures e.g. Dignity at Work Policy, Domestic Abuse Policy. Pregnancy/maternity and Adoption etc.  <b>COMPLETED</b>	January 2013	Human Resources  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
17	Re-establish the Councils Corporate Equality Network. Members to champion equality agenda across their divisions.  <b>COMPLETED</b>	December 2012	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

18	Develop corporate training programme for raising awareness and understanding of Equality Act 2010 and equality and diversity issues  <b>DEVELOP IN-HOUSE PROVISION</b>	June 2013	Policy Officer Equality + Welsh Language  Workforce Development Manager  Departmental Training Officers	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
Page 109 19	Investigate opportunities to provide training with partner organisations and neighbouring local authorities  <b>ONGOING</b>	November 2013	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
20	Research equality related campaigns and promote appropriately. e.g. International Women's Day, Holocaust Week, UN International Day for Older People Celebration  <b>ANNUAL PROGRAMME OF CAMPAIGNS – Added as an Objective for the 2<sup>nd</sup> Strategic Equality Plan</b>	2012 -15	Policy Officer Equality + Welsh Language  Communications Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

21	Produce equality focused communications e.g. stories and articles for Team Spirit magazine and the Council website  ONGOING	Bi-monthly	Policy Officer Equality + Welsh Language  Communications Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
22	Ensure the relevant Equality web pages of the Council website contain up-to-date equality information  COMPLETED	March 2013 and continually update	Policy Officer Equality + Welsh Language  Communications Manager	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
23	Re launch the Councils' Corporate Branding Guidelines to raise staff awareness on accessibility and Welsh Language considerations  COMPLETED	January 2013	Communications Team  Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓

24	Complete the revised Welsh Language Scheme and get agreed by Council <b>COMPLETED</b>	December 2012	Policy Officer Equality + Welsh Language  Welsh Language Support Officer	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓
25	Implement the Welsh Language Scheme 3 year Action Plan and produce an annual monitoring plan. <b>COMPLETED</b>	2012 - 15	Policy Officer Equality + Welsh Language  Welsh Language Support Officer  Corporate Equality Network	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓
26	Develop a Welsh Language Linguistic Skills Strategy <b>COMPLETED</b>	April 2013	Policy Officer Equality + Welsh Language  Welsh Language Support Officer	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓

27	Implement the Linguistic Skills Strategy 3 year Action Plan and monitor annually  <b>COMPLETED</b>	2012 -15	Policy Officer Equality + Welsh Language  Welsh Language Support Officer  Corporate Equality Network	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓
28	Develop a bilingual and accessible Council Website  <b>COMPLETED</b>	1 <sup>st</sup> April 2013	Communication Team  Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓

## Equality Objective Three - Getting to know the people we serve and employ.

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
29	Develop and circulate a questionnaire to collect information regarding all existing staff across all the protected characteristics  <b>RE SEND TO STAFF</b>	February 2013	Policy Officer Equality + Welsh Language  Human Resources	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
30	Ensure the Council's recruitment process collects the relevant equality information  <b>COMPLETED</b>	January 2013	Human Resources  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

31	Review customer services data collection methods to ensure relevant equality information being collected  <b>COMPLETED</b>	April 2013	Policy Officer Equality + Welsh Language  Customer Service Lead Officer	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
32	Utilise research and statistical sources, e.g. Census 2011 (available from July 2012) to help build a better picture of equality  <b>COMPLETED</b>	September 2013	Policy Officer Equality + Welsh Language  Improvement + Democracy	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
33	Develop and promote standardised equality questions for use on questionnaires, consultations and engagement activity  <b>COMPLETED</b>	July 2013	Policy Officer Equality + Welsh Language  Partnership + Engagement	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓



34	Work in partnership with other listed public bodies to engage hard-to-engage citizens.  <b>ONGOING WORK BEING DONE</b>	2012 - 16	Policy Officer Equality + Welsh Language  Partnership + Engagement	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
35	Work in partnership with organisations that can support and help both the Council and people from protected characteristics (WLGA, Stonewall, SEWREC Transgender Wales, Welsh Language Commissioner etc)  <b>ONGOING WORK BEING CARRIED OUT</b>	2012 - 16	Policy Officer Equality + Welsh Language  Partnership + Engagement  Monmouth Equality + Diversity Group	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

## Equality Objective Four - Protect and support vulnerable people in our communities

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
36 Page 116	Publish the equality information required as part of the Council specific duties e.g. Equality Impact Assessments, Staff information etc  <b>DONE IN ANNUAL REPORTS</b>	Annually, in-line specific duties	Human Resources  Communication Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
37	Develop a Community Cohesion Action Plan  <b>COMPLETED</b>	November 2012	Community Cohesion Officer	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

38	Work with local and regional partners to implement and promote community cohesion in Monmouthshire  <b>ONGOING WORK BEING DONE</b>	2012/16	Community Cohesion Officer  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
39	Implement the Monmouthshire Domestic and Sexual Abuse Action Plan.  <b>COMPLETED</b>	2012 - 13	Domestic Abuse Co-ordinator	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
40	Improve accessibility for disabled students and staff in our secondary schools through reasonable adjustments being made  <b>PROGRAMME OF IMPROVEMENTS IN PLACE AND BEING CARRIED OUT</b>	2012 - 16	Additional Learning Needs + Inclusion  Property Services	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

41	Improve access to services for the sensory impaired <b>ONGOING WORK</b>	2012 -16	Social Services Policy Officer Equality + Welsh Language Equality + Diversity Group	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
Page 42 118	Ensure that all contractors comply with current equality legislation <b>DOCUMENTATION IN PLACE.</b>	November 2013	Procurement Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
43	Provide accurate accessible information on Website and key distribution to outlets e.g. surgeries, Hospitals etc <b>WEBSITE COMPLETED</b>	2012 - 16	Customer Relations	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

44	Deliver the 5 core elements of the “Frailty Project” <b>COMPLETED</b>	2012 – 13	Social Care + Health	S		SO	✓
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B	✓	W	✓
45	Develop the School Reporting Toolkit for Bullying and Racial Incidents Pilot for 1 year and review <b>COMPLETED</b>	October 2012 – September 2013	School Improvement	S		SO	✓
				A	✓	GR	
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
46	Continue to run “My Life” courses for post 16 students with learning, physical and mental health illness <b>COMPLETED</b>	2012 – 13	Adult + Community Education Service	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

47	Undertake a recruitment campaign to enhance our pool of foster carers <b>ONGOING PIECE OF WORK</b>	2012 – 13	Health + Social Care (Fostering + Adoption)	S		SO	✓
				A	✓	GR	
				D	✓	M & CP	✓
				R	✓	P & M	
				R&B	✓	W	✓
48	Review + develop the Councils' Telecare services <b>IMPROVED UPTAKE OF THE SERVICE</b>	2012 – 14	Social Care + Health	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

## Equality Objective Five - Encourage people to become more active and involved in helping shape Council decisions and service provision

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
49	Find out what barriers prevent people from becoming involved with public service providers  <b>COMPLETED</b>	October 2013	Policy Officer Equality + Welsh Language  Partnership + Engagement  CAIR, Abergavenny Carers, Monmouthshire Equality + Diversity Group	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	
				R	✓	P & M	
				R&B	✓	W	✓
50	Encouraging and enabling regional partner organisations to explore innovative ways of encouraging people to become involved with the Council e.g. Stonewall Cymru, Diverse Cymru, Disability Wales etc  <b>ONGOING</b>	November 2013	Policy Officer Equality + Welsh Language  Partnership + Engagement	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

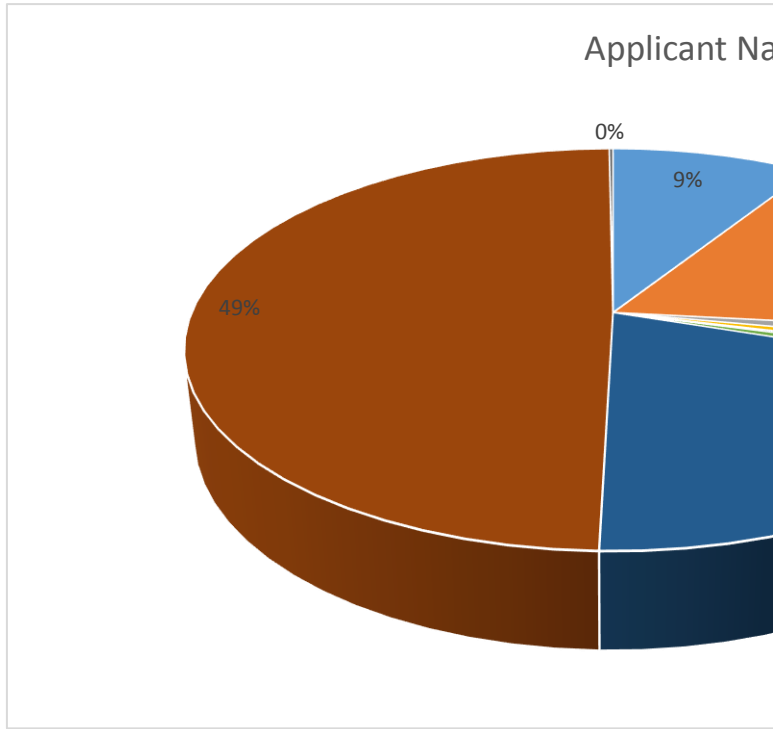
51	Attend Cair and Abergavenny Carers etc to engage, support and exchange information <b>ONGOING ATTENDANCE AT CAIR/ABERGAVENNY CARERS HAVE CEASED TO EXIST</b>	2012 - 16	Policy Officer Equality + Welsh Language	S	✓	SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B	✓	W	✓
52	Attend and Support the 50+ Forum <b>ONGOING ATTENDANCE</b>	2012 -16	Policy Officer Equality + Welsh Language	S	✓	SO	
				A	✓	GR	
				D	✓	M & CP	
				R	✓	P & M	
				R&B	✓	W	✓
53	Support and work with the Menter Iaith, Urdd and Greater Gwent Fforwm Iaith to improve Welsh Language provision within Monmouthshire. <b>WORKING CLOSELY WITH THESE PARTNERS</b>	2012 - 16	Policy Officer Equality + Welsh Language  Menter Iaith Blaenau Gwent/ Torfaen, Mynwy.  The Urdd	S		SO	
				A	✓	GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓



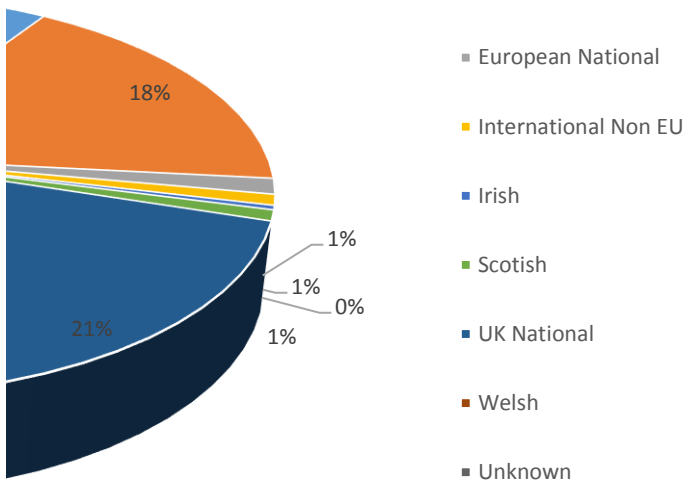
54	Actively promote the Council 's complaints and compliments policy to members of public with protected characteristics <b>COMPLETED</b>	December 2013	Corporate Complaints Officer Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
55	Implement the agreed action plan for the Monmouthshire Equality + Diversity Group and revisit the remit of the group <b>COMPLETED</b>	2012 -13	Monmouthshire Equality + Diversity Group members	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
56	Develop the role and work programme for the Disability Equality Champion <b>COMPLETED</b>	April 2013	Policy Officer Equality + Welsh Language Leader of the Council Head of Democracy	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓



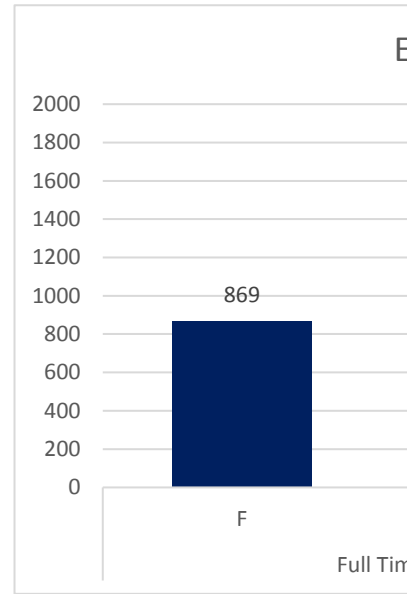
Count of Applicant Id Nationality Citizenship	Total
Not Stated	159
English	307
European National	22
International Non EU	15
Irish	6
Scottish	15
UK National	357
Welsh	863
Unknown	3
<b>Grand Total</b>	<b>1747</b>



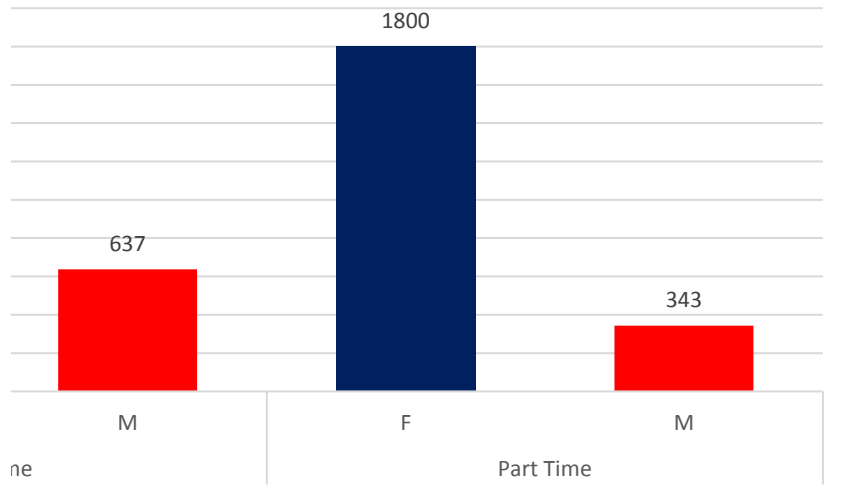
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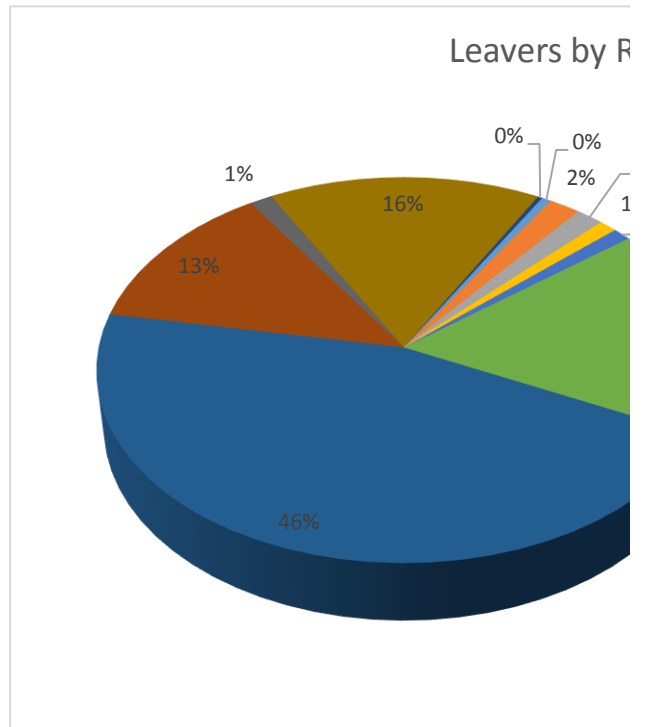
Count of Employee Number FT/PT	Pers Sex	Total
Full Time	F	869
	M	637
Part Time	F	1800
	M	343
<b>Grand Total</b>		<b>3649</b>

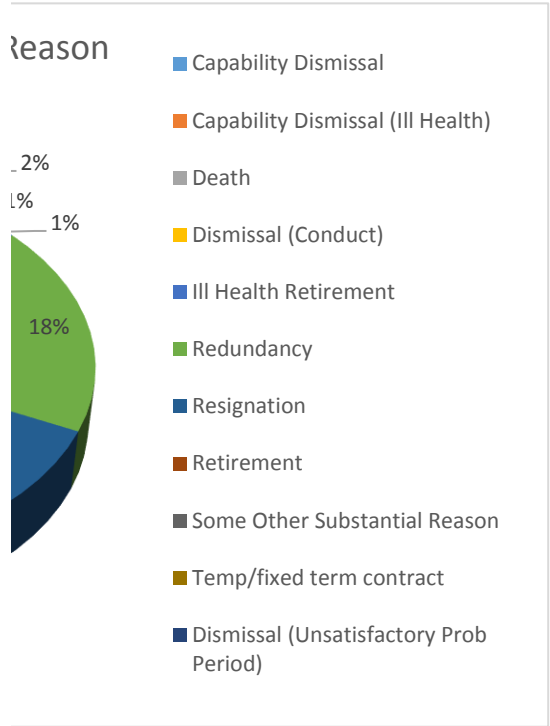


### Employment Occupancy by Sex



Count of Employee No Termination	Total
Capability Dismissal	2
Capability Dismissal (Ill Health)	7
Death	6
Dismissal (Conduct)	4
Ill Health Retirement	4
Redundancy	66
Resignation	171
Retirement	48
Some Other Substantial Reason	5
Temp/fixed term contract	60
Dismissal (Unsatisfactory Prob Period)	1
<b>Grand Total</b>	<b>374</b>







## Strong Communities Select Committee

### Action List

#### Matters arising from 2<sup>nd</sup> March 2017 meeting

<b>Minute Item:</b>	<b>Subject</b>	<b>Officer</b>	<b>Outcome</b>
<b>Budget</b>	Concerns were raised in regard to staff carrying out risk assessments and asked how many staff were going to be trained.	Mark Howcroft	
<b>Budget</b>	Members asked for figures in regard to income related to Raglan Market and a loss and gains report will be supplied to the Committee.	Mark Howcroft	

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*Monmouthshire's Scrutiny Forward Work Programme 2017*

<b>Strong Communities Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
<b>Pre-Election Period ~ Friday 17<sup>th</sup> March</b>				
<b>6<sup>th</sup> April 2016</b>	<b>Employee Wellbeing</b>	- Scrutiny of the Attendance and Wellbeing Policy.	People Services	Policy Development
	<b>Public Toilets</b>	Progress against the recommendations made by the Select Committee's Task and Finish Group.	Roger Hoggins	Performance Monitoring
	<b>Street Lighting</b>	Position update on street lighting.		Performance Monitoring
	<b>Strategic Equality Plan Monitoring Report</b>	Scrutiny of the ongoing plan for strategic equality.	Alan Burkitt	Performance Monitoring

## Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
<b>1<sup>ST</sup> MARCH 2017 - CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 <sup>th</sup> January 2017.		Dave Jarrett
Outcomes of the Recycling Review.	Cabinet to agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Safeguarding Progress Report			Teresa Norris
Effectiveness of Council Services: Quarter 3 Progress			Matt Gatehouse
Cemeteries - amendments to charging policy			Deb Hill Howells
The Knoll, Abergavenny Section 106 funding			Mike Moran

Subject	Purpose	Consultees	Author
ADM – Business Case			Tracey Thomas
EAS Business Case			Will Mclean
Community Governance			Will Mclean
2017/18 Education and Welsh Church Trust Funds Investment and Fund	The purpose of this report is to present to Cabinet for approval the 2017/18 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
<b>8th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Private sector housing enforcement			Huw Owen
PSPO x 2: Fairfield Car Park and Abergavenny Skate Park			Andrew Mason
Homeless Reserve Fund			Ian Bakewell
Fostering Fees Review			Claire Marchant
Accounts Payable Strategy – Further automation of the procedure to process payment			Lisa Widenham
Appropriation of the land at Rockfield Farm, Undy	From County farms use to planning use		Gareth King
Cemeteries – amendments to charging policy			Deb Hill Howells
Direct Care Leadership Restructure			Colin Richings
Transport Policy			Clare Morgan
Disposal of land on Garden City Way for Affordable			Ben Winstanley

Subject	Purpose	Consultees	Author
Housing			
Cae Maldon Bus Routes			Christian Schmidt
Monmouthshire Museums Centralisation of Staffing Structure			Cath Fallon
<b>9<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
Council Tax Resolution 2017/18 and Revenue and Capital Budgets 2017/18	To set budget and Council tax for 2017/18		Joy Robson
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
Asset Investment Strategy			Peter Davies
Outcome of Recycling Review	To agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Procurement Strategy for Household Waste Recycling Centre, Transfer Stations and Residual Haulage.	For Council to approve the procurement strategy and affordability envelope for the procurement of a new contract running from 2018-2030 (7 years plus 5 years extension possibility).		Rachel Jowitt
Approval of Car Park Capital Budget in 2017/18			Roger Hoggins
<b>20<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
ADM Business Case			Tracey Thomas
Pay Policy			Tracey Harry/Sally Thomas
Well-being Assessments for the county and Objective setting for the Council	i) Well-being of Future Generations Assessment (author Matthew Gatehouse) ii) Population Needs Assessment (authors Matthew Gatehouse/Phil Diamond) iii) Council's Well-being Objectives and Plan (author Matthew Gatehouse/Richard Jones) iv) Biodiversity and Ecosystem Resilience Forward Plan (author Matthew Lewis)		Matt Gatehouse
Safeguarding Progress Report			Teresa Norris

Subject	Purpose	Consultees	Author
Position Statement report re: Social Services			Geoff Burrows
Council Diary			Nicola Perry
Chief Office CYP Appointment			Tracey Harry
WAO Kerbcraft			Clare Marchant
Community Governance			W. McLean
<b>29<sup>th</sup> MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Contracts Manager – Adult and Children’s Commissioning			Ceri York
Proposed 40 Mph Speed Limit Portal Road And Link Road Monmouth			Paul Keeble
Road Law enforcement policy - Monmouthshire alternative to prosecution policy (mapp)			David H Jones
To make Permanent the current temporary post of the Carers Services Development Manager			Kim Sparrey
Staffing Restructure: Development Management Team			Mark Hand
Staffing Restructure: Planning Policy Team			Mark Hand
Monmouthshire Lettings Service			Steve Griffiths
Permanent appointment of Temporary Admin Support post (RBC13A).			Nigel George
<b>5<sup>th</sup> APRIL 2017 - CABINET</b>			



Subject	Purpose	Consultees	Author
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
<b>12<sup>th</sup> APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Young Carers' Strategy 2017 -20			Kim Sparrey
Supporting People Plan and Grant Spend			Chris Robinson
Additional Grant Funding for Local Authority to deliver the High St Rates Relief Scheme			Ruth Donovan
Proposed re-alignment of the Estates team to meet budget mandate savings	Cllr Murphy		Deb Hill- Howells
Living Levels Landscape Partnership:	Cllr P Hobson		Matthew Lewis
Flexible Early Retirement – Planning Services			Mark Hand
<b>26<sup>th</sup> APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Welfare Rights Review			Tyrone Stokes
Proposed 20 MPH Speed Limit, A472 Usk			Paul Keeble
<b>16<sup>TH</sup> MAY 2016 – ANNUAL MEETING</b>			

Subject	Purpose	Consultees	Author
<b>18<sup>TH</sup> MAY 2017 – DEFERRED BUSINESS COUNCIL</b>			
<b>24<sup>TH</sup> MAY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>7<sup>TH</sup> JUNE 2017 – CABINET</b>			
Proposed sale of land at Crick Road to Melin Homes			Deb Hill Howells
The revised Safeguarding policy (and/or Council June)			Teresa Norris / Claire Marchant
The 2017/18 WASCG action plan (and/or Council)			Teresa Norris / Claire Marchant
Progress report on the WAO recommendations on Kerbcraft			Roger Hoggins / Paul Keeble / Graham Kinsella
Anti Fraud, Bribery & Corruption Policy Statement – REVISED AND UPDATED			Andrew Wathan
Welsh Language Progress Report.			Alan Burkitt
Welsh Church Fund	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 5 of the 2016/17 financial year held on the 20 <sup>th</sup> March 2017.		Dave Jarrett
CYP Support Services Re-Structure	To propose a restructure within CYP support services to achieve saving from the Medium Term Financial Plan		Nikki Wellington / Sharon Randall Smith
<b>14<sup>TH</sup> JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>28<sup>th</sup> JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			

Subject	Purpose	Consultees	Author
<b>29<sup>TH</sup> JUNE 2017 - COUNCIL</b>			
The revised Safeguarding policy			Teresa Norris / Claire Marchant
The 2017/18 WASCG action plan			Teresa Norris / Claire Marchant
<b>5<sup>TH</sup> JULY 2017 – CABINET</b>			
Contaminated Land Inspection Strategy			Huw Owen
Welsh Language Annual Monitoring Report			Alan Burkitt
<b>12<sup>TH</sup> JULY 2017- INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>26<sup>TH</sup> JULY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>29<sup>TH</sup> JULY 2017 - COUNCIL</b>			
<b>9<sup>TH</sup> AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>23<sup>RD</sup> AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>6<sup>TH</sup> SEPTEMBER 2017 – CABINET</b>			
<b>13<sup>TH</sup> SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>21<sup>ST</sup> SEPTEMBER 2017 - COUNCIL</b>			
<b>27<sup>TH</sup> SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			

Subject	Purpose	Consultees	Author
<b>4<sup>TH</sup> OCTOBER 2017 - CABINET</b>			
<b>11<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>25<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>1<sup>ST</sup> NOVEMBER 2017 – CABINET</b>			
<b>8<sup>TH</sup> NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>9<sup>TH</sup> NOVEMBER 2017 – COUNCIL</b>			
<b>22<sup>ND</sup> NOVEMBER 2017– INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>6<sup>TH</sup> DECEMBER 2017 – CABINET</b>			
<b>13<sup>TH</sup> DECEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>14<sup>TH</sup> DECEMBER 2017 - COUNCIL</b>			
<b>3<sup>RD</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>10<sup>TH</sup> JANUARY 2018 – CABINET</b>			
<b>17<sup>TH</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			

Subject	Purpose	Consultees	Author
<b>31<sup>ST</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>7<sup>TH</sup> FEBRUARY 2018 – CABINET</b>			
<b>14<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>22<sup>ND</sup> FEBRUARY 2018 – COUNCIL</b>			
<b>28<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>1<sup>ST</sup> MARCH 2018 - COUNCIL</b>			
<b>7<sup>TH</sup> MARCH 2018 - CABINET</b>			
<b>14<sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>28<sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>11<sup>TH</sup> APRIL 2018 - CABINET</b>			
<b>18<sup>TH</sup> APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>19<sup>TH</sup> APRIL 2018 - COUNCIL</b>			
<b>9<sup>TH</sup> MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			

Subject	Purpose	Consultees	Author