



**Neudd y Cyngor
Y Rhadyr
Brynbuga
NP15 1GA**

**County Hall
Rhadyr
Usk
NP15 1GA**

4 Ebrill 2014

4th April 2014

**Notice of meeting:
Monmouthshire County Council**

***Hysbysiad o gyfarfod:
Cyngor Sir Fynwy***

**Thursday 10th April 2014, at 2.00pm
Council Chamber, County Hall, Rhadyr, Usk**

***Dydd Iau 10 Ebrill 2014, am 2.00yp
Siambr y Cyngor, Neuadd y Cyngor, Y Rhadyr, Brynbuga,***

Prayers will be said prior to the Council meeting at 1.55pm. All members are welcome to join the Chairman for prayers should they wish to do.

AGENDA

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

Item No	Item
1.	Apologies for absence.
2.	Chairman's report and receipt of petitions.
3.	To receive declarations of interest.
4.	To confirm and sign the minutes of the following meeting: (a) Extraordinary County Council 27th February 2014 (page 1) (b) County Council 27th February 2014 (page 11)
5.	Public Forum items (none received).

6.	<p>To receive the minutes of the following meetings:</p> <p>(a) Democratic Services Committee 3rd February 2014 (page 31)</p> <p>(b) Internal Monitoring Board 25th March 2014 (page 35)</p>
7.	<p>Notices of motion</p> <p>(a) Submitted by County Councillor G. Down</p> <p><i>“Monmouthshire provides the gateway to the Wales Coastal Path. As such, this Council is deeply concerned to note the recent research published by the Marine Conservation Society (MCS) about the quantity of litter on Welsh beaches, and calls upon the Welsh Government to work with the MCS and other interested parties to implement a marine litter strategy as a matter of urgency.”</i></p> <p>(b) Submitted by County Councillor D. Batrouni</p> <p><i>“ This Council believes it is unacceptable that Monmouthshire is rock bottom out of all Welsh local authorities (by benchmarked quarters) for pupils achieving 5 GCSE grades A- G; is dismayed that Monmouthshire was second from bottom for pupils achieving grades A- C; condemns the Conservative-led administration for failing these children; recognises any Monmouthshire child leaving school without 5 GCSEs severely limits their life chances; the controlling groups of this Council utilises all options available to them to ensure these children are helped and offered guidance into further education, an apprenticeship or employment; and makes sure Monmouthshire drastically improves its performance for this year’s GCSEs.”</i></p>
8.	<p>To receive the following recommendations from Cabinet</p> <p>(a)Caldicot 3G Pitch Project (page 41)</p>
9.	<p>Report of the Monitoring Officer</p> <p>Review of Constitution (page 55)</p>
10.	<p>Reports of the Head of Improvement and Democracy</p> <p>(a) Co-option of Action 50+ onto Adult Select Committee (page 131)</p> <p>(b) Appointment of a Member as ‘Scrutiny Champion’ (page 141)</p>
11.	<p>Report of the Head of Partnerships and Engagement</p> <p>Ageing Well in Wales Programme (page 151)</p>
12.	<p>Members’ questions</p> <p>(a) From County Councillor D. Batrouni to County Councillor P. Murphy</p> <p><i>“Could he confirm the amount the Council has spent on private consultants the previous financial year?”</i></p>

Paul Matthews
Chief Executive
Prif Weithredwr

I Gadeirydd ac Aelodau
Cyngor Sir Fynwy

To the Chairman and Members of
Monmouthshire County Council

Aims and values of Monmouthshire County Council

Connecting with people

Our outcomes

The Council has agreed five whole population outcomes. These are *People in Monmouthshire will:*

- Live safely and are protected from harm
- Live healthy and fulfilled lives
- Benefit from education, training and skills development
- Benefit from an economy which is prosperous and supports enterprise and sustainable growth
- Benefit from an environment that is diverse, vibrant and sustainable

Our priorities

- Schools
- Protection of vulnerable people
- Supporting enterprise, job creation and entrepreneurship

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.

Cysylltu gyda phobl

Ein canlyniadau

Mae'r Cyngor wedi cytuno ar bum canlyniad ar gyfer yr holl boblogaeth, sef y bydd pobl yn Sir Fynwy yn:

- Byw'n ddiogel a chael eu diogelu rhag niwed
- Byw bywydau iach a chrwn
- Manteisio o addysg, hyfforddiant a datblygu sgiliau
- Manteisio o economi sy'n llewyrchus ac sy'n cefnogi menter a thwf cynaliadwy
- Manteisio o amgylchedd amrywiol, egniol a chynaliadwy

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi menter, creu swyddi ac entrepreneuriaeth

Gwerthoedd

- **Didwylledd:** ein huchelgais yw bod yn agored ac onest i ddatblygu cysylltiadau dibynadwy.
- **Tegwch:** ein huchelgais yw darparu dewis, cyfleoedd a phrofiadau teg a dyfod yn gorff sydd wedi ei seilio ar barch.
- **Hyblygrwydd:** ein huchelgais yw meddwl a gweithredu mewn ffordd hyblyg er mwyn dod yn gorff effeithiol ac effeithlon.
- **Cydweithrediad:** ein huchelgais yw gweithio ar y cyd i rannu'n llwyddiannau a'n diffygion trwy adeiladu ar ein cryfderau a chynorthwyo'n gilydd i gyflawni'n hamcanion.

Minutes of the Extraordinary Meeting of Monmouthshire County Council held at County Hall, Usk on Thursday, 27th February 2014 at 11.00 a.m.

PRESENT: County Councillor D.L.S. Dovey (Chairman)

County Councillors: D. Batrouni, D. Blakebrough, G.C. Burrows, R.F. Chapman, J.E. Crook, G.L. Down, D.L. Edwards, R.M. Edwards, D.J. Evans, P.S. Farley, P.A. Fox, R.J.W. Greenland, L. Guppy, E.J. Hackett Pain, R.G. Harris, R.J.C. Hayward, M. Hickman, R.J. Higginson, P.A.D. Hobson, G. Howard, S.G.M. Howarth, D.W.H. Jones, P. Jones, S. Jones, S.B. Jones, R.P. Jordan, J.I. Marshall, P. Murphy, M. Powell, J.L. Prosser, V.E. Smith, B. Strong, F. Taylor, P.A. Watts, A.E. Webb, S. White, K.G. Williams and A.M. Wintle.

OFFICERS IN ATTENDANCE:

Mr. P. Matthews	Chief Executive
Mr. R. Tranter	Head of Legal Services
Mrs. K. Beirne	Chief Officer: Regeneration and Culture
Mrs T. Harry	Head of Improvement and Democracy
Mr. W. McLean	Head of Strategic Partnerships
Mr. G. Ashworth	Head of Planning
Mr. M. Davies	Development Plans Manager
Mr. R. Hoggins	Head of Operations
Mr. P. Davies	Head of Innovation
Ms. R. Rawlings	Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors P.R. Clarke and A. Easson.

2. DECLARATIONS OF INTEREST

Declarations of Interest are recorded under the relevant minute heading.

3. MONMOUTHSHIRE LDP 2011-2021 & MONMOUTHSHIRE LDP ADOPTION STATEMENT

Note: County Councillor R.M. Edwards declared a personal prejudicial interest under the Members' Code of Conduct in the Wonastow Road site as a tenant of part of the application site and would not take part in any discussion or voting relevant to this site.

County Councillor S. White declared a personal prejudicial interest under the Members' Code of Conduct in the Wonastow Road site as she farmed the land

**Minutes of the Extraordinary Meeting of Monmouthshire County Council
dated Thursday 27th February 2014 continued**

contained within the application site and would not take part in any discussion or voting relevant to this site.

We received a report presenting Members with information on the findings of the binding Inspector's Report on the Examination into the Monmouthshire Local Development Plan in order to seek a resolution to formally adopt the Monmouthshire LDP 2011-2021 as amended by the Inspector's Report and to seek endorsement of the Monmouthshire LDP Adoption Statement, with a view to publication at the same time as the Notice of Adoption is placed in the local press.

The report outlined the Inspector's findings, the main changes of which were:

- Restructuring of explanatory text to ensure that the strategy arising from the key issues, vision, objectives is coherently expressed;
- Increase the amount of housing provided for the period from 2006-2011;
- Address the identified shortage in housing provision through the allocation of additional sites and extensions to existing strategic sites where possible;
- Establish measures to provide accommodation for Gypsies and Travellers in line with national policy;
- Clarify in site specific policies that highly vulnerable development will not take place in areas of high flood risk;
- Clarify that protected employment sites should normally be retained for employment and development only;
- Include an updated infrastructure schedule for the strategic sites as an appendix to the LDP;
- Delete the housing allocation at Llandogo;
- Delete the Green Belt designation of Chepstow and restore the green wedge designation.

While the Council's Deposit LDP proposed the provision of 4000 dwellings in the plan period 2011-2021, the Inspector concluded that this requirement should be increased to 4500 dwellings in order to meet an under delivery in the period 2006-2011, when building rates were low and not in accordance with the housing requirements suggested by Welsh Government household projections. The Inspector also concluded that a proportion of 10% should be added to this total to provide the required level of flexibility should sites in the Plan not be delivered as anticipated. Policy S2 of the LDP relating to housing numbers, therefore stated that provision would be made to meet a requirement of 4500 residential units in the plan period 2011-2021 and that this need would be met by identifying opportunities for around 4950 dwellings to enable a 10% flexibility allowance. The residential site allocations in the Deposit LDP together with those identified in the report made to Council on 27 June 2013 were confirmed by the Inspector, except for a 15 dwelling site at Llandogo, where the potential for a nearby poultry unit to resume production and adversely affect residential amenity was considered to put the delivery of the site at risk. One additional site allocation had been recommended by the Inspector, involving land at Drewen Farm,

**Minutes of the Extraordinary Meeting of Monmouthshire County Council
dated Thursday 27th February 2014 continued**

Monmouth, which enabled an 80 dwelling extension to the Wonastow Road strategic site allocation, thereby increasing its capacity to 450 dwellings rather than 370 dwellings.

The Inspector's Report was binding and the Council was required to adopt the LDP within eight weeks of receipt, which was 30th January 2014. Should the Council not adopt the LDP, the WG had the power to intervene and approve the Plan as the LDP for the Local Planning Authority area and recover from the Authority any costs incurred.

During the debate, the following issues were raised:

- There had been a number of views put forward from members of the public during the consultation in the preparation of the LDP, and we were referred to Deri Farm where a number of strong feelings had been conveyed with regard to construction at the site. It was considered that a number of valid comments put forward from people at Mardy had been ignored by both the Authority and the WG.
- Concerns were expressed that the plan would not meet the needs of people in Monmouthshire as the Plan was very broad.
- Whilst it was recognised that there was a need for houses, there were concerns regarding the infrastructure and whether the provision for health and schools were factored in adequately.
- There had been no objections from Aneurin Bevan highlighted in the report, however, the validity of that statement was queried when medical appointments in Caldicot often had a waiting time of two weeks or more.
- Children within Caldicot were currently transported to school in Undy, with the projected increase in housing it was queried where the additional children would be educated with limited spaces available locally and no infrastructure in place, would students be transported further afield. It was raised that children should be able to attend the closest school or one of parental choice.
- The LDP process had taken up a lot of time over a number of years and disappointment was expressed that there had not been changes to the original proposals submitted by officers,
- Concerns were expressed with regard to the site at Wonastow and the proposal for additional houses at that site. There were a number of concerns locally with regard to additional housing on the site which was prone to flooding.
- The Inspectors report had been received two weeks previously, there was another six weeks of consultation which could be undertaken and officers were asked to support Members in challenging the report.
- Concerns were expressed with regard to the site at Well Lane, Devauden, with regard to the pedestrian access on the B4243 which had been

**Minutes of the Extraordinary Meeting of Monmouthshire County Council
dated Thursday 27th February 2014 continued**

acknowledged by the Highways Department and which it was considered the Planning Department had not taken into account. The Planning Department had submitted evidence on the part of the landowner, which had been dismissed by Highways as being unworkable and unsafe.

- With regard to Wonastow Road, the Inspector had taken into account the view of the Environment Agency, which was accurate, however they had not taken into account any from the Drainage Boards which was considered more relevant with surface water being a problem from the surrounding hills. It was considered that both officers and the Inspector had ignored this.
- The inclusion of the area to the other side of Watery Lane was not considered appropriate for development due to previous flooding at this site.
- Disappointment was expressed with regard to the inclusion of the site at Chepstow Road, Raglan and the comments with regard to the flood zone.
- The Inspector's report was dated 30th January 2014, the findings of that report would have been concluded some time before. It was queried whether the Inspector would have reached the same conclusion following the flooding across the country if she had viewed photos of some of the sites during this period.
- With regard to the reference to a shop in Mathern, it was confirmed that it was in fact a petrol station and farm shop, which did not satisfy the demands of larger shopping needs.
- During the examination hearing, the Inspector had taken a great deal of direction from Welsh Government. There had been a number of developers present and there was very little proportional representation.
- The proposals would draw a lot of numbers into Magor and the Inspectors comments had been disappointing, in suggesting that additional housing at Vinegar Hill and reducing the land for employment, it would redress the balance. It was not clear how this would happen as, if there was not land for employment how could the assumption be made that the people who moved to the area would stop working in the jobs they currently held.
- In terms of the comments with regard to improvements to sports facilities being progressed, this was queried as apart from the tennis courts and plans to develop a community facility which had been in place for many years and it was unsure if they would come to fruition in their current form. With 6000 living in Magor there was minimal facilities available against the size of the population.
- At 4.19 it referred to few additional properties in Caldicot, which the deposit LDP had outlined was due to the key reason being that the town was unsustainable. Where were the additional 1000 properties, 1600 over

**Minutes of the Extraordinary Meeting of Monmouthshire County Council
dated Thursday 27th February 2014 continued**

the entire period, going to be located in Severnside. This level of discrepancy was felt had not been given due regard by the Inspector.

- It was raised that the LDP process had taken a considerable amount of time and effort, yet Elected Members were unable to change the process or content of the LDP due to the decision of the Inspector.
- The Inspector had recognised that the consultation process had contained strengths and weaknesses, and it was raised that the community had made strong representations which had been verified in the report.
- There were anxieties with regard to the additional 190 houses at Portskewett and whilst officers were trying to protect the building line, the Inspector had not seen fit to implement that. This could lead to a greater amount of housing without the infrastructure in place and there would be a reduced surplus in schools on the requirements of Welsh Government.
- The lack of infrastructure needed to be borne in mind by everyone involved during the preparation of the next LDP, and how this should be addressed. The Authority did have a statutory responsibility to adopt a Local Development Plan and whilst many Members had raised individual concerns, it would be irresponsible to not put in place a robust planning procedure.
- There were occasions where planning permission had been refused against officers advice and that of the UDP due to the inappropriate conditions, which at appeal had been upheld.
- The process of Welsh Government imposing houses on Monmouthshire was disappointing and was considered should be a local decision, however, recognition was given that like many other counties, Monmouthshire did have a problem with homelessness and providing a long term solution, and the addition of affordable housing should be planned.
- If the Plan was rejected, the Inspector would impose the additional housing on the Authority, which would cause a great deal of cost through appeals.
- Whilst individual concerns were empathised with, it was raised that issues could be raised at planning committee with regard to specific applications and the housing supply had been imposed on the Authority. The Planning Reform Bill by Welsh Government, if this plan was not adopted, could affect planning being under the Authority's statutory responsibility.

The Head of Planning responded to Members that officers within the Planning Department liaised closely with Education colleagues specifically in relation to the projections and there may be a need in the future for pupils from Sudbrook/Portskewett to attend an alternative Primary School away from Caldicot. The Health Board had been involved in the process and it was clear

**Minutes of the Extraordinary Meeting of Monmouthshire County Council
dated Thursday 27th February 2014 continued**

that additional houses could not be built without the appropriate infrastructure in place. In terms of a planning application for Wonastow Road, there would be a need to amend a current application if the LDP were adopted to take into account the changes within the Plan.

With regard to objections that had been raised from residents at Devauden, the objectors had appeared at the examination and been given a full hearing. There had been a significant amount of information presented at the hearing both for and against the site. Members had been provided with the correspondence from objectors at Devauden prior to the meeting. The Authority was purely a participant within that process, and it was a matter for the Inspector to respond, in respect to whether the residents from Devauden had received a fair hearing.

In terms of the flooding and surface water, Members were assured that no part of the flood plain was to be developed, and that all sites fell above the flood plain area. Surface water applied to all sites in Monmouthshire, and this could be overcome, as evidence at the Croft y Bwla site had shown that this was not insurmountable.

Members were informed that should they make the decision to not adopt the Plan, the Welsh Government had been clear that they would take a decision and there would be a charge imposed. This would cause a delay, which would be problematic in terms of pressure from developers as there was not sufficient housing land and additional sites to those identified could be allocated, which were sites that Members had previously successfully argued should not be developed. The consequence of not adopting the LDP by the end of March would be that the Authority would not have a five year housing land supply, with a shortfall already identified, the Authority would drop to a two year supply. This could have a devastating effect on the appeals, with developers previously refused, having another chance to submit sites and pursue through to appeal. If successful this would create a situation whereby applicants were being awarded planning by appeal with the potential of each appeal costing around £50,000. An adopted plan would protect residents against ad hoc applications.

With regard to the process, at the beginning, Elected Members received information on candidate sites in 2009 and were given the opportunity to reject some with others being chosen to move forward. For sites that were rejected, alternative sites had been put forward and the recommendation of Members had been presented to the Inspector in terms of the deposit plan which the Inspector had considered sound and acceptable. Some developers wanted 7000 houses and the Authority had successfully fought against that and kept the figure to 5000.

Page 7
Minutes of the Extraordinary Meeting of Monmouthshire County Council
dated Thursday 27th February 2014 continued

There were currently 3600 registered for housing in Monmouthshire, which would be addressed through the affordable housing.

In terms of the planning application which had previously been contained within the UDP, which had been refused and decision upheld on appeal, at Llanbadoc. There had been a change of circumstances at the site, following the adoption of the UDP. This site had not been included within the LDP due to the site falling within the flood plain.

In terms of infrastructure, it was acknowledged that the shop in Mathern met daily needs and would not meet wider needs. Infrastructure was the key way forward, and it would be critical for providers such as Welsh Water and others to be a part of the forward planning process. This was a chance for those providers to ensure their infrastructure kept pace with housing needs and the Authority were reliant on Welsh Government implementing that. If they were unable to, it could not proceed and would not be developed. Officers strongly supported adoption of the Plan as this was preferable to the alternative.

The following amendment was proposed by Councillor R.J.C. Hayward and seconded

Members adopt the LDP with the exception of all reference to houses at Drewen on the site adjacent to Wonastow. This amendment would still ensure that the Authority would have a five year housing supply and the LDP would validly represent the wish of the Authority.

The Head of Legal Services informed Members that it was lawful that an amendment could be proposed and seconded, and voted on accordingly, however, the report of the Inspector had considered the LDP sound and therefore Members would need to either accept or reject the Plan in its entirety and that it was not subject to amendment. If Members rejected the Plan the Welsh Government would impose the Plan on the Authority. Members were informed that the examination process had taken a comprehensive look at the whole of Monmouthshire, and that if one site was removed, another would have to be added. The Welsh Government official who attended the examination had outlined that once the housing target was set, the Plan must meet the target. The Compulsory Purchase Act outlined that the Authority may only adopt the LDP with modifications, if the Inspector recommended modifications.

A recorded vote was requested by Councillor S.G.M. Howarth and at least 8 other members and the following votes were cast:

For the amendment:

**Minutes of the Extraordinary Meeting of Monmouthshire County Council
dated Thursday 27th February 2014 continued**

D. Blakebrough, G.L. Down, R.J.C. Hayward, S.G.M. Howarth, D.W.H. Jones, J.I. Marshall, A.M. Wintle.

Against the amendment:

D. Batrouni, G.C. Burrows, R.F. Chapman, D.L.S. Dovey, D.L. Edwards, D.J. Evans, P.S. Farley, P.A. Fox, R.J.W. Greenland, L. Guppy, E.J. Hackett Pain, R.G. Harris, M. Hickman, R.J. Higginson, P.A.D. Hobson, G. Howard, P. Jones, S. Jones, S.B. Jones, R.P. Jordan, P. Murphy, M. Powell, J.L. Prosser, V.E. Smith, B. Strong, P.A. Watts, A.E. Webb, K.G. Williams.

Abstentions:

J.E. Crook, R.M. Edwards, F. Taylor, S. White.

The amendment was defeated.

Members further added that there was a need to ensure robust communities and following work by the affordable housing group where some changes had been suggested, the Inspector had accepted the changes for Chestow, Abergavenny and part of rural Monmouthshire with 35% being increased from 20 as a reasonable starting point. The Inspector concluded that the amounts had been robust and that credible evidence had supported this. Whilst the process had seemed disparaging, and that decisions were being made elsewhere, the contribution of Members on the affordable housing element should not be underplayed, this had created a fundamental change for the better. The only way to now achieve those numbers was through the developers.

Whilst there were many concerns raised by Members with regard to the process and the inclusion of elements within the LDP it was recognised that non-adoption of the Plan could cost the Authority a large sum of money, which was not acceptable within the current economic climate.

Councillor G. Howard proposed, and was duly seconded, that the two recommendations within the report be approved and along with eight other Members requested that a recorded vote be taken.

For the Motion:

D. Batrouni, G.C. Burrows, D.L.S. Dovey, D.L. Edwards, R.M. Edwards, D.J. Evans, P.S. Farley, P.A. Fox, R.J.W. Greenland, L. Guppy, E.J. Hackett Pain, R.G. Harris, M. Hickman, R.J. Higginson, P.A.D. Hobson, G. Howard, P. Jones, S. Jones, S.B. Jones, R.P. Jordan, P. Murphy, M. Powell, J.L. Prosser, V.E. Smith, B. Strong, P.A. Watts, A.E. Webb, K.G. Williams.

**Minutes of the Extraordinary Meeting of Monmouthshire County Council
dated Thursday 27th February 2014 continued**

Against the Motion:

D. Blakebrough, R.F.Chapman, J.E. Crook, G.L. Down, R.J.C. Hayward, S.G.M. Howarth, D.W.H. Jones, J.I. Marshall, F. Taylor, S. White, A.M. Wintle.

Abstentions: None.

We resolved to:

- Formally adopt the Monmouthshire LDP 2011-2021, as amended by the Inspector's Report.
- Endorse the Monmouthshire LDP Adoption Statement, with a view to publication at the same time as the Notice of Adoption is placed in the local press.

The meeting ended at 12.45 p.m.

**Minutes of the meeting of Monmouthshire County Council held
at County Hall, Usk on Thursday, 27th February 2014 at 2.00 p.m.**

PRESENT: County Councillor D.L.S. Dovey (Chairman)

County Councillors: D. Batrouni, D. Blakebrough, G.C. Burrows, R.F. Chapman, J.E. Crook, G.L. Down, A. Easson, D.L. Edwards, R.M. Edwards, D.J. Evans, P.S. Farley, P.A. Fox, R.J.W. Greenland, L. Guppy, E.J. Hackett Pain, R.G. Harris, R.J.C. Hayward, M. Hickman, R.J. Higginson, P.A.D. Hobson, G. Howard, S.G.M. Howarth, D.W.H. Jones, P. Jones, S. Jones, S.B. Jones, R.P. Jordan, J.I. Marshall, P. Murphy, M. Powell, J.L. Prosser, V.E. Smith, B. Strong, F. Taylor, A.C. Watts, P.A. Watts, A.E. Webb, S. White, K.G. Williams and A.M. Wintle.

OFFICERS IN ATTENDANCE:

Mr. P. Matthews	Chief Executive
Mr. R. Tranter	Head of Legal Services
Mr. S. Burch	Chief Officer: Social Care and Health
Mrs. K. Beirne	Chief Officer: Enterprise
Mrs. S. McGuinness	Chief Officer: Children and Young People
Mrs. J. Robson	Head of Finance/Section 151 Officer
Mrs T. Harry	Head of Democracy & Regulatory Service
Mr. W. McLean	Head of Strategic Partnerships
Mr. P. Davies	Head of Commercial & People Development
Ms. S. Hayward	Employee Services Lead
Mr. R. Hoggins	Head of Operations
Mr. M. Howcroft	Assistant Head of Finance
Mrs. D. Hill Howells	Estates and Sustainability Manager
Mrs. S. King	Democratic Services Officer

ALSO IN ATTENDANCE:

Mrs. M. Rooney CSSIW

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor P.R. Clarke and J. George.

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

2. CHAIRMAN'S REPORT AND RECEIPT OF PETITIONS

(a) Mr. Eric Saxon

We observed a minute's silence in memory of former Councillor Mr Eric Saxon, who had passed away recently.

(b) Chairman's Engagement

Members were informed of the following Chairman's Engagements:

Community Reception for Ned Heywood MBE
Holocaust Memorial Day Commemoration
The Private Viewing of the Vaughn Grylls' exhibition "Mother"
North Somerset Civic Service
Funeral Jeanette Hood
Joint Civic Heads Dinner
Gwent Young Farmers Entertainments Competition
Commonwealth Day 2014
Funeral Eric Saxon

(c) Petitions

The following petitions were presented:

1. Councillor R.J.C. Hayward presented a petition, objecting to the proposed retail development at Dixton roundabout in Monmouth for one or more of the following reasons:
 - Traffic and pedestrian safety issues at this very busy junction
 - Serious environmental concerns regarding air pollution and flooding
 - Negative effect on Monmouth town centre out of town retail development
 - Fast food outlet next to a secondary school (Healthy Eating concerns)
 - This is a 'Gateway to Wales' alongside an AONB and between 2 conservation areas
2. Councillor S.G.M. Howarth presented a petition in relation to Monmouthshire County Council proposals to reduce verge mowing by 50% on straight sections of A and B road, reducing to one main cut in late autumn. This will cause difficulties for overtaking especially on B roads as overhanging vegetation will create a safety hazard as vehicles move out to the centre of the road. Lack of visibility due to overhanging and tall vegetation is already a major cause of rural accidents. This exercise will not save the council money.

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

3. Councillor R.J.C. Hayward presented a petition, to keep free swimming for the 60+. Concerns regarding statements in press this council paying extra revenue from charge £1.80 swimming in school hols. Reasonable charge, but members point out that it contravenes policies of keeping elder people healthy, most people swim 5 days – it's a significant amount per family.
4. Councillor P.A.D. Hobson presented a petition which supported the Monmouthshire County Council Pollinator Policy. Hope that it will be accepted and implemented as the Council's policy in time to ensure that the 2014 growing season will be more beneficial for pollinators and biodiversity. Insect pollination is vital for food production and human livelihoods and for maintaining the unique ecology of Monmouthshire. The vast majority of flowering plant species produce seeds only if pollinators move pollen between flowers. Without pollination, many interconnected species and processes functioning within our ecosystem will collapse. While issues of road safety are paramount, we very much endorse Monmouthshire's proposal to undertake less road side mowing and increased efforts to maintain biodiversity.

3. DECLARATIONS OF INTEREST

Declarations of Interest are recorded under the relevant minute heading.

4. MINUTES

We resolved that the minutes of the meeting of the County Council held on 16th January 2014 be approved as a correct record and signed by the Chairman, with the following amendments:

- Page 9, correction on declarations of interest:
County Councillor R. Harris declared a personal non-prejudicial interest in Park Street School Abergavenny, as a board member of Abergavenny Community Enterprise.
County Councillor D. Edwards declared a personal non-prejudicial interest in Park Street School Abergavenny, as an Abergavenny Community trust member.
- Page 22, question from County Councillor S. White, change:
County Councillor S. White withdrew the question to
Due to the lateness of the hour County Councillor S. White withdrew the question.
- Page 14, 21st Century Schools Declaration of interests change to:
R. Chapman – Grandson attending King Henry VIII Comprehensive School
R.J. Higginson – LEA appointed Governor at Durand Primary School

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

5. PUBLIC FORUM ITEMS

We welcomed Mr David Maddox, regarding opposing views to the budget mandate for the pollinator policy. Concerns were expressed regarding the proposal for reduced verge cutting.

The Chairman thanked Mr Maddox for attending and the comments were noted.

In response, members raised the following points:

- County Councillor Greenland highlighted that the proposal related to verge cutting on A & B roads (excluding trunk roads), where it was safe to do so. The plans would be submitted for Community Council consultation, prior to the start of the cutting season. The reduced cutting had been proposed in order to increase natural pollination.
- County Councillor Hobson expressed support for the policy and advised that the report would be received by Cabinet in March 2014 and comments from the Strong Communities Select Committee pre-decision scrutiny had been included and the policy would be subject to further discussion.
- Councillor Howarth confirmed that comments from the Strong Communities Select committee had been reflected in the report for Cabinet.

6. COMMITTEE MINUTES

We resolved that the following minutes be received:

(a) Democratic Services Committee 16th December 2013

In relation to the minutes, Councillor Down requested an update on progress regarding assisting members to go paperless by 1st April 2014. The Head of Democracy and Regulatory Service advised that Democratic Services would discuss IT needs with members.

(b) Standards Committee 13th January 2014

(c) Internal Monitoring Board 14th February 2014

7. NOTICE OF MOTION

There were no notices of motion received.

**8. PRESENTATION FROM THE CARE AND SOCIAL SERVICES
INSPECTORATE WALES**

We received a presentation from the Care and Social Services Inspectorate Wales in relation to the Annual Letter.

During the presentation we noted the following points:

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

- **Summary**

- Strategic vision and priorities for social care services in place focusing on prevention, early intervention and supporting people to remain independent.
- Commitment to further collaboration and integration with neighbouring authorities and partners across Gwent.
- In adult services the redesigned 'front door' and the delivery of reablement services via integrated health and social care teams seemed to be having a positive impact, with more people being supported to remain independent.
- In children's services, performance against national indicators was stable or improved in a number of areas however the council struggled to maintain performance in some areas.
- Numbers of looked after children increased in 2011/12 and remained at this higher level in 2012/13 which created some resourcing pressures.
- Children's services continued to restructure and processes were redesigned to streamline and improve the effectiveness of services.
- Action taken to strengthen children's safeguarding arrangements with the Safeguarding and Quality Assurance unit taking a pivotal role in this.

- **Good practice identified**

- Clear vision for the future shape of services in order to meet increasing demand with an innovative modernisation agenda in order to achieve its vision.
- In adult services, a fully integrated model of care is supporting the delivery of reablement and the Gwent Frailty model. The number of people supported in the community is stabilising indicating that more people are being enabled to remain independent.
- People find it easier to contact adult services and receive timely and responsive services.

- **Potential Risks**

- Ability to implement change at a rate that keeps pace with increasing demand for both adult and children's services.
- Capacity to take forward and implement the modernisation agenda whilst continuing to deliver ongoing operational demands.
- Capacity to develop a quality assurance and performance management framework that will enable the council to assure itself that the service structures and new ways of working are delivering the desired outcomes.

- **Shaping Services**

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

- Vision for sustainable and resilient communities set out in the Single Integrated Plan (SIP) - includes outcomes for older people and families.
- A commitment to reconfigure and co-ordinate services to meet increasing demand and needs.
- Recognition of the importance of developing strong partnerships, integration and commissioning arrangements in order to deliver against partnership priorities as set out in the SIP.
- **Areas of progress**
- People who receive services and their carers have been involved in developing strategies for future service delivery.
- Development of SEWSCB.
- Refocusing adult and children's services to prevention and early intervention.

- **Getting Help**
 - Information and advice available through a range of media, e.g. via the council's own website or topic based websites, leaflets, You Tube, Twitter and Facebook.
 - The council operates eligibility criteria at critical, substantial and moderate level of needs in line with its focus on prevention and early intervention.
 - **Areas of progress**
 - People find it easier to contact adult services and receive timely and responsive services via the Gwent Frailty model.
 - The safeguarding and quality assurance unit has been established to coordinate and provide assurance for child protection, independent reviewing and safeguarding arrangements in the area.

- **The Services Provided**
 - **Areas of progress**
 - Foster carer's payment for skills and allowances policy has been developed and agreed.
 - Improved decision making in referral and support services.
 - **Areas for improvement**
 - Understanding the profile of demand for disabled children with complex needs and develop appropriate support.

- **Effect on people's lives**
 - Areas of progress
 - Educational outcomes for looked after children have improved.
 - Fewer people are experiencing delays in transfer of care.
 - Reablement services are enabling people to remain independent.
 - Areas for improvement
 - Measuring outcomes needs to progress to ensure the council can assure itself that its services are achieving and improving outcomes for the people receiving services.
 - Timeliness of initial child protection conferences and core group meetings, and child protection reviews.

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

- Completion of adult and children in need care plan reviews in accordance with the statutory timetable.
- Completion of statutory visits to looked after children in accordance with regulations.

- **Capacity**
 - **Areas of progress**
 - Increased resources in children's services.
 - **Areas for improvement**
 - Ensuring there is capacity to deliver change programmes as well as ongoing service delivery commitments.

- **Providing Direction**
 - **Areas of progress**
 - Increased resources in children's services.
 - **Areas for improvement**
 - Ensuring there is capacity to deliver change programmes as well as ongoing service delivery commitments.

During discussion the following points were noted:

- Members welcomed the report and thanked the Social Care and Health Team for work involved.
- Clarification was requested regarding capacity regarding management of vulnerable children and it was highlighted that there was an expectation for issues to be dealt with swiftly. In response, we were advised that the issue was unacceptable, however, the situation had improved and would be continually monitored. A review was being led by joint heads of service.
- It was suggested that the issue could be considered in further detail at Adults and Children and Young People Select Committee. Officers welcomed further discussion at Select committees.
- The CSSIW were thanked for attendance and presentation.

9. REPORT OF THE CHIEF OFFICER: CHILDREN AND YOUNG PEOPLES SERVICE

We received a report which consulted on Monmouthshire's Draft Welsh in Education Strategic Plan (WESP) 2014-2017.

The WESP detailed how Monmouthshire planned to support; develop and secure Welsh language provision in schools and wider communities and how we would plan for future growth. The plan reflected objectives set out in the Government's Welsh-Medium Education Strategy.

The WESP 2014 -2017 has been developed in partnership with the local authorities in South East Wales consortium (SEWC). The plan was in draft form until the end of consultation period on 31st March 2014.

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

It was recommended that Council received the report as part of the statutory consultation process.

During the debate the following items were raised:

- A question was raised regarding how Welsh Secondary education was being addressed and if there were alternative plans in place if there was no secondary provision.
- *County Councillor L. Guppy declared a personal non-prejudicial interest as she had a child in a Monmouthshire comprehensive school.*
- In response, we were advised that work was undertaken to ensure adequate solutions and a joint proposal would be submitted to the Welsh Government for secondary welsh medium provision, the target would be achieved by 2016.
- It was highlighted that some balance was required in terms of responding to an increase in demand. There would be a requirement to provide welsh education, however, various factors should be considered to avoid surplus places.
- We were advised that the report was presented to full Council as a draft and a website would be available for consultees e.g. youth service, to respond as part of the consultation. The plan would also be available translated to Welsh language.
- It was noted that there were two Welsh primary schools in Monmouthshire, therefore, there was a relatively small number in comparison to the welsh medium.

We resolved to receive the report.

It was proposed that the Report of the Chief Officer: Enterprise, regarding Pay Policy, was moved to the last item on the agenda. Upon being put to the vote the proposal was carried.

**10. REPORT OF THE MONITORING OFFICER
SRS BUSINESS SOLUTIONS APPOINTMENT OF BOARD MEMBER**

We received a report for the appointment of a member or officer as Director on the board of Shared Resource Services Business Solutions (SRS BS).

In May 2011 Cabinet agreed the establishment of a joint venture company with Torfaen CBC to take advantage of the technologically advanced resources available at the Shared Resource Centre within the private sector. The Council has two representatives on the Board of Directors. The original directors appointed were Councillor Bob Greenland and Steve Greenslade. No replacement appointment has been made since Steve Greenslade's passing and a vacancy had therefore arisen.

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

It was proposed and duly seconded that the Chair of Economy and Development Select Committee, was appointed as an member Director on the board of Shared Resource Services Business Solutions (SRS BS).

Upon being put to the vote the proposal was lost.

It was proposed and duly seconded that Mr P. Davies, Head of Commercial & People Development, was appointed as an officer Director on the board of Shared Resource Services Business Solutions (SRS BS).

Upon being put to the vote the proposal was carried.

We resolved that Mr P. Davies, Head of Commercial & People Development, be appointed as an officer Director on the board of Shared Resource Services Business Solutions (SRS BS).

**11. REPORT OF THE HEAD OF IMPROVEMENT AND DEMOCRACY
DIARY OF MEETINGS**

We considered the draft diary of meetings for 2014/15.

Councillor Councillor S.G.M. moved two amendments, which were duly seconded:

- 1) That meetings were moved from the Easter Holiday in 2015. Planning site inspections were scheduled on Monday 30th March, Planning Committee on Tuesday 31st March 2015 and Cabinet on Wednesday 1st April 2015 and that these dates were changed to Monday 13th April 2015, Tuesday 14th April 2015 at 2pm and Wednesday 15th April 2015 at 2pm respectively.
- 2) That planning site inspections were changed from 9.15am to 9.30am.

On being put the vote we resolved that meetings were moved from the Easter Holidays in 2015 and this became the substantive motion.

Upon being put to the vote the substantive motion, we agreed that planning site visits would be decided by the Planning Committee.

We resolved that the diary of meetings for 2014/15 as attached to the report be approved, subject to the following amendment:

- Planning Site Inspections changed to Monday 13th April 2015.
- Planning Committee changed to Tuesday 14th April 2015 at 2pm.
- Cabinet changed to Wednesday 15th April 2015 at 2pm.
- Planning Committee to discuss and agree the time of site inspections.

12. REPORTS OF THE HEAD OF FINANCE (SECTION 151 OFFICER)

a) TREASURY MANAGEMENT STRATEGY

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

Treasury Management was defined as “The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

The Authority pays due regard to CIPFA’s Code of Practice for Treasury Management in the Public Services (the “Code”) and accompanying Guidance Notes (as revised in 2011) and the Prudential Code for Capital Finance in Local Authorities (as revised in 2011). The Prudential Code for Capital finance in local authorities outlines requirements for the manner in which capital spending plans are to be considered and approved, and in conjunction with this, the development of an integrated treasury management strategy.

During discussion we noted the following points:

- A question was raised regarding Page 166 investment strategy, investment levels were expected to reduce in the forthcoming year as the capital programme progresses. In response, we were advised that advice was received from treasury advisors, which would be information from the market place and best available at the time.
- Discussions were held regarding fair-trade and ethical investment. It was noted that a statement had been issued to members in 2013 and that it would be difficult to make caveats to the strategy because of the intrinsic nature of money markets where the onward application of cash investments is indefinite. This is because institutions lend to and borrow from a multitude of other institutions from many sectors, each of which may make further onward transactions as part of the entire money market cycle.
- A query was raised regarding strategy and borrowing implications for the future schools programme. We were informed that commitments towards 21st Century Schools had been taken into account, estimates had been made and timing of investments had been considered.

Recommendations within the report were as follows:

- It is recommended that the proposed Treasury Management Policy Statement for 2014/15 (appendix 2) and proposed Treasury Management Strategy and Investment Strategy 2014/15 to 2017/18 (appendix 1), including the Minimum Revenue Provision (MRP) Statement for 2014/15, be approved together with the Treasury Limits as required by section 3 of the Local Government Act 2003.

Councillor Hayward moved to approve the recommendations and this was duly seconded. Upon being put to the vote the recommendations were unanimously carried.

b) BUDGET AND COUNCIL TAX

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

The Cabinet Member for Finance, County Councillor P Murphy, outlined the main items of the budget and stated that the Council faced very challenging circumstances.

- Cabinet had tasked officers with looking at the budget and applied the cheaper, better, different principals.
- 37 ideas were received, which were subject to public consultation and scrutiny.
- 3 member seminars were held, 12 public meetings, 13 scrutiny meetings and 2 you tube videos were created. Social media was also used to ensure people were engaged. Members had access to officers and contributions were welcomed.
- Initial mandates were examined and where possible, responses had been accommodated. However, SEN post 16 transport would be reconsidered.
- The move of Tourist Information Centres (TICs) was also being reconsidered.
- Due to the reconfigured process the resulting budget would safeguard schools, vulnerable people, leisure centres, adult education and living wage.
- Low funding had been received from Welsh Government and the Authority had achievements with low expenditure. Achieving the savings was challenging but there was confidence in proposals, which would be subject to on-going scrutiny.
- Cabinet had taken note of the public contribution. A working assumption was Council Tax increase of 3%. However, proposed increase to 3.95% and use reserves to even out the remaining gaps and surpluses over the Medium Term Financial Plan (MTFP). Increases at other authorities had been considered. Collection rate had been identified at 99%.
- Reserves were adequate going forward, however, careful monitoring was required to ensure this was maintained. Priority areas had been required to make savings.

Councillor Murphy expressed cabinet appreciation during challenging time and personal thanks to the Section 151 Officer and team for their work on the budget.

During a debate, the following issues were raised:

- Challenging times had been faced by the authority in setting the budget and cuts to the Welsh Government had been passed on to local authorities, difficult decisions had been taken during the budget deliberations.
- It was suggested that Council Tax collection was increased from 98% to 99%. In response, we noted that 99% was collected over time and it was not recommended to use reserves as it was advisable to retain a prudent minimum level.
- Significant pressures had occurred within the schools budget, it was recognised as important that the overall picture was considered.

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

- Opposing views were expressed in relation to charging for swimming for 60+. It was noted that other schemes were in place to reduce costs e.g. £27 for 20 swims and the G.P. referral system was in place for people with medical issues. Swimming would be charged during school holidays but free swimming would be available in term time. During public consultation it had been highlighted that it was important to retain centres and have small charges.
- Clarification was requested in relation to switching off street lights, particularly in relation to unsafe areas. We noted that issues would be discussed with the local member and appropriate officer, so that appropriate areas would be identified.
- Discussions were held regarding support to vulnerable children and it was recognised that there could be a potential detrimental impact. Strong views were expressed that it was important for additional needs children to receive support.
- Ideas and suggestions were welcomed in terms of going forward with the Medium Term Financial Plan (MTFP).

It was moved as an amendment by County Councillor D Batrouni and seconded that the budget be modified as follows:

- **No cuts to additional learning needs children**
- **Removing contingency budget**
- **Reverse over 60 charge on swimming**
- **Delete plans to turn off street lighting**
- **Limit Council Tax to 3.5%**

Will be balanced by, capping private consultants at £25k, savings from hospitality, draw on extra reserves, plan to replace reserves. Over £700k put into reserves this year, therefore, reserves are being topped up. Need to ensure we have plans for future replenishment, important to be credible and prudent. Increase council tax on empty homes to 150% (could generate approximately £400k and may stimulate housing growth). Suggest using assets for further investments to generate revenue.

Upon being put to the vote the amendment was lost.

County Councillor G. Down moved the following amendments which were duly seconded:

1) Referendum on Council Tax Increase of over 2%.

Upon being put to the vote the amendment was lost.

2) Council introduces e-billing for Council Tax.

This was withdrawn following confirmation that part of the savings were based on the implementation of this facility in 2014/15.

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

3) Sweating assets – commercial opportunities.

Upon being put to the vote the amendment was lost.

4) Subscription to WLGA, reduce contribution to European office (£7k).

Upon being put to the vote the amendment was lost.

5) Decreased Sustainability Team budget, to £50k.

Upon being put to the vote the amendment was lost.

6) Participatory budget, changes to how budget would be administered.

Upon being put to the vote the amendment was lost.

County Councillor D. Blakebrough moved an amendment which was duly seconded:

- **That the Council introduces a creative performance appraisal system.**

Upon being put to the vote the amendment was lost.

County Councillor S.G.M. Howarth moved the following amendments which were duly seconded:

1) Delete increases on Post 16 transport.

Note: County Councillor D. Edwards left the meeting at 8.20pm.

Upon being put to the vote the amendment was lost.

2) Provision of Pest Control.

Note: County Councillors D. Evans and B. Strong left the meeting at 8.55pm.

Upon being put to the vote the amendment was lost.

3) Production of gazette/magazine.

Upon being put to the vote the amendment was lost.

County Councillor R.J.C. Hayward moved an amendment which was duly seconded:

- **No charge for swimming for over 60's in school holidays.**

Upon being put to the vote the amendment was lost.

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

We resolved:

That the following be approved:

- (a) The revenue estimates for the year 2014/15 as recommended by the Cabinet at its meeting of 12th February 2014. (Appendix 4)
- (b) The capital programme for 2014/15 to 2017/18 as recommended by Cabinet at its meeting of 12th February 2014. (Appendix 5)
- (c) The disposal of assets at best value (Appendix 7)

2.2 It was noted that, at its meeting on 12th February 2014, the Cabinet calculated the amounts set out below for the year 2014/15 in accordance with sections 32 and 33 of the [Local Government Finance Act 1992](#) ("the Act").

For information, sections 32 and 33 of the 1992 Act have been extensively amended by Schedule 12 to the [Local Government \(Wales\) Act 1994](#). Both are further amended by the [Local Authorities \(Alteration of Requisite Calculations\) \(Wales\) Regulations 2002](#) (the "2002 regulations") and The Local Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2013. Section 33 is further amended by the [Local Government Reorganisation \(Calculation of Basic Amount of Council Tax\) \(Wales\) Order 1996](#). All necessary legislative and statutory amendments have been taken into account in calculating the following amounts: -

- (a) 44,199.96 being the amount calculated by the Council, in accordance with Section 33 of the Act and The Regulations (as amended by Regulations 1999 no. 2935), as its Council Tax base for the year;
- (b) Part of the Council's Area, being the amounts calculated by the Council, in accordance with Section 34 of the Act, as the amounts of its Council Tax base for the year for dwellings in those parts of the area to which one or more special items relate:

	Council Tax Base for 2014/15	Community	Council Tax Base for 2014/15
Abergavenny	4,770.94	Llanhennock	278.57
Caerwent	1,048.71	Llanover	804.04
Caldicot	3,938.97	Llantillio Croesenny	452.90

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

	Council Tax Base for 2014/15	Community	Council Tax Base for 2014/15
Chepstow	5,346.93	Llantillio Pertholey	1,573.55
Crucorney	725.01	Llantrissant Fawr	261.50
Devauden	634.60	Magor with Undy	2,822.73
Goetre Fawr	1,175.92	Mathern	602.46
Grosmont	490.19	Mitchell Troy	734.32
Gwehelog Fawr	282.24	Monmouth	4,881.16
Llanarth	477.83	Portskewett	981.12
Llanbadoc	448.98	Raglan	1,061.80
Llanelly Hill	1,845.86	Rogiet	708.57
Llanfoist Fawr	1,772.90	Shirenewton	719.57
Llangattock Vibon Abel	646.58	St.Arvals	448.79
Llangwm	271.08	Tintern	484.72
Llangybi	518.88	Trellech	1,617.57
		Usk	1,370.97
		Total	44,199.96

That Council resolved:

2.3 That the following amounts be now calculated by the Council for the year 2014/15 in accordance with Sections 32 to 36 of the Act and sections 47 and 49 of the [Local Government Finance Act 1988](#) (as amended):

- (a) £145,287,643 being the aggregate of the amounts the Council estimates for the items set out in Section 32(2) (a) to (d) of the Act less the aggregate of the amounts the Council estimates for the items set out in Section 32 (3) (a) and (c) of the Act calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year
- (b) £97,508,621 being the aggregate of the sums which the Council estimates will be payable for the year into its Council fund in respect of redistributed non-domestic rates and revenue support grant in accordance with Section 33 (3)

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

- (c) £6,000 being the cost to the authority of discretionary non-domestic rate relief anticipated to be granted (under sections 47 and 49 of the [Local Government Finance Act 1988](#) , as amended)
- (d) £ 1,081.11 being the amount at 2.3(a) and 2.3(c) above less the amount at 2.3(b) above, all divided by the amount at 2.2(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year
- (e) £1,669,443 being the aggregate amount of all special items referred to in Section 34 of the Act (Town and Community Precepts)
- (f) £1,043.34 being the amount at 2.3(d) above less the result given by dividing the amount at 2.3(e) above by the amount at 2.2(a) above calculated by the Council in accordance with Section 34(2) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of the area to which no special item relates.
- (g) Part of the Council's Area, being the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amounts at 2.2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of the area to which one or more special items relate:

Community Council	Precept Band D Equivalent £'s	Community Council	Precept Band D Equivalent £'s
Abergavenny	48.67	Llanover	13.06
Caerwent	38.14	Llantillio Croesenny	11.92
Caldicot	60.61	Llantillio Pertholey	25.61
Chepstow	60.83	Llantrissant Fawr	15.30
Crucorney	10.86	Magor with Undy	47.14
Devauden	12.61	Mathern	26.69
Goetre Fawr	23.39	Mitchell Troy	10.55
Grosmont	12.24	Monmouth	38.40

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

Gwehelog Fawr	13.46	Portskewett	20.89
Llanarth	13.60	Raglan	28.38
Llanbadoc	22.01	Rogiet	42.77
Llanelly Hill	32.74	Shirenewton	20.81
Llanfoist Fawr	32.15	St.Arvars	20.66
Llangattock		Tintern	31.71
Vibon Abel	13.92		
Llangwm	9.96	Trellech	13.60
Llangybi	16.09	Usk	54.71
Llanhennock	14.93		

- (h) The County Council Area, being the amounts given by multiplying the amount at 2.3(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

Council Tax Band	A	B	C	D	E	F	G	H	I
Proportion	6	7	8	9	11	13	15	18	21
Council Tax Charge	695.56	811.49	927.41	1043.34	1275.19	1507.05	1738.90	2086.68	2434.46

- (i) Part of the Council's Area, being the amounts given by multiplying the amounts at 2.3(g) and 2.3(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands:-

County Council plus Town/Community Council

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

Council Tax Band	A	B	C	D	E	F	G	H	I
Abergavenny	728.01	849.34	970.67	1092.01	1334.68	1577.35	1820.02	2184.02	2548.02
Caerwent	720.99	841.15	961.31	1081.48	1321.81	1562.14	1802.47	2162.96	2523.45
Caldicot	735.97	858.63	981.29	1103.95	1349.27	1594.60	1839.92	2207.90	2575.88
Chepstow	736.11	858.80	981.48	1104.17	1349.54	1594.92	1840.28	2208.34	2576.40
Crucorney	702.80	819.94	937.06	1054.20	1288.46	1522.74	1757.00	2108.40	2459.80
Devauden	703.97	821.30	938.62	1055.95	1290.60	1525.26	1759.92	2111.90	2463.88
Goetre	711.15	829.68	948.20	1066.73	1303.78	1540.84	1777.88	2133.46	2489.04
Grosmont	703.72	821.01	938.29	1055.58	1290.15	1524.73	1759.30	2111.16	2463.02
Gwehelog	704.53	821.96	939.37	1056.80	1291.64	1526.49	1761.33	2113.60	2465.87
Llanarth	704.63	822.07	939.50	1056.94	1291.81	1526.69	1761.57	2113.88	2466.19
Llanbadock	710.23	828.61	946.97	1065.35	1302.09	1538.84	1775.58	2130.70	2485.82
Llanelly Hill	717.39	836.95	956.51	1076.08	1315.21	1554.34	1793.47	2152.16	2510.85
Llanfoist	716.99	836.50	955.99	1075.49	1314.48	1553.49	1792.48	2150.98	2509.48
Llangattock VA	704.84	822.32	939.78	1057.26	1292.20	1527.16	1762.10	2114.52	2466.94
Llangwm	702.20	819.24	936.26	1053.30	1287.36	1521.44	1755.50	2106.60	2457.70
Llangybi	706.29	824.00	941.71	1059.43	1294.86	1530.29	1765.72	2118.86	2472.00
Llanhennock	705.51	823.10	940.68	1058.27	1293.44	1528.62	1763.78	2116.54	2469.30
Llanover	704.27	821.65	939.02	1056.40	1291.15	1525.91	1760.67	2112.80	2464.93
Llantillio Croess	703.51	820.76	938.01	1055.26	1289.76	1524.27	1758.77	2110.52	2462.27
Llantillio Pertholey	712.63	831.41	950.17	1068.95	1306.49	1544.04	1781.58	2137.90	2494.22
Llantrissant	705.76	823.39	941.01	1058.64	1293.89	1529.15	1764.40	2117.28	2470.16
Magor with Undy	726.99	848.15	969.31	1090.48	1332.81	1575.14	1817.47	2180.96	2544.45
Mathern	713.35	832.25	951.13	1070.03	1307.81	1545.60	1783.38	2140.06	2496.74
Mitchell Troy	702.59	819.70	936.79	1053.89	1288.08	1522.29	1756.48	2107.78	2459.08
Monmouth	721.16	841.36	961.54	1081.74	1322.12	1562.52	1802.90	2163.48	2524.06
Portskewett	709.49	827.74	945.98	1064.23	1300.72	1537.22	1773.72	2128.46	2483.20
Raglan	714.48	833.56	952.64	1071.72	1309.88	1548.04	1786.20	2143.44	2500.68
Rogiet	724.07	844.76	965.43	1086.11	1327.46	1568.83	1810.18	2172.22	2534.26
Shirenewton	709.43	827.68	945.91	1064.15	1300.62	1537.11	1773.58	2128.30	2483.02
St. Arvans	709.33	827.56	945.77	1064.00	1300.44	1536.89	1773.33	2128.00	2482.67
Tintern	716.70	836.15	955.60	1075.05	1313.95	1552.85	1791.75	2150.10	2508.45
Trelech	704.63	822.07	939.50	1056.94	1291.81	1526.69	1761.57	2113.88	2466.19
Usk	732.03	854.04	976.04	1098.05	1342.06	1586.08	1830.08	2196.10	2562.12

- 2.4 That it be noted for the year 2014/15 that Gwent Police Authority has notified the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act, for each of the dwellings shown above: -

Council Tax Band	A	B	C	D	E	F	G	H	I
-------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

Proportion	6	7	8	9	11	13	15	18	21
Council Tax Charge	135.67	158.28	180.89	203.50	248.72	293.94	339.17	407.00	474.83

2.5 That, having calculated the aggregate in each case of the amounts at 2.3(i) and 2.4 above, the Council, in accordance with Section 30(2) of the Act, hereby sets the following amounts as the amounts of Council Tax for the year 2014/15 for each of the categories of dwellings shown below: -

County Council plus Town/Community Council plus Police Authority

Council Tax Band	A	B	C	D	E	F	G	H	I
Abergavenny	863.68	1007.62	1151.56	1295.51	1583.40	1871.29	2159.19	2591.02	3022.85
Caerwent	856.66	999.43	1142.20	1284.98	1570.53	1856.08	2141.64	2569.96	2998.28
Caldicot	871.64	1016.91	1162.18	1307.45	1597.99	1888.54	2179.09	2614.90	3050.71
Chepstow	871.78	1017.08	1162.37	1307.67	1598.26	1888.86	2179.45	2615.34	3051.23
Crucorney	838.47	978.22	1117.95	1257.70	1537.18	1816.68	2096.17	2515.40	2934.63
Devauden	839.64	979.58	1119.51	1259.45	1539.32	1819.20	2099.09	2518.90	2938.71
Goetre	846.82	987.96	1129.09	1270.23	1552.50	1834.78	2117.05	2540.46	2963.87
Grosmont	839.39	979.29	1119.18	1259.08	1538.87	1818.67	2098.47	2518.16	2937.85
Gwehelog	840.20	980.24	1120.26	1260.30	1540.36	1820.43	2100.50	2520.60	2940.70
Llanarth	840.30	980.35	1120.39	1260.44	1540.53	1820.63	2100.74	2520.88	2941.02
Llanbadock	845.90	986.89	1127.86	1268.85	1550.81	1832.78	2114.75	2537.70	2960.65
Llanelly Hill	853.06	995.23	1137.40	1279.58	1563.93	1848.28	2132.64	2559.16	2985.68
Llanfoist	852.66	994.78	1136.88	1278.99	1563.20	1847.43	2131.65	2557.98	2984.31
Llangattock	840.51	980.60	1120.67	1260.76	1540.92	1821.10	2101.27	2521.52	2941.77
Llangwm	837.87	977.52	1117.15	1256.80	1536.08	1815.38	2094.67	2513.60	2932.53
Llangybi	841.96	982.28	1122.60	1262.93	1543.58	1824.23	2104.89	2525.86	2946.83
Llanhennock	841.18	981.38	1121.57	1261.77	1542.16	1822.56	2102.95	2523.54	2944.13
Llanover	839.94	979.93	1119.91	1259.90	1539.87	1819.85	2099.84	2519.80	2939.76
Llantillio Croess	839.18	979.04	1118.90	1258.76	1538.48	1818.21	2097.94	2517.52	2937.10
Llantillio Pertholey	848.30	989.69	1131.06	1272.45	1555.21	1837.98	2120.75	2544.90	2969.05
Llantrissant	841.43	981.67	1121.90	1262.14	1542.61	1823.09	2103.57	2524.28	2944.99
Magor with Undy	862.66	1006.43	1150.20	1293.98	1581.53	1869.08	2156.64	2587.96	3019.28
Mathern	849.02	990.53	1132.02	1273.53	1556.53	1839.54	2122.55	2547.06	2971.57
Mitchell Troy	838.26	977.98	1117.68	1257.39	1536.80	1816.23	2095.65	2514.78	2933.91
Monmouth	856.83	999.64	1142.43	1285.24	1570.84	1856.46	2142.07	2570.48	2998.89
Portskewett	845.16	986.02	1126.87	1267.73	1549.44	1831.16	2112.89	2535.46	2958.03
Raglan	850.15	991.84	1133.53	1275.22	1558.60	1841.98	2125.37	2550.44	2975.51
Rogiet	859.74	1003.04	1146.32	1289.61	1576.18	1862.77	2149.35	2579.22	3009.09
Shirenewton	845.10	985.96	1126.80	1267.65	1549.34	1831.05	2112.75	2535.30	2957.85
St. Arvans	845.00	985.84	1126.66	1267.50	1549.16	1830.83	2112.50	2535.00	2957.50
Tintern	852.37	994.43	1136.49	1278.55	1562.67	1846.79	2130.92	2557.10	2983.28

**Minutes of the meeting of Monmouthshire County Council dated Thursday
27th February 2014 continued**

Trelech	840.30	980.35	1120.39	1260.44	1540.53	1820.63	2100.74	2520.88	2941.02
Usk	867.70	1012.32	1156.93	1301.55	1590.78	1880.02	2169.25	2603.10	3036.95

- 2.6 That Mrs J. Robson, Mr M. Howcroft, Miss R. Donovan, Mrs. S. Deacy, Mrs. W. Woods, Mrs. S. Knight and Mrs. J. Morgan be authorised under Section 223 of the Local Government Act 1972 to prosecute and appear on behalf of Monmouthshire County Council in proceedings before a Magistrates Court for the purpose of applying for Liability Orders in respect of Council Tax and Non-Domestic Rates.

Note: County Councillors D. Blakebrough, R. Hayward, M. Hickman, J. Higginson and S. Jones left the meeting at 9.45pm.,

13. REPORT OF THE CHIEF OFFICER: ENTERPRISE PAY POLICY

We received the Monmouthshire County Council Pay Policy, which was in accordance with the Localism Act.

During discussion it was requested that research was undertaken regarding the policy to be annually updated in line with the Living Wage pay increases.

We resolved to recommend:

That Council approve the Pay Policy for the year 1st April 2014 to 31st March 2015.

14. MEMBERS QUESTIONS

There were no member questions received.

The meeting ended at 10.00 p.m.

Minutes of the meeting of the Democratic Services Committee held at County Hall, Usk on 3rd February 2014 at 2.00 p.m.

PRESENT: County Councillor D. Evans (Chairman)

County Councillors: D. Blakebrough, D.L. Edwards, R.G. Harris, A. Easson, S.G.M. Howarth, P. Jones, J.L. Prosser and V.E. Smith.

OFFICERS IN ATTENDANCE:

Mrs. T. Harry - Head of Improvement and Democracy
Mrs S. King - Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors P.R. Clarke, S. Jones and S. White.

2. PUBLIC OPEN FORUM

There were no members of the public present.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CONFIRMATION OF MINUTES

We resolved that the minutes of the meeting of the Committee held on 16th December 2013 be confirmed as a correct record and signed by the Chairman.

It was agreed that action points would be highlighted in **bold** print.

5. WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT

We received a report, prepared by the Democratic Services Manager, which informed the Committee of the WLGA's Wales Charter for Member Support and Development and to benchmark Monmouthshire against the Charter criteria.

The report recommended that the Democratic Services Committee draw up proposals for member development and support in line with the "Wales Charter for Member Support and Development".

Information was appended to the report, which identified the position of Monmouthshire County Council in relation to recommendations within the charter

**Minutes of the Democratic Services Committee
dated 3rd February 2014 - continued**

and members were invited to discuss further progress, in terms of taking forward the charter in areas that are not currently addressed.

During discussion the following points were noted:

- Training and Development scheme for members. Some role descriptions in place i.e. executive/chairs of scrutiny – need to develop roles for audit and licensing, all members should have a role description and personal development/training plan.
- Discussions were required among members for how training would be undertaken.
- Recognised the charter was a benchmark for achievement. Issues raised in relation to resource implications, members courses/conferences budget. The charter would have increased training demand, possible increased charges, challenge whether it can be accommodated. **Requested information on the members training budget. How much is the budget? How much used to date and what is it used for? Information would be circulated to members.**
- Personal development, usually undertaken by line manager, needs to be someone competent of what's required in a councillor. It was suggested that the Head of Improvement and Democracy would be the appropriate person, as recommended within the Measure.
- Training had been provided, such as code of conduct, licensing, planning etc. and seminars/briefings had been held throughout the year. Subscriptions are available Can subscribe to WLGA and training provided as overall subscription.
- It was suggested that as well as chairs, training was provided for vice chairs. Personal profiles were welcomed and attendance at training needed to be addressed. However, it was recognised that members could not be forced to attend training, but would assist in undertaking roles to the best of their ability. Group leaders could assist in identifying training requirements.
- The Charter would assist in raising awareness amongst members and officers were thanked for assistance in getting required information to members. It was noted that a paper telephone directory did not exist.
- It was highlighted that the charter was an example of good practice and there was a requirement to keep up to date with annual reports and member development, to ensure robustness on a democratic basis.
- There was a requirement for new councillors to be aware of duties that are involved in the role and this could be included within the application package. Councillor roles and job descriptions needed further detail and information.
- Concerns were expressed in relation to available support for undertaking duties.
- Discussions were held regarding printing facilities and a member's library. It was agreed that the shelves outside the Council Chamber could be used as a member library.
- **It was agreed that it would be proposed at full Council that meetings were not held within school half term holidays.**

**Minutes of the Democratic Services Committee
dated 3rd February 2014 - continued**

We resolved to agree the recommendations and to aspire to Charter status. The Democratic Services committee would debate and decide the priorities (at the next meeting), in order to draw up proposals to be submitted to a future meeting of full Council.

We resolved that the Wales Charter for Member Support and Development would be added to the work programme.

6. ICT PROVISION FOR MEMBERS

We received the revised ICT scheme for members which had been approved at the Democratic Services Committee meeting in September 2013.

The committee were advised that the Democratic Services Team were the first point of contact in relation to ICT issues.

Discussions were held regarding provision of printers for members, in preparation for paperless meetings and some views were that tablets would be beneficial for electronic meetings.

7. PAPERLES MEETINGS

We received an update that the Political Leadership Group had committed to paperless meetings from April 2014. Each member would be contacted by the Democratic Services Team regarding equipment requirements and navigating around electronic agendas.

The budget for electronic tablets would be dependent on the withdrawal of printing paper copies of agendas. We were advised that training for the members involved in the ipad trial would be held imminently.

It was highlighted that members should be equipped, however, the Democratic Services team would not post agendas. It was suggested that members needed to be equipped and trained in order to progress with paperless meetings.

We resolved that members would be notified of the intention to go paperless in April 2014, and in the meantime Select Committees would aspire to become paperless and undertake trials between now and April 2014.

8. FEEDBACK FROM COUNCILS ON TABLET USE

The Scrutiny Manager had provided the committee with a document, which identified how other authorities elected members had used tablets for Council business.

We noted to receive the responses.

**Minutes of the Democratic Services Committee
dated 3rd February 2014 - continued**

9. UPDATE ON THE REVIEW OF DEMOCRATIC SERVICES RESTRUCTURE

The Head of Democracy and Improvement provided feedback on the restructure of Democratic Services and Elections, we noted the following points:

- Report completed and would be sent to the Trade Unions and staff for consultation.
- Consequence would be no redundancies.
- Utilising vacant posts to achieve savings.
- Posts for current staff would remain.
- Elections and Chairman's Secretary would be included in the restructure to increase flexibility.

Members highlighted that capacity may be an issue, however, it was noted that this could be continually reviewed.

10. DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME

Members reviewed the work programme of the committee and the following points were noted:

- Addition of the Wales Charter for Member Support and Development. To consider priorities at the next meeting.
- Any comments regarding the review of the Monmouthshire County Council constitution could be sent directly to the Monitoring Officer.

11. DATE AND TIME OF NEXT MEETING

It was noted that the next meeting of the Committee would be held at County Hall, Usk on **Monday 17th March 2014 at 2.00pm.**

The meeting ended at 4.20 p.m.

MONMOUTHSHIRE COUNTY COUNCIL
Minutes of the meeting of the Internal Monitoring Board
held at County Hall, Usk on Tuesday 25th March 2014 at 5.00pm

PRESENT: County Councillor P.A. Fox (Chairman)
County Councillors: D. Batrouni, D. Blakebrough, L. Guppy and F. Taylor

ALSO PRESENT: County Councillor E.J. Hackett Pain

OFFICERS IN ATTENDANCE:

Mr. P. Matthews: Chief Executive
Ms. S. McGuinness: Chief Officer, Children & Young People
Mr. W. McLean: Head of Strategic Partnerships
Mr. R. Williams: Democratic Services Officer

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES

We received and noted the minutes of the Internal Monitoring Board dated 5th February 2014.

4. POST INSPECTION ACTION PLAN – UPDATE ON PROGRESS

The Board was provided with the latest information in respect of the Post Inspection Action Plan (PIAP). The following information was noted:

The Head of Strategic Partnerships outlined the progress of the four work streams, namely:

- Safeguarding
- Standards and Challenge
- Corporate arrangements
- Section 'B' (Additional Learning Needs (ALN) & Wellbeing)

Having received the Post Inspection Action Plan, the following points were noted:

Safeguarding

Current Status – Between Amber/Green and Green - Risk staying the same since the last report.

**Minutes of the meeting of the Internal Monitoring Board
Dated 25th March 2014 continued**

Changes since the last report:

- Estyn completed the safeguarding re-inspection in February 2014. The feedback confirmed that significant progress has been made and focused on the need for Members and Senior Leaders to be able to satisfy themselves that the safeguarding systems were effective across the Board.
- A draft reporting framework has been developed to strengthen this area with a target of the end of April 2014 for the first report.
- Written feedback regarding the Wales Audit Office inspection of safeguarding undertaken on 13th and 14th March 2014 has not yet been received. This will be provided when available.
- Safeguarding Policy Consultation - Comments have been received from one member, and resolved. The reviewed Safeguarding Policy has not yet been signed off which is now causing a delay in getting this document disseminated and adopted in a timely manner.
- Level 2 training dates are going ahead shortly. A new process for central record keeping by the Children and Young People Directorate is being developed. This should help to cross reference with those held by individual settings, and help with planning and targeting future training.
- A Safeguarding presentation has been provided at a Head Teachers conference on 14th March 2014. Work to take forward from this includes re-profiling of preventative work around child sexual exploitation across wider number of settings.
- The anti-bullying sub-group needs to progress the keep-safe in technology sessions being offered by youth service.
- Monitoring and exception reports are on-going and seen as a useful management tool. However, consistent follow up is required to drive improvement and this is at different stages across directorates depending on administration arrangements. A decision needs to be made within the Local Authority as to the requirement of three yearly checks being undertaken.
- Arrangements for delivering the Safe Recruitment Training Programme are now being discussed with a target date of May 2014 for the first course.
- Safe Recruitment Training Programme.
- Reviewed Policy to be ratified at Council and re-launched to all settings:
 - Delivery of safer recruitment training.
 - Delivery of corporate reporting framework for safeguarding – first report.
 - Development of Safeguarding / Commissioning paper.
 - Audit Rolling Programme continuing to include all commissioned services and voluntary organisations.

**Minutes of the meeting of the Internal Monitoring Board
Dated 25th March 2014 continued**

- On-going planning for the second annual Safeguarding Conference on 18th November 2014.
- A meeting to discuss the requirements for a more formal identification of resources for Safeguarding training is scheduled for 4th April 2014.

Having received this update, the following points were noted:

- For future meetings the Post Inspection Action Plan will include an overarching narrative to aid in the interpretation of progress being made.
- In response to a Member's question regarding maintenance of the Safeguarding Policy, it was noted that this will be addressed in a report by the Chief Officer, Social Care and Health.
- There has been a Safeguarding Policy in place since December 2012. However, the revised version, in line with good practice, needs to be signed off by Cabinet.

Standards and Challenge

Current Status – Between Amber/Red and Amber/Green - Risk staying the same since the last report.

Changes since the last report:

- The gap in performance between Free School Meal and non-Free School Meal pupils has for the Key Stage 4 level 2 including English and mathematics in 2013 increased by 0.1% compared to 2012.
- In 2013, the differential is 1.6% greater than the all Wales average compared to 7.3% in 2010.
- A new electronic system for planning and monitoring the School Effectiveness Grant (SEG), the Welsh in Education Grant (WEG) and the Pupil Deprivation Grant (PDG) expenditure has been introduced across the South East Wales Consortium (SEWC). The majority of Monmouthshire's schools have used this system to complete plans.
- 41% of Monmouthshire's schools are in the top two Education Achievement Service intervention categories.
- Seven schools and the Pupil Referral Unit (PRU) are in a deficit position at the end of month 9. All have recovery plans in place that are regularly monitored by the Finance Team.
- The school issued with a warning notice has not provided sufficient evidence to demonstrate that satisfactory progress has been made. A review is scheduled for early April 2014.
- Present Key Stage 4 and Key Stage 5 Performance Report to Members.

**Minutes of the meeting of the Internal Monitoring Board
Dated 25th March 2014 continued**

- Complete the introduction and implementation of the pupil tracking database.
- Review the quality of the School Effectiveness Grant / Welsh in Education Grant and Pupil Deprivation Grant plans to ensure appropriate spend and anticipated impact on pupil performance.
- Review the South East Wales Consortium policy for intervention in schools causing concern to reflect the new model for school improvement.
- 35% of Monmouthshire's schools remain in the sustained intervention / significant concerns category. There is a risk that the majority of these schools will be placed in category three out of four when the national categories are introduced in September 2014.

Having received the report, the following points were noted:

- It was noted that it was the responsibility of individual schools to ensure that they have engaged with families properly regarding the provision of Free School Meals. Schools should encourage families to register for what they are entitled to receive.
- It was noted that the level of questioning by the Board was changing and that the Board was now ready to undertake more in depth analysis and drill down into issues such as safeguarding, gender performance data, Children receiving Free School Meals performance data, preparation for the next Estyn visit and to establish whether the County Council is receiving value for money from the Education Achievement Service. In short, undertake intelligent analysis to establish how to improve upon all of this data.

Corporate Arrangements

Current Status – Between Amber/Green and Green – Risk staying the same since the last report.

Changes since the last report:

- Draft Service Improvement Plans for the Directorate have been completed and are on target with a corporate timetable.
- A decision on which Performance Management System the Authority will use is still unknown.

Section 'B' (Additional Learning Needs & Wellbeing)

Current Status – Inclusion - Between Amber/Green and Green – Risk reducing.

Additional Learning Needs – Between Amber/Red & Amber/Green - Risk reducing.

**Minutes of the meeting of the Internal Monitoring Board
Dated 25th March 2014 continued**

Changes since the last report:

- 425 Pupils with Statements of Special Educational Needs at 15th January 2014. This is a decrease of 37 from the previous year, giving a reduction of just under 8%.
- The ALN Review is now at the engagement phase. Stakeholders have been identified as Children and Young People, Parents and Carers, Schools, Health and Social Services. A Working Group of 10, which included all of the above stakeholders, identified 10 areas for consultation. The consultation with schools is being carried out at individual school and cluster level.
- The last meeting of the Parents' Working Group took place on 20th February 2014. All documents are now in the finished format. Appendix A is now in a new format and the parent / carer leaflets for Special Educational Needs, Specific Learning Difficulties and the Education Psychologist Service are now available.
- Person Centre Plan and Individual Development Plan training has been completed by the Local Authority (Education Psychologist Service, Specific Learning Difficulties, Inclusion and ALN) and pilot schools. This has been rolled out to schools by cluster area.
- Early Bird Plus training has been completed and pupils to be identified by Health through appropriate referral system.
- The Quality Assurance programme is currently being written by Monmouthshire County Council.
- The Children and Young People's ALN Review event is to be held on 15th May 2014 at the Shire Hall, Monmouth. Three representatives from all school Councils will meet at the Shire Hall to discuss the 10 areas of consultation.
- The Parent and Carer meetings will take place in May 2014 in five areas in Monmouthshire. Parents and Carers will be notified by schools, Facebook and Twitter.
- Schools and parents continue to associate Statementing with additional funding. With school budgets under pressure, this is likely to continue.

Having received the report, the following points were noted:

- The Chief Officer for Children and Young People will bring an update to a future meeting of the Board regarding the consultation that has been undertaken with parents of statemented pupils.
- Engagement sessions were being planned and were underway to establish how the service is changing.

**Minutes of the meeting of the Internal Monitoring Board
Dated 25th March 2014 continued**

- There is a need to re-define the support provided to children with additional learning needs. This is being achieved by practitioners creating an inclusive environment for children with additional learning needs.

5. UPDATE ON RECENT MEETINGS WITH THE MONMOUTHSHIRE RECOVERY BOARD

Officers had met representatives of the Monmouthshire Recovery Board on 21st March 2014. The meeting had been positive and constructive. The Chair of the Monmouthshire Recovery Board will attend County Hall, Usk in May 2014 to provide all Members of the Council with a presentation updating them on the County Council's progress since the Estyn Inspection.

6. ESTYN MONITORING VISIT – PREPARATION AND FOCUS / MONMOUTHSHIRE RECOVERY BOARD COMMISSIONS

Estyn will be undertaking its second visit in June 2014 and will be focussing on recommendations 3, 4 and 5 of the Estyn Inspection report. Work is currently underway in preparation for the visit.

7. DATES FOR FUTURE INTERNAL MONITORING BOARD MEETINGS

Tuesday 29th April 2014 at 4.30pm
Friday 13th June 2014 at 2.00pm
Monday 14th July 2014 at 4.30pm

All meetings to be held at County Hall, Usk.

The meeting ended at 6.45pm.

SUBJECT:	CALDICOT 3G PITCH PROJECT
MEETING:	CABINET
DATE:	2nd April 2014
DIVISION/WARDS AFFECTED:	CALDICOT, CAERWENT AND MAGOR WITH UNDY

1. PURPOSE

1.1 To seek member approval for the establishment of a revised budget for the Caldicot 3G pitch project and for the use of some Section 106 (S106) balances to help offset the increased cost of the project.

2. RECOMMENDED that:

2.1 Council approves the gross capital budget for the Caldicot 3G pitch project be revised from £600,000 to £660,000.

2.2 That funding of £101,000 (£41,000 contribution to the Sewer scheme and £60,000 to the additional costs of the 3G scheme) be identified as follows:

Section 106 Agreement	£	
Merton Green, Caerwent	17,500	
Kingfisher Rise, Magor	17,500	
Church Road (3), Caldicot	17,500	
Magor/Undy Community Hall	<u>17,500</u>	
Total	70,000	
Leisure Services Budget (capital)	31,000	(revenue contribution to capital)
Grand Total funding	£101,000	

2.3 In respect of the four S106 receipts highlighted in 2.2. above, the Council has had the Magor/Undy receipt for 12 years, the Remaining three are anticipated in 2014-15 but a timing issue is anticipated necessitating expenditure on the 3G pitch in advance of actual receipts and so approval is also sought in respect of short term temporary bridge funding where necessary.

3.0 KEY ISSUES

Costs

- 3.1. The provision of a new 3G (third generation) pitch on the Caldicot School/Leisure Centre site is a requirement of the sale of land at Caldicot School Playing Fields to Asda for the development of a supermarket, due to the loss of a number of grass pitches on the school site. A new 3G pitch is equivalent in terms of use and durability to seven outdoor grass pitches.
- 3.2 This project is a key element in the Council's plans for the regeneration of Caldicot Town Centre. The new pitch will sit alongside the site of the new Asda supermarket and will be a critical part the sports facilities for the new Caldicot Secondary School that the Council is committed to providing as part of the 21st Century Schools Programme.
- 3.3 At its meeting on 20th March 2012, Cabinet agreed to establish a gross capital budget of £610,000 for the replacement of the artificial turf pitch at Caldicot Leisure Centre with the new 3G pitch.

Original Expenditure and Funding £

New 3G pitch to replace existing sand filled envelope ATP 425,000

Removal of existing ATP, backfilling and re-seeding 75,000

New artificial cricket wicket 40,000

Realignment of remaining grass pitches 14,000

Drainage 20,000

Sub Total 574,000

Fees (6.125%) 36,000

Overall Total Cost 610,000

Revision to costs consequential to WRU grant not forthcoming £10,000 = Revised Costs £600,000

£115,000 costs were incurred in financial year 2012-13, and as a result a £485,000 was slipped into 2013-14.

- 3.4 The intention was to carry out these works back in 2012 but, before work was able to commence, it was discovered that there were some previously uncharted sewer and water pipes running under the site that needed to be diverted before work could start either on the new 3G pitch or on the construction of the new supermarket. At its meeting on 1st May 2013 Cabinet approved a £300,000 budget for such works, to be met 75% from Caldicot playing fields receipts and 25% met from S106 balances or from alternative sources of funding other than from the capital receipt from the Caldicot foodstore site to prevent any balance being used from the 21st Century Schools Programme. The sewer diversion works are due for completion on 28th April.

So the total cost Caldicot 3G pitch and the sewer diversion works was estimated to be £900,000.

- 3.5 The overall project includes the new 3G pitch, the resurfacing of the existing artificial turf pitch (ATP - works already completed), the provision of a new artificial cricket wicket and the realignment of the remaining grass pitches on the school site. These latter two items of work can only be carried out on the completion of the new 3G pitch.

3.6 The up to date estimate of total cost for the overall project is £960,000; the cost breakdown is as follows:

Item	£
Contract Costs	636,094
DSO Landscape Unit Fees	22,813
Sewer diversion works £75,187)	<u>300,749</u> (S106 aspect 25% i.e.
Total	£959,656

The original management fees of £36,000 (based on 8% of original contract costs) have now been reduced to £22,812.50 (5%).

3.7 This indicates an increase in costs of circa £60,000 that is currently unbudgeted for. The main reasons for this increase are uplifts in materials costs (£52,318) over the two year delay in making a start on the project plus some minor specification changes.

Funding

3.8 At inception the Council approved funding of £610,000, on the following basis:

Church Road S106	£150,000
Sports Wales Grant	£25,000
WRU grant reduced by £10,000)	£10,000 (subsequently not forthcoming, and expenditure
Sub Total Specific Funding	£185,000
Core Funding (from receipt)	<u>£425,000</u>
Gross Funding	£610,000

3.9 In May 2013, Cabinet received a report identifying £300,000 additional costs sewer works, unanticipated at inception. The Council chose to utilise 75% (£225,000) from the Caldicot Playing Fields receipt and 25% from S106 funding or alternative sources of funding (£75,000). At the time of the report £34,000 of other sources of funding was identified explicitly.

At the time of the report £34,000 was identified explicitly:

Saving from Abergavenny ATP and minor S106	£25,000
Saving from Caldicot ATP	£9,000

Total £34,000

Balance of funding attributable to sewer works £41,000

- 3.10 This £41,000, together with £60,000 increased costs, indicates a shortfall in funding of £101,000. Of which, officers have identified the following S106 funding to contribute

Scheme	S106 Funding Receivable	Proposed 3G Contribution	Remaining Balance
Merton Green, Caerwent (Ref N539)	£334,488	£17,500	£316,988 (95%)
Kingfisher Rise, Magor – Land at Magor West	£249,210	£17,500	£231,710 (93%)
Church Road (3), Caldicot	£168,288	£17,500	£150,788 (90%)
Magor/Undy Community Hall (Project Code 90723)	£49,846**	£17,500	£32,346 (65%)
Total	£801,832	£70,000	£731,832 (91%)

**This figure is part of a much larger figure (over £250,000) that has been committed to the Magor/Undy Community Hall project in recent years – there is a new car park and access road and some environmental improvements have been carried out but the community hall project is moribund with two failed Big Lottery bids in the last four years and another one about to be submitted.

- 3.11 The remaining balance of £31,000 is proposed to be funded from the Leisure Services Budget in 2014/15 – 2015/16. The pitch is anticipated to be operational from October 2014, and the income generated from this new facility is estimated at £28,800 per annum. The income from the pitch in the 2014/15 and 2015/16 financial years is estimated to be £43,200, before funding the balance of the capital costs.

4.0 REASONS

- 4.1 There have been delays in starting work on the provision of the new 3G pitch due to the previously unforeseen need to carry out some sewer diversion works on site. Those works are due for completion in late April/early May and there is a need to proceed with the 3G works as soon as possible to avoid any further cost increases.
- 4.2 There is a need to establish an up to date accurate cost for the 3G provision and to identify the sources of funding for the project.

5. RESOURCE IMPLICATIONS

- 5.1 The estimated cost of the overall 3G project at Caldicot is £960,000 (including the total cost of the sewer diversion works), an increase of £60,000 from £900,000 refreshed in May 2013, due to increased materials costs over the two year delay with the project and some minor specification changes. The Council had an unidentified S106 funding aspect from sewer works of £41,000, which combined with increased costs, mean that the scheme requires an additional £101,000 to progress to completion.
- 5.2 This report outlines funding from Sport Wales and contributions from other Section 106 balances, in line with Cabinet’s decision taken at its meeting on 1st May 2013, to make up the balance of funding required. It is possible to reduce the cost of the 3G project by reducing the pitch specification (e.g. reduced pitch size, lower pile length) but this would not achieve the FIFA one star rating for the pitch and would reduce the capacity for bookings and increased income over the life of the new facility.
- 5.3 The intention of this report is to refresh the scheme costs and identify the necessary further funding to finish the project.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The Equality Impact Assessment Screening Form and Sustainable Development Checklist are attached at **Appendices A - D**.

The significant equality impacts identified in the assessment are summarised below for members’ consideration:

Increased sports participation and improved performance	Increased potential for income generation
Improved access to local facilities and to education and training	Improved access to leisure and recreation facilities

The actual impacts from this report’s recommendations will be reviewed every two years.

7. CONSULTEES:

Cabinet Members	Strategic Leadership Team	Head of
Legal Services	Monitoring Officer	Local County
council Members	Assistant Head of Finance/Deputy S151 Officer	

In response to the consultation process, two objections to the recommendations made have been received from the local County Council members for the two Magor/Undy wards (Councillors Jessica Crook – The Elms Ward and Frances Taylor – Mill Ward).

The comments from these two Councillors are reproduced (at their request) in full below:

Councillor Jessica Crook

I think it is unacceptable that monies from S106 agreements within the Magor & Undy Area are to be diverted to help fund this project. It is undeniable that many residents from Undy and Magor will use the facility however they will only do so due to a lack of facilities in their own area. Monies from Magor and Undy developments should be kept within the community in order to provide facilities within our own community as opposed to continuing to cause a satellite town type arrangement with residents having to commute to reach any sort of facility. The commuting

caused by having no community facilities comes with its own problems, such as pollution and extreme traffic flows, exasperated by the awful public transport links in the area. If we continue to divert much needed money away from the areas of Magor and Undy to support other facilities we will never allow Magor and Undy necessary growth to be able to cope with its already overbearing population. Not only do I strongly protest against this use of money on behalf of the people I represent due to them having no facilities of their own but the cause is not even well thought through in my opinion. 3G pitches are quickly becoming out-dated and I would imagine by the time development has actually finished a better alternative will be available.

Councillor Frances Taylor

Whilst I understand the need to allocate section 106 monies in a strategic manner, I am entirely opposed to section 106 monies being used to cover unforeseen costs to the Authority. I do equally question whether this is indeed an appropriate or lawful use. I think it is important to understand the context in Magor with Undy and the needs of local people which to date Monmouthshire County Council have in my view failed to facilitate.

- .Magor with Undy has a population of circa 6000
- There exist no public/ Council funded provision of any kind in the villages
- In order to access any mainstream services people must travel to Caldicot
- There is clear acknowledgement in the LDP that section 106 monies and further developments must be used to backfill the significant deficit in community facilities
- The Council supported a community consultation locally and the findings clearly demonstrate that the number one priority is the development of community facilities, with number two being the development of a community railway station.

The above proposal is irresponsible, irreverent and totally unacceptable given the absence of support for localised facilities in a community with a council tax base of almost £3million.

Officer Response

The reasoning applied in the report to use S106 balances from areas adjoining Caldicot is set out below.

The legal tests for requesting S106 funding are:

- Is it necessary?
- Is it directly related to the application site?
- Is it fairly and reasonably related in scale and kind to the application site?

The view taken in drafting the report is that the recommendations in the report meet the above tests - whilst S106 funding is intended as an impact mitigation measure, the “direct relationship” does not necessarily mean that every project funded has to be physically close to the application site where there are schemes of wider or regional significance and where those will provide a

clear and obvious benefit to residents of the local community/ies in which the development site is located. In this case, it is clear that a significant proportion of secondary school children in Magor and Undy attend Caldicot Comprehensive School and thus would benefit from the new facility provided. Undy Athletic Club has the highest number of registered football players than any other club in the county and clearly the new pitch will be of benefit to players from the community of Magor with Undy (and other adjoining communities such as Caerwent and Portskewett), both for training purposes and for playing football matches/recreational use.

It is clearly impractical to provide such high cost (both in capital and ongoing maintenance terms) facilities in lots of locations within Monmouthshire so the Council has to take a strategic view on their location. In this case the Council has worked with Sport Wales and the Governing Bodies of three sports (football, rugby and hockey) to determine the best location for a regional facility in south Monmouthshire.

The suggestion to use a relatively small proportion of S106 funding from the Caerwent and Magor/Undy areas is intended to be fairly and reasonably related in scale and kind to the development sites in those communities.

The Cabinet decision of May 2013 was to make a contribution to this project from S106 balances and the above is the logic applied to the inclusion of the recommendations in the report - clearly it would be inappropriate to suggest using S106 balances from developments in the north of the county towards a development in the south or vice versa.

8. BACKGROUND PAPERS:

Nil

9. AUTHOR:

Mike Moran, Community Infrastructure Coordinator Tel: 07901 854682 E-mail:
mikemoran@monmouthshire.gov.uk

APPENDIX A

EQUALITY CHALLENGE – CALDICOT 3G PITCH AND GILWERN VELO PARK

<p>Is there any form of discrimination?</p> <p>Direct</p> <p>Indirect</p> <p>Association:</p> <p>Positive Action:</p>	<p>No discrimination</p>
<p>Where the proposal concerns one protected characteristic, does it unintentionally disadvantage any sub-groups?</p>	<p>N/A</p>
<p>The “significance” of impacts will need to be assessed. What constitutes “significant”?</p>	<p>N/A</p>
<p>Is the proposal creating a postcode lottery within the county?</p>	<p>The development of the 3G pitch at Caldicot is regarded as a regional facility for all schools and communities in south Monmouthshire. Separate 3G proposals for the north of the county are currently being developed.</p>
<p>Have positive impacts been optimized?</p>	<p>Positive benefits include getting more people involved in different sports and leisure activities in a safe and managed environment and also to benefit from health and well being opportunities.</p>
<p>Have all reasonable steps been taken to mitigate negative impacts (including making reasonable adjustments)?</p>	<p>N/A</p>
<p>Does the proposal evidence an understanding of the current (baseline) situation with respect to the protected characteristics?</p>	<p>N/A</p>
<p>Is the proposal associated with any others – is there a cumulative impact to be assessed?</p>	<p>N/A</p>

APPENDIX B

The “Equality Challenge” (Screening Document)

Name of Officer completing the “Equality challenge” Mike Moran		Investment into new 3G facilities and the promotion of related activities	
Leisure Services		Date: 17/03/14	
Protected Characteristic	Negative Impact (Please give details)	Neutral Impact (Please give details)	Positive Impact (Please give details)
Age			More children/young people & adults participating in sport
Disability			Disabled participation & other sports events and improved facilities
Marriage/Civil Partnership		X	
Pregnancy and Maternity		X	
Race		X	
Religion or Belief		X	
Sex (was Gender)		X	
Sexual Orientation		X	
Transgender		X	
Welsh Language		X	

What are the negative impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments or engagement with affected parties)
➤ No negative impacts identified	➤

The next steps

If you have assessed the proposal/s as having a **positive impact** please give **full details below:**

The investments into a new regional 3G pitch have positive impacts on health and well being and access to facilities. The facilities will have sports specific disability events organised – there are disability football teams in Caldicot & the remainder of the county that will access the new pitch.

If you have assessed the proposal/s as having a **negative impact** provide details of what you propose to mitigate these: **None identified**

Signed: Mike Moran
Date: 17/03/2014

Designation: Community Infrastructure Coordinator

APPENDIX C EQUALITY IMPACT ASSESSMENT FORM

Name of policy or change to	Directorate	Department
-----------------------------	-------------	------------

service		
Investment in improved sports facilities	Regeneration and Cultural Services	Leisure Services
Policy Author/Service Lead	Name of Assessor	Date of Assessment
Ian Saunders	Mike Moran	17/03/2014

1. Have you completed the Equality Challenge Form?

Yes

2. What is the aim/s of the policy or the proposed change to the policy or service (the proposal)?

Investment in improved sports facilities

3. From your findings from the “Equality Challenge” form did you identify any people or groups of people with protected characteristics that this proposal was likely to affect in a NEGATIVE way? Please tick appropriate boxes below:

Age	No	Race	No
Disability	No	Religion or belief	No
Gender reassignment	No	Sex	No
Marriage/civil partnership	No	Sexual orientation	No
Pregnancy and maternity	No	Welsh Language	No

4. Please give details of any consultation(s) or engagement carried out in the development/re-development of this proposal.

We work with many groups, clubs and societies.

In the development of the 3G proposal we consulted with Sport Wales, the Welsh Rugby Union, the Welsh Football Trust and Hockey Wales (which form a collaborative group when new 3G facilities are being proposed). We acted in close consultation and liaison with the Governing Body and Sports Teachers of Caldicot Comprehensive School.

5. Please list the data that has been used for this proposal: e.g. Household survey data, Welsh Govt data, ONS data, MCC service user data, staff personnel data, etc.

Sport Wales data, data from the 2011 Census for Monmouthshire and data provided by the Governing Bodies of Sport

6. As a result did you take any actions to mitigate your proposal? Please give details below

Our proposals were developed in partnership with the Governing Bodies of Sport and with Sport Wales, all of whom have an inclusive approach to the provision of new sports facilities.

7. Final stage – what was decided?

- **No change made to proposal/s – please give details**

N/A

- **Slight change made to proposal/s – please give details**

N/A

- **Major changes made to the proposal/s to mitigate any significant negative impact – please give details**

N/A

Signed: Mike Moran
Date: 17/03/2014

Designation: Community Infrastructure Coordinator

APPENDIX D
The “Sustainability Challenge”

Name of the Officer: Mike Moran		Policy: Investment in Improved Sports Facilities	
Name of Service: Leisure Services		Date: 17/03/2014	
Aspect of sustainability affected	Negative Impact (please give details)	Neutral Impact (please give details)	Positive Impact (please give details)
PEOPLE			
Ensure that more people have access to healthy food		X	
Improve housing quality and provision		X	
Reduce ill health and			✓ Research proves that

improve healthcare provision			regular participation in sport and healthy exercise improves peoples' health and sense of well being
Promote independence			✓ Social integration through sport
Encourage community participation/action and voluntary work			✓ These facilities will add to the good quality community facilities in the county & will encourage further volunteering in a number of sports
Target socially excluded			✓ Aim is to lift children out of poverty through engagement in sport and to give access to facilities through passport to leisure scheme
Help reduce crime and fear of crime		X	
Improve access to education and training			✓ The new facility is based on an education site, so will give better access to skills education and training
Have a positive impact on people & places in other countries		X	
PLANET			
Reduce, reuse and recycle waste and water		X	
Reduce carbon dioxide emissions			✓ Provision of facilities locally reduces car journeys and improved cycling opportunities will reduce non essential/short car travel
Prevent or reduce pollution of the air, land and water			✓ As per above item
Protect or enhance wildlife habitats (e.g. Trees, hedgerows, open spaces)	✓ The 3G scheme has planning permission including tree loss mitigation measures.		
Protect or enhance visual appearance of the environment		X	

PROFIT			
Protect local shops and services			✓ New facilities will bring extra users and demand for local products and services
Link local production with local consumption		X	
Improve environmental awareness of local businesses		X	
Increase employment for local people			✓ 3G pitch contract let to local contractor with local workforce – will also be opportunities for linking into local businesses & increasing employment in the area
Preserve and enhance local identity and culture			✓ The county has an established reputation for voluntary sports provision & special events/festivals of sport - the new facilities will enhance this reputation
Consider ethical purchasing issues such as Fairtrade, sustainable timber (FSC logo) etc.		X	
Increase and improve access to leisure, recreation and cultural facilities			✓ The new provisions will improve access to sport and leisure facilities/activities and events will have cross over with cultural activities and school involvement

What are the potential negative impacts	Ideas on how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
Caldicot 3G Pitch	
➤ One mature tree of no significant landscape value has to be felled as part of the development	➤ Agreement reached with local planning authority to replace the lost tree with a semi mature tree more in keeping with the local area.
➤ Bat survey has revealed no bat roosts in the immediate area	➤ No mitigation required at this stage but this will be reviewed as the project is under

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details below**

Positive impacts outlined in above checklists – there are significant health & well being benefits to be realised as a result of this project.
--

- If you have assessed the proposal/s as having a **negative impact** could you please provide us with details of what you propose to do to mitigate the negative impact/s

The negative impacts have been dealt with through the planning process.

Signed: Mike Moran
Date: 17/03/2014

Designation: Community Infrastructure Coordinator

<p>SUBJECT: Review of Constitution MEETING: Council DATE: 10 April 2014 DIVISION/WARDS AFFECTED: All</p>
--

1. PURPOSE:

Monitoring Officers in Wales have collaborated in a revision of a model constitution for consideration by their respective authorities. Members are asked to consider the adoption of suitable elements by way of modification of the existing constitution which has not benefitted from an overall review since 2002.

2. RECOMMENDATIONS:

Members adopt the attached draft to take effect immediately after the Council's Annual Meeting, at which the remaining elements of a revised Constitution will be presented for consideration. The current draft includes elements that require a decision by Council and are highlighted in the Key Issues paragraph below.

3. KEY ISSUES:

The Constitution is a comprehensive exposition of the rules by which the Council conducts its business. It reflects both statutory requirements and the council's own preferences for improving the efficient discharge of its functions for the benefit of members of the public. It was originally adopted in May 2002 following consideration of a number of models originally recommended by the National Assembly for Wales pursuant to the Local Government Act 2000. Since then, a number of amendments have been made, largely to reflect operational experience but without any major changes, with the exception of, perhaps the Contract Standing Orders (now Contract Procedure Rules), the Officer Employment Procedure Rules and to reflect the 2008 revision of the Members Code of Conduct. The scheme of delegation has also been updated to reflect changes in legislation and the council's senior officer structure.

The new model reflects changes introduced by the Local Government Democracy (Wales) Act 2013 which gives authorities the opportunity to consider, for example, dividing the current role of the Chairman of the Council between a new Civic Chair (and vice chair) and a Presiding Officer (and deputy). In terms of the Constitution, the Act also provides for the Audit Committee to be politically balanced, allows joint Standards Committees to be appointed and requires registers of members' interests to be published electronically.

The reference to remote attendance in the Rules of Procedure is intentionally blank. The 2013 Act has reduced the quorum necessary for remote attendance to 30% although this will not prevent the Council requiring a higher number of members to be present at a meeting. The Welsh Government is shortly to issue statutory guidance on remote attendance and members will be required to take this into account when considering the issue.

It is intended to produce a comprehensive document by the date of the Annual Meeting. To that extent only, the attached draft is a “work in progress”. The final version will be paginated and will include a contents page. The elements to be presented subsequently for members’ consideration include:

1. A review of area committees, to reflect the new power to delegate the exercise of executive functions to non-executive members. (s.56 of the Local Government Measure 2011)
2. Accommodation of Family Absence regulations considered by Council at its meeting in January this year.
3. Schedule of Executive and Council Functions, incorporating Scheme of Delegations
4. Financial regulations recently reviewed by Audit Committee
5. Member/Officer Protocol and Local Resolution procedure recently reviewed by Standards Committee
6. Employee code of conduct recently reviewed by JAG and Cabinet

The current intention is not to include a number of local procedures and protocols, including, for example the recently agreed Scrutiny and Executive Protocol which can stand separately from the formal constitution. Planning Officers will be looking at the model planning protocol although our current version was agreed as recently as March 2011.

The attached draft reflects, to a degree, the views expressed by the Democratic Services committee and some members who attended the recent seminar. I have highlighted those aspects upon which council may wish to reflect further or which appear to have a consensus for change. Views (and a formal decision) on each of the following aspects are requested:

3.1.1 (c)

Following the views expressed by members at the recent seminar, the new draft includes for *five* clear days’ notice of agenda items for all meetings. The current provision is for the statutory *three* days. This amendment requires consequential changes to the notice required for submitting members’ questions and motions.

4.2

Members at the seminar suggested the addition of the Armed Forces Covenant to the Policy Framework

4.7.4

The 2013 Act allows councils to provide for the appointment of a member as “Presiding Officer” to undertake the chairing role at meetings of the full Council. Under that arrangement, the “Chair” would retain the ceremonial role. Both positions would attract a senior salary subject to the overall cap.

4.13

Neither the Political Leadership Group nor the majority of members at the recent seminar supported the alternative proposition that would limit the duration of a meeting to, say, three hours with an automatic adjournment of remaining items of business.

4.15

The highlighted extract should assist the chairing of Council meetings in particular. However, it was not generally supported by many members who attended the recent seminar.

4.19.2

Neither the Democratic Services Committee nor the Political Leadership Group, not to mention most members at the recent seminar supported the alternative proposition to the effect that:

“A Member may ask only one question under Rule 4.19.2 or 4.19.3 except with the consent of the Chair of the Council, committee or sub-committee. The maximum number of questions that may be asked at any meeting of the Full Council is eight and if the number of questions exceeds eight the questions to be asked shall be determined by ballot to be conducted by the Head of Democratic Services.”

4.19.9

In future, questions will be taken as read.

4.20.5

The original draft limited motions to no more than one per member. That has not been supported by the majority of members consulted to date. As an alternative members may wish to consider a more generous restriction.

Similarly, members have not generally supported the possibility of limiting the overall time allowed for the consideration of motions on notice.

4.32

I have suggested that this might be at the absolute discretion of the Chair.

4.35

This is a new provision broadly welcomed by members. It would allow political groups to nominate substitutes up to an hour before meetings commence

5.4

This accommodates our current political arrangement.

5.6

Members may wish to consider the following additional suggestion which has not been the subject of prior consultation:

“Executive Support Members

Other Councillors may, from time to time, be designated by the Leader as Executive Support Members. Such Councillors will not be a Member of the Cabinet and will not participate in Executive Decision making, but may work closely with a Cabinet Member. He/she will not be a Member of the Select Committee relating to the specific responsibilities of the Cabinet Member he/she is assisting or any other areas to which they are assigned.

An Executive Support Member may support the Cabinet Member through the delegation of tasks as agreed for his/her area of responsibility, including

attending/chairing meetings; speaking/opening events; reading and commenting on papers; meeting Officers; agreeing press releases./comments and carrying out interview; representative the Council on appropriate groups. An Executive Support Member will not, however, have delegated powers and will not be entitled to speak or vote at Cabinet Meetings or Cabinet Committee Meetings nor deputise for the Cabinet Member when the Cabinet Member is called to appear at the Select Committee.”

7.25.1 (c) and (h)

This is effectively our current position with the removal only of the unworkable financial threshold. The alternative proposals set out below were largely rejected by those members offering a view:

In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:

- 1. A Select Committee may only call-in a total of **[three]** decisions per **[three]** month period;*
- 2. Three Members **of a Select Committee** (from **at least two political groups**) are needed for a decision to be called in;*
- 3. Once a Member has signed a request for call-in under this paragraph, he/she may not do so again until the period of **three** months has expired.*

7.25.1 (j)

If this is to be included, who should adjudicate on “exceptional circumstances”?

7.25.2

Currently our constitution provides for the Head of Paid Service to agree that a proposed decision is both reasonable and urgent.

11.9.6

In particular, this affords the opportunity to allow a chief officer to undertake the shortlisting process where appropriate.

4. REASONS:

The council has agreed that a review of the constitution should be undertaken.

5. RESOURCE IMPLICATIONS:

None specifically identified to date

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

By and large the proposed changes improve the accessibility and transparency of the conduct of the council’s business. A full assessment will be prepared prior to presentation of the final proposal to Council at its annual meeting in May

7. CONSULTEES:

As well as being considered at a member seminar, draft versions of the document attached to this report have been the subject of consultation with:

Leadership Team
Senior Management Team
Political Leadership Group
Democratic Services Committee

8. BACKGROUND PAPERS:

Council's current constitution
Welsh Government Consultation papers on Local Government Measure 2011 and
Local Government (Democracy) (Wales) Act 2013

9, AUTHOR: S.M.W. Andrews, Monitoring Officer.
Tel: 01633 644217
E-mail: murrayandrews@monmouthshire.gov.uk

SECTION 1

1. INTRODUCTION

1.1 Purpose and Content of the Constitution

- 1.1.1 The Constitution describes the various bodies that make up the Council, their functions, Membership and procedural rules.
- 1.1.2 In Section 3 (Getting Information and Getting Involved) we have provided information for members of the public and councillors on how you can get information about the Council, and how you can get involved. We hope that this will help people who have an interest in the Council's work, or a particular matter it is dealing with, understand where they can get more information, and how they can contribute to Council activities.
- 1.1.3 You can get a better understanding of what each of the Council's bodies do in Sections 4 to 10 of this Constitution, including Full Council, Cabinet, Select Committees, Standards Committee and Regulatory Committees. Section 11 provides information on the management and Officer structures of the Council. Some Officers have a specific duty to ensure that the Council operates within the law and uses resources wisely. Responsibility for functions at Section 13 says which Council bodies, and which Officers, have authority to make which decisions.
- 1.1.4 The procedural rules that apply to the different Council bodies are contained in the sections relating to those bodies, eg Full Council (Section 4), the Cabinet (Section 6) and Overview and Scrutiny (Section 7). You may find these useful if you want to attend a meeting, particularly if you want to be able to ask questions, have a matter discussed, or put your point of view.
- 1.1.5 Sections 18 to 21 have the Codes of Conduct and Protocols which Officers and Members have agreed to comply with. They set the standards of behaviour.
- 1.1.6 The Contents pages at the beginning of this Constitution provide a guide on what is in the Constitution and where you can find it.

1.2 How the Council Operates

- 1.2.1 The Council is comprised of 43 Councillors elected every four years. Each Councillor is democratically accountable to the residents of their electoral division as well as all of those who live in Monmouthshire. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those that did not vote for them.
- 1.2.2 All Councillors have agreed to follow a Code of Conduct, to ensure high standards in the way they undertake their duties. The Standards Committee is responsible for training and advising on the Code of Conduct.
- 1.2.3 All Councillors meet together regularly as the Council. Meetings of the Council are normally open to the public. Here Councillors decide the Council's overall Policy Framework and set the budget each year. The Council appoints the Leader of the Council annually. The Leader then decides the size and Membership of the Cabinet ie the role of individual Members of the Cabinet and arrangements for the exercise and delegation of Executive Functions. The Cabinet is appointed to carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by Law or under this Constitution, together with making decisions within the Budget and Policy Framework set by the Council.

If you need any further help please do not hesitate to contact us.

Monitoring Officer, Innovation House PO Box 106 Caldicot NP26 9AN Tel 01633 644644

Whilst the Constitution is very long we hope that you will find it easy to use. We have spent a lot of time trying to make it as easy to follow as is possible with such a long and complex legal document.

SECTION 2

1. PURPOSE, DEFINITION INTERPRETATION AND AMENDMENT OF THE CONSTITUTION

2.1 Purpose of the Constitution

The purpose of the Constitution is to:

- 2.1.1 enable the Council to provide clear leadership to the Community in partnership with citizens, businesses and other organisations;
- 2.1.2 support the active involvement of citizens in the process of local authority decision making;
- 2.1.3 help Councillors represent their constituents more effectively;
- 2.1.4 enable decisions to be taken efficiently and effectively;
- 2.1.5 create a powerful and effective means of holding decision makers to public account;
- 2.1.6 ensure that no one will scrutinise a decision in which they are directly involved;
- 2.1.7 ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions; and
- 2.1.8 provide a means of improving the delivery of services to the community.

2.2 Definitions in the Constitution

2.2.1 The Constitution of the Council is this document (Sections 1 to 23)

2.2.2 Within the Constitution the following words and phrases have the meaning set out below:

“Budget”		the overall revenue and capital budget approved by Full Council (Section 4);
“Chief Officer”		any Officer (other than a person whose duties are solely secretarial or administrative or whose duties are otherwise in the nature of support services): who reports directly to the Head of Paid Service in respect of all or most of his/her duties; or for whom the Head of Paid Service is directly responsible;
“Councillor”		a person elected to the Council to represent an area (called an electoral division) within Monmouthshire County Council;
“Deputy Officer”	Chief	any Officer (other than a person whose duties are solely secretarial or administrative or whose duties are otherwise in the nature of support services) who reports directly to a Chief Officer in respect of all or most of his/her duties;
“Executive”		the Cabinet or a Member or Members of the Cabinet when exercising Executive Functions;
“Executive Decision”		any decision taken by the Cabinet to exercise or refrain from exercising an Executive Function. It also includes decisions made by persons or Member bodies to whom the Cabinet has delegated Executive Functions to exercise or refrain exercising those functions;

“Executive Function”	<p>(a) Executive Functions are defined by the Local Government Act 2000, subsidiary legislation and associated guidance. Any function that is not exercisable only by Full Council or delegated to another Member body is an Executive Function.</p> <p>(b) Contractual matters, the acquisition and disposal of land and financial support to organisations and individuals are also Executive Functions.</p> <p>It should be noted that Regulatory functions such as planning licensing and building control, are not Executive Functions;</p>
“Forward Work Programme”	<p>the Forward Work Programme is a document which lists all of the decisions that the Council and the Cabinet intend to take and when those matters will be discussed. This does not prevent urgent or unforeseen matters being considered;</p>
“Full Council”	<p>the body where all Councillors act to exercise functions of the Council;</p>
“Head of Democracy”	<p>an Officer who must be appointed by law to carry out certain functions. See Section 11 for a description of those functions. The Officer will usually have other duties and a different job title. See Section 11 for which Officer is the Head of Democracy;</p>
“Head of Paid Service”	<p>an Officer who must be appointed by law to carry out certain functions. See Section 11 for more details. The Officer will usually have other duties and a different job title. See Section 11 for which Officer is the Head of Paid Service;</p>
“Leadership Team”	<p>the senior management body for Officers (Section 11). It includes those Officers designated by the Head of Paid Service from time to time as Members of the Leadership Team;</p>
“Local Government (Wales) Measure 2011”	<p>referred to as “The Measure”. Legislation introduced, inter alia, to strengthen local democracy, deal with changes to executive arrangements, overview and scrutiny, county councils and Member payments;</p>
“Member”	<p>either a Councillor or a person chosen by the Council to serve on one of its Member Bodies (called “a Co-Opted Member”);</p>
“Member Body”	<p>any of the following:</p> <ul style="list-style-type: none"> Full Council; Cabinet; a Select Committee; Licensing Committee; Standards Committee (or one of its sub-committees); Planning Committee; Appeals Panel;

	Audit Committee;
	Democratic Services Committee;
	Note - references to Committee also includes Sub-Committee;
“Monitoring Officer”	an Officer who must be appointed by law to carry out certain functions. See Section 11 for a description of those functions. The Officer will usually have other duties and a different job title. See Section 11 for which Officer is the Monitoring Officer;
“Non-Executive Functions”	any function which may only be exercised by Full Council (whether by local choice or as a matter of law) or which is delegated to a Member body other than the Cabinet;
“Planning Application”	any of the following: application for planning permission (including renewal); application for approval of reserved matters; application for listed building consent; application relating to trees; proposal to serve an urgent works notice or acquire a listed building in need of repair; application for conservation area consent; application for advertisement consent; application to vary or remove conditions on a planning condition;
“Policy Framework”	See Section 4.2;
“Section 151 Officer”	an Officer who must be appointed by law to carry out certain functions in relation to financial administration. See Section 11 for a description of those functions. The Officer will usually have other duties and a different job title. See Section 11 for which Officer is the Section 151 Officer;
“Service”	one of the services provided by the Council;
“Single Integrated Plan (SIP)”	this is the single plan for the area that reflects the needs of the local population. The SIP builds on and brings together in one document the joint work previously developed through the Community Plan, as well as the Community Safety, Children and Young Peoples and the Health Social Core and Wellbeing Partnership Plan.

2.3 **Interpretation of the Constitution**

- 2.3.1 We have tried to make the Constitution as clear and as easy to understand as possible. Inevitably, people will have different views about what certain passages mean.
- 2.3.2 During meetings, the person chairing or presiding at the meeting may interpret the relevant procedure rules.

2.3.3 In all other situations, the Monitoring Officer will determine the interpretation and application of the Constitution.

2.4 **Duty to Monitor and Review the Constitution**

The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. The Section 151 Officer shall be responsible for keeping under review the Financial Regulations set out in Section 16 of the Constitution and shall make any necessary amendments and revisions as are required from time to time. He/she shall report any amendments made to Section 16 to the next available Council meeting for noting.

2.5 **Protocol for Monitoring and Review of Constitution by Monitoring Officer**

A key role for the Monitoring Officer is to make recommendations for ways in which the Constitution could be amended in order to better achieve the purposes set out in this Section. In undertaking this task, the Monitoring Officer may:

- 2.5.1 observe meetings of different parts of the Member and Officer structure;
- 2.5.2 undertake an audit trail of a sample of decisions;
- 2.5.3 record and analyse issues raised with him/her by Members, Officers, the public and other relevant stakeholders; and,
- 2.5.4 compare practices in this Council with those in comparable authorities, or national examples of best practice.

2.6 **Changes to the Constitution**

2.6.1 Approval

Subject to paragraphs 2.6.2 and 2.6.3 below, changes to the Constitution will only be approved by the Full Council after consideration of a proposal by the Monitoring Officer or on recommendation of the Cabinet.

2.6.2 Minor Changes

If, in the reasonable opinion of the Monitoring Officer, a change is:

- (a) a minor variation; or
- (b) required to be made to remove any inconsistency, ambiguity or typographical correction; or
- (c) required to be made so as to put into effect any decision of the Council or its committees or the Cabinet,

in which case the Monitoring Officer may make such a change. Any such change made by the Monitoring Officer shall come into force with immediate effect. Such changes shall be reported to the next Full Council meeting for information.

2.6.3 Legislative Change

Any part of the Constitution may be amended by the Monitoring Officer where such amendment is required to be made so as to comply with any legislative provision. Such amendments shall take effect when the Monitoring Officer so decides or the legislation (where relevant) so provides. Such changes shall be reported to the next Full Council meeting for information.

2.7 **Suspension of the Constitution**

2.7.1 Limit to Suspension

Any of the procedure rules contained in the Constitution may be suspended to the extent permitted within these rules and the law.

2.7.2 Procedure to Suspend

A motion to suspend any Rules will not be moved without notice unless at least one half of the whole number of councillors is present. The extent and duration

of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in this Section.

2.8 **Publication**

- 2.8.1 The Monitoring Officer will ensure that copies of this Constitution are available for inspection at Council offices and on the Council's website.
- 2.8.2 The Monitoring Officer will give a printed or (upon request) an electronic copy of this Constitution to each Member of the Council upon delivery to him/her of that individual's declaration of acceptance of office on the Member first being elected to the Council and thereafter ensure that an up to date version is available for inspection and published on the Council's website.
- 2.8.3 The Monitoring Officer will ensure that the Constitution is updated as necessary in accordance with paragraph 2.6.

SECTION 3

3. GETTING INFORMATION AND GETTING INVOLVED

3.1 Getting Information

3.1.1 Information Available to Members of the Public

(a) When Meetings of the Member Bodies Will Take Place

A programme of meetings is available by contacting the Council direct or via the website.

(b) Forward Work Programme

From the Forward Work Programme, see what decisions will be taken by the Cabinet or Council and what issues the Select Committees will be considering and when these matters will be discussed.

(c) Information Available Prior to a Meeting

Five days before a meeting, the agenda, any report likely to be discussed and background papers to that report shall be available for inspection at the offices of the Council and on the website. If an item is added to the agenda later, the revised agenda will be open to inspection from the time when the item is added to the agenda and any report will be made available to the public as soon as it is available and sent to Councillors.

(d) Information Available at a Meeting

The Council will make available to the public present at a meeting a reasonable number of copies of the Agenda and of the Reports for the meeting (save during any part of the meeting to which the public are excluded).

(e) Information Available After a Meeting

For a period of six years the agenda, reports and the minutes of the meeting shall be available for inspection. The background papers shall remain open for inspection for a period of four years.

(f) Council's Accounts

Inspect the Council's accounts and make views known to the external auditor (sections 29 and 30 Public Audit (Wales) Act 2004). Under the Accounts and Audit (Wales) Regulations 2005, the accounts will be available for public inspection for twenty (20) working days after the date appointed by the auditor.

Information which is confidential or exempt (as defined in paragraphs 14.10.3 and 14.10.4 will not be disclosed to members of the public at any time.

3.1.2 Information Available to Members of the Council

(a) Members can see any information, which is available to a member of the public.

(b) In addition, a Member may see any information which he or she needs to know in order to fulfil his or her role as a Member of the Council (otherwise known as "need to know"). A Member will not make public information which is confidential or exempt (as defined in Section 14) without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or person(s) or organisation(s) entitled to know it.

3.1.3 Members of a Select Committee

A Member of a Select Committee may also see any document containing material relating to:

(a) any business transacted at or meeting of the Cabinet;

(b) any decision taken by an individual Member of the Cabinet.

A Select Committee Member is not be entitled to:

(c) any document in draft form;

(d) any part of a document which contains confidential or exempt information unless that information is relevant to an action or decision they are reviewing or scrutinising or intending to scrutinise and is included in the Committee's Forward Work Programme.

NB. No Member is entitled to see any information relating to a matter in which he or she has a prejudicial interest.

3.1.4 Information Available to Officers

The Monitoring Officer, the Section 151 Officer and the Head of Paid Service may see any papers or records held by any part of the Council or its Officers. Other Officers may see any information held by the Council provided:

(a) they need to see the information to do their job; and

(b) that information is processed lawfully in accordance with the Data Protection Act 1998.

3.2 **Getting Involved**

3.2.1 Members of the Public

Members of the public can get involved in the following ways:

(a) Voting for Councillors

if they are over 18 years and registered as a local elector with the Council.

(b) Suggesting Items of Business for Meetings

A member of the public can seek to get a matter included in an agenda by:

(i) asking the Chair of any Member Body to add an item to the agenda; and/or

(ii) attending a meeting of the body and suggest that it looks at an issue when it is considering "items of future business relating to the functions of the Member Body".

(c) Taking Part in Meetings

(i) Members of the public can come to and speak at any meeting which the Council has resolved should include participation by members of the public. The rules on when you may speak and for how long are contained in Section 4.

(ii) You can also ask Formal Questions at meetings of Full Council (Section 4).

(d) Views of the Public

Under the arrangements put in place by the Authority under section 62 of the Local Government (Wales) Measure 2011, to bring to the attention of the relevant Select Committees their views on any matter under consideration by the relevant Select Committee, the relevant Select Committee must take into account any views brought to their attention under these arrangements.

(e) When are Meetings Open to the Public?

Meetings will be open to the public wherever possible. The public must be excluded from meetings whenever it is likely that confidential information will be disclosed. The public may be excluded from meetings where it is likely

that exempt information will be disclosed. (See section 14.10 for definition of exempt information and section 14.11 for definition of public interest.)

(f) Making Comments/Complaints

(i) A member of the public may comment or complain about Council services by:

- (A) contacting their local councillor;
- (B) contacting the Member of the Cabinet responsible for the service;
- (C) contacting the Officer responsible for delivering the service or their manager;
- (D) using the Council’s complaints procedure;
- (E) contacting the Public Services Ombudsman for Wales at 1 Ffordd Yr Hen Gae, Pencoed, CF35 5LJ. Telephone: 0845 601 0987 or via the website www.ombudsman-wales.org.uk.

(ii) Comments or complaints can be made about an Officer or Member by:

- (A) *Officer*
contacting the Officer or the Officer’s manager.
- (B) *Members*

If the complaint is against a Member then the complaint should be referred to the Monitoring Officer or the Public Services Ombudsman for Wales (contact details above).

(g) Engage with Overview and Scrutiny

All members of the public who live or work in the area of the Council may bring to the attention of a Select Committee their views on any matter under consideration by that Select Committee. Select Committees must take into account any views brought to its attention by a member of the public.

3.3 Getting Involved – Members

Members can get involved by:

3.3.1 Suggesting Items of Business for the Agenda

As a Member of the Council, you have the same rights as members of the public. In addition to these rights you also have the following rights:

- (a) Member bodies in Column A can request that Member bodies in Column B consider or reconsider an issue.

Column A	Column B
Democratic Services Committee	Council
Select Committees	Cabinet (Section 7.21, page 44) Cabinet (Section 7.25, page 46))

- (b) Any Member can submit a Notice of Motion to Council (Section 4) and also ask questions (Section 4).

3.3.2 Participating in Meetings

Members of the Council are entitled to attend any formal meeting of the Council, its committees or sub-committees or the Cabinet.

- (a) Members of the Council may attend and speak at any meetings where they are a Member of that body. Where they are not a Member of that body, their attendance and right to speak is at the discretion of the Chair of the body.
- (b) Members of the Cabinet have a special role to play within the Council. They are entitled to exercise any Executive Function provided the Executive Function has been delegated to them by the Leader of the Council.

3.3.3 Comments and Complaints

- (a) Members may comment, subject to restrictions in the Code of Conduct for Members (Section 18) on any aspect of Council business by:

- (i) talking to Officers;
- (ii) talking to the Leader or Member of the Cabinet;
- (iii) talking to the Chair of a Select Committee.

- (b) If a Member wishes to complain about an:

- (c) Officer

The procedure set out in the Protocol on Member/Officer Relations may be used ([Section 21](#)).

- (d) Member

The procedure set out in Appendix 3 to [Section 18](#) may be followed.

SECTION 4

4. FULL COUNCIL

4.1 Introduction

The Full Council is a formal meeting of all Councillors. The Full Council is required by law to take certain important decisions including setting the Council's budget and Council Tax and approving a number of key plans and strategies, which together form the Policy Framework (listed below). It is responsible for all of the functions not the responsibility of the Cabinet. It will carry out some functions itself, but others will be delegated to Committees or named Officers.

4.2 The Policy Framework

The Policy Framework means the following plans and strategies:

Equalities Plan

Improvement Plan;

Young People's Partnership Strategic Plan;

Local Transport Plan;

Local Housing Strategy;

Unitary Development Plan/Local Development Plan;

Welsh Language Scheme;

Youth Justice Plan.

Corporate Plan;

Policy agreements;

Asset Management Plan;

E-Government Strategy;

Report on Corporate Parent for Looked After Children

Armed Forces Covenant

4.3 The Single Integrated Plan

This replaces four of the existing plans and strategies which formed part of the Policy Framework, namely the Community Strategy, the Children and Young People's Plan, the Health, Social Care and Wellbeing Strategy and the Community Safety Partnership Plan.

4.4 The Budget

The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council Tax base, setting the Council Tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits. The Full Council will decide the Council's overall revenue budget and overall capital budget and any changes to these. (See Section 15 for how the Council can change the Policy Framework or Budget referred to it for approval by the Cabinet.)

4.5 Housing Land Transfer

Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the National Assembly for Wales for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under section 32 or 43 of the Housing Act 1985.

4.6 Functions of the Full Council

Only the Full Council will exercise the following functions:

4.6.1 adopting and changing the Constitution;

- 4.6.2 approving or adopting the Single Integrated Plan, Policy Framework, the budget and any application to the National Assembly for Wales in respect of any Housing Land Transfer;
- 4.6.3 subject to the urgency procedure contained in the Access to Information Procedure Rules in Section 14 of this Constitution, making decisions about any matter in the discharge of an Executive Function which is covered by the Policy Framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the Policy Framework or contrary to/or not wholly in accordance with the budget;
- 4.6.4 appointing and removing the Leader;
- 4.6.5 agreeing and/or amending the terms of reference for Committees, deciding on their composition and making appointments to them (in accordance with the Local Government and Housing Act 1989) unless the appointments have been delegated by the Council;
- 4.6.6 changing the name of the area or conferring the title of freedom of the County;
- 4.6.7 making or confirming the appointment of the Head of Paid Service and other Chief Officers;
- 4.6.8 making, amending, revoking re-enacting or adopting bylaws and promoting or opposing the making of local legislation or Personal Bills;
- 4.6.9 all Local Choice Functions set out in Section 13 of this Constitution which the Council decides should be undertaken by itself rather than the Cabinet;
- 4.6.10 all matters which by law must be reserved to the Council. For example, appointing the Chair of the Democratic Services Committee and the pay policy statement;
- 4.6.11 appointing representatives to outside bodies unless the appointment has been delegated by the Council or is exercisable only by the Cabinet.

4.7 **Membership**

- 4.7.1 All Members of the Council shall be Members of Full Council.
- 4.7.2 Substitution is not possible at meetings of the Council.
- 4.7.3 Chairing the Council
 - (a) The Councillor elected annually by the Council as its chair will be called the "Chair".
 - (b) The Chair will cease to be Chair if they resign, are dismissed by a vote of Full Council, cease to be a Member of the Council, or are unable to act as a Member of the Council. They continue to act as Chair after an election until their successor has been appointed.

4.7.4 **Role and Function of the Chair**

The Chair of the Council and in his/her absence, the Vice Chair will have the following roles and functions:

- (a) Ceremonial Role
 - The Chair of the Council:
 - (i) is the civic leader of Monmouthshire County Council;
 - (ii) promotes the interests and reputation of the Council and Monmouthshire County Council as a whole and acts as an ambassador for both; and
 - (iii) undertakes civic, community and ceremonial activities and fosters community identity and pride.
- (b) Responsibilities of the Chair

- (i) to uphold and promote the purpose of the Constitution, and to interpret the Constitution when necessary;
- (ii) to preside over meetings of the Council so that its business can be carried out fairly and efficiently and with regard to the rights of Councillors and the interests of the Community;
- (iii) to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members who are not on the Cabinet are able to hold the Cabinet and Committee Chair to account;
- (iv) to promote public involvement in the Council's activities;
- (v) to be the conscience of the Council; and
- (vi) to attend such civic and ceremonial functions as the Council and he/she determines appropriate;

4.8 **Council Meetings**

There are three types of Council meeting:

- 4.8.1 the annual meeting;
- 4.8.2 ordinary meetings; and
- 4.8.3 extraordinary meetings

4.9 **Rules of Procedure and Debate**

The Council Procedure Rules contained in the Sections below will apply to meetings of the Full Council.

4.10 **Council Procedure Rules - Annual Meeting of the Council**

4.10.1 Timing and Business

In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May. The annual meeting will:

- (a) elect a person to preside if the Chair and Vice Chair of the Council is not present;
- (b) elect the Chair of the Council;
- (c) elect the Vice Chair of the Council;
- (d) approve the minutes of the last meeting;
- (e) receive any announcements from the Chair and/or the Head of Paid Service;
- (f) elect the Leader of the Council, except where the Leader was appointed for a period of four years at the initial annual meeting of the Council;
- (g) be informed by the Leader of the number of Members to be appointed to the Cabinet;
- (h) appoint the Select Committees, a Standards Committee and such other committees and sub-committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive Functions (as set out in Section 13 of this Constitution);
- (i) receive from the Leader the scheme of delegations (as set out in Section 13 of this Constitution);
- (j) approve a programme of ordinary meetings of the Council for the year; and
- (k) consider any business set out in the notice convening the meeting.

4.10.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council meeting will:

- (a) decide which committees and sub-committees to establish for the municipal year;
- (b) decide the size and terms of reference for those committees;
- (c) decide the allocation of seats to political groups in accordance with the political balance rules;
- (d) make appointments to outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet.

4.11 **Ordinary Meetings**

Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. The order of business at ordinary meetings will be as follows:

- 4.11.1 elect a person to preside if the Chair and Vice Chair are not present;
- 4.11.2 approve the minutes of the last meeting;
- 4.11.3 receive any declarations of interest from Members;
- 4.11.4 receive any announcements from the Chair;
- 4.11.5 receive a report from the Leader and receive questions and answers on the report;
- 4.11.6 receive a report from the Cabinet and receive questions and answers on the report;
- 4.11.7 receive reports from the Council's committees and receive questions and answers on those reports;
- 4.11.8 receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- 4.11.9 consider any other business specified in the summons to the meeting, including consideration of proposals from the Cabinet in relation to the Council's Budget and Policy Framework, Single Integrated Plan and reports of the Select Committees ;
- 4.11.10 consider motions; and
- 4.11.11 deal with questions from Members in accordance with Rule 4.19
- 4.11.12 receive questions from, and provide answers to, the public in relation to matters which in the opinion of the Chair are relevant to the Council's functions.

4.12 **Extraordinary Meetings**

4.12.1 Calling Extraordinary Meetings

The Proper Officer and/or Monitoring Officer may call Council meetings in addition to ordinary meetings. Those listed below may request the Proper Officer to call additional Council meetings:

- (a) the Council by resolution;
- (b) the Chair of the Council;
- (c) any five Members of the Council if they have signed a requisition presented to the Chair of the Council and he has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

4.12.2 Business

The business to be conducted at an extraordinary meeting shall be restricted to the item or items of business contained in the request for the extraordinary meeting and there shall be no consideration of previous minutes or reports from committees etc, except that the Chair may at his/her absolute discretion permit other items of business to be conducted for the efficient discharge of the Council's business.

4.13 Time, Place and Duration of Meetings

The time and place of meetings will be determined by the Proper Officer and notified in the summons.

4.14 Notice of and Summons to Meetings

The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules in Section 14. At least **five** clear days before a meeting, the Proper Officer will send a summons signed by him/her to every Member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

4.15 Chair of Meeting

4.15.1 The person presiding at the meeting may exercise any power or duty of the Chair. Accordingly, if it appears appropriate, the Chair may, at his/her sole discretion waive compliance with the rules of debate set out in Rule 4.22 to facilitate the transaction of business at the meeting.

4.15.2 Where these rules apply to committee and sub-committee meetings, references to the Chair should instead be read as reference to the chair of that committee or sub--committee.

4.15.3 The decision of the Chair of the meeting on all points of procedure and order and the Chair's interpretation of any Procedure Rule shall be final and no debate may ensue thereon.

4.16 Quorum

The quorum of a meeting will be one quarter of the whole number of Members. During any meeting if the Chair counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

4.17 [Remote Attendance]

Welsh Government Guidance is awaited.

4.18 Questions by the Public

4.18.1 General

- (a) Members of the public may ask questions of Members of the Cabinet at ordinary meetings of the Council.
- (b) The total time allocated for questions by the public should be limited to 15 minutes.

4.18.2 Order of Questions

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

4.18.3 Notice of Questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Head of Democratic Services no later than midday **seven** working days before the day of the meeting. Each question must give the name and address of the questioner.

4.18.4 Number of Questions

At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

4.18.5 Scope of Questions

The Head of Democratic Services may reject a question if it:

- (a) is not about a matter for which the Council has a responsibility or which affects the County;
- (b) is defamatory, frivolous or offensive;
- (c) is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- (d) requires the disclosure of confidential or exempt information.

4.18.6 Record of Questions

- (a) The Head of Democratic Services will enter each question in a book open to public inspection and will immediately send a copy of the question to the Councillor to whom it is to be put. Rejected questions will include reasons for rejection.
- (b) Copies of all questions will be circulated to all Councillors and will be made available to the public attending the meeting.

4.18.7 Asking the Question at the Meeting

The Chair will invite the questioner to put the question to the Councillor named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

4.18.8 Supplementary Question

A questioner who has put a question in person may also put one supplementary question without notice to the Councillor who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Chair may reject a supplementary question on any of the grounds set out in Rule 4.18.5 above.

4.18.9 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Councillor to whom it was to be put, will be dealt with by a written answer.

4.18.10 Reference of Question to the Cabinet or a Committee

Unless the Chair decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.

4.19 **Questions by Members**

4.19.1 On Reports of the Cabinet or Committees

A Member of the Council may ask the Leader or the Chair of a Committee any question without notice directly arising from an item of the report of the Cabinet or a Committee, when that item is being received or is under consideration by the Council

4.19.2 Questions on Notice at Full Council

Subject to Rule 4.19.4, a Member of the Council may ask:

- (a) the Chair;
- (b) a Member of the Cabinet;
- (c) the chair of any committee or sub-committee;

a question on any matter in relation to which the Council has powers or duties or which affects the County Council.

4.19.3 Questions on Notice at Committees and Sub-Committees

Subject to Rule 4.19.4, a Member of a committee or sub-committee may ask the chair of it a question on any matter in relation to which the Council has powers or duties or which affects the County and which falls within the terms of reference of that committee or sub-committee.

4.19.4 Notice of Questions

A Member may ask a question under Rule 4.19.2 or 4.19.3 if either:

- (a) they have given at least **seven** working days' notice in writing of the question to the Head of Democratic Services; or
- (b) the question relates to urgent matters, they have the consent of the Chair or Member to whom the question is to be put and the content of the question is given to the Head of Democratic Services at least two hours before the meeting.

4.19.5 Order of Questions

Questions of which notice has been given under Rule 4.19.2 or 4.19.3 will be listed on the agenda in the order determined by the Chair of the Council, committee or sub-committee.

4.19.6 Content of Questions

Questions under Rule 4.19.2 or 4.19.3 must, in the opinion of the Chair:

- (a) contain no expressions of opinion;
- (b) relate to matters on which the Council has or may determine a policy;
- (c) not relate to questions of fact.

4.19.7 Response

An answer may take the form of:

- (a) a direct oral answer at the meeting;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) Where the reply cannot conveniently be given orally, a written answer circulated within five working days to the questioner.

4.19.8 Supplementary Question

A Member asking a question under Rule 4.19.2 or 4.19.3 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

4.19.9 Length of Speeches

A Member asking a question under Rule 4.19.2 or 4.19.3 **shall not speak other than in exercise of their right to ask a supplementary question** under Rule 4.19.9 and a Member answering such a question may speak for no longer than three minutes unless the Chair consents to a longer period.

4.20 **Motions on Notice**

4.20.1 Notice

Except for motions which can be moved without notice under Rule 4.21 and in cases of urgency, written notice of every motion, must be delivered to the Head of Democratic Services not later than midnight on the fifth working day before the Council meeting at which it is to be considered. Motions received will be entered in a book open to public inspection.

4.20.2 Motion Set Out in Agenda

Motions for which notice has been given will be listed on the agenda in the order determined by the Chair.

4.20.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the wellbeing of the administrative area of the Council.

4.20.4 Motion to Remove the Leader

- (a) A motion to remove the Leader cannot be moved unless the notice of motion is signed by a number of councillors which is at least equivalent to 15% of the total number of councillors on the Council and which includes councillors from at least two political groups. See Section 6.3.2.
- (b) In order for such a motion to be carried it must have the support of at least two thirds of those Members voting and present in the room at the time the question was put.
- (c) A motion to remove the Leader cannot be moved more than once in any rolling 12 month period.

4.20.5 ??? Motion per Member

No Member may give notice of more than ??? motions for any Council meeting, except with the consent of the Chair.

4.20.6 Time Allowed for Motions

Deleted

4.21 **Motions without Notice**

The following motions may be moved without notice:

- 4.21.1 to appoint a Chair of the meeting at which the motion is moved;
- 4.21.2 in relation to the accuracy of the minutes;
- 4.21.3 to change the order of business in the agenda;
- 4.21.4 to refer something to an appropriate body or individual;
- 4.21.5 to appoint a committee or Member arising from an item on the summons for the meeting;
- 4.21.6 to receive reports or adoption of recommendations of committees or Officers and any resolutions following from them;
- 4.21.7 to withdraw a motion;
- 4.21.8 to amend a motion;
- 4.21.9 to proceed to the next business;
- 4.21.10 that the question be now put;
- 4.21.11 to adjourn a debate;
- 4.21.12 to adjourn a meeting;
- 4.21.13 to suspend a particular Council Procedure Rule;
- 4.21.14 to exclude the public and press in accordance with the Access to Information Procedure Rules;

- 4.21.15 to not hear further a Member named under Rule 4.30.2 or to exclude them from the meeting under Rule 4.30.3; and
- 4.21.16 to give the consent of the Council where its consent is required by this Constitution.

4.22 **Rules of Debate**

4.22.1 No Speeches until Motion Seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

4.22.2 Right to Require Motion in Writing

Unless notice of the motion has already been given, the Chair may require it to be written down and handed to him before it is discussed.

4.22.3 Secunder's Speech

When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

4.22.4 Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order no speech may exceed ten minutes without the consent of the Chair.

4.22.5 When a Member may Speak Again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he last spoke;
- (c) if his first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

4.22.6 Amendments to Motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words

as long as the effect of 4.22.6(a)(ii) to 4.22.6(a)(iv) is not to negate the motion.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been decided.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

- (e) After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

4.22.7 Alteration of Motion

- (a) A Member may alter a motion of which he has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A Member may alter a motion which he has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

4.22.8 Withdrawal of Motion

A Member may withdraw a motion which he has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

4.22.9 Right of Reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his amendment.

4.22.10 Motions which may be Moved During Debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) to exclude the public and press in accordance with the Access to Information Procedure Rules; and
- (h) to not hear further a Member named under Rule 4.30.2 or to exclude them from the meeting under Rule 4.30.3.

4.22.11 Closure Motions

- (a) A Member may move, without comment, the following motions at the end of a speech of another Member;
 - (i) to proceed to the next business;
 - (ii) to act that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, he will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

- (c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, he will put the procedural motion to the vote. If it is passed he will give the mover of the original motion a right of reply before putting his motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

4.22.12 Point of Order

A point of order is a request from a Member to the Chair to rule on an alleged irregularity in the procedure of the meeting. A Member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The Member must indicate the rule or law and the way in which he considers it has been broken. The ruling of the Chair on the matter will be final.

4.22.13 Personal Explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

4.23 **State of the County Debate**

4.23.1 Calling of Debate

The Leader may call a state of the County debate annually on a date and in a form to be agreed with the Chair.

4.23.2 Form of Debate

The Leader will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity. This may include holding workshops and other events prior to or during the debate.

4.23.3 Chairing of Debate

The debate will be chaired by the Chair.

4.23.4 Results of Debate

The results of the debate will be disseminated as widely as possible within the community and to agencies and organisations in the area which work in active partnership with the Council and considered by the Leader in proposing the Budget and Policy Framework to the Council for the coming year.

4.24 **Previous Decisions and Motions**

4.24.1 Motion to Rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless moved on the recommendation of a Committee or the Cabinet or the notice of motion is signed by at least eleven Members, except in the case of new information becoming available.

4.24.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless moved on the recommendation of a Committee or the Cabinet or the notice of motion is signed by at least eleven Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

4.25 **Voting**

4.25.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

4.25.2 Chair's Casting Vote

If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

4.25.3 Method of Voting

Unless a recorded vote is demanded under Rule 4.25.4 the Chair will take the vote by show of hands, or by use of the Council's electronic voting system if any, or if there is no dissent, by the affirmation of the meeting.

4.25.4 Recorded Vote

If nine Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

4.25.5 Right to Require Individual Vote to be Recorded

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

4.25.6 Voting on Appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

4.26 **Minutes**

4.26.1 Signing the Minutes

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

4.26.2 No Requirement to Sign Minutes of Previous Meeting at Extraordinary Meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

4.26.3 Form of Minutes

Minutes will contain all motions and amendments in the form and order the Chair put them.

4.27 **Record of Attendance**

All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

4.28 **Presentation of Petitions**

4.28.1 At a meeting of the Council any member of the Council may present a

petition, signed by person other than members of the Council, which is relevant to some matter in relation to which the Council or Cabinet have functions, or which affects the area of the Council, or part of it, or the inhabitants of that area, or some of them. The member presenting the petition shall satisfy himself that the petition is proper to be received.

- 4.28.2 A member wishing to present a petition shall give notice of his intention to do so to the Chief Executive before the beginning of the meeting at which he wishes to present it.
- 4.28.3 The presentation of a petition shall be limited to not more than three minutes, and shall be confined to reading out, or summarising, the prayer of the petition, indicating the number and description of the signatories.
- 4.28.4 Petitions shall be presented in the order in which notice of them is received by the Chief Executive.
- 4.28.5 A petition presented at a meeting of the Council shall stand referred to a future meeting of the Cabinet or relevant committee, in order that the appropriate chief officer may present a report on the subject matter of the petition.

4.29 **Exclusion of Public**

Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in Section 14 of this Constitution or Rule 4.31 (Disturbance by Public).

4.30 **Members' Conduct**

4.30.1 Speaking at Meetings

When a Member speaks at Full Council he/she must stand and address the meeting through the Chair. If more than one Member signifies their intention to speak, the Chair will ask one to speak. Other Members must remain silent whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation. Chair Speaking

When the Chair speaks during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

4.30.2 Member not to be Heard Further

If a Member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

4.30.3 Member to Leave the Meeting

If the Member continues to behave improperly after such a motion is carried, the Chair may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

4.30.4 General Disturbance

If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he thinks necessary.

4.31 **Disturbance by Public**

4.31.1 Removal of Member of the Public

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

4.31.2 Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

4.32 Filming and Use of Social Media During Meetings

Filming and use of social media is permitted during meetings so long as there is no disturbance to the conduct of the meeting.

4.33 Suspension and Amendment of Council Procedure Rules

4.33.1 Suspension

All of these Council Rules of Procedure except Rule 4.20.5, 4.25.5 and 4.26.2 may be suspended by motion on notice or without notice if at least one half of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting. Rule 4.20.5 can only be suspended by motion on notice and the motion must have the support of at least two thirds of those Members present and voting.

4.33.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

4.34 Application to Committees and Sub-Committees

All of the Council Rules of Procedure apply to meetings of Full Council. None of the rules apply to meetings of the Cabinet. Only Rules 4.13 to 4.16, 4.19 to 4.22, 4.24 to 4.34 (but not Rule 4.30.1) apply to meetings of committees and sub-committees.

4.35 Appointment of Substitute Members on Council Bodies

4.35.1 The substitution rules will not apply to meetings of the Cabinet, the Standards Committee or the Audit Committee.

4.35.2 Subject to any other restrictions elsewhere in the Constitution, any Member of the Council will be permitted to act as a substitute on a Council Body.

4.35.3 The Head of Democratic Services will allow a request from a Member of a Council Body to appoint a substitute Member, providing that substitute Member is from the same political group and the request is received no later than one hour before the meeting.

4.35.3 In order to be eligible to sit as substitutes on regulatory or quasi-judicial committees or panels or staff appointments or disciplinary bodies established by the Council, Members must have received formal training in relevant procedures and the law.

4.35.4 Substitute Members will have all the powers and duties of any ordinary Member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

4.35.5 Substitute Members may attend meetings in that capacity only:

- (a) to take the place of the ordinary Member for whom they are designated substitute;
- (b) where the ordinary Member will be absent for the whole of the meeting; and
- (c) where the ordinary Member or that Member's political group has notified the Head of Democratic Services of the intended substitution at least one hour before the start of the relevant meeting.

SECTION 5

6. THE CABINET

5.1 Introduction

The Cabinet is appointed to carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by Law or under this Constitution.

5.2 Form and Composition of the Cabinet

The Cabinet will consist of:

- 5.2.1 the Leader of the Council (the "Leader"); and
- 5.2.2 at least two but not more than nine other Councillors appointed to the Cabinet by the Leader.

5.3 Leader

5.3.1 Election

The Leader will be a Councillor elected to the position of Leader by the Council.

5.3.2 Term of Office

The Leader is appointed on an annual basis at the annual meeting of the Council.

5.3.3 Role of the Leader

The Leader will Chair meetings of the Cabinet and determine the portfolios of Members of the Cabinet. Further information is contained in Section 6.

5.4 Deputy Leader

5.4.1 The Leader will appoint **up to two Deputy Leaders**, one of whom to act as Leader in the Leader's absence, and may also if he/she thinks fit remove the Deputy Leaders from Office at any time.

5.4.2 **The Deputy Leader appointed by the Leader for the purpose** may exercise all of the functions of the Leader where the position is vacant or where the Leader is absent or otherwise unable to act.

5.5 Other Cabinet Members

Other Cabinet Members will be Councillors elected to the position of Cabinet Member by the Leader. Each Cabinet Member shall hold office until:

- 5.5.1 he/she resigns from that office; or
- 5.5.2 he/she is removed from that office by the Leader upon such notice (if any) as the Leader considers appropriate; or
- 5.5.3 he/she ceases to be a Councillor.

The Leader may at any time appoint a Cabinet Member to fill any vacancies.

5.6 Delegation of Functions

The Leader may exercise Executive Functions himself/herself or may otherwise make arrangements to delegate responsibility for their discharge. The Leader may delegate Executive Functions to:

- 5.6.1 the Cabinet as a whole;
- 5.6.2 a Committee of the Cabinet (comprising executive Members only);
- 5.6.3 an individual Cabinet Member;
- 5.6.4 a joint committee;
- 5.6.5 Another local authority or the executive of another local authority;
- 5.6.6 A delegated Officer.

5.7 **Rules of Procedure and Debate**

The proceedings of the Cabinet shall take place in accordance with the Executive Procedure Rules in Section 5.8.1 below.

5.8 **Cabinet Procedure Rules**

5.8.1 How does the Cabinet Operate?

(a) Delegation by the Leader

Following the annual meeting of the Council, **the Monitoring Officer**, at the direction of the Leader, will draw up a written record of executive delegations made by the Leader for inclusion in the Council's scheme of delegation at Section 13 to this Constitution. This will contain the following information about Executive Functions in relation to the coming year:

- (i) the extent of any authority delegated to Cabinet Members individually, including details of the limitation on their authority;
- (ii) the terms of reference and constitution of such Cabinet committees as the Leader appoints and the names of Cabinet Members appointed to them;
- (iii) the nature and extent of any delegation of Executive Functions to any other authority or any joint arrangements;
- (iv) the nature and extent of any delegation to Officers with details of any limitation on that delegation, and the title of the Officer to whom the delegation is made; and

(b) Sub-Delegation of Executive Functions

- (i) Where the Cabinet, a committee of the Cabinet or an individual Member of the Cabinet is responsible for an Executive Function, they may delegate further to joint arrangements or an Officer.
- (ii) Unless the Leader directs otherwise, a committee of the Cabinet to whom functions have been delegated by the Leader may delegate further to an Officer.
- (iii) Where Executive Functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

(c) The Council's Scheme of Delegation and Executive Functions

- (i) The Leader may amend the scheme of delegation relating to Executive Functions at any time. In doing so the Leader will give written notice to the Monitoring Officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body or committee. The Monitoring Officer will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.
- (ii) Where the Leader seeks to withdraw delegation from a committee of the Cabinet, notice will be deemed to be served on that committee when he has served it on its chair.

(d) Conflicts of Interest

- (i) Where the Leader has a conflict of interest this should be dealt with as set out in the Council's Code of Conduct for Members. If any Member of the Cabinet has a conflict of interest this should be dealt with as set out in the Council's Code of Conduct for Members in Section 17 of this Constitution.

- (ii) If the exercise of an Executive Function has been delegated to a committee of the Cabinet, an individual Member or an Officer, and should a conflict of interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Council's Code of Conduct for Members.

(e) Cabinet Meetings – When and Where?

The frequency and timing of meetings of the Cabinet will be determined by the Leader. The Cabinet will meet at the Council's main offices or another location to be agreed by the Leader.

(f) Public or Private Meetings of the Cabinet?

The Cabinet will hold its meetings in public, except in the circumstances set out in the Access to Information Procedure Rules in Section 14, for example where confidential or exempt information is being discussed.

(g) Quorum

- (i) The quorum for a meeting of the Cabinet shall be three including the Leader or Deputy Leader.
- (ii) The quorum for a meeting of a committee of the Cabinet shall be a quarter of the number of members of the committee.

(h) [Remote Attendance awaiting WG Guidance]

(i) How are Decisions to be taken by the Cabinet?

- (i) Executive Decisions made by the Cabinet as a whole will be taken at a meeting convened in accordance with the Access to Information Procedure Rules in Section 14 of this Constitution.
- (ii) Where Executive Decisions are delegated to a committee of the Cabinet, the rules applying to Executive Decisions taken by them shall be the same as those applying to those taken by the Cabinet as a whole.

5.9 How are Cabinet Meeting Conducted?

5.9.1 Who Presides?

The Leader will preside at any meeting of the Cabinet or its committees at which he is present. In his absence, the Deputy Leader will preside. In his/her absence, then a person appointed to do so by those present shall preside.

5.9.2 Who May Attend?

These details are set out in the Access to Information Procedure Rules in Section 14 of this Constitution. See also Section 3 in relation to Member participation in meetings.

5.9.3 What Business?

At each meeting of the Cabinet the following business will be conducted:

- (a) declarations of interest, if any;
- (b) matters referred to the Cabinet (whether by Select Committees or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Sections 7 and 15 of this Constitution;
- (c) consideration of reports from Select Committees;
- (d) consideration of reports from Cabinet Committees;

(e) reports from Officers of the Authority.

5.9.4 Consultation

All reports to the Cabinet from any Member of the Cabinet or an Officer on proposals relating to the Budget and Policy Framework must contain details of the nature and extent of consultation undertaken with stakeholders and with the Select Committees and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

5.9.5 Who can put Items on the Cabinet Agenda?

- (a) The Leader will decide upon the schedule for meetings of the Cabinet. He/she may put any matter on the agenda of any Cabinet meeting whether or not authority has been delegated to the Cabinet, a committee of it or any Member or Officer in respect of that matter.
- (b) Any Member of the Cabinet may require the Proper Officer to make sure that an item is placed on the agenda of the next available meeting of the Cabinet for consideration.
- (c) The Head of Paid Service, the Monitoring Officer and/or the Chief Financial Officer may include an item for consideration on the agenda of a Cabinet meeting and may require that such a meeting be convened in pursuance of their statutory duties.
- (d) In other circumstances, where any two of the Head of Paid Service, Chief Finance Officer and Monitoring Officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision they may jointly include an item on the agenda of a Cabinet meeting. If there is no meeting to deal with the issue in question, then the person(s) entitled to include an item on the agenda may also require that a meeting be considered at which the matter will be considered.

5.10 **Disturbance by the Public, Filming and Use of Social Media**

5.10.1 The provisions in Council Procedure Rules in Section 4.31 in relation to disturbance by the public apply to meetings of the Cabinet.

5.10.2 The provisions in Council Procedure Rules in Section 4.32 relating to filming and use of social media apply to meetings of the Cabinet.

SECTION 6

6. THE LEADER

6.1 Election

6.1.1 The Leader will be elected by Full Council.

6.1.2 The Leader will usually be elected **on an annual basis** at the Annual Council meeting. However, where the post of Leader becomes vacant between Council elections the Leader will be elected at the next meeting of the Full Council.

6.2 Term of Office

The Leader is appointed on an annual basis at the annual meeting of the Council.

6.3 Resignation, Dismissal, Disqualification and Suspension

6.3.1 The Leader may resign the position of Leader by writing to the Chair.

6.3.2 The Leader can be dismissed where the Council passes a resolution removing him/her from office in accordance with the Rules below.

6.3.3 The Leader shall cease to be Leader if he/she is suspended or disqualified as a Councillor, or, for other such reasons cannot fulfil the role of Leader.

6.3.4 The Leader will cease to be Leader upon death or upon suffering any disability which will, or is likely to, prevent them from undertaking the role of Leader for a period of three months or more.

6.4 Deputy Leader

6.4.1 Appointment

The Leader may designate **up to two** Members of the Cabinet as Deputy Leader.

6.4.2 Duties of the Deputy Leader

The Deputy Leader **appointed by the Leader for the purpose** may exercise all the functions of the Leader where the position is vacant or where the Leader is absent or is otherwise unable to act.

6.4.3 Removal from Office

The Leader may, if he/she thinks fit, remove a Deputy Leader from office at any time.

6.5 Functions and Delegated Authority

6.5.1 Membership of the Cabinet

The Leader appoints and dismisses the Members of the Cabinet subject only to there being a minimum of two, and a maximum of nine, Members of the Cabinet (not counting the Leader) at any time (Section 5.2, page 34).

6.5.2 Role of the Leader

The Leader will chair meetings of the Cabinet and determine the portfolios of Members of the Cabinet.

6.5.3 The Cabinet Scheme of Delegations

The Leader will prepare and submit for approval a Cabinet Scheme of Delegations setting out the delegations of Executive Functions, including, where the principle has been approved as part of the Council's Executive Arrangements the delegated authority of each Member of the Cabinet, and thereafter keep this under review and submit updates to the Scheme as appropriate. In addition, the Leader has powers under s.15(4) of the Local Government Act 2000 to discharge personally or to arrange for discharge under others' delegated powers any Executive functions not covered by the Scheme of Delegations for the time being.

(NB: no Member of the Cabinet may have a Deputy, other than the Leader. This means that no Member of the Cabinet can have responsibilities which mean that they will work to, or under, another Member of the Cabinet, except the Leader).

6.5.4 Meetings of the Cabinet

Subject to the requirement to publish notice of each meeting three clear days before it takes place, and other conditions contained in Section 3.1, page17, the Leader can call meetings of the Cabinet at such times and places as he/she chooses (NB: the Head of Paid Service, the Section 151 Officer, and the Monitoring Officer can all, should the need arise, call meetings of the Cabinet as well).

6.5.5 Chairing Cabinet Meetings

The Leader shall chair Cabinet meetings. In the Leader's absence a Deputy Leader will chair. If no Deputy Leader is available the Cabinet will appoint a Member of the Cabinet to Chair the meeting on their behalf by informing the Proper Officer of the person chosen (subject to quorum).

6.5.6 Appointments of Representatives on Outside Bodies

The Leader has authority to appoint representatives of the Council on outside bodies where those outside bodies relate to Executive Functions of the Council.

SECTION 7

7. SELECT COMMITTEES

7.1 Introduction

7.1.1 The Council is required by Law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. Select Committees should be powerful committees that can contribute to the development of Council policies and also hold the Cabinet to account for its decisions. Another key part of the overview and scrutiny role is to review existing policies, consider proposals for new policies and suggest new policies.

7.1.2 Overview and scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants. Select Committees should not shy away from the need to challenge and question decisions and make constructive criticism.

7.2 Select Committees

In order to achieve this, the Council have appointed Four Select Committees which between them will:

7.2.1 review or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council;

7.2.2 make reports or recommendations to the Council or the Cabinet in connection with the discharge of any functions;

7.2.3 consider any matter which affects the Council's area or its inhabitants; and

7.2.4 exercise the right to call in for reconsideration decisions made but not yet implemented by the Cabinet and Officers.

7.3 Role, Scope and Membership

The role, scope and Membership of the Select Committees are described in the table below:

Committee and Membership	Role and Scope
Adult Select - 11 members, up to 5 co-opted members	To review, scrutinise, measure and promote improvement in the provision of services and compliance with Council policies in the area of adults
Children and Young People Select - 11 members, up to 5 co-opted members	To review, scrutinise, measure and promote improvement in the provision of services and compliance with Council policies in the area of children and young people
Economy and Development Select – 11 members, up to 5 co-opted members	To review, scrutinise, measure and promote improvement in the provision of services and compliance with Council policies in the area of economy and development
Strong Communities Select – 11 members, up to 5 co-opted members	To review, scrutinise, measure and promote improvement in the provision of services and compliance with Council policies in the area of strong communities including crime and disorder.

7.4 **Specific Functions**

7.4.1 Policy Development and Review

The Select Committees may:

- (a) assist the Council and the Cabinet in the development of its Budget and Policy Framework by in depth analysis of policy issues;
- (b) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (c) question Members of the Cabinet and/or Committees and Chief Officers from the Council about their views on issues and proposals affecting the area;
- (d) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interest of local people are enhanced by collaborative working; and
- (e) consider the impact of policies to assess if they have made a difference.

7.4.2 Scrutiny

The Select Committees may:

- (a) review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
- (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) question Members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or project;
- (d) make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Select Committees and local people about their activities and performance; and
- (f) question and gather evidence from any person (with their consent).

7.4.3 **Crime and Disorder Functions and the Strong Communities Select Committee**

This Committee:

- (a) may review and scrutinise decisions made or other actions taken in connection with the discharge of crime and disorder functions by Responsible Authorities under Sections 5 & 6 of the Crime & Disorder Act 1998. The Committee may make reports or recommendations to full Council or the Cabinet with respect to the discharge of crime and disorder functions, in which case it must provide a copy to each of the Responsible Authorities and those co-operating persons and bodies referred to in the Police & Justice Act 2006.
- (b) must consider any local crime and disorder matter (as defined by Section 19 of the Police & Justice Act 2006 (included on the agenda for the meeting where the matter has been referred to the Committee by a member of the Council). It must consider whether to make a report or recommendations to full Council and/or the Cabinet with respect to that local crime and disorder matter, having regard to any representations made by the member concerned. If the Committee decides not to make a report or recommendations it must notify the member concerned of its decision and the reasons for it. If the Committee does make a report or

recommendations to full Council and/or Cabinet then it must provide a copy of the report or recommendations to the member concerned and such of the Responsible Authorities and co-operating persons or bodies, as it thinks appropriate.

- (c) Whenever it provides a copy of the report or recommendations to a Responsible Authority or a co-operating person or body, must remind that authority/body of its statutory duty to have regard to the report or recommendations in exercising its functions, to consider the report or recommendations and to respond to the Committee indicating what (if any) actions that person or body proposes to take.

7.4.4 Annual Report

The Select Committees must report annually to the Full Council on their workings with recommendations for their future work programme and amended working methods if appropriate.

7.5 Head of Democratic Services

One of the roles of the Head of Democratic Services under section 8 of The Measure is to promote the role of the Council's Select Committees and to promote support and guidance to Council Members and Officers generally about the functions of the Select Committees .

7.6 Who May Sit on Select Committees?

All Councillors except Members of the Cabinet may be Members of the Select Committees. However, no Member may be involved in scrutinising on decisions in which he has been directly involved.

7.7 Co-Optees

Each Select Committee shall be entitled to recommend to Council the appointment of a maximum of **five** people as non-voting co-optees. In exercising or deciding whether to exercise a co-option, the Authority must, under section 76 of The Measure, have regard to guidance given by the Welsh Ministers and comply with directions given by them.

7.8 Education Representatives

The Children and Young People Select Committee shall include in its Membership voting representatives of religious faiths and of parent governors, as required by law and guidance from the National Assembly for Wales.

Crime and Disorder Representatives

In discharging its crime and disorder functions, the Strong Communities Select Committee may co-opt officers, employees or members of Responsible Authorities or Co-operating Persons or Bodies (as defined by section 5 of the Crime and Disorder Act 1998.) Co-optees cannot be members of the Council's Executive and no co-optee is entitled to vote, unless the Committee allows it. Co-optees may be appointed for a particular matter or type of matter and membership may be withdrawn at any time by the Committee

7.9 Who Chairs?

The arrangements included in sections 66-75 of the Local Government (Wales) Measure 2011 will be followed for appointing persons to chair Select Committees .

7.10 Role of the Chair and the Select Committees

7.10.1 The role of the Chair of the Select Committees will be essential in implementing the new method of working. The Chairs will liaise with the Cabinet and supervise the Work Programme and identify cross cutting themes arising from the various Select Committees .

7.10.2 In summary, therefore, the Chair will:

- (a) be accountable for delivering the new way of working for scrutiny;
- (b) will meet regularly to monitor Work Programmes;

- (c) will liaise with the Cabinet on issues affecting the Scrutiny Work Programme; and
- (d) report to meetings of the Co-ordinating Board on progress in implementing the new methods of working.

7.11 Work Programme

The Select Committees will be responsible for setting their own Work Programme and in doing so they should take into account wishes of Members who are not Members of the largest political group on the Council. It may also consider urgent and unforeseen matters not included in the Work Programme.

7.12 Meetings

7.12.1 The Select Committees will have **8** meetings a year.

7.12.2 Extraordinary meetings may be called from time to time in order to deal with call-ins (Section 7.25) where the Chair of a Select Committee and the Chair of Council agree it is necessary for that Select Committee to consider the called in decision before the Select Committee's next programmed meeting.

7.12.3 The quorum of a Select Committee will be 3 Members.

7.13 Joint Select Committees

Under section 58 of The Measure, regulations may be made to permit two or more local authorities to appoint a joint Select Committee. This is set out in the Local Authority (Joint Overview and Scrutiny) (Wales) Regulations 2012.

7.14 Rules of Procedure and Debate

The Overview and Scrutiny Procedure Rules will apply to meetings of the Select Committees .

7.15 What will be the Number and Arrangements for Select Committees?

7.15.1 The Council will have Four Select Committees set out in the table in Section 7.3 and will appoint to them as it considers appropriate from time to time. The Select Committees may appoint smaller groups to carry out detailed examination of particular topics for report back to them. Such groups may be appointed for a fixed period on the expiry of which they shall cease to exist.

7.15.2 The terms of reference of the various Select Committees will be to:

- (a) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions; (except any matters specifically identified in the terms of reference of any other select committee)
- (b) make reports and/or recommendations to the full Council and/or the executive and/or any joint or area committee in connection with the discharge of any functions;
- (c) consider any matter affecting the area or its inhabitants;
- (d) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the executive and/or any area committees; and
- (e) convene joint meetings with overview and scrutiny committees of other councils.
- (f) assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Assembly Government and Assembly Sponsored Public Bodies on the effectiveness of Council service delivery.

Specific functions

Policy development and review Select committees may:

- (g) assist the Council and the executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- (h) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (i) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (j) question members of the executive and/or committees and chief officers about their views on issues and proposals affecting the area; and
- (k) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

Scrutiny Select committees may:

- (l) review and scrutinise the decisions made by and performance of the executive and/or committees and council officers both in relation to individual decisions and over time;
- (m) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (n) question members of the executive and/or committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (o) make recommendations to the executive and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- (p) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the select committee and local people about their activities and performance; and
- (q) question and gather evidence from any person (with their consent).

Finance

Select committees may exercise overall responsibility for the finances made available to them.

Report

From time to time, as appropriate, the Chairman of each Select committee will report to full Council on the workings of the committee including future work programmes.

Officers

Select committees may exercise overall responsibility for the work programme of the officers employed to support their work.

7.15.3 Each Select Committee will be Chaired by a Chair appointed from the membership of that Select Committees :

- (a) there will be cross party Membership of all Select Committees;
- (b) the Select Committees shall undertake the following:
 - (i) investigate or review a particular matter in depth and without delay, reporting their conclusions and making any recommendations to the Council or Cabinet as appropriate;
 - (ii) conduct research, community (and other) consultation for the purposes of analysing issues and developing where appropriate; possible options, through liaison with the area/community partnerships;

- (iii) consider and report on mechanisms to encourage and enhance community participation in the development of service delivery options;
- (iv) question Cabinet Members and Officers about their views and actions on issues and proposals affecting the County;
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- (vi) question and gather evidence from any person (with his/her consent) whilst conducting investigative and reporting processes.

7.16 Meetings of the Select Committees

The Council may determine a cycle of meetings for the Select Committees. If the Council do not set the cycle, each such Select Committee shall determine their own cycle of meetings. The Chair, or in their absence the Vice Chair, may change the date or cancel meetings, or call additional meetings as they consider necessary to deal with the Select Committee's work programme. A meeting of a Select Committee may be called by the Chair (or in his or her absence, the Vice Chair) or by the Monitoring Officer or by the Head of Democratic Services, if he or she considers it necessary or appropriate.

7.17 Quorum

The quorum for a Select Committee shall be as set out in the Council Procedure Rules in Section 4 of this Constitution.

7.18 Agenda Items

- 7.18.1 Any Member of a particular Select Committee shall be entitled to give notice to the Proper Officer that he wishes an item relevant to the functions of the that Select Committees to be included on the agenda for the next available meeting. **Seven** working days' notice of the item should be given to Proper Officer together with sufficient information to enable the Officer to advise about the nature and purpose of the item.
- 7.18.2 On receipt of such a request, so long as it is an appropriate matter to be considered, the Proper Officer will ensure that it is included on the next available agenda.
- 7.18.3 Select Committees shall also respond, as soon as their work programme permits, to requests from the Council and/or the Cabinet to review particular areas of Council activity. Where they do so, the particular Select Committees shall report their findings and any recommendations back to the Cabinet and/or Council. The Council and/or the Cabinet shall consider the report of the Select Committees within one month of receiving it.

7.19 Policy Review and Development

- 7.19.1 The role of the Select Committees in relation to the development of the Council's Budget and Policy Framework is set out in detail in the Budget and Policy Framework Procedure Rules in Section 15.
- 7.19.2 In relation to the development of the Council's approach to other matters not forming part of its Budget and Policy Framework, Select Committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.
- 7.19.3 Select Committees may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under

consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

7.20 Reports from the Select Committees

- 7.20.1 All formal reports from the Select Committees will be submitted to the Proper Officer for consideration by the Cabinet (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate (eg if the recommendation would require a departure from or a change to the agreed Budget and Policy Framework).
- 7.20.2 If a Select Committee cannot agree on one single final report to the Council or Cabinet as appropriate, one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- 7.20.3 The Council or Cabinet shall consider the report of a Select Committee within one month of it being submitted to the Proper Officer.

7.21 Making sure that Overview and Scrutiny Reports are considered by the Cabinet

- 7.21.1 The agenda for Cabinet meetings shall include an item entitled "Issues Arising from Overview and Scrutiny". The reports of the Select Committees referred to the Cabinet shall be included at this point in the agenda (unless they have been considered in the context of the Cabinet's deliberations on a substantive item on the agenda) as soon as practicable. Where an item is not considered by the Cabinet within two months, the Cabinet will give an explanation of the reasons to the Chair of the relevant Select Committee as soon as practicable.
- 7.21.2 Where the Cabinet has delegated decision making power to another individual Member of the Cabinet, the relevant Select Committee will submit a copy of its report to him or her for consideration. At the time of doing so the Select Committee shall serve a copy on the Head of Legal Services. The Member with delegated decision making power must consider the report and respond in writing to the Select Committee within **four weeks** of receiving it. A copy of his written response to it shall be sent to the Proper Officer and the Leader. The Member will also attend a future meeting of that Select Committee to present their response.

7.22 Rights of Members of the Select Committees to Documents

- 7.22.1 In addition to their rights as Councillors, Members of the Select Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Section 14 of this Constitution.
- 7.22.2 Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Select Committee as appropriate depending on the particular matter under consideration.

7.23 Members and Officers Giving Account

- 7.23.1 The Select Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the Scrutiny role, it may require any Member of the Cabinet, the Chief Executive and/or any senior Officer to attend before it to explain in relation to matters within their remit:
 - (a) any particular decision or series of decisions;
 - (b) the extent to which the actions taken implement Council policy; and/or
 - (c) their performanceand it is the duty of those persons to attend if so required.
- 7.23.2 For this purpose, senior Officer includes any chief Officer, deputy chief Officer and other appropriate senior Officer. Where there are concerns about the appropriateness of the Officer who should attend, the relevant chief Officer

shall discuss this with the appropriate Overview and Scrutiny Chair or Vice Chair with a view to achieving consensus.

- 7.23.3 Where any Member or Officer is required to attend a Select Committee under this provision, the Chair of that Committee will inform the Proper Officer. The Proper Officer shall inform the Member or Officer, if necessary in writing, giving at least 10 working days' notice of the meeting at which he or she is required to attend (unless agreed otherwise). Any notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required to be produced for the Committee.
- 7.23.4 Where the account to be given to a Select Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 7.23.5 Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Select Committee shall in consultation with the Member or Officer arrange an alternative date for attendance.

7.24 **Attendance by Others**

Select Committees may invite people other than those people referred to in paragraph 7.23 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and Officers in other parts of the public sector and shall invite such people to attend.

7.25 **Call-In**

7.25.1 Rules

- (a) Where a decision is made by the Cabinet an individual Member of the Cabinet or a Committee of the Cabinet or under joint arrangements, the decision shall be published by the Proper Officer, including where possible by electronic means, and shall be available at the main offices of the Council normally within 2 clear working days of it being made. All Members of the Select Committees will be sent copies of the records of all such decisions within the same time scale, by the person responsible for publishing the decision.
- (b) That notice will bear the date on which it is published and will specify that the decision will come into force and may then be implemented, on the expiry of five clear working days after the publication of the decision, unless a Select Committee objects to it and calls it in for review.
- (c) During that period the Proper Officer shall call-in a decision for scrutiny by a Select Committee if so requested in the specified format **by three Members of the Council** and, shall then notify the decision taker of the call-in. He/she shall call a meeting of that Select Committees on such a date as he/she may determine, where possible after consultation with the Chair or Vice Chair of that Select Committees, and in any case within 15 clear working days of the decision to call-in (only in exceptional circumstances will the Chair of the Select Committee consider extending this time limit).
- (d) If, having considered the decision, the Select Committee is still concerned about it, then it may refer it back to the decision making body for reconsideration, setting out in writing the nature of its concerns or refer the matter to Full Council. If referred to the decision maker they shall then reconsider within a further 10 clear working days, amending the decision or not, before adopting a final decision. If referred to full Council, the Proper Officer will convene a meeting of the Council within 15 clear working days.
- (e) If following an objection to the decision, a Select Committee does not meet within the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect

on the date of the Select Committee' meeting, or the expiry of that further 15 clear working day period, whichever is the earlier.

- (f) If the matter was referred to Full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, the Council will refer any decisions to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet as a whole, or a Committee of it, a meeting will be convened to reconsider within **ten** working days of the Council's request. Where the decision was made by an individual, the individual will reconsider within **ten** working days of the Council's request.
- (g) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is earlier.
- (h) No Education Co-opted Members may report a decision be called in.
- (i) The Monitoring Officer may veto any request for call-in if it falls outside the remit of this scheme.
- (j) **Save in exceptional circumstances all Members requesting a matter be called in must attend the meeting at which the matter is being considered.**

7.25.2 Call-In and Urgency

- (a) The call-in procedure set out above shall not apply where the decision being taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or other public interests. The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. **The Chair** must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chair the Deputy Chair's consent shall be required. In the absence of both, the Head of Paid Service or his/her nominee's consent should be required. Decisions taken as a matter of urgency must be reported at the next available meeting of the Council, together with the reasons for urgency.
- (b) The operation of the provisions relating to call-in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

7.26 **The Party Whip**

If a Member of a Select Committee is subject to a party whip in respect of an issue to be considered by it, that Member must declare the existence of the whip and the nature of it before the commencement of deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

7.27 **Procedure at Select Committee Meetings**

7.27.1 Select Committees shall consider the following business:

- (a) minutes of the last meeting;
- (b) declarations of interest;
- (c) consideration of any matter referred to that Select Committee for a decision in relation to call in of a decision;

- (d) responses of the Cabinet to reports of that Select Committee;
- (e) the business otherwise set out on the agenda for the meeting.

The Rules of Procedure at a Select Committee will be the same as the Council procedure Rules except that the Chair of the meeting may allow the rules of debate to be relaxed to enable a full contribution by those attending the meeting whether as Members of a Select Committee or in any other capacity which allows them to contribute to the worth of the meeting.

7.27.2 Select Committees may ask people to attend to give evidence or answer questions about any items on their agenda. Meetings should be conducted in accordance with the following principles:

- (a) that the business be conducted fairly and all Members of the Select Committees be given the opportunity to ask questions of attendees, and to contribute and speak;
- (b) that those assisting by giving evidence be treated with respect and courtesy;
- (c) that the business be conducted as efficiently as possible.

7.27.3 Following any investigation or review, a Select Committee shall prepare a report, for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

7.28 **Matters within the Remit of more than one Select Committees**

Where a matter for consideration by a Select Committee also falls within the remit of one or more other Select Committee, the decision as to which Select Committees will consider it will be resolved by the respective Chairs or, if they fail to agree, the decision will be made by the Co-ordinating Board.

7.29 **Councillor Call for Action**

7.29.1 The Councillor Call for Action is a mechanism for enabling elected Members to bring matters of local concern to the attention of the Council via the Scrutiny process. It should be an option of "last resort".

7.29.2 Any Member may request that an item is placed on the agenda of an Select Committees for consideration.

7.29.3 The procedure for dealing with a Call for Action is set out in the Councillor Call for Action - Guidance for Councillors attached to these Rules at Appendix 1.

Appendix 1 to Section 7

Councillor Call for Action - Guidance for Councillors

1. INTRODUCTION

- 1.1 The Local Government Wales Measure 2011 introduced a number of new provisions aimed at strengthening local democracy. Section 63 of the Measure introduced a provision for “Councillor Calls for Action” (CCfA) which enables Councillors to refer issues of local importance to Select Committees .
- 1.2 CCfAs are intended to enable local Councillors and their electors to obtain a response from their Council Leadership on issues of local importance. CCfAs should be regarded as one of a series of tools which elected Members have at their disposal to resolve local issues and make a positive difference in their community. Previously in Wales, only local Crime and Disorder issues could be referred by the local Member to the designated Crime and Disorder Select Committee for action and it should be noted that these local crime and disorder referrals will remain in place under separate legislation.
- 1.3 As part of their community leadership role, councillors have always attempted to resolve issues on behalf of their local residents and CCfAs provide an additional avenue for councillors to follow if the normal ways of resolving an issue have not been successful and the issue meets the criteria for a referral. It should be noted that a referral under this process should be seen as a last resort after all other avenues have been exhausted.
- 1.4 CCfAs have been introduced alongside other powers for scrutiny, including powers to scrutinise a wide range of bodies not previously subject to local authority scrutiny. CCfAs are intended to enable any Member for the Council to refer to a Select Committee, “a local government matter” which falls within the Select Committees remit.

2. HOW SHOULD I NORMALLY ATTEMPT TO RESOLVE A LOCAL ISSUE IN MY AREA?

- 2.1 Local issues can be resolved in a number of ways by councillors on behalf of their residents as listed in the Welsh Government’s Statutory Guidance from the Local Government Measure 2011:
 - 2.1.1 informal discussions with Officers or other councillors;
 - 2.1.2 informal discussions with partner representatives;
 - 2.1.3 referral to other “scrutiny” bodies such as Community Health Councils or internal audit committee;
 - 2.1.4 formal discussions with Officers and councillors;
 - 2.1.5 formal letters to the Cabinet Members;
 - 2.1.6 asking questions at Full Council;
 - 2.1.7 submitting a motion to Full Council;
 - 2.1.8 organising public meetings;
 - 2.1.9 use of petitions;
 - 2.1.10 making a complaint;
 - 2.1.11 questions at Full Council
 - 2.1.12 freedom of information requests;
 - 2.1.13 communication with local AMs or MPs;
 - 2.1.14 use of social media or email based campaigns.
- 2.2 This is not an exhaustive list and councillors may choose different routes for specific issues. If an issue has not been resolved after exhausting all possible alternative routes, then a local councillor can refer it to the appropriate Select Committees .

3. **WHAT IS A COUNCILLOR CALL FOR ACTION**

- 3.1 In order for the Select Committees to accept a CCfA as an agenda item for discussion at one of their meetings, the issue must affect either all or part of a councillor's electoral area or it must affect someone who lives or works in that area.
- 3.2 A Councillor does not however need a referral from a constituent in order to start the process. It is important to recognise that an a CCfA is not guaranteed to solve a given problem, though it can provide a method for discussing such problems and, through discussion, attempt to overcome them.

4. **HOW AND WHEN SHOULD I MAKE A CCFA**

- 4.1 A flowchart showing the process is provided at Annex A. A councillor may initiate the process by completing the form at Annex B. Further copies are available from [your Scrutiny Support]. It is important that the local councillor specifies what outcome is expected from the referral. After completion the form should be returned to the Head of Democratic Services who will log and acknowledge the referral within five working days, to track its progress and forward a copy of the form to the Proper Officer.
- 4.2 The Proper Officer will confirm whether or not the referral satisfies the requirements outlined in paragraph 0 above to enable it to be placed on the agenda for discussion at a meeting of the Select Committee. The Proper Officer reserves the right to exclude from the agenda any matter which is vexatious, discriminatory or otherwise potentially unlawful; and the Councillor will be informed of this outcome as soon as practicable.

5. **CRITERIA TO BE FOLLOWED BY A SELECT COMMITTEE**

- 5.1 It is up to the Members of a Select Committee to decide whether, and in what form, to take the matter further. The Select Committee will use the following criteria to decide whether or not the referral is appropriate to be considered by that Select Committees :
 - 5.1.1 Is that Select Committee satisfied that all reasonable attempts have been made to resolve the issue by the local councillor? Do the responses received by the referring councillor demonstrate that the matter is not being progressed?
 - 5.1.2 Has that Select Committee considered a similar issue recently? If so, have the circumstances or evidence changed?
 - 5.1.3 Is there a similar or related issue which is the subject of a review on the current work programme? It may be more appropriate to link the new issue to an existing review, rather than hold a separate CCfA hearing. Relevant time pressures on resolving the CCfA should be taken into account.
 - 5.1.4 Have all relevant service areas or partner organisations been informed and been given enough time to resolve the issue? What response has the councillor received?
 - 5.1.5 Is this a case that is being or should be pursued via the Council's corporate complaints procedure?
 - 5.1.6 Is it relating to a "quasi-judicial" matter or decision such as planning or licensing?
 - 5.1.7 Is the matter an issue of genuine local concern which impacts on the local community rather than a personal matter?
 - 5.1.8 Is this an issue currently being looked at by another form of local scrutiny?
 - 5.1.9 And, as with all scrutiny, does the matter have the potential for scrutiny to produce recommendations which could realistically be implemented and lead to improvements for anyone living or working in the Member's electoral division?

NB: Crime and Disorder referrals should be directed to the designated Crime and Disorder Select Committee .

- 5.2 If a Select Committees decides not to accept the CCfA it must inform the councillor of the decision and the reasons for it.

5.3 If a Select Committee decides to accept the CCfA the Councillor will be informed and advised of the agreed Protocol, eg the Councillor will be given adequate notice (a minimum of 10 clear days) of the date of the Select Committee's meeting. The Councillor will be requested to attend to the Select Committee and informed that he/she will have five minutes in which to address the Select Committee. The Select Committee may then wish to question the Councillor further before deciding how it intends to take the matter forward. This could include:

5.3.1 asking the relevant responsible authorities to respond to the CCfA;

5.3.2 setting up a research or task and finish group to undertake a more in-depth review;

5.3.3 asking for further evidence and/or witnesses to be brought to a future meeting. The Select Committee has the power to request "designated persons" such as representatives from other public bodies/agencies to attend, where relevant, and to request information.

6. **POTENTIAL OUTCOMES FROM A CCFA**

6.1 A Select Committee could:

6.1.1 determine that it is a complex issue that requires further investigation and commission a scrutiny review of the issue;

6.1.2 write a response and make recommendations on the CCfA to a relevant responsible authority;

6.1.3 decide that further action is not appropriate giving its reasons.

6.2 Once a Select Committee has completed its work, the Councillor who made the referral will receive a copy of any response or recommendations made.

7. **TIMESCALES FOR DEALING WITH A CCFA**

7.1 In exceptional circumstances, for example where there are unavoidable time constraints, a special Select Committee meeting may be convened.

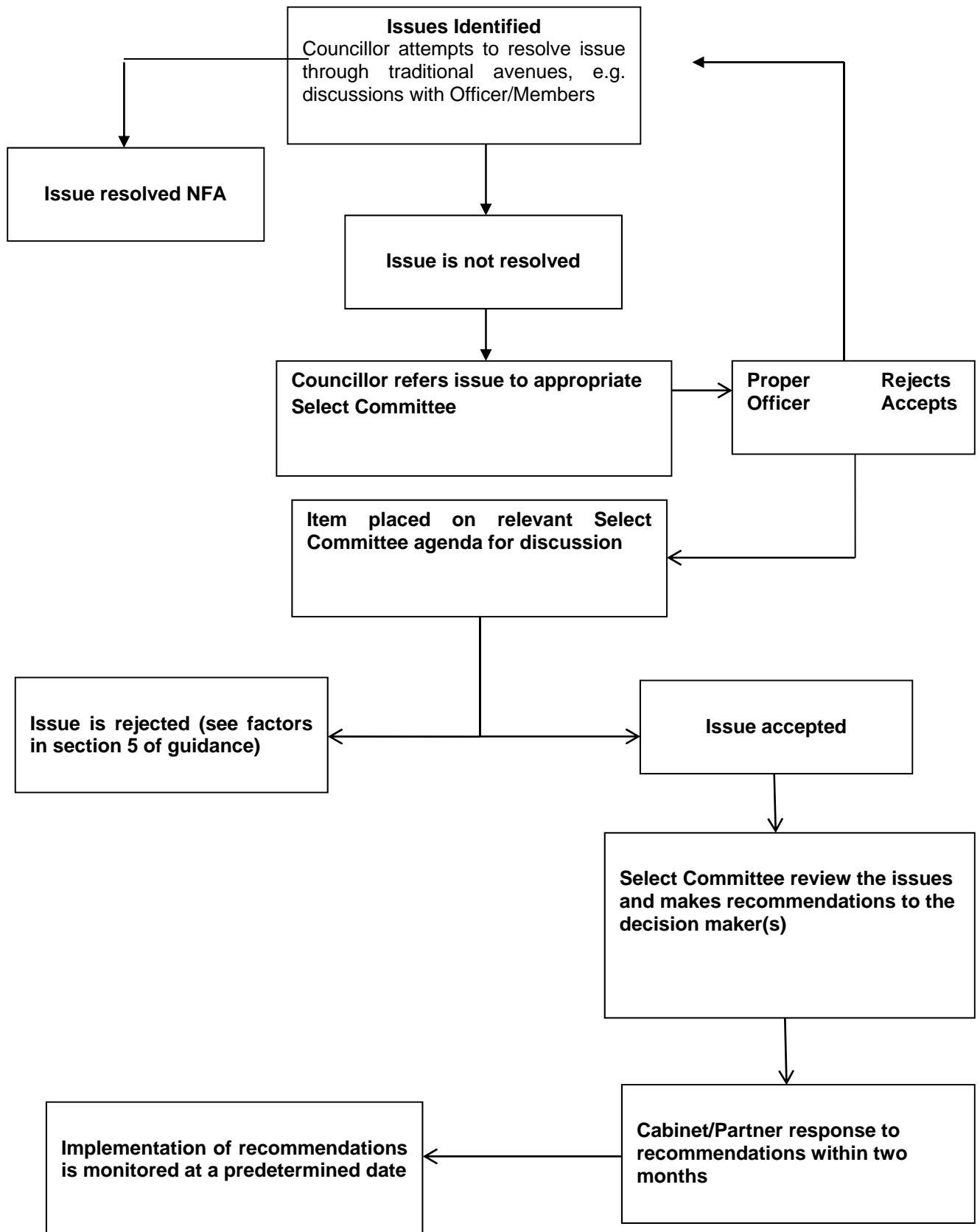
7.2 Should a CCfA result in recommendations to the Cabinet responsible authorities, they will be requested to make a response to the recommendations within 28 days and two months respectively.

7.3 A Select Committees will monitor implementation of any recommendations as part of its Forward Work Programme.

8. **REVIEW OF THIS GUIDANCE**

This guidance is based on a model prepared and approved by the Association of Council Secretaries and Solicitors (ACSeS) in October 2009. ACSeS will review their model guidance in light of experience of the use of these procedures by local authorities in Wales, and this guidance may therefore be modified accordingly.

APPENDIX 2 TO SECTION 7 Flow Chart for Councillor Call for Action



Appendix 3 to Section 7

Councillor Call for Action Referral

For the attention of (name and title of Proper Officer)	
From	Councillor
Electoral Division	
Contact details	
Telephone	
E-mail	
SUBJECT	
Details Please briefly explain what the issue is and how it affects your electoral division.	
Action taken to date Please explain what steps have been taken, with whom, to try to resolve the issue (please tick the actions you have taken to date) or add additional.	<ul style="list-style-type: none"> Informal discussions with Officers or other councillors Informal discussions with partner representatives Referral to other "scrutiny" bodies such as Community Health Councils or internal audit committee Formal discussions with Officers and councillors Formal letters to the Cabinet Members Asking questions at Full Council Submitting a motion to Full Council Organising public meetings Use of petitions Making a complaint Questions at Full Council Freedom of Information requests Communication with local AMs or MPs Use of social media or email based campaigns
Expected Outcome Please describe the outcome you hope to gain via this referral.	
Papers attached Please list documents attached which should evidence the impact of the issue, the steps taken and any responses received.	

9. The following criteria will be taken into consideration when a Select Committee decide whether to progress with your CCfA:
 - 9.1 Have all reasonable attempts been made to resolve the issue? Do the responses received by you demonstrate that the matter is not being progressed?
 - 9.2 Has the committee considered a similar issue recently – if yes have the circumstances or evidence changed?
 - 9.3 Is there a similar or related issue which is the subject of a review on the current work programme? It may be more appropriate to link the new issue to an existing review, rather than hold a separate LCDR hearing. Relevant time pressures on resolving the CCfA should be taken into account.
 - 9.4 Have all relevant service areas or partner organisations been informed and been given enough time to resolve the issue? What response have you received?
 - 9.5 Is this a case that is being or should be pursued via the Council’s corporate complaints procedure?
 - 9.6 Is it relating to a “quasi-judicial” matter or decision such as planning or licensing?
 - 9.7 Is the matter an issue of genuine local concern, which impacts on the local community rather than a personal matter?
 - 9.8 Is this an issue currently being looked at by another form of local scrutiny?
 - 9.9 And, as with all scrutiny, does the matter referred have the potential for scrutiny to produce recommendations, which could realistically be implemented and lead to improvements for anyone living or working in your electoral division.
10. Please consider whether your referral might be considered premature by the Select Committee. Consider whether other potential remedies have been exhausted, before a referral is made. Members should be aware that if a premature referral is made, the Committee is likely to refuse to deal with the issue, based on the criteria outlined above. If the Proper Officer believes that the referral is premature, he/she will advise you accordingly.

SECTION 8

8. THE STANDARDS COMMITTEE

Composition

8.1 Membership

The Standards Committee is composed of nine Members. Its Membership includes:

- 8.1.1 5 “independent” Members, who are not either a Councillor or an Officer or the spouse of a Councillor or an Officer of this Council or any other relevant Authority as defined by the Local Government Act 2000, appointed in accordance with the procedure set out in the Standards Committees (Wales) Regulations 2001 (as amended);
- 8.1.2 3 Councillors other than the Leader and not more than one Member of the Executive; and
- 8.1.3 1 Community Council Member.

8.2 Term of Office

- 8.2.1 Independent Members are appointed for a period of not less than four and not more than six years and may be reappointed for a consecutive term not exceeding four years.
- 8.2.2 Members of local authorities who are Members of the Standards Committee will have a term of office of no more than four years or until the next ordinary local government election following their appointment, whichever is the shorter. They may be reappointed for one further consecutive term.

8.3 Quorum

A meeting of the Standards Committee shall only be quorate when:

- 8.3.1 at least three Members, including the Chairperson, are present; and
- 8.3.2 at least half the Members present (including the Chairperson) are Independent Members.

8.4 Voting

Independent Members and Community Council Members will be entitled to vote at meetings.

8.5 Chairing the Committee

- 8.5.1 Only an Independent Member of the Standards Committee may be the Chair.
- 8.5.2 The Chair and Vice Chair will be elected by the Members of the Standards Committee for whichever is the shortest period of:
 - (i) not less than four years or no more than six years; or
 - (ii) until the term of office of the Independent Member comes to an end.

8.6 Role and Function

The Standards Committee will have the following roles and functions:

- 8.6.1 promoting and maintaining high standards of conduct by Councillors and co-opted Members of the Authority;
- 8.6.2 assisting the Councillors and co-opted Members to observe the Members’ Code of Conduct;
- 8.6.3 advising the Council on the adoption or revision of the Members’ Code of Conduct;
- 8.6.4 monitoring and from time to time reviewing the operation of the Members’ Code of Conduct and protocols which apply to members of the Council, employees, contractors and other parties or organisations associated with Council activity;

- 8.6.5 advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct;
- 8.6.6 granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;
- 8.6.7 dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales;
- 8.6.8 mentoring and supporting the Council's Monitoring Officer in the discharge of his/her role;
- 8.6.9 receiving and investigating (where statute permits) reports and complaints relating to the Members' Code of Conduct and protocols approved by the Council from time to time;
- 8.6.10 the exercise of the foregoing in relation to the town and community councils wholly or mainly in its area and the members of those town and community councils;
- 8.6.11 ensuring the Council's whistle blowing procedures operate effectively;
- 8.6.12 ensuring the Council's complaints procedures operate effectively and publishing an annual report on the operation of the system.

8.7 **Work Programme**

The Committee will prepare a work programme, which will be reviewed and approved at each Committee meeting.

8.8 **Rules of Procedure and Debate**

- 8.8.1 The Council Procedure Rules at Section 4 will apply to the meetings of the Standards Committee Members.
- 8.8.2 When considering the conduct of individual Councillors, the procedures outlined in Appendix 3 to Section 18 will apply.

SECTION 9

9. REGULATORY COMMITTEES

9.1 Regulatory and Other Committees

The Council will appoint the Committees to discharge the functions set out in Section of this Constitution.

9.2 The Audit Committee

9.2.1 The Council will appoint an Audit Committee to discharge the functions described in Section 13 of this Constitution and in accordance with sections 81-87 of The Measure.

9.2.2 The Committee shall comprise of Councillor Members (being at least two thirds of the Membership) and at least one Member who is not a Member of the Council (lay Member) and no more than one Member of the Cabinet (which Cabinet Member must not be the Leader).

9.2.3 The Chair of the Audit Committee is appointed by it and cannot be a Member of the Cabinet but can be a lay Member and can only be a Member of an executive group if there are no opposition groups.

9.2.4 Members of the Audit Committee may vote on any matter that falls to be decided by the Committee.

9.3 The Democratic Services Committee

9.3.1 The Council will appoint a Democratic Services Committee to discharge the functions described in Section 13 of this Constitution.

9.3.2 The Committee shall comprise of Councillor Members but no more than one Member of the Cabinet (which Cabinet Member must not be the Leader).

9.3.3 The Chair of the Democratic Services Committee is appointed by Full Council and must not be the Cabinet Member.

9.4 Other Committees and Sub-Committees

9.4.1 The Council will appoint such other Committees as it considers appropriate to the exercise of its functions. These will include a Planning and Licensing Committee.

9.4.2 Any Committee appointed by the Council may at any time appoint additional Sub-Committees and panels throughout the year. The terms of reference and delegation of powers to them shall be explicit and within the appointment Committee's terms of reference.

9.5 Rules of Procedure and Debate

The Council Procedure Rules in Section 4 will apply.

SECTION 10

10. JOINT COMMITTEES

10.1 Introduction

There are a number of circumstances where the Council or the Cabinet is entitled to carry out certain functions jointly with another local authority.

10.2 Arrangements to Promote Wellbeing

The Cabinet in order to promote the economic, social, or environmental wellbeing of its area may:

- 10.2.1 enter into arrangements or agreements with any person or body;
- 10.2.2 co-operate with, or facilitate or co-ordinate the activities of any person or body; and
- 10.2.3 exercise on behalf of that person or body any functions of that person or body.

10.3 Joint Arrangements

- 10.3.1 The Council may establish joint arrangements with one or more local authorities and/or their executives to exercise functions which are not Executive Functions in any of the participating authorities, or to advise the Council. Such arrangements may involve the appointment of a joint committee with these other local authorities.
- 10.3.2 The Cabinet may establish joint arrangements with one or more local authorities to exercise functions which are Executive Functions. Such arrangements may involve the appointment of joint committees with these other local authorities. Except as set out below, or as permitted or required by Law, the Cabinet may only appoint Cabinet Members to such joint committees and those Members need not reflect the political composition of the Council as a whole.
- 10.3.3 The Cabinet may appoint Members to a Joint Committee from outside the Cabinet where the Joint Committee has functions for only part of the area of the Council and that area is smaller than two fifths of that local authority, by area or population. In such cases, the Cabinet may appoint to the Joint Committee any Councillor who is Member for an electoral division contained within the area. Political balance requirements do not apply to such appointments.

10.4 Access to Information

- 10.4.1 The Access to Information Procedure Rules in Section 14 apply.
- 10.4.2 If all the Members of a Joint Committee are Members of the Cabinet in each of the participating authorities, then its access to information regime is the same as that applied to the Cabinet.
- 10.4.3 If the Joint Committee contains Members who are not on the Cabinet of any participating authority, then the Access to Information Rules in part VA of the Local Government Act 1972 (as amended) will apply.

10.5 Delegation to and from Other Local Authorities

- 10.5.1 The Council can delegate Non-Executive Functions to another local authority or, where those functions are the responsibility of the executive of another local authority, to that executive.
- 10.5.2 The Cabinet can delegate Executive Functions to another local authority or the executive of another local authority in certain circumstances.
- 10.5.3 The decision whether or not to accept such a delegation from another local authority is reserved to the Full Council.

10.6 **Contracting Out**

The Council (in respect of Non-Executive Functions) and the Cabinet (in respect of Executive Functions) may contract out to another body or organisation functions:

- 10.6.1 which may be exercised by an Officer and which are subject to an order under section 70 of the Deregulation and Contracting Out Act 1994; or
- 10.6.2 under contracting arrangements where the Contractor acts as the Council's Agent under usual contracting principles, provided there is no delegation of the Council's discretionary decision making.

SECTION 11

11. OFFICERS

11.1 Management Structure

11.1.1 General

The Full Council may engage such staff (referred to as Officers) as it considers necessary to carry out its functions.

11.1.2 Chief Officers

The Full Council will engage persons for the following posts, who will be designated Chief Officers, which designation includes persons acting temporarily in such capacity:

Post	Functions and Areas of Responsibility
Chief Executive (and Head of Paid Service)	<p>Overall corporate management and operational responsibility including overall management responsibility for all Officers.</p> <p>Principal adviser to the Council on general policy.</p> <p>The provision of professional and impartial advice to all parties in the decision making process to the Cabinet, to Select Committees, the Full Council and other Committees).</p> <p>Together with the Monitoring Officer, responsibility for a system of record keeping for all the Authority's decisions (executive or otherwise).</p> <p>Representing the Authority on partnership and external bodies (as required by statute or the Council).</p> <p>Service to the whole Council, on a politically neutral basis.</p> <p>Regulatory Services</p> <p>Citizen engagement and Performance Framework</p> <p>Finance</p> <p>Operations</p>
Chief Officer, Enterprise	Innovation and Enterprise, Developing Communities, Leisure Arts and Tourism and Human Resources.
Chief Officer, Children and Young People	Education Services including schools and continuing education.
Chief Officer, Social Care and Health	<p>Housing, Older Persons, Mental Health Service, Learning disabilities,</p> <p>Children's Services including safeguarding, looked after children and children in need, youth offending, adoption and fostering.</p>

11.1.3 Head of Paid Service, Monitoring Officer, Chief Finance Officer and Head of Democratic Services

The Council will designate the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service
Monitoring Officer	Monitoring Officer
Chief Finance Officer	Chief Finance Officer
Head of Improvement and Democracy	Head of Democratic Services

Such posts will have the functions described in Sections 11.2 to 11.5.

11.2 Functions of the Head of Paid Service

11.2.1 Discharge of Functions by the Council

Section 4 of the Local Government and Housing Act 1989 imposes a duty on authorities to designate one of their officers as Head of Paid Service. The Head of Paid Service will report to Full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of Staff required for the discharge of functions, the organisation of the authority's staff and the appointment and proper management of the authority's staff.

11.2.2 Restrictions on Functions

The Head of Paid Service may not be the Monitoring Officer or the Head of Democratic Services but may hold the post of Chief Finance Officer if a qualified accountant.

11.3 Functions of the Monitoring Officer

These are set out in section 5 of the Local Government and Housing Act 1989 as amended.

11.3.1 Maintaining the Constitution

The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.

11.3.2 Ensuring Lawfulness and Fairness of Decision Making

After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the Full Council or to the Cabinet in relation to any Function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

11.3.3 Supporting the Standards Committee

The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

11.3.4 Receiving Reports

The Monitoring Officer will receive and act on reports made by the Ombudsman and decisions of the case tribunals.

11.3.5 Conducting Investigations

The Monitoring Officer will conduct investigations into matters referred by the Ombudsman and make reports or recommendations in respect of them to the Standards Committee.

11.3.6 Proper Officer for Access to Information

The Monitoring Officer will ensure that Executive decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.

11.3.7 Advising whether decisions of the Cabinet are within the Budget and Policy Framework

The Monitoring Officer will, in conjunction with the Chief Finance Officer, advise whether decisions of the Cabinet – are in accordance with the Budget and Policy Framework.

11.3.8 Providing Advice

The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to the Councillors.

11.3.9 Restrictions on Posts

The Monitoring Officer cannot be the Chief Finance Officer, the Head of Paid Service or the Head of Democratic Services.

11.4 **Functions of the Chief Finance Officer**

These are set out in section 6 of the Local Government and Housing Act 1989.

11.4.1 Ensuring Lawfulness and Financial Prudence of Decision Making

After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the Full Council or to the Cabinet in relation to an Executive Function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

11.4.2 Administration of Financial Affairs

The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council.

11.4.3 Contributing to Corporate Management

The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

11.4.4 Providing Advice

The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors and will support and advise Councillors and Officers in their respective roles.

11.4.5 Give Financial Information

The Chief Finance Officer will provide financial information to the media, members of the public and the community.

11.4.6 Advising whether Decisions of the Cabinet are within the Budget and Policy Framework

The Chief Finance Officer will, in conjunction with the Monitoring Officer, advise whether decisions of the Cabinet are in accordance with the Budget and Policy Framework.

11.4.7 Restrictions on Posts

The Chief Finance Officer cannot be the monitoring officer or the Head of Democratic Services.

11.5 **Functions of the Head of Democratic Services**

These are set out in section 9 of The Measure. The functions of the Head of Democratic Services are:

- 11.5.1 to provide support and advice to the authority in relation to its meetings, subject paragraph 11.5.9;
- 11.5.2 to provide support and advice to committees of the authority (other than the committees mentioned in paragraph 11.5.5) and the members of those committees, subject to paragraph 11.5.9;
- 11.5.3 to provide support and advice to any joint committee which a local authority is responsible for organising and the members of that committee, subject to paragraph 11.5.9;
- 11.5.4 to promote the role of the authority's Select Committees ;
- 11.5.5 to provide support and advice to:
 - (a) the authority's Select Committees and the members of those Select Committees; and
 - (b) the authority's Democratic Services Committee and the members of that committee;
 - (c) to provide support and advice in relation to the functions of the authority's Select Committees to each of the following:
 - (i) members of the authority;
 - (ii) members of the executive of the authority;
 - (iii) officers of the authority;
- 11.5.6 to provide support and advice to each member of the authority in carrying out the role of member of the authority, subject to paragraph 11.5.9;
- 11.5.7 to make reports and recommendations in respect of any of the following:
 - (a) the number and grades of staff required to discharge democratic services functions;
 - (b) the appointment of staff to discharge democratic services functions;
 - (c) the organisation and proper management of staff discharging democratic services functions;
- 11.5.8 such other functions as may be prescribed by law.
- 11.5.9 Restrictions on Post

The Head of Democratic Services cannot be the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.

The function of providing advice about whether or how the authority's functions should be, or should have been exercised, only applies to advice concerning the functions of the Select Committees and Democratic Services Committee.

Advice to a Member does not include advice in connection with their role as an executive Member and does not include advice about a matter being or to be considered at a meeting (other than a meeting of an Select Committees or Democratic Services Committee.

11.6 **Duty to Provide Sufficient Resources to the Head of Paid Service, Monitoring Officer, Chief Finance Officer and Head of Democratic Services**

The Council will provide the Head of Paid Service, the Monitoring Officer, the Chief Finance Officer and the Head of Democratic Services with such Officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

11.7 **Conduct**

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Sections 20 and 22 of this Constitution.

11.8 **Employment**

The recruitment, selection and dismissal of Officers will comply with the Officer Employment Rules set out below.

11.9 **Officer Employment Procedure Rules**

11.9.1 Recruitment and Appointment

(a) Declarations

- (i) The Council has drawn up procedures which include a requirement that any candidate for an appointment as an Officer must state in writing whether they have any relationship with any councillor or Officer of the Council.
- (ii) No candidate so related to a Councillor or a senior Officer will be appointed without the authority of the relevant Chief Officer or an Officer nominated by him.

(b) Seeking Support for Appointment

- (i) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) No Councillor or employee of the Council will seek support for any person for any appointment with the Council.

11.9.2 Recruitment of Chief Officers

Where the Council proposes to appoint a Chief Officer (within the meaning of the Local Authorities (Standing Orders) (Wales) Regulations 2006) and it is not proposed that the appointment be made exclusively from among their existing Officers, the Council will:

(a) draw up a statement including the following:

- (i) duties of the Officer concerned; and
- (ii) any qualifications or qualities to be sought in the person to be appointed;

(b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

(c) make arrangements for a copy of the procedures mentioned in paragraph (a) to be sent to any person on request.

11.9.3 Where a post has been advertised as provided in 11.9.2 above, the Council must:-

(a) interview all qualified applicants for the post, or

(b) select a short list of such qualified applicants and interview those included on the short list.

(c) Where no qualified person has applied, or if the Council decides to re-advertise the appointment, the Council may make further arrangements for advertisement in accordance with 11.9.2 above.

11.9.4 Appointment of Head of Paid Service/Chief Executive

The full council will make the appointment of the Head of Paid Service following the recommendation of a short list for such an appointment by a committee of

the Council. That committee must include at least one member of the executive but must not comprise a majority of members of the executive.

11.9.5 Appointment of Chief Officers and Deputy Chief Officers

The full Council will appoint statutory chief officers. A committee of the Council will appoint non-statutory chief officers and deputy chief officers. That committee must include at least one member of the executive but must not comprise a majority of members of the executive.

11.9.6 Save for the appointment of the Head of Paid Service/Chief Executive (11.9.4), the steps in 11.9.2 and 11.9.3 may be undertaken by a committee, sub-committee or chief officer.

11.9.7 Disciplinary action - Head of Paid Service, Chief Finance Officer, Monitoring Officer and Head of Democracy

(a) No disciplinary action (other than action to which paragraph (b) applies) in respect of the head of the authority's paid service, its monitoring officer, its chief finance officer or its head of democratic services, may be taken by the Council, or by a committee, a sub-committee, a joint committee on which the Council is represented or any other person acting on behalf of the Council, other than in accordance with a recommendation in a report made by a designated independent person under regulation 9 of the Local Authorities (Standing Orders) (Wales) Regulations 2006 (investigation of alleged misconduct). The detailed rules appear in paragraph 7 below.

(b) The action to which this paragraph applies is suspension of the officer for the purpose of investigating the alleged misconduct occasioning the action; provided such suspension is on full pay and terminates no later than the expiry of two months beginning on the day on which the suspension takes effect.

11.9.8 Investigation of alleged misconduct - Head of Paid Service, Chief Finance Officer, Monitoring Officer

(1) Where it appears to the Council that an allegation of misconduct which may lead to disciplinary action has been made against–

- (a) the head of the council's paid service;
- (b) its monitoring officer;
- (c) its chief finance officer; or
- (d) its head of democratic services

("the relevant officer"), as the case may be,

the council must appoint a committee ("an investigation committee") to consider the alleged misconduct.

(2) The investigation committee must:

- (a) consist of a minimum of 3 members of the relevant authority;
- (b) be politically balanced in accordance with section 15 of the Local Government and Housing Act 1989; and must, within 1 month of its appointment, consider the allegation of misconduct and decide whether it should be further investigated.

(3) For the purpose of considering the allegation of misconduct, the investigation committee:

(a) may make such enquiries of the relevant officer or any other person it considers appropriate;

(b) may request the relevant officer or any other person it considers appropriate to provide it with such information, explanation or documents as it considers necessary within a specified time limit; and

(c) may receive written or oral representations from the relevant officer or any other person it considers appropriate.

(4) Where it appears to the investigation committee that an allegation of misconduct by the relevant officer should be further investigated, it must appoint a person ("the designated independent person")

(5) The designated independent person who is appointed–

(a) must be such person as may be agreed between the relevant authority and the relevant officer within 1 month of the date on which the requirement to appoint the designated independent person arose; or

(b) where there is no such agreement, must be such person as is nominated for the purpose by the National Assembly for Wales.

(6) The designated independent person–

(a) may direct–

(i) that the relevant authority terminates any suspension of the relevant officer;

(ii) that any such suspension is to continue after the expiry of the period referred to in paragraph 11.9.6 (b) above;

(iii) that the terms on which any such suspension has taken place are to be varied in accordance with the direction; or

(iv) that no steps (whether by the relevant authority or any committee, sub-committee or officer acting on behalf of the Council) by way of disciplinary action or further disciplinary action against the relevant officer, other than steps taken in the presence, or with the agreement, of the designated independent person, are to be taken before a report is made under sub-paragraph (d) below;

(b) may inspect any documents relating to the conduct of the relevant officer which are in the possession of the Council, or which the Council has power to authorise the designated independent person to inspect;

(c) may require any member or member of staff of the relevant authority to answer questions concerning the conduct of the relevant officer;

(d) must make a report to the Council –

(i) stating an opinion as to whether (and, if so, the extent to which) the evidence obtained supports any allegation of misconduct against the relevant officer; and

(ii) recommending any disciplinary action which appears appropriate for the Council to take against the relevant officer, and

(e) must no later than the time at which the report is made under sub-paragraph (d), send a copy of the report to the relevant officer.

(7) Subject to paragraph (8), the relevant officer and the Council must, after consulting the designated independent person, attempt to agree a timetable within which the designated independent person is to undertake the investigation.

(8) Where there is no agreement under paragraph (7), the designated independent person must set a timetable as that person considers appropriate within which the investigation is to be undertaken.

(9) The council must consider the report prepared by the independent person under paragraph (6) (d) above within 1 month of receipt of that report.

(10) The Council will pay reasonable remuneration to a designated independent person appointed by the investigation committee and any costs incurred by, or in connection with, the discharge of functions under this provision.

(11) A disciplinary committee of the Council (excluding those persons who served on the investigation committee) will consider the report under para. (9) above along with representations from the officer against whom allegations are made, in accordance with the Council's detailed disciplinary procedures. An appeal will lie to the full Council from the decision of this committee, except in the case of the Head of Paid Service (in which case the Council will consider an appeal, or approve the recommendation of the committee if no appeal is made).

11.9.9 Other Officers

- (a) Appointment and dismissal of Officers below Chief Officer is the responsibility of the Chief Executive/Head of Paid Service or his nominee, and may not be undertaken by councillors.
- (b) Councillors will not be involved in disciplinary action against any Officer below Chief Officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct or where the Council's disciplinary, capability and related procedures, as adopted from time to time, allow a right of appeal to Members.

SECTION 12

12. FINANCE CONTRACTS AND LEGAL MATTERS

12.1 Financial Management

The management of the Council's financial affairs will be conducted in accordance with the financial rules set out in Section 16 of this Constitution.

12.2 Contracts

Every contract made by the Council will comply with the Contracts Procedure Rules set out in Section 17 of this Constitution.

12.3 Legal Proceedings

12.3.1 The Head of Legal Services is authorised to institute, defend, participate in or settle any legal proceedings and take all necessary steps in any case where such action is necessary to give effect to decisions of the Council or in any case where the [title] considers that such action is necessary to protect the Council's interests.

12.3.2 The Head of Legal Services has delegated powers to authorise Officers to appear in court on the Council's behalf.

12.4 Authentication of Documents

12.4.1 Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Head of Legal Services or other person authorised by him/her, unless any enactment or otherwise authorises or requires, or the Council has given requisite authority to some other person.

12.4.2 Any contract with a value exceeding £25,000, entered into on behalf of the Council shall be made in writing. Subject to the Contracts Procedure Rules, such contracts must be signed by at least two Officers of the Council or made under common seal of the Council attested by at least one Officer if they exceed £75,000 in value.

12.4.3 In addition to any other person who may be authorised by resolution of the Council, the Proper Officer for the purposes of authentication of documents under the Local Government Acts shall be:

- (a) the Chief Executive;
- (b) the Head of Legal Services
- (c) any Chief Officer of the Council concerned with the matter to which the document relates; or,
- (d) any Officer authorised in writing by such Chief Officer.

12.5 Common Seal of the Council

12.5.1 Common Seal

- (a) The Common Seal of the Council shall be kept in a safe place in the custody of the Head of Legal Services.
- (b) A decision of the Council, including decisions under delegated powers, will be sufficient authority for sealing any document necessary to give effect to the decision.

12.5.2 Sealing and Execution of Documents

- (a) **The Head of Legal Services** shall have authority to affix the Common Seal and execute under Seal any deed or document.
- (b) The Head of Legal Services shall have authority to execute any deed or document not required by law to be under seal which is necessary to effect the decisions of the Council.
- (c) This function can be delegated further by the Head of legal Services.

12.5.3 Record of Sealing of Documents

Any entry of the sealing of every deed or document to which the Common Seal has been affixed shall be made by the Head of Legal Services and consecutively numbered in a book to be provided for the purpose.

The “Equality Initial Challenge”

Name: Murray Andrews Service area: Monitoring Officer Date completed: 2 nd April 2014		Please give a brief description of what you are aiming to do. Review of the Council’s Constitution	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age	No Impact	No Impact	No Impact
Disability	Ditto	Ditto	Ditto
Marriage + Civil Partnership	Ditto	Ditto	Ditto
Pregnancy and maternity	Ditto	Ditto	Ditto
Race	Ditto	Ditto	Ditto
Religion or Belief	Ditto	Ditto	Ditto
Sex (was Gender)	Ditto	Ditto	Ditto
Sexual Orientation	Ditto	Ditto	Ditto
Transgender	Ditto	Ditto	Ditto
Welsh Language	Ditto	Ditto	Ditto

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤	➤
➤	➤
➤	➤
➤	➤

Signed *S M W Andrews*

Designation Monitoring Officer

Dated 2 April 2014

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Amendments to the Council's Constitution	Corporate Governance
Policy author / service lead	Name of assessor and date
Murray Andrews	Rob Tranter 2 April 2014

1. What are you proposing to do?

Update the Council's Constitution

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

3. Please give details of the negative impact

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

Member Seminar. Report to Political leaders and Democratic Services. Consultation with senior officers.

Signed *S M W Andrews*

Designation Monitoring Officer

Dated 2 April 2014

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge” Murray Andrews		Please give a brief description of the aims proposed policy or service reconfiguration Constitution Review	
Name of the Division or service area Corporate Governance		Date “Challenge” form completed 2 nd April 2014	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE	None	None	None
Ensure that more people have access to healthy food	None	None	None
Improve housing quality and provision	None	None	None
Reduce ill health and improve healthcare provision	None	None	None
Promote independence	None	None	None
Encourage community participation/action and	None	None	None

voluntary work			
Targets socially excluded	None	None	None
Help reduce crime and fear of crime	None	None	None
Improve access to education and training	None	None	None
Have a positive impact on people and places in other countries	None	None	None
PLANET	None	None	None
Reduce, reuse and recycle waste and water	None	None	None
Reduce carbon dioxide emissions	None	None	None
Prevent or reduce pollution of the air, land and water	None	None	None
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)	None	None	None
Protect or enhance visual appearance of environment	None	None	None
PROFIT			
Protect local shops and	None	None	None

services			
Link local production with local consumption	None	None	None
Improve environmental awareness of local businesses	None	None	None
Increase employment for local people	None	None	None
Preserve and enhance local identity and culture	None	None	None
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc	None	None	None
Increase and improve access to leisure, recreation or cultural facilities	None	None	None

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤

➤	➤
---	---

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed

SNCU Andrews

Dated 2 April 2014

SUBJECT:	Co-option of Action 50+ onto Adult Select Committee
MEETING:	Council
DATE:	10th April 2014
DIVISIONS/WARDS AFFECTED:	All

1 PURPOSE

- 1.1 To agree the appointment of a Member of Action 50+ Abergavenny onto the Adults Select Committee on a permanent basis without voting rights.

2 BACKGROUND

- 2.1 Arising from the Adults Select Committee's scrutiny inquiry of Monmouthshire's Ageing Population in 2010, representatives of Action 50+ Monmouth and Abergavenny became co-opted onto the Adults Select Committee.
- 2.2 The co-optee for Action 50+ Abergavenny has resigned and there is a vacant position on the committee for a person belonging to this organisation. A representative has expressed an interest in being co-opted onto the committee and has attended 3 meetings of the Adults Select Committee as a member of the public.

3 KEY ISSUES

- 3.1 When the new political management arrangements were introduced in 2000, it was envisaged that Scrutiny would play a significant role in engaging the public in the development of policies and services. The co-option of individuals who represent the public onto the Adults Select Committees will benefit the Committee by providing them with greater expertise, whilst the benefit to the public will be a voice and a clear mechanism through which they can influence the work of the Council.
- 3.2 Additional powers for Scrutiny are likely to be granted in the near future which will enable Select Committees to scrutinise the wider public sector and hold partnerships, health bodies and other public sector organisations to account. This greater power for Scrutiny will be accompanied by a greater responsibility to perform the scrutiny role effectively. Scrutiny's public engagement duty will become even more vital when Select Committees begin to make recommendations to external partners. Select Committees will need to be confident that they have sought the views of the public and key stakeholders in their scrutiny work and that their evidence base is sufficiently robust, which strengthens the argument for co-option.

4 RECOMMENDATION

- 4.1 That Council agree to the Co-option of Delia Hudson, Action 50+

Abergavenny onto the Adults Select Committee on a permanent basis without voting rights.

5. RESOURCE IMPLICATIONS

- 5.1 The co-opted Member will be entitled to travelling expenses to Select Committee meetings in line with existing practice for co-optees.

6. CONSULTEES

Adults Select Committee
Scrutiny Chairs Liaison Group

7. BACKGROUND PAPERS

None

8. AUTHOR

Hazel Ilett
Scrutiny Manager

9. CONTACT DETAILS:

Tel: 01633 644233
E-mail: Hazeilett@monmouthshire.gov.uk



Equality Impact Assessment Screening Form

and

Sustainable Development Checklist

EQUALITY IMPACT ASSESSMENT SCREENING FORM

Assessor(s):	Directorate:	Department:
Hazel Ilett	Chief Executives	Scrutiny
Policy author / service lead	Date of assessment:	
Hazel Ilett, Scrutiny Manager	31 st March 2014	

1 Purpose of Policy/Service:

To agree that a representative of Action 50+ be co-opted onto the Adults Select Committee on a permanent basis, (without voting rights).

2 Are there any people or groups of people with protected characteristics that this policy/service is likely to affect in a **negative** way? Please tick appropriate boxes below and move on to question/s **4** and/or **5** below

Or does the policy/service have a **neutral or positive (good)** effect? Please tick appropriate boxes below and move on to question **3** below.

	Negative	Neutral	Positive		Negative	Neutral	Positive
Age			√	Race		√	
Disability			√	Religion or Belief		√	
Gender reassignment		√		Sex		√	
Marriage or civil partnership		√		Sexual Orientation		√	
Pregnancy and maternity		√		Welsh Language		√	

- 3 If you have assessed that the impact is either **neutral or positive** could you please give some detail below to justify/evidence this. Once you have done this there is **no requirement to carry on completing this part of the form**. Please move on to complete the **Sustainable Development checklist** on page 9

The decision will enable the representative of Action 50+ to participate as a Member of the Select Committee and through the scrutiny role, to positively influence the direction of the Council in terms of its policy and decision-making.

- 4 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact on any **external group(s)** or individuals with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

N/A

5 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact **on individuals or groups of staff (internal)** with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

N/A

6 Please list the data that has been used for this assessment? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

N/A

7 Please indicate below whether you consider this policy/service to have a high, medium or low risk of **negative** impact.

	Negative Impact		
	High	Medium	Low
Are a large number of people affected?	3	2	1
Is the potential impact significant?	3	2	1
Is the scale/cost to the Authority significant?	3	2	1
Score	1		

Scoring

- 3 Low No significant impact No further action required
- 4 - 6 Medium Some impact Further consultation to decide whether a full impact assessment is necessary
- 7 - 9 High Significant impact A Full impact assessment is required

8 Is a full equality impact assessment required?
Using the matrix and scoring information above:

- A **low** rating means that there is no further action required
- A **medium** rating will require, as a first stage, further consultation in order to determine whether a full impact assessment is required
- A **high** rating in question 6 will mean that a Full impact assessment is required.

Yes / No

SUSTAINABLE DEVELOPMENT CHECKLIST

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ENVIRONMENT THAT IS DIVERSE, VIBRANT AND SUSTAINABLE					
Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Reduce, reuse and recycle waste and water		X			
Reduce carbon dioxide emissions by increasing energy efficiency or use of renewable energy		X			
Prevent or reduce pollution of the air, land and water		X			
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		X			
Protect or enhance visual appearance of environment		X			
Reduce car and road freight mileage, and encourage public transport, walking and cycling		X			
Have a positive impact on people and places in other countries		X			
PEOPLE IN MONMOUTHSHIRE LIVE HEALTHY AND FULFILLED LIVES					
Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Ensure that more people have access to healthy food		X			
Improve housing quality and provision		X			
Reduce ill health		X			
Improve facilities and choice of health care provision		X			
Encourage physical activity		X			
Promote independence		X			
PEOPLE IN MONMOUTHSHIRE LIVE SAFELY AND ARE PROTECTED FROM HARM					
Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		

Encourage community participation/action				
Targets socially excluded				
Help reduce crime and fear of crime				
Improve access to local facilities for all local people, regardless of age, gender, ability etc.			+	Increased knowledge of council services which raises awareness.

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM EDUCATION, TRAINING AND SKILLS DEVELOPMENT

Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Improve access to education and training		X			
Value and support voluntary work		X			
Increase and improve access to leisure and recreation facilities		X			
Increase and improve access to cultural facilities		X			

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ECONOMY WHICH IS PROSPEROUS AND SUPPORTS ENTERPRISE AND SUSTAINABLE GROWTH

Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Protect local shops and services		X			
Link local production with local consumption		X			
Improve environmental awareness of local businesses		X			
Increase employment for local people		X			
Preserve and enhance local identity and culture		X			
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X			

SUBJECT:	Appointment of a Member as 'Scrutiny Champion'
MEETING:	Council
DATE:	10th April 2014
DIVISIONS/WARDS AFFECTED:	All

1 PURPOSE

- 1.1 To appoint a Member as 'Scrutiny Champion' following the resignation of the existing Member.

2 BACKGROUND

- 2.1 Following the introduction of new political management arrangements in 2000, local authorities were encouraged to appoint a Member and an Officer as 'Scrutiny Champions'. It was recommended that the appointments should be individuals with scrutiny expertise who could assist scrutiny Members in adding value and influencing the direction of the Council.
- 2.2 The Scrutiny Manager is the Council's Scrutiny Champion (Officer) and Councillor Roger Harris has served as the Scrutiny Champion (Member) for a number of years. There is a need therefore to replace this Member with someone who has suitable experience and scrutiny expertise.

3 KEY ISSUES

- 3.1 Additional powers for Scrutiny are likely to be granted in the near future which will enable Select Committees to scrutinise the wider public sector and hold partnerships, health bodies and other public sector organisations to account. This greater power for Scrutiny will be accompanied by a greater responsibility to perform the scrutiny role effectively. Ensuring Members have the necessary officer and Member support will become even more vital when Select Committees begin to make recommendations to external partners.

4 RECOMMENDATION

- 4.1 The Scrutiny Chairs Liaison Group recommends that Councillor John Prosser be appointed as the new Member Scrutiny Champion.
- 4.2 Providing that this Member is not part of the Executive, the Scrutiny Chairs agree that the appointment does not conflict with existing roles, nor will it conflict with future roles.

5. RESOURCE IMPLICATIONS

- 5.1 There are no direct implications arising from the report. The appointment is not mandatory and there is no financial remuneration for undertaking the role.

6. CONSULTEES

Scrutiny Chairs Liaison Group

7. BACKGROUND PAPERS

None

8. AUTHOR

Hazel Ilett
Scrutiny Manager

9. CONTACT DETAILS:

Tel: 01633 644233

E-mail: Hazeilett@monmouthshire.gov.uk



Equality Impact Assessment Screening Form

and

Sustainable Development Checklist

EQUALITY IMPACT ASSESSMENT SCREENING FORM

Assessor(s):	Directorate:	Department:
Hazel Ilett	Chief Executives	Scrutiny
Policy author / service lead	Date of assessment:	
Hazel Ilett, Scrutiny Manager	31 st March 2014	

1 Purpose of Policy/Service:

To agree that a replacement Member be appointed as Scrutiny Champion.

2 Are there any people or groups of people with protected characteristics that this policy/service is likely to affect in a **negative** way? Please tick appropriate boxes below and move on to question/s **4** and/or **5** below

Or does the policy/service have a **neutral or positive (good)** effect? Please tick appropriate boxes below and move on to question **3** below.

	Negative	Neutral	Positive		Negative	Neutral	Positive
Age		√		Race		√	
Disability		√		Religion or Belief		√	
Gender reassignment		√		Sex		√	
Marriage or civil partnership		√		Sexual Orientation		√	
Pregnancy and maternity		√		Welsh Language		√	

- 3 If you have assessed that the impact is either **neutral or positive** could you please give some detail below to justify/evidence this. Once you have done this there is **no requirement to carry on completing this part of the form**. Please move on to complete the **Sustainable Development checklist** on page 9

The decision will enable the representative of Action 50+ to participate as a Member of the Select Committee and through the scrutiny role, to positively influence the direction of the Council in terms of its policy and decision-making.

- 4 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact on any **external group(s)** or individuals with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

N/A

5 What evidence (actual or perceived) do you have that this policy/service etc has a negative impact **on individuals or groups of staff (internal)** with protected characteristics? Please tick any relevant characteristics below that may be affected and describe the negative impact/s.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

N/A

6 Please list the data that has been used for this assessment? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc.

N/A

7 Please indicate below whether you consider this policy/service to have a high, medium or low risk of **negative** impact.

	Negative Impact		
	High	Medium	Low
Are a large number of people affected?	3	2	1
Is the potential impact significant?	3	2	1
Is the scale/cost to the Authority significant?	3	2	1
Score	1		

Scoring

- 3 Low No significant impact No further action required
- 4 - 6 Medium Some impact Further consultation to decide whether a full impact assessment is necessary
- 7 - 9 High Significant impact A Full impact assessment is required

8 Is a full equality impact assessment required?
Using the matrix and scoring information above:

- A **low** rating means that there is no further action required
- A **medium** rating will require, as a first stage, further consultation in order to determine whether a full impact assessment is required
- A **high** rating in question 6 will mean that a Full impact assessment is required.

Yes / No

SUSTAINABLE DEVELOPMENT CHECKLIST

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ENVIRONMENT THAT IS DIVERSE, VIBRANT AND SUSTAINABLE					
Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Reduce, reuse and recycle waste and water		X			
Reduce carbon dioxide emissions by increasing energy efficiency or use of renewable energy		X			
Prevent or reduce pollution of the air, land and water		X			
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		X			
Protect or enhance visual appearance of environment		X			
Reduce car and road freight mileage, and encourage public transport, walking and cycling		X			
Have a positive impact on people and places in other countries		X			
PEOPLE IN MONMOUTHSHIRE LIVE HEALTHY AND FULFILLED LIVES					
Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Ensure that more people have access to healthy food		X			
Improve housing quality and provision		X			
Reduce ill health		X			
Improve facilities and choice of health care provision		X			
Encourage physical activity		X			
Promote independence		X			
PEOPLE IN MONMOUTHSHIRE LIVE SAFELY AND ARE PROTECTED FROM HARM					
Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		

Encourage community participation/action		x		
Targets socially excluded		x		
Help reduce crime and fear of crime		x		
Improve access to local facilities for all local people, regardless of age, gender, ability etc.		x		

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM EDUCATION, TRAINING AND SKILLS DEVELOPMENT

Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Improve access to education and training		X			
Value and support voluntary work		X			
Increase and improve access to leisure and recreation facilities		X			
Increase and improve access to cultural facilities		X			

PEOPLE IN MONMOUTHSHIRE BENEFIT FROM AN ECONOMY WHICH IS PROSPEROUS AND SUPPORTS ENTERPRISE AND SUSTAINABLE GROWTH

Elements	Contribution			Evidence	Ideas for Improvement
What contribution does this make to:	-	0	+		
Protect local shops and services		X			
Link local production with local consumption		X			
Improve environmental awareness of local businesses		X			
Increase employment for local people		X			
Preserve and enhance local identity and culture		X			
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		X			

SUBJECT:	Ageing Well in Wales: Age Friendly Cities and Communities; The Dublin Declaration
MEETING:	Council
DATE:	10th April 2014
DIVISIONS/WARDS AFFECTED:	All

1 PURPOSE

To seek the Council's agreement to signing the Dublin Declaration, recognising Monmouthshire's commitment to supporting Age Friendly Communities and participation with the Ageing Well in Wales Programme.

2 BACKGROUND

- 2.1 The demography of Wales and other developed countries is changing. People are living longer, healthier lives and this brings the twin challenges of budgetary pressure and an ageing population. Over the next 15 years the number of people aged over 85 will more than double and the complexity of need is increasing. If we keep delivering adult social care and health in the same way we will need to find another £25 million a year by 2030.
- 2.2 Governments at all levels recognise that changing demographics will increase service demands and require a more integrated and collaborative approach to supporting older people. In particular this will mean enabling access to families, friends and communities; and services in order to help maintain independence as long as possible. This model also recognises the contribution that older people can make to their communities by passing on a wealth of knowledge and experience
- 2.3 Welsh public services are being asked to join with British and European regions to support the collaborative development of policy and practice to create age friendly places by 2020. The Ageing Well in Wales Programme (AWWP), to which all local authorities are key strategic partners, is aligned with relevant World Health Organisation (WHO) and European networks.
- 2.4 The WHO has drafted a strategy and action plan for "Healthy Ageing in Europe 2012 – 2020" and this sets out a number of actions that identify how small and subtle changes can significantly improve the lives of older people and that taking a more collaborative and integrated approach is the best way forward.
- 2.5 Welsh Government developed a national strategy for ageing with the strategy for older people in Wales (SfOPW 2003) of which phases 1 and 2 are complete. Phase 3 was launched in May 2013 and identifies 'creating age friendly places' as a key priority. This aligns with the WHO strategy and the actions within the AWWP.
- 2.6 The AWWP is a five year partnership programme supported by the WLGA and other national partners, hosted within the portfolio of the Older Peoples Commission for Wales. One of the key strategic activities within the AWWP 2012-17 is to develop ways public services can respond to demographic change.

The programme has five themes:

- Creating Dementia Supportive Communities
- Falls Prevention and Management
- Age Friendly Communities
- Employment and skills
- Isolation and loneliness

2.7 The Age Friendly Cities initiative has until now concentrated on large cities and there has been considerable debate across the UK and Europe on how to widen the benefits for people living in smaller cities and towns. The AWWP compliments this activity and is included within our own existing strategies supporting older people such as Monmouthshire's Single Integrated Plan

3 ISSUES:

3.1 A summit was held in Dublin in June 2013 asking for local authorities and other public bodies to sign up to the 'Dublin Declaration on Age Friendly Cities and Communities'. There are three aspects of the pledge which are highlighted within the WLGA briefing paper:

- Promote the Dublin Declaration.
- Collaborate with all relevant regional and local stakeholders to support the full application of the pledges
- Communicate through local and regional channels and networks between the various cities and communities to stimulate and support advances in the promotion of equal rights and opportunities for older citizens and to share learning about advances in policies and practices which improve their lives.

3.2 All local authorities are being encouraged to sign up to the Dublin Declaration and a letter for signature accompanies this document.

3.3 A priority of the LSB and a clear outcome of the Single Integrated Plan is enabling older people to 'live their good life'. Signing up to the Dublin Declaration will reinforce our commitment to best practice and provide access to national networks around the 5 key themes.

4. RECOMMENDATION

4.1 That Council agree to sign the Dublin Declaration.

4.2 That Council recognises Monmouthshire's commitment to supporting an Age Friendly Community

4.3 Monmouthshire participates and supports Age Friendly Communities within the Ageing Well in Wales Programme

5. RESOURCE IMPLICATIONS

5.1 There are no direct financial implications arising from the report.

6. CONSULTEES

Older Peoples Strategic Partnership Group (made up of a range of partners from the voluntary, statutory and community sectors)

Alan Burkitt Equalities Officer

Adult Select Committee. 18th March 2014

7. BACKGROUND PAPERS

WLGA Briefing Paper: Age Friendly Communities
Monmouthshire County Council Single Integrated Plan
The Strategy for Older People in Wales (phase 3)

8. AUTHOR

Bridget Barnett, Partnership and Engagement Team

9. CONTACT DETAILS:

Tel: 01633 644883 E-mail: bridgetbarnett@monmouthshire.gov.uk

WLGA Briefing

Age Friendly Cities and Communities Welsh Public Sector Engagement and Local Authority Participation April 2013



Beverlea Reategui (Programme Director:
Ageing Well in Wales
Tel: 02920 445030 – Mob: 07850652418
bev.reategui@olderpeoplewales.com

Purpose

This briefing sets out an opportunity for public sector organisations, and specifically local authorities in Wales, to join with other parts of the UK and regions within Europe to collaborate on developing policy and practice to create age friendly places by 2020. The Ageing Well in Wales Programme, of which local authorities are key strategic partners, is linking with the World Health Organisation (WHO) and European Networks to ensure that Wales has the opportunity to participate and collaborate at a local and national level.

Background

Europe has a rapidly ageing population and parts of Wales can already see the effects of demographic change amongst their communities and on their resources, with a significant and growing percentage of their communities now 50+ years. Councils are already planning to adapt but there is value in sharing and learning from others to create a coordinated and strategic approach across Wales.

The public sector and governments at all levels accept that future policy and practice will need to reflect this unprecedented global trend and that greater emphasis on integrated policies that connect agendas for the environment, housing, health and social care is the most appropriate way forward.

Led by the WHO and supported through global networks, the WHO have produced a strategy and action plan for *Healthy Ageing in Europe 2012-2020* which gives invaluable insight into how small and subtle changes can significantly improve the daily lives of older people and how integrated action is the most appropriate way forward.

Their strategy is underpinned by evidence based practice, toolkits and guidelines to support local agencies amend policy and practice. It articulates that “postponing implementation of healthy ageing policies in a period of austerity may prove more costly in the long term and can be counter-productive to the sustainability of agencies and social policy”.

Within the Welsh and local context, the public sector and in particular local councils consistently recognise that integrated policy and practice, working with and listening to

communities whilst placing the voice of older people at the centre of local delivery is the way forward to reshape places, policies and practice. Councils have led the way in implementing joined up action as part of the Older People's Strategy and the first round of Integrated Plans is a key vehicle to capitalise on the connectivity of aligning local authority, the NHS and other partners' contribution.

Phase Three of the Strategy for Older People (2013-2023), which will be launched in May 2013, will identify 'creating age friendly places' as a key priority within the overall concept of improving the wellbeing of older people (defined as 50yrs+). The contribution of reshaping social, environmental and financial resources to this overall goal is a vital element to achieving success. Councils therefore are best placed to lead this action at local and national level.

The '*Ageing Well in Wales*' Programme

This five year strategic programme, supported by the WLGA and other national partners, is hosted within the Office of the Commissioner for Older People in Wales. Immediate priorities for action were agreed in 2012. One key strategic strand of its 2013-2015 plan is to develop ways in which councils and partners can respond to demographic change.

A unique element of Ageing Well in Wales is its commitment to ensure that Wales links with European partners on specific themes of active healthy ageing in order to enhance local action across Wales and improve opportunities for individual councils and their partners to draw down vital external funding.

Since the autumn of 2012, the programme has been participating in the European action group on creating sustainable age friendly communities. Welsh councils therefore have a voice at this European level and their achievements are well regarded.

In March 2013, *Ageing Well in Wales* held an engagement event on how to take forward work that would assist with creating age friendly communities in Wales. One key outcome was the support for an All Wales Thematic Network on Age Friendly Communities that councils could participate within as an additional mechanism to assist them share, adapt and implement bespoke action across Wales. Another significant outcome from the day was the desire from local agencies to work with the WHO and its networks, including the influential and highly regarded Age Platform Europe which is promoting joined up action lead by senior decisions makers from across Europe. Our involvement in this global network is beginning to show the potential benefit for Wales and we have highlighted the potential to adapt the WHO guidelines and principals to reflect the nuances of distinct local, community, valley and rural settings which typifies Wales. Future engagement has the potential for Wales to lead the way and play a significant role in this particular aspect of future development.

The Dublin Summit in June 2013 and Declaration of Commitment

Under the auspices of the Irish Presidency of the European Union, senior political representatives of European cities, municipalities, communities and regions are gathering together at a Summit on "Age friendly communities" in June 13-14 in Dublin. Wales has

been invited to participate and attend the summit which is funded by the EC. Wales, should they wish to do so, have also been invited to join a public declaration of signing up to a common set of principles and actions that will be known as the Dublin Declaration. A similar initiative occurred in Madrid in 2007 which helped to strengthen collaborative action across Europe.

The principles and the commitment proposed within the Dublin Declaration align fully with existing Welsh policy and local plans to implement the Older People Strategy in Wales. These are shown in the Appendix to this document.

In June 2013 the Welsh Government will sign a Memorandum of Understanding with the Irish Government on healthy active ageing. Engagement from local government will complement the Welsh commitment to work collaboratively on these issues.

Local Authority Engagement

Recognising that it may be difficult for all councils in Wales to attend this event, working with the EC and Age Platform Europe, a system has been devised to allow individual councils to remotely sign the declaration. WLGA in collaboration with the Ageing Well in Wales Programme would facilitate this for councils wishing to take up this offer.

Age Platform Europe is currently submitting a bid for EC funding to underwrite the participation of councils across selected parts of Europe to a European-wide Age Friendly Network open to politicians and senior officers embarking on age friendly implementation. Wales is supporting the development of this bid which if successful (July 2013) would give us an influential and prestigious place within this European forum.

Decision

Councils are invited to:

- Consider the merits of engaging in a Wales and European wide network of excellence and innovation to create Age Friendly Communities by 2020.
- Determine whether they wish to make a public declaration of intent as set out by the proposed Dublin Declaration (with the WLGA to coordinate representation through remote arrangements)
- Consider participation and attendance at the Summit to be held in Dublin which is free to a maximum of 200 delegates.
- Participate within the thematic network on creating Age friendly communities coordinated by the Ageing Well in Wales programme

- Support further dialogue through the WLGA with the WHO for Wales to contribute to adapting their guidelines for communities using Welsh communities as pilot sites.

Appendix one

THE DUBLIN DECLARATION ON AGE-FRIENDLY CITIES AND COMMUNITIES IN EUROPE 2013

On the occasion of the 'EU Summit on Active and Healthy Ageing', held in Dublin, Ireland on the 13-14 June 2013, under the Irish Presidency of the European Union, we, the mayors and senior political representatives of European cities, municipalities, communities and regions unanimously declare the following:

We will:

Promote the 'Dublin Declaration on Age-Friendly Cities and Communities in Europe 2013' (Dublin Declaration 2013) in appropriate national and international forums, fostering the maximum adherence possible to its values, principles and premises, in terms of plans, programmes and resources, in order to implement the commitments in this Declaration within a reasonable period of time.

Collaborate with all relevant regional and local stakeholders to support the full application of the pledges in the Dublin Declaration on Age-Friendly Cities and Communities in Europe 2013, including cooperation with the WHO European Regional Office and its Network of Cities committed to developing age-friendly environments as part of the WHO Global Network of Age-Friendly Cities and Communities. This will involve commencing a multi-year cycle of continual assessment and improvement to make their environments more age-friendly.

Communicate through local and regional channels and networks between the various cities and communities to stimulate and support advances in the promotion of equal rights and opportunities for older citizens and to share learning about advances in policies and practices which improve their lives.

Supporting Pledge

The undersigning cities and communities also pledge, where it is within their area of responsibility and economically feasible, to further the following specific actions, and to incorporate them into key planning instruments to strengthen long term sustainability: Promote among the general public **awareness of older people**, their rights, needs, and potentials, and highlight the positive social, economic and cultural contribution they make.

Ensure that the views and opinions of older people are valued and listened to and that structures and **processes of citizen-centred engagement** are developed to ensure that older people have an adequate involvement in decision making and are actively involved in the design and creation of innovation and change.

Adopt measures to develop **urban spaces and public places** that are inclusive, sharable and desirable to all, including older people, and ensure that publicly used buildings promote the dignity, health and well-being of users of all ages, and are fit for purpose to meet the changing needs of an ageing society.

Promote and support the development of neighbourhoods and communities for all ages that are diverse, safe, inclusive and sustainable, and that include **housing** for older people that is of the highest quality. Particular attention should be given to the needs of older people in assisted living, residential care and nursing homes where their dignity and autonomy is at greater risk.

Work to establish **public transport systems** that are available and affordable to all, including older people, and are 'seamless' within and across the various modes of transport that exist. The transport systems should also promote and facilitate personal transport use, such as cycling and driving by older people.

As these become more difficult, personal alternatives such as affordable taxis and car-pooling, which interconnect with the public system, should be made available.

Promote the **participation of all, including older people, in the social and cultural life** of their community by making available a diverse range of events and activities that are accessible, affordable and tailored to be inclusive of them and promote their integration into the community. This should include the promotion of intergenerational activities.

Promote and support the development of **employment and volunteering opportunities** for all, including older people, and recognise their positive contribution, and include the provision of **lifelong learning** opportunities in order to empower older people and promote their autonomy.

Ensure that a comprehensive and integrated range of affordable, easily accessible, age-friendly and high quality **community support and health services** is available to all, including older people, to include health promotion and prevention programmes, community-based support services, primary care, secondary acute hospital, rehabilitation services, specialist tertiary, long-term residential and compassionate end of life care.

Dublin, 13 June 2013

SIGNATURES OF CITY MAYORS, COMMUNITIES AND REGIONAL AND LOCAL AUTHORITIES:



Llywodraeth Cymru
Welsh Government



Monmouthshire Single Integrated Plan 2013-17

Final Version – April 2013



Contents

Contents	1
Version Control	2
Welsh Language and Alternative Formats.....	3
Our Partners	4
Foreword.....	5
Understanding Monmouthshire	6
Our Vision	9
Nobody Is Left Behind.....	11
Older people are able to live their good life.....	11
People have access to appropriate and affordable housing.....	14
People have good access and mobility.....	17
People Are Confident, Capable and Involved	19
People’s lives are not affected by alcohol and drug misuse	20
Families are supported	23
People feel safe.....	26
Our County Thrives	29
Business and enterprise	29
People have access to practical and flexible learning	32
People protect and enhance the environment.....	36
How Did We Get Here and What’s Next?	39

Version Control

Title	Monmouthshire Single Integrated Plan 2013 – 17
Purpose	Following Welsh Government's 'Shared Purpose Shared Delivery' guidelines on partnerships, the Single Integrated Plan was created by Monmouthshire's reformed Local Service Board to identify key priorities to focus on in partnership for the duration of the Plan.
Owner	Monmouthshire Local Service Board
Approved by	Full Council, Aneurin Bevan Health Board
Date	18 th July 2013
Version Number	Published (4.0)
Status	Published
Review Frequency	Programme performance of the accompanying Delivery Plan will be reviewed on an annual basis.
Next review date	April 2014
Consultation	Department Management Team, Senior Leadership Team, County Councillors, Town and Community Councillors, key partners including Gwent Police, Aneurin Bevan Health Board, GAVO, Monmouthshire Housing Association, Melin Homes, Charter Housing, local organisations and citizens of Monmouthshire during a series of Challenge and Design Sessions held as part of the statutory 12 week consultation period.

Welsh Language and Alternative Formats

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

Y Gymraeg a fformatau eraill

Yn unol â Chynllun Iaith Gymraeg y Cyngor, bydd fersiwn Gymraeg o'r Cynllun Integredig Sengl Sir Fynwy ar gael ar wefan ddwyieithog y Cyngor

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


Phone: 01633 644010 or 07793798920


Fax: 01633 644666

E-mail: equality@monmouthshire.gov.uk

If you would like to comment on or discuss the Single Integrated Plan, please get in touch:

 partnershipandengagement@monmouthshire.gov.uk

 Partnership and Engagement Team, Monmouthshire County Council, PO Box 106, Caldicot, NP26 9AN

 01633 644680

You can also follow us on Twitter @MonmouthshireCC

Our Partners

This Single Integrated Plan has been created on behalf of the Monmouthshire Local Service Board (LSB). The refreshed LSB met for the first time in August 2012. Focusing its membership, the LSB brings together the top executives of key organisations in Monmouthshire to discuss the partnership agenda. Chaired by the Chief Executive of Monmouthshire County Council and attended by the Leader of the Council, the key partners comprise the Chief Constable of Gwent Police, Chief Executive and Chairman of Aneurin Bevan Health Board, Lead Officer and Chairman of GAVO (Gwent Association of Voluntary Organisations) along with the Chief Executive of Melin Homes and Monmouthshire Housing Association and representatives from the community, South Wales Fire and Rescue, Public Health Wales, and Natural Resources Wales.

Foreword

Thanks for taking the time to read our new Single Integrated Plan for Monmouthshire. This is an important plan for the whole County, not just the Council and our partners but for all of our communities and the people that live in them.

This Plan replaces existing statutory plans and strategies. We will no longer produce a Community Strategy, a Children and Young People's Plan, a Health, Social Care and Well-being Strategy and a Community Safety Partnership Plan (which incorporates the three crime and disorder strategies). It is for the period 2013-17, with a supporting annual delivery plan. We have tried to make it clear and relevant.

We know that the nation faces significant challenges at the moment. Economic circumstances are impacting organisations and people – this tightening of the purse strings is creating social and service demand pressure which is likely to intensify over the next couple of years. There are also environmental challenges which can be difficult to understand and quantify sometimes. However, the severity of the extensive flooding experienced by some areas of Wales at the end of 2012 is an illustration of the effect this long term change can have on a county like Monmouthshire, where our rural space is one of our biggest assets.

We have worked hard to capture the needs of Monmouthshire: a unique, diverse and beautiful county. Monmouthshire appears to be a place of safety, health and wealth. For many, we are pleased to say that this is the case; however, there are also vulnerable people in our communities who need our support; young families and older people who need help to ensure that they have the best start in life and are able to live their good life.

The most important aspect of this new Plan is the approach taken to build it and the approach that will be taken to deliver it. We want you to be a real part of how we think about the future – the challenges are great and no one part of government or a partnership can address these alone – we need a much broader response.

I look forward to working with our partners and most importantly, our communities in delivering the outcomes that together we have identified as being right for Monmouthshire. It is your County, it is your home; please get involved and contribute in any way that you can.



A handwritten signature in black ink that reads "Paul Matthews". The signature is written in a cursive style with a long, sweeping underline.

Paul Matthews, Chair of the Monmouthshire Local Service Board and Chief Executive, Monmouthshire County Council.

Understanding Monmouthshire

Monmouthshire is a rural county, geographically, the seventh largest in Wales however, although its population has risen to 91,000 it remains one of the least densely populated counties in Wales. Half of the population live in the main towns of Abergavenny, Monmouth, Usk, Caldicot and Chepstow. Monmouthshire was just one of two areas that reported an increase in its proportion of Welsh speakers following the publication of the 2011 census results (from 9.2% - 9.9%).

It is strategically situated on the south east border with England where Offa, the eighth century King of Mercia, created a dyke between Wales and England. Now it is one of the most connected counties. Two motorways; the M4 and M48, traverse the county while the Severn Bridge and the Second Severn Crossing, a feat of modern engineering, give entry to Monmouthshire from England. Monmouthshire is also an important rail connection with stations at Abergavenny, Chepstow, Severn Tunnel Junction (Rogiet) and Caldicot. The main London - South Wales line runs through the four miles of Severn Tunnel which opened in 1886.

Chepstow is the start of two National Cycle Network routes – the Celtic Trail heading west across the Newport Transporter Bridge and Lon Las Cymru heading north to Snowdonia. There are also 1,000 miles of public footpaths in the countryside and Chepstow is the start of the Offa's Dyke Path national trail as well as the Wales Coast path. For more sedate travel the Monmouthshire and Brecon Canal, which links Govilon and Mamhilad, celebrated its 200th anniversary in 2012.

The birthplace of British tourism, the Wye Tour has enthralled discerning visitors since the 18th century. Monmouthshire shares the Blaenavon World Heritage Site with neighbouring Torfaen and Blaenau Gwent. The natural environment is one of Monmouthshire's primary assets: from its highest point at Chwael y Fan (679 metres) to the extensive coastal lowlands on the Caldicot Levels. It is home to two internationally recognised areas of natural beauty, Wye Valley Area of Outstanding Natural Beauty and the Brecon Beacons National Park. It is estimated that Monmouthshire has at least 26 surviving castle sites and indeed the density of castle building in this region has been claimed to be the greatest in any region in Britain, with more castles per square mile than anywhere else.

The County is renowned for its award-winning fine cuisine outlets and the Abergavenny Food Festival goes from strength to strength. The Skirrid Mountain Inn at Llanfihangel Crucorney (first recorded in 1110) is the oldest pub in Wales and has claims to be the oldest in Great Britain. The Anheuser-Busch InBev brewery at Magor is one of the largest in Europe while the tiny Kingstone Brewery, founded in 2007, brews just down the road from Tintern Abbey (where monks first began brewing in the 12th century).

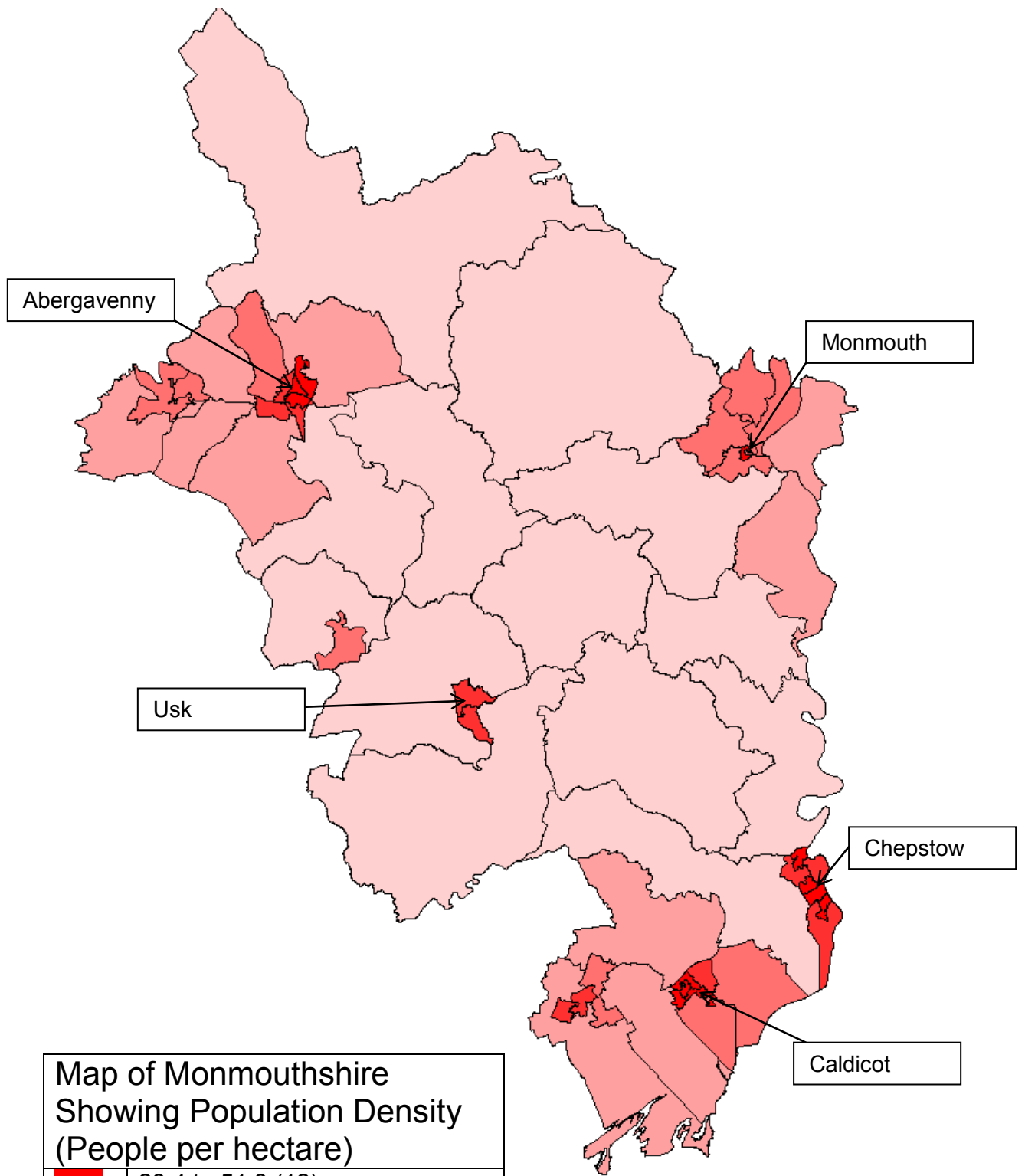
It is also a place of culture; acts such as Queen, Rush, Black Sabbath, Mike Oldfield, Simple Minds, Robert Plant, The Pogues, Annie Lennox, Oasis, Paul Weller, Coldplay and the Manic Street Preachers have recorded at the renowned Rockfield Studios in Monmouth.

Augusta Waddington Hall (Lady Llanover) lived in Llanover near Abergavenny and was a champion of the Welsh Language at the time of the “Welsh Not”, an extremely generous benefactor of the Harp and Bards (poets) and a keen supporter of the Eisteddfod and the Cymreigyddion Y Fenni (Abergavenny Welsh Language Society).

The philosopher Bertrand Russell, born in Trellech in 1870, famously said:

“One should respect public opinion insofar as is necessary to avoid starvation and keep out of prison, but anything that goes beyond this is voluntary submission to an unnecessary tyranny.”

As a partnership we have decided upon a route that takes the opposite direction to Russell. Public opinion and social capital is something that we value greatly in Monmouthshire. This Plan has been built with our partners and we are pleased that the community has been involved too; however, we want that involvement to become deeper and more engaged as we design and deliver the interventions to help us deliver the outcomes articulated in this document.



© Crown copyright and database rights 2013 Ordnance Survey 100023415

Our Vision

SUSTAINABLE AND RESILIENT COMMUNITIES

The sustainability of a community depends on creating and maintaining its economic and environmental health, promoting social equity, and increasing citizen participation in planning and implementation.

Health and well-being is central to quality of life, our economic success, interdependent with our success in improving education, training and employment outcomes. An individual's ability to achieve their educational, social and economic potential is greatly influenced by their own sense of well-being. Across Monmouthshire, 'The Five Ways to Wellbeing' is being introduced at individual, community and organisational level to enable our communities to be more capable and resilient.

Communities that engage and involve people and institutions to achieve environmental, economic, and social goals are generally likely to be more successful. This engagement and involvement must take place across generations, recognising the contribution that all parts of the community can make, from children and young people through to our older people.

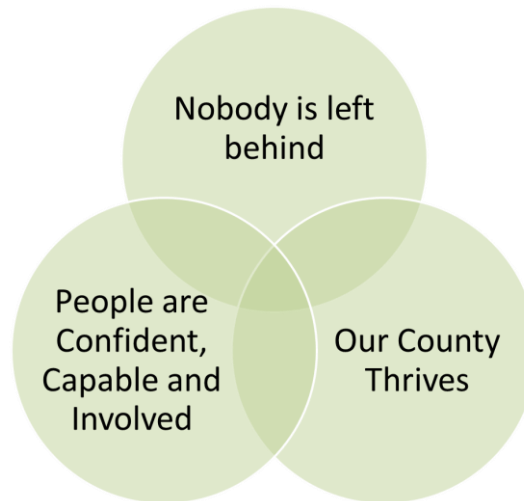
Job creation, energy use, housing, transportation, education and health are considered complementary parts of the whole. Since all issues are interconnected they must be addressed as a system. Sustainability is a process of continuous improvement so communities constantly evolve and make changes to accomplish their goals. In essence if we work together we will make our community even healthier, safer, greener, more liveable, and more prosperous.

Working towards this vision we identified three themes which form part of a cohesive story about how we will achieve our vision.

Nobody is Left Behind: we want to be a place of cohesive communities where everybody is treated with dignity and respect and has the same opportunity to achieve what they wish.

People are Confident, Capable and Involved: we want Monmouthshire to feel safe and people to be confident. We want to create a place where people want to be involved; they are confident in themselves and their abilities and what they contribute to their own community.

Our County Thrives: we want our county to thrive which includes the economy that supports our communities and families to live a good life. It also means that our environment, its range of habitats and biodiversity thrives.



There are three outcomes in each of these themes; they are set out below in greater detail.

Links to Strategies

The Council is fully committed to supporting the principles of equality and diversity in its service provision and as the largest employer in Monmouthshire those principles run through the very core of the Single Integrated Plan (SIP).

The SIP is closely linked with the following Council equality focussed strategies and schemes:

Strategic Equality Plan 2012-16 (Equality Act 2010)

Welsh Language Scheme 2013-16 (Welsh Language Act 1993 and Welsh Language Measure 2011)

Mwy Na Geiriau/More Than Words Strategy – Welsh language provision for people receiving care.

Welsh Language Linguistic Skills Strategy 2013-16 – which requires the Council to ensure that there are Welsh speaking staff in posts that engage with the public.

Nobody Is Left Behind

Older people are able to live their good life

We want older people to live independently in their own homes doing what they want, when they want, in their own way.

Key facts

- There are 19,863 people over 65 years old in Monmouthshire, approximately 22% of the population, this part of our community is projected to grow by 56.9% to 31,157 between 2012 and 2033.
- The over 85 age group is expected to increase by 153% from 2,714 in 2012 to 6,863 in 2033.
- Between the least and most deprived areas of Monmouthshire the difference in healthy life expectancy is 13 years for males and 10 years for females.
- People are living longer with increased life expectancy.
- Increase in older people moving to Monmouthshire.
- Increase in demand and expectation for health and social care services.
- Increase in people with conditions such as circulatory diseases, respiratory diseases and dementia.
- Approximately 11% of people provide unpaid care a week.
- 14.4% of older people in Monmouthshire live alone.
- The number of Monmouthshire people aged 65 and over predicted to have dementia is expected to increase by 82% from 1377 in 2012, to 2,506 in 2030.

What's the story?

Monmouthshire will experience a significant increase in its older population during the next 10 years. The gap in life expectancy between the least and most deprived areas in Monmouthshire is significant and must be closed. We already experience far greater inward migration of elderly people than most counties as Monmouthshire is seen as an attractive place to live, especially in later life. We cannot sustain our current services in the existing format and ensure people remain capable, healthy and living independently in their own community. We are already seeing a significant demand for our health and social care services and this will continue.

The challenge now is to think about a major reconfiguration of service delivery to meet the expected increase in demand. Clinical Futures and the Gwent Frailty Programme are developing approaches to our challenges through community resource teams. Older people need to be supported to access services, activities and opportunities to participate in community life. Preventative programmes which improve health and increase confidence and well-being are important.

Older people in Monmouthshire contribute significantly to our communities in a positive way. The knowledge, skills and practical support, such as childcare and voluntary services provided by our older generation are invaluable.

For older people to live their good life we need to:

- Enable older people to be fully independent, maintaining good mobility, health and well-being, confidence and dignity and plan for their futures.
- Explore opportunities to work with our highly skilled older population.
- Nurture good support networks in the community.
- Enable older people to do what matters to them when they choose to.
- Enable older people to stay out of hospital where appropriate.
- Provide suitable support for carers.
- Focus on preventative health and well-being programmes for older people.

How can you make a difference?

Get to know your neighbours.

Volunteer in your local community.

Share information from campaigns such as 'Keep well this winter'; take up your flu jab; visit the pharmacist for a medicine usage review.

Keep physically fit so that you can enjoy everyday life to the full.

Get involved in social activities for older people in your area to stay in contact with others and to make new friends.

Make use of the Grass Routes flexible bus service:

- Tel: 01633 644745
<http://www.monmouthshire.gov.uk/grassroutes/>

Get helpful advice and information on a variety of services available to older people:

- Care and Repair Monmouthshire – Tel: 01495 745936

Stay up to date on what is happening at a national level:

- Older People's Commissioner –
<http://www.olderpeoplewales.com>

How can you make a difference? (Continued)

Find out about the variety of services available at your local library, including accessing the internet, and make use of the Home Delivery service if you find it difficult to visit your local library because of age, frailty or ill health

- <http://libraries.monmouthshire.gov.uk/>
- Abergavenny – Tel: 01873 735980
- Chepstow – Tel: 01291 635626
- Monmouth – Tel: 01600 775215
- Caldicot – Tel: 01291 426425
- Usk – Tel: 01291 674925
- Gilwern – Tel: 01873 833055

For information on on-going voluntary and community sector work:

- GAVO – Tel: 01291 672352
<http://www.gavowales.org.uk/monmouthshire>

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Frailty Programme
- Monmouthshire Carers Project
- Enhancing Broadband coverage
- Monmouthshire Adult and Community Education Art and Craft and I.T. provision
- Carers Measure
- Public Health Community Health Champions
- Public Health Five Ways to Wellbeing

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- Rate of older people (aged 65 or over) supported in the community per 1,000 population as at 31 March.
- [Number of new community connections with the support of Local Area Coordination \(Data Development Agenda\).](#)
- Number of patients aged >75 in a community hospital bed who stay for longer than 28 days.
- [Percentage of older people who achieve “people centred outcomes” through the new Adult Assessment process \(Data Development Agenda\).](#)
- Percentage of people who were fully independent at the end of reablement.

Nobody Is Left Behind

People have access to appropriate and affordable housing

We want people to live in homes that are affordable, appropriate and where people want to live.

Key facts

- In Monmouthshire, the average house price is £242,000 compared to an all Wales average of £161,000. More significantly 'entry' level properties are in excess of £50,000 more than the Wales average.
- The average house price is seven times more than the average income; critically the 'first home' ratio is 10:1.
- The average mortgage lender will usually only provide finance at a rate of four times the annual salary.
- Between 1997 and 2011, there was a 20% increase in 20-34 year olds living with parents.
- There is a net inward migration predicted of 7% in the number of households over the next ten years; household composition will change to reflect more single households and older people.
- 76% of the housing stock in Monmouthshire is owner occupied.
- Cost of private sector rent is far greater than purchasing equivalent home.
- A significant proportion of people in social housing are over 50 years old.
- Best case scenario suggest between 35-40% of families in social housing accommodation will be negatively affected by the new welfare reforms.
- In 2011/12 360 households made a homelessness application to the council, current forecasts predict similar levels in 2012/13.
- 65% of tenants in social housing are in receipt of benefits.
- Households in our most deprived areas experience fuel poverty, i.e. they spend more than 10% household income to maintain an adequate heating regime.

What's the story?

Appropriate, affordable housing is an essential part of good health and well-being. It is important to meet the housing needs of vulnerable people and provide the choice to live within their local community wherever possible. There is a high proportion of owner occupied households but there is a lack of affordable housing in Monmouthshire. Affordable meaning not just registered social landlord provision but the ability to own your own home through low cost ownership and shared ownership schemes. The opportunities for young people to enter the property market as first time buyers are restricted and rental opportunities are limited with more young people staying at home with their parents. The adequacy of the stock in relation to meeting future patterns of housing need and demand is poor. Monmouthshire has an undersupply of general needs accommodation.

The rural location and design of some housing areas can add to a sense of isolation. The availability of the right type of housing accommodation to suit our growing older population is essential. In April 2013, changes to council tax benefit and housing benefit reform is going to make housing less affordable to the most vulnerable families. More families will also experience fuel poverty.

The Monmouthshire Local Development Plan (LDP) will replace the Unitary Development Plan once adopted. Examination on the LDP will take place in May/June 2013 by an independent Inspector appointed by the Welsh Government. The LDP once adopted will set out the Council's vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over a 10 year period to 2021. This single document will be critical in establishing how we meet our housing needs.

For people in Monmouthshire to have affordable and appropriate housing we need to:

- Be clear about the size of the demand and type of housing required.
- Ensure people have suitable and appropriate housing.
- Support people to live independently.
- Ensure people have a choice in where they live.
- Promote initiatives to combat the negative effects of welfare reform and reduce fuel poverty.

How can you make a difference?

Find out about a shared ownership scheme in the area.

Minimise your expenditure on fuel by visiting price comparison websites.

Stay aware of what is happening in your local housing association:

- Monmouthshire Housing Association - www.monmouthshirehousing.co.uk Tel – 0845 677 2277
- Melin Homes – www.melinhomes.co.uk Tel – 0845 310 1102
- Charter Housing - www.charterhousing.co.uk Tel – 01633 212375

Keep up to date with the Welfare Reform changes:

- <http://www.monmouthshire.gov.uk/1153/>

Get your finance under control:

- Credit Union – <http://www.gatewaycu.co.uk>
- Citizens Advice Bureau – <http://www.citizensadvice.org.uk> – Tel: 0844 477 2020

How can you make a difference? (Continued)

Get fuel poverty advice from South East Wales Energy Advice Centre (SEWEAC)

- Tel: 0800 622 6110.

Find out about the variety of services available at your local library, including accessing the internet, and make use of the Home Delivery service if you find it difficult to visit your local library because of age, frailty or ill health

- <http://libraries.monmouthshire.gov.uk/>
- Abergavenny – Tel: 01873 735980
- Chepstow – Tel: 01291 635626
- Monmouth – Tel: 01600 775215
- Caldicot – Tel: 01291 426425
- Usk – Tel: 01291 674925
- Gilwern – Tel: 01873 833055

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Families First Programme
- Monmouthshire Adult and Community Education Job Clubs
- Monmouthshire Adult and Community Education Welfare Reform Awareness Grant

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- Percentage of households for whom homelessness was prevented for at least 6 months.
- Number of new affordable homes made available during the year.
- Percentage of all additional housing units provided during the year that were affordable.
- Percentage of social housing units that meet Welsh Housing Quality Standard.

Nobody Is Left Behind

People have good access and mobility

We want people to be able to access the services and activities they need, when they need them, being able to travel around the County in an environmentally sustainable manner.

Key facts

- 22.4% of Monmouthshire Lower Super Output Areas (LSOA's) are in the most-deprived 10% in Wales for access to services, Monmouthshire is ranked 6th worst in Wales when it comes to access to services.
- Ecological footprint is 5.36 gha/capita compared to 5.03 in Wales.
- Carbon footprint is 12.36 CO₂/capita compared to 11.60 in Wales.
- 85% of households own a vehicle and 32% own two.
- In Monmouthshire, 14.4% of older people live alone.
- 42% of Monmouthshire residents commute to work outside the County.
- There is a high level of dissatisfaction with public transport amongst Monmouthshire residents.
- In Monmouthshire, there are 5198 footpaths covering 2196.5km.

What's the story?

Rural deprivation is hard to quantify and there are no easy sources of data to support the notion that rural communities in Monmouthshire experience real hardship. However, analysis of the 58 Lower Super Output Areas (LSOA's) in Monmouthshire [areas which can be described as 'local areas where around 1,500 people live'] suggest that access to services in our most isolated rural communities is not good. Our communities are often vulnerable to prohibitive transport costs and availability. The provision of a well-coordinated transport network with variety and options to meet the needs of people in rural areas is crucial. People without transport remain geographically isolated, unable to access services, activities and job opportunities. Some key aspirations within 'Clinical Futures' (Aneurin Bevan Health Board's local clinical and service improvement strategy) include:

1. Providing more services closer to home to support people's independence; and
2. Improved access to services both in terms of time and location.

Our ecological footprint measures our impact on the earth. Monmouthshire has the 2nd highest ecological and carbon footprint in Wales, and we have more vehicles per household than Wales as a whole.

The Monmouthshire countryside is a real feature of the County. Opportunities for outdoor recreation in terms of both cycling and walking are extensive. The County's

rurality is both a strength and a challenge. How we protect what we have is really important.

For people to have good access and mobility we need to:

- Ensure rural communities have good access to services.
- Provide better public information on what services and activities are available.
- Improve access to a range of affordable transport opportunities.
- Understand and measure the impact of rural deprivation.
- Engage with rural communities to identify the issues which need to be addressed in order for the rural community to thrive.
- Improve access to job opportunities especially for young people.

How can you make a difference?

Make use of our countryside by walking and cycling – check out which routes to take and how accessible they are by visiting MCC’s countryside service web pages.

Leave the car at home, walk your children to school and walk to your local shop.

Help to reduce our ecological footprint by:

- Growing your own vegetables and reducing your food waste.
- Buy second hand or borrow and reuse instead of buying new every time.
- Make your home energy efficient with insulation and double glazing.
- Buy locally produced organic food.
- Reduce air travel, by taking holidays in the UK or take the train to Europe.

Make use of the Grass Routes flexible bus service:

- Tel: 01633 644745
<http://www.monmouthshire.gov.uk/grassroutes/>

Download useful information and forms relating to public transport:

- <http://www.monmouthshire.gov.uk/transportstreetsandparking/>

Take advantage of local Shop Mobility Scheme scooters to get around town:

- Mobility Monmouth – Tel: 01600 715766
- Abergavenny Eazability – Tel: 01873 854322

How can you make a difference? (Continued)

Find your local hall and discover what is going on in your area:

- www.monmouthshire-halls.org.uk/

Find out about the variety of services available to you from your local One Stop Shop:

- Abergavenny – Tel: 01873 735800
- Chepstow – Tel: 01291 635700
- Monmouth –Tel: 01600 775200
- Caldicot – Tel: 01291 426400
- <http://www.monmouthshire.gov.uk/onestopshops0/>

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Frailty Programme
- Enhancing Broadband coverage
- Families First Programme
- Monmouthshire Youth Service Youth Offer
- Monmouthshire Youth Service Post 16 Steering Group
- Carers Measures
- Public Health Community Health Champions

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- Percentage of people aged 18-24 in Monmouthshire Claiming Job Seekers Allowance (To consider a more appropriate and relevant measure under Universal Credit).
- Percentage of working residents of Monmouthshire who work within the County.
- [Percentage of people who are satisfied with their access to services \(Data Development Agenda\).](#)
- GP and hospital services
- Other services, activities and further education.

People Are Confident, Capable and Involved

People's lives are not affected by alcohol and drug misuse

We want people to be free from the direct harm of substance misuse and to reduce the impact on their families and communities.

Key facts

- More young people are drinking earlier; research estimates 1500 young people in Monmouthshire age 11 to 15 years, drink at least weekly.
- 45.7% of people drink above the recommended guidelines at least one day a week; this is the 3rd highest in Wales.
- Between 2007 and 2009 there was an average of 1004 Monmouthshire residents admitted to hospital per year for alcohol attributable conditions.
- Increase in the use of Mephedrone and Ketamine.
- Drug and alcohol misuse has a significant impact on vulnerable families.
- A strong link exists between alcohol, drug misuse and domestic violence.
- There is a link between alcohol misuse and unsafe sexual behaviour.
- Recent research has revealed an increase in alcohol-related hospital admissions in the over 65s.

What's the story?

Across Monmouthshire, there are areas where groups of young people gather to drink alcohol and evidence from previous studies suggest that children as young as 11 years of age are drinking alcohol on our streets. There is also emerging evidence that alcohol consumption above the recommended guidelines amongst middle aged professionals is on the increase.

Research suggests that Monmouthshire is experiencing increased levels of Mephedrone misuse which is a new psychoactive substance that has now been classified as a Class B Drug. Gwent Police have identified Abergavenny as a hot spot for such drugs.

An appropriate prevention and education programme for substance misuse remains a crucial part in the challenge to reduce the harm to individuals (particularly children and young people), their families and wider communities from the misuse of drugs and alcohol. There is now extensive research available linking substance misuse to increased incidents of domestic abuse as well as a link between substance misuse and crime.

Monmouthshire has the 3rd highest proportion in Wales of adults drinking alcohol above recommended guidelines on at least one day a week (a worsening of the position from 18th in Wales and below the Welsh average in 2009/10). Emerging national evidence suggests that adults from managerial and professional backgrounds (of which there are a high number within Monmouthshire) are more likely to exceed recommended alcohol limits. Data from Office for National Statistics General Lifestyle survey 2010 suggests the average weekly consumption was

highest at 12.9 units in the managerial and professional group and, at 10.5 units, was lowest among those in routine and manual worker households. This difference is particularly pronounced for women where the managerial and professional group average 9.2 units and the routine and manual group average 6.2 units a week.

To reduce the impact of substance misuse and enable people to be free from harm, we need to:

- Target our preventative activity and increase awareness via education programmes.
- Ensure opportunities exist for young people to talk to someone about drug and alcohol issues.
- Create improved awareness of and access to local treatment services and related support.
- Improve public protection within the night time economy.
- Focus services where there is the greatest need.
- Reduce the harms associated with substance misuse related crime and anti-social behaviour, by tackling the availability of illegal drugs and the inappropriate availability of alcohol and other substances, focusing partnership resources towards those causing our communities most harm.

How can you make a difference?

Drink within the recommended levels: no more than 21 units a week for men and 14 units for women.

Consider using smaller glasses for drinks poured in the home and switch to drinks with lower ABV content.

For more information on understanding alcohol units:

- <http://www.nhs.uk/livewell/alcohol>

For free confidential information, advice and support on alcohol issues:

- Kaleidoscope Alcohol Service – Tel: 01291 635355 – <http://www.kaleidoscopeproject.org.uk>

For free confidential information, advice and support on drugs issues:

- Drugaid's GOALS – Tel: 0870 060 0310 – <http://www.drugaidcymru.com>

For access to practical and emotional support and information on Domestic Abuse:

- Women's Aid Monmouthshire – Tel: 01873 859011 - <http://www.waimon.org.uk>

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Public Health Community Health Champions
- Gwent Police Ion-track

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- Percentage of adults who report drinking above the guidelines at least one day in the week (age standardised).
- Percentage of people who attend Drug treatment services and (i) report taking fewer drugs (ii) Stop taking drugs altogether (Data Development Agenda).
- Percentage of people who attend Alcohol treatment services and (i) report consuming less alcohol (ii) stop consuming alcohol altogether (Data Development Agenda).
- Percentage of low birth weight babies (babies weighing less than 2500 grams).

People Are Confident, Capable and Involved

Families are supported

We want all families in Monmouthshire to benefit from positive environments to nurture their children to grow, develop and prosper.

Key facts

- Increase in number of children on the Child Protection Register from 29 in June 2010 to 79 in September 2012.
- Increase in number of children taken in to care from 75 in 2010 to 107 in 2012.
- Domestic abuse was present in 26% of children referred to social services, compared to 20% for Wales.
- Domestic abuse incidents reported to Gwent Police in Monmouthshire rose from by 7.3% from 729 in 2010/11 to 782 in 2011/12.
- In the North Abergavenny area there is a trend of low birth weight babies at a current rate of 7.7% above the Welsh average.
- Approximately 2,396 people have a learning disability in Monmouthshire of these approximately 753 are children between the ages of 0-17. There are 22,344 adults in Monmouthshire with a limiting long-term illness.
- Across Monmouthshire there are 7,255 people aged 16+ experiencing mental health problems.

What's the story?

Monmouthshire has experienced significant increases in the number of children placed on the Child Protection Register and the number of children taken into care. It is difficult to explain the reasons behind this rise as the category of registration, geographical distribution and 'trigger concerns' do not show any significant shift from the pattern seen previously. We continue to deal with concerns about the social and emotional well-being of some of our children, and protecting them from suffering neglect due to parental domestic abuse, substance misuse and mental ill health. The introduction of the Joint Assessment Family Framework (JAFF) may initially lead to an increase in number of children on the Child Protection Register.

The economic pressure that some families will experience through welfare reform is likely to have an impact on their day-to-day lives and increase the number of our vulnerable families. Evidence suggests early support can reduce the likelihood of a family's difficulties developing into more complicated and costly needs. It's important to break the cycle of vulnerability with an emphasis on early years interventions focussing on children aged 0-3 years. This focus on children is critical, members of the wider family such as carers, including our young carers, and adults with disabilities, limiting long-term conditions and poor mental well-being must also benefit from appropriate support.

To better support our families to feel supported we need:

- To support our families earlier to prevent them becoming more vulnerable.
- Better co-ordinated support which can react more quickly.

- Good access to financial support and advice.
- To ensure our families know how to access Domestic Abuse support.
- To support carers in all settings.

How can you make a difference?

Volunteer in your local community.

Get to know and support your neighbours.

Get help with learning or childcare from the Family Information Service:

- Family Information Service – Tel: 01633 644527 – <http://www.monfis.org.uk>
- Flying Start – Tel: 01873 856162.
- The Acorn Project – Tel: 01873 735014.

For help and advice on Young Carers:

- Crossroads Care Young Carers Project – ycteam3@crossroads-se-wales.org.uk

For information on local community and voluntary sector groups:

- GAVO – Tel: 01291 672352
<http://www.gavowales.org.uk/monmouthshire>

All Wales Domestic Abuse & Sexual Violence helpline:

- Tel: 0808 8010 800

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Public Health Community Health Champions
- Public Health Five Ways to Wellbeing
- Acorn Project – Families First Programme
- Monmouthshire Flying Start
- Families First Programme
- Monmouthshire Adult and Community Education – Family Learning Programme
- Monmouthshire Adult and Community Education – Genesis Wales 2
- Book Prescription Wales

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- Percentage of Flying Start children aged 3 who reach or exceed their development milestones.
- Percentage of Flying Start children who do not reach or exceed their development milestones at age 2 but achieve these at age 3 (Data Development Agenda).
- Number of Domestic Abuse Incidents.
- Proportion of children living in families in receipt of out of work (means tested) benefits or in receipt of tax credits where their reported income is less than 60% of the median.
- Percentage of pupils receiving free school meals achieving level 2 including English and Maths at Key Stage 4.

People Are Confident, Capable and Involved

People feel safe

We want people in Monmouthshire to feel safe in our towns and in our countryside and to be safe as they travel around the County.

Key facts

- In 2011-12, recorded crime in Monmouthshire decreased by 15.6%. This equated to nearly 800 less victims of crime. Crime has further reduced this year to date by over 11%.
- Despite this there is evidence to suggest that fear of crime is relatively high.
- Anti-social behaviour reports to the police have reduced significantly in the last two years – by 26% in 2011-12 and over 35% this year.
- Rate of crime is greatest in Abergavenny and Monmouth town centres.
- Road casualties increased from 28 people in 2010 to 46 killed or seriously injured in 2011; however the number of fatal road traffic collisions had decreased significantly from 12 in 2011 to 3 in 2012. Nonetheless public engagement continues to indicate that road safety concerns feature high on the community safety agenda of Monmouthshire people.
- 42% of young people aged 11-19 did not feel completely safe when at school.
- In 2011, 100 young people (age 0-17) attended A&E for self-harm, intoxication, overdose or attempted suicide.
- Domestic abuse accounts for approximately 33% of violent crime against the person in Monmouthshire, with 287 domestic abuse related crimes in 2012/13.
- Monmouthshire is particularly vulnerable to property crime which accounts for 73% of the entire county's crime.

What's the story?

Monmouthshire is a county where levels of recorded crime are decreasing but where there is still a perception in some communities that crime levels are high. This fear of crime is greater than the reality, but is no less damaging in how it can limit the way that people access their local area and services. In more rural areas, crime in a remote location may intensify or aggravate the effect on an individual due to their feelings of isolation. Evidence suggests that town centres that are safer, clean and free from graffiti will improve confidence and lead to more people visiting and spending, which can contribute to a flourishing economy.

The number of road traffic accidents in Monmouthshire is higher than the national average, and speeding is reported as the main cause of concern in many communities.

In our schools, too many of our young people report not feeling completely safe, with cyber bullying being a problem which is difficult to address, but which can have distressing consequences.

Domestic abuse is a significant problem requiring a multi-agency response to reduce the impact on families. Part of the rise in reported cases may be accounted for by an increased awareness of support services and people feeling more able to report abuse. The Domestic Abuse Call Conference co-ordinates a timely and effective response to domestic abuse incidents.

Whilst hate crimes are relatively infrequent in Monmouthshire, the county's rurality can contribute to heightened anxiety levels among their victims. For this reason, an effective multi-agency response is crucial, both in reducing offending levels, and in supporting cohesive and tolerant communities where these crimes are less likely to flourish.

Strong and cohesive communities are also known to form a natural barrier to Violent Extremism. Partners recognise this, and must work to raise awareness of the signs of, and causative factors involved in, radicalisation of vulnerable individuals, and thereby protect vulnerable communities, institutions and individuals from the threats posed. Violent extremism can occur anywhere, and the effects of rural isolation can be a powerful factor in creating conditions where radicalisation can develop unnoticed.

In order for people to feel safe in their communities we need to:

- Work with communities to reduce their fear of crime.
- Support children and young people to feel safe without being bullied.
- Break the cycle of crime and anti-social behaviour amongst young people.
- Develop safer road systems and educate drivers.
- Continue to support Community Safety Action Teams in each of our four main towns to provide a local response to community safety issues.
- Emphasise low comparative crime and antisocial behaviour levels and recent reductions year on year reduction.
- Enable vulnerable people to feel safe by reducing domestic violence levels, and further encouraging early identification of hate crimes and incidents, and their positive resolution.
- Work in partnership with communities to support cohesion, reduce hate crime, raise awareness of vulnerability and radicalisation and implement effective referral mechanisms for information sharing, thereby facilitating community protection from crime and fear of crime.

How can you make a difference?

Start up or join a Neighbourhood Watch and subscribe to OWL (Online Watch Link).

Speak up and challenge bullying behaviour (including online settings).

Report non-emergency crimes using the Police 101 helpline.

For anti-bullying information:

- www.antibullying.net

Involve yourself in community protection schemes such as 'No Cold Calling Zones'

Tell other people of good news stories you hear concerning community safety issues e.g. recent significant reductions in crime and anti-social behaviour levels in Monmouthshire.

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Families First Programme
- Monmouthshire Adult and Community Education Reporting of Hate Crimes service
- Monmouthshire Adult and Community Education Adult and Community Education Classes
- Monmouthshire Adult and Community Education Road Safety Awareness Project
- Gwent Police Ion-track
- Independent Domestic Violence Advisor
- Domestic Abuse Conference Call
- Multi Agency Centre for Domestic Abuse

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- Number of Reported Crimes in Monmouthshire.
- Number of Anti-Social Behaviour (ASB) incidents.
- Number of Violent crime incidents.
- [Percentage of people who feel safe in their local community \(Data Development Agenda\).](#)

Our County Thrives

Business and enterprise

We want people in Monmouthshire to benefit from an economy which is prosperous and supports enterprise and sustainable growth, where families shop locally and create a truly entrepreneurial spirit.

Key facts:

- In June 2012, 79% of our population were economically active (the highest level in Wales) of which 74% were in employment.
- Gross Value Added per head in Monmouthshire was £19,229 in 2009. This was above the Welsh average and the joint highest amongst the 22 Welsh local authorities.
- The Gross Disposable Income per head in Monmouthshire was £14,989 in 2009, the joint highest in Wales.
- In 2011, average gross weekly full-time earnings in Monmouthshire stood at £494. This was the ninth lowest in Wales.
- Number of young people aged 18-24 claiming Job Seekers Allowance reached a peak of 10% in February 2010 but had decreased to 7.8% by November 2012. This is below the average rate for Wales, which stood at 8.0%.
- People are working longer and retiring later.
- Tourism contributes £163.5 million to our local economy.
- In 2011, Monmouthshire had 663 active businesses per 10,000 population. This is the second highest level in Wales.
- 57 new businesses started through the help of the Council with turnover in excess of £4million and 200 jobs.
- Inward investment has created another 49 new jobs.

What's the story?

A wide range of employment and training opportunities are needed in Monmouthshire not only for our young people who are starting out but also for our older people whose retirement age has been extended. It is also important to have appropriate childcare to enable parents to work. The geography of our county means for the majority of people, car ownership is essential to securing employment.

Whilst employment in tourism did fall in 2011 compared with 2010, it still provides 3,500 full and part time jobs, which represent 10.1% of all employment, compared with a Wales average of 8.6%. In comparison, the largest employer is the Public Service sector where 33% of people are employed. In 2011, Monmouthshire Enterprise was established to work with partners to promote enterprise within the county. However, there is a need for more business support including finance to

support the development of start-ups and existing enterprises. Agriculture and food makes an important contribution to the economy in Monmouthshire.

While the take-up of broadband is high, coverage and performance in rural areas is poor, which can act as a barrier to encouraging new enterprise into the county. Agriculture faces particular challenges as farmers age and their children increasingly seek better paid employment outside the sector – an issue that was identified during preparation of the Rural Development Plan. County Farms need to be protected as a ‘way in’ to agriculture for younger farmers.

To enable business and enterprise to prosper in Monmouthshire, we need:

- Better access and performance of broadband services and communications.
- Better paid local employment opportunities.
- Graduates to want to return to live and work in Monmouthshire.
- To ensure that an appropriate range of finance is available for Monmouthshire businesses.
- To build on the services already being provided by Monmouthshire Enterprise and its partners to support the growth of new and existing enterprises.
- Availability of a suitable range of business premises.
- Retain more of the spend of visitors, citizens and businesses within Monmouthshire.
- To consider plans to develop and enhance the existing infrastructure in the region by fully participating in the regional economic development collaborations.

How can you make a difference?

Buy local – support Monmouthshire businesses.

Promote Monmouthshire as a place for business and tourism

- [@MonmouthshireCC](http://www.twitter.com).

If you are currently in employment or seeking to move into employment get help with learning or childcare from the Family Information Service

- <http://www.monfis.org.uk> - Tel: 01633 644527.

Get your finances under control.

- Credit Union – <http://www.gatewaycu.co.uk>
- Citizens Advice Bureau – <http://www.citizensadvice.org.uk> – Tel: 0844 477 2020

Want to set up in business? Get support or financial start-up help:

- <http://www.monmouthshire.gov.uk/business/>

Get support for employment or training

- Job Centre Plus - <http://www.gov.uk/>

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Enhancing Broadband Coverage
- Monmouthshire Adult and Community Education Essential Skills Programme
- Monmouthshire Adult and Community Education Workplace Qualifications
- Monmouthshire Adult and Community Education Social Enterprises
- Monmouthshire Adult and Community Education Food Co-ops
- Monmouthshire Adult and Community Education Preparation for Work Project

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- Total funding raised for Monmouthshire Businesses from Public sources.
- Total funding raised for Monmouthshire Businesses from Private sources.
- Number of active enterprises per 10,000 population aged 16-64.
- Unemployed persons as a percentage of the Economically Active population aged 16-64.

Our County Thrives

People have access to practical and flexible learning

We want people in Monmouthshire to enjoy the opportunities that learning presents at all stages of their lives. It will be flexible and provide development opportunities across vocational and academic routes at all stages.

Key facts

- 36.9% of people of working age have a qualification equal to NVQ level 4 or higher.
- Only 8.5% of people aged 16-64 have no qualification.
- 51.3% of pupils achieved key stage 4 level 2 including English/Welsh and Maths, compared to a rate of 15.1%, achieved by pupils receiving free school meals.
- Only 27% of our *children in need*¹ achieved key stage 4 level 2 the equivalent of 5 GCSEs at grade A*-C, whereas other children achieved 71%.
- There is a link between poor educational achievement and lower levels of household income, higher rate of unemployment, a reliance on benefits and poor health.
- Children in workless families are more likely to experience poverty.
- Parental involvement in a child's education contributes up to 25% of educational outcomes.
- The number of Monmouthshire people aged 65 and over predicted to have dementia is expected to increase by 82% from 1377 in 2012, to 2,506 in 2030.

What's the story?

The gap in educational attainment between our children from our vulnerable families and the rest of Monmouthshire must be narrowed. School must become much more than a building that delivers academic education and consider how our education system can help develop the skills needed for our local economy to encourage our young people to stay local. Schools must prepare children and young people with skills for life and help them to be part of society. The 21st Century Schools Programme will enable us to place schools at the heart of our communities.

Schools are well placed to identify and support families who are struggling. The needs of the parents and families are complex, but creating opportunities for parents to learn and develop good parental skills are essential. Such opportunities for parents will improve their children's social and emotional development and give them a good start in life.

The links between health and education are reciprocal; not only is good health important for children to make the most of their educational opportunities, but the educational setting (both formal and informal) can be important in promoting good

health. Compelling evidence indicates that good health and nutrition are prerequisites for effective learning.

We must ensure the skills and knowledge of our older people can pass to our young people by encouraging intergenerational learning. Being capable is not just about academic attainment; it's about learning to live your good life.

The pursuit of knowledge through lifelong learning – whether it's learning how to dance, speak a foreign language, write a newsletter, improve your golf swing, or repair your car – has wonderful benefits for adults over 50, including keeping your mind sharp, improving memory, increasing self-confidence and provides an opportunity to meet like-minded people. There is some evidence to suggest that the rates of dementia are lower in people who remain as mentally and physically active as possible throughout their lives.

We also recognise the importance of play in children's lives, for both its recreational value and for the important part that it plays in children's physical and emotional health and well-being and in their personal development. Play provides a platform for children to learn, to have fun and to develop friendships with other children in a variety of settings from the school playground to formal open spaces and the wider physical environment. Play is a common denominator that should be capable of being enjoyed by all children irrespective of their social or cultural background or the ability of their parents to pay for the opportunity to participate.

To access practical and flexible learning we need:

- To redesign our schools and make them more fit for purpose.
- To offer a more flexible education system that meets the needs of the pupil, their families and employers.
- Improved access to parenting skills.
- Improved access to adult education and learning.
- Improved access to education for vulnerable groups.
- To explore inter-generational connections to support young people.
- To overcome transport as a barrier to further education.
- To address key factors to underachievement
- Improved 'life skills' to be taught to young people, for example how to get mortgages and how to budget.
- To ensure children and young people have access to flexible and appropriate Play opportunities.

How can you make a difference?

Discover the range of resources and courses in our libraries – for all age groups.

Explore opportunities for informal support and social activities such as through the National Childbirth Trust when your child is very young.

Look out for or set up your own local parent and toddler group (these are often advertised and held at village halls and churches).

Get help with learning or childcare from the Family Information Service:

- Family Information Service – Tel: 01633 644527 – <http://www.monfis.org.uk>
- Flying Start – Tel: 01873 856162
- The Acorn Project – Tel: 01873 735014

For advice on Adult Education opportunities:

- Coleg Gwent – Tel: 01495 333777 - <http://www.coleggwent.ac.uk>
- Monmouthshire Adult and Community Education - Tel: 01873 851554 - <http://www.moncomed.org.uk>

For information on the schools within Monmouthshire:

www.monmouthshire.gov.uk/schools/

For more information on Play:

- www.tvawales.org.uk

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Families First Programme
- Monmouthshire Adult and Community Education Art and Craft and I.T. provision
- Monmouthshire Adult and Community Education Job Clubs
- Monmouthshire Adult and Community Education Welfare Reform Awareness Grant
- Monmouthshire Adult and Community Education Family Learning Project
- Monmouthshire Adult and Community Education Genesis Wales 2
- Monmouthshire Adult and Community Education Adult and Community Education Classes
- Conserving Local Communities Heritage (CLOCH) Project
- Public Health Five Ways to Wellbeing

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- % of children achieving Level 2 Threshold at the end of Key Stage 4 including English or Welsh and Maths.
- Percentage of primary school pupils supported by the Pupil Referral Service (PRS).
- Percentage of secondary school pupils supported by the PRS achieving nationally recognised qualifications.
- % of attendance at primary schools in Monmouthshire.
- % of attendance at secondary schools in Monmouthshire.
- Percentage of adults with entry level qualification (Data Development Agenda).
- Parental Educational satisfaction (Parents satisfaction with their child's school. Potential criteria are: whether they are kept informed of the school's performance, ability to meet with teachers and be involved in decisions; aspirations for their child post-16; and activities they do with their child to help them learn new things). (Data Development Agenda).

Our County Thrives

People protect and enhance the environment

We want both the built and rural environment in Monmouthshire to be protected and enhanced; protecting habitats and making sure that all benefit from our natural resource.

Key facts

- Tourism contributes £163.5million to the Monmouthshire economy.
- Approximately 2.1 million people visit Monmouthshire each year.
- Approximately 10% of the workforce is employed in the tourism sector.
- Fly tipping is at its lowest for 6 years with 497 incidents in 2011-12.
- Monmouthshire recycled or composted 55% of household waste in 2011-12.
- Our ecological footprint (5.36 gha/capita) & carbon footprint (12.36 CO₂/capita) are both amongst the highest in Wales.
- Wye valley was designated an area of outstanding natural beauty in 1971.
- There are 1,000 miles of footpath across Monmouthshire.

What's the story?

Monmouthshire's natural environment is its biggest asset. The Brecon Beacons National Park and the Wye Valley are two areas nationally recognised as places of natural beauty that create excellent opportunities for outdoor recreation. Monmouthshire has extensive heritage sites and areas of historical significance with an estimated 26 castle sites across the County.

Monmouthshire has a wealth of biodiversity and green spaces, including the Severn Estuary Special Area for Conservation (SAC), Special Protection Area, Site of Special Scientific Interest (SSSI) and Ramsar Site (Wetland of international importance), four other Special Areas of Conservation, 49 SSSIs and 2 National Nature Reserves.

Across the County, there is a real risk of flooding in many areas. Even though fly tipping incidents have reduced, they are still at an unacceptable level and it remains a problem. Our environment and habitat needs to be conserved and protected through a coordinated approach with Natural Resources Wales, the third sector and other major public service providers.

While tourism, agriculture and forestry contribute significantly to our local economy, it has the potential to contribute much more. We need to be clear on how we can enable our environment to contribute more to our County.

For our environment to be protected, we need:

- To enable people to enjoy more of Monmouthshire.

- To realise the potential to partner-up with neighbouring destinations.
- Brand Monmouthshire as a destination to visit.
- Better use of natural assets for outdoor pursuits and activities.
- To build resilience to combat the impact of climate change.
- To produce less waste and recycle more.
- To reduce CO₂ emissions and promote a green economy.
- To consider car sharing initiatives and other innovative transport initiatives.

How can you make a difference?

Go for a walk.

Use your bicycle to travel around the County.

Join your local community wildlife group and take part in volunteer activities such as pond clearance and bat and butterfly surveys.

- Gwent Wildlife Trust – <http://www.gwentwildlife.org>

Use peat alternatives in your garden.

Support organisations that protect the natural environment and endangered species.

Check your ecological footprint using this calculator:

- <http://www.wwf.org.uk>

Encourage wildlife into your garden by planting a range of trees, shrubs and flowers that attract and support wildlife and provide food and water for birds all year round.

For information on reducing landfill and recycling:

- Homemakers – Tel: 01873 857618
- Monmouthshire County Council Recycling and Waste
<http://www.monmouthshire.gov.uk/recyclingandwaste/>
- Waste Awareness Wales –
<http://www.wasteawarenesswales.org.uk>

To learn more about Tourism and the Countryside within Monmouthshire:

- <http://www.monmouthshire.gov.uk/tourism/>
- <http://www.monmouthshire.gov.uk/countrysideandenvironment/>

Find out about Transition Towns in Monmouthshire:

- <http://www.transitionchepstow.org.uk>
- <http://www.transitionmonmouth.org>

How can you make a difference? (Continued)

Find out about Monmouthpedia, the creation of the world's first Wikipedia Town:

- <http://en.wikipedia.org/wiki/Wikipedia:GLAM/Monmouthpedia>

Consider car sharing for travel to work.

What will we do?

We will deliver a range of activities and interventions that are well evidenced and reflect the needs of the community.

- Climate Change Adaption
- Community Climate Champions
- Monmouthshire Adult Community Education Gardening Schemes

How will we know if we have made a difference?

We will use key population data to show progress we have made, such as:

- Ecological Footprint (global hectares per capita).
- Carbon footprint (Tonnes of carbon dioxide (CO₂) per capita).
- Percentage of municipal waste recycled or composted.
- Number of fly tipping incidents reported.
- Number of wildlife and conservation projects which restore habitats and improve ecological connectivity (Data Development Agenda).
- Percentage of people who are satisfied with access to green spaces. (Data Development Agenda).

How Did We Get Here and What's Next?

The Single Integrated Plan was developed using a four stage process.

Discover: we will find out all we can about Monmouthshire, what are the challenges for the people that live here and what are the emerging societal challenges that are happening.

Define: we will further our understanding of the key emerging issues and challenges, testing what the data tells us and quantifying the extent of the risk.

Design: working across agencies we will design solutions and interventions that are focused on early intervention and prevention and which meet a clearly identified need. We will always consider what works to do better, including no cost and low cost and try to view things differently, using ideas, processes and tools in ways not tried before. Critically we will design across disciplines, integrate multiple perspectives and move beyond specialisation thereby enhancing access and availability where appropriate.

Delivery: working through the LSB we will deliver the collaboratively designed solutions in a timely manner – their success in meeting the identified needs will be monitored and evaluated. When published, the delivery plan will identify 'how' we, as partners, will achieve our outcomes.

Discovery: Data analysis

We started our process by looking at the available data and intelligence about Monmouthshire. This told us some interesting facts and revealed some needs, such as our ageing demographic, but really only reinforced the usual preconceived ideas about the County; we needed to understand in more detail what it is like to live in Monmouthshire, in a village, town or hamlet.

The Welsh Index of Multiple Deprivation provides some colour to our understanding but the best way of getting to the heart of the County was to ask those people who live and work in our communities; so that is what we did.

Discovery: Challenge Events

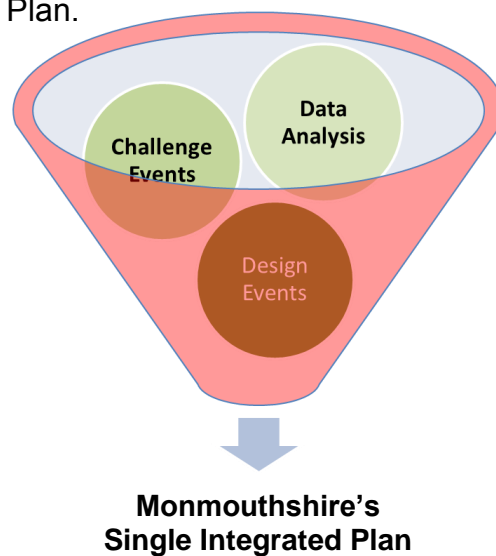
In the last week of October 2012 we asked our stakeholders, including members of the community to 'Challenge' the data and our understanding of what it told us. These sessions were attended by over 150 people who brought their views and experiences of living and working in Monmouthshire to challenge and test our emerging presumptions.

The feedback from the events was invaluable and allowed us to hone our understanding of what matters to the people that live in the County. What emerged was greater clarity around some of the areas and some new areas of concern. This information was then used in the next stage; the Design Events.

Definition: Design Events

The next stage of engagement was to ask stakeholders to help us refine and define the challenges that had been identified. We were joined by 75 people over the course of a week and they helped us refine our understanding of emerging themes; provide additional data and arrive at an agreed position.

It was following these events that we have arrived at our vision and three key themes for the Single Integrated Plan.



Delivering the aspirations of the Single Integrated Plan.

Across Monmouthshire, partners are committed to working together to achieve the shared outcomes in the Single Integrated Plan. No single organisation or community can achieve the level of outcomes required to break the cycle of dependency and improve the poor outcomes from one generation to the next. Under the clear leadership of the LSB, partners will deliver a range of activities and interventions that are well-evidenced and reflect the needs of the community. The SIP has an accompanying Delivery Plan that details 'performance accountability', setting out in detail the activities that each of the partners will undertake to achieve local programme outcomes that will in turn contribute to population level shared outcomes for Monmouthshire.

Programme performance will be reviewed annually and evidence gathered will enable the LSB to assess the impact of initiatives over time and identify what is working well. This evidence will be used to rethink, redesign and implement positive system wide changes across LSB activity and inform future joint-service planning and commissioning to enable Monmouthshire to achieve its vision of resilient and sustainable communities.

The Strategy for Older People in Wales 2013-2023



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk



Living longer, ageing well



Making Wales a great place to grow old

Contents

Vision	ii
Foreword	iii
Introduction	1
Chapter 1 – Social Resources	6
Chapter 2 – Environmental Resources	12
Chapter 3 – Financial Resources	16
Appendix 1: The Strategy for Older People in Wales – A History	21
Appendix 2: Welsh Government programme of change for Health and Social Care	22
Appendix 3: Ageing Well in Wales programme	25

Vision

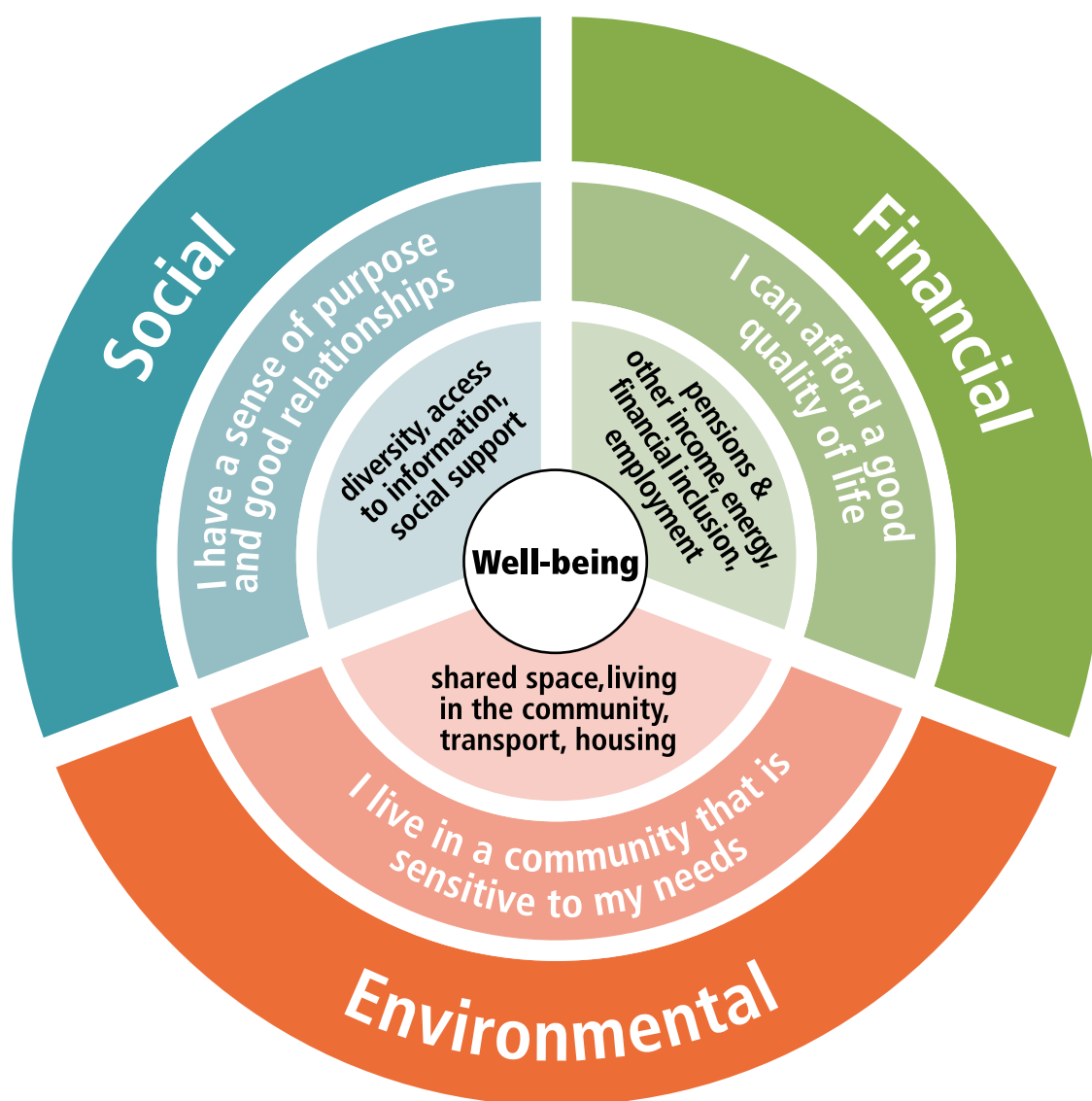
That people in Wales feel valued and supported, whatever their age.

That all older people in Wales have the social, environmental and financial resources they need to deal with the opportunities and challenges they face.

Well-being is a broad concept. It includes factors such as how satisfied people are with their lives as a whole, autonomy (having a sense of control over your life), and purpose (having a sense of purpose in life)¹.

Building well-being and resilience is good for individuals and society, reducing dependence and improving overall health.

The key elements for building a good quality of life



¹ MICHAELSON J. and others Measuring Well-being: A guide for practitioners. London: New Economics Foundation, 2012
www.nef-consulting.co.uk/services/wellbeingmeasurement



Foreword

In 2003 the Welsh Government launched the first Strategy for Older People in Wales. This was a groundbreaking achievement that was widely recognised. Much has been done since then to improve the lives of older people.

Older people should expect to be able to participate as fully in society as they desire, including contributing to community and family life, influencing decisions and having their needs met.

My well-being statement, which is for people who need care and support and for carers who need support, develops this principle of well-being and describes the important well-being outcomes which were developed with a range of individuals and organisations. It is important that the principle of well-being runs like a thread through all of our work.

Older people are as diverse a group as any other and their individual experiences of growing old in Wales has been shaped by events over the course of their lives as well as how they live today.

However, there is common ground - older people tell us that having a sense of purpose and value in their lives, along with a feeling of autonomy, is important. They also tell us that achieving this is often beyond their reach. The varied contributions older people make, both economically and socially, are valuable and can only be maximised if barriers to participation are eliminated.

Older people have been involved from the outset in developing the third phase of the Strategy. Over the next 10 years the Strategy will focus on ensuring that older people in Wales have the resources they need to deal with the challenges and opportunities they face. This phase of the Strategy aims to improve quality of life for older people in ways that go beyond the traditional health and social care agenda.

A handwritten signature in black ink that reads "Gwenda Thomas". The signature is written in a cursive style.

Gwenda Thomas AC / AM
Deputy Minister for Social Services

Introduction

Phase 3 of *The Strategy for Older People in Wales: Living Longer, Ageing Well* will span the 10 years from 2013 – 2023.

Population ageing is a permanent feature of our modern society. There is a need to work collectively and embrace this reality for the opportunities and challenges it brings.

The Welsh Government's challenge for the next ten years is:

- to create a Wales where full participation is within the reach of all older people and their contribution is recognised and valued;
- to develop communities that are age-friendly while ensuring older people have the resources they need to live;
- to ensure that future generations of older people are well equipped for later life by encouraging recognition of the changes and demands that may be faced and taking action early in preparation.

Our vision, outlined on page ii, is to make Wales a great place to grow old. Building well-being and resilience is good for individuals and society, reducing dependence and improving overall health. The concept of well-being is undeniably complex. This strategy takes the position that older people must have the resources they need to deal with the challenges they face, in order to achieve a sense of purpose and control in their lives. It is not enough to nullify disabling conditions; we must also create conditions in which all older people can flourish².

The role of the Welsh Government is to set direction for policy, make the case for change and create structures that are capable of delivering transformed services. Real differences to older people's lives can only be made through a shared commitment across the statutory, private and voluntary sectors to shape services that are sensitive to their needs.

This approach - a desire to improve social, economic and environmental well-being to the benefit of the people and communities of Wales – is at the heart of the Welsh Government's decision to make sustainable development our central organising principle. The Strategy for Older People in Wales: Living Longer, Ageing Well exemplifies this approach. It sends a clear message that the delivery of improvements in older people's well-being can only be achieved by concerted effort and commitment on behalf of all Welsh Government departments and our partners.

We believe that the broader concept of well-being for all older people outlined here complements the legal definition contained within the Social Services and Well-being Bill and in the NHS Together for Mental Health Strategy. Those definitions refer to people at risk and who need support.

² The challenge of defining well-being Dodge, Daly, Huyton, & Sanders
www.internationaljournalofwell-being.org 230

How we developed this phase of the Strategy

From the outset, older people have been involved in the development of this phase of the Strategy for Older People in Wales. The views of over 2,000 older people, gathered in questionnaires and at focus groups, informed the development of the consultation document published in October 2012. Over 100 individuals and organisations submitted detailed responses to the consultation.

Phase 3 builds upon the foundations and achievements established by the first 10 years of the Strategy for Older People. Further information about phases 1 and 2 are included in **Appendix 1**. Copies of the earlier strategies, the Consultation Paper on phase 3 published in October 2012 and a report of consultation responses can be found at www.wales.gov.uk (search for Strategy for Older People) or are available in print form on request.

What this phase of the Strategy is, and what it is not.

The Strategy aims to address the barriers faced by older people in Wales today and to ensure that well-being is within the reach of all.

Like everyone else, older people expect to be able to participate as fully in society as they desire – including contributing to community and family life, influencing decisions and having their needs recognised and addressed. The varied contributions older people make, both economically and socially, are valuable and can only be maximised if barriers to participation are eliminated.

What older people told us can be encapsulated into these three statements:

I have a sense of purpose and good relationships.

I live in a community that is sensitive to my needs.

I can afford a good quality of life.

These statements have helped inform the recent well-being statement made by the Deputy Minister for Social Services.

This strategy identifies three main priority areas for action: social resources, environmental resources and financial resources. However it also recognises that good physical and mental health, lifestyle factors, access to information and advice, equality and diversity, language needs, and preparation for later life are important issues in each of these priority areas.

Good physical and mental health contributes greatly to overall well-being. Addressing the social, environmental and financial needs of older people in Wales will contribute to health improvement in ways that complement existing interventions, such as smoking cessation, immunisation, healthy eating and exercise programmes.

Of those using health and social care services, older people represent a significant group, and this is to be expected as the incidence of chronic diseases, and mobility and sensory impairments increases with age. Health and social care services recognise the scale of the challenge and the Welsh Government has a suite of significant policy and strategy to support people with health and social care needs. This Strategy does not seek to reiterate these commitments or duplicate programmes for change.

There is growing recognition of the value of developing service models that have the citizen at their core and that seek to protect and support all opportunities for independent living. **Sustainable Social Services** is the Welsh Government's vision and programme for transformational change in social services delivery. **The Social Services and Well-being (Wales) Bill** will provide the regulatory framework for delivery of this change.

The Welsh Government's vision for NHS services is set out in **Together for Health** and is based around community services with patients at the centre. It places prevention, quality and transparency at the heart of healthcare and recognises the challenges facing the health services as a result of a rising older population, inequalities in health and rising numbers of patients with chronic conditions. Further information on Welsh Government commitments to improving health and social care for older people is included in **Appendix 2**.

Older people told us that their quality of life is often compromised by social, environmental and financial barriers. This phase of the Strategy for Older People in Wales aims to improve quality of life for older people in ways that go beyond the traditional health and social care agenda; addressing discrimination, lack of opportunity for fulfilled lives, poverty and environments that create dependence and exclusion.

The **Social Services and Well-being (Wales) Bill** will provide for a single Act for Wales that brings together local authorities' duties and functions in relation to improving the well-being of people who need care and support and carers who need support. Enhancing the economic, social and environmental well-being of people and communities is the purpose of the proposed plans for a **Sustainable Development Bill**.

Existing statutory guidance provides Welsh Local Authorities with powers to promote or improve well-being under the **Local Government Act 2000**.

The Welsh Government proposes to encourage greater collaboration and integration of public services as described in Working Together for Wales: The Public Service Workforce and Shared Purpose, Shared Delivery.

How this Strategy will be implemented

This document sets our vision, the outcomes we want to achieve and high level indicators of success. The vision of the Strategy will be implemented through a series of detailed, measurable and regularly reviewed delivery plans, the first of which will be developed through further engagement and published by the end of 2013.

The delivery plans will be a timetable of specific actions to be taken by the Welsh Government and our partners in order to bring about a measurable improvement in the well-being of older people in Wales. They will include specific measures and indicators.

This will be informed by, and aligned with, the developing national outcomes framework for social services and other relevant frameworks.

How the impact of this Strategy will be measured

Each of the following chapters outlines some of the indicators that will we monitor in order to measure the impact of the strategy. Some already exist, while others will need to be developed. The Welsh Government will take responsibility for ensuring –

- **accountability** i.e. that the reports produced by the responsible organisation as stated;
- **collation** of information contained in the reports to monitor the implementation and impact of the strategy, and
- **dissemination** across Wales to inform practice

A second edition of the **Older People's Well-being monitor** will pull together data and report on the overall progress being made. The Welsh Government already gathers significant population data, however phase 1 and 2 and the first edition of monitor identified clear gaps. As part of the development of the second edition we will be prioritising finding ways in which we can address those gaps.

Emerging policy developments and initiatives

- Exploration of the development of a **Declaration of Rights for Older People in Wales**
- The development of an **Ageing Well in Wales** programme, led by the Older People's Commissioner for Wales, the first three priorities of which are Age-friendly and Dementia-friendly Communities and Preventing and Managing Falls and Fractures (further information in **Appendix 3**).
- A programme of transformational change in social care through **Sustainable Social Services** and the **Social Services and Well-being (Wales) Bill**. The Bill also contains proposals to give carers equivalent rights to the people they care for.
- The **Healthy Ageing Programme** aims to address the health needs of older people and is delivered by Age Cymru on behalf of the Welsh Government. Funding has been approved until March 2016.
- The development of a **Health Checks** programme for people aged over 50, led by Public Health Wales, to support and empower people to have greater control of their health and well-being.
- **My Home Life** – we are developing a set of indicators and performance measures to monitor the delivery of this programme and ministerial approval has been extended to 2015.
- Proposals for a **Sustainable Development Bill** – enhancing the economic, social and environmental well-being of people and communities, encouraging the long term view in the decisions we take now in order to maximise the well-being or quality of life in Wales.
- The **Carers Strategy for Wales** has been refreshed and will be published during Carers Week in June 2013.
- Local Health Boards, NHS Trusts and their local authority partners have developed **Carers Information and Consultation Strategies** under the **Carers Strategies (Wales) Measure 2010**.
- Council Tax – 330,000 households will be helped as the Welsh Government funds benefit shortfall.
- The **Tackling Poverty Action Plan** will look at pensioner poverty.
- Ongoing commitment to fund **Care & Repair**.



Chapter 1: Social Resources

Good physical and mental health is an important contributor to individual well-being. The importance of healthy living is well rehearsed, however the importance of having regular access to social activities and networks is less frequently acknowledged.

Through the development of this Strategy older people told us that they often feel marginalised and that their contributions are sometimes undervalued. Finding ways of supporting older people to play important roles in society, engage in paid or unpaid work, share their knowledge and experience, and to be valued by others are identified by older people as being vital to their well-being. Feeling valued, respected and able to contribute are important aspects of an approach which delivers quality of life and prevents or delays significant health or social care needs.

The percentage of men and women drinking more than the weekly recommended limits has risen³. There is now a pressing need to address substance misuse in older people.

Older people are a large and diverse group, making up one-third of the population of Wales. They represent as diverse a group of people as any other age group and their needs are determined by a wide range of factors including, but not limited to, physical health, care and support needs, where they live, and how they identify themselves (such as ethnicity, language requirements, gender, sexual orientation). However there is common ground.

Older people told us that:

- Feeling like they belong is important.
- Having something to do and feeling needed and productive makes them feel better.
- Accessible information and advice when they need it can enable older people to access services and opportunities. A single point of access to services helps users to negotiate complex systems of service provision.
- It is important that carers have support so that they can take part in activities, build relationships, work and balance their own needs with their role as a carer.

The evidence shows that:

- Older adults who participate in social and leisure activities are more likely to say they feel well. Good social relationships are associated with positive health effects for the individual.
- Staying physically active protects health, and good physical health makes an important contribution to overall well-being.
- Being lonely or isolated has been associated with health problems and early death. The risks are significant, the same as smoking and twice that of obesity.
- Isolation causes depression and makes older people more vulnerable to abuse.
- The social aspect of eating is important and there is evidence that living alone is associated with poor diet. In Wales 43% of people aged 75 and older live alone – two-thirds of women and one-third of men.

³ by 60% in men and 100% in women between 1990 and 2006 (NHS Information Centre, 2009a)

Research commissioned by carers organisations suggests that caring can have a detrimental impact on the physical, emotional and mental health of carers, especially on older carers. The 2011 Census shows there are 370,230 people providing unpaid care in Wales. Many of those cared for will be older people, and many carers are themselves aged over 50. Wales has a higher proportion of carers than England⁴.

What outcomes do we want to achieve by 2023?

Social participation – Older people enjoy a better quality of life, have active social lives (if desired), and loneliness and unwanted social isolation is minimised. Older people are not subjected to abuse.

Diversity – older people are not discriminated against because of their age, and do not experience multiple discrimination on account of gender, ethnicity, disability, religion and belief, or sexual orientation, in addition to their age.

Access to information – older people have access to information and advice about services and opportunities, and are not disadvantaged when accessing them.

Learning and activities – older people have opportunities to be engaged in lifelong learning and other appropriate social activities.

Healthy Ageing – Older people enjoy good physical, mental and emotional health and well-being with the aim of being able to live independently for longer, with a better quality of life and continue to work and participate in their communities.



⁴ representing 12.1 per cent of the population (for England and Wales taken together the figure was 10.3 per cent). Since 2001, there has been an increase of approximately 30,000 people providing unpaid care in Wales, representing an increase of 3 per cent in the proportion providing care. A breakdown by age group from 2011 census was not available at the time of publication.

	Issues	We will monitor the following indicators:	What policy and strategy will help to achieve these outcomes?
<p>Social participation – Older people enjoy a better quality of life, have active social lives (if desired), and loneliness and unwanted social isolation is minimised. Older people are not subjected to abuse.</p>	<p>Older people are not lonely or socially isolated.</p> <p>No-one is prevented from achieving social connectedness and positive relationships because of their age.</p> <p>Community support.</p> <p>Elder abuse is prevented and older people at risk of abuse are safeguarded and protected.</p> <p>Addressing the needs of Older People with substance misuse problems</p> <p>Support for unpaid voluntary carers</p> <p>Addressing the needs of those who are frail or who have dementia</p> <p>Bereavement support</p>	<p>Measures of loneliness and engagement to be identified in the strategy implementation plan⁵.</p> <p>Proportion of people agreeing that ‘people in this neighbourhood are willing to help their neighbours’ (National Survey for Wales)</p> <p>Number of Community co-operatives and social enterprises set up to regenerate communities, create jobs and provide essential local services.</p> <p>Number of people 50+ accessing substance misuse services (Welsh National Database for Substance Misuse)</p>	<p>Community Facilities & Activity Grant</p> <p>Community Cohesion Strategy and Right to Be Safe Strategy aim to improve community cohesion and reduce domestic and sexual violence, homophobic, transphobic, disability-related and religiously-motivated bullying and tackle hate crime.</p> <p>Safeguarding provisions in the Social Services and Well-being (Wales) Bill and the proposed Ending Violence Against Women and Domestic Abuse (EVAWDA) Bill.</p> <p>Carers Strategies (Wales) Measure</p> <p>Carers Strategy</p> <p>Substance Misuse Delivery Plan 2013-15</p> <p>Task Group to Develop guidance to improve access to substance misuse treatment for Older People.</p> <p>Together for Health – Delivering end of life care</p>

⁵ For example, De Jong Gierveld (short 3/6Qs) and Lubben Social Network Scale (LSNS6) as a new measure of ability to engage with friends and family could be added to National Survey for Wales as a measure of loneliness

<p>Diversity – older people are not discriminated against because of their age, and do not experience multiple discrimination.</p>	<p>Negative attitudes to older people and ageing process. Age stereotypes. Age discrimination. Needs of specific groups of older people, including those from ethnic minorities, with disabilities or lesbian, gay, bisexual or transgender older people. Services recognise the language needs of users</p>	<p>Number of people reporting that they have been discriminated against in the last 12 months because of their age (National Survey for Wales)</p>	<p>Strategic Equality Plan Equality Impact Assessment and EU Structural Funds Advancing Equality Fund and Inclusion Grant</p>
<p>Information and advice – older people have access to information and advice about services and opportunities.</p>	<p>Access to information in the right format, in the right place and at the right time. Older people who need it have access to independent advocacy. Digital inclusion. Alcohol Misuse – To raise awareness and understanding of issues associated with substance misuse in older age.</p>	<p>Number of people reporting being able to access information and advice Number reporting difficulty accessing a library (National Survey for Wales) Number of advocacy services and independent advocates (Advocacy Counts, Age Cymru) Number of older people with access to the Internet – 50+ use of PC and internet (Beaufort Omnibus Survey) Skills and cost as a barrier to internet use and number accessing internet at a library (National Survey for Wales) Monitor the number of age 50+ referrals to substance misuse services through the WNDMS Welsh Health Survey</p>	<p>Information, advice and assistance in Social Services and Well-being (Wales) Bill Advocacy for older people – task group led by Older People’s Commission Communities 2.0 Substance Misuse Delivery Plan 2013-15. Raising awareness through Alcohol Concern Cymru campaigns Updating ‘Dementia – How to Reduce your Risk’ guidance</p>

<p>Learning and activities – older people have opportunities to engage in learning or other activities</p>	<p>Ability to participate in lifelong learning and other activities</p> <p>Developing social networks and gaining skills and knowledge.</p> <p>Opportunities to participate in arts and creative activities.</p>	<p>Number of older people able to access adult community learning; and the variety of learning opportunities available to older people.</p> <p>Number of older people participating in arts and creative activities</p>	<p>Delivering Community Learning for Wales Gwanwyn Niace Dysgu Cymru Adult Community Learning Participation in arts festivals (Beaufort Omnibus Survey)</p>
<p>Healthy Ageing – Older people enjoy good physical, mental and emotional health and well-being with the aim of being able to live independently for longer, with a better quality of life and continue to work and participate in their communities</p>	<p>Opportunities to participate in physical activities tailored to older peoples needs.</p> <p>Improved lifestyles (e.g. diet, exercise, smoking and alcohol) amongst older people.</p> <p>Raise awareness and understanding of issues associated with mental health and well-being in older age</p> <p>Increased life expectancy.</p> <p>Gap in life expectancy between most and least affluent</p>	<p>Number of older people participating in physical activities</p> <p>Number of people over 50 accessing the health and well-being assessment</p> <p>Self reported data on lifestyle issues collected through the Welsh Health Survey</p> <p>Outcome measures within Together for Mental Health.</p> <p>Average life expectancy (routinely collected by ONS)</p>	<p>Our Healthy Future Fairer Health Outcomes for All NSF for Older People Programme for Government Together for Health Together for Mental Health Tobacco Control Action Plan Sexual health and well-being action plan for Wales Creating an active Wales</p>



Chapter 2: Environmental Resources

Opportunities for older people to enjoy and participate in their community rely on accessible public spaces and access to transport. Towns and communities can also be said to 'age' – often changing in composition, character and appearance. The closure of local shops, post offices and other community facilities in many areas; changing lifestyles with dispersed families, greater commuting distances, higher levels of car ownership and the growth of retail parks have transformed many towns and villages. Some older people in communities can feel isolated due to the new character of a once familiar environment and many find it more difficult to access the services and facilities they need.

Good public seating, toilets, well maintained pavements, well lit streets, signage that is clear and visible, particularly for bus stops, and streets that feel safe for pedestrians and other road users, help older people maintain their confidence and independence.

Older people play a crucial role in their communities – they engage in paid or volunteering work, transmit experience and knowledge, or carry out caring responsibilities within their families. These contributions can only be realised if their own health and well-being allows, and people are enabled to participate in their communities.

Opportunities to be spontaneous, to have a day out, visit a friend or take part in leisure activities is also important for well-being. Environments and transport systems that enable, rather than disable, make an important contribution to individual feelings of well-being.

As the number of older people in our communities is growing, and recognising the health and well-being benefits of social connectedness, it is vital that communities become more 'age-friendly' and facilitate the access and participation of people of all ages.

Older people told us that:

- Cost, transport, poor pavements and lighting and lack of public toilets are typical barriers to engagement.
- They are concerned about scams, rogue traders and anti-social behaviour.
- That running a car or paying for taxis is beyond their means and public or community transport alone are not sufficient to meet their needs.
- That their housing needs change as they age, and either the home or its location needs to change to adapt to their changing needs.

The evidence shows that:

- Older people (aged 65+) generally report feeling less safe in their homes, local area, town/city centres and on public transport at any time than do younger adults, particularly after dark⁶.
- They also find it more difficult than younger age groups to access local amenities. The greatest differences are in regard to public transport and access to cultural or recreational facilities⁷.

⁶ National Survey for Wales

⁷ National Survey for Wales

- Nearly one in ten people over the age of 65 trip or fall because of uneven or broken pavements.
- A lack of transport contributes to higher levels of social isolation. Community transport return on investment is estimated at £3 for every £1 spent.
- Worsening housing conditions are independently associated with deterioration in health. Adapting homes reduces disability and risk of accident.
- It may be necessary to expand on the policy objective of 'ageing in place' by considering measures to enable 'moving on'.

What outcomes do we want to achieve by 2023?

Shared spaces – older people find public places welcoming, safe and accessible.

Living in the community – older people are able to participate and contribute in their communities and access services and amenities.

Transport – Older people can access affordable and appropriate transport which assists them to play a full part in family, social and community life.

Housing – Older people have access to housing and services that supports their needs and promote independence.



	Issues	We will monitor the following indicators:	What policy and strategy will help to achieve these outcomes?
<p>Shared spaces – older people find public places welcoming, safe and accessible</p>	<p>The built environment and community spaces are accessible to older people.</p> <p>Accessible, clean and safe public toilets are available to older people.</p> <p>People feel safe when accessing shared spaces, without disproportionate fear of crime and are able to navigate roads and junctions safely.</p>	<p>Availability of public seating</p> <p>Number of falls/reported risk or fear of falling</p> <p>Number of public toilets.</p> <p>Number of businesses participating in Public Facilities Grant Scheme.</p> <p>People reporting feeling safe or unsafe in a variety of situations (National Survey for Wales).</p>	<p>Good Practice Guide to using surplus space in schools</p> <p>Ageing Well in Wales (Age-friendly communities /falls strand)</p> <p>Public Facilities Grant Scheme</p> <p>Active Travel Bill</p> <p>Libraries Inspire – draft strategic development framework</p>
<p>Living in the community – older people are able to participate and contribute in their communities and access services and amenities.</p>	<p>People can access shops and services.</p> <p>Access to community – run facilities.</p>	<p>Reported ease of accessing a range of local amenities (National Survey for Wales)</p> <p>Identify a measure of participation in cultural activities</p> <p>Age Cymru Community Calculator is a tool which enables older people to audit their local community on how 'age-friendly' it is.</p>	<p>Strategic Equality Plan</p> <p>Equality Impact Assessment and EU Structural Funds</p> <p>Advancing Equality Fund and Inclusion Grant</p> <p>Vibrant and Viable Places</p> <p>Rural Development Plan aims to ensure rural communities remain vibrant and offer people an excellent quality of life. It notes that the economies and public services in rural and urban Wales are inseparably linked.</p>

<p>Transport – Older people can access affordable and appropriate transport which assists them to play a full part in family, social and community life.</p>	<p>Access to safe and accessible public transport.</p> <p>Affordability through concessionary travel schemes.</p> <p>Parking – Blue Badge Scheme.</p> <p>Community transport schemes.</p>	<p>People reporting good or adequate access to public transport services (National Survey for Wales)</p> <p>Number of passenger journeys taken using the concessionary bus pass.</p> <p>Number of passenger journeys taken using the concessionary rail pass.</p> <p>Proportion of accessible bus stops and bus stops with adequate information about services.</p> <p>Number of Blue Badges on issue in Wales</p> <p>Number of community transport journeys.</p>	<p>National Transport Plan</p> <p>Active Travel Bill</p> <p>Blue Badge Action Plan – Extending eligibility of Blue Badge Scheme to people with cognitive impairments, e.g. dementias</p>
<p>Housing – older people are supported to live in homes and communities that are suitable for their needs</p>	<p>Effective services that can provide appropriate aids and adaptations to help people retain independence.</p> <p>Supported housing .</p> <p>Simpler and more effective arrangements for people who rent their homes .</p> <p>Housing improvements such as the Welsh Housing Quality Standard.</p> <p>Energy efficiency measures</p> <p>Availability of housing options for older people and appropriate support to move.</p> <p>Alternative housing models (including retirement communities, sheltered housing and extra care) and a variety of provision.</p>	<p>Number of Disabled Facilities Grants and reduced waiting times</p> <p>Number of units of support available for older persons and funded via Supporting People programme</p> <p>Number of people helped by Care & Repair services and Rapid Response Adaptations Programme</p>	<p>Housing White Paper</p> <p>Housing (Wales) Bill</p> <p>Renting Homes (Wales) Bill</p> <p>Park and Mobile Homes Bill</p> <p>Framework for Action on Independent Living</p> <p>Support for Care & Repair</p> <p>Supporting People Programme</p> <p>Nest and Arbed</p>

Chapter 3: Financial Resources

Poverty often results in poorer health outcomes for individuals. It can limit people's access to services and affect their ability to participate fully in society. There is a clear link between living on a low income and reduced healthy life expectancy.

It is vital that people are supported and encouraged to prepare appropriately for later life, and that they are given the right information and advice about the financial preparations they could make.

Financial security is important at all stages of life but poverty in later life is specifically associated with high levels of social isolation, poor health, insufficient social care, poor housing and lack of access to good financial advice and support. In addition, older age is associated with reduced opportunities to escape poverty or financial hardship, for example through employment or retraining.

Many older people in households under the poverty threshold will have been in this situation during their working lives, while for others the ageing process itself may reduce their income, for example through ill health, retirement, the costs of caring responsibilities, or bereavement.

Only some of the factors that influence financial security are devolved to the Welsh Government. Nevertheless there are actions we can take in Wales to support people to maintain decent incomes in later life.

Fuel poverty⁸ is a particularly important issue for older people due to physiological changes which can result in increased susceptibility to the cold and viruses.

There is a very real risk of a drain of skilled workers as the baby boomers (those aged 50-70) reach state pension age and leave the labour market. Older workers may be faced with a number of barriers to employment. Some have health issues; others may simply need to update their skills to reflect the current work environment. Workers with caring responsibilities need to balance the demands placed on them. In any case, a focus on retaining older workers is important for economic prosperity in Wales.

Older people told us that:

- It is unjust that the state pension falls below the poverty line and that many rely on means testing to supplement their income.
- Increasing costs are forcing those who have them to use savings, causing anxiety about how long they will last. Older people are cutting expenditure on food and fuel, giving up private transport and reducing social activities.
- Paying for energy is a particular issue for some older people. The increasing cost of heating a home can place a real strain on people's finances.
- They want more opportunities and support to find new employment. There is a perception that age discrimination lies behind difficulties some older people have in finding employment.

⁸ needing to spend 10% or more of household income on fuel to maintain a heating regime adequate to safeguard comfort and health Three main factors influence whether a household will be in fuel poverty: their income, energy prices and the energy efficiency of their home. Only the latter of these is within the powers of the Welsh Government



The evidence shows that:

- Older people are among those at highest risk of financial exclusion and least likely to claim their financial entitlements. Three quarters of older people report having no savings, just one in five have savings of up to £20,000, and only 2% have savings of £20,000 or more.
- Two-thirds of households headed by a person of pensionable age have an annual income of less than £15,600⁹.
- It is estimated that one third of people entitled to Pension Credit do not claim.
- Levels of poverty and social exclusion are highest amongst older (85+) women living alone. Pensioners living in a household headed by someone from an ethnic minority are also more likely to be in a low-income household¹⁰.
- Approximately 140,000 older households in Wales are estimated to be living in fuel poverty¹¹.
- Cold homes contribute to about ten per cent of the excess winter deaths among older people each year. The majority of deaths are among those aged 75 and over¹².
- Workers aged 50-65 make up over a quarter of the workforce.
- Older people who are unemployed are more likely to be in long-term unemployment (a year or more). Around 45% of unemployed people aged 50- 64 have been unemployed for a year or more compared to 30% for 18-24 year-olds and 38% for 25-49 year-olds¹³.

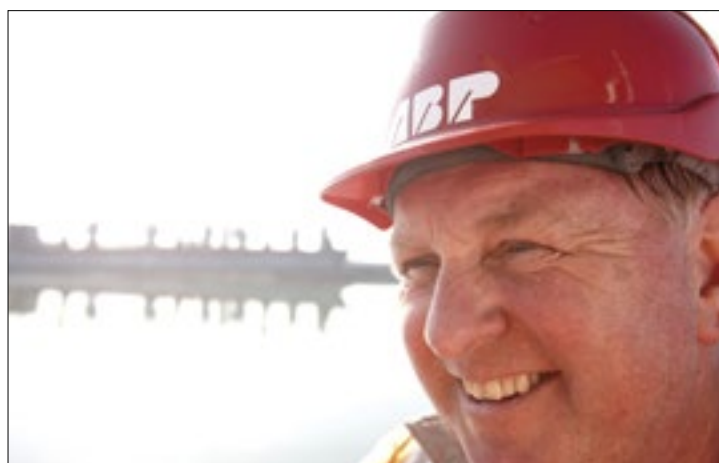
What outcomes do we want to achieve by 2023?

Pensions and other income – older people have an adequate standard of income and are receiving all the financial benefits to which they are entitled.

Energy – older people live in energy efficient homes and can afford to heat their homes to the temperature required to protect health.

Financial inclusion – older people can access appropriate financial advice and services, and are not over-indebted.

Employment – older people who want to work are able to do so and can access help with re-skilling and retraining.



⁹ Welsh Government, Living in Wales, 2008.

¹⁰ Pensioners, poverty and social exclusion, Patsios, D., Poverty and social exclusion in Britain: the millennium survey, 2006

¹¹ WELSH GOVERNMENT. Living in Wales 2008: Fuel Poverty 2010 www.assemblywales.org/qg11-0002.pdf

¹² In 2011/12 there were a total of 1,300 excess winter deaths in Wales

¹³ DWP Older Workers Statistical Information Booklet 2012. Between Q2 2008 and Q2 2012, the unemployment rate for 50 -64 year-olds increased by 1.8 percentage points from 3.0% to 4.8%.

	Issues	We will monitor the following indicators:	What policy and strategy will help to achieve these outcomes?
<p>Pensions and other income – older people have an adequate standard of income and are receiving all the financial benefits to which they are entitled.</p>	<p>Adequate income from state or private pension provision, savings and investments, or other financial entitlements.</p> <p>Benefits and entitlements advice and take-up that supports people to ensure that they receive all the financial support they are entitled to.</p>	<p>Number of older people living in persistent poverty in Wales. HBAI Report: Households below 60% median income and Material Deprivation</p> <p>JRF Monitoring Poverty and Social Exclusion</p> <p>Managing on finances and problems with debt (National Survey for Wales)</p> <p>Older people with no private income¹⁴</p> <p>Number of older people receiving their full financial entitlements (DWP)</p>	<p>Tackling Poverty Action Plan</p> <p>Council Tax Benefit arrangements</p> <p>Discretionary Assistance Fund</p> <p>Funding to local authorities in Wales to carry out activities that encourage Council Tax and Housing Benefit take-up.</p>
<p>Energy efficiency – older people live in energy efficient homes and can afford to heat their homes to the temperature required to protect health.</p>	<p>Fuel poverty (needing to spend 10% or more of household income on fuel to maintain a heating regime adequate to safeguard comfort and health).</p> <p>Energy efficiency of homes.</p> <p>Excess winter deaths.</p> <p>Accessing affordable and appropriate energy tariffs, including for households not on the mains gas network.</p>	<p>Numbers of older people in fuel poverty (new measure needed to replace Living in Wales)</p> <p>Number of homes receiving improvement measures</p> <p>Number of excess winter deaths (ONS)</p>	<p>Fuel Poverty Strategy</p> <p>Nest and Arbed Schemes</p>

¹⁴ THE POVERTY SITE. Older people with no private income <http://poverty.org.uk/w65/index.shtml?2>

<p>Financial inclusion – older people can access appropriate financial advice and services, and are not over-indebted.</p>	<p>Access to appropriate financial products, services and advice.</p> <p>Affording essentials such as food and energy.</p> <p>Levels of debt.</p> <p>Financial skills and literacy.</p>	<p>Number of older people receiving their full financial entitlements (DWP)</p> <p>Number of older people accessing credit union facilities</p> <p>Number of older people accessing Moneyline Cymru services</p>	<p>Financial Inclusion Strategy</p> <p>Funding for CAB</p> <p>Credit Unions</p> <p>Moneyline Cymru</p> <p>Communities First</p>
<p>Employment – older people who want to work are able to do so and can access help with reskilling and retraining.</p>	<p>Support for individuals to work beyond state pension age if appropriate.</p> <p>Flexible working arrangements to combine work with other issues such as caring responsibilities, or long-term health conditions or disability.</p> <p>Access to appropriate job and skills (re-) training</p> <p>Appropriate support programmes to help people over 50 into work or to find new roles.</p> <p>Tackling age discrimination against older employees and job seekers</p> <p>Volunteering opportunities</p> <p>The health, work and well-being agenda is set against a backdrop of an ageing workforce.</p>	<p>Number of people in work between 50 and state pension age and over state pension age (Labour market statistics, ONS).</p> <p>Labour Force Survey</p> <p>Number of older people accessing skills and training opportunities through Job Centre Plus and others.</p> <p>Number of people over 50 on long-term claimant count (DWP)</p> <p>Levels of perceived age discrimination in employment reported amongst people aged 50 and over.</p> <p>The proportion of people aged 50+ who lost their last job due to ill health.</p> <p>The self reported health status of the working age population aged 50+.</p>	<p>Wales Economic Growth Fund</p> <p>Skills Growth Wales</p> <p>Workforce Development Programme</p> <p>Older People’s Skills Strategy being developed</p> <p>Carers Strategy</p> <p>The Health, Work and Well-being Action Plan for Wales 2011-2015</p>

Appendix 1

The Strategy for Older People in Wales – A History

The Strategy for Older People was first launched in 2003 to address the issues and aspirations of people aged 50 and over living in Wales. The Strategy is grounded in ageing as a positive concept.

The first and second phases of the strategy have raised the debate and led to the introduction of a range of programmes to address the needs of older people in Wales. It has benefitted from cross party support and a focus on ageing across the Welsh Government in support of a third phase.

The first two phases of the Strategy (2003 – 2013) sought to raise awareness of the needs of older people and identify the structures that needed to be put in place to enable the voice of older people to be heard. Over the last 9 years the Strategy has yielded many successes. These include:

- A Commissioner for Older People
- A Ministerial Advisory Group on Ageing
- A Deputy Minister with special responsibility for older people
- Free bus passes
- Free swimming
- Free prescriptions
- £50 maximum weekly charge for home care.
- Intergenerational Strategy for Wales

However the main success that the Strategy could claim is the mechanisms and structures that have been established at local and national level that allow public services to find and hear the voice of older people, and allow older people to be involved in the decisions that affect their daily lives. There is at a national level a Ministerial advisory group on ageing – made up of older people and their representatives, and an all-Wales Older People's Senate.

At local level each local authority has an elected member champion for older people, a co-ordinator who is a paid officer and "50+" fora. This is unique in Wales and has been a major contributor to the success of key Welsh Government Strategies where older people have had a say, such as Digital and Financial Inclusion.

The Strategy for Older People in Wales has received significant positive recognition and acclaim nationally and internationally. For example, the Institute of Public Policy Research (IPPR) in its report 'Policies for Peace of Mind? – Devolution and older age in the UK' found that:

"The Welsh approach seems to be the most coherent long term commitment to improving the position of older people of any administration in the UK in the last decade...the Welsh Strategy appears the most likely of any to ensure a continuing high profile for older people's issues across many policy areas and at a local level."

The focus of the Strategy for Older People on those in the 50+ age group has been the subject of much discussion, as there is a reluctance to be described as old at that age. In addition by explicitly referencing an age it implies that the Strategy has equal resonance with an age group potentially spanning over 50 years.

The fact remains that we cannot dispute that society is ageing: the proportion of older people in Wales is the highest among the UK nations and this will continue to be the case for the next 20 years.

However, if our ambition for ensuring older people in Wales live happy, long and fulfilled lives is to be realised we must stop using just age as an arbiter of an individual's needs. We must instead look at people and their individual capabilities and ambitions. This is not a matter of treating everyone in the same way, but it does require challenging long-established perceptions about age and ageing that affect some more than others.

Appendix 2

Welsh Government programme of change for Health and Social Care

Sustainable Social Services and Together for Health make it clear that a step change in integrating services, particularly for frail older people with complex needs, is an urgent necessity. The **Social Services and Well-being (Wales) Bill** will therefore extend the duty on social services and the NHS to collaborate in the delivery of integrated services, including the expectation of the use of pooled budgets and other flexibilities.

Delivering Local Integrated Care - This Plan sets out a compelling vision for success and challenges each organisation to plan and deliver high quality services in partnership. It puts those working in primary and community services in the driving seat to influence the shape of local services, to best meet the needs of their community. The Plan also includes a focus on "self care" - providing support for people to adopt and maintain healthy lifestyles, as well as empowering them to manage and minimise the impact of long-term conditions on their day-to-day life. A single phone number will be developed so people can ring for information and advice at any time.

The Welsh Government is developing a **Framework for Integrated Health and Social Care**, with an initial focus on older people with complex needs. The framework will set out requirements for significant increase in the use of joint budgets for older people's services, single management arrangements for integrated services and robust governance and accountability arrangements.

The refreshed **Carers Strategy for Wales**, which will be published during Carers Week in June 2013, will provide a framework within which agencies across Wales can work together to deliver services and support to carers, promote and share good practice, and find innovative and sustainable ways of supporting carers more effectively. It sets out the key actions the Welsh Government is taking to support regional and local partners in delivering better outcomes for carers.

Social care

We are undertaking an ambitious programme of reform in social services through **Sustainable Social Services for Wales**, our vision and programme for transformational change in social services, and the **Social Services and Well-being (Wales) Bill** will provide the legal framework for the delivery of this change. In all our plans for social services we are seeking to provide individuals with a stronger voice and real control. The starting point is enabling individuals to understand fully how care and support may help them.

Through the **Social Services and Well-being (Wales) Bill** we are introducing a right for people to access information, advice, and assistance about services. It will enable us to introduce a portable assessment of need and will give Welsh Ministers the powers to establish a national eligibility framework for services. The Bill will also strengthen the rights of unpaid carers. These measures will drive the creation of a more coherent framework for services and to improve consistency of access to services.

We are also developing further reforms to how we pay for care in Wales. The Welsh Government has a long standing commitment to a system of paying for social care that is fair, affordable and sustainable in the long term and we have already introduced a weekly maximum charge of £50 for all the community based social care services a person receives. Further reforms will build upon these principles and the action already taken. We have undertaken extensive consultation with a wide range of stakeholders to find out what kind of system would command broad public support here and we published a report of the Welsh Government's Stakeholder Advisory Group on paying for care in March 2013.

Health care

Together for Health is the five year vision for the NHS in Wales. It is based around community services with patients at the centre, and places prevention, quality and transparency at the heart of healthcare. Together for Health outlines the challenges facing the health service and the actions necessary to ensure it is capable of world-class performance. It recognises that demographic change, including a rising older people population, and tackling inequalities in health as factors driving the need for reform. This vision includes commitments to modernise services and provide much more services, care and support at or as close to home as possible, address health inequalities, and improve the quality and co-ordination of care. The Welsh Government has developed the Local Integrated Care Plan to support Health Boards, local government and their partners. For those older people with complex needs, we have developed a Framework for Integrated Health and Social Services.

We published **Safe Care, Compassionate Care** in February 2013. This is about roles and responsibilities and what needs to be in place to seek and provide assurance about the quality and safety of healthcare services. The Francis Report on the Mid Staffordshire NHS Foundation Trust clearly highlights the need for the voice of the patient, and of staff, to be heard and listened to. This is especially so for older people who make up the vast majority of our patients. We will publish our response to the Francis Report in July 2013.

The **National Dementia Vision for Wales** was launched in February 2011. It sets out a vision for developing high quality services for people with dementia and to create 'Dementia Supportive Communities'. To do this requires a change in attitudes towards dementia at all levels of society, which reflect the challenge of demographic change and the impact of dementia. It is our priority to develop more closely integrated services, more comprehensive programmes of care and a greater awareness and understanding of the needs of people with dementia and those close to them, such as their families, friends and carers. The Vision is part of Together for Mental Health, the Welsh Government's mental health and well-being strategy.

We are introducing a programme of annual **health checks for people aged over 50** from the end of 2013. This will help support and empower people aged over 50 to have greater control over their own health and well-being. It will support the important concept of 'ageing well' and help to improve people's access to high quality health information, advice and services. The programme will provide a modern online gateway to prevention and health information services in Wales, helping people aged over 50 to make choices to support better health and well-being. It will be supplemented by forms of community based support in order to maximise participation across the range of communities.

Within the **Together for Health** overall vision for the NHS, the Welsh Government has issued delivery plans for major health services relevant to older people. In addition to **Together for Mental Health**, we have published a **Cancer Delivery Plan, Cardiac Delivery Plan, a Stroke Delivery Plan** and a **National Oral Health Plan**, and others have been issued in draft for consultation including a **Diabetes Delivery Plan**, and **Eye Care Health Plan**. We are developing a **Neurological Conditions Delivery Plan**. We have also consulted on our **Public Health Green Paper** which explored support and ideas for a possible future **Public Health Bill for Wales**.

Since 2007 Age Cymru has delivered The **Healthy Ageing Programme**, funded by Welsh Government, which is aimed at addressing the health needs of older people. The individual components of the programme are **Ageing Well Physical Activity Initiatives**, and **Gwanwyn. Ageing Well** is a peer health mentor model, whereby people aged 50 and over are trained to act as Ageing Well volunteers to deliver key health improvement messages to their peers. The Ageing Well work is underpinned by national campaigns delivered by Age Cymru around topics such as Sexual Health, Falls Prevention and Keep Well This Winter.

The **Healthy Ageing Programme** also delivers Physical Activity Initiatives such as 'Nordic Walking' and 'Low Impact Functional Training (LIFT)'. Participants in 'Nordic Walking' walk using a pair of lightweight specially designed poles that provide support while also increasing the effectiveness of the exercise. LIFT is a physical activity initiative designed for the less active and frailer older people. The Gwanwyn component of the **Healthy Ageing Programme** promotes the participation of older people in the arts throughout the year leading up to a national annual festival held each May across Wales. The aim is to enhance the mental and emotional health and well-being of older people in Wales by enabling engagement with artistic and creative activity.

In April 2013 the Welsh Government published, **Together for Health – Delivering end of life care**. The plan sets out the next steps for improving end of life care in Wales; it also recognises the need for us as a nation to improve our attitude to death. Death must not be a taboo subject; to ensure good quality end of life care and to support those we leave behind we must be prepared to talk about our wishes at the end of life.

Specific aims of the plan include improving training for health professionals delivering end of life care in the community, delivering training to improve communication skills to enable discussions about the end of life with individuals and their families, and supporting people wherever they choose to die.

The views of individuals about their care will be sought and fed back to ensure continuous improvement in end of life care.

The plan builds on the achievements of the Palliative Care Implementation Board over the last five years, which include ensuring every Health Board can access specialist palliative care 24 hours a day 7 days a week, delivering education programmes for GPs and nursing home staff and ensuring care pathways put the views of the patient and their relative at the centre of care.

The **1000 Lives Plus** programme continues to work with organisations to improve safety and quality in the NHS by spreading and embedding good practice. In January 2013, the programme published a white paper, '**Driving Improvement, Providing Assurance**', which incorporates learning from mortality and harm reviews in NHS Wales. The Welsh Government, in conjunction with **1000 Lives Plus** and **Public Health Wales**, continues to work with NHS organisations to share data and outcomes and promote a consistent approach towards monitoring mortality across Wales.

The Welsh Government's dedicated **dementia advice line** is available on a 24/7 basis, 365 days a year and provides emotional support to those diagnosed with dementia and carers, family members and friends.

£1.5 million has been made available for a **Young Onset Dementia Service** across Wales and to expand **Older People Community Mental Health** services – funding has been agreed with HBs (charged with implementation) and appointments are in progress.

Approximately £250k has been made available to fund the **Dementia Services Developmental Centre** to review, develop and deliver training and raise awareness around dementia care.

To better understand the causes of dementia we fund the **Wales Neurodegenerative Disease and Dementia Research Network** and the **MRC Centre for Neuropsychiatric Genetics** and Genomics at Cardiff University.

Work is ongoing to improve the care of people with dementia in general hospital settings. Progress will be monitored using established **Dignity in Care** monitoring mechanisms. This relates to work on intelligent targets, which are reinforced in the Annual Quality Framework for NHS performance management.

Further developments include a new £25m Adult Acute and EMI (Elderly Mentally Ill) unit at Wrexham Maelor and a new £56m EMI Unit for Cardiff and Vale located at Llandough. £29m was invested to develop the new 42-bed acute and community Angleton clinic, Glanrhyd Hospital, Bridgend. Further investment in excess of £100m is planned in Cardiff and Swansea.

A **Heat Wave Plan for Wales** was introduced for the summer of 2009 and subsequently updated, as necessary, for the summers of 2010, 2011 and 2012. In tandem with this, the Welsh Government entered into an annual Heat-Health Watch alert system contract with the MET Office to receive notification of heat alerts during the period 1 June to 15 September each year. This alert system ensures the Welsh Government and other key stakeholder bodies across Wales receive notifications of impending periods of hot weather and heat wave periods enabling them to respond accordingly.

Updated versions of the Heat Wave Plan for Wales, and its three associated leaflets "A guide to looking after yourself and others in hot weather", "Advice for Health and Social Care Professionals" and "Advice for Care Home Managers and Staff", were completed for summer 2012.

Free **seasonal flu vaccination** is available every year to everyone 65 years old and over. People in this age group are at greater risk from the effects of seasonal flu which can result in serious illness or death.

In September 2013 the Welsh Government will introduce a **shingles vaccination programme** to protect those over 70 from the effects of this disease. The risk of contracting shingles, and the seriousness of the effects, increase with age.

Appendix 3

Ageing Well in Wales ©2012 Programme

Ageing Well in Wales is the legacy commitment to the European Year of Active Ageing and Solidarity between Generations.

The European Commission (EC) coordinates a European Innovation Partnership for Active Healthy Ageing (EIPAH). The Partnership aims to increase by 2 the average number of healthy life years in the EU by 2020. With targeted action across prevention, care and independent living and environments, *Ageing Well in Wales* is participating in this Partnership.

Through the link to EIPAH, and using the framework of *Ageing Well in Wales*, the NHS and other agencies will participate across all the themes of the EIPAH action groups to find solutions for tackling national challenges. Wales is recognised by the EC as a reference site for innovation and collaboration for active healthy ageing.

The *Ageing Well in Wales* five year strategic programme has been designed to improve the lives of older people and specifically to target high impact areas for preventing ill health, social isolation and improving independent living. The programme gives a strong strategic impetus to local and national initiatives through coherent, joined up action. By creating an integrated single approach it will increase the speed of change in Wales and we will be able to promote our innovation to external partners.

Ageing Well in Wales is a unique partnership programme that will harness local innovation across Wales, engaging with communities, agencies and existing schemes. It will turn local priorities and projects into national strategic action that makes a real difference to older people now and for those who are growing older. One of its unique features is the close links the programme is building with partners in Europe who are working on similar action to transform services and respond to global ageing through implementation of better joined up policy and practice.

The programme has started to develop proposals for EC funding bids around three priority themes that are strongly aligned to the key themes of Phase 3 of The Strategy for Older People in Wales.

1. Supporting the creation of sustainable age friendly communities.

Ageing Well in Wales will establish a national thematic network that will support agencies to make the necessary changes, plan better for the future and learn from and adapt the work of the World Health Organisation initiatives on Healthy Cities and Age-friendly communities.

It is vital that communities and environments become more age friendly so that older people are able to engage in daily living and enjoy social contact and activities. There is a growing knowledge base of what works to secure an age friendly shopping centre, high street or town, and even entire cities and counties.

2. Dementia supportive communities and places

Ageing Well in Wales will work with the Alzheimer's society (England and Wales), Alzheimer Scotland, and taking into account the Joseph Rowntree Foundation's UK wide programme – Dementia without Walls, the programme will support agencies who want to adapt quickly to the predicted trends and ultimately make Wales a good place to live if you have dementia.

One of the challenges facing the ageing population is undoubtedly the rise in number of people who will live with dementia.

3. Prevention of Falls

Ageing Well in Wales has identified the importance of reducing the impact and number of falls as a national issue that requires a coherent response.

Alongside poverty and social isolation (both linked) the fear of falling is reported as a key concern for older people and a major contributing factor to their social isolation.

Future themes: increasing employment opportunities for people aged 50+

Ageing Well in Wales will be developing this theme in collaboration with the National Partnership Forum, the Ministerial Advisory Group on Ageing.

Providing people who are 50+ with the same chances as anyone else to gain employment and retrain will be vital if Wales is to remain competitive. By adopting more widespread practices for positive healthy ageing, people will have better prospects for remaining in work, giving employers a competitive advantage.

National strategic partners: The programme is chaired and hosted within the Office of the Commissioner for Older People in Wales, working with the participation of and support from NHS in Wales, Public Health Wales NHS Trust, Welsh Local Government Association, Age Alliance Wales, Welsh Government, OPAN research network, Beth Johnson Foundation, the Alzheimer's Society and the National Partnership Forum (Ministerial Advisory Group on Ageing).