



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

**County Hall  
Rhadyr  
Usk  
NP15 1GA**

**20 Mehefin 2014**

**20<sup>th</sup> June 2014**

**Notice of meeting:  
Monmouthshire County Council**

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

**Thursday 26<sup>th</sup> June 2014, at 2.00pm  
Council Chamber, County Hall, Rhadyr, Usk**

***Dydd Iau 26 Mehefin 2014, am 2.00yp  
Siambwr 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.*

<b>Item No</b>	<b>Item</b>
<b>1.</b>	<b>Apologies for absence.</b>
<b>2.</b>	<b>Chairman's report and receipt of petitions.</b>
<b>3.</b>	<b>To receive declarations of interest.</b>
<b>4.</b>	<b>To confirm and sign the minutes of the following meeting: (a) Annual Meeting 13<sup>th</sup> May 2014 (b) Council Meeting 15<sup>th</sup> May 2014 (c) Extraordinary Council Meeting 23<sup>rd</sup> May 2014</b>
<b>5.</b>	<b>Public Forum items (none received).</b>

<p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p>	<p><b>To receive the minutes of the following meetings:</b></p> <p>(a) Standards Committee 7<sup>th</sup> March 2014</p> <p>(b) Internal Monitoring Board 29<sup>th</sup> April 2014</p> <p>(c) Democratic Services Committee 12<sup>th</sup> May 2014</p> <p><b>Notices of motion</b></p> <p><b>(a) Submitted by County Councillor A. Easson</b></p> <p><i>“Monmouthshire County Council has a policy prohibiting the use of cigarettes and other tobacco products in Council buildings and on Council property .This Council does not have a policy that applies to e- cigarettes. Therefore I move the following motion:</i></p> <p><i>“That this Council takes appropriate advice and determines the prohibition or otherwise , the use of electronic nicotine aid devices ( E-cigarettes ), in and on Council property”.</i></p> <p><b>(b) Submitted by County Councillor D. Blakebrough</b></p> <p><i>“That this council signs up to achieving the White Ribbon Status Award. In doing so Monmouthshire County Council will demonstrate its commitment to the aims of the White Ribbon Campaign. It will be a proactive and timely response to the Violence Against Women, Domestic Abuse and Sexual Violence Bill (Wales) out this month, which recommends that organisations show leadership and accountability in tackling domestic abuse and sexual violence through long term strategic action”.</i></p> <p><b>(c) Submitted by County Councillor D. Batrouni</b></p> <p><i>“That this Council wholeheartedly supports the Free School breakfast policy; thanks the Welsh Government for implementing it; recognises the tremendous positive impact it has had on families and children’s learning in the classroom; is disappointed the Conservative and Liberal groups want to introduce a charge for the childcare element of it; believes any charging associated with the policy is a retrograde step; and therefore asserts that this policy, or anything akin to it, is permanently dropped.”</i></p> <p><b>Report from the Chief Officer Social Care and Health</b> Annual Report of the Chief Officer Social Care and Health</p> <p><b>Report of the Head of Policy and Partnerships</b> Monmouthshire Engagement Framework</p> <p><b>Reports of the Head of Improvement and Democracy</b></p> <p>(a) Appointment of Audit Committee</p> <p>(b) Member Review and Development</p> <p><b>Report of the Monitoring Officer</b> Representation of Political Groups - Review</p> <p>To appoint the Chairman and Vice Chairman of the Licensing and Regulatory Committee</p>
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13.

**Members' questions**

**(a) From County Councillor P. Farley to County Councillor P. Fox**

*"Are the Leader and members of the Cabinet aware that the rates of people diagnosed with malignant melanoma, the most serious form of skin cancer, are now five times higher than 40 years ago, according to figures recently announced by Cancer Research UK? More than 13,000 people are now developing the disease every year compared with around 1,800 in 1975. The latest incidence rates show around 17 people in every 100,000 are diagnosed with malignant melanoma in Great Britain every year. This is compared to just over 3 per 100,000 in the mid 1970's. The dramatic rise is partly down to an explosion in package holidays to Europe dating from the late 60s and the increasing popularity of the "must-have" tan often achieved only after damaging sunburn. The boom in sunbed use has also helped to fuel the increase in skin cancer.*

*What measures are Cabinet members taking, within their portfolios and in partnership with other organisations, to reduce the risk of malignant melanoma for the residents of Monmouthshire of all ages and the Council's employees and can members be assured specifically that the Council is taking active steps to enforce The Sunbeds (Regulation) Act 2010 (Wales)?"*

**(b) From County Councillor D. Batrouni to County Councillor E. Hackett Pain**

*"Can she give Council an update on the SEN transport budget saving proposal?"*

**(c) From County Councillor R. Hayward to County Councillor B. Jones**

*"On 30th May all Councillors received an e mail from Roger Hoggins concerning revised bus services in Chepstow and Monmouth. In the text was the statement ' There are some alterations to times but the level of service remains largely intact at no extra cost'. This was good news and the fact that I could not open the attachments was no problem.*

*Following complaints about rumours circulating of severe cuts in the W4 service to Osbaston I have obtained a copy of the new timetable and am appalled that the frequency of service to Osbaston has been reduced from 11 trips a day to 7 trips a day. In addition the first bus from Osbaston does not leave until 9.07 in the morning (instead of 8.07) which means that schoolchildren or people going to work now have no public transport option available to them. There is also a two hour gap in the middle of the day with no service at all.*

*The level of service has not largely remained intact and is disadvantaging a large part of the population of Monmouth particularly the elderly who rely on this service. Will you please take this problem up with officers and restore the service to the levels that have existed for some time."*

**Paul Matthews  
Chief Executive  
Prif Weithredwr**

## **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.



## Agenda Item 2

Date	Engagement
Saturday 17 <sup>th</sup> May 7 p.m.	Concert Pontnewydd Male Voice Choir St Mary's Priory Church, Abergavenny
Wednesday 21 <sup>st</sup> May 7.30 p.m.	Girlguiding Gwent Annual Review Redwick Village Hall, Caldicot
Sunday 25 <sup>th</sup> and 26 <sup>th</sup> May Gates open 10 a.m. – 5	Abergavenny Steam Rally Bailey Park
Thursday 29 <sup>th</sup> May	RFCA for Wales Annual Briefing Cophthorne Hotel, Cardiff
Sunday 1 <sup>st</sup> June 11 a.m.	Abergavenny Civic Service St Mary's Priory Church
Tuesday 3 <sup>rd</sup> June	Royal Garden Party Buckingham Palace
Wednesday 4 <sup>th</sup> June 7 p.m.	Chepstow Bridge – 200 <sup>th</sup> Anniversary Celebrations Beaufort Hotel, Chepstow
Friday 6 <sup>th</sup> June 7 for 7.30 p.m.	Supper Party Bishopstow, Newport
Saturday 7 <sup>th</sup> June 7 pm	70 <sup>th</sup> Anniversary of D-Day Concert St Mary's Priory Church Abergavenny
<b>Sunday 8<sup>th</sup> June</b>	<b>MCC Civic Service</b> <b>St Marys Priory Church, Abergavenny</b>
Wednesday 11 <sup>th</sup> June 9.45 for 10 am	Gwent Police- visit to Gwent Police HQ at Cwmbran for presentations and lunch
Thursday 12 <sup>th</sup> June 10 am	Bees For Development – opening of refurbished offices and launch of Monmouthshire Honey Hub
Friday 13 <sup>th</sup> June 7 pm	Licensing Service for Fr. Mark Soady St Mary's Priory Church, Abergavenny
Saturday 14 <sup>th</sup> June 10 a.m. onwards	Gwent Young Farmers 'County Rally 2014' Ruperra Home Farm, Lower Machenm Newport
Sunday 15 <sup>th</sup> June 12 noon	AHRC Performing Abergavenny Project - 'Picnic at the Pool'
Sunday 15 <sup>th</sup> June	Usk Town Council Civic Service
Tuesday 17 <sup>th</sup> June 12.45 p.m.	The Young Enterprise Wales Finals 2014 Sherwood Theatre, Cardiff
Wednesday 18 <sup>th</sup> June 7.30 p.m.	Monmouthshire Scout Annual General Meeting Presentation and Awards
Thursday 19 <sup>th</sup> June 12 for 12.30 p.m.	Royal Ascot Ladies Day Chepstow Racecourse

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the Annual Meeting of Monmouthshire County Council held at  
County Hall, Usk, on Tuesday 13<sup>th</sup> May 2014 at 5.00pm**

**PRESENT:** County Councillor D. Dovey (Chairman)

County Councillors: D. Batrouni, Mrs. D. Blakebrough, G.C. Burrows, P.R. Clarke, D.L.S. Dovey, G.L. Down, A. Easson, D.L. Edwards, Mrs R.M. Edwards, D.J. Evans, P.A. Fox, J. George, R. J. W. Greenland, Mrs. L. Guppy, Mrs. E. J. Hacket Pain, R.G. Harris, M. Hickman, R.J.Higginson, P.A.D. Hobson, G. Howard, D.W.H. Jones, Mrs. P. Jones, Ms. S. Jones, S.B. Jones, P. Murphy, J.L. Prosser, Mrs V. Smith, B. Strong, Mrs. F. Taylor, Mrs. P.A. Watts, Mrs. A.E. Webb, Mrs S. White, K.G. Williams and A.M. Wintle.

**OFFICERS IN ATTENDANCE:**

Mr P Matthews	Chief Executive
Mr S.M.W. Andrews	Monitoring Officer
Ms S. McGuinness	Chief Officer: Schools and Learning
Ms K. Beirne	Chief Officer: Enterprise
Mr R. Tranter	Head of Legal Services
Mrs T. Harry	Head of Improvement & Democracy
Mrs S. King	Senior Democratic Services Officer

**1 APOLOGIES FOR ABSENCE**

These were received from County Councillors J.E. Crook, R.J.C. Hayward, S.G.M. Howarth, J.I. Marshall, A.C.Watts and K.G. Williams.

**2 ELECTION OF CHAIRMAN**

The Chairman, County Councillor D. Dovey addressed the council and thanked all who had supported him during his year of office, particularly Mrs S. Dovey, his consort, his chaplain Rev. C. Blanchard and his staff. The Chairman referred to the privilege of serving the people of Monmouthshire as Chairman and referred to some of his highlights of his year of office, including royal meetings; Armistice Day and many charity functions. To date a total of £5,000 had been raised for the Chairman's charities, which would be divided equally between NSPCC and Age Cymru.

The Leader of the Council, County Councillor P.A. Fox; the Leaders of the Political Groups, County Councillors D. Batrouni, County Councillor G. Down on behalf of S.G.M. Howarth, and P.A.D. Hobson, thanked the Chairman and his consort for their work as ambassadors for the Council in difficult circumstances.

It was moved by County Councillor P.A. Fox, duly seconded and resolved, that County Councillor J.L. Prosser be elected as Chairman of the County Council for the Civic Year 2014/15.

It was moved by County Councillor P.A.Fox, duly seconded by Murphy, and resolved, that County Councillor J. Prosser be elected as Chairman of the County Council for the Civic Year 2014/15.



**Minutes of the Annual Meeting of Monmouthshire County Council  
Dated 14th May 2013 - continued**

County Councillor Prosser made and signed the Declaration of Acceptance of Office, was invested with his Chain of Office by the outgoing Chairman, and took the Chair.

The newly elected Chairman thanked members, officers and his family for their support, and announced that Heather Dash would be his consort; Rev. Mark Soady his Chaplain; and that his charities would be Welsh Warrior The Richard Hunt Foundation and Macmillan Cancer Care and Support, Gwent.

The Chairman then presented the outgoing Chairman with the Past Chairman's Badge of Office.

**3 APPOINTMENT OF VICE CHAIRMAN**

It was moved by County Councillor R.J.W. Greenland, and seconded, that County Councillor B. Strong be appointed as Vice Chairman of the County Council for the Civic Year 2014/15.

It was moved as an amendment by County Councillor D Batrouni, and seconded, that County Councillor R.J.Higginson be appointed as Vice Chairman of the County Council for the Civic Year 2014/15.

On being put to the vote the following votes were cast:

For County Councillor Higginson: 12 votes

For County Councillor Strong: 22 votes

We resolved that County Councillor B. Strong be appointed as Vice Chairman of the County Council for the Civic Year 2014/15.

County Councillor Strong made and signed the Declaration of Acceptance of Office, was invested with his Chain of Office by the Chairman, and took his position as Vice Chairman.

The Vice Chairman thanked members for their support and offered his support to the newly elected Chairman. The Vice Chairman's Consort would be Mrs Mary Strong.

The programme concluded with the presentation of the Chain of Office to the incoming Chairman's Consort, Heather Dash, of a pendant to the outgoing Chairman's Consort, Mrs Stephanie Dovey and of the Chain of Office to the incoming Vice Chairman's Consort, Mrs Mary Strong.

**4 DEFERRAL OF BUSINESS**

We resolved that the remaining items of business be deferred to the meeting of the County Council to be held on 15<sup>th</sup> May 2014.

**The meeting ended at 6.00 p.m.**

**Minutes of the meeting of Monmouthshire County Council held  
at County Hall, Usk on Thursday 15<sup>th</sup> May 2014 at 2.00 p.m.**

**PRESENT:** County Councillor J. Prosser (Chairman)  
County Councillor B. Strong (Vice Chairman)

County Councillors: D. Batrouni, Mrs. D. Blakebrough, G.C. Burrows, R.F. Chapman, P.R. Clarke, D.L.S. Dovey, G.L. Down, A. Easson, D.L. Edwards, Mrs R.M. Edwards, D.J. Evans, P.S. Farley, P.A. Fox, R. J. W. Greenland, Mrs. L. Guppy, Mrs. 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, Mrs. P. Jones, Ms. S. Jones, S.B. Jones, R.P. Jordan, J.I. Marshall, P. Murphy, Mrs. M. Powell, Mrs. V.E. Smith, B. Strong, Mrs. F. Taylor, A.C. Watts, Mrs. P.A. Watts, Mrs. A.E. Webb, Mrs S. White and A.M. Wintle.

**OFFICERS IN ATTENDANCE:**

Mr P. Matthews	Chief Executive
Mr S.M.W. Andrews	Monitoring Officer
Ms K. Beirne	Chief Officer Regeneration and Culture.
Ms G. Cox	Service Manager, Children's Services.
Mrs. T. Harry	Head of Democracy and Regulatory Services
Ms S. McGuinness	Chief Officer, Children & Young People.
Mr W. Mclean	Head of Policy and Engagement.
Mrs J. Robson	Head of Finance/Section 151 Officer
Mrs E. Tapper	Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor J.E. Crook, J. George and K.G. Williams.

Apologies for absence were also received from Mr S. Burch, Chief Officer, Social Care and Health.

**2. CHAIRMAN'S ANNOUNCEMENTS AND PETITIONS**

- The Chairman informed the Council that an invitation would be extended to a Monmouthshire cadet to attend future Council meetings as his guest.
- The Cabinet Member for Highways informed the Council that a deck abutment on bridge 898 on the R136, Caerwent to Dewstow Road had been severely scoured on 14<sup>th</sup> May 2014, leaving the bridge deck unsupported and dangerous on one side. We heard that an engineer was due to meet with a contractor to arrange temporary repair works to enable the bridge to reopen to light traffic. Following completion of the temporary remedial works a further assessment would be undertaken to establish the long term stability of the structure and the permanent repair required.

**Minutes of the meeting of Monmouthshire County Council dated Thursday  
15th May 2014 continued**

**3. DECLARATIONS OF INTEREST**

County Councillor P.R. Clarke declared a personal interest pursuant to the Members Code of Conduct, Local Government Act 2000, as personal acquaintance of applicant. Minute item 16: Standards Committee Appointment of Community Committee Member

County Councillor D.L.S. Dovey declared a personal, non – prejudicial interest pursuant to the Members Code of Conduct Local Government Act 2000, within the capacity of governor at Mounton House School. Minute item 23: Annual Report Chief Officer Children and Young People – Additional Learning Needs.

County Councillor P.A. Fox declared a personal, non – prejudicial interest pursuant to the Members Code of Conduct Local Government Act 2000, with regard to Mounton House School. Minute item 23: Annual Report Chief Officer Children and Young People.

County Councillor A. Easson declared a personal, non – prejudicial interest pursuant to the Members Code of Conduct Local Government Act 2000 within the capacity of governor at Ysgol Y Ffin. Minute item 23: Annual Report Chief Officer Children and Young People – School Budgets.

**4. MINUTES**

We resolved that the minutes of the meeting of the County Council held on 10<sup>th</sup> April 2014 be approved as a correct record and signed by the Chairman, subject to the following amendments:

• **Present (page 1):**

Request to add County Councillor Peter Clarke to the list of Members present.

• **Item 4 Minutes (page 2):**

Amend “*Page 8 - County Councillor L Guppy declaration of interest. Delete Monmouthshire Comprehensive School change to Ysgol Y Fin*” to read:

Page 8 – County Councillor L. Guppy declaration of interest. Delete **Monmouth Comprehensive School change to Ysgol Gyfun Gwynllyw.**

• **Item 7 Notice of Motion (page 4):**

Amend “*Council were asked to endorse motion and call on Welsh Government to implement marine litter strategy*” to read:

“Council was asked to endorse **the** motion and call on Welsh Government to implement **the** marine litter strategy. **The motion was carried unanimously.**”

County Councillor G.L. Down requested confirmation that the Minister had been contacted regarding progress against the pilot scheme for coast care officers, tidy towns and the action plan. The Democratic Services Officer agreed to clarify.

**Minutes of the meeting of Monmouthshire County Council dated Thursday  
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Amend *“It was highlighted that the motion related to the implementation of a marine strategy and it was hoped that sensitive habitat and funding issues would be addressed”* to read:

“It was highlighted that the motion related to the implementation of a marine **litter** strategy and it was hoped that sensitive habitats and funding issues would be addressed”

**Item 8 Recommendation from Cabinet: Caldicot 3G Pitch Project (page 8):**

*“In response to member concerns, we were informed that infrastructure support was acceptable use of S106 monies. The course of action for Magor/Undy related to community developed scheme with MUSLA and bids had been submitted to the big lottery fund. Whole place plan and mechanisms were in place to progress the issues”*

“In response to member concerns, we were informed that infrastructure support was acceptable use of S106 monies. The course of action for Magor/Undy related to community developed schemes with MUSLA and bids had been submitted to the big lottery fund. Whole place **planning and mechanisms are currently not in place but need to be implemented”**

County Councillor R.F. Chapman requested an update regarding concerns expressed by CAIR at the lack of service provision for profoundly disabled children and young adults within Monmouthshire. Councillor Chapman expressed concern that unless the issue was addressed the quality of life vulnerable people would continue to deteriorate. The responsible Cabinet member noted the comments and would seek to provide a response.

County Councillor F. Taylor expressed concern that previous requests for the inclusion of an action sheet with Council agendas had yet to be implemented.

County Councillor D. Blakebrough requested that the page numbering on hard copy Council agendas corresponded with the electronic versions.

**6. ELECTION OF LEADER AND NOTIFICATION OF LEADER DELEGATIONS  
(CABINET APPOINTMENTS)**

County Councillor R.J.W.Greenland moved that County Councillor P.A.Fox be elected as Leader of the Council. This was duly seconded by County Councillor P.Murphy.

County Councillor R.J.W. commended the work of Councillor P. A. Fox, stating that he possessed the attributes of a successful, committed and compassionate Leader and was well respected by officers, staff and elected members.

On being put to the vote, the following votes were cast:

For County Councillor P.A.Fox: 23 votes

Abstentions: 17

**Minutes of the meeting of Monmouthshire County Council dated Thursday  
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We resolved that County Councillor P.A.Fox be elected as Leader of the Council. Councillor Fox expressed thanks to the Council for his re – election stating that it was a privilege to lead Monmouthshire County Council.

The Leader referred to the need to be innovative and to adapt to change and opportunity in order to meet the challenges facing the Authority and its citizens.

The Leader announced that Cabinet portfolios and personnel would remain unchanged until further notice:

R.J.W. Greenland: Innovation and Enterprise  
(Deputy Leader)

P.A.D Hobson: Community Development and Total Place  
(Deputy Leader)

E.J. Hacket Pain Schools and Learning

G. Howard Environment, Public Services and Housing

G. Burrows Social Care, Health and Leisure

P. Murphy Resources and Performance

S.B. Jones County Operations

The Leader expressed sincere thanks to his Deputy Leaders and Cabinet for their support and dedication. The Leader commended officers and staff and stated that the coalition administration had proved positive.

The Council supported the Leader in offering deepest condolences to County Councillor S. Howarth and his family following the passing of his mother.

County Councillor A. Easson also conveyed condolences to the family of the late Leader of Rhondda Cynon Taff County Borough Council. These were echoed by the Council.

The Leader and the Council wished County Councillor Kevin Williams a full and speedy recovery.

## **8. REPRESENTATION OF POLITICAL GROUPS**

The Council was required to review at, or as soon as practicable following, the Annual Meeting, the representation of different political groups on the bodies to which the Council makes appointments.

The Monitoring Officer proposed that Council consider reducing the size of Select Committees.

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Option 1 (84 seats)

<b>Committee</b>	<b>Cons</b>	<b>Lab</b>	<b>Lib Dem</b>	<b>Ind</b>
Select (x4) (11)	20	11	3	10
Licensing & Regulatory (12)	5	3	1	3
Planning (16)	7	4	1	4
Democratic Services (12)	5	3	1	3
Aggregate Entitlement (76)	37	21	6	20

Option 2 (76 seats)

<b>Committee</b>	<b>Cons</b>	<b>Lab</b>	<b>Lib Dem</b>	<b>Ind</b>
Select (x4) (9)	17	9	2	8
Licensing & Regulatory (12)	5	3	1	3
Planning (16)	7	4	1	4
Democratic Services (12)	5	3	1	3
Aggregate Entitlement (76)	34	19	5	18

- Concern was expressed that a reduction in Select Committee representation would negatively impact the development of a robust scrutiny system. It was critical that scrutiny should hold the Executive to account.
- Members should demonstrate commitment to scrutiny.
- A reduction in the size of select committees should feature in a wider review of scrutiny and provision made for an increase in the number of Task and Finish groups to scrutinise specific issues in detail.
- Lack of attendance at Select Committees was a persistent problem a reduction from 11 members to 9 may help to resolve this issue. It would also reduce the number of members required for quorate meetings.
- A more flexible approach to the timing of committee meetings would maximise opportunity for attendance by students and working parents. The provision of an on – site child care facility would be welcomed.  
A change in culture was needed in order to enable elected members to balance outside body commitments with scrutiny committees.

The Chairman stated that within his capacity as Scrutiny Champion some of these issues would be raised during a meeting with the Scrutiny Manager.

County Councillor P.A. Fox moved to reduce the size of select committees from 11 members to 9. This was seconded by County Councillor R.J.W. Greenland.

**Minutes of the meeting of Monmouthshire County Council dated Thursday  
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County Councillor A. E. Easson moved an amendment to the original motion, seconded by County Councillor V. E. Smith to retain the current size of select committees.

On being put to the vote the following votes were cast:  
In favour of County Councillor Eason's amendment: 11  
Against: 29

The Council proceeded to vote on the original motion to reduce the size of select committees from 11 to 9.

On being put to the vote the following votes were cast:  
In favour of the motion: 29  
Against: 8  
Abstentions: 1

The motion to reduce the size of select committees from 11 to 9 members was duly carried.

We resolved:

1. That the report and appendices be accepted as a review under Section 15 of the Local Government and Housing Act 1989.
2. That ordinary committees be appointed with the numbers and adjustments indicated in option 2.

## **9. APPOINTMENT OF SELECT COMMITTEES**

The report set out the terms of reference for Select Committees, which had been agreed by the previous Council.

We resolved:

(1) That the following Select Committees be appointed with the terms of reference set out below. Committee membership to be notified by the political groups:

### **Economy and Development Select Committee (9 members)**

#### **Terms of reference**

To undertake overview and scrutiny in line with statutory responsibilities on the following:

- Budget Scrutiny, performance scrutiny and risk monitoring
- To review, constructively challenge and hold the Council and other relevant public bodies and partner organisations to account in addressing key priorities through the planning and delivery of services to ensure that they are

**Minutes of the meeting of Monmouthshire County Council dated Thursday  
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responsive to the needs of businesses, residents and visitors and promote economic activity, including:

- Scrutiny of the Management of Regeneration and Culture Directorate.
- Strategic economic development, place shaping and enterprise.
- Promoting and sustaining economic growth.
- Job creation and ensuring opportunities for skills and vocational training.
- Public Health, Environmental Health and Trading Standards.
- Public realm – Culture, libraries, museums and theatre.
- The Planning Function – Building Control, Development Control, Local Development Plans, Economic Development and Housing.
- Scrutiny of collaborative initiatives such as the Shared Resource Service (SRS) and CMC2 and any others as appropriate.
- Procurement.

**Strong Communities Select Committee (9 members)**

**Terms of reference**

To undertake overview and scrutiny in line with statutory responsibilities on the following:

- Budget Scrutiny, performance scrutiny and risk monitoring
- To review, constructively challenge and hold the Council and other relevant public bodies and partner organisations to account in addressing key priorities through the planning and delivery of services to ensure that they are responsive to the needs of residents and promote their safety and well-being.
- To ensure the Council supports the development of new and sustainable communities and supports the resilience of existing communities through Local area co-ordination.
- To review and improve the Council's links with the Voluntary Sector.
- To scrutinise the delivery of the Single Integrated Plan, allocating specific scrutiny areas to other select committees where appropriate.
- To scrutinise key services provided in partnership to local communities to ensure effective multi-agency action is delivered, including amongst others:
  - Infrastructure and networks.
  - Highways (including SWTRA), Transport and Traffic Management.
  - Street Lighting.



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- Waste Management.
- Community Safety.
- Estates and Sustainability.
- Facilities and Accommodation Management.
- Citizen Engagement.
- Community Safety.
- Chief Executive Function.
- Revenues, Council Tax, Non-Domestic Rates and Finance.
- Corporate Costs / Levies.
- Appropriations (including external debt costs from earmarked reserves, costs resulting from fixed asset disposal).
- Financing (including core funding from WG, council tax income).

**Children and Young People Select Committee (9 members)**

**Terms of reference**

To undertake overview and scrutiny in line with statutory responsibilities on the following:

- Budget Scrutiny, performance scrutiny and risk monitoring
- To review, constructively challenge and hold the Council and other relevant public bodies and partner organisations to account in addressing key priorities through the planning and delivery of services to ensure that services are relevant and responsive to the needs of young people and promote their health and well - being, including amongst others, the following relevant areas:
  - Safeguarding Children, including social care and health, services for vulnerable children and families, Child Protection, Children in Public Care, Home Finding, Family Centres and Aids & Adaptations for disabled children.
  - Youth Justice and youth offending service.
  - Youth clubs and leisure facilities for young people.
  - Special Support Services, Pupil Support Services.

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- Education, including School Performance Management, Resource Management, Management, Governor Support, Health & Safety, Financial and ICT Services, School Planning, Transport, Admissions, Student Grants and School Meals.
- Management of Individual Schools Budgets, Schools Delegated Budgets, the Authority's Schools Individually Managed Budgets.

**Adults Select Committee (9 members)**

**Terms of reference**

To undertake overview and scrutiny in line with statutory responsibilities on the following:

- Budget Scrutiny, performance scrutiny and risk monitoring
- To review, constructively challenge and hold the Council and other relevant public bodies and partner organisations to account in addressing key priorities through the planning and delivery of services to ensure that services are relevant and responsive to the needs of Adults and promote health and well – being including amongst others the following relevant areas:
  - Safeguarding Adults, including Mental Health services and Disability services.
  - Adult Social Care, including Domiciliary Care, Residential Care, Nursing Home Care, Community Care, Occupational Therapy, Re-ablement, Assistive Technology, Community Meals Service, Sensory Impairment Services.
  - Support to Families and Carers, including Respite and Short Breaks.
  - Adult Education, including Learning Disability Services.
  - Integrated Adults Services with Health Partners.
  - Joint Strategic Needs Assessment.
  - Protecting and supporting vulnerable Adults.
  - "Transition agenda" from young people to Adults.
  - Protecting vulnerable Adults (POVA) and Supporting People.
  - Homelessness prevention.
  - Domestic Violence Service, Drug and Alcohol Services.
  - Public health and wellbeing promotion through Single Integrated Plan.
  - Leisure services in terms of health outcomes.
  - Welfare Rights.
  - Community Legal Service.

(2) That the following members be co-opted onto the Children and Young People Select Committee:

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**Voting on Education Issues only**

Revd. Dr. S. James (Church in Wales)  
Mrs A Lewis (Parent Governor Representative)  
Mrs S Ingle - Gillis (Parent Governor  
Representative)  
Vacancy (Catholic Church)

**Non-Voting**

Vacancy (ASCL)  
Mr. G. Murphy (NAHT)  
Vacancy (NASUWT)  
Vacancy (NUT)  
Vacancy (Free Church Federal Council)  
Mr K Plow (Association of School Governors)

(3) That two members of Action 50+, one from Abergavenny and one from Monmouth be co-opted onto the Adults Select Committee, for the term of this Council, subject to them agreeing to abide by the Council's Code of Conduct (note: the current co – opted members are Mr David Hill and Mrs Delia Hudson).

**11. APPOINTMENT OF REGULATORY AND OTHER COMMITTEES**

We resolved that the following committees, together with their terms of reference, be appointed, with membership to be notified by the political groups.

**(a) Planning (16 Members)**

With delegated powers:

- Planning and conservation

Functions relating to town and country planning and development control as specified in Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001 ('the Functions Regulations') save in relation to footpaths and bridleways.

- Powers relating to the preservation of trees, the protection of important hedgerows and the power to make limestone pavement order.

**(b) Licensing and Regulatory (12 Members)**

With delegated powers:

- To determine traffic orders.
- To act as the Licensing Committee designated for the purpose of Section 6 of the Licensing Act 2003.
- To carry out all other functions and powers specified in Schedule 1 to the Functions Regulations, save in relation to the duty to approve

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the Authority's Statement of Accounts etc., the power to make Standing Orders, to appoint staff and to consider adverse reports from the Local Commissioner, all of which shall be reserved to Full Council.

- To carry out all other Licensing functions in accordance with Part 2 of the Licensing Act 2003.

**(c) Sub-Committees under the Licensing Act 2003**

- three sub-committees of three members to be established to meet on Monday, Wednesday and Friday.
- the Chairman, Vice Chairman and Opposition spokesman of the Licensing and Regulatory Committee to be appointed as Chairman of each sub-committee
- the nine remaining members be called to attend sub-committee meetings on a rota basis in discussion with the Chairman of the relevant sub-committee.

With delegated powers to discharge all functions relating to licensable activities as described in the Licensing Act 2003.

**(d) Appeals Committee (3 members to be nominated on an ad hoc basis)**

With delegated authority to determine appeals in accordance with the County Councils' constitution, e.g. School Transport Appeals, Discretionary Housing Payments Appeals.

**(e) Appointment of Local Authority Governors Committee (7 Members)**

With plenary powers to act in accordance with the Code of Practice set out below:

1. LEA Governors are appointed representatives of the LEA on a school's governing body. They are not delegates, but can be removed at the discretion of the LEA. Appointments are made on merit, irrespective of political persuasion and in the best interests of the children and school. Nominations of elected members will be viewed in exactly the same way as any other nominations.
2. They may represent the LEA view, but in all cases the interests of the school are paramount and all governors shall abide by the governing body's rules and code of conduct.
3. A governor appointed by the LEA must, like all governors be in a position to:
  - Offer time, commitment and energy to the role.
  - Become well informed about current educational thinking.
  - Know about the needs of the school, its staff and pupils.
  - Visit the school with purpose, sensitivity and understanding.
  - Undertake training as necessary.
  - Attend meetings regularly.

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- Conform to agreed procedures at meetings, including the need for confidentiality concerning certain matters discussed in Governing Body meetings especially in relation to individual staff, pupils and parents.
  - Undertake appropriate preparation and reading.
  - Work co-operatively as a member of a team, accepting collective responsibility for decisions made.
  - Share responsibilities including service on committees
  - Find out as much as possible about the community served by the school.
  - Understand that the position does not offer a personal or political platform.
  - Offer commitment to raising education standards to enable every child and young person to reach their full potential
4. When an LEA governor vacancy occurs, the school may advise the LEA of its needs in terms of balance of skills, gender or other considerations for the good of the school. It shall have the right to submit names for consideration.
  5. When an LEA Governor vacancy occurs, the County Councillor in whose electoral area the school is situated will be informed. (All other County Councillors will be advised of the vacancy for information.) They should consult the school's head teacher and chairman of governors as well as fellow Councillors in cases where pupils are drawn from beyond their electoral division. They may recommend names for consideration.
  6. The LEA will appoint the persons most suitable to be governors according to the criteria set out above. The appointment will be made as soon as possible after the vacancy arises, recognising the serious operational difficulties which may occur when governing bodies are incomplete.
  7. The LEA may remove governors which it has appointed. Any motion or request to remove, setting out reasons, will be considered by the appointing body. The Governor will have the opportunity to make written or oral representations but otherwise the procedure to be adopted will be at the absolute discretion of the appointing body. The LEA will only remove a governor for good reason and in the interests of the school and not because of the way the governor has voted or is likely to vote in governors' meetings. Any resolution to remove will be notified to the governor, with reasons within 7 days.

**(f) Standing Advisory Council on Religious Education (SACRE)  
(6 Members)**

Persons representing such Christian denominations and other religions and denominations in such religions as in the opinion of the County Council will approximately reflect the principal religious traditions in the area.

Persons to represent such associations representing teachers as in the opinion of the County Council ought to be represented, having regard to the circumstances of the area.

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(a) Monmouthshire County Council	6 members
(b) Christian denominations and other religions and denominations as set out below:	12 members
The Church in Wales	1 member
The Roman Catholic Church	1 member
Free Churches	4 members
Baha'i Faith	1 member
Buddhist Faith	1 member
Hindu Faith	1 member
Muslim Faith	1 member
Jewish Faith	1 member
Sikh Faith	1 member
Teachers' Associations	7 members
Co-opted	2 members

**SACRE-TERMS OF REFERENCE**

1. Function

- (a) To advise the Local Education Authority (LEA) upon matters connected with religious worship in county schools and religious education (RE) to be given in accordance with an agreed syllabus for the Authority.
- (b) It can require the LEA to review the RE agreed syllabus and establish an agreed syllabus at a formal meeting called an Agreed Syllabus Conference.
- (c) To consider any application made by a head teacher for their school to be released from the requirement that collective worship be wholly or mainly of a broadly Christian character for some or all of the pupils in that school (determination).

The main role, therefore, is to support effective provision of collective worship, and religious education in accordance with the Agreed Syllabus.

Each LEA should work with its SACRE to review the existing provision for RE and consider with the SACRE whether any changes need to be made in the Agreed Syllabus or in the support offered to schools.

Similarly it should work with its SACRE to monitor the provision of daily collective worship and to consider with it any action which might be taken to improve provision.

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It is for the LEA to decide what matters it wishes to refer to its SACRE, but these should include methods of teaching, the choice of teaching material and the provision of teacher training.

A SACRE is not confined to advising on matters referred to it by its LEA; it may offer advice on any matters related to its functions as it sees fit.

The advice offered by a SACRE carries no statutory force. However, the LEA or school should always give careful consideration to advice offered.

LEAs are encouraged to keep their SACRE fully informed on all matters relating to RE and collective worship in their schools. This should include, where appropriate, information on individual schools following inspection by Estyn.

2. Annual Reports

SACRE must publish an annual report on its work. This should:

1. specify any matters on which it has advised the LEA
2. broadly describe the nature on that advice; and
3. set out its reasons for offering advice on any matters which were not referred to it in the first place by the LEA.

A copy of the annual report must be sent to DCELLS (by 30<sup>th</sup> December). LEAs are encouraged to send copies of the annual report to schools and local teacher training institutions.

3. Composition

SACRE shall consist of representation from:

- Christian denominations and other religions and religious denominations, to broadly reflect the proportionate strength of the denomination in the area. It is recognised that there will be occasions when the interests of efficiency override the requirement for directly proportionate representation;
- Such associations representing teachers as, in the opinion of the authority, ought to be represented; and
- The local education authority.

It may also appoint co-opted members if required although these members have no voting rights.

It is for the LEA to appoint the members of the three groups.

Each group has a single vote on any matter to be decided by SACRE.

4. Chair

Legislation does not prescribe how the chair should be appointed. It is open to the authority to appoint the chairperson, or to allow a SACRE to appoint its own chair from its members.

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5. Meetings & Business

Monmouthshire SACRE normally meets each term (3 meetings per annum) but meetings can be arranged as required.

A member from each group must be present for SACRE to be quorate.

The LEAs duty to convene a SACRE implies a duty to fund this body satisfactorily. The LEA should provide a clerk and sufficient funds for it to perform its functions.

SACRE is required to provide an annual report of its work which must be submitted to DCELLS (by 30<sup>th</sup> December).

A review of the Agreed Syllabus must be carried within every five year period.

6. Attendance \*

Apologies should be made in advance if a member cannot attend a meeting.

Any member who has not attended three consecutive meetings without apology will lose the right to his/her place.

Supply cover will be paid for teachers' attendance at meetings.

Religious representatives may claim expenses from their respective organisations.

7. Membership of WASACRE

Monmouthshire SACRE is a member body of the Welsh Association of SACREs. Four SACRE representatives are nominated for attendance at WASACRE but these may be substituted as required.

The RE Adviser to SACRE shall act for the LEA at WASACRE meetings.\*

Supply cover and travel expenses will be paid to teacher representatives attending meetings.

Religious representatives may claim expenses from their respective organisations.

**(g) Collaboration Agreement with Community and Town Councils  
(3 members of the County Council - membership to be confirmed)**

To review and update the Collaboration Agreement

**(h) Appointment Committee (5 members)**

*Note: under the Council's Constitution, this Committee must include at least one member of the Executive but must not comprise a majority of members of the Executive.*

Appointed to take all decisions relevant to the recruitment of posts



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created as part of the management structure 2010. This Committee will appoint non – statutory Chief Officers and Deputy Chief Officers.

**(i) Coordinating Board**

Chairman of each Select Committee; the Leader and Deputy Leader; the Chairman of each Area Committee; the Scrutiny Champion; the Chief Executive. The Chairman of the County Council will also be invited to attend.

- To manage the business processes and the relationship between the constituent parts of the Council's business machinery.
- To review Council, Cabinet and Committee work programmes with a view to improving co-ordination and avoiding duplication.
- To enable Chairs to keep the Board informed of progress eg on Select Committee and other reviews.
- To share best practice across Committees and identify training and development needs
- To enable the Chief Executive to brief Chairs about forthcoming issues

**(j) Remuneration Committee (Chief Executive) (5 members)**

To make recommendations to the Council on pay and remuneration issues relating to the Chief Executive.

The Committee will meet at least annually.

**(k) Investigation Committee (3 members)**

Appointed pursuant to the Council's Officer Employment Procedure Rules relating to the Head of Paid Service, Chief Finance Officer and Monitoring Officer

**(l) Disciplinary Committee (3 members)**

Appointed pursuant to the Council's Officer Employment Procedure Rules relating to the Head of Paid Service, Chief Finance Officer and Monitoring Officer

**12. APPOINTMENT OF DEMOCRATIC SERVICES COMMITTEE &  
APPOINTMENT OF CHAIR OF THE COMMITTEE**

The Local Government (Wales) Measure 2011 requires the Council to appoint a Democratic Services Committee.

The Measure also states that the Council must appoint a Chair, who must not be a non – executive member.

The report recommended that:

1. A Democratic Services Committee be appointed with the following terms of reference;

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- (a) to exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services),
  - (b) to review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
  - (c) to make reports and recommendations to the authority in relation to such provision.
  - (d) To fully support the non-executive role of councillors.
  - (e) To undertake pieces of work aimed at improving the democratic function, in line with the ethos of the Local Government Measure 2011.
  - (f) To draw up a job description for elected members and improve clarity, transparency and public engagement.
  - (g) To review the ICT policy for members.
2. That the membership of the Committee comprise 11 members of the Council, politically balanced.
3. That the Chair of the Democratic Services Committee be appointed by the Council.

County Councillor G.L. Down proposed that the recommendations be accepted and that County Councillor D. Blakebrough be appointed as Chair of the Committee. This was duly seconded by County Councillor F. Taylor.

On being put to the vote the following votes were cast:  
In favour of County Councillor Down's proposal: 18  
Against: 21

The proposal was defeated.

The Monitoring Officer advised that Council was required by the Local Government (Wales) Measure 2011 to appoint a Democratic Services Committee and to appoint a Chairman of that Committee  
He recommended that the appointment of Chairman be considered separately to the appointment of a Democratic Services Committee. The Leader emphasised the need to appoint a Democratic Services Committee and expressed support for the continuation of County Councillor David Evans as Chairman. The Leader nominated County Councillor D. Evans to be re – appointed as Chairman. County Councillor D. Evans chose not to accept the nomination.

The Monitoring Officer advised that on the basis of the amalgamated proposal to appoint a Democratic Services Committee, chaired by County Councillor D. Blakebrough being defeated it would be necessary to take the Appointment of a Democratic Services Committee as an urgent item.

The Chairman of the Council, County Councillor J.L. Prosser agreed to accept this as an urgent item because of the statutory requirement to appoint a Democratic Services Committee and so moved. This was duly seconded by County Councillor R.J.W. Greenland.

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Following a debate the Monitoring Officer advised that Council considered the recommendations contained in the report individually:

In so doing we resolved that:

1. A Democratic Services Committee be appointed with the terms of reference as previously stated.
2. The Committee comprise 11 members of the Council, politically balanced.
3. The Chair of the Democratic Services Committee be appointed by the Council. County Councillor G.L. Down proposed that County Councillor D. Blakebrough be appointed as Chair of the Committee. This was duly seconded by County Councillor F.L. Taylor.

On being put to a vote the following votes were cast:  
In favour of County Councillor D. Blakebrough: 18 votes.  
Against County Councillor D. Blakebrough: None  
Abstentions: 18.

County Councillor D. Blakebrough was duly elected as Chairman of the Democratic Services Committee. The Chairman of the Council congratulated County Councillor D. Blakebrough on her appointment.

**14. APPOINTMENT OF AREA COMMITTEES**

We resolved that the following Area Committees, together with their membership and terms of reference, be appointed, and that the Cabinet Forward Work Plan be included on the agenda for Area Committees:

**Bryn y Cwm**

Councillor M. Powell	Castle
Councillor G. Howard	Llanelly Hill
Councillor D L Edwards	Grofield
Councillor J.L Prosser	Priory
Councillor J George	Lansdown
Councillor R G Harris	Croesonen
Councillor S. Jones	Llanover
Councillor S G M Howarth	Llanelly Hill
Councillor S B Jones	Goetre Fawr
Councillor K. Williams	Llanwenarth Ultra
Councillor R.F. Chapman	Mardy
Councillor M. Hickman	Llanfoist Fawr
Councillor D. Jones	Crucorney
Councillor R.P. Jordan	Cantref

**Central Monmouthshire**

Councillor G C Burrows	Mitchel Troy
Councillor P R Clarke	Llangybi Fawr
Councillor P. Jones	Raglan

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Councillor R Edwards	Llantilio Crossenny
Councillor R J C Hayward	Dixton with Osbaston
Councillor E J Hacket Pain	Wyesham
Councillor B. Strong	Usk
Councillor V E Smith	Llanbadoc
Councillor D. Blakebrough	Trellech United
Councillor S White	Overmonnow
Councillor A M Wintle	Drybridge

**Lower Wye**

Councillor D. Batrouni	St Christopher's
Councillor D.L.S. Dovey	St Kingsmark
Councillor G L Down	Shirenewton
Councillor R J W Greenland	Devauden
Councillor P.A.D.Hobson	Larkfield
Councillor P.Murphy	Caerwent
Councillor P. Farley	St Mary's
Councillor A C Watts	Thornwell
Councillor Mrs. A.E.Webb	St. Arvans

**Severnside**

Councillor A. Easson	Dewstow
Councillor D.J.Evans	West End
Councillor P A Fox	Portskewett
Councillor L. Guppy	Rogiet
Councillor J. Crook	The Elms
Councillor R J Higginson	Severn
Councillor F. Taylor	Mill
Councillor J. Marshall	Green Lane
Councillor P. Watts	Caldicot Castle

**Area Committees terms of reference:**

The Council may appoint area committees as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

The Council has recognised the need to engage the community in Area Working which in its early stages has involved establishing 4 Area Committees with the following roles and functions:

- To help the Council shape major proposals affecting the area and to advise the Council about the implications for the area of its objectives, plans and policies.

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- To lead the development of the local community planning process and produce a Community Plan for each area in a way which promotes the council's overall policies as well as safeguarding local interest.
- To ensure properly co-ordinated services on a local level.
- To encourage effective collaboration with public, private and voluntary sector partners locally to help the Council meet the aspirations of local people.
- To provide a forum for views of local communities and to encourage discussions and debate on matters of particular relevance to the area including participating in the process of Best Value Reviews as a formal consultee.
- To make decisions on matters within the area that have been delegated by the Executive provided those decisions are within the Council's overall policies and budgetary allocations and do not adversely affect other areas of Monmouthshire.

**Additional Representation**

Each Area Committee may identify and agree 'communities of interest' within its area from which a representative may be invited to participate at meetings of the committee. Such invitees will not be co-opted members of the committee but may speak (not vote) on matters whenever the press and public are able to attend.

**15. APPOINTMENT OF STANDARDS COMMITTEE**

We resolved that the Standards Committee, together with membership and terms of reference set out below, be appointed:

**Membership**

Three members of the Authority other than the Leader, five voting co-optees and one community member.

<b>County Councillors:</b>	<b>Independent Members:</b>	<b>Term of Office</b>	<b>Community Member</b>
D.L.Edwards	Mr M Sutton	(July 2019)	Vacant
D.J Evans	Mr T.Auld	(Jan 2016)	
R P Jordan	Mr.G.Powell	(Jan 2016)	
	Mrs P.Reeves	(Jan 2016)	
	Mr.G.Preece	(June2015)	

**Terms of reference**

**Chairing the Committee.**

- Only an independent member of the standards committee may be the Chairman.
- The Chairman will be elected by the members of the standards committee for a period not exceeding one year. The Chairman is eligible for re-election.

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- iii. The election of a Chairman will be the first item of business for the standards committee at the commencement of each municipal year.

**Role and function (as set out in Part 9.03 of the constitution)**

The Standards Committee will have the following roles and functions:

- (a) promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;
- (b) assisting the councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) 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;
- (e) advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;
- (f) 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;
- (g) 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 Local Commissioner in Wales.
- (h) mentoring and supporting the Council's Monitoring Officer in the discharge of his/her role
- (i) 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;
- (j) the exercise of (a) to (i) above in relation to the town and community councils wholly or mainly in its area and the members of those town and community councils.
- (k) ensuring the Council's whistle blowing procedures operate effectively
- (l) ensuring the Council's complaints procedures operate effectively and publishing an annual report on the operation of the system.

**Other functions as set out in Part 3 of the constitution**

Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Local Government Act 2000. Other functions delegated to the Committee by the Council in accordance with section 54(3) of the Local Government Act 2000, in accordance with any regulations made under that Act.

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**16. STANDARDS COMMITTEE – APPOINTMENT OF COMMUNITY  
COMMITTEE MEMBER**

We resolved to appoint Ms Irene Cameron as Community Committee Member of the Standards Committee, to serve until the next ordinary local elections. We were advised that an appropriate recruitment process monitored by the Standards Committee had been followed and all applications received had been made available for Members inspection.

**17. APPOINTMENTS TO OUTSIDE BODIES**

We resolved that members be appointed to outside bodies, as set out in the schedule attached to these minutes, as an approved duty, with the exception of Joint Committees listed in category B, which are Cabinet appointments.

**18. MEMBERS' SALARIES AND PAYMENTS**

The report set out the determinations of the Independent Remuneration Panel for 2014/15 and invited the Council to determine the scope of senior salaries. The Council would be able to pay up to 17 senior salaries plus 2 civic salaries (to the Chairman and Vice-Chairman of Council).

During a debate some members expressed the view that a senior salary should not be paid to the Chairman of the Licensing and Regulatory Committee, given that the Committee had only met 3 times during the previous civic year. In response members were reminded that the post of Licensing Chair was identified by the Independent Remuneration Panel for which a senior salary could be paid. Some Members queried why the Leader of the Independent Group,, of more than 5 Members was not salaried.

County Councillor G.L. Down proposed that provision should be made for the opposition leader to be salaried. This was duly seconded by County Councillor F. Taylor.

The Chief Executive informed Members that such a payment was permissible. In response the Leader of the Council suggested that this payment was not appropriate given the budgetary position of the Authority.

On being put to the vote the following votes were cast:

In favour: 18

Against: 20

The proposal was defeated.

It was moved by the Leader of the Council and seconded that senior and civic salaries be paid at the levels determined by the IRP for Wales for 2014/15 in respect of the following posts:

Senior Salaries

Leader

Deputy Leaders(x2)

Cabinet Members (x5)

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Main Opposition Leader  
Select Chairs (x4)  
Planning and Licensing Chairs(x2)  
Democratic Services Chair(x1)

Civic Salaries

Chairman of Council  
Vice Chairman of Council

Maximum Senior and Civic Salaries:19

On being put to the vote the following votes were cast:

In favour: 21  
Against: 6  
Abstentions: 10

We resolved:

(1) That the determination of the IRP, that an annual basic salary of £13,300 be paid to all members with effect from 15<sup>th</sup> May 2014, be noted

(2) That senior salaries be paid at the levels determined by the IRP for 2014/15 in respect of the following posts:

<u>Post</u>	<u>Senior Salary as determined by IRP</u>
Leader	29,700.00
Deputy Leaders(x2)	16,700.00
Cabinet Members (x5)	12,700.00
Main Opposition Leader	8,700.00
Select Chairs (x4)	8,700.00
Planning & Licensing Chairs (x2)	8,700.00
Democratic Services Chair(x1)	8,700.00

(3) That civic salaries of £5,700 and £700 per annum be paid to the Chairman and Vice Chairman of the Authority respectively.

(4) That care allowance shall payable for actual and receipted costs up to a maximum of £403 per month.

(5) That daily fees of £256 (pro rata for ½ days) be paid to co-opted Chairs of Standards and Audit Committees.

(6) Daily fees of £198 (pro rata for ½ days) be paid to ordinary co-opted members of Standards, Education Scrutiny, Crime and Disorder Scrutiny and Audit committees.

(7) That travel and subsistence allowances be paid as set out below:



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**Reimbursement of travel and subsistence for “official business” (formerly approved duty)**

**Mileage**

All vehicle sizes up to 10,000 miles	45p per mile
Over 10,000 miles	25p
Passenger supplement	5p per passenger per mile
Private motor cycles	24p per mile
Bicycles	20p per mile

**Other travel**

All other claims for travel will only be reimbursed on production of a receipt showing the actual expense. Members and co-opted members should always be mindful of choosing the most cost-effective method of travel.

**Subsistence**

Max day allowance (with receipts)	£28 per day
Overnight	£95
(London)	£150
Overnight with friends	£25

The Panel have determined that “subsistence expenses for official business which takes place in county or authority shall not be reimbursed.”

The Panel has removed the particular rate for overnight stays in Cardiff, bringing payable rates in line with Welsh Government rates.

**19. MEMBER PROTOCOL FOR SELF REGULATION.**

We reviewed the operation of the protocol for self – regulation with particular regard to the Protocol Standard of Conduct Expected of Members as included in the review of Council’s Constitutions generally across Wales.

We noted that complaints before Council were minimal during the previous 18 month period.

We resolved to accept the protocol for Self - Regulation.

**20. PROTOCOL ON MEMBER/OFFICER RELATIONS**

We noted that this item had been withdrawn from the agenda.

*We resolved to adjourn the meeting at 16:05 for a comfort break.*

*The meeting reconvened at 16:15 hours.*

**21. FORMAL FEEDBACK FROM ESTYN MONITORING VISIT: FEBRUARY 2014**

We received an overview of progress against recommendations from Estyn following a monitoring visit in February 2014. In so doing the following points were noted:

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Substantive progress in the development of safeguarding policies and the provision of services had been made across the entire Authority. The evaluative practice required to sustain the progress was not as well developed however. This was identified by the following statement; "The local authority still does not have effective enough management information systems and processes to enable it to receive appropriate and evaluative information about safeguarding." The Council stated that it was imperative to embed the progress made and that data should be utilised to inform outcomes. The Head of Policy Engagement acknowledged that there was a need to stretch into a more sophisticated evaluation of data.

Staff within Social Care and Health and Children and Young People had developed their practices to capture a wider range of data sources relevant to safeguarding. We welcomed assurance that this work would be reported to the Internal Monitoring Board, Children and Young People Select Committee and full Council, as appropriate.

The Internal Monitoring Board would be simplified to maximise Member involvement. Some concern was expressed that at the meeting of the Internal Monitoring Board in March 2014 methods of scrutinising data were not robustly addressed.

In response to a Member question, we were informed that 6 schools were in a deficit position in 2013/14. It was anticipated that 5 – 7 schools would be in a deficit position in 2014/15.

The responsible Cabinet Member expressed a commitment to ensure that the Authority moved out of Special Measures.

Further Estyn visits would take place in June 2014 and Mr Jonathan Morgan Welsh Government's Recovery Board Chairman would provide a Member update on 20<sup>th</sup> June 2014.

We welcomed notice that Ms Barns – Vashell had joined the Recovery Board, whose past employment history includes the academy sector in Wales and the Department for Education.

We resolved unanimously to receive the letter.

## **22. SCHOOL STANDARDS AND ORGANISATION (WALES) ACT 2013**

We received a report from the Monitoring Officer inviting the Council to consider whether the determination of proposals under the School Standards and Organisation (Wales) Act 2013 should be a function of the Executive or of the Council.

We noted that the Act had significantly changed responsibilities for the determination of school organisation proposals published by way of statutory notice on or after 1st October 2013. It requires Welsh Ministers to issue a School Organisation Code which imposes requirements and provides guidelines in respect of school organisation.

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Previously, school organisation proposals which drew objections during the statutory consultation process had to be referred to the Welsh Ministers for determination. Under the new arrangements local authorities would be empowered to determine any proposal unless:

- it affected sixth form education;
- the proposer was not the relevant local authority and the relevant local authority had objected to the proposal;
- it had been referred to the Welsh Ministers (following approval or rejection by the council) within 28 days by
  - another local authority affected by the proposals;
  - the appropriate religious body for any school affected;
  - the governing body of a voluntary or foundation school subject to the proposals;
  - a trust holding property on behalf of a voluntary or foundation school subject to the proposals;
  - a further education institution affected by the proposals.

A streamlined procedure had also been introduced for schools with fewer than 10 registered pupils.

The Monitoring Officer advised that the majority of local authorities had resolved that the determination of school organisation proposals should be an Executive function.

The Leader of the Council proposed that Monmouthshire should also agree to this given that Cabinet are well placed to make prompt decisions. This was duly seconded by County Councillor P. Murphy.

County Councillor Hackett – Pain supported this in terms of the magnitude of the school closure process, its impact on parents, staff and pupils and the need of the Authority to respond promptly and flexibly.

County Councillor D. Batrouni felt that the determination of school organisation proposals should be a full Council function, with a politically balanced local decision making committee established to speed up any decisions. This was supported by County Councillors S.G. M Howarth and R.G. Harris.

On being put to the vote the following votes were cast:

In favour of the determination of school organisation proposals being an Executive function: 21

Against: 17.

The motion was carried and we resolved that the responsibility for determining school re – organisation proposals be placed with the Cabinet.

**23. ANNUAL REPORT CHIEF OFFICER CHILDREN AND YOUNG PEOPLE  
MAY 2014**

We received the first annual report from the Children and Young People's CYP Directorate in Monmouthshire from the Chief Officer.

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The report provided an overview of the work undertaken during 2013 – 14 following the Estyn Inspection of February 2013 and specified clear objectives for the year ahead and expected deliverables.

*Note: County Councillors A. C Watts and R.F. Chapman left the meeting at 17:03*

The report was constructed around four strategic themes: Strategic Focus; Leading Challenge; Partnerships and Collaborations, Educational Opportunity and Resilience.

- **Strategic Focus**

Strategic objectives were set.

Critical self - evaluation was and remains imperative. The CYP Directorate had been working to deliver the post Estyn Inspection Action Plan and the Directorate's capacity to self - evaluate was driven by the Self Evaluation Framework. The framework was utilised to manage performance. We noted that Educational outcomes at Foundation Phase and Key Stage 2 were amongst the highest in Wales but learning outcomes at Key Stage 3 and 4 required significant improvement.

Feedback had been received and acted upon from the Welsh Government appointed Recovery Board.

Accountability was achieved through regular scrutiny with Members.

*Note: County Councillor R.M. Edwards left the meeting at 17:10*

- **Leading Challenge**

The pace of challenge had increased and focused on educational outcomes to enable children and young people within Monmouthshire to access the best available opportunities to enhance their learning.

The policy for intervention in school was updated to reflect the new model for school improvement.

Support meetings were held with schools due for inspection to provide adequate challenge. 3 schools were removed from Estyn monitoring as a result.

Attendance levels in Primary and Secondary sectors had improved. Monmouthshire reported the highest level of attendance of all Welsh local authorities.

Internal challenge had enabled senior managers responsible for assessing performance to address problems at the earliest juncture.

- **Partnerships and Collaboration**

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The EAS had been commissioned to focus on School Improvement and Governor Services. The Authority held fortnightly intelligence meetings with EAS System Leaders to indicate critical areas for intervention.

CYP worked closely with the Safeguarding Unit in the Social Services Directorate to share and regularly examine data.

Flying Start was established to improve the life chances of the most vulnerable children aged 0 – 3 years. Children's progress would be tracked throughout Foundation Phase.

The Acorn Project offers support programmes for disadvantaged families with a view to improving parenting skills.

- **Educational Opportunity and Resilience.**

There has been a reduction of 8% in ALN statements. The number of pupils moving from mainstream into special educational settings had also reduced. County Councillor D. Batrouni requested that the Chief Officer, Children and Young People provide comparative data to demonstrate the educational achievement of ALN pupils in mainstream schools to that of pupils with ALN in specialist settings. The Chief Officer Children and Young People assured Members that this was not a cost cutting exercise and emphasised the need to increase ALN expertise within the Authority's mainstream schools to provide the correct support tailored to the needs of individual pupils. County Councillor F. Taylor emphasised the need of the Authority to consider the impact of different approaches to ALN on pupils and teachers.

County Councillor D.L.S. Dovey considered it inappropriate to accommodate pupils with behavioural difficulties in mainstream schools and expressed support for improvements to the valuable facility provided at Mounton House.

The Chief Officer Children and Young People assured the Council that Mounton House was being supported and challenged by the EAS and the Authority. The Chief Officer reiterated her commitment to improving standards across all county schools.

The Council requested a specific report regarding ALN provision within the Authority to include the results of the Monmouthshire Safeguarding Survey.

Welsh Government approval had been received for investment in two new secondary schools at Monmouth and Caldicot and their cluster primary schools. County Councillor F. Taylor requested clarification of the capacity of Caldicot School and the rationale behind its reduction.

The Read, Write Inc. Literacy programme would be rolled out across 24 primary schools.

The Youth Service was redesigned facilitating access to new funding streams for application to post 16 services and training. The Youth Service also achieved the Quality Assurance Kite Mark.

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The Student Information Management System was centralised.

The resilience of Welsh medium education at primary and secondary level was identified as a key priority.

Finance training and development had been provided to Head teachers and governors to reduce the likelihood of overspend.

Safeguarding was introduced into the service specifications for Early Education Providers.

We resolved to note the Annual Report and in so doing the Council expressed thanks to the Chief Officer Children and Young People for providing an honest appraisal of the Authority's position.

## **24. CORPORATE PARENTING STRATEGY**

We received the Corporate Parenting Strategy from County Councillor G. Burrows, Cabinet Member and Chair of the Corporate Parenting Panel. The strategy informs corporate parents of their shared priorities and aspirations for looked after children. The strategy includes an action plan to support the implementation of its priorities;

Priority 1: All elected members and officers understand and act on their responsibilities as corporate parents

Priority 2: All looked after children have a safe and stable home

Priority 3: Looked after children enjoy a range of educational and learning opportunities

Priority 4: Looked after children enjoy the best possible health

Priority 5: Looked after children enjoy a range of play, sport, leisure and cultural opportunities

Priority 6: Looked after children are listened to and treated with respect

Priority 7: Looked after children are supported and enabled to achieve independence

We welcomed notice that progress against these priorities would be monitored and evaluated by the Corporate Parenting Panel.

Welsh Government defined corporate parenting as:

“The collective responsibility across services and across local authorities, to safeguard and promote the life chances of looked after children” with “special responsibility” afforded to elected members. Members were referred to the Welsh Government publication “If this were my child” which outlines elected members’ responsibilities to looked after children.

We heard that a, Children in Care Council had been established and was due to meet in June 2014.

The Children in Care Council would enable looked after children to have access to a full and recognised voice of their own. Through this open dialogue a “to do

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list" would be created and the Authority would identify what was important to looked after children and how resources could be tuned to meet individual needs.

During discussion of the Corporate Parenting Panel we noted the following:

- Monmouthshire Council has 110 children and young people in care, the majority of who have experienced significant abuse or neglect.
- Multi agency understanding and working had improved.
- The number of looked after children being adopted had increased. The Authority aimed to reduce the court process from 26 weeks to 19 weeks. Adoption of sibling groups was encouraged.
- Consideration should be afforded to how debt affects looked after children particularly where foster carers are experiencing financial difficulties. We noted that the Welsh Government Looked After Children Strategy did not identify poverty as impacting upon looked after children.
- The number of special guardianships granted had increased, with many looked after children being cared for by extended family members.
- Looked after children had requested more time with dedicated social workers in order to establish meaningful relationships. The Authority was currently reviewing the working patterns of social workers to enable them to be involved in day to day activities with children.

We resolved that the report be noted.

## **25. NOTICE OF MOTION**

The following motion was moved by County Councillor Ms S. Jones and seconded by County Councillor G.L. Down:

*"This Council is committed to signing the Time to Change Wales Organisational pledge and, in doing so, becoming the first Council in Wales to have become a signatory. The Organisational Pledge will align Monmouthshire County Council with a major national movement for change and is a display of our drive to be active in tackling mental health stigma and discrimination in the workplace. Mental health problems affect 1 in 4 people, yet mental illness is surrounded by prejudice, ignorance and fear. Through signing the Time to Change Wales Organisation Pledge and adopting an action plan we will demonstrate our commitment to raising awareness and tackling stigma around mental health in the workplace amongst Officers and Elected Members."*

During discussion the following issues were raised:

- Debt can trigger mental health problems.
- Referral times re: depression and other mental health issues from GP's to specialists can be excessive.
- Staff suffering from stress had increased by 7%. Of the 4000 working days lost to stress, 23% was attributed to anxiety and 13% to depression.

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- Numerous members of the Council had either direct or indirect experience of mental health problems. The Council commended Councillor Jones for raising awareness and tackling the stigma of mental health problems.
- People should be encouraged to talk openly.

On being put to the vote we resolved unanimously that the motion be adopted. The Council emphasised the need to progress the issue and we welcomed assurance that mental health would be high on the agenda for the Equalities Board.

**26. MEMBERS' QUESTIONS**

**(a) From County Councillor D. Batrouni to County Councillor P. Murphy  
(deferred from meeting held on 10<sup>th</sup> April 2014)**

*"Could he confirm the amount the Council has spent on private consultants the previous financial year?"*

County Councillor P. Murphy thanked County Councillor Batrouni for the question. We noted that the Authority had spent £5.87 million on professional and consultancy fees during the previous financial year, £4.1 million related to capital projects. Budget constraints prevent in house service delivery in some cases.

**(b) From County Councillor J. Marshall to County Councillor S.B. Jones**

*'Will the Cabinet Member responsible for transport update members on the proposed axing of the 74 and X74 bus service from Chepstow to Newport via Caldicot? Will he advise members as to whether there will be a new operator/s taking over the service and whether the current service will essentially stay the same as it is now?'*

The Cabinet Member stated that he was unable to provide a full response given the Authority's current involvement in commercial negotiations, to procure a replacement service. We heard that the current service provider had not yet registered the cancellation of the bus service with the Traffic Commissioner. In response to a supplementary question from County Councillor J. I. Marshall regarding contingency planning should current negotiations fail, the Cabinet Member expressed confidence that the outcome of negotiations would be positive.

The Chairman expressed thanks to the Council and looked forward to the role of Chairman.

**The meeting ended at 18.40**



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**MONMOUTHSHIRE COUNTY COUNCIL**

**REPRESENTATION ON OUTSIDE BODIES (MAY 2013)**

**Appendix A**

**Category A - Regional/National**

<b>No.</b>	<b>Body</b>	<b>Term of Office</b>	<b>Source of Members Allowances / Expenses</b>	<b>No. of Reps</b>	<b>Name of Councillor Appointed</b>	<b>Appointed at Council on</b>
1	Brecon Beacons National Park Authority	Term of Council	National Park	2	Cllr. A.E. Webb Cllr. M. Hickman	17th May 2012 17th May 2012
2	Caldicot and Wentloog Levels Drainage Board	Term of Council	Drainage Board	2	Cllr. A. Easson Cllr. P. Murphy	16th May 2013 17th May 2012
3	Appointments Panel for East Wales Valuation Tribunal	Term of Council	Council	3	Cllr. R.J. Higginson Cllr. G.L. Down Cllr. R.P. Jordan	17th May 2012 17th May 2012 17th May 2012
4	Oldbury Power Station Stakeholder Group	Term of Council	Council	1	Cllr. D.L. Dovey	17th May 2012
5	Gwent Police and Crime Panel	Term of Council	Police & Crime Commissioner	2	Cllr P.R. Clarke Cllr Mrs F. Taylor	21 <sup>st</sup> June 2012 21 <sup>st</sup> June 2012
6	Joint Council For Wales (Previously Provincial Council for Wal	1 Year	Council	2 plus 1 Sub.	Cllr. P. Murphy Cllr. R.J.Higginson (Substitute: none appointed )	15th May 2014 27 <sup>th</sup> July 2012
7	Lower Wye Internal Drainage Board	4 Years	Drainage Board	9	Cllr. S. Jones Cllr. Mrs. R. Edwards Cllr. Mrs E.J. Hacket Pain Cllr. A.E. Webb Cllr. S. White Cllr. R.J.C. Hayward Cllr. A.M. Wintle Cllr. G.L. Down	17th May 2012 17th May 2012 17th May 2012 17th May 2012 17th May 2012 17th May 2012 17th May 2012 17th May 2012

No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
					Cllr. A.E. Easson	17th May 2012
8	Local Government Association	1 Year	L.G.A.	2	Leader Deputy Leader	17th May 2012 17th May 2012
9	Local Government Association-Rural Commission	1 Year	L.G.A.	2	Cllr. Mrs. R. Edwards Cllr Mrs. A.E. Webb	17th May 2012 17th May 2012
10	Local Government Association-Urban Commission	1 Year	L.G.A.	2	Cllr. P.A.D. Hobson Cllr. D.L.S. Dovey	17th May 2012 17th May 2012
11	South Wales Fire Authority	Term of Council	Council	2	Cllr. Mrs V.E. Smith Cllr. Mrs. M.E.Powell	17th May 2012 16th May 2013
12	WJEC/ CBAC Ltd	Term of Council	W.J.E.C.	1	Rep. Director - Cllr. Mrs.E.J.Hacket Pain	17th May 2012
13	Wye Valley Area of Outstanding Natural Beauty Joint Committee	Term of Council	Council	4	Cllr. D. Dovey Cllr. Mrs E. Hacket Pain Cllr. Mrs. A. Webb Cllr. D. Blakebrough	15th May 2014 17th May 2012 17th May 2012 17th May 2012
14	Welsh Local Government Association	Term of Council	W.L.G.A.	2	Leader Cllr. R. Greenland	17th May 2012 15th May 2014
15	W.L.G.A. Co-ordinating Committee	Term of Council	Council	1	Leader	17th May 2012
16	Flood Risk Mangt Committee Wales				See Category G-WLGA Appointments	
19	Welsh Centre for International Affairs	Term of Council	Council	1	Chairman of Council	17th May 2012
20	Institute of Welsh Affairs	Term of Council	Council	1	Chairman of Council	17th May 2012
21	S.E. Wales Transport Alliance	Term of Council	Council	2	Cabinet Member for Transport and Infrastructure (Cllr. S.B.Jones) Cllr. G. Howard	17th May 2012 17th May 2012
22	Reserve Forces and Cadets Association for Wales	Term of Council	The Association	1	Cllr. J. Prosser	17th May 2012
23	S.E. Wales Strategic Planning Group	Term of Council	Council	2	Cabinet Member for Environment, Public Services & Housing (Cllr G. Howard) and the Chairman of Planning(Cllr R Edwards)	16th May 2013 17th May 2012

No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
25	Welsh Books Council	Term of Council	Council	1	Cllr. R. Greenland	15th May 2014
26	South Wales Regional Aggregates Working Party	Term of Council	Council	1	Cllr B. Strong	17th May 2012
27	Welsh European Funding Office Objective 3 Monitoring Committee	Term of Council	Council	1	Cllr R.P. Jordan	17th May 2012
29	Scrutiny Champions Wales Network	Term of Council	Council	1	Cllr J. Prosser	15th May 2014
30	Monmouthshire Adoption Panel	Term of Council	Council	1	Cllr. P. Jones	17th May 2012
31	Monmouthshire Fostering Panel	Term of Council	Council	1	Cllr. R.G. Harris	17th May 2012

**Category 'B' – Joint Committees - Appointments made by the Cabinet**

<b>No.</b>	<b>Body</b>	<b>Term of Office</b>	<b>Source of Members Allowances</b>	<b>No. of Reps</b>	<b>Name of Councillor Appointed</b>	<b>Appointed at Cabinet</b>
1	Gwent Joint Records Committee	Term of Council	Council	2	Councillor D. Edwards Councillor R.J.Higginson	6 <sup>th</sup> June 2012 6 <sup>th</sup> June 2012
2	Gwent Joint Cremation Committee	Term of Council	Council	2	Councillor S.B.Jones Councillor K.G.Williams <i>Note: at least one Cabinet member necessary</i>	6 <sup>th</sup> June 2012 5 <sup>th</sup> June 2013
3	Wales Purchasing Consortium	Term of Council	Council	1	Councillor P.Murphy	6 <sup>th</sup> June 2012
4	Prosiect Gwyrdd Joint Committee	Term of Council	Council	2	Councillor S.B.Jones Councillor P.Murphy	6 <sup>th</sup> June 2012

**Category ‘C’ – Joint Committees and Local Authority Companies – Appointments Made By The Council**

<b>No.</b>	<b>Body</b>	<b>Term of Office</b>	<b>Source of Members Allowances</b>	<b>No. of Reps</b>	<b>Name of Councillor Appointed</b>	<b>Date Appointed at Council</b>
1	Pension Fund Management Group (Joint Committee with Torfaen)	Term of Council	Council	3	Cllr. P. Hobson Cllr. P. Clarke Cllr. A.Easson	15th May 2014 15th May 2014 15th May 201
2	Monitor (The Board of the County Hall Joint Company)	Term of Council	Council	3	Cllr. P. Clarke Cllr. R. Edwards Cllr. A.E. Webb	17th May 2012 17th May 2012 17th May 2012
3	Capital Regional Tourism (previously known as Tourism South Wales Ltd )	Term of Council	Council	2	Cllr. R.J.W. Greenland 1 Officer	17th May 2012 17th May 2012
4	Aneurin Bevan Community Health Council	Term of Council	Council	3	Cllr. A.Easson Cllr. P. Hobson Cllr. V.E. Smith	16th May 2013 15th May 2014 17th May 2012
5	Aneurin Bevan Local Health Board-Stakeholder Reference Group	Term of Council	Council	1	Cllr. J.L. Prosser	17th May 2012
6	Board of Monmouthshire Housing Association	Term of Council		4	Cllr. P.R. Clarke Cllr Mrs S.White Cllr. A.E. Webb Cllr A Wintle	17th May 2012 17th May 2012 17th May 2012 16th May 2013
7	Education Achievement Service	Term of Council	Council	2	Cllr E.J. Hackett Pain (Cabinet Member for Schools and Learning-as representative member of the company. Cllr P.A.Fox-to Board of Directors	21 <sup>st</sup> June 2012
8	SRS Business Solutions Ltd	Term of Council	Council	2	County Councillor P. Murphy (Cabinet Member with portfolio responsibility for finance) appointed as the representative member to the company and County Councillor R.J.W. Greenland to the Company’s Board of Directors.	21 <sup>st</sup> June 2012

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
9	CMC <sup>2</sup>	Term of Council	Council	2	County Councillor P.A. Fox (Leader) as the representative member to the company and County Councillor R.J.W. Greenland to the Company's Board of Directors.	21st June 2012
				1	One opposition member as observer: Councillor A.C.Watts  (Board suggest that this can be done on a rotating basis so CMC2's messages can be circulated wider. )	16 <sup>th</sup> May 2013

### Category 'D' - Voluntary Organisations

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Borough Theatre Voluntary Management Committee	Term of Council	Council	1	Cllr R. Greenland	15th May 2014
2	Monmouthshire and Brecon Canal Working Party	Term of Council	Council	1	Cllr. D.Edwards	16th May 2013
3	Wales Council for the Blind	Term of Council	Council	2	Cllr. R.J.C. Hayward Cllr. R.P. Jordan	17th May 2012 17th May 2012
4	Disability Wales (previously known as Wales Council for the Disabled )	Term of Council	Council	2	Cllr. S. Jones Mr. A. James	17th May 2012 17th May 2012
5	ASERA (Association of Severnside Relevant Authorities)	Term of Council	Council	2	Cllr. P.R. Clarke Cllr. A.E. Webb	17th May 2012 17th May 2012
6	Severn Estuary Partnership	Term of Council	Council	2	Note: should have the same two members as ASERA(see above) Cllr. P.R. Clarke Cllr. A.E. Webb	17th May 2012 17th May 2012
7	Coleg Gwent Corporation	Term of Council	Council	1	Cllr.P.R.Clarke (Note: the College prefer appointments to be made for a 4 year period)	16th May 2013



Category 'E' Local Interest

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	<i>Abergavenny, Crickhowell and District CAB Management Committee</i>	<i>Term of Council</i>	<i>Council</i>	3	<i>Cllr. R.F. Chapman Cllr. M. Hickman Cllr. J. George</i>	<b><i>New appointments created on Monmouthshire County Citizens Advice Bureau, following merge Abergavenny, Caldicot and Chepstow Offices</i></b>
2	<i>Monmouthshire Association of Citizens' Advice Bureaux</i>	<i>Term of Council</i>	<i>Council</i>	2	<i>Cllr. P. Murphy Cllr. P. Farley Two trustees required to act as Board members.</i>	
3	<i>Caldicot Citizens Advice Bureau Management Committee</i>	<i>Term of Council</i>	<i>Council</i>	2	<i>Cllr. Mrs. P.Watts One vacancy</i>	
4	<i>Chepstow and District CAB Management Committee</i>	<i>Term of Council</i>	<i>Council</i>	1	<i>Cllr. D. Dovey</i>	
5	<i>Monmouthshire County Citizens Advice Bureau</i>	<i>Term of Council</i>	<i>Council</i>	2	<i>Cllr P. Murphy Cllr P. Farley Two observers at trustee board meetings</i>	<i>15<sup>th</sup> May 2014</i>
6	<i>Chepstow Senior Citizens Centre Management Committee</i>	<i>Term of Council</i>	<i>Council</i>	3	<i>Cllr.P.Farley Cllr D. Dovey</i>	<i>16th May 2013 15<sup>th</sup> May 2013</i>
7	<i>Llandogo Village Hall Committee</i>	<i>Term of Council</i>	<i>Council</i>	1	<i>Cllr. D. Blakebrough</i>	<i>17th May 2012</i>
8	<i>Llanellen Village Hall Committee</i>	<i>Term of Council</i>	<i>Council</i>	1	<i>Cllr. M. Hickman</i>	<i>17th May 2012</i>
9	<i>Llanfoist Villagers Association</i>	<i>Term of Council</i>	<i>Council</i>	1	<i>Cllr. M. Hickman</i>	<i>17th May 2012</i>
10	<i>Monmouth CAB Trustee Board</i>	<i>Term of Council</i>	<i>Council</i>	1	<i>Cllr. A.M. Wintle</i>	<i>21<sup>st</sup> June 2012</i>
11	<i>Raglan Community Centre Committee</i>	<i>Term of Council</i>	<i>Council</i>	1	<i>Cllr. P. Jones</i>	<i>17th May 2012</i>

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
12	Monmouth School and Haberdashers' Monmouth School for Girls	Term of Council	Council	1	Cllr. S. White	17th May 2012
13	Abergavenny Educational Foundation of King Henry VIII- Governors	Term of Council	Council	5	Mr. C.D. Woodhouse Mr. R. Hill Cllr.M. Hickman Cllr.R.P. Jordan Cllr. M. Powell	17th May 2012 17th May 2012 17th May 2012 17th May 2012 17th May 2012
14	Wye Navigation Advisory Committee	Term of Council	Council	1	Cllr. A Webb	17th May 2012
15	Pratts Charity, Mathern	4 years from appointment	Council	2	Cllr G.L. Down Cllr P. Murphy	21 <sup>st</sup> June 2012 16 <sup>th</sup> November 2011
16	Gwent Police Animal Welfare Committee	Term of Council	Council	1	Cllr. D. Blakebrough	17th May 2012
17	Monmouthshire Local Access Forum	Term of Council	Council	1	Cllr. A. Webb	15th May 2014
18	Clydach Ebenezer Chapel Fund Committee	Term of Council	Council	1	Cllr. G. Howard	17th May 2012

**Category 'F' - Other**

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Best Kept Village Competition	Term of Council	Council	6	Cllr. P.R. Clarke Cllr. D. Evans Cllr. B. Strong Cllr. S. White Mr.. J. Major Cllr J Crook	17th May 2012 17th May 2012 17th May 2012 17th May 2012 17th May 2012 16 <sup>th</sup> May 2013
2	Wales Home Safety Council now known as "Home Accident Prevention Wales"	Term of Council	Council	2	Cllr. V.E. Smith 1 Officer <i>(enquiries into status of this body are continuing)</i>	17th May 2012
3	Gwent Association of Voluntary Organisations	Term of Council	Council	1	Cllr. A. Wintle	17th May 2012
4	Monmouthshire Sportlot Community Chest Committee	2 years	Council	3	Cllr. S. Jones Cllr. S. Howarth Cllr. B. Strong	17th May 2012 15th May 2014 17th May 2012
5	Local Government Flood Forum	Term of Council	Council	1	Cllr. P.R. Clarke	17th May 2012

**Category 'G' - Appointments Determined by W.L.G.A**

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Nominated at Council
1	Flood Risk Management Committee Wales (in rotation with Powys and Torfaen)	Term of Council	WLGA	1	Councillor S.B.Jones	16th May 2013





<p><b>12. APPOINTMENT TO DEMOCRATIC SERVICES COMMITTEE</b></p>	<ul style="list-style-type: none"> <li>Request from Councillor S. Howarth to view the recording of the Council meeting to ascertain whether the process for the creation of a Democratic Services Committee and election of Chairman was in accordance with constitutional procedure.</li> <li>Amend Chair of Democratic Services Committee to Councillor Blakebrough.</li> </ul>	<p>Democratic Services Officer</p>	<ul style="list-style-type: none"> <li>Link to recording emailed to Councillor Howarth.</li> <li>Chair amended.</li> </ul>
<p><b>16. APPOINTMENT TO OUTSIDE BODIES</b></p>	<ul style="list-style-type: none"> <li>Request to resolve the discrepancy between the recorded list and the secretaries list for representation on Chepstow Senior Citizens Centre.</li> <li>Confirmation sought whether appointees to the Abergavenny Educational Foundation of King Henry VIII should be LEA Governors or trustees.</li> <li>Members agreed to provide mutual feedback regarding matters of note from outside body representation.</li> </ul>	<p>Democratic Services Officer</p> <p>Elected Councillors</p>	<ul style="list-style-type: none"> <li>Chepstow Senior Citizens Centre contacted.</li> <li>Educational Foundation contacted.</li> <li>Members to feedback on work of outside bodies.</li> </ul>
<p><b>SCHOOL BUDGETS</b></p>	<p>Councillor A.C. Watts requested information regarding the budget</p>	<p>Cabinet Member, Children and Young People, to</p>	<ul style="list-style-type: none"> <li>To be completed.</li> </ul>

	position of the Authority schools.	respond by email	
<b>ANNUAL REPORT, CHILDREN AND YOUNG PEOPLE</b>	<ul style="list-style-type: none"> <li>• Request to provide results of Monmouthshire Safeguarding Survey</li> <li>• Request to prepare a report for Members regarding the review of ALN.</li> </ul>	Chief Officer Children and Young People	<ul style="list-style-type: none"> <li>• To be completed.</li> </ul>
<b>CORPORATE PARENTING</b>	Request to contact Property Service regarding missing paving slabs on Hilston Park terrace.	Democratic Services Officer	<ul style="list-style-type: none"> <li>• Request sent to Head of Property Services and response circulated to members.</li> </ul>

**Minutes of the Extraordinary Meeting of Monmouthshire County Council  
held in the Council Chamber at County Hall, Usk  
on Friday 23<sup>rd</sup> May 2014 at 10.00a.m.**

**PRESENT:** County Councillor J.L. Prosser (Chairman)

County Councillors: D. Batrouni, G.C. Burrows, P.R. Clarke, D.L.S. Dovey, D.L. Edwards, R. Edwards, D.J. Evans, P.S. Farley, P.A. Fox, R.J.W. Greenland, E.J. Hacket Pain, R.G. Harris, M. Hickman, R.J. Higginson, S.G.M. Howarth, D.W.H. Jones, S. Jones, S.B. Jones, R.P. Jordan, P. Murphy, M. Powell, V.E. Smith, B. Strong, P.A. Watts, A.E. Webb, S. White and A.M. Wintle.

**OFFICERS IN ATTENDANCE:**

Mr. P. Matthews	-	Chief Executive
Mr. S. Burch	-	Chief Officer, Social Care and Health
Mrs. K. Beirne	-	Chief Officer, Enterprise
Mr. S.M.W. Andrews	-	Monitoring Officer
Mrs. J. Robson	-	Head of Finance
Mrs. T. Harry	-	Head of Improvement and Democracy
Mr. P. Davies	-	Head of Commercial and People Development
Mrs. D. Hill-Howells	-	Head of Community Led Delivery
Mr. W. McLean	-	Head of Strategic Partnerships
Mr. M. Gatehouse	-	Improvement Officer
Mrs. S. King	-	Senior Democratic Services Officer

**ALSO IN ATTENDANCE:**

Ms. G. Carr	-	National Eisteddfod of Wales
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**APOLOGIES FOR ABSENCE**

1.- Apologies for absence were received from County Councillors D. Blakebrough, J.E. Crook, A. Eason, J. George, L. Guppy, G. Howard and K. G. Williams.

The Chairman announced that it would be the last meeting attended by Mr M. Andrews, Monitoring Officer, as he would be entering retirement. The Chairman acknowledged the long service that he had undertaken and thanked M. Andrews on behalf of Monmouthshire County Council, members were invited to speak.

The Leader of the Council thanked M. Andrews and recognised the importance of having an officer to support and advise members and appreciated that he had been available.



**Minutes of the Extraordinary Meeting of Monmouthshire County Council  
dated 23<sup>rd</sup> May 2014 - continued**

Councillor Batrouni, Leader of Labour Group, thanked M. Andrews for help that had been provided and highlighted that members respected the officer and wished him well for the future.

Councillor Hobson, Leader of Liberal Democrat group, wished M. Andrews the best of luck with his retirement and thanked him for the help and impartial advice.

Members offered best wishes to M. Andrews and expressed thanks for his support and contribution to Monmouthshire County Council.

The Chief Executive agreed and supported messages from members and advised that he would be missed, he wished M. Andrews best wishes.

In response, M. Andrews expressed thanks for all of the kind messages.

## **DECLARATIONS OF INTEREST**

2.- There were no declarations of interest.

A member enquired when the Williams report would be discussed by members and the Council would be given an opportunity to respond.

It was noted that most Councils in Wales had not yet formally responded and correspondence had been sent that guidance would be issued in June 2014. Consultation should follow shortly.

## **NATIONAL EISTEDDFOD OF WALES**

3.- We welcomed Gwenllian Carr, from the National Eisteddfod of Wales and received a presentation and report in relation to proposals for Monmouthshire to host to the 2016 National Eisteddfod and the impact for the County, in terms of activity before, during and after the event.

During the presentation we noted the following:

- **Background**
  - One of the world's greatest cultural festivals, attracting over 150,000 visitors annually.
  - All kinds of activities for the whole family on a 35 acre site during the first week of August.
  - Held in North and South Wales alternately.
  - Wales' largest community development and regeneration project lasting two years locally.

## Minutes of the Extraordinary Meeting of Monmouthshire County Council dated 23<sup>rd</sup> May 2014 - continued

- **Benefit to the area**

- A chance to welcome thousands of visitors to the area – over 500 caravans in the Vale of Glamorgan, 2012 and many more people staying in hotels and guest houses locally.
- Economic effect on an area during the week: £6-£8 million.
- 150 hours of broadcasting on TV, radio and online. Bringing the world to the area and taking the area to the world.
- Largest BBC outside broadcast after Wimbledon.
- Monmouthshire Eisteddfod – every part of the county to be part of the community project.
- Bringing communities together in the name of the Eisteddfod – this can continue afterwards.
- Catalyst to strengthen and promote Welsh and the culture of Wales locally.
- Catalyst to promote Monmouthshire as a tourism destination.

- **Working together**

- A partnership between us and the local council.
- Working together to deliver the best project possible for local people and for Wales.
- Working together to promote Monmouthshire to a new target audience and potential return visitors.
- Working together throughout the two year preparatory and community project.
- **2014 – Carmarthenshire** promoting tourism and benefit for the language; **20013 – Denbighshire** promoting tourism; **2012 – Vale of Glamorgan** promoting tourism; **2011 – Wrexham** promoting tourism and benefit for the language; **2010 – Blaenau Gwent** promoting the country, tourism and language.

- **Community project**

- Create voluntary committees to work locally.
- Divide the area into workable wards for fundraising purposes.
- Organise and hold community events of all kinds to raise money and awareness.
- Create the list of competitions and organise events during the week itself.
- Hold outreach activities with children and young people in the period leading up to the festival.
- Create the Eisteddfod Choir.

- **Impact/Legacy**

- **Linguistic impact** – more people learning Welsh, choosing to send their children to Welsh language playgroups and schools.
- **Cultural impact** – more cultural and artistic activities happening locally.

## Minutes of the Extraordinary Meeting of Monmouthshire County Council dated 23<sup>rd</sup> May 2014 - continued

- **Economic impact** – particular boost for the tourism and hospitality sectors.
- **Community impact** – an opportunity for an area to continue working as a community; it brings communities together encouraging partnerships and creating an interest in democracy and local citizenship.
- **The way forward/Important milestones**
  - **Public Meeting** (set up committees/gain public interest)
  - **June/July 2015** – Proclamation festival
  - **October/November 2015**- Meet the Buyer events
  - **April 2016** – Concerts announced and tickets go on sale
  - **June/July 2016** – Consumer and business promotional and advertising campaign
  - **30 July – 6 August 2016** – Eisteddfod week
  - Details of main contacts

Members were invited to comment and ask questions, during discussion we noted the following:

- Council supported proposals to host the 2016 National Eisteddfod and welcomed opportunities that the event would bring to the County.
- In support, the Cabinet member highlighted:
  - That the proposed venue would be an extension of the town centre, close enough to be integrated, but wide enough to create a large venue.
  - It was recognised that the County would benefit from tourists attending the event. It was suggested that work could be undertaken with Arriva, to ensure public transport was effective and that event makers, guides and welcome hosts were introduced as part of the event.
  - In terms of investment and return, there was a requirement to ensure that there was a lasting legacy for the towns, communities and County.
  - The actual event would be held for one week in the Summer of 2016, but the preparation would start immediately and would have to be developed.
  - In relation to finance and exposure to the County in figures, those presented within the report would be current value and the amount would decrease as funding begins.

*Note: County Councillor A. Webb left at 10.41a.m.*

- The Leader thanked Ms Carr for attending and for an informed presentation. It was highlighted that Welsh culture should be celebrated and was excited about opportunities for Monmouthshire. Economic benefits would be obvious, but it was commended that the social return on investment would be measured. It was recognised that language and culture would be promoted through the event.

## **Minutes of the Extraordinary Meeting of Monmouthshire County Council dated 23<sup>rd</sup> May 2014 - continued**

- Members welcomed the emphasis on legacy and encouraged community groups to get involved in planning of the event.
- A member recognised the opportunity, due to involvement with local Eisteddfod projects and fully supported recommendations.
- We highlighted that each local area would be benefited by the Eisteddfod, particularly in relation to economic effect on local areas. The event was considered to be an opportunity to make an investment and bring visitors to the County, local residents were encouraged to become involved.
- Members that had visited National Eisteddfods over previous years were impressed with the infrastructure, organisation of events and attention to detail within the layout. The proposed site would suit the event proposals.

We resolved:

1. To agree to host the 2016 National Eisteddfod, at Castle Meadows in Abergavenny.
2. To agree to fund the one off resources needed to support hosting the Eisteddfod, totally an estimated £580k, from the priority investment reserve, of which £300k relates to the requirement to underwrite the community fund raising target. Costs will be maintained to a minimum and we will look to maximise the return on this investment for Monmouthshire.

*Note: County Councillors P.A.D. Hobson and B. Jones left at 11.00a.m.*

### **IMPROVEMENT PLAN AND IMPROVEMENT OBJECTIVES 2014/15**

4.- We were presented with the Improvement Plan and Improvement Objectives proposed for 2014/15.

Having received the report the following points were noted:

- The setting of annual Improvement Objectives and the production of an Improvement Plan are statutory requirements under the Local Government (Wales) Measure 2009.
- The Improvement Plan is produced in two parts. Members were presented with the forward looking section of the plan, which was focused on commitments and aspirations. It presented an opportunity to set the key actions that would deliver priorities of education of young people, support for vulnerable people and supporting business and job creation.
- The plan contained four specific Improvement Objectives. Objectives 1 and 2 were refreshed versions of those agreed by Council last year. The new objective 3 titled '*We will enable our county to thrive*'. Brought together previous objectives which covered economic development, waste and whole place, which have clear synergies. Objective 4 focused on organisational

## Minutes of the Extraordinary Meeting of Monmouthshire County Council dated 23<sup>rd</sup> May 2014 - continued

effectiveness and related to ensuring that that Monmouthshire County Council was an efficient, effective and sustainable organisation.

- The plan is aligned with the three themes and nine outcome statements that members have previously committed to as partner in the Local Service Board. These are:
  - **Nobody is left behind:** Older people are able to live their good life; People have access to appropriate and affordable housing; People have good access and mobility.
  - **People Are Confident, Capable and Involved;** People's lives are not affected by alcohol and drug misuse; Families are supported ; People feel safe.
  - **Our County Thrives:** Business and enterprise; People have access to practical and flexible learning; People protect and enhance the environment.
- Performance data for 2013-14 has been included where appropriate. This allows members to understand the objectives for the year ahead in the context of the most recent performance. However members should be aware that measures have not yet been subject to audit and therefore may change before publication by Welsh Government in September.
- Part two of the plan, would focus on what we achieved in 2013-14 and would be presented to Council in October, when audited information from other councils becomes available. At this point we will have up-to-date comparative data. In the meantime the plan contains a hyperlink to the last set of published data.

During discussion members were invited to comment and ask questions, we noted the following points:

- The Chairman of Adults Select advised that a Joint Select Committee had been held and members discussed the plan in considerable detail and made constructive comments. These comments included drafting and presentation, but also proposed that more prominent items were included e.g. aspirations on transport side. Members sought reassurance that comments from scrutiny committees would be carried through to the final document and we were advised that hyperlinks within this version were working appropriately.
- The Improvement Officer thanked members for comments and confirmed that links were working. The comments received had reflected the Estyn journey, contained within objective 1 and observations on transport contained within objective 3.
- References had been made within the single integrated plan and a number of other points had been made e.g. comparison to other areas, the detailed plan was not available at this stage.
- Officers had retained the vision for the county, however, there was detail on Welsh Government information base where information could be compared. Further detail would be provided in October.

**Minutes of the Extraordinary Meeting of Monmouthshire County Council  
dated 23<sup>rd</sup> May 2014 - continued**

- The area of Adult Education was identified as an area where a number of measures had been included in the final section. These were not performance indicators, three priorities and four objectives were strongly reflected within the report. Adult Education did not have a performance indicator and had been included within data for leisure centres and libraries, however, these were not comparable for adult education.
- A member commended the quality of the report and highlighted that it was well written. However, it was requested that quantitative data was provided to support the content and how objectives would be measured.
- Consistency was required, in relation to the way that reports were presented and how information was analysed. In response, we were advised that a change in improvement objectives had occurred and there had been a shift in improvement objectives from year to year. National Objectives would provide a common reference point, long term objectives would have aspiration and circumstances would result in new opportunities becoming available.
- We were informed that select committee had raised concerns regarding annotated diagrams and hyperlinks. Officers apologised and explained that it had been a software issue, when documents were converted.
- We were advised that the joint select committee had been informed and officers had explained that the included language is agreed and adopted by Council through the adoption of the single integrated plan. Work had been undertaken collaboratively with partners.
- It was important that the document was presented in an appropriate way and any other comments would be addressed.
- Detail would be analysed on a monthly basis and considered alongside key performance measures. When a service is changed it would result in a period of uncertainty. The aim would be to have improved targets, compared to the previous year.
- It was discussed that, within the transport area there should be a more strategic approach, however, this was not reflected within the report. It was proposed that '*a more strategic approach to transport*' was included within objective 3. The officers confirmed that they would look for this to be incorporated and a Countywide Strategic Transport group had been established which would address issues. Outcomes and achievements of the group would be reflected upon.

We resolved:

1. That Council adopt the nine outcomes described within the Single Integrated Plan as those that the local authority works towards and aligns its own plans to. The outcomes are shown in paragraph 3.4 and will replace the five population outcomes described in previous improvement plans.
2. That Council approve the Improvement Plan 2014-17.

**The meeting ended at 11.30a.m.**

**Minutes of a meeting of the Standards Committee held at County Hall, Usk,  
on Friday 7<sup>th</sup> March 2014 at 10.30 a.m.**

**PRESENT:**

Mrs P Reeves (Chairman)  
County Councillors D. Edwards, D. Evans and P. Jordan

**INDEPENDENT REPRESENTATIVES:**

Mr T. Auld, Mr G. Preece and Mr. M. Sutton

**OFFICERS PRESENT:**

Mr. S.M.W. Andrews- Monitoring Officer  
Mrs. S. King - Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies were received from County Councillor R.P. Jordan and Mr. T. Auld.

**2. DECLARATIONS OF INTEREST**

County Councillor D. Evans declared a personal and prejudicial interest, pursuant to the members' code of conduct, in relation to item 6 as a member of Caldicot Town Council. Councillor Evans left the meeting whilst the item was considered.

**3. MINUTES**

We resolved that the minutes of the meeting held on 13<sup>th</sup> January 2014 be confirmed as a correct record and signed by the Chairman.

**4. REPORTS FOR INFORMATION**

The Monitoring Officer presented the following reports, for information:

**i) IRPW SUPPLEMENTARY REPORT ON CO-OPTEDS**

We received a Supplementary Report of the Independent Remuneration Panel for Wales in accordance with Section 147 of the Local Government Measure (Wales) 2011. The report related to payments made to co-opted members of Principal Authorities, National Park Authorities and Fire and Rescue Authorities, who have the right to vote.

The committee were invited to indicate whether a meeting is a full or half day, for payment purposes. Guidance was requested in relation to preparation issues and an indication of time planned for the meeting.

During discussion we noted the following points:

**Minutes of the Standards Committee  
Friday 7<sup>th</sup> March 2014 at 10.30 a.m.**

- The general consensus was that members required 2/3 hours to prepare for a meeting, but, some meetings required additional time or a half day.
- The Monitoring Officer advised that it would be difficult for the length of a meeting (full or half day) to be specified in advance, however, it was recognised that meetings to consider hearings would take more preparation time.
- It was noted that the issue was being discussed across Wales and the Chairman welcomed views from others.

We noted the report.

**ii) APW ANNUAL REPORT 2012-13**

We received the Adjudication Panel for Wales Annual Report, which reviewed the work of the panel during the financial year 2012-13.

We noted the report.

**5. EXCLUSION OF PRESS AND PUBLIC**

We resolved to exclude the press and public from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A to the Act.

**6. SHORTLIST COMMUNITY COMMITTEE MEMBER**

We considered applications for the Community Committee member and agreed a shortlist for interview.

**7. READMISSION OF PRESS AND PUBLIC**

We resolved that the press and public be re-admitted to the meeting for the following item of business as it did not involve the likely disclosure of exempt information in accordance with Section 100A of the Local Government Act 1972.

**8. DATE AND TIME OF NEXT MEETING**

We agreed that the date and time of the next meeting would be **Monday 9<sup>th</sup> June 2014 at 10.30am.**

The committee thanked the Monitoring Officer for his support and wished him well for his retirement.

**The meeting ended at 12.30pm**



**MONMOUTHSHIRE COUNTY COUNCIL**  
**Minutes of the meeting of the Internal Monitoring Board**  
**held at County Hall, Usk on Tuesday 29<sup>th</sup> April 2014 at 4.30pm**

**PRESENT:** County Councillor P.A. Fox (Chairman)  
County Councillors: D. Batrouni, D. Blakebrough, L. Guppy, R.P. Jordan

**ALSO PRESENT:** County Councillor E.J. Hackett Pain

**OFFICERS IN ATTENDANCE:**

Mr. P. Matthews: Chief Executive  
Mr. S. Burch: Chief Officer, Social Care and Health  
Mr. W. McLean: Head of Strategic Partnerships  
Mrs. S. Randall-Smith: Children and Young People Directorate  
Mrs. T. Norris: Improvement Officer  
Mr. R. Williams: Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Ms. S. McGuinness, Chief Officer for Children and Young People.

**2. DECLARATIONS OF INTEREST**

None.

**3. MINUTES**

We received and noted the minutes of the Internal Monitoring Board dated 25<sup>th</sup> March 2014.

**4. ESTYN MONITORING VISIT 5<sup>th</sup> – 6<sup>th</sup> FEBRUARY 2014**

We received a letter from Estyn outlining details of the Estyn Monitoring visit on the 5<sup>th</sup> and 6<sup>th</sup> February 2014 which focussed on safeguarding. The following points were noted:

- Progressive scrutiny has been undertaken which has been reflected in the reporting process. A closer working relationship between the Children and Young People and Social Care and Health Directorates was being undertaken.
- It was noted that the letter contained some vague responses but did acknowledge the good work that was being undertaken to improve safeguarding within Monmouthshire, i.e., being more evaluative and recognising the need to 'drill down' into the data.
- In response to a Member's question, it was noted that other authorities had been visited with a view to replicating good practice.

**Minutes of the meeting of the Internal Monitoring Board  
Dated 29<sup>th</sup> April 2014 continued**

We noted the information contained within Estyn's letter.

**5. DEVELOPMENT IN SAFEGUARDING AND CHILD PROTECTION SINCE THE MONITORING VISIT**

We received a report on Safeguarding and Child Protection in Monmouthshire following the Estyn Monitoring visit that was held in February 2014.

It was noted that the overarching purpose of the report was to answer two central questions:

- How do you know that children in Monmouthshire are as safe as they can be?
- How effective are our safeguarding and child protection processes?

Having received the report, the following points were noted in respect of Estyn's recommendation to ensure that safeguarding procedures were robust and underpinned by a clear policy:

- The Safeguarding Policy had been established indicating greater clarity around staff roles. Staff had signed up to the policy.
- The Safeguarding Unit has a record of the policy and checks that it is being implemented.
- The Policy will be regularly reviewed with continuous staff training to ensure that awareness of the policy is maintained.
- The scoring process identified in the report helped Members and officers to continually challenge the level of progress being made.
- The report needed a narrative to indicate that the authority had a high degree of confidence that children in Monmouthshire were safe and to identify why that was the case.
- In response to a Member's question, it was noted that when Estyn's recommendations in respect of safeguarding have been fulfilled, a termly / six monthly review of safeguarding procedures will be undertaken to ensure that a high quality service is maintained. This is likely to be undertaken via Chief Officer reports and via the Whole Authority Risk Assessment report. At this stage it is likely that quality practitioners will be used to monitor progress of Monmouthshire's Safeguarding procedures.
- Key Performance Indicators will be used to measure progress.

Having received the report it was noted that robust monitoring of this service was being undertaken and improvements had been made and were continuing to be made.

**Minutes of the meeting of the Internal Monitoring Board**  
**Dated 29<sup>th</sup> April 2014 continued**

**6. UPDATE ON RECENT MEETINGS WITH THE MONMOUTHSHIRE RECOVERY BOARD / ESTYN MONITORING VISIT – PREPARATION AND DRAFT SELF EVALUATION**

We received an update on recent meetings with the Monmouthshire Recovery Board and details of the Children and Young People's Service Self Evaluation taken from a baseline position of November 2012.

In doing so, the following points were noted:

- Estyn will be undertaking a monitoring visit in June 2014.
- Two positive meetings had been held with the Monmouthshire Recovery Board and it was indicated that the work undertaken by the Authority so far was not being evaluated enough. Therefore, the Directorate had been working on producing a self-evaluation matrix. The Monmouthshire Recovery Board had viewed the matrix and had suggested some amendments, which had led to the self-evaluation report being received at today's meeting.
- At the suggestion of the Monmouthshire Recovery Board, the Summary was placed at the beginning of the report.
- A meeting with a representative of the Education Achievement Service will be held on 30<sup>th</sup> April 2014 to test the work being carried out, as indicated in the report.
- It was considered that the Estyn recommendations could be located within the report so that they were more easily visible.
- Amend the Summary headings and add an additional column to include timescales.
- The summary within the report was fundamental in demonstrating weaknesses in the service and outlining how these weaknesses will be addressed.
- The self-evaluation report will be presented to the Senior Leadership Team on 6<sup>th</sup> May 2014 and to the Welsh Government that afternoon. The Children and Young People Select Committee will receive the report for scrutiny at its June 2014 meeting.

We resolved to receive the report and note its content.

**The meeting ended at 6.18pm.**

**Minutes of the meeting of the Democratic Services Committee held at County Hall, Usk on 12<sup>th</sup> May 2014 at 10.00 a.m.**

**PRESENT:** County Councillor D. Evans (Chairman)

County Councillors: D. Blakebrough, D.L. Edwards, R.G. Harris, S.G.M. Howarth and V.E. Smith.

**OFFICERS IN ATTENDANCE:**

Mrs. T. Harry - Head of Democracy and Regulatory Service  
Mrs S. King - Senior Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors P.R. Clarke, A. Easson, S. Jones, P. Jones, J. Prosser 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 17<sup>th</sup> March 2014 be confirmed as a correct record and signed by the Chairman.

A query was raised regarding timescales for actions, particularly in relation to the report for member training. The Head of Democracy and Regulatory Services advised that a report would be considered at full Council in June, regarding Member Training and Development.

**5. MINISTER REPORT ON DIVERSITY**

We received the Report on Diversity, from the Welsh Government Minister for Local Government and Government Business, which had been circulated for member information.

The report followed a survey that had been undertaken which Monmouthshire County Council had contributed to.

During discussion we noted the following points:

**Minutes of the Democratic Services Committee**  
**Dated 12<sup>th</sup> May 2014 - continued**

- A member advised that they had found the report interesting, particularly reasons surrounding diversity.
- We highlighted the importance of providing an environment where people feel comfortable and mentoring should be encouraged.
- It was recognised that the spectrum of politics had completely changed over the past years and the role was time consuming.
- Members were aware that there was significant time commitment required for both Male and Female Councillors, due to various reasons, such as family and carer responsibilities.
- A member highlighted that experience of post holders should be considered and elected members should reflect on what they would be able to offer.
- Concerns were expressed regarding communication and some members were dissatisfied that they did not feel as informed as they had previously been.
- Clarification was requested regarding responsibilities and delegated powers. The Head of Democracy and Regulatory Services advised that the scheme of delegation was included in the constitution and officers had been tasked with a review to ensure that it reflected relevant legislation and delegated powers.
- The decision making process was discussed, in terms of increased diversity and more contributions.
- Scrutiny had been developed significantly in the authority and operated effectively, it would offer influence on decisions, challenge and holding executive members to account. Members had a role in ensuring that appropriate questions were asked and that performance is as it should be.
- We noted that the Cabinet work programme was regularly produced and updated.
- The frequency of meetings, particularly scrutiny, raised concern amongst members and some members were frustrated as actions were not achieved through the call-in process.
- A member highlighted that some issues had been the subject of scrutiny and reports had not been accepted.
- The Audit Committee had received a report on collaborative working and it was felt that there was a missed opportunity that financial matters were not considered. It was clarified that the report was a Wales Audit Office thematic piece of work which had gathered the information, the response had been provided in relation to a whole list of partnerships, and was not specific to questions, main partnerships were listed within the report.
- We noted that the Assistant Head of Finance would propose a new format for financial reports. Discussions had been held, following concerns raised, that performance and financial information was not integral. It was anticipated that reports would be more integrated, however, this proved difficult due to timings and deadlines. A report would be submitted to Cabinet with revised reporting framework.
- There was a requirement to look at areas where skills were already available and it was requested that information within finance reports could be more up to date.
- Members were informed that finance reports would be tailored to the specific select committee and any issues pertinent to the committee would be summarised within the covering report.

**Minutes of the Democratic Services Committee**  
**Dated 12<sup>th</sup> May 2014 - continued**

- The committee appreciated that reports were specific to the relevant select committee and that officers would bring forward any issues of concern.
- Committees would be provided with the information so that they can evaluate performance of a particular area. However, it was noted that there should be more effective feedback from members to their group.
- We discussed training for members, in terms of their roles at committee meetings and asking questions as part of the scrutiny process.
- Some attendance at some scrutiny meetings had been poor, we noted that representatives on committees would be nominated by political leaders and numbers of select committee members may be reduced.
- Officers advised that attendance at meetings should be addressed by group leaders and the decision on whether to attend a meeting would be decided by the individual.
- Members were informed that they would be supported by officers, but clarification was required regarding the areas where support was needed. **It was agreed to add an item to the future agenda for discussion.**
- Clarification was provided regarding number of staff within the Local Democracy section. We were advised that an organisation chart was being developed by the Information Management Officer.
- Concerns were expressed regarding the decreased number of staff within Democratic Services and that different officers had been attending scrutiny committees. There was no continuity and it was a requirement to remain focused.

## **6. FUTURE WORK PROGRAMME**

We discussed items for the future work programme, as follows:

- Requirements for developing role of councillor.
- Concerns were expressed regarding the conditions within the Council Chamber, particularly in relation to sound and lighting. It was suggested that an exercise was undertaken, to gain views on the suitability of the building and chamber.
- We were advised that the issue had been discussed at Political Leaders group and members had not advised of any major issues. **We agreed that a questionnaire would be distributed to members for their views and that a Health and Safety assessment would be carried out by the Health and Well Being Lead Officer.**
- We noted that it would be beneficial if members sat in fixed positions at Council meetings and retained those seats for each meeting.
- **Questionnaire to go out, then item on next agenda. Lawrence to do H&S check on chamber.**
- It was requested that a question could be included within the survey regarding whether members had experienced any symptoms following a Council meeting e.g. I sickness, headaches, red eyes. Useful to ask if have experienced any of symptoms.
- **We agreed that future work should consist of 3 elements, 1) checking infrastructure is in place to support members, (linked with the**

**Minutes of the Democratic Services Committee  
Dated 12<sup>th</sup> May 2014 - continued**

development charter) 2) how can we be more proactive in getting residents involved (engagement – involving residents and challenging policy) 3) how we can be more proactive in challenging Welsh Government who make decisions on behalf of Monmouthshire County Council residents.

- Discussions were held regarding involvement of the Welsh Government in Democratic Services Committee meetings. **We agreed for an item to be included on the next agenda, in relation to connections and engagement with Welsh Government.**

We discussed the frequency of meetings, currently held 6 weekly and it was suggested that meetings could be held quarterly, to ensure a more detailed agenda.

**It was agreed to add an item to the next agenda.**

Clarification was requested regarding the scheme of delegation. The Head of Democracy and Regulatory Services would contact the Monitoring Officer.

## **7. 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 23<sup>rd</sup> June 2014 at 2.00pm.**

**The meeting ended at 11.40 a.m.**

**SUBJECT: Annual Report of Chief Officer Social Care and Health**

**MEETING: County Council**

**DATE: 26<sup>th</sup> June 2014**

**DIVISIONS/WARDS AFFECTED: All**

## **1 PURPOSE**

- 1.1 To provide Council with a copy of the Director's Annual Report on the effectiveness of Social Care Services in 2013-14 and the priorities for the coming year.

## **2 RECOMENDATIONS**

- 2.1 That Council endorse the report.

## **3 KEY ISSUES**

- 3.1 The Annual Council Reporting Framework (ACRF) is part of the regulatory framework for social services in Wales. It creates a statutory requirement to tell local citizens and key stakeholders how well we think the arrangements for delivering social care are working. It is the report of the Chief Officer (Statutory Director). Once approved by Council it becomes the authority's report.
- 3.2 The report is underpinned by a detailed and robust evidence base. Overview reports covering Adults Services and Children's Services will be published on the Council's website to underpin the Director's Report with hyperlinks weaving the reports together. Each of these is, in turn, supported by a series of evidence grids covering the different aspects of the service.
- 3.3 The report and supporting evidence will be examined by Care and Social Services Inspectorate Wales (CSSIW) as part of their annual inspection programme.
- 3.4 The report states that the service is in a period of intense activity as it strives to innovate and improve while continuing to deliver safe and high quality services. It goes on to prioritise six specific areas of focus for 2014-15 which are a continuation of those set for the previous year. These are:
- A focus on families
  - Doing what matters
  - Finding integrated solutions
  - Strengthening communities
  - Building new safeguarding and protection systems
  - Developing and supporting our people
- 3.5 Members wishing to share the report with people in their communities will find it online at [www.monmouthshire.gov.uk/socialservicesreport](http://www.monmouthshire.gov.uk/socialservicesreport)



## **4 REASONS**

- 4.1 To ensure public accountability for the performance of social services and to give a clear indication of the priority areas for transformation.
- 4.2 To ensure that the council is able to meet its obligations under the Annual Council Reporting Framework.

## **5 RESOURCE IMPLICATIONS**

- 5.1 The report is focused on working in partnership with people to achieve outcomes in more creative and cost effective ways.

## **6 EQUALITY AND SUSTAINABLE DEVELOPMENT IMPLICATIONS**

- 6.1 An integrated assessment is appended to this report.

## **7 CONSULTEES:**

Senior Leadership Team  
Cabinet  
Adults Select Committee  
Children and Young People Select Committee

## **8 BACKGROUND PAPERS:**

none

## **9 AUTHOR:**

Simon Burch, Chief Officer Social Care and Health (Statutory Director)

## **CONTACT DETAILS:**

e-mail: [simonburch@monmouthshire.gov.uk](mailto:simonburch@monmouthshire.gov.uk)  
tel: 01633 644601

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
Annual Report of the Director of Social Services	Social Care and Health
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Simon Burch	Matthew Gatehouse

### 1. What are you proposing to do?

The Directors Report examines the effectiveness of services in 2013-14 and priority areas for development in 2014-15. It prioritises six specific areas of focus for 2014-15 which are a continuation of those set for the previous year. These are:

- A focus on families
- Doing what matters
- Finding integrated solutions
- Strengthening communities
- Building new safeguarding and protection systems
- Developing and supporting our people

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

No assessed negative impacts on the groups with protected characteristics.

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

The report provides a positive platform for improving services across the board. It is based on an approach which derives form and respects equality and diversity.

5. Please list the data that has been used to develop this proposal? e.g. Household survey data, Welsh Government data, ONS data, MCC service user data, Staff personnel data etc..

Population projections (ONS Mid-year estimates), Projected demand for services (MCC Data), national performance indicators, Monmouthshire's Medium Term Financial Plan; Daffodil Cymru datasets.

**Signed...**

Matthew Gatehouse.....**Designation.....Policy and Performance Manager .....Dated.....9/6/2014**

## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge”		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration	
<b>Name</b> of the Division or service area		<b>Date</b> “Challenge” form completed	
Aspect of sustainability affected	<b>Negative impact</b> Please give details	Neutral impact Please give details	<b>Positive Impact</b> Please give details
<b>PEOPLE</b>			
Ensure that more people have access to healthy food		No activity impacting on this aspect	
Improve housing quality and provision		No activity impacting on this aspect	
Reduce ill health and improve healthcare provision			Engaging individuals and communities in improving services and networks
Promote independence			This is at the core of our plans to focus on peoples assets and support them to live independent lives
Encourage community participation/action and voluntary work			Engaging individuals and communities in connecting with others including the creation of social enterprises
Targets socially excluded			The 6 priority areas focus on safeguarding and on strengthening families and communities
Help reduce crime and fear of crime			
Improve access to		No activity impacting on this aspect	

education and training			
Have a positive impact on people and places in other countries		No activity impacting on this aspect	
<b>PLANET</b>		No activity impacting on this aspect	
Reduce, reuse and recycle waste and water		No activity impacting on this aspect	
Reduce carbon dioxide emissions		No activity impacting on this aspect	
Prevent or reduce pollution of the air, land and water		No activity impacting on this aspect	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		No activity impacting on this aspect	
Protect or enhance visual appearance of environment		No activity impacting on this aspect	
<b>PROFIT</b>			
Protect local shops and services		No activity impacting on this aspect	
Link local production with local consumption			The creation of small local enterprises / micro enterprises to meet peoples needs
Improve environmental awareness of local businesses		No activity impacting on this aspect	
Increase employment for local people			The creation of small local enterprises / micro enterprises to meet peoples needs
Preserve and enhance local identity and culture		No activity impacting on this aspect	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		No activity impacting on this aspect	

Increase and improve access to leisure, recreation or cultural facilities			Community Coordination should increase access to opportunities for those using it.
---	--	--	--

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤
➤	➤

## The next steps

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

The benefits of community coordination are explored fully in the business case presented to Cabinet on 2 October 2013. See [report](#) for more details.

- 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 Matthew Gatehouse**

**Dated 9/6/2014**





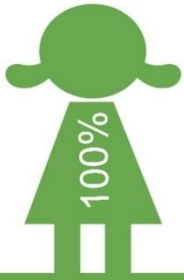
Helping people live their own lives;  
Building sustainable care and support in  
Monmouthshire

Annual Report of the  
Director of Social Services  
2014



monmouthshire  
sir fynwy

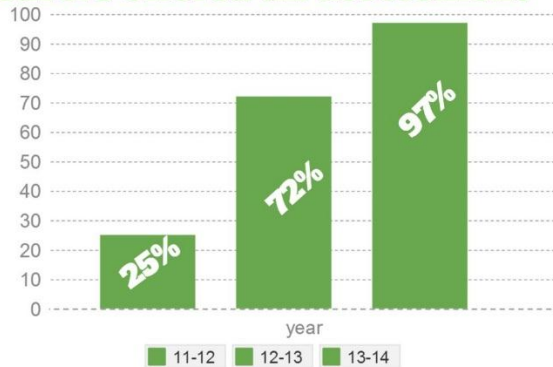
## Doing Well



100%

Permanency Plans for children who are looked after completed on time

### Carers offered an assessment



90% of adults told us they are satisfied with the services they receive



only  
17

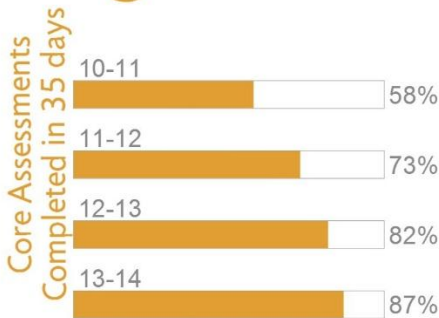
Instances where people had to stay in hospital longer because social care was not available



100%

Children on the child protection register or looked after who had a named social worker

## Getting Better



The child was seen by the social worker in 96% of initial assessments

Percentage of adults whose care package was reviewed in the year



99% of referral decisions were made in one day. Up from 94% in 2012-13

## Room for Improvement

222

473

Education Qualification Points score of looked after children compared to all children



Percent of statutory visits to looked after children that were done on time



@MonmouthshireCC

# Version Control

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<b>Title</b>	Annual Report of the Director of Social Services
<b>Purpose</b>	To tell local people and partners how well we think the arrangements for delivering social care are working. This report is part of the Annual Council Reporting Framework for social care in Wales.
<b>Owner</b>	Monmouthshire County Council
<b>Approved by</b>	Chief Officer, Social Care and Health
<b>Date</b>	20 <sup>th</sup> June 2014
<b>Version Number</b>	0.9
<b>Status</b>	Consultation Draft
<b>Review Frequency</b>	Annual
<b>Next review date</b>	June 2015
<b>Consultation</b>	Closed

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# Introduction

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## *Helping people live their own lives; building sustainable care and support systems in Monmouthshire*

***“We look not for independence and separateness, but for inter-dependency with those around us.”*** (Sustainable Social Services for Wales: A Framework for Action)

Social Services Departments are complex organisations. They are ringed by legislation, affected by social, political and demographic change and both influence and are influenced by the expectations of the public. Increasingly our destiny is linked with other partners as we seek outcomes such as community resilience and safety which we cannot deliver on our own. Add to this the most challenging fiscal climate in a generation and broader global and technological change and it is clear that our response cannot be “business as usual” or “more of the same”.

So how should we respond to this? Over the past year we have realised that the greater the demands placed upon us the more important it is to hold onto our values and core purpose. For me this means going beyond the delivery of traditional services that meet externally determined standards and asking instead “what matters to you?” and “what does a good life look like for you?”



For example we are learning more and more about the physical and psychological impact of loneliness on older people. Meeting someone’s physical needs is not sufficient and we must also help people rebuild relationships and connections with their friends and community.

Similarly we have compelling evidence of the impact of emotional neglect on children’s development and must ensure that not only are children and young people protected from harm but are enabled to flourish.

And the growing international research into what makes us happy reminds us that we all have a basic human need to contribute and feel that we are useful to others.

Finally, as we work to understand what matters to people, within a constricted public services financial context, we need to ask the right questions, in the right order:

- How can you regain your own confidence, resilience and sense of connectedness?
- What support can your family, friends and community offer you?
- What is the appropriate role for statutory services?

This report has two purposes;

- To describe our direction and actions for the year ahead, and
- To report on how we did last year.

On page eight you will see our strategy summed up in a single picture and on page nine is my overview of last year. You will also see quotes, both positive and negative, from people who have used our services spread throughout. The final part of this report lays out my six strategic priorities and the actions that we shall be carrying out during 2014 to start to achieve these. I

have limited myself to six in the belief that “if everything is a priority, nothing is a priority”. So if you don’t find mention of your particular area of interest that doesn’t mean there is no activity going on.

I have drawn on the detailed reports prepared by Julie Boothroyd (Head of Adults) and Tracy Jelfs (Head of Children) for the *How well are we doing* section of this report and these can be accessed [here](#). In these reports you will find the full range of actions that teams will be focusing on during 2014/15.



**Chief Officer  
Social Care and Health**

# Our Journey: what we're trying to achieve

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We are operating in a climate of both fiscal and demographic challenges unseen since the 1940s. You can read more about the context in which we are working on our [website](#). As a complex organisation, we need real clarity on what we are trying to achieve and where we are heading. Over the past couple of years we have used an approach called [Systems Thinking](#) to help us ask the question “what matters to the people we work with?” That has included asking people directly and analysing case files and at times has led to a painful realisation that our services are not always focusing on what really matters. We learnt that:

- People can find it difficult to speak promptly to the person who can help them resolve their issue.
- Assessment processes tend to list people’s deficits (what they can’t do) and not pay enough attention to the assets of that person and their wider network.
- These same processes can restrict the creativity of staff and waste precious time which could be better spent supporting families directly.
- We may “over engineer” solutions, providing expensive and at times disempowering services when simpler options may have been available.
- We often get involved too late in a situation, which makes it much harder to find a good solution.

These factors apply equally to our work with young children and families, people with disabilities and older people.

Having looked unflinchingly at ourselves as an organisation we have been able to identify the key characteristics we need to adopt to move forward.

These can be summarised as:

- Focussing on people’s strengths and assets, both as an individual and within their wider family and community.
- Having different conversations with individuals around “what matters to you” and “how can we work with you to find joint solutions?”
- Putting our expertise at the “front end”, so that people speak to someone who can help them there and then.
- Thinking about how we can intervene earlier on and who the best person to do this is.
- Building a culture which encourages creativity and innovation.
- Finding new ways to engage individuals and communities and to deliver services differently.
- Developing new ways to measure our impact, based on individual outcomes.

We have captured our journey in adult services in a [short animation](#) which you can view online.

This work is essential because in the current financial and demographic context if we don’t find ways to support people to find better solutions we will end up rationing services and only intervening in crisis situations. The human cost of failing to have the right conversations at the right time includes young people placed in institutional placements away from home and older people experiencing isolation and loneliness in their communities.

This work on systems, along with other analysis and reflection, has enabled us to clarify our purpose, principles and our three year strategy.

## Our purpose

Our purpose in Monmouthshire is:

*“Building resilient and sustainable communities”*

Three themes underpin all our work: Nobody left behind; People are capable, confident and involved and Our County thrives. As a social services directorate we play a key part in all these areas and have agreed our own purpose statement to drive our work

*“Helping People Live Their Own Lives”*

Given the particular pressures of working with families and vulnerable children we have expanded this to:

*“Enabling families and communities to keep children and young people safe and to reach their own potential”*

## Our principles

- We will work in partnership to facilitate solutions, building meaningful rapport/relationships with family's individuals and partners.
- We will know/be clear about the people who we will support in a timely manner.
- We will have a plan of how we will support people to develop a “whole life” plan, and have a method to track progress and communicate effectively (including commissioning).
- We will take an outcome focused approach to future planning (long term and short term) with families and individuals to meet their own aspirations and goals.
- We will involve the right people at the right time to help people in crisis and will take responsibility for the appropriate pace and continuity of our on-going intervention.
- We will have honest and transparent conversations with all people.
- We will work with and respect other colleagues and challenge systems to ensure best practice and service delivery.
- We will use knowledge to reflect learn and develop on our practice and decisions.
- Everything we record will be purposeful and proportionate.
- We will value and respect our staff and trust their judgement; and promote wellbeing in the workforce.
- Our IT system will work for us.
- We will work creatively and equitably within all resources available.

*“Cannot wish for a better social worker”  
(Community Care Questionnaire)*

## Our approach

Identifying new principles is one thing, delivering them requires careful thought and clear ways (methods) of achieving this.

My fundamental belief is that the key relationship is that between our front line workers and our communities. My role and that of other managers is to hold true to the principles and purpose



and provide the environment in which excellent practice can develop. It is at the front line that lives are changed and that most resources are committed.

We need to engage simultaneously at three levels;

**Community level:** Building resilient individuals, families and communities

**Service level:** Building flexible, empowering and responsive services

**Individual practice:** Helping people and their families to find solutions that build on their strengths, aspirations and networks

Different approaches are required to impact at all three levels and the next picture shows some of the elements we intend to use to deliver on our key theme of Changing Practice Changing Lives.



#### Definitions

**Community Coordination;** an approach that originated in Australia based on establishing local coordinators within communities who work with people who may otherwise require social services. By engaging early on, building on strengths and helping people to build local connections they help people find their own lasting solutions.

**Small local enterprises;** new small businesses (from 1 to 5 people) which can provide support, generate employment and offer a more person-centred way of providing services to meet individual needs and aspirations.

**Co-production;** a term for working with citizens, which recognises that individuals and communities best understand their own needs and that by giving power to them better solutions can be found.

**Asset Based Community Development;** a set of techniques for strengthening communities by building mutual relationships and benefits. This links closely with the list above.

**My Life;** this is a strategic approach to redesigning learning disability services in Monmouthshire, using the other approaches on this list.

**Transitions;** Focussing on the needs, strengths and wishes of young people (14+) as they begin to plan for adulthood. Our intention is to develop a single disability service that includes children, young people and adults.

**Systems redesign;** the process described in section 2 whereby we design services around what matters to people.

**Working differently with families;** this refers to a range of initiatives to support families by intervening earlier and/or working intensively with families with particular challenges.

## What we are going to do?

In my 2012 report I introduced our three year strategy. We are now in the third year and the three themes and six priorities will again drive our actions for 2014/15.

The themes are described below; the way in which we will deliver the priorities during the coming year is laid out in section five on page 13.



### *Theme One: Changing practice, changing lives*

This means focusing on practice at the front line, supporting staff to build effective relationships and working with people to find imaginative solutions. By listening, concentrating on what matters to citizens and engaging communities in supporting individuals and families we believe we can help people find lasting solutions. And if that sounds familiar it's because this is reclaiming some aspects of professional values and practice which have been underused in recent years.

#### What this means in 2014/15

We will invest our time, energy and financial resources on;

- Building the capacity and resilience needed in our communities. ( see daisy diagram)
- Supporting our staff to further develop asset based practice<sup>1</sup>.

<sup>1</sup> Some current practices and recording systems tend to focus on what people can't do, listing their deficits and failing to identify that strengths and relationships which will be key to helping them build sustainable solutions.

- Finding ways to measure the impact of this work.

The big question for 2014/15 is *“Are we really focused on what matters to individuals?”*

We need to continue to develop our practice based on listening to people and engaging them and their community in finding solutions.

### *Theme Two: Safeguarding people*

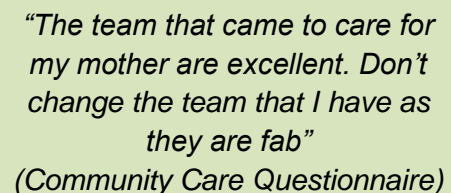
Working to keep children, young people and adults in need safe will always be a key priority for us. The way in which we work with others to safeguard people is crucial and we want to get better at how we listen to people and give them as much control as possible of the processes and decisions that affect them.

#### What this means in 2014/15

We will pay close attention to how well we and our partners safeguard people. As we now have regional safeguarding arrangements for children and adults we will focus on making sure that local and regional arrangements work well together.

The big question for 2014/15 is *“How safe are our children and young people?”*

We need to improve our whole authority evaluative processes to answer this question and demonstrate our impact as a whole council.



*“The team that came to care for my mother are excellent. Don’t change the team that I have as they are fab”*  
(Community Care Questionnaire)

### *Theme Three: Working with and through others*

We can’t achieve any of our objectives unless we are skilled at working effectively with others. This includes citizens, carers and a range of local, regional and national organisations. We need to concentrate on what we want to achieve and build good relationships with the right partners.

#### What this means in 2014/15

We will build on our strong integrated teams which are having such a positive impact on the lives of people requiring health and social care support. We will also concentrate on working in partnership around a range of children’s issues and demonstrate concrete progress around the mental health integration agenda.

The big question for 2014/15 is *“What difference are we making?”*

We need new ways to measure the impact we and our partners are having on people’s lives.

# How well are we doing?

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This section presents my view as Statutory Director of Social Services on our performance over the past year. It is a high level perspective and much more detail and supporting evidence is contained in the [Heads of Service reports](#).

## My overview

My general sense of the last year is one of balancing an urge to innovate and transform with the need to maintain good quality services on a day to day basis. There are numerous examples of staff going the extra mile to deliver better outcomes for people including taking on additional roles where this is required.

Social Services is a statutory, demand-driven service and there have also been periods when external pressures, combined with staffing difficulties have been a challenge to us and we have needed to refocus on supporting and motivating groups of staff.

Overall we have demonstrated the strengths of a small, values-driven authority and I am proud of the achievements and commitments shown by our staff. In terms of leadership it is noteworthy that we are playing a significant role corporately, regionally and nationally and, for example, have a UK wide profile for our systems work in Adults.

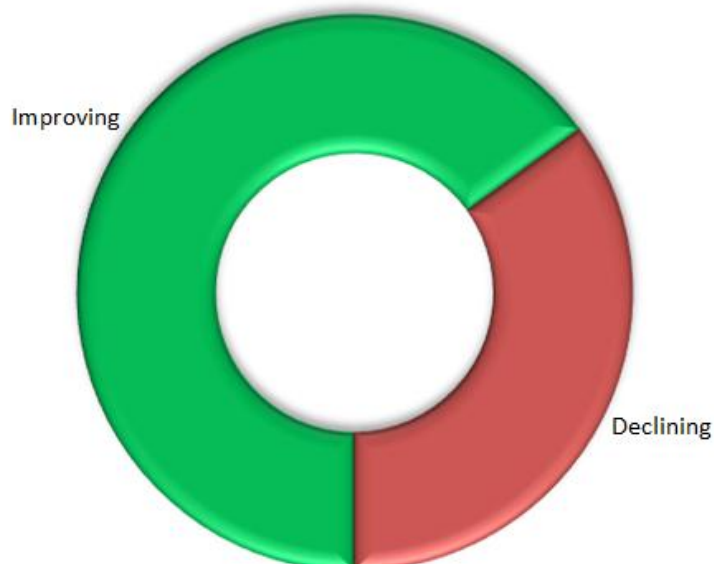
The main highlights and challenges for me have been:

- The Safeguarding and Quality Assurance Unit is now well established, playing a key corporate role (e.g. response to the [Estyn report](#)), driving up standards of practice and driving forward the regional safeguarding agenda. Achievements include the Monmouthshire-wide policy launch, an audit framework across the county and a big rise in safeguarding training across all sectors. We have seen improvements in our key performance indicators in this area<sup>23</sup>. We now need to embed a deeper level of evaluation across the whole authority.
- There is strong cross-party political support for social services. The [Corporate Parenting Strategy](#) is being finalised and a Children's Care Council is being developed. An apprentice post for a care leaver/looked after child is being created to lead the work and there are other ideas to make sure that we give our young people every opportunity we can.
- Our financial performance has been mixed. In adults the impact of our new ways of working has enabled us to manage increased demographic demand and cuts within the budget. The children's budget continues to be under considerable pressure mostly due to external placements and costs around accommodation, fostering and legal processes. Council have recognised the pressure with additional funding allocated in 2013/14 and 2014/15.
- Our systems redesign in adults is progressing well and has attracted interest across Wales with presentations to WAO, WLGA and many visits from other authorities. Highlights include:
  - [Early data](#) suggests Finding Individual Solutions Here (FISH) approach has provided improved service and led to 30% less referrals.

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<sup>2</sup> National PIs SCC/014; SCC/015, SCC/034 and SCC/013 (a) are improving or at 100%

- Community Coordination and Small Local Enterprises initiatives are agreed and our first community coordinator has begun work in Abergavenny.
- Integrated Assessment processes are now being trialled across District Nursing with positive results.
- We have managed to reduce the number of older people needing residential or nursing placements from 254 to 227 – the best performance in Wales.<sup>4</sup>
- Our reablement work has been successful in reducing the average size of domiciliary care packages that people need. Over 50% of people requiring no ongoing support.
- We have developed our 3 year Commissioning plan with its focus on:
  - More individually tailored support.
  - Building capacity for frail people over 85 years and those with dementia.
  - Responding to those with complex needs.
  - Supporting carers.
- The commissioning team has strengthened its quality assurance systems, including an app for professionals to report concerns.
- Our “Raglan” homecare project has tested out a relationship and community based (as opposed to task based) approach to providing support. The impact for individuals, their families and our staff has been extremely positive and we are looking at how to roll this out further.
- We have seen a reduction in staff sickness levels, currently at 3.9% compared with 6.9% in the last quarter of 12/13. The new homecare approach being tested in Raglan has seen absence levels reduce to zero!
- Over the past year we have focused on key performance indicators and made significant improvements in key areas, for example there have been significant improvements in the timeliness of reviews for adults and children in need<sup>5</sup>. A summary is shown by the chart below:



Proportion of indicators in the National Performance Framework which are improving

- The Joint Assessment of Families Framework/Team Around the Family (JAFF/TAF) model is in place, with five hubs across Monmouthshire. This will now be sited within the partnership arrangements with close links to children’s services.

<sup>4</sup> National Performance indicator SCA/002b 2013/14. Comparison is with the 2012/13 all Wales dataset

<sup>5</sup> Evidenced by National Performance indicators SCA/007 and SCC/045

- The *My Day My Life* work with adults with learning disabilities is leading to more personalised outcomes for individuals. We have more work to do on engaging people with this work as we move forward.
- We have undertaken a system review of services for children and adults with disabilities. Based on what we learnt we will be moving toward a joint approach which will improve the experience of transition for young people.
- In April 2013 we introduced a new structure for children's services and have reviewed progress. Overall this has been a success and led to more streamlined management of individual cases with improvements in the percentage of referral decisions made in one day and the timeliness of initial assessments<sup>6</sup>. There have been some bottlenecks and we will now be modifying the way the system operates.
- We recognise the opportunities that technology presents. Over the year we have developed the use of tablets and other technologies in a range of settings, most notably at Drybridge Gardens. We are also prototyping a new IT system which would support social work practice and free staff up for more face to face work.
- We are making significant progress on our "More than just words" strategy action plan, are identifying our Welsh speaking staff and delivering awareness sessions across the Directorate
- We have secured one off funding from the [Intermediate Care Fund](#). With this we can accelerate our transformation work around integrated reablement approaches at Mardy Park, rolling out the Raglan project and trialling strength based reviews of existing people.

## What do others say?

During the year we receive feedback from a number of regulators including Care and Social Services Inspectorate Wales (CSSIW), the Wales Audit Office (WAO) and Estyn. Examples included:

*"Social Services have a strong corporate profile with safeguarding vulnerable people being one of the council's three key corporate priorities"* (source: WAO 2013)

*"The Director's report and supporting heads of service reports set out the directions of travel of social services in Monmouthshire and provide a clear account of performance and the improvement priorities the council will be working towards"* (source: CSSIW 2013)

At the Estyn monitoring visit in February 2014 they noted the good initial progress.

*"The authority has appropriately prioritised safeguarding in its recovery planning and this has set the foundations well for the drive towards improvement. It has undertaken a wide range of activities to improve safeguarding across the county which includes establishing the Safeguarding and Quality Assurance Unit.."*

However, they also emphasised the need for better strategic evaluation.

*"There is not enough analysis and evaluation of separate pieces of information against the set objectives that the authority is trying to achieve. As a result leaders and managers are not able to measure how well the many different activities that they have implemented have impacted coherently on their overall objectives."*

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<sup>6</sup> National Performance Indicators SCC/006 and SCC/042

In April we were part of a [CSSIW national review](#) of Looked after Children services. In the verbal feedback we were praised for the way in which we ensured the voice of the child was heard and for the strong social worker/ child relationships. However concerns were raised about aspects of our child protection and risk assessment procedures and we are making changes to improve these. This will be an important aspect of the Head of Children's Services Service Improvement Plan for 2014/15.

Comments from people who have used our services over the past year are quoted throughout the report.

Throughout the year we seek the views of people who use our services through a range of methods including questionnaires and analysis of complaints, compliments and other comments. We monitor satisfaction levels (currently 90% in adults) and I have included some of the positive comments received throughout the report, Of course we also receive negative feedback and are careful to use this to improve our services. Areas that we will be looking into based on feedback include:

- Issues about changes in social workers and ease of contacting them
- Making sure the voices of parents are considered fully
- Making sure carers turn up reliably in all cases



## Progress on our priority actions from 2013/14

In last years report I set out six priorities, each with 3 actions. In this section I comment on how well we have done. To make this clear for people who aren't familiar with the specific issues I also estimate our achievement in a rough marks out of 10 score.

### 1. *A focus on families 6 /10*

Our desired outcome was that families are supported during key transitions or times of stress. The progress we have made:

- The Joint Assessment Family Framework ([JAFF](#)) is in place and we are recruiting a permanent coordinator.
- Discussions with colleagues in education about children and young people with complex needs are at an early stage.
- A full systems review has been carried out which will lead to a new integrated service from childhood to adulthood.

### 2. *Doing what matters 8/10*

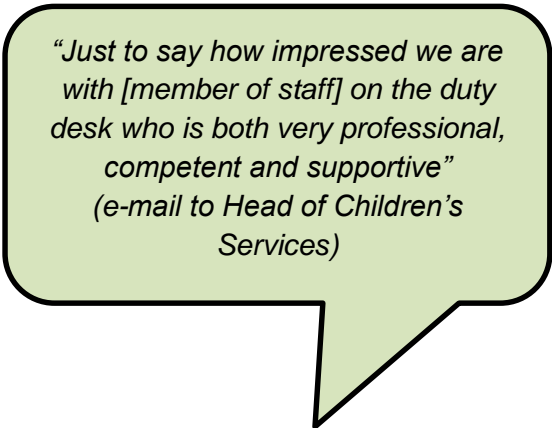
Our desired outcome was that people are supported to “live their own life” i.e. take more control over life they live. The progress we have made:

- Systems reviews of fostering and children and adults with disabilities have been undertaken and yet to be implemented fully.
- A new Integrated Assessment process now in place, supported by IT system. This is likely to form basis of Gwent wide approach.
- The Changing Practice Changing Lives programme is moving forward. Our Finding Integrated Solutions Here (FISH) approach is delivering benefits and cross-agency leadership of community coordination is in place.

### 3. *Finding integrated solutions 8/10*

Our desired outcome was that services are built around the needs of the individual and deliver “what matters.” The progress we have made:

- A new integrated mental health model being piloted.
- An evaluation of our approach to integrated working with the NHS is complete and has led to agreement with the Health Board on enhancing local autonomy.  
We have been working with others to establish a joint children's board with ABHB and other partners and a Joint Children's Board is now in place.



*“Just to say how impressed we are with [member of staff] on the duty desk who is both very professional, competent and supportive”  
(e-mail to Head of Children's Services)*

#### 4. *Strengthening communities 7/10*

Our desired outcome was that people are engaged in and supported by the communities and not dependant purely on statutory services. The progress we have made:

- Our first community Coordinator now in post as we begin to implement this work across two sites
- The Learning Disabilities “My Life” approach is progressing but needs to be rolled out more systematically.
- Gwent-wide restorative approaches being developed, led by Monmouthshire in collaboration with education, police and youth service

#### 5. *Building new safeguarding and protection systems 7/10*

Our desired outcome was that people are protected and that this is achieved in ways which will empower the individual to sustain/regain control of their life. The progress we have made:

- Regional Board Safeguarding Board and sub groups are in place and we have strong local arrangements to deliver improved outcomes from children and young people
- Positive feedback received from Estyn on operation of the Safeguarding and Quality Assurance team. Further work is needed to ensure whole authority evaluation and new corporate reporting processes developed.
- We continue to influence the development of the Social Services and Wellbeing Act via All Wales Head of Adult Services (AWASH) and Association of Directors of Social Services, Cymru (ADSSC).

#### 6. *Developing and supporting our people 6/10*

Our desired outcome was that all our staff are trained and motivated to deliver excellent person-centred support. The progress we have made:

- We are developing leadership skills via systems thinking, whole authority innovation network and specific training e.g. coaching.
- A new corporate performance management system being rolled out. Progress is evident across the Directorate but not yet systematic.
- We wanted to focus on attracting and retaining the right people. We have been successful in recruitment, but are still over-reliant on agency staff especially in Children’s Services.

*“Very happy with the service. My social worker was particularly helpful in pointing out other agencies which were relevant and would help me and my family”  
(Community Care Questionnaire)*

## Conclusion

We have made good progress over the last year in responding to the challenges that impact on social services in Wales. We have worked hard to sustain high quality services and strengthen processes and systems to ensure effectiveness. At the same time we know that more of the same is not the answer and that we need to build different relationships with people who approach us for support. Hence the developmental work described in this section (JAFF, FISH, systems redesign, the Raglan project) are all essential in recalibrating our services for the future.

# Our priority actions for 2014/15

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Earlier, I described the three year strategy with its three themes and six priorities. Here are the priority actions for this year, grouped under the six priorities.

A key question for me as Director is “how do we know how we are doing?” During 2014/15 we will make progress on measuring personal outcomes (i.e. asking people what they want to achieve and measuring their progress towards them) and aggregating these to get a wider sense. So next year we will be looking at:

- Traditional performance indicators (how many, how much)
- Feedback from people who use our services and their carers
- Feedback from regulators and partners
- Feedback from staff
- Personal Outcomes data
- Analysis and benchmarking

<b>Priority</b>	<i>1. A focus on families</i>
<b>Outcome</b>	That families are supported during key transitions in times of stress.
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Develop an all-age model for disability services</li> <li>• Embed the JAFF/TAF within the wider partnership arrangements</li> <li>• Implement the corporate parenting strategy</li> </ul>

<b>Priority</b>	<i>2. Doing what matters</i>
<b>Outcome</b>	That people are supported to “live their own life” i.e. take more control over life they live.
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Strengthen professional practice; focusing on the views of children and young people</li> <li>• Roll out the integrated assessment, care and support plan and personal outcomes framework</li> <li>• Respond to ongoing issues from the Looked After children inspection.</li> </ul>

<b>Priority</b>	<i>3. Finding integrated solutions</i>
<b>Outcome</b>	That services are built around the needs of the individual and deliver “what matters”.
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Carry out pilot re: local delegated decision making to improve integrated approaches</li> <li>• Contribute for Gwent pilot re: integrated mental health to determine model for Monmouthshire</li> <li>• Deliver projects funded via the Intermediate Care Fund</li> </ul>

<b>Priority</b>	<b>4. <i>Strengthening communities</i></b>
<b>Outcome</b>	That people are engaged in and supported by the communities and not dependant purely on statutory services.
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Establish community coordination in Abergavenny and Caldicot</li> <li>• Extending opportunities and access via the learning disability My Day programme (including Small Local enterprises)</li> <li>• Developing new model to inform future domiciliary support commissioning.</li> </ul>

<b>Priority</b>	<b>5. <i>Building new safeguarding and protection systems</i></b>
<b>Outcome</b>	That people are protected and that this is achieved in ways which will empower the individual to sustain/regain control of their life
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Deliver robust POVA model</li> <li>• Strengthen the whole authority approach to safeguarding with a focus on evaluating impact and strong operational and strategic leadership.</li> <li>• Continue to influence safeguarding agenda nationally, regionally and locally</li> </ul>

<b>Priority</b>	<b>6. <i>Developing and supporting our people</i></b>
<b>Outcome</b>	That all our staff are trained and motivated to deliver excellent person-centred support
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Develop an IT system which is driven by staff requirements and enhances good practice</li> <li>• Focus on recruiting permanent staff and minimising agency workers</li> <li>• Embed new performance management system across the directorate</li> </ul>

These are the tangible actions which will help us achieve our purpose. Of course behind these are a number of organisational tasks which my staff and I will be carrying out to enable us to deliver on these. For 2014/15 the internal focus will be on:

- Stabilising the budget and delivering in line with the Medium Term Financial Plan
- Maintaining and improving our performance against national performance indicators
- Developing and supporting staff at all levels.

# Performance Measures

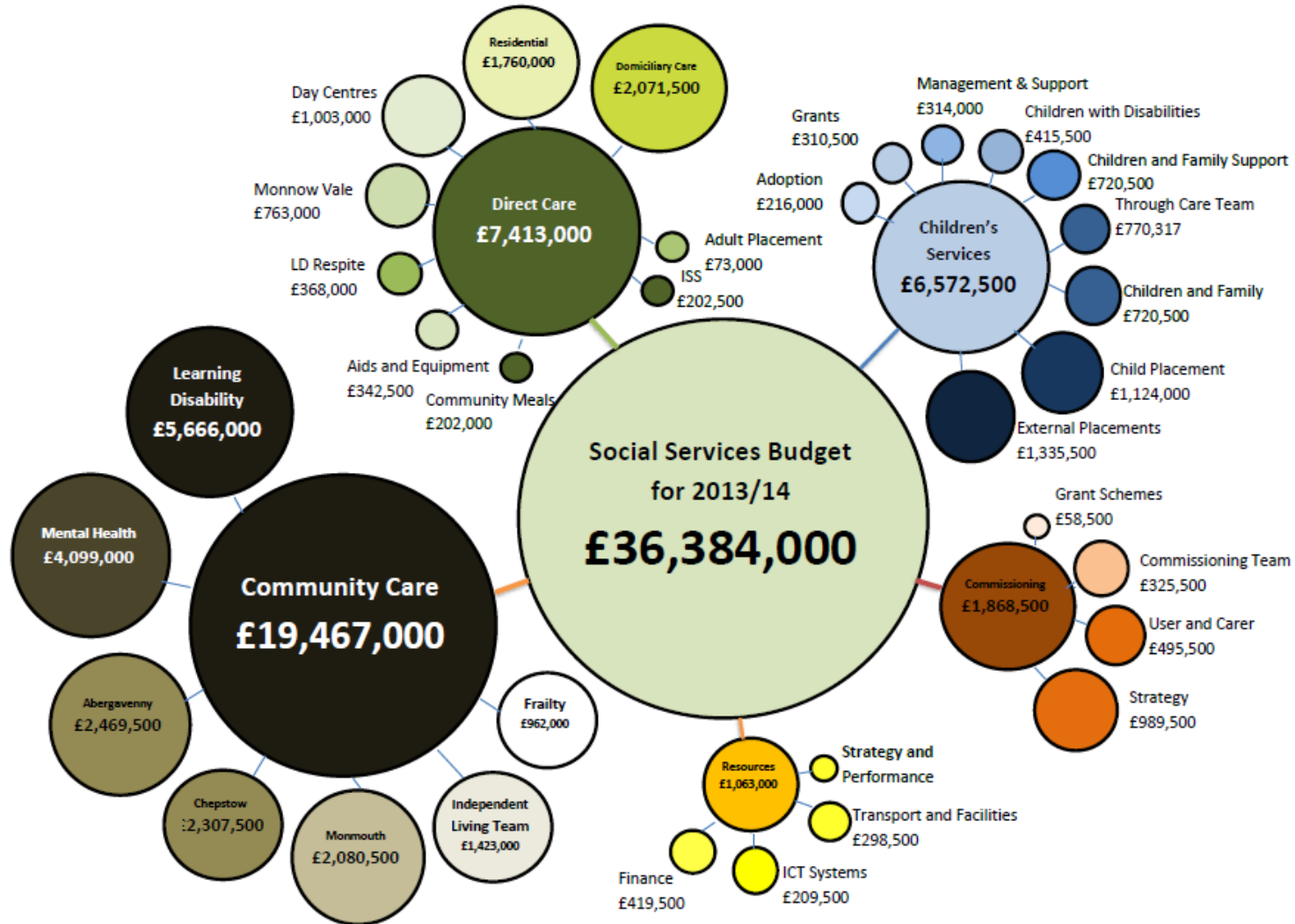
We have clear strategies to set the direction our services will be taking in the years ahead. We recognise that this is not easily measurable at the current time and that we cannot take our eyes off the basics of service delivery. We include here some more traditional and comparable measures of our performance.

	2011/12	2012/13	2013/14 <sup>1</sup>
The number of adults who received a traditional service during the year	2547	2570	2482
The number of children looked after at 31 March	106	101	103
The number of children on the child protection register on 31 March	79	55	37
The number (and rate per 10,000 population) of delayed transfers of care for social care reasons	21 (2.42)	16 (1.77)	17 (1.83)
The percentage of adult clients supported in the community during the year	87.6%	86.8%	86.3%
The number (and rate per 1000 population) of older people supported in residential settings	239 (12.90)	254 (13.21)	227 (11.33)
The percentage of adult clients who were reviewed during the year	65.3%	54.4%	82.1%
The percentage of carers of adults who were offered their own assessment or review	25%	72.2%	97.3%
The percentage of people who were fully independent following reablement	52%	55%	54.6%
The percentage of surveyed adult service users who were satisfied with the services they received	93%	96%	90%
The number of referrals to children's services dealt with the same day	96.7%	93.9%	99.0%
The percentage of initial assessments completed within 7 working days	77.0%	76.5%	79.1%
The percentage of Core Assessments completed within 35 working days	72.7%	81.3%	86.7%
The percentage of children looked after or on the child protection register with a social worker	100%	100%	100%
The percentage of reviews of looked after children carried out on time	100%	100%	99.6%
The percentage of reviews of children on the child protection register carried out on time	99.1%	90.5%	93.9%
The average education qualification points score of 16 year olds who have been looked after	139	269	222

For many of these measures comparable data for other areas will be available at [infobasecymru.net](http://infobasecymru.net)

<sup>1</sup> This report is being published before our data for 2013/14 has been verified by Wales Audit Office. It is therefore subject to amendment.

# What we Spend



**SUBJECT: Monmouthshire Engagement Framework**

**MEETING: COUNTY COUNCIL**

**DATE: 26<sup>th</sup> June 2014**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

The purpose of this report is to seek Council's adoption of the Monmouthshire Local Service Board's Engagement framework, providing a consistent approach to engagement by the partners working across the County.

**2. RECOMMENDATIONS**

Council agrees to adopt the Monmouthshire Engagement Framework and commissions an initial evaluation of the approach for consideration at Council in January 2015.

**3. KEY ISSUES:**

Engagement is a fundamental aspect of Monmouthshire County Council's response to both the financial and service delivery pressures that exist within Wales today. The work of the Local Service Board seeks to bring together the key public service delivery partners to address the most significant challenges facing the communities within the County.

The Council has had some success in engaging with its communities. Notably the *#monmouthshireengages* events of October 2013 and January 2014 provided valuable ideas and information in setting the 2014/15 budget and the medium term financial plan. The multi-agency engagement into ageing well in Monmouthshire provided a robust evidence base into the challenges facing our older population and how we can change our services to support them live independently in their homes. The authority has also taken great lengths to ensure that groups representing those with protected characteristics are engaged earlier in discussions and decisions.

A broader, more complete engagement approach created through the 'Whole Place' work piloted in Bryn Y Cwm and Severnside moves engagement into the mainstream and places citizens and communities at the centre of service design and delivery.

Alongside these developments the Participation and Engagement group of the Local Service Board (LSB) has been developing an Engagement Framework to codify all of the partnership's approaches to engagement. This multi-agency development has ensured that the continued engagement will be aligned and based on the same high standards.

The continued financial pressures that the face the Council (and all of the public service) mean that continued community engagement to ensure that our resources are directed where they are most needed and make the most significant difference is a necessity.

The Framework (Appendix 2) draws out some of the key rationale for engagement and that critically it represents a spectrum of activity that ranges from communication through to providing power to others. It also considers when we engage:

- There is a clear reason for engagement with clear outcomes
- When there is a statutory obligation for example under the Equality Act 2010
- When there is a legal requirement such as when preparing the Local Development Plan

In order to support practitioners the group has also developed a toolkit that contains different methodologies for engagement and consultation and references existing resources such as the Welsh Government's Engagement Toolkit.

Monmouthshire County Council has engaged the market to procure a new digital engagement platform that will allow communities, partners and stakeholders to capture local challenges and ideas for change, to collate evidence and brigade community resources. The preferred product, developed by Sea Communications in association with Cornwall County Council will be launched in the near future subject to final contractual agreements.

In line with all new policy developments the Engagement Framework will be subject to a full evaluation. This will be undertaken at the end of the calendar year and reported to Council in January 2015.

**4. REASONS:**

The framework aims to consolidate previous work and put in place the structure that will enable the Council and its LSB partners to achieve more meaningful engagement activity across the County of Monmouthshire. The Monmouthshire Engagement Framework informed by the National Principles of Engagement will provide a clear guide to all those engaging across Monmouthshire.

**5. RESOURCE IMPLICATIONS:**

There are no additional resources required for the implementation of this framework. All work associated with effectively implementing the framework will be met from existing resources.

**6. SUSTAINABILITY AND EQUALITIES:**

There are no negative impacts associated with this report and the completed assessment can be found at Annex 1.

**7. CONSULTEES:**

Cabinet  
Senior Leadership Team  
LSB Participation and Engagement Group

**8. AUTHOR:**

**Will McLean, Head of Policy and Partnerships**

**9. CONTACT DETAILS:**

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# Monmouthshire's Engagement Framework



## Introduction

Monmouthshire Local Service Board (LSB) is made up of a range of partners who are working together to deliver the aims of the Single Integrated Plan.

The Single Integrated Plan<sup>1</sup> (SIP) has been created by Monmouthshire LSB to meet the needs of the people of Monmouthshire. The Plan defines the major issues for Monmouthshire's population and communities which they have told us are important. Working with the public and third sector partners to deliver joined up action to address these is vital to the future prosperity of Monmouthshire. There are no resources and no energy to waste on duplication or distractions. If we are to build resilient and sustainable communities we need to build them together with the people who know what works for them.

Therefore engagement is a key strand to the work that we do. The LSB Partners recognise the importance of genuine engagement to help align service delivery with people's expectations and requirements.

In order to do this well we have looked at the National Principles of Engagement<sup>2</sup> to provide a common understanding of the engagement process and a standard that we can share.

## Purpose

The framework aims to consolidate previous work and put in place the structure that will enable the LSB to achieve more meaningful engagement activity across the County of Monmouthshire by providing a clear statement of intent that all partners can sign up to.

The Monmouthshire framework underpinned by the National Principles of Engagement will provide a clear guide to all those engaging across Monmouthshire.

## Background of the Framework

'Engagement with service users remains a critically important pillar of the new government's drive. Creating the Wales of the future is something that involves all of us, we can achieve little without the input and partnership of the people of Wales, and our key stakeholders at every level'.  
Carwyn Jones 1<sup>st</sup> Minister for Wales (2011)<sup>3</sup>

This statement is strengthened by a range of strategic documents including Making the Connections- Delivering without Boundaries<sup>4</sup> (2006), Better Outcomes for Tougher Times<sup>5</sup> (2009), and Shared Purpose Shared Delivery<sup>6</sup> (2012).

Following on from the national context and an increasing focus on engaging with citizens the framework has been developed to provide an overarching basis for effective public engagement and

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1 <http://www.monmouthshire.gov.uk/?s=Single+Integrated+Plan&lang=en>

2 <http://www.participationcymru.org.uk/national-principles>

3 [http://www.participationcymru.org.uk/media/325082/all\\_wales\\_public\\_services\\_social\\_media\\_report\\_updated\\_august\\_2013.pdf](http://www.participationcymru.org.uk/media/325082/all_wales_public_services_social_media_report_updated_august_2013.pdf)

4 <http://wales.gov.uk/dpsp/publications/policies/delivering/responsee.pdf?lang=enew>

5 <http://wales.gov.uk/docs/dpsp/publications/091208toughtimesen.pdf>

6 <http://wales.gov.uk/docs/dpsp/publications/130205sharedpurpdeliveryv2en.pdf>

consultation activity within Monmouthshire. The framework builds upon the work of the LSB and the Third Sector Compact (Appendix 1) and further confirms our commitment to working together, not only with our existing partners but with the wider community of Monmouthshire.

We therefore need to engage with people in a very co-ordinated and designed way that enables us to start building relationships that support us to work better with others to develop effective services for the future.

### **What Does Engagement Mean to Monmouthshire**

There are many definitions and terms used to describe engagement and there is often confusion around the terms engagement, consultation and participation. For the purposes of this document the definitions provided for the national principles have been used to clarify three key terms.

**Engagement:** An active and participative process by which people can influence and shape policy and service that includes a wide range of different methods and techniques.

Engagement is not meant to be about cutting services or getting the voluntary sector to take over unviable services, it's about ensuring that we look at options to deliver the best services we can with what we have available.

**Consultation:** A formal process by which policy makers and service providers ask for the views of interested groups and individuals.

This method is generally used to gauge public feeling although the results may not necessarily be used to influence change but may help to determine the best option.

**Participation:** People being actively involved with policy makers and service planners from an early stage of policy and service planning review

Active participation is considered the greatest achievement within Monmouthshire. As we move more towards a co-produced delivery model all engagement work should consider what the ideal end result should look like in terms of building lasting relationships with all stakeholders in order to develop resilient and sustainable communities. So who could a stake holder be?

**Stakeholders:** In the context of public engagement a stakeholder can be defined as any person or group who has an interest in a project or service and who could potentially be affected by its delivery or outputs. Stakeholders could be existing or potential customers or end users, employees or those that define policies or have financial leverage. Stakeholder identification is a critical component of the initial scoping exercise and should be carried out prior to the formulation of an engagement plan.

This does not mean that we need to engage with everybody about everything every time. Some people may have no interest in some of the subject areas, on some issues we already know how people feel, what works for them and what doesn't. It is important to acknowledge what we already know so that we avoid duplication and consultation overkill with little benefit or action behind it.

## Levels of Engagement

The engagement model below helps to identify the key levels of engagement.

Negative Context: Negative motivation Limited Capacity Poor Implementation	Level of Engagement	Positive Context: Positive motivation Sufficient Capacity Effective Implementation
Abdication of power	<b>Control</b>	Decision making power
Tokenism	<b>Shared Power</b>	Co-operation
Blame	<b>Dialogue</b>	Work together
Appeasement	<b>Consultation</b>	Influence
Manipulation	<b>Communication</b>	Information

(Adapted from Alain Thomas 2014<sup>7</sup> and Oliver Escobar<sup>8</sup>)

The key difference with this model is that it acknowledges that there may be negative motivations of an engagement process as well as positives and that the impact of successful engagement practice depends on the driving motivation and capacity levels of the planned work. The art of positive dialogue will enable engagement to move past the consultation stage towards a development stage that nurtures deeper understanding and equal relationships.



<sup>7</sup> <http://www.participationcymru.org.uk/>

<sup>8</sup> [http://www.academia.edu/1131712/Public\\_Dialogue\\_and\\_Deliberation\\_A\\_Communication\\_Perspective\\_for\\_Public\\_Engagement\\_Practitioners](http://www.academia.edu/1131712/Public_Dialogue_and_Deliberation_A_Communication_Perspective_for_Public_Engagement_Practitioners)

## Building on what we have

In Monmouthshire we recognise that often the answers to difficult problems can be found by working with the people who know best – the residents of Monmouthshire. We are developing our skills to become more effective at talking with, listening to and working with local people to develop our communities together.

We are strengthening our partnerships and sharing information better. Partners are working together across the community, public, third and private sectors to ensure that people can get the support they need from the most appropriate place that enables them to 'live their good life'.

Community development is a key enabler, mapping and connecting existing services and exposing gaps where resources or realignment need to take place, working with local people to shape local services. This approach underpins work being carried forward through the Whole Place plans in the wider areas of Abergavenny (Bryn Y Cwm) and Caldicot (Severnside).

Through the whole place approach local people are coming together, developing local business opportunities, age friendly communities, and wider programmes that build on local knowledge, skills and aspirations.

In addition and complimentary to the whole place approach social care and health services are being redesigned, valuing the contributions of individuals, families and friends and connected communities as a way to support people to live independently, doing what matters to them.

By working with our partners, and a wide range of stakeholders people can design and develop communities fit for their needs, in turn creating resilient and sustainable communities for the future.



## When do we engage?

We engage when:

- There is a clear reason for engagement with clear outcomes
- When there is a statutory obligation for example under the Equality Act 2010
- When there is a legal requirement such as when preparing the Local Development Plan

It is worth considering that when changes to a service are necessary it may no longer be acceptable to consult on the principle of the changes, but that specific proposals would need to be the subject of a consultation with those who use the service and any options should be made available

## So how do we engage?

Once the need to engage has been established we should decide the level of engagement required and this should be decided upon before any engagement activity is planned, indeed the level of engagement will determine the methods of engagement that are most suitable

A Monmouthshire toolkit<sup>9</sup> has been designed to provide the user with information and the tools required to engage effectively with the public, groups and agencies. It contains a wide range of examples of where and when to use the tools and sign posts the user to people with experience in engagement practice who may be able to help. There is also a Welsh Government Engagement Toolkit<sup>10</sup> which compliments the framework. Using the toolkits will help to improve public confidence and add value to our public engagement.

It is important to have standards and principles that guide the engagement process so that engagement is undertaken in a meaningful and transparent way. Since November 2012 the National Principles have been supported by the Evaluation Toolkit which outlines a four stage participatory process to evaluate engagement activity in relation to the principles. This will help us to measure the success of engagement practice.

## Equalities and Welsh Language

Some of those we need to engage with will be considered as having protected characteristics under the Equalities Act (2010). In order to ensure that people are given an opportunity to have their voices heard additional arrangements will be made where necessary and relevant.

The Welsh language Measure (Wales 2011) gives the Welsh Language equal status with English for the first time. It is important when providing services on behalf of the LSB that the following legislation is adhered to:

- Equality Act 2010<sup>11</sup>
- Welsh Language Act 1993<sup>12</sup>
- Welsh Language Measure 2011<sup>13</sup>

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<sup>9</sup> [www.monmouthshire.gov.uk/LSBEngagement](http://www.monmouthshire.gov.uk/LSBEngagement)

<sup>10</sup> [http://www.assemblywales.org/public\\_engagement\\_toolkit\\_2014.pdf](http://www.assemblywales.org/public_engagement_toolkit_2014.pdf)

<sup>11</sup> <http://www.equalityhumanrights.com/legal-and-policy/equality-act/>

<sup>12</sup> <http://www.legislation.gov.uk/ukpga/1993/38/contents>

<sup>13</sup> <http://www.assemblywales.org/bus-home/bus-legislation/bus-leg-measures/business-legislation-measures-wl.htm>

## Partners

The Third Sector Compact supports the approach of Monmouthshire LSB and sets out a number of working principles which all partners have signed up to. The principles form the basis upon which the Partners work together.

ABHB has developed a Patients Panel<sup>14</sup> made up of a wide range of people who have used the services or are interested in health to work with them to improve services.

## Children and Young People

The engagement of children and young people is essential in enabling communities to have a voice. Children and young people have the right to be heard and be involved and engaged in decisions that affect them. This is reinforced in Article 12 of the United Nations Convention on the Rights of the Child it states:

‘When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account.’

In Monmouthshire there are many mechanisms in which children and young people can have their voice heard.

- All primary and secondary schools have a School Council
- Engage 2 Change is a Youth Forum for Young people aged 11-25 living in Monmouthshire. It provides them with an opportunity to be involved and have a say on decisions that affect them.
- Social Media Children and young people, who are not a member of the youth forum or School Council, have opportunities to have their say through their peers in school who maybe representatives on the School Council or via social networks; Twitter and Facebook

## National Participation Standards

The National Children and Young People’s Participation Standards<sup>15</sup> for Wales have been developed to improve the process of children and young people’s participation in decision-making. When engaging with children and young people all organisations and agencies work in line with National Standards for Children and Young People Participation. The Standards are easy and clear to understand and aim to enable children and young people to participate effectively.

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<sup>14</sup> <http://www.wales.nhs.uk/sitesplus/documents/866/2.2%20Patients%20Panel%20Report%20November%202012.pdf>

<sup>15</sup> <http://wales.gov.uk/topics/childrenyoungpeople/publications/participationstandards/?lang=en>

## Case Study: Monmouthshire Youth Forum

The **Engage 2 Change** youth forum planned an event called **Your Future Your Way** which enabled young people from all over Monmouthshire to become informed and have an opportunity to have their say on the budget issues that Monmouthshire are facing.

On **Saturday** 8th February 2014 young people from across Monmouthshire travelled to the Shire Hall in Monmouth to meet with other young people and Leader of the Council, The Chief Executive and Senior officers who were in charge of some of the areas that we rely on, such as Education, Leisure services and school transport.

The event took place on the **weekend to give as many young people the opportunity to come along and transport was provided** so they were able to get there.

The leader of the council and the chief executive **provided information** about the budget **and a short video** was used to get the message across that changes have to be made so that essential services can still be provided. Money needs to be generated so the council proposed increasing some of the things they charge for at the moment.

**Young people were able to talk about what they had heard and then write or draw their thoughts on massive sheets of paper.** This technique is a very good way of breaking down barriers. It provided a way for some young people who did not feel confident to talk to express how they felt in a way they were comfortable with.

Workers from the youth service supported the young people to enable them to be fully informed and they guided conversations. Officers from Monmouthshire County Council also sat amongst the young people. This was useful for both the officers and young people as they were able to **ask questions, become informed and listen** to what each other had to say.

The event was attended by Fran O Hara of Scarlett Design – Fran was able to illustrate the feedback as it was being given. This was a very accessible way of providing concise feedback about such a huge subject.



There was a variety of **Graffiti walls** available for young people to write or draw their thoughts. The event was filmed and some young people were happy to talk for a minute about how the event had affected them

The questionnaires were used to get qualitative evidence about the impact of the event



## Benefits of Co-ordinated Engagement

### **Efficient**

We know what we are engaging about and who we need to engage with

We have a standard approach and understanding

We are clear about our message and the message is shared

We have clear outcomes and expectations of all stakeholders

We know what needs to be done, who needs to do it and by when

We avoid duplication and waste

### **Effective**

People know if they can influence decisions and if not why not

They know what the options are because they have clear and timely information

They want to be engaged because it is something that matters to them

It is easy for them to take part

They feel listened to and that their opinions are valued

### **Sustainable and Resilient**

We share a set of values and a common purpose

We build connected communities together

People are in it for the long haul

	<b>Outcome</b>	<b>Success Factors</b>
1	Where there is an opportunity to influence, engagement is effectively designed to make a difference.	<ul style="list-style-type: none"> <li>✓ Engagement gives a real chance to influence policy, service design and delivery from an early stage</li> <li>✓ Elected representatives have a clear understanding of their role and responsibilities in the engagement process</li> <li>✓ Participants are clear from the outset about engagement is for and what will happen</li> <li>✓ Where appropriate, individuals can say 'My views count and have made a difference'</li> <li>✓ Service delivery has improved as a result</li> </ul>
2	Those affected by an issue or change are encouraged and enabled to be involved if they so choose.	<ul style="list-style-type: none"> <li>✓ The people affected by an issue or change are included in opportunities to engage, with their views both heard and respected</li> <li>✓ Everyone who wants to participate in issues which involve them are able to do so</li> <li>✓ Engagement activities are relevant to people using relevant media/tools</li> <li>✓ People are saying 'I know how to take part in engagement activities that are relevant to me'</li> </ul>
3	Engagement is planned and delivered in a timely and appropriate way.	<ul style="list-style-type: none"> <li>✓ Engagement processes are clearly defined, communicated and used by all staff</li> <li>✓ Engagement is carried out in a way that's easy to understand within a reasonable timescale</li> <li>✓ People can engage in a meaningful way using appropriate methods</li> <li>✓ Engagement is cost effective i.e. there is no duplication of effort, focus is on what matters, and clear results are achieved.</li> </ul>
4	Organisations will work together wherever possible to ensure peoples time is used efficiently and effectively	<ul style="list-style-type: none"> <li>✓ Partner organisations are communicating and working together to avoid duplication and over consultation</li> <li>✓ Information is shared with relevant stakeholders</li> </ul>
5	People have easy access to relevant information that is tailored to meet their needs	<ul style="list-style-type: none"> <li>✓ Information is clear, accessible and appropriate</li> <li>✓ Information is available in a range of media</li> <li>✓ People are saying 'I have the information I need'</li> <li>✓ The right amount of information is provided that is relevant to the engagement process</li> </ul>

6	People find it easy to take part if they so choose	<ul style="list-style-type: none"> <li>✓ Engagement processes are simplified</li> <li>✓ People can engage easily and effectively because barriers preventing engagement have been identified and addressed</li> <li>✓ People are saying 'my input was as important as anyone else'</li> </ul>
7	People have the skills knowledge and confidence to get involved if they so choose	<ul style="list-style-type: none"> <li>✓ Appropriate training, guidance and support are provided to enable all participants to effectively engage</li> <li>✓ People are saying 'I would be happy to get involved again'</li> </ul>
8	Engagement is given the right resources and support to be effective	<ul style="list-style-type: none"> <li>✓ Engagement is well supported by all partner organisations at every level</li> <li>✓ Appropriate training, guidance and support are provided to enable all participants to effectively engage</li> <li>✓ Staff feel equipped to carry out engagement work</li> <li>✓ All partners take responsibility and allocate the necessary resources to undertake effective engagement at the appropriate time</li> </ul>
9	Where appropriate people know the impact of their contribution	<ul style="list-style-type: none"> <li>✓ Where appropriate timely feedback is given to all participants about the views they expressed and the decisions or actions taken as a result.</li> <li>✓ The methods and form of feedback takes accounts of participants preferences</li> <li>✓ People are saying 'My voice is listened to, I get to know the results and my involvement is valued'</li> <li>✓ People are saying 'I know what happens next'</li> </ul>
10	Organisations share lessons to improve the process of engagement	<ul style="list-style-type: none"> <li>✓ Learning is shared internally and with partners</li> <li>✓ Lessons are shared and applied in future engagements</li> <li>✓ Engagement activities are monitored and evaluated to measure success <ul style="list-style-type: none"> <li>a) in engaging people</li> <li>b) where appropriate the effectiveness of the participation</li> </ul> </li> </ul>

## The “Equality Initial Challenge”

Name: Will McLean Service area: Policy and Partnerships Date completed: 18 <sup>th</sup> June 2014		Please give a <b>brief description</b> of what you are aiming to do.  <b>Implement a new Engagement Framework in Monmouthshire</b>	
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age			<b>The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.</b>
Disability			<b>The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.</b>
Marriage + Civil Partnership			<b>The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.</b>

Pregnancy and maternity			<b>The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.</b>
Race			<b>The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.</b>
Religion or Belief			<b>The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.</b>
Sex (was Gender)			<b>The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.</b>
Sexual Orientation			<b>The Framework will codify a more consistent approach to engagement across all our communities and highlight the</b>

			significance and importance of how we engage those with protected characteristics.
Transgender			The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.
Welsh Language			The Framework will codify a more consistent approach to engagement across all our communities and highlight the significance and importance of how we engage those with protected characteristics.

Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤	➤
➤	➤

➤	➤
➤	➤

**Signed** 

**Designation: Head of Policy and Partnerships**

**Date 18/6/2014**

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
Restorative Practice Project	Partnerships / Children and Young People
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Will McLean	Will McLean 10/6/2014

### 1. What are you proposing to do?

Establish a common engagement framework across Monmouthshire and its partners.



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

None

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

None were noted

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..

The Monmouthshire Unified Needs Assessment formed the basis of our partnership engagement studies. It draws extensively on a wide range of statistical resources.



Signed.....

Designation Head of Policy and Partnerships.....

Dated...18<sup>th</sup> June 2014.....

### The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge” <b>Will McLean, Head of Policy and Partnerships</b>		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration <b>Implement a new Engagement Framework in Monmouthshire</b>	
<b>Name</b> of the Division or service area <b>Chief Executives</b>		<b>Date</b> “Challenge” form completed <b>18<sup>th</sup> June 2014</b>	
Aspect of sustainability affected	<b>Negative impact</b> <b>Please give details</b>	Neutral impact <b>Please give details</b>	<b>Positive Impact</b> <b>Please give details</b>
<b>PEOPLE</b>			
Ensure that more people have access to healthy food		<b>X</b>	
Improve housing quality and provision		<b>X</b>	
Reduce ill health and improve healthcare provision		<b>X</b>	
Promote independence		<b>X</b>	
Encourage community participation/action and		<b>X</b>	

voluntary work			
Targets socially excluded			<b>X</b> <b>The approach will seek to engage all groups, especially those in hard to reach groups</b>
Help reduce crime and fear of crime		<b>X</b>	
Improve access to education and training		<b>X</b>	
Have a positive impact on people and places in other countries		<b>X</b>	
<b>PLANET</b>			
Reduce, reuse and recycle waste and water		<b>x</b>	
Reduce carbon dioxide emissions		<b>x</b>	
Prevent or reduce pollution of the air, land and water		<b>x</b>	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		<b>x</b>	
Protect or enhance visual appearance of environment		<b>x</b>	

<b>PROFIT</b>			
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	
Increase and improve access to leisure, recreation or cultural facilities		x	

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤	➤

➤	➤
➤	➤
➤	➤


### The next steps

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

As per the table above

- 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**



**Dated 18/6/2014**

MONMOUTHSHIRE COUNTY COUNCIL  
REPORT

<b>SUBJECT:</b>	<b>APPOINTMENT OF AUDIT COMMITTEE</b>
<b>DIRECTORATE:</b>	<b>Chief Executives</b>
<b>MEETING:</b>	<b>County Council</b>
<b>DATE:</b>	<b>26th June 2014</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE:**

To appoint an Audit Committee, together with terms of reference and membership.

**2. RECOMMENDATIONS:**

- 2.1 That the Audit Committee be appointed, with the terms of reference attached as appendix A.
- 2.2 That the membership of the Committee comprise 11 members of the Council, to be appointed in accordance with political balance, plus one lay member.
- 2.3 That it be noted that the Chair of the Audit Committee will be appointed by the Committee.

**3. ROLE OF THE AUDIT COMMITTEE/TERMS OF REFERENCE:**

- 3.1 The Local Government (Wales) Measure sets out the following statutory roles for the Committee:

*“(a) to review and scrutinise the authority’s financial affairs,  
(b) to make reports and recommendations in relation to the authority’s financial affairs,  
(c) to review and assess the risk management, internal control and corporate governance arrangements of the authority,  
(d) to make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,  
(e) to oversee the authority’s internal and external audit arrangements, and  
(f) to review the financial statements prepared by the authority.”*

- 3.3 A local authority may confer on its audit committee *“such other functions as the authority considers suitable to be exercised by such a committee.”*
- 3.4 Terms of reference for the Audit Committee, taking account of the Measure, are attached as appendix A.

**4 MEMBERSHIP OF THE AUDIT COMMITTEE**

- 4.1 The Measure provides that the regulations relating to political balance do not apply to the Committee; however the guidance issued by the Welsh Government states that

*“it is strongly recommended that the balance of members of the Committee is as least as favourable to non-executive groups as would be achieved by political balance rules. It will help the authority if the Audit Committee has the appearance of independence from the leadership. ”*

**4.2** The forthcoming Local Government (Democracy) (Wales) Bill will require membership of the Committee to be politically balanced.

**4.3** It is recommended that the Council applies the political balance rules to the Committee.

**4.4** The Measure provides that:

*“(a) at least two-thirds of the members of its audit committee are members of the authority;*

*(b) at least one member of its audit committee is a lay member;*

*(c) no more than one of the members of its audit committee is a member of the authority's executive;*

*(d) the senior member of its executive is not a member of its audit committee.”*

## **5. CHAIR OF THE AUDIT COMMITTEE**

**5.1** The Measure provides that *“the Audit Committee is to appoint the person who is to chair the committee (who may be a member of the authority or a lay member but who must not be a member of an executive group)”*

## **6. REASONS:**

**6.1** The Local Government (Wales) Measure 2011 requires the Council to appoint an Audit Committee including the the terms of reference set out in the Measure.

## **7. RESOURCE IMPLICATIONS:**

None

## **8. CONSULTEES:**

Senior Leadership Team, Cabinet, Monitoring Officer, Chief Internal Auditor

**9. BACKGROUND PAPERS:** The Local Government (Wales) Measure 2011; Article 6 of the Constitution.

## **10. AUTHOR:**

Sarah King, Senior Democratic Services Officer

**CONTACT DETAILS:** Tel: 01633 644226

Email: sarahking@monmouthshire.gov.uk



### TERMS OF REFERENCE FOR THE AUDIT COMMITTEE

- (a) to review and scrutinise the authority's financial affairs,
- (b) to make reports and recommendations in relation to the authority's financial affairs,
- (c) to review and assess the risk management, internal control and corporate governance arrangements of the authority,
- (d) to make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
- (e) to oversee the authority's internal and external audit arrangements, and
- (f) to review the financial statements prepared by the authority.

#### Core functions

In order to meet the terms of reference above the Audit Committee will undertake the following core functions:

- Approve internal audit's strategy, plan and performance.
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Consider the reports of external audit and inspection agencies.
- Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti fraud and anti corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- Be satisfied that the authority's assurance statements, including the Statement on Internal Control and Governance Statement, properly reflect the risk environment and any actions required to improve it.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the financial statements, external auditor's opinion and reports to members, recommend the adoption of the financial statements by full Council and monitor management action in response to the issues raised by external audit.
- Maintain an overview of the Council's constitution in respect of contract procedure rules and financial regulations
- Make recommendations, as appropriate, to Cabinet and Council on any matters reported through the Audit Committee.

**SUBJECT: Individual Member Review and Development**

**MEETING: Full Council**

**DATE: 26 June 2014**

**DIVISION/WARDS AFFECTED: N/A**

**1. PURPOSE:**

To seek Council endorsement of the Individual Member Review and Development scheme attached to this report as appendix 1.

**2. RECOMMENDATIONS:**

Council adopt the Individual Member Review and development Scheme attached as appendix 1.

**3. KEY ISSUES:**

The Local Government Measure places a requirement on authorities to provide all members with the opportunity to have a personal development review to help them assess their individual development needs:-

- “A local authority must secure the provision of reasonable training and development opportunities for its members
- A local authority must make available to each member of the authority an annual review of the member’s training and development needs
- The review must include an opportunity for an interview with a person who is, in the opinion of the authority, suitably qualified to provide advice about the training and development needs of a member of the authority
- In the case of an authority which operates a leader and cabinet/executive, a reference in this section to a member of a local authority does not include the executive leader”

Whilst the authority currently offers a range of training opportunities to members, the authority does not have a scheme in operation for individual review and this needs to be addressed in order to comply with the Measure and also to ensure that members are able to build confidence, develop skills and knowledge and improve their own performance and contribution to the council and the community it serves.

The Democratic Services Committee considered the proposed scheme at its meeting of 17<sup>th</sup> March 2014 and endorsed the proposed scheme subject to some minor amendments which have been incorporated into the scheme attached at appendix 1.

**4. REASONS:**

To ensure that the authority complies with the Local Government (Wales) Measure and to provide members with an opportunity to formally review their performance and identify training and development needs which when met will enable them to undertake their specific duties as a councillor effectively.

**5. RESOURCE IMPLICATIONS:**

Individual member and Review Officer time associated with the review process

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

The implementation of the individual review and development scheme will provide all members with the opportunity to identify their individual training and development needs.

**7. CONSULTEES:**

Senior Leadership Team  
All Cabinet Members  
Head of Legal

**8. BACKGROUND PAPERS:**

**9. AUTHOR:**

**Tracey Harry. Head of Democracy and Regulatory Services**

**10. CONTACT DETAILS:**

**[Tel:07796610435](tel:07796610435)**

**E-mail:Traceyharry@monmouthshire .gov.uk**

## Appendix 1

### Individual Member Review and Development Scheme

Individual member review is a way for a member and his/her authority to mutually assess a member's personal development needs. The scheme is set within the context of the role of the member, his/her aspirations for what s/he hopes to achieve, the purpose and aspirations of the authority and the needs of the community.

#### Purpose of Individual Review

Individual review enables members to build confidence, develop skills and knowledge and improve their own performance and contribution to the council and the community. They can provide:-

- clarity for members about the expectations and accountabilities placed upon them
- understanding of and support for the individual and collective development needs of members
- support for members in preparing for new roles( succession planning)
- an understanding and ownership of organisational goals
- support for improved member performance

Individual review is NOT a performance appraisal it is a means of supporting and developing Members.

#### Review Process

The review process must include the following in order to comply with the statutory guidance:-

Every member, except the Executive Leader, must be offered the opportunity to have their training and development needs reviewed on an annual basis.

The review must include an opportunity for a pre-planned interview between the member and a suitably qualified person, however members may wish to review their own needs without an interview with a suitably qualified person if they prefer. ( a suitably qualified person could be the leaders of each of the political parties, the Statutory Head of Democracy, the Chief Executive or a suitable HR professional – )  
review effectively)

The following proforma should be completed by the member prior to the review( if they choose to have one) to help facilitate the discussion. Once the review is complete the table outlining required training and development must be sent to the Local Democracy manager to enable them to put together a training and development schedule for all members for the year ahead based on the needs identified. **All Reviews must be completed by the end of June in each year.**

## Proforma for Individual Member Review

Please complete this proforma and bring it to your review meeting. This form is confidential to you and the person who is conducting your review. The training needs identified will be fed into democratic services to enable them to put together a training schedule for all members for the year ahead.

- What are my current roles and responsibilities?(executive member, scrutiny member, committee chair etc)
- What specific tasks do I need to achieve this year?
- What do I need to know about and be able to do, to undertake my role and deliver my plans( your role description will help you)
- What aspects of my role am I confident in?
- Where am I less confident?
- What might prevent me from undertaking my role effectively?(consider any personal, organisational, or political issues which may be a barrier to success)
- What learning and development have I undertaken this year?
- What have I learned and been able to achieve as a result of this learning and development?
- What additional learning and development would be useful, use the table below:-

<b>Areas that I would like to develop are</b>	<b>Preferred method of development(eg peer networking, visit to another authority, practical workshop, formal training etc.)</b>
Skills( eg chairing meetings, media skills etc)	
Knowledge( eg code of conduct, planning process, local policy etc)	

## **Guidance for Members being interviewed**

The purpose of your review meeting will be to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you may find challenging and may need support and development. You can also review the usefulness of training already received.

Make contact with your preferred reviewer and set a time and date for the review in a place that is convenient to you both and where you can have a confidential and undisturbed conversation.

The conversation is confidential. Your reviewer will help you to consider your role/ contribution, strengths and weaknesses and training needs They will act an objective sounding board in this conversation. **THEY WILL NOT GIVE FEEDBACK ON YOUR PERFORMANCE.**

Following the review it is your responsibility to send your learning and development requirements to the Democracy Manager by the end of June each year to allow them to put together a training and development programme for all members.

**SUBJECT: REPRESENTATION OF POLITICAL GROUPS - REVIEW**  
**MEETING: COUNCIL**  
**DATE: 26 June 2014**  
**DIVISION/WARDS AFFECTED: COUNTYWIDE**

**1. PURPOSE:**

The Council is required to review at, or as soon as practicable after, the Council's annual meeting, the representation of different political groups on the bodies to which the Council makes appointments. Council did not appoint the Audit Committee at its Annual Meeting but has now done so. Pursuant to the Local Government (Democracy) (Wales) Act this committee must be politically balanced and a review is therefore necessary.

**2. RECOMMENDATIONS:**

That the Council decides:

To accept the report (and appendices) as a review under Section 15 of the Local Government and Housing Act 1989 and to appoint the ordinary committees with the numbers and adjustments as indicated below.

<b>Committee</b>	<b>Cons</b>	<b>Lab</b>	<b>Lib Dem</b>	<b>Ind</b>
Select (x4) (9)	17	9	2	8
Licensing & Regulatory (12)	5	3	1	3
Planning (16)	7	4	1	4
Democratic Services (12)	5	3	1	3
Audit (11 elected members)	5	3	1	2
Aggregate Entitlement (87)	39	22	6	20

**3. KEY ISSUES:**

- 3.2 The Council must determine the allocation to the different political groups of all the seats to be filled by appointment by the Council and exercise its power of appointment to the body concerned so as to give effect to such wishes about who is to be appointed to the seats on that body which are allocated to a particular group as are expressed by that group.
- 3.3 The Council is required "to make only such determinations as give effect, so far as reasonably practicable, to" the following principles

- (a) that not all the seats on the body are allocated to the same political group;
- (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
- (c) (subject to (a) and (b)), the number of seats on the ordinary committees which are allocated to each political group bears the same relationship to the total seats on all the committees as the number of members of that group bears to the Council's membership;
- (d) identical to (c) but relates to other bodies where the Council is entitled to fill seats by appointment.

3.4 The following are bodies to which S.15 applies -

- (a) ordinary committees and sub-committees
- (b) advisory committees and sub-committees of an advisory committee
- (c) any such of the following bodies (or classes of bodies) which is a body at least 3 seats on which are from time to time to be filled by appointments made by the Council (so far as relevant to the Council):-
  - (i) a fire authority constituted under a combination scheme
  - (ii) a superannuation committee
  - (iii) a National Parks Committee
  - (iv) a joint committee (with one or more other authorities) whose function is to discharge council (as opposed to executive) functions and is not purely advisory.

This is not a full list but comprises the most likely classes of bodies to which the Council makes appointments. Thus it will be seen that if the Council is asked to make appointments to any other body the political balance rules do not apply even if the Council is asked to appoint three or more members.

3.5. In certain cases the Council/committee does not have to comply with the statutory requirements. The exceptions are as follows:-

- (a) alternative arrangements approved by the Council following notice of the proposed arrangement being included in the agenda for the relevant meeting of Council and without any member of the Council/committee voting against the proposal (S.17 and Reg. 20).
- (b) the committee or sub-committee is established exclusively to discharge functions or to advise in respect of part of the area of the authority and where that area of that part does not exceed one-half of the total area of the authority or the population of that part does not exceed one-half of the total population of the area. In addition, that



part must consist of one or more electoral divisions and all the members of the authority who are elected for that electoral division (or those electoral divisions) (and only those members) are entitled to be members of the area committee or sub-committee.

**4. REASONS**

To comply with the requirements of the Local Government (Committees and Political Groups) Regulations 1990 as amended.

**5. RESOURCE IMPLICATIONS:**

Nil

**6. CONSULTEES:**

Political Leadership Group

**7. BACKGROUND PAPERS:**

Nil

**8. AUTHOR:**

S M W Andrews – Monitoring Officer

**CONTACT DETAILS:**

S M W Andrews, Monitoring Officer  
Tel: 01633 644217  
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## **APPENDIX A**

### **Methodology to be applied to appointments**

1. Members are referred to the guiding principles mentioned in Paragraph 3 of the main report.
2. Appointments by the Council

The application of the principles is most usefully considered separately for ordinary committees, advisory committees and for other bodies to which appointments must be made.

(a) Ordinary Committees

These are committees which can take action on behalf of the Council. The other form of committee, the advisory committee, is one appointed to advise the Council on any matter relating to the discharge of its functions.

According to the draft circular issued in 1990, a convenient sequence for applying the principles will be

- (i) calculate the total seats with votes on all the ordinary committees;
- (ii) calculate the proportion that each political group forms of the total membership of the authority (and that membership does not include a chairman who is no longer a councillor but remains a member of the Council by virtue of section 26 of the 1972 Act); the "total membership of the authority" does, however, include vacant seats;
- (iii) apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement (here as elsewhere) to apply the proportions "so far as reasonably practicable" can be met by rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats;
- (iv) apply the proportions to the number of members on each ordinary committee to give a provisional entitlement to seats on that committee;
- (v) where the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying the principle in 3(a));
- (vi) where one group has a majority of the membership of the Council, but does not have a majority on any committee as a result of the provisional entitlement, increase its share on that

committee so that it does have a majority (thus applying the principle in 3(b));

- (vii) finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, while preserving the results reached at steps (v) and (vi) (thus applying the principle in 3(c)).

This sequence of steps has been adopted in this report.

(b) Advisory Committees

The intention of the provision is to ensure that those seats to be filled by councillors are (in the absence of unanimous agreement to the contrary) shared fairly between the political groups.

It is, therefore, necessary for the Council first to decide how many of the seats on each advisory committee are to be filled by members of the Council; the statutory requirements then only apply to those seats; the allocation of those seats can conveniently be made by following steps (ii), (iv), (v) and (vi) above.

(c) Other Bodies (see para 4(c) of the main report)

The intention is to ensure a fair distribution of the available seats among the political groups; since a majority group would reasonably be entitled to all the seats where the authority makes only one or two appointments, the duty to allocate seats to political groups only applies where the Council appoints to three or more seats.

The allocation can conveniently be made by following steps (ii), (iv), (v) and (vi) above.

3. Appointments by Committees

Where an ordinary committee appoint a sub-committee with executive powers, the relevant principles are as contained in paragraphs 3(a), (b) and (d) of the main report: the allocation can be conveniently carried out by following steps (ii), (iv), (v) and (vi) above.

When an advisory sub-committee is appointed, the committee will first need to determine how many seats are to be filled by members of the Council (not just members of the committee). The duty to allocate to political groups then applies only to those seats. The same steps can be followed.

## APPENDIX B

### APPOINTMENTS BY COUNCIL

1. The following committees are appointed by the Council with the alternative number of seats shown

<i>Committee</i>	<i>Seats</i>
Planning	16
Licensing and Regulatory	12
Strong Communities Select	9
Children & Young People Select	9
Economy & Development Select	9
Adult Select	9
Democratic Services	12
Audit	11
<b>Total</b>	<b>87</b>

#### NOTE:

- (i) Member/Officer Working Groups are not Committees or Sub-Committees.
- (ii) Neither the Standards nor Audit Committees are subject to the political balance rules.
- (iii) The Joint Advisory Group (Teachers/LGE) is a Cabinet advisory committee.
- (iv) Political balance rules do not apply to Area Committees
2. The rest of this appendix deals with the appointment of committees only. The rules applying to other bodies are the same as for sub-committees and are considered in appendix C.
- (a) Total number of members - 43
- |                  |    |
|------------------|----|
| Conservative     | 19 |
| Labour           | 11 |
| Independent      | 10 |
| Liberal Democrat | 3  |
- (b) Total number of seats on ordinary committees – 87
- (c) Provisional statutory entitlement multiplier (i.e. the relevant number of members divided by 43):
- |                  |       |
|------------------|-------|
| Conservative     | 0.441 |
| Labour           | 0.256 |
| Independent      | 0.233 |
| Liberal Democrat | 0.070 |

(d) Aggregate entitlement (i.e. 87 multiplied by the relevant figure in paragraph (c) above):

Conservative	38.367
Labour	22.272
Independent	20.271
Liberal Democrat	6.090

Rounding up/down gives:

Conservative	39 seats
Labour	22 seats
Independent	20 seats
Liberal Democrat	6 seats

<b>Total</b>	<b>87 seats</b>
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Total seats on body	Labour		Conservative		Lib Dem		Independent	
<b>3</b>	0.77	<b>1</b>	1.33	<b>1</b>	0.21		0.70	<b>1</b>
<b>4</b>	1.02	<b>1</b>	1.77	<b>2</b>	0.28		0.93	<b>1</b>
<b>5</b>	1.28	<b>2</b>	2.21	<b>2</b>	0.35		1.16	<b>1</b>
<b>6</b>	1.53	<b>2</b>	2.65	<b>3</b>	0.42		1.40	<b>1</b>
<b>7</b>	1.79	<b>2</b>	3.09	<b>3</b>	0.49		1.63	<b>2</b>
<b>8</b>	2.05	<b>2</b>	3.53	<b>3</b>	0.56	<b>1</b>	1.86	<b>2</b>
<b>9</b>	2.30	<b>2</b>	3.98	<b>4</b>	0.63	<b>1</b>	2.09	<b>2</b>
<b>10</b>	2.56	<b>3</b>	4.42	<b>4</b>	0.70	<b>1</b>	2.33	<b>2</b>
<b>11</b>	2.81	<b>3</b>	4.86	<b>5</b>	0.77	<b>1</b>	2.56	<b>2</b>
<b>12</b>	3.07	<b>3</b>	5.30	<b>5</b>	0.84	<b>1</b>	2.79	<b>3</b>
<b>13</b>	3.33	<b>3</b>	5.74	<b>6</b>	0.91	<b>1</b>	3.02	<b>3</b>
<b>14</b>	3.58	<b>4</b>	6.19	<b>6</b>	0.98	<b>1</b>	3.26	<b>3</b>
<b>15</b>	3.84	<b>4</b>	6.63	<b>7</b>	1.05	<b>1</b>	3.49	<b>3</b>
<b>16</b>	4.09	<b>4</b>	7.07	<b>7</b>	1.12	<b>1</b>	3.72	<b>4</b>
<b>17</b>	4.35	<b>4</b>	7.51	<b>8</b>	1.19	<b>1</b>	3.95	<b>4</b>
<b>18</b>	4.60	<b>5</b>	7.95	<b>8</b>	1.26	<b>1</b>	4.19	<b>4</b>
<b>19</b>	4.86	<b>5</b>	8.40	<b>8</b>	1.33	<b>1</b>	4.42	<b>5</b>
<b>20</b>	5.12	<b>5</b>	8.84	<b>9</b>	1.40	<b>1</b>	4.65	<b>5</b>
<b>21</b>	5.37	<b>5</b>	9.28	<b>9</b>	1.47	<b>2</b>	4.88	<b>5</b>
<b>22</b>	5.63	<b>5</b>	9.72	<b>10</b>	1.53	<b>2</b>	5.12	<b>5</b>
<b>23</b>	5.88	<b>6</b>	10.16	<b>10</b>	1.60	<b>2</b>	5.35	<b>5</b>
<b>24</b>	6.14	<b>6</b>	10.60	<b>11</b>	1.67	<b>2</b>	5.58	<b>5</b>
<b>25</b>	6.40	<b>6</b>	11.05	<b>11</b>	1.74	<b>2</b>	5.81	<b>6</b>
<b>26</b>	6.65	<b>7</b>	11.49	<b>11</b>	1.81	<b>2</b>	6.05	<b>6</b>
<b>27</b>	6.91	<b>7</b>	11.93	<b>12</b>	1.88	<b>2</b>	6.28	<b>6</b>
<b>28</b>	7.16	<b>7</b>	12.37	<b>12</b>	1.95	<b>2</b>	6.51	<b>7</b>
<b>29</b>	7.42	<b>7</b>	12.81	<b>13</b>	2.02	<b>2</b>	6.74	<b>7</b>
<b>30</b>	7.67	<b>8</b>	13.26	<b>13</b>	2.09	<b>2</b>	6.98	<b>7</b>