



**Neuadd y Cyngor,
Y Rhadyr,
Brynbuga,
NP15 1GA**

9 Mai 2014

**County Hall
Rhadyr
Usk
NP15 1GA**

9th May 2014

**Notice of meeting:
Monmouthshire County Council**

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

**Thursday 15th May 2014, at 2.00pm
Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA**

***Dydd Iau 15 Mai 2014, am 2.00yp
Siambwr y Cyngor, Neuadd y Cyngor, Y Rhadyr, Brynbuga,
NP15 1GA***

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

AGENDA

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

Item No	Item
1.	Apologies for absence.
2.	Chairman's announcements and receipt of petitions.
3.	To receive declarations of interest.
4.	To confirm and sign the minutes of the meeting of the County Council held on 10 th April 2014 (copy attached).
5.	To elect the Leader of the Council and to receive notification of Leader delegations (appointments to the Cabinet).

6.	Representation of Political Groups-Review
7.	Appointment of Select Committees
8.	Appointment of Regulatory and other Committees
9.	Appointment of Democratic Services Committee and appointment of Chairman of the Committee
10.	Appointment of Area Committees
11.	Appointment of Standards Committee
12.	Appointment to Standards Committee – Community Representative
13.	Appointments to outside bodies.
14.	Members' Allowances
15.	Member Protocol for Self-Regulation
16.	Protocol on Member/Officer relations
17.	Formal Feedback from Estyn Monitoring Visit: February 2014
18.	School Standards and Organisation (Wales) Act 2013
19.	Annual Report Chief Officer Children & Young People
20.	Corporate Parenting Strategy
21.	<p>Notice of motion received from County Councillor S. Jones:</p> <p><i>"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."</i></p>
22.	<p>Members' questions:</p> <p>(a) From County Councillor D. Batrouni to County Councillor P. Murphy (deferred from meeting held on 10th April 2014)</p> <p><i>"Could he confirm the amount the Council has spent on private consultants the previous financial year?"</i></p>

(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?'

Paul Matthews

Chief Executive
Prif Weithredwr

I Gadeirydd ac Aelodau
Cyngor Sir Fynwy

To the Chairman and Members of
Monmouthshire County Council

Aims and values of Monmouthshire County Council

Connecting with people

Our outcomes

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

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

Our priorities

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

Values

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

Cysylltu gyda phobl

Ein canlyniadau

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

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

Ein blaenoriaethau

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

Gwerthoedd

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

**Minutes of the meeting of Monmouthshire County Council held
at County Hall, Usk on Thursday, 10th April 2014 at 2.00 p.m.**

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

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

OFFICERS IN ATTENDANCE:

Mr. P. Matthews	Chief Executive
Mr. M. Andrews	Monitoring Officer
Mrs. K. Beirne	Chief Officer: Enterprise
Mrs. S. McGuinness	Chief Officer: Children and Young People
Mrs. J. Robson	Head of Finance/Section 151 Officer
Mrs T. Harry	Head of Democracy & Regulatory Service
Mr. W. McLean	Head of Strategic Partnerships
Miss H. Ilett	Scrutiny Manager
Mr M. Moran	Community Infrastructure Coordinator
Mrs. B. Barnett	Project Support Worker
Mrs. S. King	Senior Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor R. Chapman, R. Edwards, J. George, P. Murphy and A. Watts.

2. CHAIRMAN'S REPORT AND RECEIPT OF PETITIONS

Members noted the Chairman's engagements.

There were no petitions presented.

3. DECLARATIONS OF INTEREST

Declarations of Interest are recorded under the relevant minute heading.

4. MINUTES

**Minutes of the meeting of Monmouthshire County Council dated Thursday
10th April 2014 continued**

- (a) We resolved that the minutes of the Extraordinary County Council meeting 27th February 2014 be approved as a correct record and signed by the Chairman.
- (b) We resolved that the minutes of the County Council meeting 27th February 2014 be approved as a correct record and signed by the Chairman, with the following amendments:
- Page 8 – County Councillor L. Guppy declaration of interest.
Delete: *Monmouthshire Comprehensive School* change to *Ysgol y Fin*
 - Page 9 – Diary of meetings for 2014/15 Councillor Howarth Amendments:
Delete ‘*On being put the vote we resolved that meetings were moved from the Easter Holidays in 2015 and this became the substantive motion. Upon being put to the vote the substantive motion, we agreed that planning site visits would be decided by the Planning Committee.*’ Change to:
Upon being put to the vote the amendments were agreed as one and became the substantive motion.
We received an amendment to the substantive motion, which was duly seconded, as follows:
Meetings moved from the Easter Holidays in 2015 and Planning Site visits would be decided by the Planning Committee.
 - Page 12 Addition to County Councillor D. Batrouni amendment: **Council Tax collection was increased from 98% to 99%**
 - Page 13 Addition to County Councillor amendment 3) Sweating assets:
Clarified as commercial opportunities, which included advertising in open spaces and car parks.
 - Page 13 Addition to County Councillor R.J.C. Hayward amendment:
Discussions were held regarding collection rate of 98% income tax, but 99% collected. Potential extra income could be received through building of additional houses.

5. PUBLIC FORUM ITEMS

We welcomed Mrs J. Barnes on behalf of CAIR and concerns were expressed regarding lack of service provision for profoundly disabled children and young adults. A question was directed to County Councillor G. Burrows:

‘CAIR is asking that MCC decides on provision for this most vulnerable section of the community, by providing a hub that has accessible projects and facilities, in the area, and specialist facilities not too far away. We ask that decisions about facilities are communicated to parents and CAIR as soon as possible.’

The Chairman thanked Mrs Barnes for attending and the comments were noted.

In response, members raised the following points:

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- County Councillor Burrows thanked representatives of CAIR for attending the meeting. We were informed that all councils had managed serious pressures, in order to ensure fairness and there was a requirement to review how services were operated. The reconfiguration had not cut direct services and staff had discussed individual needs with service users.
- Gratitude was expressed to parents and users and it was recognised that there was a need for accessible sites across Monmouthshire, which would be fit for purpose.
- 'My Day My Life' principle had been established at one venue, there would be opportunity to contribute to progress and an open day would be arranged. A date would be set for concerned individuals to raise points discussed and would be opportunity for change and improvement.

6. COMMITTEE MINUTES

We resolved that the following minutes be received:

(a) Democratic Services Committee 3rd February 2014

In relation to the minutes, Councillor Easson advised that seating arrangements within the chamber had been discussed. It was noted that this issue would be discussed by group leaders.

County Councillor Blakebrough requested clarification regarding resources and training for paperless meetings. The Head of Democracy and Regulatory Services advised that Democratic Services were working with members to ascertain needs.

In terms of personal development, it would be the intention for a member to identify their own needs.

Some concerns were expressed regarding cost implications for electronic equipment, we were advised that there was a budget available due to reduced paper and printing.

It was requested that page numbers were the same on paper and electronic copies.

We resolved to receive the minutes.

(b) Internal Monitoring Board 25th March 2014

We resolved to receive the minutes.

7. NOTICE OF MOTION

We received the following notices of motion:

(a) Submitted by County Councillor G. Down

**Minutes of the meeting of Monmouthshire County Council dated Thursday
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"Monmouthshire provides the gateway to the Wales Coastal Path. As such, this Council is deeply concerned to note the recent research published by the Marine Conservation Society (MCS) about the quantity of litter on Welsh beaches, and calls upon the Welsh Government to work with the MCS and other interested parties to implement a marine litter strategy as a matter of urgency."

In moving the motion Councillor Down highlighted the following points:

- Welsh Government were commended for the work that had been undertaken, the huge boost to tourism in Monmouthshire and across Wales.
- One of the Welsh beaches was within the top 10. However, it was recognised that many suffer from serious problems, such as sewerage related rubbish, fly tipping, medical waste (inhalers, syringes, plasters), passing shipping waste, fishing paraphernalia (lines, weights, hooks), rubbish from members of the public and waste within tidal flows.
- Council were asked to endorse motion and call on Welsh Government to implement marine litter strategy.

During the debate, the following points were noted:

- Support was expressed for the motion. It was highlighted that environment and protected habitat, had to be considered in relation to cleaning of public beaches. A clean coast week would be operated, through tidy towns funding, to clean areas of the coast.
- The importance of keeping the coastal path clear was imperative and measures should be implemented for this.
- Concerns were expressed regarding the debris and waste, on beaches and coastal pathways. The clean coast initiative was welcomed.
- A query was raised whether there would be financial implications associated with the motion.
- It was requested that the minister was contacted in relation to the progress on the pilot for coast care officers, tidy towns and the action plan.
- 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.

(b) Submitted by County Councillor D. Batrouni

"This Council believes it is unacceptable that Monmouthshire is rock bottom out of all Welsh local authorities (by benchmarked quarters) for pupils achieving 5 GCSE grades A- G; is dismayed that Monmouthshire was second from bottom for pupils achieving grades A- C; condemns the Conservative-led administration for failing these children; recognises any Monmouthshire child leaving school without 5 GCSEs severely limits their life chances; the controlling groups of this Council utilises all options available to them to ensure these children are helped and offered guidance into further education, an apprenticeship or employment;

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and makes sure Monmouthshire drastically improves its performance for this year's GCSEs."

In moving the motion, Councillor Batrouni highlighted the following issues:

- Monmouthshire had been at the bottom of school tables for five GCSEs, second from bottom on grades A-C, performance had been well below average in relation to achieving 5 GCSEs.
- It was recognised that there was a problem with boys achieving a lower result.
- Education is an effective means for a child from any background to climb the ladder and better standards of education would be deserved for children.

During debate we noted the following points:

- The Cabinet member concurred that Estyn had shown Monmouthshire County Council had shortfalls in terms of education and significant progress was required to assist children reaching their potential and make the best of their education. The authority was in special measures and recommendations were being implemented.
- We were advised that individual target setting was in place for individual pupils and achievement for particular genders were being addressed.

Councillor Hackett Pain proposed an amendment to the motion, which was duly seconded, this became the substantive motion:

As a result of the recent Estyn inspection and their recommendations, Monmouthshire County Council has a rigorous intervention plan in place to address fundamental shortfalls in teaching and learning.

This Council recognises that any Monmouthshire child leaving school without 5 GCSE's limits their life chances.

We as a Council should utilise all options available to ensure all children are helped and offered guidance into further education, an apprenticeship or employment and makes sure Monmouthshire drastically improves its performance for this and subsequent years.

During debate the following points were noted:

- The Leader of the Council advised that measures were in place at the Council and within schools, to address issues within the action plan, work was being undertaken with heads of schools.
- Difficulties within secondary education were recognised and it was noted that it would take time for interventions to take place.
- Opportunities should be used to get education in the spotlight and it was appreciated that there was a strong team leading intervention and changes.
- Staff and Heads were commended for the hard work that was on-going.

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- It was noted that performance within KS1 and KS2 was positive, however, there was a requirement to look at comprehensive level education and management of the education system.

On being put to the vote, the amendment was carried, became the substantive motion, and was carried.

'As a result of the recent Estyn inspection and their recommendations, Monmouthshire County Council has a rigorous intervention plan in place to address fundamental shortfalls in teaching and learning.

This Council recognises that any Monmouthshire child leaving school without 5 GCSE's limits their life chances.

We as a Council should utilise all options available to ensure all children are helped and offered guidance into further education, an apprenticeship or employment and makes sure Monmouthshire drastically improves its performance for this and subsequent years.'

8. RECOMMENDATION FROM CABINET: CALDICOT 3G PITCH PROJECT

We were presented with a report from Cabinet which sought approval for the establishment of a revised budget for the Caldicot 3G pitch project and for the use of some Section 106 (S106) balances to help offset the increased cost of the project.

The Cabinet member advised that Cabinet had approved expenditure as reported. An over spend had occurred due to the project being delayed, it was discovered that there were some previously uncharted sewer and water pipes running under the site that needed to be diverted before work could start either on the new 3G pitch or on the construction of the new supermarket. There was a requirement for the over spend to be met and in addition there was expenditure of £101,000, following receipt of a letter from MUSLA there was possibility to use money from Magor/Undy for the project, as it would be used by people across the whole of Severnside.

Recommendations within the report were as follows:

- 2.1 Council approves the gross capital budget for the Caldicot 3G pitch project be revised from £600,000 to £660,000.
- 2.2 That funding of £101,000 (£41,000 contribution to the Sewer scheme and £60,000 to the additional costs of the 3G scheme) be identified as follows:

Section 106 Agreement	£
Merton Green, Caerwent	17,500
Kingfisher Rise, Magor	17,500
Church Road (3), Caldicot	17,500

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Magor/Undy Community Hall	<u>17,500</u>	
Total	70,000	
Leisure Services Budget (contribution to capital)	31,000	(revenue)
Grand Total funding	£101,000	

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

It was moved and duly seconded that a further clause was included as follows:

Monmouthshire County Council has long supported the community bid for a sports and leisure facility in Magor. In the event that MUSLA is successful in bringing together the funds to build the community hall, Monmouthshire County Council will re-instate the £17,500 contribution referred to in 2.2 as "Magor/Undy Community Hall" but when future developer contributions are available from new housing in the area it will apply £17,500 as a contribution from the Magor and Undy area towards the 3G pitch now being constructed in Caldicot for the benefit of the Severnside area.

Delete 2.3. and replace with "There may be delay before some of the funding referred to in 2.2 becomes available, so approval is also sought in respect of short term temporary bridge funding where necessary."

During discussion the following points were noted:

- County Councillor D. Evans declared a personal interest, pursuant to the members' code of conduct, as an LEA Governor of Caldicot Comprehensive School.
- County Councillor A. Easson declared that he had a personal interest and closed mind regarding the issue. Councillor Easson left the meeting.
- County Councillor L. Guppy declared a personal interest, pursuant to the members' code of conduct, as an LEA Governor.
- We were advised that S106 does not accrue interest, the amount received would be allocated for the project. However, if the authority held cash then interest would be accrued on the balance held.
- Discussions were held regarding problems that had occurred on site, in relation to unchartered sewer and water pipes running under the site that needed to be diverted before work could start.
- Member concerns were noted in relation to responsibility of assets of Welsh Water.

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- The importance of the development was recognised and members were encouraged by progress of the project.
- It was noted that best use of S106 funding should be considered and local members, of Magor/Undy, had not been consulted.
- We were advised that the issue was a Council Decision and even though it had been considered by Cabinet, was not subject to call-in. The decision related to the capital programme, which was a matter for Council.
- We agreed that a note would be added to any Cabinet reports 'not subject to call-in' as appropriate.
- Further information was requested regarding the vision for Magor/Undy.
- It was recognised that the project would benefit the whole of Severnside, as well as wider use from the whole of the County.
- 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.
- *Councillor Farley left at 4.25pm.*

It was moved and duly seconded to approve recommendations within the report, with the additional changes. Upon being put to the vote this was carried.

We resolved to recommend the following:

1. Monmouthshire County Council has long supported the community bid for a sports and leisure facility in Magor. In the event that MUSLA is successful in bringing together the funds to build the community hall, Monmouthshire County Council will re-instate the £17,500 contribution referred to in 2.2 as "Magor/Undy Community Hall" but when future developer contributions are available from new housing in the area it will apply £17,500 as a contribution from the Magor and Undy area towards the 3G pitch now being constructed in Caldicot for the benefit of the Severnside area.
2. Council approves the gross capital budget for the Caldicot 3G pitch project be revised from £600,000 to £660,000.
3. That funding of £101,000 (£41,000 contribution to the Sewer scheme and £60,000 to the additional costs of the 3G scheme) be identified as follows:

Section 106 Agreement	£
Merton Green, Caerwent	17,500
Kingfisher Rise, Magor	17,500
Church Road (3), Caldicot	17,500

**Minutes of the meeting of Monmouthshire County Council dated Thursday
10th April 2014 continued**

Magor/Undy Community Hall	<u>17,500</u>	
Total	70,000	
Leisure Services Budget (contribution to capital)	31,000	(revenue)
Grand Total funding	£101,000	

4. There may be delay before some of the funding referred to in 2.2 becomes available, so approval is also sought in respect of short term temporary bridge funding where necessary.

9. REPORT OF THE MONITORING OFFICER: REVIEW OF CONSTITUTION

We received a revised draft model constitution for consideration, which included elements that require decisions by Council.

Council thanked the Monitoring Officers and members that had contributed to discussions surrounding the draft constitution.

It was proposed and duly seconded that due to the important nature of the document, the Review of Monmouthshire County Council constitution was postponed and considered at a special meeting of Council.

Some concerns were expressed that the document would be delayed.

The Monitoring Officer advised that the document would be presented by his successor, if a special meeting was agreed.

Upon being put to the vote, we resolved that the review of Monmouthshire County Council constitution would be considered at a special meeting, to be held in approximately 8-10 weeks.

10. REPORTS OF THE HEAD OF DEMOCRACY AND REGULATORY SERVICES

We received reports from the Head of Democracy and Regulatory Services as follows:

(a) CO-OPTION OF ACTION 50+ ONTO ADULT SELECT COMMITTEE

We received a report to agree the appointment of a Member of Action 50+ Abergavenny onto the Adults Select Committee on a permanent basis without voting rights.

County Councillor R. Harris declared a personal interest, pursuant to the members code of conduct, as a board member of Action 50+.

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It was moved and duly seconded to accept recommendations within the report.

We resolved:

To agree the Co-option of Delia Hudson, Action 50+ Abergavenny onto the Adults Select Committee on a permanent basis without voting rights.

(b) APPOINTMENT OF A MEMBER AS 'SCRUTINY CHAMPION'

We received a report to appoint a Member as 'Scrutiny Champion' following resignation of the existing Member.

The existing member was thanked for contributions to scrutiny and it was recognised that there had been improvements to the function.

It was proposed and duly seconded that County Councillor J. Prosser be appointed as 'Scrutiny Champion'. Upon being put to the vote the motion was carried.

We resolved that County Councillor J. Prosser be appointed as 'Scrutiny Champion'.

11. REPORT OF THE HEAD OF PARTNERSHIPS AND ENGAGEMENT
AGEING WELL IN WALES PROGRAMME

Council were presented with the report entitled Ageing Well in Wales: Age Friendly Cities and Communities; The Dublin Declaration.

The report recognised Monmouthshire's commitment to supporting Age Friendly Communities and participation with the Ageing Well in Wales Programme. The demography of Wales and other developed countries is changing. People are living longer, healthier lives and this brings the twin challenges of budgetary pressure and an ageing population.

During discussion the following points were raised:

- As Cabinet Member, Councillor Burrows, welcomed the report and expressed support.
- Principles within the report were supported by members.
- Concerns were expressed that charging for 60+ swimming had been discussed at the last Council meeting and had been included within the budget.

It was proposed and duly seconded to approve recommendations within the report. We resolved to agree recommendations as follows:

1. Council agreed to sign the Dublin Declaration.

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2. Council recognised Monmouthshire's commitment to supporting an Age Friendly Community
3. Monmouthshire participates and supports Age Friendly Communities within the Ageing Well in Wales Programme

14. MEMBERS QUESTIONS

(a) From County Councillor D. Batrouni to County Councillor P. Murphy

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

- In the absence of Councillor P. Murphy, we resolved that the question would be carried forward to the next meeting.

The meeting ended at 4.55 p.m.

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

Agenda Item 6

SUBJECT:	REPRESENTATION OF POLITICAL GROUPS - REVIEW
MEETING:	COUNCIL
DATE:	15 May 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.

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 in either Table A or Table B, dependent on the number of members appointed to each Select Committee

Table A (84 Seats)

Committee	Cons	Lab	Lib Dem	Ind
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 (84)	37	21	6	20

Table B (76 Seats)

Committee	Cons	Lab	Lib Dem	Ind
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

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

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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>	<i>Seats</i>
Planning	16	16
Licensing and Regulatory	12	12
Strong Communities Select	12	9
Children & Young People Select	12	9
Economy & Development Select	12	9
Adult Select	12	9
Democratic Services	12	12
Total	84	76

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 – 84 or 76
- (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. 84/76 multiplied by the relevant figure in paragraph (c) above):

84 Seats

Conservative	37.044
Labour	21.504
Independent	19.572
Liberal Democrat	5.880

Rounding up/down gives:

Conservative	37 seats
Labour	21 seats
Independent	20 seats
Liberal Democrat	6 seats

Total **84 Seats**

76 Seats

Conservative	33.516
Labour	19.456
Independent	17.708
Liberal Democrat	5.320

Rounding up/down gives:

Conservative	34 seats
Labour	19 seats
Independent	18 seats
Liberal Democrat	5 seats

Total **76 seats**

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

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

SUBJECT:	APPOINTMENT OF SELECT COMMITTEES
DIRECTORATE:	Chief Executives
MEETING:	County Council
DATE:	15th May 2014
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

To appoint Select Committees

2. RECOMMENDATION:

- 2.1** That the following Select Committees be appointed, together with their terms of reference, attached as appendix A:

Economy and Development (11 Members)

Strong Communities (11 Members)

Children and Young People (11 Members)

Adults (11 Members)

- 2.2** That the following members be co-opted to the Children and Young People Select Committee:

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)

- 2.3** 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)

3. REASONS:

- 3.1** The Council has previously agreed to appoint Select Committees, terms of reference for which are attached as Appendix A.

4. RESOURCE IMPLICATIONS:

None

5. CONSULTEES:

Cabinet, Senior Leadership Team, Monitoring Officer

6. BACKGROUND PAPERS:

None

7. AUTHOR:

Sarah King, Senior Democratic Services Officer

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Monmouthshire County Council – Select Committee Terms of Reference			
No. of Committees:	4		
Frequency of meetings:	Six-weekly (or as required)		
Committees and Terms of Reference:			
<p>To undertake overview and scrutiny in line with statutory responsibilities on the following:</p> <ul style="list-style-type: none"> • <u>Budget Scrutiny:</u> quarterly budget monitoring and scrutiny of draft budget proposals • <u>Performance scrutiny:</u> 6 monthly Outcome Based Accountability performance monitoring, scrutiny of complaints, scrutiny of the Improvement Plan, scrutiny of Outcome Agreements together with other non-statutory performance-related scrutiny • <u>Risk Monitoring:</u> 6 monthly scrutiny of the Whole Authority Risk Log <p>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 the following:</p>			
Children & Young People’s Select Committee	Adults Select Committee	Economy and Development Select Committee	Strong Communities Select Committee
<p>Ensure that services are relevant and responsive to the needs of young people and protect and promote their health and well-being, including amongst others the following relevant areas:</p> <ul style="list-style-type: none"> • 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 	<p>Ensure that services are relevant and responsive to the needs of Adults and protect and promote health and well-being, including amongst others the following relevant areas:</p> <ul style="list-style-type: none"> • 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 	<p>Ensure they are responsive to the needs of businesses, residents and visitors and promote economic activity, including amongst others the following relevant areas:</p> <ul style="list-style-type: none"> • 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 	<p>Ensure they are responsive to the needs of residents and promote their safety and well-being.</p> <p>Key roles for this committee are:</p> <ul style="list-style-type: none"> ➤ 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

<p>children.</p> <ul style="list-style-type: none"> • Youth Justice and youth offending service. • Youth clubs and leisure facilities for young people. • Special Support Services, Pupil Support Services. • 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. 	<p>Technology, Community Meals Service, Sensory Impairment Services.</p> <ul style="list-style-type: none"> • 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. 	<p>vocational training.</p> <ul style="list-style-type: none"> • 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. 	<p>specific scrutiny areas to other select committees where appropriate.</p> <p>➤ To scrutinise key services provided in partnership to local communities to ensure effective multi-agency action is delivered, including amongst others:</p> <ul style="list-style-type: none"> • Infrastructure and networks. • Highways (including SWTRA), Transport and Traffic Management. • Street Lighting. • 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).
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MONMOUTHSHIRE COUNTY COUNCIL
REPORT

SUBJECT:	APPOINTMENT OF REGULATORY AND OTHER COMMITTEES
DIRECTORATE:	CHIEF EXECUTIVES
MEETING:	COUNTY COUNCIL
DATE:	15th MAY 2014
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

To appoint Regulatory and other Committees, together with their membership and terms of reference.

2. RECOMMENDATION:

That the following Committees, together with their terms of reference, be appointed, subject to any changes to be notified by the political groups.

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

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

(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.

(d) **Appeals Committee (3 members)**

3 members to be nominated on an ad hoc basis.

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

(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.

- (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

(g) Collaboration Agreement with Community and Town Councils (3 members)

Membership to be confirmed

(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.

(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.

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

(k) Investigation Committee (3 members)

(l) Disciplinary Committee (3 members)

3. REASONS:

3.1 Terms of reference for these Committees are attached as Appendix A.

4. RESOURCE IMPLICATIONS:
None

5. CONSULTEES:
Senior Leadership Team, Cabinet, Monitoring Officer

6. BACKGROUND PAPERS: Article 6 of the Constitution.

7. AUTHOR:

Sarah King, Senior Democratic Services Officer

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APPENDIX A

TERMS OF REFERENCE FOR REGULATORY AND OTHER COMMITTEES

(a) PLANNING

With delegated powers:

1. 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 2007 as amended ('the Functions Regulations') save in relation to footpaths and bridleways.

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

(b) LICENSING AND REGULATORY

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 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

With delegated powers:

The discharge of all functions relating to licensable activities, as described in the Licensing Act 2003.

(d) APPEALS COMMITTEE

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

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.
 - 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)

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.

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 30th 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.

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 30th 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

To review and update the Collaboration Agreement

(h) APPOINTMENT COMMITTEE

Appointed originally to take all decisions relevant to the recruitment of posts created as part of the management restructure 2010 this committee will appoint non-statutory chief officers and deputy chief officers.

(i) REVIEW OF AREA COMMITTEES

To develop terms of reference, size of areas, numbers of committees including forums and support staff, and to report back to the County Council.

(j) COORDINATING BOARD

- To manage the political business processes and the relationship between the constituent parts of the Council's political 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

(k) REMUNERATION COMMITTEE (CHIEF EXECUTIVE)

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

The Committee will meet at least annually

(l) INVESTIGATION COMMITTEE

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

(m) DISCIPLINARY COMMITTEE

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

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

SUBJECT:	APPOINTMENT OF DEMOCRATIC SERVICES COMMITTEE AND APPOINTMENT OF CHAIR OF THE COMMITTEE
DIRECTORATE:	Chief Executives
MEETING:	County Council 15th May 2014

1. PURPOSE:

To appoint a Democratic Services Committee, to agree terms of reference and membership of the Committee, and to appoint a Chair of the Committee.

2. RECOMMENDATIONS:

- 2.1 That a Democratic Services 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, politically balanced.
- 2.3 That the Chair of the Democratic Services Committee be appointed by the Council.

3. ROLE OF THE DEMOCRATIC SERVICES COMMITTEE/TERMS OF REFERENCE:

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

3.2 The Measure sets out the following statutory roles for the Committee:

*“(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.”*

3.3 The Measure also provides that *“it is for democratic services committee to determine how to exercise those functions.”*

3.4 The Committee recommended expanded terms of reference, which have been approved by the Council. These terms of reference are attached as appendix A.

4 MEMBERSHIP OF THE DEMOCRATIC SERVICES COMMITTEE

4.1 The Measures provides that:

- the members of the Committee are to be appointed by the Council
- the Committee is to be politically balanced

- no more than one of the members of the Committee can be a member of the executive;
- the “executive leader” cannot be a member of the Committee.

5. CHAIR OF THE DEMOCRATIC SERVICES COMMITTEE

- 5.1** The Measure provides that the Council is to appoint the person who is to chair the Democratic Services Committee (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 a Democratic Services Committee and to appoint a Chair of the Committee.

7. RESOURCE IMPLICATIONS:

None

8. CONSULTEES:

Cabinet, Senior Leadership Team, Monitoring Officer

- 9. BACKGROUND PAPERS:** The Local Government (Wales) Measure 2011

10. AUTHOR:

Sarah King, Senior Democratic Services Officer

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APPENDIX A

TERMS OF REFERENCE FOR THE DEMOCRATIC SERVICES COMMITTEE

- (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.

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

SUBJECT: APPOINTMENT OF AREA COMMITTEES
DIRECTORATE: Chief Executives
MEETING: County Council
DATE: 15th May 2014
DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To appoint Area Committees, together with their membership and terms of reference.

2. RECOMMENDATION:

- 2.1** That Area Committees be appointed together with their membership as set below, and their terms of reference attached as appendix A.

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
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

3. REASONS

Article 10 of the Constitution (attached), provides that the Council may appoint Area Committees and the Council has previously done so.

4. RESOURCE IMPLICATIONS:

None as a direct result of this report

5. CONSULTEES:

Senior Leadership Team, Cabinet, Monitoring Officer

6. BACKGROUND PAPERS:

Article 10 of the Constitution, as revised; Cabinet Log 6th May 2009

7. AUTHOR:

Sarah King, Senior Democratic Services Officer

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Article 10 – Area Committees and Forums

10.01 Area committees

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 3 Area Committees with the following roles and functions:

1. 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.
2. 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.
3. To ensure properly co-ordinated services on a local level.
4. To encourage effective collaboration with public, private and voluntary sector partners locally to help the Council meet the aspirations of local people.
5. 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.
6. 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.

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

SUBJECT: APPOINTMENT OF STANDARDS COMMITTEE
MEETING: County Council
DATE: 15th May 2014
DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To appoint the Standards Committee, together with membership and terms of reference.

2. RECOMMENDATIONS:

(1) That the Standards Committee be appointed with the terms of reference attached as appendix A.

(2) That the membership of the Committee comprise 3 members of the authority other than the Leader, 5 voting co-optees and one community member.

Current membership and terms of office:

County Councillors:	Independent Members:	Community Member
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)	

3. REASONS:

Extracts from Article 9.3 and Part 3 of the Constitution, which set out the terms of reference and functions of the Standards Committee are attached as appendix A..

4. RESOURCE IMPLICATIONS:

None other than attendance fee payable to co-opted members

5. CONSULTTEES:

Monitoring Officer, Senior Leadership Team, Cabinet

6. BACKGROUND PAPERS:

None.

7. AUTHOR:

Sarah King, Senior Democratic Services Officer

CONTACT DETAILS:

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EXTRACT FROM THE COUNCIL'S CONSTITUTION

THE STANDARDS COMMITTEE

Chairing the Committee.

- i. Only an independent member of the standards committee may be the Chairman.
- ii. 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.
- iii. The election of a Chairman will be the first item of business for the standards committee at the commencement of each municipal year.

9.03 Role and Function

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.

As set out in Article 9.3

Other functions as set out in Part 3

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

SUBJECT: Standards Committee – Appointment of Community Committee Member
MEETING: County Council
DATE: 15th May 2014
DIVISION/WARDS AFFECTED: Countywide

1. PURPOSE:

An appointment panel for the community committee member of the Standards Committee is recommending an appointment to be made by the Council.

2. RECOMMENDATION:

To appoint a community committee member of the Standards Committee to serve until the next ordinary local elections.

3. KEY ISSUES:

The Council is required to appoint one community committee member to its Standards Committee. In 2012 David Hedley of Caerwent Community Council was appointed to this position. Sadly Councillor Hedley passed away earlier this year. In considering the appointment, the Council is obliged to consult all community councils in Monmouthshire as well as One Voice Wales.

In response to a wide advertisement among all town and community councils in Monmouthshire 9 applications were received and a panel, including the chair and vice chair of the Standards Committee, met on 29 April to interview 4 shortlisted candidates. The candidate recommended for appointment will be notified to members at its meeting on 15 May. One Voice Wales have been kept advised of the process and invited to participate but have been unable to do so.

4. REASONS:

The appointment of the community committee member completes the establishment of the Council's Standards Committee.

5. RESOURCE IMPLICATIONS:

None arise directly from this report. An attendance allowance of up to £198 per day is payable to community committee members as well as reimbursement of travel and subsistence expenditure.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPACT

This is a statutory appointment. Of those applicants who have completed the equal opportunities monitoring form, all are white, three are female, two of whom

were shortlisted for interview. No applicants have disclosed any disability. There are no particular sustainability issues.

7. CONSULTEES:

Chair and vice of Standards Committee, Councillor Douglas Edwards (member of appointment panel), leadership team, political leaders group and Head of Legal Services. No adverse comments received

8. BACKGROUND PAPERS:

Application pack and CVs for each candidate, shortlisting and interview papers including references are available for members on request but are exempt from disclosure pursuant to paragraph 12 of Schedule 12A to the Local Government Act 1972

9. AUTHOR:

S.M.W. Andrews Monitoring Officer.

9. CONTACT DETAILS:

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**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

SUBJECT:	APPOINTMENTS TO OUTSIDE BODIES
DIRECTORATE:	Chief Executive
MEETING:	Council
DATE:	15th May 2014
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To appoint representatives to serve on outside bodies.

2. RECOMMENDATIONS:

- 2.1 That the Council make appointments to the outside bodies set out in the attached schedule, with the exception of joint committees listed in Category B, which are Cabinet appointments.

3. REASONS:

- 3.1 A schedule of appointments to outside bodies is attached. With some exceptions, appointments are normally made for the term of the Council.
- 3.2 Changes have occurred in relation to appointments for Citizens Advice Bureau, addition of Monmouthshire County Citizens Advice Bureau.

4. RESOURCE IMPLICATIONS:

- 4.1 In most cases members will be able to claim travel allowances from the County Council. In some cases these expenses are payable by the appropriate outside body.

5. CONSULTATION:

Cabinet, Senior Leadership Team, Monitoring Officer

6. BACKGROUND PAPERS:

List of Appointments to Outside Bodies

7. AUTHOR:

Sarah King, Senior Democratic Services Officer

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MONMOUTHSHIRE COUNTY COUNCIL

REPRESENTATION ON OUTSIDE BODIES (FROM MAY 2012)

Appendix A

Category A - Regional/National

No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
1	Arts Council of Wales (Regional Committee)	Term of Council	Council	1	Cabinet Member for Community Services (Cllr. G. Howard) (Nominations to be invited via the WLGA)	17 th May 2012
2	Brecon Beacons National Park Authority	Term of Council	National Park	2	Cllr. A.E. Webb Cllr. M. Hickman	17 th May 2012 17 th May 2012
3	Caldicot and Wentloog Levels Drainage Board	Term of Council	Drainage Board	2	Cllr. A.E. Webb Cllr. P. Murphy	17 th May 2012 17 th May 2012
4	Appointments Panel for East Wales Valuation Tribunal	Term of Council	Council	3	Cllr. R.J. Higginson Cllr. G.L. Down Cllr. R.P. Jordan	17 th May 2012 17 th May 2012 17 th May 2012
5	Oldbury Power Station Stakeholder Group	Term of Council	Council	1	Cllr. D.L. Dovey	17 th May 2012
6	Gwent Police and Crime Panel	Term of Council	Police & Crime Commissioner	2	Cllr P.R. Clarke Cllr Mrs. F. Taylor	21 st June 2012 21 st June 2012
8	Joint Council For Wales (Previously Provincial Council for Wales)	1 Year	Council	2 plus 1 Sub.	Cllr. P.A. Fox Cllr. R.J.Higginson (Substitute: none appointed)	17 th May 2012 27 th July 2012
9	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	17 th May 2012 17 th May 2012 17 th May 2012 17 th May 2012 17 th May 2012

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No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
					Cllr. R.J.C. Hayward Cllr. A.M. Wintle Cllr. G.L. Down Cllr. A.E. Easson	17th May 2012 17th May 2012 17th May 2012 17th May 2012
10	Local Government Association	1 Year	L.G.A.	2	Leader Deputy Leader	17th May 2012 17th May 2012
11	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
12	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
13	South Wales Fire and Rescue Authority	Term of Council	Council	2	Cllr. V.E. Smith Cllr. D.L. Edwards	17th May 2012 17th May 2012
14	WJEC/ CBAC Ltd	Term of Council	W.J.E.C.	1	Rep. Director - Cllr. Mrs.E.J.Hacket Pain	17th May 2012
15	Wye Valley Area of Outstanding Natural Beauty Joint Committee	Term of Council	Council	4	Cllr. G.C. Burrows Cllr. Mrs E. Hacket Pain Cllr. Mrs. A. Webb Cllr. D. Blakebrough	17th May 2012 17th May 2012 17th May 2012 17th May 2012
16	Welsh Local Government Association	Term of Council	W.L.G.A.	2	Leader Deputy Leader	17th May 2012 17th May 2012
17	W.L.G.A. Co-ordinating Committee	Term of Council	Council	1	Leader	17th May 2012
18	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

No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
23	Children and Young Peoples' Framework Partnership	Term of Council	Council	3	A WAG Partnership: Cabinet Members for Children and Young Peoples' Services(Cllr E.J. Hacket Pain) and Community Services(Cllr G. Howard); and Chairman of Children and Young Peoples' Select	17th May 2012 17th May 2012
24	S.E. Wales Strategic Planning Group	Term of Council	Council	2	Cabinet Member for Regeneration Services (Cllr R. Greenland) and the Chairman of Planning	17th May 2012
25	Welsh Books Council	Term of Council	Council	1	Cabinet Member for Community Services (Cllr G. Howard)	17th May 2012
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
28	South East Wales Education Forum (previously Gwent Education Forum)	Term of Council	Council	2	Cabinet Members for Children and Young Peoples' Services (Cllr E.J.Hacket Pain) and Community Services (Cllr G. Howard)	17th May 2012
29	Scrutiny Champions Wales Network	Term of Council	Council	1	Cllr R.G.Harris	17th May 2012
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

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

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

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Careers Wales Gwent	Term of Council	Council	1	Cabinet Member for Community Services (Cllr G. Howard)	17th May 2012
2	Pension Fund Management Group (Joint Committee with Torfaen)	Term of Council	Council	3	Cllr. G.C. Burrows Cllr. P. Murphy Cllr. D. Evans	17th May 2012 17th May 2012 17th May 2012
3	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
4	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
5	Aneurin Bevan Community Health Council	Term of Council	Council	3	Cllr. P. Jones Cllr. J.L. Prosser Cllr. V.E. Smith	17th May 2012 17th May 2012 17th May 2012
6	Aneurin Bevan Local Health Board-Stakeholder Reference Group	Term of Council	Council	1	Cllr. J.L. Prosser	17th May 2012
7	Board of Monmouthshire Housing Association	Term of Council		4	Cllr. P.R. Clarke Cllr. R. Edwards Cllr Mrs S.White Cllr. A.E. Webb	17th May 2012 17th May 2012 17th May 2012 17th May 2012
8	Education Achievement Service	Term of Council	Council	2	Cllr E.J. Hackett Pain (Cabinet Member for Children and Young Peoples’ Services)-as representative member of the company Cllr P.A.Fox-to Board of Directors	21 st June 2012
9	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 of the company and County Councillor R.J.W. Greenland to the Company’s Board of Directors.	21 st June 2012

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
10	CMC ²	Term of Council	Council	2	County Councillor P.A. Fox (Leader) as the representative member of 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. Board suggest that this can be done on a rotating basis so CMC2's messages can be circulated wider.	

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	Cabinet Member for Community Services (Cllr G. Howard)	17th May 2012
2	Monmouthshire and Brecon Canal Working Party	Term of Council	Council	1	Cllr. M. Hickman	17th May 2012
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	Wales Council for Deaf People	Term of Council	Council	2	DID NOT FILL AS BODY HAS NEVER MET	
5	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
6	Environment Agency - S-East Area Environment Group	Term of Council	Council	2	Cabinet Member for Community Services (Cllr G. Howard) (Substitute: Cllr S.B.Jones) 1 Officer	17th May 2012 17th May 2012
7	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
8	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
9	Coleg Gwent Corporation	Term of Council	Council	1	Cllr.R.P.Jordan (Note: the College prefer appointments to be made for a 4 year period)	17th May 2012
10	South East Wales Economic Forum	Term of Council	Council	1	Cabinet Member for Regeneration Services (Cllr. R.J.W. Greenland) (substitute Cllr R.P.Jordan)	17th May 2012

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	Abergavenny, Crickhowell and District CAB Management Committee	Term of Council	Council	3	Cllr. R.F. Chapman Cllr. M. Hickman Cllr. J. George	17th May 2012 17th May 2012 17th May 2012
2	Monmouthshire Association of Citizens' Advice Bureaux	Term of Council	Council	2	Cllr. P. Murphy Cllr. P. Farley Two trustees required to act as Board members.	17th May 2012 17th May 2012
3	Caldicot Citizens Advice Bureau Management Committee	Term of Council	Council	2	Cllr. J. Marshall Cllr. D. Evans	17th May 2012 17th May 2012
4	Chepstow and District CAB Management Committee	Term of Council	Council	1	Cllr. D. Dovey	17th May 2012
5	Monmouthshire County Citizens Advice Bureau	Term of Council	Council	2	Vacant Two observers at trustee board meetings	
<i>Note: This is a new appointment following the merge of Abergavenny, Caldicot and Chepstow Offices to Monmouthshire County CAB</i>						
6	Chepstow Senior Citizens Centre Management Committee	Term of Council	Council	3	Cllr. D. Dovey Cllr. A.C. Watts	17th May 2012 17th May 2012
7	Llandogo Village Hall Committee	Term of Council	Council	1	Cllr. D. Blakebrough	17th May 2012
8	Llanellen Village Hall Committee	Term of Council	Council	1	Cllr. M. Hickman	17th May 2012
9	Llanfoist Villagers Association	Term of Council	Council	1	Cllr. M. Hickman	17th May 2012
10	Monmouth CAB Trustee Board	Term of Council	Council	1	Cllr. A.M. Wintle	21 st June 2012
11	Raglan Community Centre Committee	Term of Council	Council	1	Cllr. P. Jones	17th May 2012

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 st June 2012 16 th 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	New appointment needed (previously Mr. A.C.James)	
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	17th May 2012 17th May 2012 17th May 2012 17th May 2012 17th May 2012
2	Wales Home Safety Council now known as "Home Accident Prevention Wales"	Term of Council	Council	2	Cllr. V.E. Smith 1 Officer	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. P. Jones Cllr. B. Strong	17th May 2012 17th May 2012 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	

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

SUBJECT: MEMBERS' SALARIES AND PAYMENTS
MEETING: COUNTY COUNCIL
DATE: 15 MAY 2014
DIVISION/WARDS AFFECTED: COUNTYWIDE

1. PURPOSE:

To set out the determinations of the Independent Remuneration Panel for the civic year 2014/2015 and to give Council the opportunity to determine which roles should receive a senior salary.

2. RECOMMENDATIONS:

2.1 That members note the determinations of the Panel that:

- i. An annual basic salary of £13,300 is paid to all members with effect from 15 May 2014.
- ii. The County Council may pay senior salaries to up to 17 members (plus civic salaries to Chair and Vice Chair of the Council)-total 19.
- iii. The level of senior and civic salaries that may be paid for relevant duties is set out in appendix 1.
- iv. Care allowance for care of dependent children and adults shall be payable for actual and receipted costs up to a maximum of £403 per month.
- v. Daily fees of £256 (pro rata for ½ days) be paid to co-opted Chairs of Standards and Audit Committees
- vi. 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
- vii. Travel and subsistence allowances are set out in appendix 2
- viii. Further detail relating to these determinations is set out in the Panel's Annual report for 2014.

2.2 That members consider:

- i. Which roles (up to a maximum of 19) should attract a senior or civic salary at the level determined by the Panel.

3. KEY ISSUES:

3.1 The Local Government Measure 2011 has repealed the former regulations requiring the Council to maintain a scheme of members' allowances and strengthened the role of the Independent Remuneration Panel for Wales (the Panel) in determining the level and scope of payments for all authorities in Wales.

4. REASONS:

To give effect to the determinations of the Independent Remuneration Panel for Wales.

5. RESOURCE IMPLICATIONS:

The cost of payment of a senior salary to the Chair of Democratic Services in 2014/15 would be £8700.00. There is budget provision for this cost in 2014/15. There is no provision in the budget for any additional senior salary to be paid apart from this. Payments are made from the Members Services budget.

6. CONSULTEES:

Cabinet, Senior Leadership Team, Monitoring Officer

7. BACKGROUND PAPERS:

Independent Remuneration Panel for Wales – Annual Report, December 2014/15.

8. AUTHOR:

Sarah King, Senior Democratic Services Officer

Tel: 01633 644226

Email: sarahking@momouthshire.gov.uk

Monmouthshire County Council - Senior and Civic Salaries which may be paid 2014/2015

<i>Note: the Council may pay a maximum of 19 Senior Salaries, including Civic Salaries to Chair and Vice-Chair of Council, and have previously agreed to pay 18, as set out below.</i>	
LEADER	29,700.00
DEPUTY LEADER (x2)	16,700.00
CABINET MEMBER (x5)	12,700.00
MAIN OPPOSITION LEADER	8,700.00
SELECT CHAIR (x4)	8,700.00
PLANNING & LICENSING CHAIRS(x2)	8,700.00
CHAIR DEMOCRATIC SERVICES (with effect from Civic Year 2014/15)	8,700.00
CHAIRMAN OF COUNCIL (Civic Salary)	5,700.00
VICE CHAIRMAN OF COUNCIL (Civic Salary)	700.00
TOTAL NO OF SENIOR AND CIVIC SALARIES (18)	
OTHER SENIOR SALARIES WHICH MAY BE PAID:	
AUDIT CHAIR or	8,700.00
OTHER OPPOSITION LEADER	3,700.00

Note: although the Council agreed to pay the Chair of Audit Committee a senior salary last year, this salary was not paid as the Committee appointed an independent person, who receives a separate allowance, to Chair the Committee.

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. This brings payable rates in line with Welsh Government rates.

SUBJECT: Member Protocol for Self-Regulation
MEETING: Annual Council
DATE: 15 May 2014
DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To review the protocol for Self-Regulation agreed by the Council in January 2013

2. RECOMMENDATIONS:

To review the operation of the protocol for self-regulation as set out at Appendix A with particular regard to the Protocol - Standard of Conduct Expected of Members as included in the review of Councils' Constitutions generally across Wales and set out at Appendix B.

3. KEY ISSUES:

Following amended guidance issued by the Public Services Ombudsman for Wales (PSOW) in September 2012 *"to deal with low level complaints which are made by a member against a fellow member"* and on the recommendation of the council's Standards Committee, the Council adopted a local resolution procedure for "Member-on-member" disputes.

At the time of its adoption, it was agreed that the operation of the protocol should be reviewed in January 2014. In the event, whilst the deputy Monitoring Officer and I have advised two members of the availability of the protocol, we are not aware that Group Leaders have formally considered any complaints. Certainly none have reached the stage where the Monitoring Officer and Standards Committee have had to become involved. Members may feel, therefore that it is a little premature to consider any amendments to the substance of the protocol.

In terms of attendance at ethical framework training, 22 elected members attended a training session held on 26 November. Three independent members of the Standards committee also attended as well as one co-opted member of the Adults select committee.

The Council's protocol on self-regulation is similar to a number of other authorities'. The new model constitution which members may consider in due course includes a protocol on the standard of conduct expected of members (attached). It was considered by the Standards committee earlier this year who felt that it would be a useful appendix to the Council's protocol.

4. REASONS:

To keep the conduct of members towards each other and the protocol for dealing with any complaints under review.

5. RESOURCE IMPLICATIONS:

None identified

6. EQUALITIES AND SUSTAINABLE DEVELOPMENT IMPLICATIONS:

None identified

7. CONSULTEES:

Head of Legal Services (Deputy Monitoring Officer)
Head of Local Democracy
Political Group Leaders
Chief Executive

No objections to the inclusion of appendix B have been raised.

8. BACKGROUND PAPERS:

The Code of Conduct for members of local authorities in Wales - Guidance from the Public Services Ombudsman for Wales issued September 2012 – *available here*:

<http://thepoint.monmouthshire.gov.uk/Directorates/CE/monitoringofficer/Shared%20Documents/120930%20PSOW%20Guidance%20for%20Members%27%20Code%20of%20Conduct.pdf>

9, AUTHOR:

S.M.W. Andrews, Monitoring Officer.

9. CONTACT DETAILS:

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Protocol for Self-Regulation of Member Conduct

General Principles

1. To promote high standards of conduct and behaviour as a means of strengthening respect and trust amongst members.
2. The protocol does not replace the Member-Officer Relations Protocol set out in the Council's Constitution.
3. It is NOT intended to replace the Code of Conduct rather it is intended to sit alongside it, enabling behaviour which may not reach the Ombudsman's threshold to be dealt with.
4. Members will make all reasonable attempts to resolve disputes through agreed internal processes subject to their obligations under the Members' Code of Conduct.
5. Members will avoid personal confrontation in any public forum, especially full Council and through the media.
6. These commitments will not stifle legitimate political debate or scrutiny.
7. Group discipline will become the cornerstone of self-regulation with Group Leaders taking responsibility for their own members.
8. Group Leaders individually and collectively will work to ensure compliance with this protocol.
9. Members will commit to training and development in support of this protocol

Working to avoid problems

To minimise the number of instances of alleged breaches all Group Leaders are asked to commit to:-

1. A Member Learning and Development Strategy – to which they will seek to secure the commitment of their group members. All reasonable endeavours will be made to ensure that the Learning and Development Strategy identifies and responds to the needs of members.
2. Attending relevant Member training events - in particular those relating to the Code of Conduct or probity courses within the scope of their role.
3. Support the provision made by the County Council for complying with sections 5 and 7 of the Local Government Measure 2011 (Annual reports & Training and development)

Role of Group Leaders

A complaint by a member relating to a member of the same group will be referred to the Group Leader. A complaint by a member concerning the activities of a member of a different political group will be discussed with the complainant's own Group Leader, who will then refer the issue to the Group Leader with responsibility for the member against whom the complaint is made.

Upon receiving a complaint, it is the role of Group Leaders to take responsibility for discipline within their groups. Group discipline should seek to be informal, resolved through face to face meetings. Group Leaders will need to retain some records but the process will not be "document heavy". The emphasis should be on training, education, mediation and conciliation.

When appropriate, a sanction such as removal from a committee or an outside body, may be used in extreme cases or after persistent breaches and the matter will be referred to the Public Services Ombudsman for Wales.

Prior to considering any sanction, or training, the relevant Group Leader may consult with a member of the Standards Committee in conjunction with the Monitoring Officer or Deputy Monitoring Officer. The Standards Committee will seek to ensure fairness and consistency in the discipline imposed within each Group.

At the next available Group Leaders' meeting any issue of discipline which has been referred to a Group Leader will be discussed with the group and with the objective of seeking to ensure that fair and consistent sanctions are applied.

Unaffiliated Members

As far as unaffiliated members are concerned, the Chair of the Council will fulfil the role of Group Leader. Concerns regarding the conduct of an unaffiliated member should be referred to the Chair who will apply the same principles and standards as those of the Group Leaders in terms of training/mediation/conciliation.

In the event that an unaffiliated member refuses to provide reasonable co-operation to the Chair of the Council, or if the breach is significant, or in the event of repeated breaches, then the Council may remove the unaffiliated member from any committee seats allocated by the full Council. Such a proposal should be put to the Council jointly by the Group Leaders. In the case of persistent breaches the matter shall be referred to the Ombudsman by the Monitoring Officer or in his/her absence the Deputy Monitoring Officer.

Persistent Breaches

In the case of persistent breaches, or areas where the Group Leaders have concerns that the conduct of an individual member or members is damaging to relations between political groups or to the reputation of the Council, then the Group Leaders will meet with the Chief Executive and Monitoring Officer to agree a way forward. Consideration will be given to joint

references to the Ombudsman, by the Group Leaders, for persistent low level breaches. The collective Group Leaders will also assume this responsibility in relation to unaffiliated members.

Standards Committee

- The Standards Committee Members will play a supporting/advisory role to the Group Leaders. This process will be initiated at the request of the Group Leader, in a particular case.
- Such meetings will be private and informal.
- Any documentation, attendance notes, file notes or advisory notes passing between a Group Leader (or as appropriate the Chair of the Council) and the members of the Standards Committee shall remain private and confidential.
- When acting in an advisory role to the Group Leaders/Chair of the Council, the Standards Committee has no right of sanction. However, it shall be open to the Group Leader to request that the Standards Committee, as a last resort, issue a public censure against a group member. Where this is to be considered, the member who may be subject to censure, will be provided with a reasonable opportunity to make submissions to the Standards Committee members, either in person or in writing.
- The recommendations available to the Standards Committee will include a recommendation that a Group Leader takes action against one of their members, including removal from committee or outside body.

This Protocol will be reviewed in January 2014

APPENDIX B

Protocol - Standard of Conduct Expected of Members

This protocol sets out the standards of conduct expected from Members within Monmouthshire County Council in dealing with each other. It should be read in conjunction with the Members Code of Conduct and the Local Resolution Procedure. It adds to these documents and does not detract from them.

Members are expected to:

1. PUBLIC BEHAVIOUR

- 1.1 show respect to each other;
- 1.2 not to make personal abusive comments about each other;
- 1.3 not to publish anything insulting about each other;
- 1.4 not to make malicious allegations against each other;
- 1.5 not to publish or spread any false information about each other;
- 1.6 show respect to diversity and equality;

2. BEHAVIOUR IN MEETINGS

- 2.1 behave with dignity;
- 2.2 show respect to the Chair and obey his/her decisions;
- 2.3 not to use indecent language nor make racial remarks or remarks which prejudice any section of society;

3. CONFIDENTIALITY

- 3.1 keep the confidentiality of exempt papers and any other documents which are not public;
- 3.2 not to release confidential information to the press or the public;
- 3.3 not to use confidential information for purposes other than intended;

4. LOCAL MEMBERS

- 4.1 work with Members of adjoining electoral divisions for the benefit of the locality;
- 4.2 if dealing with any matter relating to another electoral division:
 - 4.2.1 explain to anyone seeking assistance that he/she is not the local Member;
 - 4.2.2 inform the local Member, unless it would lead to a breach of confidentiality.

SUBJECT: Protocol on Member/Officer Relations
MEETING: Standards Committee
DATE: 13 January 2014
DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To review the protocol on Member/Officer Relations agreed by the Council on the recommendation of the Standards Committee in February 2009

2. RECOMMENDATIONS:

To consider whether, as part of the overall review of the Council's constitution, the new model protocol on member/officer relations should replace, or inform a review of the existing protocol.

3. KEY ISSUES:

Members will be aware that the County Council is engaged generally on a review of its consultation following the production of a model constitution under the auspices of Monitoring Officers across Wales and funded by the Welsh Local Government Association

A number of the constituent parts of the new model constitution will be of interest and relevance to the Standards Committee. The current protocol on Member/Officer relations (attached at Appendix 1) has been in place since 2009. Its effectiveness may be judged against the number (just one) of complaints formally considered by the Standards Committee.

The protocol now suggested in the new model constitution is attached at Appendix 2. A significant advantage in considering the adoption of the new protocol is that potentially it is a document that could be adopted across Wales and offer a degree of consistency in dealing with this aspect of Local Authorities' ethical framework.

4. REASONS:

The Standards Committee's terms of reference include "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".

5. RESOURCE IMPLICATIONS:

None identified

6. EQUALITIES AND SUSTAINABLE DEVELOPMENT IMPLICATIONS:

None identified

7. CONSULTEES:

Head of Legal Services (Deputy Monitoring Officer)

8. BACKGROUND PAPERS:

None

9. AUTHOR:

S.M.W. Andrews, Monitoring Officer.

9. CONTACT DETAILS:

Tel: 01633 644217

E-mail: murrayandrews@monmouthshire.gov.uk

SUBJECT: Formal Feedback from Estyn Monitoring Visit: February 2014

MEETING: COUNTY COUNCIL

DATE: 15th May 2014

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To inform Council of the outcome of the first Estyn monitoring visit that took place in February 2014. The focus of this monitoring visit was the Council's safeguarding arrangements for children and young people.

2. Recommendations

It is recommended that Council receive the letter from Estyn and note the progress that has been made in the service and operational areas and the areas for future development that are now being worked on in the strategic management of safeguarding.

3. KEY ISSUES:

Estyn inspected Monmouthshire in November 2012 and the report was subsequently published in February 2013. Amongst the findings and associated recommendations was one concerning safeguarding of children and young people.

The monitoring visit found that there had been substantive progress in the development of safeguarding policies and the provision of services. However, the visit also found that the development of the evaluative practice which will sustain the improvements that had been seen to date was not as well developed.

Staff across both the Children and Young People and Social Care and Health directorates have already progressed their practices to capture a broader range of data sources relevant to safeguarding and the development of practice. This work will be reported to the Internal Monitoring Board, the Children and Young People Select Committee and full Council at the appropriate times.

4. REASONS:

The Estyn monitoring process is central to assessing and verifying the Council's work in moving from its current position of being in 'special measures'. It is the position of the Council that all Members should be sighted on the progress that has been made.

5. RESOURCE IMPLICATIONS:

None

6. SUSTAINABILITY AND EQUALITIES:

There are no sustainability or equality issues associated with this feedback report.

7. CONSULTEES:

Internal Monitoring Board
Cabinet

Senior Leadership Team

8. **AUTHOR:**
Will McLean, Head of Policy and Partnerships
9. **CONTACT DETAILS:**
Tel: 07834 435934
E-mail: willmclean@monmouthsire.gov.uk

Mr Paul Matthews
Chief Executive
Monmouthshire County Council
County Hall
Rhadyr
Usk
Monmouthshire
NP15 1GA

16 April 2014

Dear Mr Matthews

Estyn Monitoring Visit 5-6 February 2014

Following Estyn's inspection of education services for children and young people in October 2012, the authority was placed in the follow-up category of special measures. A monitoring plan was subsequently agreed with your Estyn link inspectors, and the first monitoring visit took place from the 5-6 February 2014. This letter records the outcomes of that visit.

Mrs Jane Taylor HMI led a team of two inspectors to review the progress made by the authority against one of the six recommendations arising from the 2012 inspection, to consider the current performance of the authority and to identify any additional areas for improvement. This recommendation was focused on safeguarding. Further monitoring visits are scheduled to evaluate progress against the remaining five recommendations. Estyn will also review the overall progress made against all recommendations from the previous inspection and the current performance overall.

The team held discussions with the leader of the council, elected members, the chief executive, senior officers, headteachers and partner representatives. Inspectors scrutinised documentation, including evidence on the progress made on the first Estyn recommendation.

At the end of the monitoring visit, the team reported their findings to the leader of the council, the cabinet member for safeguarding, the director of children and young people, and the director of social services and yourself.

Outcome of the monitoring visit

The local authority has made some good initial progress in addressing the shortcomings around safeguarding identified at service and practitioner level. However, the most challenging and significant shortcomings identified in the strategic management of safeguarding have not been addressed well enough. The local authority still does not have effective enough management information systems and processes to enable it to receive appropriate and evaluative management information about safeguarding. It is not able to routinely identify how well the actions taken impact on the safeguarding of all children and young people in Monmouthshire or to prioritise actions for improvement well enough.

Progress against Recommendation 1: Ensure that safeguarding procedures are robust and underpinned by a clear policy.

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 (the Unit).

This Unit has a clear remit to lead on the operational practical arrangements for improving safeguarding management and practice. Its strengths lie in the cross-cutting links that it has created to bring together more effectively the work of social services and education services for children and young people, as well as other local authority services.

The Unit has improved access to support and guidance relating to safeguarding for all education services for children and young people. The recent introduction of non-managerial supervision by the lead officer for safeguarding in education for designated officers, including those in the voluntary sector, is a good development.

The authority has worked well with the Regional Safeguarding Children Board (RSCB) to revise and extend its safeguarding training packages for professionals engaged in education services for children and young people. This has led to a sharp increase in the number of people taking up its level 1 and, more latterly, level 2 courses.

The authority responded quickly to fill the gap identified by the inspection, and put in place an appropriate overarching corporate safeguarding policy. The authority has now reviewed the initial policy to ensure that it is meeting their needs.

Information about safeguarding in the local authority is recorded and reported through a range of different routes. In general, leaders and managers take their assurance that safeguarding is working well from regular informal conversations with front line staff, through line management supervision and from regular officer meetings and reports. These sources provide useful information, such as the take-up of training, and the compliance by providers with requirements. The information also acts as a good starting point for measuring progress against the performance indicators in the post inspection action plan.

However, these sources of information remain too based on activity and focused on operational level data. There is not enough analysis and evaluation of these 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 upon their overall objectives. Neither are they able to identify clearly those areas that need further improvement. . This means that the authority does not know well enough whether their safeguarding practices properly secures the wellbeing of all children and young people.

Information for the internal improvement board, the Ministerial Recovery Board and elected members is reported in the same way. It is not analysed and evaluated well enough. This prevents more rigorous and in-depth scrutiny of performance and does not help to identify emerging trends or risks that need to be addressed urgently. This means that performance cannot be robustly measured nor challenged with the result that the authority does not know if it discharges its duties well enough for the safeguarding of children and young people.

This shortcoming is consistent with the original judgments about quality assurance in the 2012 inspection report. In future monitoring visits, Estyn will review how well the authority has improved the collection, analysis and evaluation of management information for safeguarding, in order to quality-assure all safeguarding work and to ensure that it knows that it is discharging it's safeguarding duties appropriately.

Next steps

Your link inspectors will continue, through their normal role with the authority, to monitor overall progress and to advise on the preparation for further monitoring visits.

I am copying this letter to the Welsh Government and the Wales Audit Office for information.

Yours sincerely



Clive Phillips
Assistant Director

cc Welsh Government
Wales Audit Office

<p>SUBJECT: School Standards and Organisation (Wales) Act 2013 MEETING: Council DATE: 15 May 2014 DIVISION/WARDS AFFECTED: All</p>
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1. PURPOSE:

The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013, add the responsibility to determine school organisation proposals under the School Standards and Organisation (Wales) Act 2013 (the Act) to the schedule of functions which may be (but need not be) the responsibility of an authority's executive. The County Council has discretion as to whether the function is to be the responsibility of cabinet or the council.

2. RECOMMENDATIONS:

Members consider whether the determination of proposals under the Act is a Council or Executive function. In the event that this becomes a "Council" function, members will need to give consideration to how any decision-making body should be constituted

3. KEY ISSUES:

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

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

- it affects sixth form education;
- the proposer is not the relevant local authority and the relevant local authority has objected to the proposal;
- it has 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 has also been introduced for schools with fewer than 10 registered pupils.

With regard to the appropriate decision-making body, The School Organisation Code offers the following view:

“Where local authorities are required to approve or determine proposals which have received objections, a proposed amendment to Schedule 2 to the Local Authority (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 (as amended) will permit the local authority’s executive to exercise this function. Executives and/or Cabinets are already responsible for overseeing school organisation planning, including decisions to consult on and to publish school organisation proposals and will have a well-developed understanding of school organisation issues. This understanding, combined with their more general experience of decision making and the fact that they are democratically accountable to the local electorate, makes executives well placed to decide whether or not contested school organisation proposals should be approved.

However, if they choose to do so, local authorities will not be prevented by Schedule 2 to the relevant regulations from adopting alternative, locally agreed processes for taking such decisions. These might include the formation of a local decision making committee, potentially in collaboration with other local authorities in their region. Where local authorities choose to follow this route, they will need to consider carefully how they will ensure that such bodies deliver fair and robust decision making.”

The Code suggests a model for a local decision making committee which is attached.

4. REASONS:

To place responsibility for determining school re-organisation proposals with either cabinet or Council

5. RESOURCE IMPLICATIONS:

None arising directly from the report

6. SUSTAINABLE DEVELOPMENT AND EQUALITIES IMPLICATIONS:

The council is making a procedural decision only and therefore no such implications arise

7. CONSULTEES:

Senior Leadership Team, Head of Legal Services

8. BACKGROUND PAPERS:

School Organisation Code: Statutory Code document no: 006/2013
Date of issue: July 2013

9. AUTHOR:

S.M.W. Andrews, Monitoring Officer.

9. CONTACT DETAILS:

Tel: 01633 644058 E-mail: murrayandrews@monmouthshire.gov.uk

Extract from School Organisation Code

Annex E: Local decision making committee

The model set out below represents one potential way of establishing a 'local decision making committee'.

The size of the committee would be significant in shaping its effectiveness. Too large and it would be unwieldy and difficult to establish a consensus. Too small and there might be too little debate and too narrow a perspective. A committee with five members might represent an ideal size.

The make up of the committee will also be important in determining how it is perceived. If the intention is to emphasise its separation from the local authority's executive, it might be necessary to 'disqualify' members of the executive and anyone who has a connection to the local authority, proposer (if different from the local authority) or the school to which the proposals relate, which might raise doubts over their ability to act impartially regarding the proposal.

Providing they are not 'disqualified', local authorities might decide to appoint committees made up of local authority members only, or of persons unconnected with the local authority (including members of another local authority), or of any combination of the two. Where a school with a designated Church in Wales or Roman Catholic religious character (or which is intended to have such a religious character) is the subject of a proposal, the local authority might invite the Diocesan Board of Education for the relevant diocese of the Church in Wales or the Bishop of the relevant Roman Catholic Church diocese to nominate a representative to be one of the members of the committee. In the case of any other voluntary school with a designated religious character, the person or persons by whom the foundation governors are appointed might be invited to nominate a representative. Local authorities might want to ensure that at least one member of the committee has direct experience of working in the education sector. An existing or former member of a school's senior management team or an experienced school governor might be suitable in this respect.

In the event that the committee is to be comprised of local authority members only, the local authority might want to consider making it politically balanced in the sense set out at sections 15 and 16 of the Local Government and Housing Act 1989. The local authority may wish to recruit, train and retain a pool of eligible persons and appoint to a committee as and when required. This would provide a number of advantages including reducing the time needed to set up a committee when required and helping the local authority to ensure potential committee members have sufficient training.

Local authorities could also co-operate to develop shared regional pools. This would increase the potential number of eligible and suitably experienced candidates whilst at the same time providing more opportunities for committee members to gain experience and develop expertise in making school organisation decisions.

However, when appointing panels from any such regional pool, local authorities might want to ensure at least some members have specific local knowledge. The local authority would want to ensure that all committee members receive appropriate training before considering proposals, and that experienced committee members are kept

abreast of any amendments to guidance and are given the opportunity of undertaking refresher training. Training need not be extensive but might look to ensure that committee members are familiar with the guidance contained in the Code and are familiar with the relevant parts of the 2013 Act. Two or more local authorities could collaborate to deliver training which, in addition to possible financial savings, could provide benefits such as the wider sharing of good practice.

It would be advisable for the committee to have the services of a clerk provided by the local authority. Whilst the clerk would not be a member of the committee they might act as an independent source of advice. To enable this, clerks would need a good understanding of the Code and the relevant parts of the 2013 Act and would have received appropriate training. The local authority, where necessary, would need to provide the committee with appropriate legal advice. It would be advisable for the clerk not to have been involved at any stage in the proposal that the committee are considering or to have any interest in any decision reached by the committee members.

The key tasks of the clerk would be to:

- make the necessary administrative arrangements for the committee;
- be an independent source of advice on procedure, the Code and the relevant parts of the 2013 Act;
- record the proceedings, decision and the reasons for it; and
- ensure notification and publication of the decision in accordance with

To enable a committee to reach an informed decision, the local authority would need to forward to the appointed clerk the documents set out paragraph 5.3 above, shortly after of the end of the objection period. It would be advisable for the committee to reach its decision on the basis of this written evidence rather than seek or consider new information (unless they consider it will assist in the determination within the timescale), or consider oral representations.



**Monmouthshire
County Council**

Cyngor Sir Fynwy

Annual Report

Chief Officer
Children & Young People

May 2014



Constantly improving provision of resilient, sustainable and inclusive learning and development opportunities for all our children and young people.

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Welcome to the first annual report from the Children and Young People's (CYP) Directorate in Monmouthshire. The intention of this report is to provide Members with an evaluative account of highlights from the last year as well as presenting our goals for the year ahead and beyond. The greater part of the focus of the Directorate is on our statutory duties in relation to Education. In addition of course, there is much more activity than this in relation our extended work with families communities and young people.



Foreword

Education in Wales is currently in a period of significant political activity. Radical change in the leadership, management and resourcing of education is underway. The driver for change is the need to secure whole scale improvements in educational outcomes as well as ensuring uniformity and resource management in Wales through deeper collaboration via the regional consortia.

The disappointing Programme for International Student Assessment (PISA) outcomes in 2013 for Welsh 15 year olds is well documented. The results for Wales were stark in comparison with the countries of the UK, where not only were outcomes lower than in previous tests, Wales was bottom in all subjects tested. In relation to the 68 countries tested, in mathematics, Wales fell three places to 43rd place; three places in reading to 41st place and six places to 36th in science. The Welsh Government's aspiration is that Wales will be one of the top 20 countries following the next round of tests in 2015 and has placed a lot of emphasis on climbing international league tables.

The Organisation of Economic Co-operation and Development (OECD) review of Welsh Education, published in April 2014, suggested that the Welsh Government is trying to do too much too soon and proposes that real school improvement outcomes can only happen through high professional standards of teaching and effective school leadership. As an authority, we in Monmouthshire persistently pursue this through our commissioned school improvement service, the Educational Achievement Service (EAS), as well as encouraging and supporting our governing bodies and Head Teachers to address poor professional performance in the classroom.

How do we know how well we are doing with education? The objective measure we have is the data setting out annual tests results at the end of each Key Stage. This can be a somewhat crude instrument in assessing the value a school adds to a young person's learning and can overlook other significant factors such as socio economic data and parental aspiration. The Welsh Government has stopped short of producing league tables indicating school performance, opting instead to support a locally produced system of comparison known as school banding.

"Nothing endures but change," Heroclitus declared. The pace of transformation in the last quarter of a century is unprecedented since the launch of the World Wide Web in August 1990. The last twenty four years has been a breathless whirr of digital opportunity, convergence, functionality and has altered the way we work, communicate and learn. Competency in digital and media literacies is a given in order to fully function and contribute to the networked world. The children born in the last year in Monmouthshire will retire in 2084. It's impossible to foresee what changes the next seventy years will bring to their lives but in order to prepare them for the future we need to encourage a love of life-long learning and the skills to be flexible and adaptable. There is a comfort to be had. The human race has continually proved that we have the ability to learn and relearn.

In Monmouthshire we are going to do whatever it takes to ensure that every child achieves their potential. We will treat every child as if they are our own and when they leave our learning system, they will be prepared, confident and optimistic about the future that they choose for themselves – they will be ready to take their place in and contribute to the resilient, sustainable communities that we are committed to as a Council.

We have increased our pace this year and clearly understood what we have to do to achieve our purpose. Responding to ESTYN has been a part of this but fundamentally it is much more about clarifying outcomes that we are fighting for and evaluating the impact of the things we choose to do. We have taken everything that has gone on here before as a platform and we are moving on. We understand that we will only be successful if the quality of educational leadership at all levels is outstanding, the quality of teaching in every classroom is outstanding and children and young people are enthused and motivated to learn. As a Council we are first and foremost advocates for children and young people.

The Directorate is regularly challenged in a number of fora. In tandem with this we challenge the EAS as well as our schools. We have worked hard to identify our priorities to manage our resources efficiently, to meet these priorities for the good of all and provide the best possible value for the citizens of Monmouthshire.

Our activity in the Directorate during 2013-14 has been significantly influenced by the outcomes of the ESTYN Report in February 2013. Notwithstanding the disappointment felt at the outcome of being placed in Special Measures, it has enabled us to reflect on our position and compelled us to change the way we work and implement more appropriate policies. This has been of immense value. The introduction of a reviewed performance management process has begun to develop a culture of continuous improvement in the last year and has been central to our actions. Reshaping the way things are done is leading to a greater focus on outcomes and providing deeper and speedier clarity in relation to our accountability mechanisms to Members and ultimately our citizens. We have made improved use of our data collection processes and the analysis of that data to identify shortcomings and inform actions and interventions.

This Annual Report informs on the last year's work in the Directorate following the ESTYN report published in February 2013. It presents key facts and is then set out into the four themes: Strategic Focus; Leading Challenge; Partnerships and Collaborations; Educational Opportunity and Resilience. These themes also form the basis of my own Performance Management Review. This report concludes with key objectives for the year ahead and expected deliverables. It follows on from the detailed Interim Report, *Prepared to Succeed*, presented to Council in November 2013 one of the highlights of which was that while the educational outcomes at Foundation Stage and Key Stage 2 are among the highest in Wales, the outcomes at KS3 & 4 require significant improvement.

The account herein would not have been possible without the dedication and continued hard work of colleagues in the Directorate. The last year has seen the development of a new Departmental Management Team (DMT). Deborah Mountfield's brief has been refocused in the last year on Infrastructure & Resources. The remaining members of the DMT, myself included, have all been appointed to Monmouthshire CC in the last year. Sharon Randall-Smith joined Deborah as the second Head of Service with responsibility for Standards & Attainment and Simon Kneafsey was appointed as Programme Manager for 21st Century Schools. I want to thank all three for the leadership they provide and equally to thank their teams for their contribution both to the work of the Directorate and the Annual Report.



Sarah McGuinness
Chief Officer,
Children and Young People

Key Facts: Children & Young People



Total no of Pupils in MCC Schools:	11,503*
Number in Post 16:	998
Primary Schools:	31
Secondary Schools:	4
Special Schools	1
Pupil Referral Unit	1
Children's Centre	1

*incl Nursery

Our Youth Service caters for 6,792 young people aged between 11-25 in 6 Full Time & 9 Part Time Centres

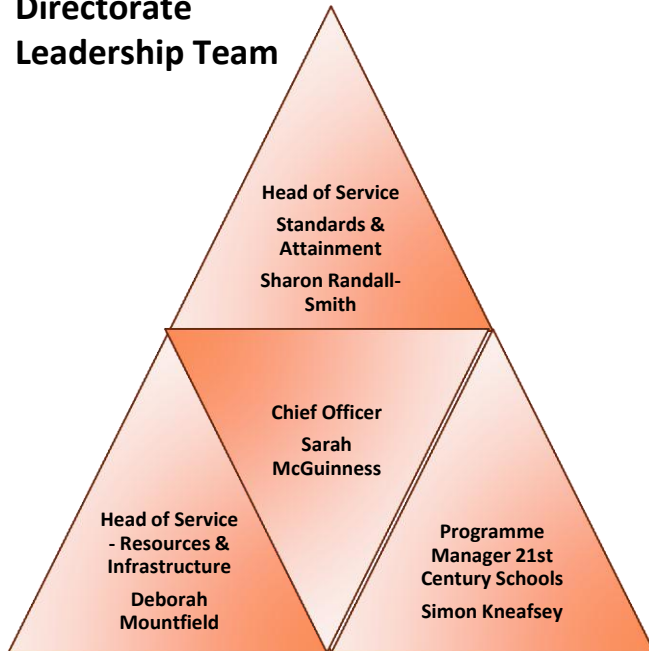
MCC Schools work collaboratively in four Clusters around a secondary school alongside their traditional feeder schools. The table below breaks down the number of pupils in each phase in the Cluster from Foundation Stage (FS) through Key Stages (KS) 2-5.

Cluster	FS	KS2	KS3	KS4	KS5
Abergavenny	721	954	498	333	171
Caldicot	747	942	599	437	249
Chepstow	525	738	429	256	225
Monmouth	674	900	744	538	353
TOTAL	2667	3534	2270	1564	998

Cabinet Member for CYP:
Cllr E.J. Hackett Pain

Key Facts: Personnel & Accountability

Directorate Leadership Team



Welsh Government Recovery Board:

Jonathan Morgan – (Chair)
Jan Jones
Rod Alcott
Bethan Guilfoyle – Observer

CYP Select Committee

Cllr. D. Blakeborough
Cllr. P.P.R. Clarke
Cllr. P. Farley
Cllr L.Guppy
Cllr. D.W.H. Jones
Cllr. P. Jones
Cllr. S Jones
Cllr. R.P. Jordan (Chair)
Cllr M. Powell
Cllr A.C. Watts
Cllr P. Watts

Added Voting Members

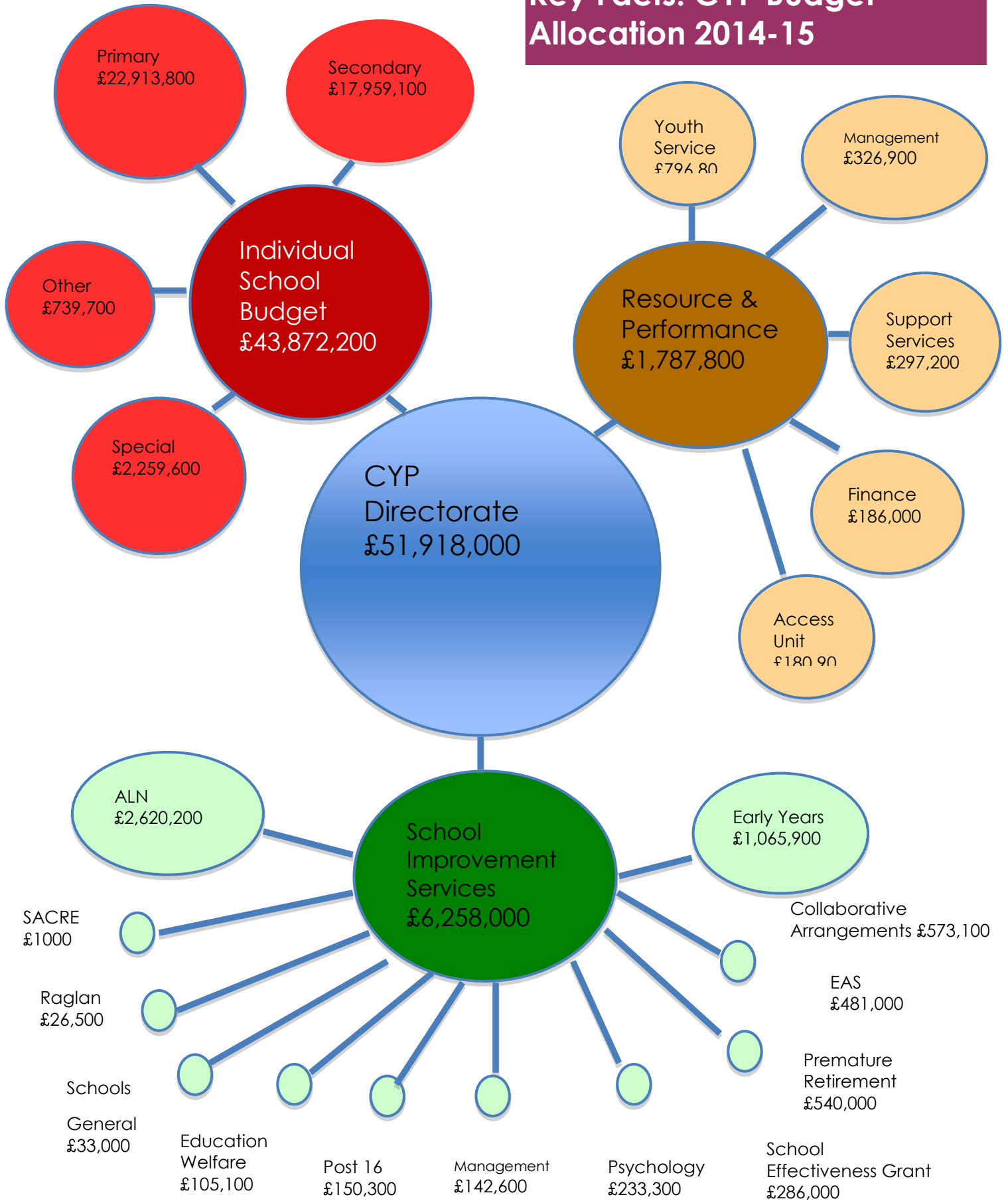
(Educational Issues):
Rev. Dr. S. James (Church in Wales)
Mrs A. Lewis (Parent Governor Representative)
Mrs. S. Morgan-Owen (Parent Governor Representative)

Added Non-Voting Members

Mr. G. Murphy (NAHT)
Mr. K. Plow (Monmouthshire Association of School Governors)

Accountability	Frequency
Chief Officer one to one with Cabinet Member	Every 2 weeks
All CYP activity scrutinised by Select Committee	Every 6 weeks
MCC Senior Managers present PIAP progress to Internal Monitoring Board and WG Recovery Board	Every 6 weeks
Chief Officer Performance Management with Leader, Cabinet Members for CYP & Social Services and CEO	Annually
CYP Annual Report to Council	Annually

Key Facts: CYP Budget Allocation 2014-15



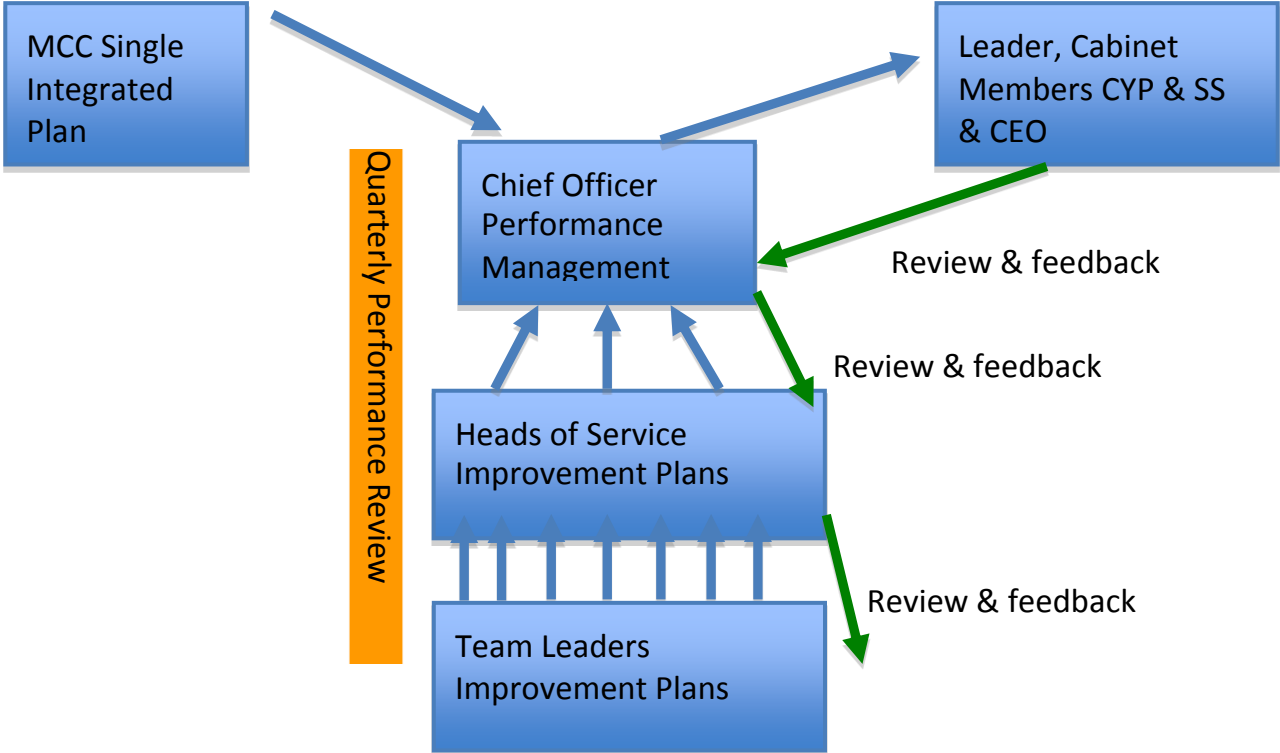


Strategic Focus

During the last year we have achieved an alignment of our Service Improvement Planning process with the broader corporate goals. Frameworks for Performance Management and Self Evaluation have been instrumental in this. The strengthening of our corporate thread has begun and runs from the Council right through senior managers to team leaders in the CYP directorate. A planning framework has been introduced for the next three years which requires all areas to have Service Improvement Plans linked to Monmouthshire County Council’s Single Integrated Plan, Improvement Plan and Outcome Agreement. The CYP Service Improvement Plans link to all Corporate Plans, ensuring alignment of priorities and have clear measurable indicators that apply corporately and are also directorate and sector specific. Regular team meetings ensure that all staff are aware of the priorities and required actions and measure progress against targets. There is a quarterly review of the above at DMT level.

The final part of the jigsaw, the implementation of individual appraisals linked to Service Plans and embedding self-evaluation, is currently underway. This embraces the need to review targets and actions regularly and amend accordingly to meet regulations and policy changes.

Setting CYP Objectives in line with MCC Objectives





Our vision as a local authority is clear and well communicated. MCC's priorities are mirrored in the strategic outcomes of Monmouthshire's Single Integrated Plan. MCC is committed to ensuring every child has the best start which is reflected in the Single Integrated Plan theme 'Our County Thrives' specifically the outcomes 'People have access to practical and flexible learning'. MCC's corporate priority is focused on supporting vulnerable people and is reflected in the objective 'People are Confident and Capable'. This is expressed specifically in the outcome, 'Families are supported'. We are working to achieve our vision in partnership through the Local Service Board (LSB) to deliver the Single Integrated Plan vision of building, 'Sustainable and resilient communities'.

An example of this alignment of partnership resources can be demonstrated by the commissioning of the Families First Grant (£737k). The use and allocation of this funding is overseen within the LSB partnership structure and all strategically commissioned projects under the programme have agreed outcomes which clearly contribute to the Families First Programme outcomes, which in turn align with Single Integrated Plan and authority's corporate priorities.

We have more to do in this and are currently engaged in systemising our performance measures and reporting processes (e.g. using Ffynnon, soon to be PAN, and developing RBA – Results Based Accountability report cards) for all Families First commissioned projects. Grant recipients and other partners are being encouraged to demonstrate clear strategic links to the SIP and increasingly expected to demonstrate the impact of their activity and intervention and how it contributes to the overall vision.

An essential aspect of setting the strategic vision is to strengthen our partnership working with all key stakeholders to implement the Welsh Government's National Model for School Improvement, which was issued in April 2014. We will work to achieve this by aligning priorities and targeted outcomes, co-constructing and planning for delivery of shared services and meeting regularly with stakeholders to ensure that focus on agreed outcomes is maintained. Included in this will be joint monitoring and evaluation.



SUMMARY HEADLINES 2013-14 Strategic Focus

- Our learning journey in setting strategic objectives has begun. There is still much to do here and will never be complete, nor should it be.
- Reshaping strategic focus has taken many strands but the enduring thread in this is critical self evaluation. We have been working to deliver the Post Inspection Action Plan agreed with ESTYN in May 2013. Our capacity to self evaluate has been driven by the Self Evaluation Framework adopted by the Cabinet in October 2013 and this has sharpened all our Service Improvement Plans in the Directorate.
- Accountability in the Directorate has been achieved by regular scrutiny meetings with Members and performance has been managed through use of the Self Evaluation Framework as well as feedback from the Welsh Government appointed Recovery Board which meets with us every six weeks.



Leading Challenge

As stated in the foreword, we have increased the pace of challenge in the last year. The focus of our challenge has been on educational outcomes and ensuring that our children and young people get the best opportunities they can to develop their learning.

The Policy for Intervention in Schools agreed by the South East Wales Consortium (SEWC) has been updated to reflect the new model for school improvement. There is a termly EAS school visit programme in place. Where schools are working on agreed intervention plans, these visits occur more frequently. In addition, the Chief Officer and the Cabinet Member carry out support meetings with all schools who are due for inspection and challenge them to demonstrate their preparedness. The visits carried out by EAS Systems Leaders (SL) are recorded and their reports are uploaded on to our School Secure system. The reports identify areas for development and are categorised in line with the intervention framework. These reports are monitored and reviewed by the Head of Service and relevant officers. Where specific areas of concern are raised this is followed up by a plan of action appropriate to the issue. The SL visits are targeted and undertaken in line with intervention categories and focus on key areas of the intervention required. The monitoring of these reports pay close attention to the following six categories:

- Safeguarding
- Standards
- Attendance
- Leadership
- School Banding
- ESTYN Inspection Reports

Additionally, the monitoring includes an analysis of self-evaluation and improvement planning. Where schools require intensive or critical support or challenge they will have Governing Body, EAS and Local Authority agreed intervention plans implemented to achieve necessary improvements.

While the above categories are essential to the learning and development of our pupils we want to do more. We need a broader set of categories and we are currently developing School Secure as a reporting mechanism for a wider range of areas that impact on standards. This includes the Education Welfare Service. During the coming year it is our intention to continue challenging the EAS on school intervention categories and offer support to schools at risk. A key to improving educational outcomes is to develop early intervention support with the EAS, Schools and Governing Bodies.



In accordance with Welsh Government guidelines where schools do not make expected progress we use the full extent of our powers of intervention. In the past year we have used these powers where underperformance has been identified. Warning notices have been issued to two schools during the last year. We anticipate that our rigorous approach to challenge will potentially see an increase in such warning notices. All this is necessary in order to achieve the improvements which are needed. Our next step in the process is to invoke our powers of intervention to schools where sufficient progress has not been made following the issue of warning notices. This involves taking control of the Governing Body and budgets.

Performance data is used effectively to challenge schools and as previously mentioned, this is evidenced in monitoring reports submitted by Systems Leaders (SL). Through regular intelligence meetings with the EAS, individual school performance is reviewed and areas for development are identified through the SL reports. The CYP Select Committee receive timely validated data on all aspects of performance across key indicators in addition to data on exclusions and attendance and have increased their challenge on performance. During the last year the Cabinet Member and the Chief Officer, CYP challenged Secondary Head Teachers on past performance at KS 3, 4 & 5, following which two of our secondary schools amended their set targets. The Select Committee also invited all four Secondary Heads to discuss progress on targets.

In order to ensure that there is continued momentum in our commitment to improving standards, a consortium wide pupil tracker system is being developed to monitor individual pupil outcomes against required minimum targets as well as challenging and aspirational targets. This is directly linked with the Student Management Information System (SIMS) in MCC schools. This information will enable further analysis of teaching & learning by schools and lead to further challenge by SLs and LA officers. Following consultation with the Select Committee a new reporting format is being introduced that includes the education improvement targets. We are committed to challenging targets set and to compare results against those targets.

The Quality Assurance Framework procedure with the EAS has been in place since September 2013 and is used to challenge the Senior SL on school monitoring and intervention. However, we need to further embed the framework and procedures to hold EAS to greater account and continue work on improving the Quality Assurance Framework with the EAS across SEWC.



Systems Leaders scrutinise and challenge the School Effectiveness Grant, Pupil Deprivation Grant and Welsh Effectiveness Grant to ensure appropriate targeting of grants to address pupil underperformance and be in line with School Improvement Plans. The Local Authority plans have been agreed by the EAS and the SL scrutinises and agrees the plans by May each year. This is a rather grey area in terms of duties and we need to seek further clarity of roles and responsibilities of EAS & LA officers in monitoring grant spend to seek assurance that spend is in accordance with the conditions of grant.

As reported in *Prepared to Succeed*, performance at the Primary Phase is very good with high levels achieved in Foundation Stage and KS2. The challenge facing us is improving the results at KS 3 & 4. No secondary school in Monmouthshire has been in Band 1 since Banding was introduced in 2010/11. The bands for our secondary schools over the last three years is set out in the table below:

	2011	2012	2013
Caldicot Comprehensive	5	3	2
Chepstow Comprehensive	3	4	3
King Henry VIII Comprehensive	3	5	5
Monmouth Comprehensive	3	3	4

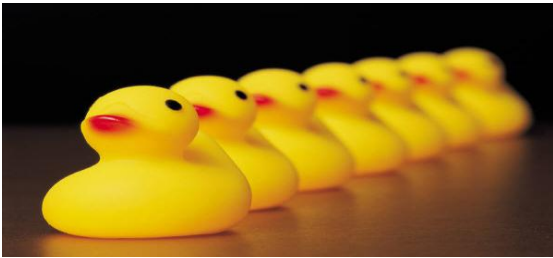
Our aim is to see all Monmouthshire schools placed in Band 3 or higher. MCC is closely monitoring the impact of challenge and support we are providing to Monmouth Comprehensive and King Henry VIII Comprehensive. Intervention plans are in place at both these schools and meetings with the Cabinet Member and Chief Officer occur to review progress and review their plans for improvement. King Henry VIII Comprehensive, which has been in the lowest Band for the past two years, is appointing a new Head Teacher who is expected in post at the start of the next academic year.

There were no schools judged by ESTYN requiring significant improvement or in Special Measures at the start of 2013/14. Two primary schools, St. Mary's, Chepstow and Dewstow Primary have been identified by ESTYN as requiring Specific Improvement since then. We are challenging the EAS to demonstrate the support provided ensures improvement out of this category. We want all Monmouthshire Schools to be judged by ESTYN to be good or better overall. We monitor the level of support, challenge and accuracy of the EAS categorisation through the agreed Quality Assurance process and identify and agree areas for action. Through this, we ensure that all schools in need of specific programmes of support from the EAS are receiving it.



SUMMARY HEADLINES 2013-14 Leading Challenge

- Good outcomes have been achieved in relation to attendance with improved attendance in both the Primary & Secondary sectors. This has gone hand in hand with a significant fall in fixed term exclusions.
- Support and challenge and have been provided to schools in a critical position as a consequence of ESTYN inspections. Working in tandem with EAS the Authority is pleased to report that three schools have been removed from ESTYN monitoring.
- Internal challenge has led to quarterly reporting and annual data schedule reporting to senior managers who assess performance and address problems as early as possible.
- The CYP Directorate supports four clusters which are centred geographically through the county. Each of the clusters has one secondary school and we are now looking towards establishing a federated way of working across all aspects of school life.



Partnerships and Collaboration

The authority has developed and implemented a robust partnership infrastructure. A comprehensive range of partnership and collaborative arrangements are in place, which have a positive impact on learners. We can demonstrate exceptional social capital among our partners and this is evidenced through effective joint working, shared resources and the commitment from partners to achieve shared outcomes.

There are number of key partnership groups that demonstrate the strong relationships between our partners and the commitment they give to improving outcomes for learners. These strong relationships, at the highest strategic levels through the Local Service Board (LSB) enable us to set direction and take action and monitor impact through the LSB Delivery Plan. We can demonstrate the impact our strong relationships have on learners through the high levels of commitment, excellent attendance and strong contributions our partners make during partnership meetings, planning sessions and how this translates into the development and implementation of action plans and outcomes for learners. There are a number of successful key groups that have a direct impact on attainment and can demonstrate good strong partner relations. These include: the Youth Offer Group; Families First Management Group; Joint Assessment Family Framework Management Group (JAFF); LSB Commissioning Group. We need to regularly and formally review the effectiveness of these valuable partnerships. Greater alignment with corporate strategy needs more work as well as identifying gaps in service and how they can be closed.

A particularly valuable partnership is our Youth Service. We have developed and implemented with key partners of youth support services, a Monmouthshire Integrated Youth Offer Framework. Key partners are from statutory, voluntary, third and private sectors. There is ongoing work to present this to Cabinet in July 2014 for approval. Currently we have thirty-two parties signed up and attending either the Youth Offer Group or one of the six sub-groups.

During the last year we carried out a mapping exercise of all services to identify specifics, service delivery, duplication and gaps in provision to the young people in Monmouthshire. This has led to setting overarching intended outcomes for all agencies to work to. A Youth Forum, Engage to Change (E2C) has been established across the authority to represent young people's views. This group has presented to Cabinet and meet monthly to work on their priorities for the coming year.

We added value to the JAFF (Joint Assessment Family Framework) & TAF (Team Around the Family) processes to ensure that young people receive the most appropriate service from the multi-agency approach. This led to a strengthening in support for vulnerable and challenged young people.

Particularly successful examples of this are Autism drop-in sessions in some of our comprehensives in the county. We provided networking opportunities for partners to share information, support and training including GAVO, Melin Homes, Monmouthshire Housing and Monmouthshire Youth Service. E2C is represented on this group and feed information from and report back to young people. In addition another outward looking response has been the young people's LGBT (Lesbian Gay Bisexual and Transgender) drop in facilities in venues across the county.



Our Youth Service achieved the Quality Mark Award for Education Standards in Wales in March 2014. They went through a rigorous peer review in five key areas: Policy & Planning; Curriculum; Workforce Development; Young People's Development. Ours was the first Youth Service in Wales to achieve this Quality Mark and we were commended in all five areas.

The Integrated Youth Offer group is holding community road shows in July 2014 to further identify other services available to young people and to raise awareness of current provision available. It is intended to promote and reach out to front line voluntary sector groups who may not be aware of the Integrated Youth Offer Group. A full review of youth support services will be carried out in July 2014 to clearly identify numbers of young people worked with, the numbers who received appropriate services and had a positive outcome from this provision. One key youth group activity we need to do more with and to improve is Welsh Language youth provision in partnership with the Welsh Language Youth Movement – the Urdd.

SUMMARY HEADLINES 2013-14 Partnerships and Collaboration

- The Directorate's most critical contract is with EAS who are commissioned to focus on School Improvement and Governor Services. There is continuing close working with the EAS and fortnightly intelligence meetings with Systems Leaders indicate critical areas for interventions.
- The CYP Directorate work very closely with the Safeguarding Unit in the Social Services Directorate. Safeguarding is a key part of this internal collaboration and data is shared and examined regularly. We have in place a mechanism to deal with critical incidents which during the course of this year has not been called upon.
- Flying Start was established to improve the life chances of our most vulnerable children from 0-3 focusing on development of Language; Cognition; Social & Emotional development; Physical development. It also enables the early identification of needs. During the year it expanded to the south of the county. In order to track progress of children the Authority invested in a system to enable tracking of progress through to Foundation Stage.
- Chatty Chimps, an early language development programme is undergoing an evaluation by the University of South Wales.
- The Acorn Project runs support programmes of disadvantaged families with a view of improving parenting skills. Feedback from participating parents has been very encouraging with 87% reporting an increase in confidence and 92% an improvement in parenting skills.



Educational Opportunity and Resilience

This theme embraces building the future on the one hand while on the other ensuring that there is strength of purpose in the provision we make. There is a broad remit in this area and includes Additional Learning Needs (ALN) provision, Attendance, 21st Century Schools, Safeguarding and Building Leadership Capacity in our schools to ensure the future is secure.

In order to further strengthen our provision in mainstream settings, during this last year we have consulted with parents of pupils who have been statemented within the last two years and have established an ALN Information Sharing group. The information sharing protocols with all parties around statutory assessment and services available to children and young people has been reviewed with a view to improving the time taken to complete assessments. Successes of the outcomes arising from this work will be measured by how many statements are completed on time. For a small number of pupils the LA collaborates or commissions provision from neighbouring authorities within SEWC by ensuring that pupils with identified needs are provided for in their own community as far as possible. Over 75% of statemented pupils are educated in LA mainstream schools. Of the 25% not educated in the mainstream, 17% are in out of county SEN provision with remaining 8% in other authorities in mainstream schools.

There are four consultation events organised throughout the county in May 2014 and there is already a high level of interest. The closing date for consultation is 31st May 2014. The responses from stakeholders will be analysed to fully understand the need for development of cohesive provision to meet the needs of all Monmouthshire pupils.

While Monmouthshire has reduced the number of pupils with statements, overall the rate is not as high as reductions in other similar authorities in Wales such as Ceredigion and Pembrokeshire and neighbouring authorities such as Torfaen over the last five years. In 2012/13 Monmouthshire had more than twice the total number of pupils with statements than Ceredigion and Torfaen and almost a third more than Pembrokeshire. Despite reducing this in 2013/14, in order to be in line with Ceredigion and Pembrokeshire we need to reduce the number of statements by a further 175.

We are tackling this on a number of fronts. One example is the delivery of Dyslexia Friendly schools training to build school capacity to meet the needs of pupils within existing schools structures. We are establishing stronger links with other agencies, particularly Health & Social Services to standardise requests for statements and to manage expectations when recommending levels of support.



Attendance levels in our schools have been among the best in Wales for the past four years in both primary and secondary phases. Pupils eligible for free school meals (FSM) are within 3% of non FSM pupils in the Primary Phase and 5% adrift in the Secondary Phase. We aim to retain the current position in Wales while increasing the level of attendance of FSM pupils. EAS have weekly meetings with secondary schools to discuss all pupils including FSM pupils with an attendance figure of less than 90%. All schools have attendance targets and this is regularly monitored by the Education Welfare Service.

While data and Welsh Government returns confirm that attendance in Monmouthshire is consistently high at both secondary and primary levels for many years, we are still seeking to further improve on our performance. Further work will be undertaken with schools and governing bodies to ensure that attendance is viewed as a school improvement agenda.

We have secured Council agreement to provide new schools, initially at Monmouth Comprehensive and Caldicot Comprehensive – the funding source is 50% Welsh Government and 50% Local Authority. These schools have been prioritised on the basis of surplus places and condition surveys undertaken by Welsh Government. The strategic outline case approved by Welsh Government for the first two schools has meant that contractors have been appointed to build the schools and engagement is underway. The capacity of Caldicot school is being reduced to 1500 and Monmouth will be 1600. The backlog of maintenance costs at these two schools is £8.9m. New schools in Abergavenny and Chepstow are planned for the second tranche.

In response to the Welsh Government requirement to establish a Welsh Medium Secondary School we have secured agreement with SEWC to drive this forward. The optimum location is currently under active consideration and a Strategic Outline Business Case (SOC), at the time of writing is being submitted to Welsh Government in April 2014. Cabinet approval will be sought and if forthcoming, then Welsh Government approval of the Business Case for funding will be pursued with a view to establishing provision in the SEWC area by September 2016.

A leadership development programme at NVQ Level 5 has been provided by EAS in conjunction with University of South Wales to ensure capability and capacity for Senior & Middle level leaders in our schools to undertake their role and drive forward sustainable improvement. Two schools in Monmouthshire have been engaged in the Emerging Schools Programme but the impact of this has yet to be assessed and evaluated.



The LA School Funding Forum continues to meet the Association of School Governors regularly to discuss financial issues relating to all schools and issues raised by Governing Bodies. The LA has provided Financial Training for all Head Teachers and Administration Staff updating them on budget monitoring, forecasting and training on the financial and procurement packages used by the Authority. This has led to a reduction in the level of need for support for schools. We ensure that financial training is refreshed bi-annually and training is available to newly appointed Head Teachers. Attendance at our annual training Finance and Budget Setting programme for governors is good. This training also covers the monitoring process and reporting, completion for investment and recovery plans. We need to do more to evaluate the effectiveness of this training and how it translates into a reduction in budget deficits.

Eight Monmouthshire Governing Bodies have received the Bronze Quality Mark for with a further seven actively pursuing the award. We encourage and support more Governing Bodies to enter for the award as well as assessing the likely benefits of peer support from award winners to other Governing Bodies. The annual training programme provided for governors to enable compliance with statutory duties and to secure high standards of school improvement is more essential than ever. We monitor attendance of governors who attend training sessions in Monmouthshire but we need to consider how best to follow up on this. We ensure that all new governors on appointment are aware of the mandatory training requirements and encourage the EAS to increase the number of training sessions being offered especially for mandatory sessions.

Head Teacher performance management reviews are undertaken in partnership with the EAS and Governing Bodies. This ensures consistency in approach to performance management across the country in all schools and that appropriate targets are set. With this in mind we need to ensure appropriate numbers of governors attend performance management training.

The review of the MCC Safeguarding and Child Protection Policy has been completed and is being considered by Cabinet for ratification. The policy places expectations on all MCC schools, maintained Early Years settings, Leisure and Community Services to undertake a bi-annual audit of their safeguarding arrangements which is submitted to the Safeguarding Unit for review. The second phase of implementation is urgently underway working with commissioned, grant funded and third sector organisations.



Our Safeguarding Policy makes clear the requirements for Safer Recruitment and DBS (Disclosure and Barring Service) disclosure checks to be undertaken on all staff, including governors, in line with recent changes in guidance. There is a framework in place to monitor compliance with all the requirements of the protocol. DBS renewals continue to be pursued every three years. Risk assessments for disclosures and a 'prior warning' system for expiry is in place and monitored. Compliance with safer recruitment guidance is assessed via the safeguarding audit and through the on-going advice and support provided by Employee Services. All schools have been issued with the MCC Recruitment and Selection Policy.

The Monmouthshire Safeguarding Survey took place during the year and captured the views of more than 1500 young people. The current survey built on previous surveys to include more questions regarding the impact of bullying and on-line safety and specifically featured steps to capture views from Looked After Children and Young People. The survey outcomes are in the process of being evaluated so that next steps in our action planning can be implemented.



SUMMARY HEADLINES 2013-14 Educational Opportunity and Resilience

- The year has seen a continuing reduction in the number of statemented children. The fall was 8%. There is also a fall in the number of pupils moving from mainstream of special school placements
- Received Welsh Government approval for our Strategic Outline Cases for investment in two new secondary schools and associated primary schools.
- This year we expanded our online schools admission system which speeded up the process and improved efficiency
- The Authority has invested in the Read Write Inc literacy programme which will be rolled out to 24 primary schools in the county over the next two years.
- The review of Youth Service provision in July 2013 led to a redesigned service well within the budget allocated and leading to savings in the MCC budget of £140k. This has resulted in the achievement of new external funding streams with particular application to Post 16 services and training.
- The excellent work of the Youth Service led to it achieving the Quality Assurance Kite mark for its work, becoming the first local authority in Wales to receive this award.
- ALN Capacity in schools to both meet the needs of pupils and shift reliance from statutory provision was achieved through an intensive CPD programme which is ongoing e.g.: Autism Spectrum Disorder Pilot Training; Early Bird Plus Training; Dyslexia Friendly Schools Training; PCP (Person Centred Planning) & IDP (Individual Development Plan) Training for all schools; SENCO Cluster training, termly.
- Centralisation of Student Information Management System (SIMS) to ensure data resilience and ease of application in future upgrades.
- Finance training and development have been provided to Head Teachers and governors to reduce the likelihood of overspend.
- Safeguarding was introduced into the service specifications for Early Education Providers.
- The Safeguarding Conference 2013 was well attended by School Leaders & Governors. It included contributions from a group of young people themselves. Plans are underway for the 2014 conference.



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Corporate Parenting Strategy

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Foreword

I am delighted to have the opportunity just to reflect on the importance of this document, the Monmouthshire County Council Corporate Parenting Strategy.

On election, Councillors arrive as Ward Members, but are very quickly informed of their much wider roles and responsibilities, none more important in my view than that of Corporate Parent.

All children in our society, without exception, should have every opportunity to lead a healthy, happy and fulfilled life, to be able to have access to a good education and social development. Looked after children are absolutely no different in this respect.

This Strategy gives us all who are Corporate Parents a very clear reference guide to our shared priorities and aspirations for these very important citizens for whom we have direct responsibility and influence.

One aspect that I am particular keen to see develop is the "Children in Care Council", that will, for the first time, enable looked after children to have access to a full and recognised voice of their own. This alone in my view will contribute greatly to the future "to do list" encapsulated in this document as it will encourage the recipients of our efforts to tell us in clear and in no uncertain terms what they believe their priorities actually to be.

County Councillor Geoff Burrows
Cabinet Member and Chair of the Corporate Parenting Panel

Introduction

Monmouthshire County Council aims to support the majority of its children and young people within their own family. There are however a small group of children and young people who will need to be accommodated, primarily as a result of abuse or neglect that they have experienced at home.

Children in care will already have been placed at a disadvantage when they come into care. Monmouthshire County Council wants to ensure that the experience of children and young people does not add to this disadvantage but provides them with the love, care and support that they need to enjoy a happy, healthy and safe childhood.

What is corporate parenting?

Parents always want the best for their children. For children in care it is elected members and officers who are together responsible for providing the quality of care that would be good enough for their own children.

Welsh Government defined the concept of corporate parenting as:

“The collective responsibility across services and across local authorities, to safeguard and promote the life chances of looked after children”

Councillors as Corporate Parents

Elected members have a ‘special responsibility’.

“When you became an elected member you took on one of your most important roles, as corporate parent to children your local authority looks after. The importance of your corporate parenting responsibilities cannot be overemphasised. Elected Members have a responsibility to ensure that children looked after by the Council are able to thrive, that they are nurtured, supported, educated, listened to and prepared for adult life in the way any good parent would want for their own children. These children will often have faced significant challenges and will need the help of adults who hold powerful and influential positions.”

Gwenda Thomas AM, Deputy Minister for Social Services

In 2005 the Welsh Government published ‘If this were my child... A councillor’s guide to being a good corporate parent’ and all elected members in Monmouthshire are provided with a copy.

Key aspects of the role are:

- To know what the key issues and concerns are of our looked after children and to ensure that the Council is responding to these.
- To consider and question the impact of Council decisions on looked after children and care leavers.

Officers and Stakeholders

Corporate parenting responsibilities are not confined to elected members. All officers share the responsibility to promote the needs of looked after children.

Key responsibilities of all Officers are:

- To promote the life chances of looked after children and care leavers in their area of responsibility.
- To consider the impact of decision making on looked after children and care leavers.

How the strategy will be delivered, monitored and evaluated

This strategy includes an action plan to support implementation of its aims and objectives. Implementation will be monitored and evaluated by the Corporate Parenting Panel. The Corporate Parenting Panel will present an annual report to Full Council on progress.

The Children in Care Council will also monitor progress and hold us to account.

Entitlements of Looked After Children

Children who are looked after have the same entitlements as all children and young people. In Wales these are captured within the core aims listed below.

Core aim 1: A flying start in life

Core aim 2: A range of educational and learning opportunities

Core aim 3: The best possible health

Core aim 4: Play, sport, leisure and cultural activities

Core aim 5: Listened to and treated with respect

Core aim 6: Safe homes and communities

Core aim 7: Not disadvantaged by poverty

Looked after children

The National Picture

There are over 67,000 children currently being looked after by Local Authorities in England and over 5,700 by Local Authorities in Wales, the majority of whom live in foster placements. The number of children in care in Wales increased by 24% in the five years up until March 2012.

The outcomes for children and young people in care are poor, with research indicating that this group is over represented amongst

- homeless and prison populations,
- are more likely to be offending,
- experience drug and alcohol misuse, and
- have poor mental health.

Disabled children and children from ethnic minorities experience further disadvantage.

However, despite the complex needs these children and young people have, many can and do make a great success of their lives, with the right support and care.

The Local Picture

Monmouthshire Council has around 110 children and young people in care. The majority are being looked after because they have experienced significant abuse or neglect, and most are subject to Care Orders made by the courts under the Children Act 1989. These orders confer Parental Responsibility on the council (shared with their parents). A smaller group are cared for under a voluntary agreement with their parents where the Council acts in loco parentis.

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

What are we doing well?

- All elected members have been provided with a copy of 'If this were my child... A councillor's guide to being a good corporate parent'
- A seminar on corporate parenting was held for elected members in May 2013

What do we need to improve?

- The number of elected members who have attended training on corporate parenting is low
- Understanding of corporate parenting is not embedded across the organisation
- More opportunities to celebrate the achievements of looked after children, care leavers and our foster carers.

What are the opportunities?

- Monmouthshire has a relatively small number of elected members and a small senior management team and so it is relatively easy to communicate across this group

What are the challenges?

- Engaging elected members and officers and ensuring that corporate parenting responsibilities are owned "corporately" rather than being seen as a Children's Services responsibility.

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

What are we doing well?

- All looked after children who responded to a recent safeguarding survey said they felt safe in the home where they live
- The number of children with a placement order and who have been placed for adoption is increasing.
- The number of children who have achieved permanency via a Special Guardianship Order or Residence Order is increasing.
- The time that children are the subject of legal proceedings is reducing.
- The number of prospective adopters approved and the number of children placed for adoption by SEWAS is increasing.
- The number of Monmouthshire foster carers is increasing enabling more placement choice and improved matching

What do we need to improve?

- Further improve permanency planning so that children spend less time with uncertainty about their future.
- Training for foster carers to support understanding of children's needs and to support transition of children to their permanent carers.
- Some looked after children don't understand why they are in care, why they live with their current carers or what the plans for their future are
- Support and services to Special Guardianship carers.
- We need to reduce the number of placement moves experienced by some looked after children.
- Further increase the number of Monmouthshire foster carers.

What are the opportunities?

- Reforms within Family Justice are requiring court proceedings to be completed within 26 weeks
- Develop BASE as a local resource to provide therapeutic support to foster carers, adopters, special guardians and looked after children

What are the challenges?

- Maintaining growth in recruitment, assessment and approval of adopters during transition and early implementation of a Gwent wide adoption service.
- Complying with the 26 week deadline for completion of all legal proceedings.
- Recruiting enough foster carers to ensure placement choice and matching
- Inadequate funding to enable training programme to be developed and delivered to foster carers.
- No additional resources to develop support services for Special Guardian's.
- Attracting funding to develop BASE to full project specification.

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

What are we doing well?

- 95% of looked after children who responded to a recent survey reported that they felt completely or mostly safe in school
- Achievements of looked after children at Key Stage 2, 3 and 4 all improved during 2012/13
- The number of days that looked after children miss at school due to fixed term exclusions is reducing
- Joint working arrangements between Children's Services and Education department with an agreed action plan to improve outcomes for looked after children

What do we need to improve?

- The gap between achievement of looked after children and their peers is narrowed
- The number of looked after children engaged in education, employment or training after they leave school
- Looked after children have fewer changes of school
- Looked after children do not experience more bullying in schools than their peers
- The quality of Personal Education Plans (PEP's)

What are the opportunities?

- Monmouthshire County Council is the largest employer in the County and so can create training and employment opportunities either directly or with those whom it contracts and commissions
- Improve partnership working with Coleg Gwent
- Improve and develop use of the Letterbox Club within the Authority
- Improve support to foster carers to support learning of children in their care

What are the challenges?

- Finance to support looked after children in education is no longer held by the local authority
- Current budget constraints mean that the Council is employing fewer people
- The geographical size of Monmouthshire means that children can have a long journey to school if their placement is not local

- The emotional impact of harm that children in care have experienced can prevent them from engaging fully in education and learning opportunities
- The relatively small number of looked after children in any one year group can result in significant swings in performance and so it can be difficult to gain a good understanding of children's achievement from performance indicators alone.
- Funding for Assistant LAC co-ordinator is under threat and post holder is due to finish in March 2014 with no plans to replace.

Priority 4: Looked after children enjoy the best possible health

What are we doing well?

- Foster carers ensure that children are registered with a G.P.
- Foster carers ensure that children are registered with a dentist.
- More looked after children are up to date with their immunisations than within the general population.
- The looked after children's nurse offers holistic health assessments to all looked after children
- The looked after children's nurse has started to complete Strength and Difficulties Questionnaire assessments for all looked after children which will improve our understanding of children's health needs
- LAC Psychologist provides support and advice that is valued by staff and foster carers

What do we need to improve?

- Improving communication between carers and continuity of health information when children and young people move placements
- Improving engagement of older young people in caring about their health
- Improve engagement of foster carers in completion of Strength and Difficulties Questionnaires
- Rapid access to specialist advice and health care for children and foster carers when they need it
- Improve support available to foster carers to enable them to feel more confident and skilled in managing complex health and behavioural difficulties
- Health records are provided to foster carers and move when a child does to their new placement
- Understanding of the health issues for our looked after children population – how many smoke, use alcohol, drug use, mental health issues
- Reduce the number of young people who become teenage parents and ensure advice on sexual health is accessible and relevant
- The number of our young people in relationships who are within a healthy relationship

What are the opportunities?

- C-card scheme

- Personal, Social and Health Education curriculum
- Baby – think it over/pregnancy belly
- New health record sheet has been developed and has recently been rolled out within our fostering service
- BASE is able to provide timely and comprehensive therapeutic support to foster carers, Social Workers, adopters and children and young people.

What are the challenges?

- It can be difficult to complete timely health assessments for children and young people placed out of County
- Ensuring all contribute to and return the Strengths and Difficulties Questionnaire
- Engaging foster carers in attending training
- Referral criteria to access CAMHS is very tight and relies on young people engaging with the service
- Low levels of self-esteem mean that many of our looked after children are susceptible to high risk and harmful behaviours
- Children and young people are often reluctant, for understandable reasons, to discuss very personal issues with foster carers and other professionals
- Attracting funding to develop BASE to full project specification

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

What are we doing well?

- Looked after children have free access to Monmouthshire leisure centres
- Fostering families have discounted access to Monmouthshire leisure centres
- Foster carers support looked after children to access a wide range of play, sport and leisure activities

What do we need to improve?

- We have very little information about looked after children's access to play, sport, leisure and cultural activities
- Some looked after children need more support to feel safe when accessing youth activities and clubs
- Foster carers don't always know what opportunities and activities are available in their locality or about discounted access to leisure centres
- Children in care and children from fostering families told us they would like more opportunities to do fun activities together

What are the opportunities?

- There are a wide range of sport, leisure and cultural activities available within Monmouthshire
- Monmouthshire Family Information Service is an excellent source of information on play and leisure activities
- Library services could be a rich resource for foster carers, looked after children and care leavers.

What are the challenges?

- Increasing the confidence of children and young people so that they feel comfortable to go to groups and activities that they might enjoy
- Some children are placed a long way from their home when they come into foster care and so it can be difficult to continue attending clubs and activities that they are part of

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

What are we doing well?

- Our advocacy provider, Family Answers, is pro-active in contacting all looked after children to explain their service and offer support
- All young people who use the advocacy service report that they feel listened to
- A very high number of looked after children choose to attend their LAC reviews and participate in the meetings
- Very few looked after children have made a complaint about the service they receive

What do we need to improve?

- Some children in care don't think that their Social Workers spend enough time with them or listen to what they say enough
- Monmouthshire does not have a Children in Care Council yet
- Children in care are not routinely asked to contribute to foster carers reviews or to give feedback on their Social Workers
- Looked after children and care leavers need to be represented at the Corporate Parenting Panel

What are the opportunities?

- Funding has recently been agreed for an Apprenticeship post for a care leaver to develop the Children in Care Council
- A Children in Care Council can start to influence service development and improvement so that the Council becomes more responsive to their needs

What are the challenges?

- Ensuring all children and young people are supported to engage with the Children in Care Council.
- Ensuring that the Children in Care Council is enabled to be an effective voice for children and young people in care.

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

What are we doing well?

- Our service is successful in maintaining contact with almost all care leavers up until the age of 21
- Most foster carers offer young people the opportunity to remain living with them beyond the age of 18 until they want to move on and the department supports foster carers to do this

What do we need to improve?

- The number of our care leavers who are not in education, training or employment is too high
- The supported housing choices available for our care leavers need to increase
- The number of looked after children and care leavers who have become teenage parents is high

What are the opportunities?

- The resources for Personal Advisors have recently been increased and so there are opportunities to develop the support they provide
- Expand and develop supported lodgings scheme for care leavers
- Supporting People have identified that they need to increase funding for young people and care leavers specifically and potential projects are being discussed

What are the challenges?

- Limited resources bring pressure to focus upon needs of looked after children and so there is a risk that care leavers can miss out

Action Plan 2014-17

What will we do?	How will we do it?	Who will do it?	How will we resource it?
Increase elected members understanding of their responsibilities as Corporate Parents.	Run Corporate Parenting workshops and encourage attendance.	SCYP Service Manager Head of Children's Service	Within existing resources
	Include introduction to Corporate Parenting responsibilities within the induction programme for newly elected members.	SCYP Service Manager Head of Children's Service	Within existing resources
	Present annual report on Corporate Parenting to Full Council.	Lead Member for Children and Young People SCYP Service Manager	Within existing resources
Increase Senior Management Team's understanding of their responsibilities as Corporate Parents.	Run Corporate Parenting workshops and encourage attendance.	SCYP Service Manager Head of Children's Service	Within existing resources
Celebrate the achievements of looked after children, care leavers and our foster carers.	Regular celebration events.	Corporate parenting panel	Resources to be identified
Make every effort to avoid unnecessary changes of placement.	Increase placement choice so that better matching can take place.	Placement and Support Team Manager	Achievable but limited by staffing resource available.
	Develop training programme for	Placement and Support Team	Scoping to be completed by 31 st

What will we do?	How will we do it?	Who will do it?	How will we resource it?
	<p>foster carers to improve skills and competency.</p> <p>Develop BASE to ensure that professionals and carers work together with a good shared understanding of a child and their needs.</p> <p>Ensure that the service is responsive to requests for additional support from all carers and that carers feel confident to ask for support.</p>	<p>Manager Training unit</p> <p>SCYP Service Manager LAC Psychologist</p> <p>SCYPS Service</p>	<p>March 2014 to identify resource required and current gap between what is available.</p> <p>Limited resource unless additional funding can be attracted.</p> <p>Support for foster carers within existing resources.</p> <p>Limited resource for other types of carers.</p>
<p>Improve support available to Special Guardian's</p>	<p>Consult with Special Guardian's to understand their support needs.</p> <p>Develop a service to meet needs from resources available.</p> <p>Scope whether further services are required to meet need and if so evaluate whether there is a business case for investing further resource into the service.</p>	<p>Placement and Support Team Manager</p> <p>Placement and Support Team Manager</p> <p>Placement and Support Team Manager SCYP Service Manager</p>	<p>Within existing resources</p> <p>Within existing resources</p> <p>Additional resources to be identified.</p>
<p>Ensure that all children have a good understanding of their own "life-story" – why they live where they do and what the plans for their future are.</p>	<p>Social workers start life story work as soon as a child comes into care.</p> <p>All Social Workers and foster</p>	<p>Child's Social Worker</p> <p>Team Managers</p>	<p>Within existing resources</p> <p>Within existing resources</p>

What will we do?	How will we do it?	Who will do it?	How will we resource it?
	carers are supported to develop skills and confidence in completing life-story work jointly.	Service Managers Head of Children's Services	
Narrow the gap of achievement between looked after children and their peers	Develop individual tracking of looked after children's achievement	Inclusion manager, CYP	Within existing resources
	Implement LAC education business plan	CYP and SCH meeting	Within existing resources
	Improve quality of PEP's	Inclusion manager, CYP Safeguarding unit, SCH	Within existing resources
	Develop more joint working with schools regarding attachment issues and the impact on learning.	CYP and SCH officers	Within existing resources
	Deliver training to school Governors on their responsibilities for LAC	CYP and SCH officers	Within existing resources
	Develop the Letterbox Club to enthuse looked after children about reading and learning.	CYP and SCH officers	Within existing resources
	Training and support to foster carers to enable them to increase aspirations and support learning of children in their care.	CYP and SCH officers	Within existing resources
	Work with library services to	SCYP Service Manager and	Within existing resources

What will we do?	How will we do it?	Who will do it?	How will we resource it?
	develop opportunities for looked after children, care leavers and foster carers.	library services	
Increase the number of looked after children and care leavers who are engaged in education, training or employment post-16	<p>Agree protocol with Careers Wales</p> <p>Improve partnership working with Coleg Gwent</p> <p>Implement policy to guarantee an interview for any LAC or care leaver who meets the essential criteria for a job within the Council.</p> <p>Implement policy to impose similar requirements upon those that the Local Authority commissions/procures services from.</p> <p>Develop a work experience and an apprenticeship scheme for LAC and care leavers.</p>	<p>SCYP Team Manager</p> <p>CYP and SCH officers</p> <p>Employee Services</p> <p>Procurement</p> <p>HR and all Council departments</p>	<p>Within existing resources</p> <p>Within existing resources</p> <p>Within existing resources</p> <p>Within existing resources</p> <p>Scope whether additional resources are required</p>
Develop a better understanding of the health needs of children and young people who are looked after and plan	Continue implementation of Strengths and Difficulties Questionnaire and analyse data.	LAC nurse SCYP Service Manager	Within existing resources
Ensure that up to date and accurate information about a	Embed new health record card within practice with foster carers	Foster Carers Placement and Support team	Within existing resources

What will we do?	How will we do it?	Who will do it?	How will we resource it?
child's health needs always move with them to a new placement.	and social workers.		
Improve knowledge and skills of foster carers and staff and ensure support for improving emotional and mental health is accessible.	Develop training programme to meet needs of foster carers and staff.	Training unit Children's Service Management team	Scoping to be completed by 31 st March 2014 to identify resource required and current gap between what is available.
	Develop BASE so that full model can be implemented. To include establishing "friends of BASE" as a small charity.	LAC Psychologist SCYP Service Manager "Friends of BASE"	Limited resource unless additional funding can be attracted.
Reduce number of young people who become teenage parents.	Develop a range of interventions with LAC nurse e.g. pregnancy belly, baby – think it over, C-card scheme.	LAC nurse SCYP team manager	Within existing resources
Promote good health and safe behaviours amongst all our looked after children.	Through the PSHE curriculum and pastoral support within schools.	Schools	Within existing resources
Enable children and young people to feel safe to attend youth clubs and services.	Engage with children and young people to understand what support they would like.	SCYP service Youth service	Within existing resources
Ensure carers have access to up to date information about play, sport, leisure and cultural activities available in their locality.	Promote the Family Information Service amongst carers	Placement and Support Team	Within existing resources
	Ensure foster carers know about entitlements to free/reduced rate	Placement and Support Team	Within existing resources

What will we do?	How will we do it?	Who will do it?	How will we resource it?
	<p>access to leisure facilities.</p> <p>Promote communication about resources and activities amongst carers.</p>	<p>Placement and Support Team Foster carers</p>	<p>Within existing resources</p>
<p>Ensure that Social Workers build good relationships with children and young people in care and spend time finding out what they think and do what they say they will.</p>	<p>Ensure Social Workers have manageable caseloads.</p> <p>Improve stability of workforce to minimise changes in Social Worker for children and young people.</p> <p>Ensure that Social Workers prioritise relationship building with children and young people and are confident in working directly with children and young people.</p> <p>Provide opportunities for children and young people to train Social Workers.</p>	<p>Children's Services Management team</p> <p>Children's Services Management team</p> <p>All Children's Services staff Training unit</p> <p>Develop from Children in Care Council</p>	<p>Within existing resources</p> <p>Within existing resources</p> <p>Within existing resources</p> <p>Within existing resources</p>
<p>Ensure that children and young people in care and care leavers have a voice, are heard and can influence service development</p>	<p>Establish a Children in Care Council</p> <p>Ensure the Children in Care Council has a representative on the Corporate Parenting Panel</p> <p>Children in placement are</p>	<p>Corporate Parenting Panel</p> <p>Corporate Parenting Panel</p> <p>Placement and Support Team</p>	<p>Additional resources identified</p> <p>Within existing resources</p> <p>Within existing resources</p>

What will we do?	How will we do it?	Who will do it?	How will we resource it?
	<p>routinely asked to contribute to foster carers reviews</p> <p>Children and young people in care and foster carers are routinely asked to provide feedback on their Social Workers</p>	Team managers	Within existing resources
Ensure that a range of supported housing options are available to meet needs of care leavers.	<p>Increase the number of carers approved to provide supported lodgings.</p> <p>Develop an intensive supported housing scheme for young people with very complex needs.</p>	<p>Placement and Support team</p> <p>SCYP Service Manager and SCYP Team Manager</p>	<p>Bid for Supporting People grant funding.</p> <p>Scope viability of spend to save project and bid for Supporting People grant funding.</p>

How will we know if the strategy is effective?

- Placement moves
- Quality assurance audits
- Achievements of looked after children and care leavers
- Number of looked after children and care leavers who are not in education, employment or training
- Strengths and difficulties questionnaires

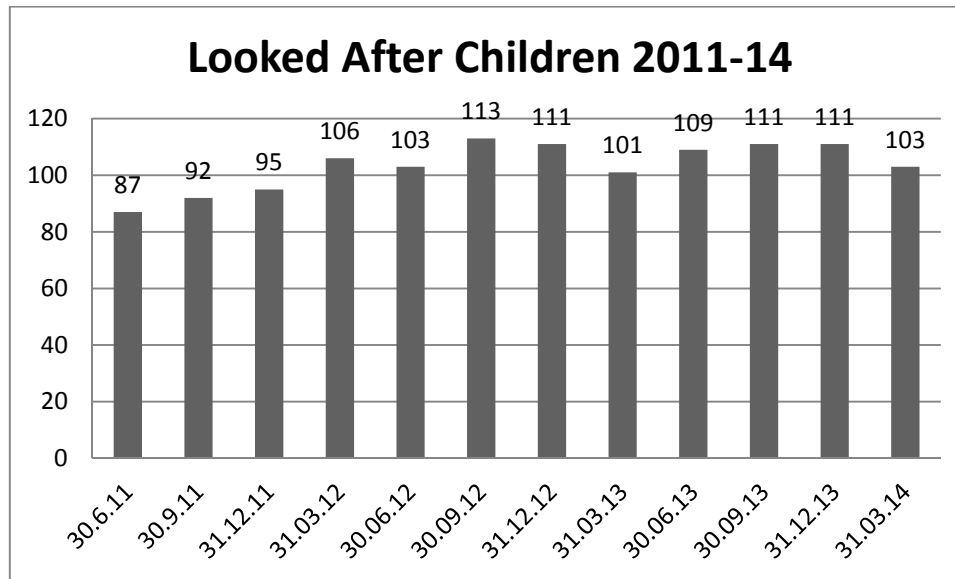
Glossary of Terms

BASE	Building Attachments, Security and Emotional well-being. This is Monmouthshire's therapeutic support project that provides support to our foster carers, adopters, special guardians, staff and looked after children and young people.
CAMHS	Child and Adolescent Mental Health Service
C-Card Scheme	Provides free condoms and sexual health advice to young people aged 14-25
CYP	Children and Young People. This is one of the directorate's within Monmouthshire County Council. Its responsibilities include education.
LAC	Looked after child
Letterbox Club	Welsh Government funded programme that focuses on improving the educational outlook for children aged 7-13 in foster families by providing them with a parcel of books, maths activities and stationery items once every month for six months.
PEP	Personal Education Plan. Every looked after child must have a personal education plan that is reviewed regularly.
PSHE	Personal, social and health education. This is a required part of the school curriculum.
SCH	Social Care and Health. This is one of the directorate's within Monmouthshire County Council. Its responsibilities include Children's Services.
SCYP	Supporting Children and Young People Team. This is the team within Children's Services that is responsible for looked after children and care leavers in Monmouthshire.
SEWAS	South East Wales Adoption Service. This is Monmouthshire's adoption service which is delivered jointly with other Local Authorities.

Corporate Parenting Report – Looked After Children

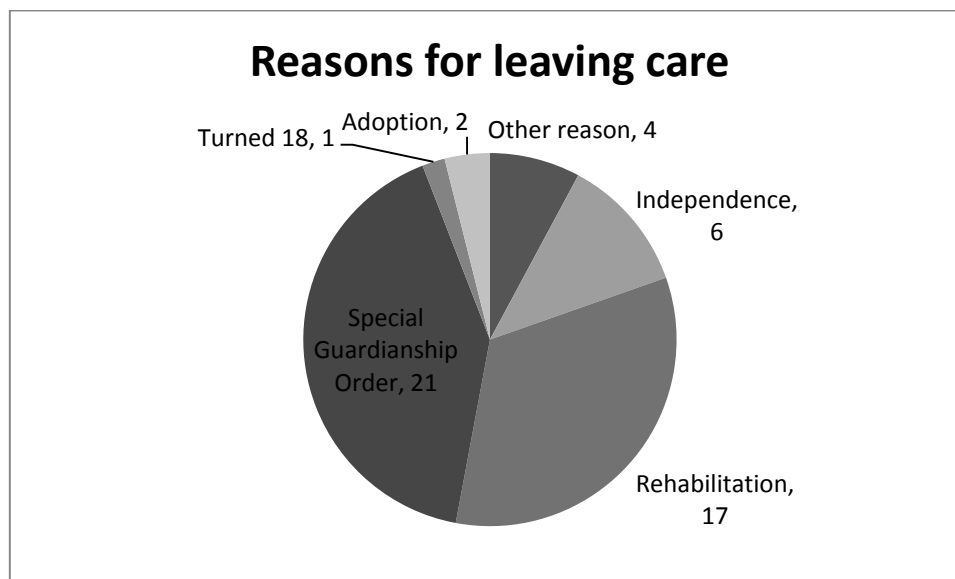
1. Looked After Children

The table below details the numbers of children that were looked after between 2011 and 2014. The number of looked after children has increased over this period and has remained consistently above one hundred for over two years now with no indication that the numbers will significantly reduce.



All of Monmouthshire’s looked after children have an allocated social worker and have had statutory reviews held on time.

Fifty-two children were admitted to care and fifty-one left care during the year. The chart below indicates the reasons that children left care during 2013-14.



Two children were adopted during the year and a further ten children are currently placed for adoption which means they are living with prospective adopters pending an adoption order being

made. This is a significant improvement from no children being adopted in 2011/12 and just one child in 2012/13.

Special Guardianship means that the child lives with carers who have parental responsibility for them until they are grown up. The child is no longer the responsibility of the local authority and the order usually lasts until the child is 18. Often extended family members or sometimes foster carers apply for Special Guardianship Orders and it is a good way of providing stability and security for a child who can't live with their own parents without breaking the legal link with their birth family as adoption does. During this year there has been a significant increase in the number of children being made the subject of a Special Guardianship Orders from 5 in 2012/13 to 21 during 2013/14.

2. Fostering

Monmouthshire currently has a total of forty-five foster carer households. Of these thirty-nine are generic foster carers and eight are approved to care for a specific child(ren). A further five carers are approved to provide supported lodgings for young people aged over sixteen. The Fostering Service has been able to increase the net number of approved foster carers during the last year with seven new generic carers and one new specific carers being approved during 2013/14.

Looked after children are placed with Monmouthshire in-house carers unless it is identified that the assessed needs of the child cannot be met from this provision. This will be either because there are no vacancies or because the needs of the child are complex. For these reasons there were twenty-five children placed in independent foster placements on the 31st March 2014. All but one of these children were placed in Wales.

3. Residential and specialist placements

For children with complex needs it is sometimes necessary for them to be placed in residential units or schools in order for their needs to be met. On the 31st March 2014 there were five looked after children in such placements. Of these four were children with disabilities who attend residential schools. All of these children have an autistic spectrum disorder and currently there is no provision to meet their needs within Monmouthshire and so there is no option but for them to attend such establishments away from their homes and families.

Children's Services work jointly with colleagues in education and health through the complex needs panel to plan and agree how the needs of these children can best be met.

4. Outcomes for looked after children

All nine pupils at Key Stage 4 achieved a qualification but this still remains below achievements of the universal population. In this cohort there were two asylum seekers who had learned English as a second language, one pupil in a special school and one pupil who was statemented attending mainstream provision.

Attendance of secondary LAC pupils within Monmouthshire was 93.6% which was just under the LA figure (94%) for universal students and an improvement since 2011/12.

Exclusion levels amongst LAC pupils rose slightly from 12.5 to 21 days. This accounted for only four pupils. The Pupil Referral Service have been heavily involved in supporting these students in

2013/14. One has now been placed in special needs provision as opposed to mainstream provision.

The LAC Grant was delegated to schools in 2012/13 and will again be delegated in 2013/14. Personal Education Plans have been revised and are now more appropriate to targeting of intervention. As in previous years, schools have been challenged to ensure that LAC pupils have the opportunity to succeed. Where LAC pupils have been at risk of exclusions or where there are attendance issues then intervention has been provided by the Pupil Referral Service and cases of non-attendance have been prioritised by Education Welfare Service.

Children's Services continues to work with colleagues in education and health to improve joint planning in accordance with the Brighter Futures guidance, particularly for children with disabilities.

Cabinet have agreed a number of initiatives to support looked after children in care and care leavers in gaining employment and these are in the process of being implemented.

5. Care Leavers

There were 47 care leavers receiving support from Children's Services on the 31st March 2014 which has reduced from 57 since the 31st March 2013. A care leaver is defined under legislation as a child or young person who has been looked after by the local authority for at least thirteen weeks since their fourteenth birthday. Services to care leavers have improved during the past year by bringing the Personal Advisor service in-house. Young people tell us that they feel well supported by their Personal Advisor.

Welsh Government has recently agreed to implement changes to legislation to ensure that all young people have a right to remain in their foster placement post-18. The Service welcomes this change but are conscious that there will be financial implications of continuing to pay fostering allowances for this age group. The impact of this change will be monitored and the Corporate Parenting Panel will be kept informed.

6. Leadership

The Corporate Parenting Panel has continued to meet during the last year and has now been formalised with terms of reference and a wider representation. A training session for elected members was held in May 2013 although this was not widely attended. The consultation period for the Corporate Parenting strategy has recently been concluded and the strategy is being presented to full Council to be endorsed and formally adopted. The strategy will form the basis of the Corporate Parenting Panel's work for the coming year.

Cabinet have agreed that a Children in Care Council will be established and an apprentice employed to engage children and young people in the group. An activity day at Hilston Park is planned for the 7th June to progress.

7. Summary

- The numbers of Looked After Children in Monmouthshire have remained high during the last year.
- All our looked after children have an allocated social worker.

- Significant increase in children achieving stability in their care via adoption and Special Guardianship Orders.
- The fostering service has increased the number of approved foster carers and placements available.
- By improving the quality of Personal Educational Plans and other targeted support work will continue to raise the educational attainment of looked after children.
- The re-structure within Children's Services enabled the Personal Advisor service to be brought in house and consequently support to care leavers is improving.
- Cabinet have agreed initiatives to improve employment opportunities for looked after children and care leavers.
- The Corporate Parenting Strategy has been consulted upon and now incorporates a clear work plan and priorities for the coming year.
- A Children in Care Council will be formed in early 2014/15.