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Y Rhadyr  
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NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Friday, 5 January 2018

**Notice of meeting / Hysbysiad o gyfarfod:**

## **Democratic Services Committee**

**Monday, 15th January, 2018 at 2.00 pm,  
Council Chamber**

### **AGENDA**

<b>Item No</b>	<b>Item</b>	<b>Pages</b>
1.	Apologies for absence	
2.	Declarations of interest	
3.	Public Open Forum	
4.	To confirm the minutes of the previous meeting	1 - 4
5.	Members IT - Issues and resolutions	5 - 8
6.	Report writing, training and standards	
7.	Members' training	
8.	Remote attendance - priorities and work programme	
9.	Co-ordinating and alignment - issues falling from Co-ordinating Board	
10.	Select updates and reports to council	9 - 28
11.	Future Monmouthshire workshops	
12.	Members' diary 2018/19	
13.	To confirm the date and time of next meeting as Monday 5th February 2018 at 14.00	

**Paul Matthews**

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**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

## **Public Information**

### **Access to paper copies of agendas and reports**

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### **Watch this meeting online**

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### **Welsh Language**

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

# Aims and Values of Monmouthshire County Council

## Sustainable and Resilient Communities

### Outcomes we are working towards

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

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

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

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

#### **Our County Thrives**

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

### Our priorities

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

### Our Values

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

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

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

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

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

#### Ein sir yn ffynnu

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

### Ein blaenoriaethau

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

### Ein gwerthoedd

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

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# Public Document Pack **Agenda Item 4**

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held  
Monday, 23rd October, 2017 at 2.00 pm**

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

County Councillors: D. Dovey, M.Groucutt, G. Howard, J.Treharne,  
S. Woodhouse, F. Taylor and J.Watkins

### **OFFICERS IN ATTENDANCE:**

John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Kellie Beirne	Chief Officer, Enterprise
Matthew Gatehouse	Head of Policy and Governance

### **APOLOGIES:**

Councillors T.Thomas and L.Dymock

#### **1. Declarations of interest**

There were no declarations of interest made by Members.

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

The minutes of the meeting held on 11<sup>th</sup> September 2017 were approved and signed by the Chair.

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

There were no matters for the public open forum.

#### **4. To consider the Independent Remuneration Panel for Wales: Annual Report (draft)**

The Head of Policy and Governance presented the committee with the latest draft report for 2018-19 of the Independent Remuneration Panel for Wales (IRPW). Members were invited to consider the draft report and decide whether they wished to make any representation to the panel ahead of its consultation deadline on 29<sup>th</sup> November 2017.

The Committee were able to make recommendations for any amendments to the number of those roles who should receive senior salaries, ahead of a decision by Council at its annual meeting in May 2018.

Members resolved to accept the report with no recommendations.

#### **5. Remote attendance at Council meetings**

The Monitoring Officer presented a report regarding remote attendance at Council meetings, and asked Members to consider changes to the constitution that would allow members to take part in meetings remotely.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Democratic Services Committee held Monday, 23rd October, 2017 at 2.00 pm**

Rule 9 in Part 4 of the council's constitution – its "Standing Orders", currently do not allow meetings to take place remotely and the use of facilities to enable compliance with the requirements of section 4 of the Local Government Measure 2011 is prohibited.

We heard that the Local Government Measure 2011 introduced the power for councils to allow remote attendance at council meetings, and sets a number of conditions that must be met to allow a member to attend remotely:

We understood that a trial had been undertaken at a recent meeting of Cabinet, and Council have the power to make changes to the constitution to allow remote access.

Members were to consider which meetings would allow remote access, and as stated in the measure, if 30% physical attendance, would be acceptable.

During discussion we noted the following:

- There were concerns regarding the reliability of the technology
- Some felt that debate should be held in the room, not via a screen.
- The system had no financial implications, being cost neutral.
- Members participating remotely will be able to vote, via indication. Technology not in place for electronic voting.
- The facility would benefit seminars and training sessions.

The Committee resolved to note the contents of the report and refer to Council for debate, to include the views expressed.

#### **6. Developing Participatory Democracy - Monmouthshire Made Open**

The Head of Policy and Governance gave a presentation to provide Members with an overview of Monmouthshire Made Open platform.

At the previous meeting, the committee agreed to identify a single issue, perhaps drawn from a range of evidence including the well-being assessment, surveys and previous engagement work and use this as a pilot to test how we can engage in more effective ways.

Members were invited to consider which issues they wish to take forward and how the platform can contribute to their desire to re-invigorate the local democratic process and whether it can play a role in taking forward a single issue.

Further information was requested in terms of opportunities and bringing people together, specifically around what officers were proposing.

A Member suggested that officers hold an index of all volunteers in each community, and if Made Open could be a platform to recognise what those people are doing.

In response to how Members could best 'sell', or take this forward, the Committee were advised to recognise the challenges that can't necessarily be solved by people within the organisation, and to find the right topics to engage people on.



## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Democratic Services Committee held Monday, 23rd October, 2017 at 2.00 pm**

#### **7. Proposal for engagement pilot**

It was agreed at the previous meeting that a group of Members meet to identify issues to work on as a Committee.

County Councillors J. Watkins, S. Woodhouse and D. Evans agreed to form a sub group to work on the engagement pilot. Any developments to be reported back to Committee.

#### **8. Members IT equipment**

In response to Members concerns around IT equipment, the Local Democracy Manager agreed to log any issues to identify common problems.

#### **9. County Hall, Usk Car Park Barrier**

Members raised concerns regarding the access barrier in County Hall car park, specifically the cost, and who had authorised the installation. A Member referred the problems for disability access. The Deputy Chief Officer agreed to look into a formal response, and Members could then look into alternatives, or how to progress.

Members also mentioned the need for pool cars, and questioned if they are used optimally.

#### **10. Coordination and Direction**

The Deputy Chief Executive explained that since the Coordinating Board had ceased, it now falls to Democratic Services Committee to provide the link between Select Committees, Area Committees, the Executive, and Audit Committee. It would be good practice to, periodically, invite these Chairs to meetings for discussion and update.

The Deputy Chief Executive, Head of Policy and Engagement and Local Democracy Manager would meet to outline responsibilities and accountabilities of the Committee, and report back to the next meeting.

#### **11. To confirm the dates of the future meetings.**

We noted the dates of future meetings.

**The meeting ended at 4.00 pm**

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Date	Councillor	Issue	Resolved	DS Time Taken	DS Officer	SRS input
23/10/17	Cllr Taylor	Trying to replicate issue of saving/opening files to resolve. Unable to replicate	No	15 minutes	JP	n/a
26/10/17	Cllr Watts	Can't connect to citrix at home	Yes – established that he is not going via Check point mobile every time he is logging on. Awaiting feedback	10 mins	WB/RK	n/a
27/10/17	Cllr Higginson	Put emails on Jim Phone. Tried to sync the emails to it but think there is an issue with log on (usernames of R.Higginson but emails Jim)	No	15 minutes	JP	
27/10/17	Cllr B Jones	View in email account had changed and needed resetting	Yes	n/a	JP	n/a
30/10/17	Cllr Treharne	Citrix not connecting when not connected to internal wifi. SRS changed username from Treharne.N to Treharne.J which likely had knock on effect. Tried changing password to re-sync but not allowed with SRS. Cllr Treharne came to County Hall as SRS said they would try and get someone to drop in but didn't arise. SRS suggested that the version of citrix was out of date but all cllrs would have this issue if this was the case. Left with SRS to investigate further.	No	3 hours	JP	Left with Aaron on helpdesk to get back to Cllr Treharne with solution.  Checkpoint issue – connecting to Torfaen not MCC. IT looking for resolution.  Awaiting time to re-install checkpoint to resolve.
30/10/17	Cllr Higginson	Locked account	Yes	15 minutes	JP	Helpdesk unlocked account
30/10/17	Cllr Roden	Password expired, needed resetting. Complicated by keyboard issue that wouldn't allow log in easily	Yes	25 minutes	WB/JP	Helpdesk reset password
30/10/17	Cllr Pavia	Checkpoint log in error. Reset password to try and sync it but didn't work. Log called with SRS to check settings	Yes	20 minutes	JP	Helpdesk checked, as he's requested web access to emails he needs keyfob which

						overrides password log on. Awaiting delivery of keyfob. Keyfob delivered and working, small issue with signature in emails.
31/10/17	Cllr D Evans	Outlook OST file error. Wouldn't open outlook. Checked file error, issue with Skype using file outlook needs. Closed instances of skype and outlook worked ok, restarted computer and still worked OK. Two versions of skype running in task manager so issue may re-occur.	Yes	30 minutes	JP	Run issue by SRS to see if aware of it. Not occurred before, may need to rebuild profile if re-occurs.
31/10/17	Cllr B. Jones	Wanted to run through how to log on abroad. Also how to use camera and photos	Yes	5 minutes	JP	n/a
3/11/17	Cllr Smith	Same Citrix Issue as Councillor Treharne. New tablet provided to resolve issue in interim.	Yes	2 hours	JP	Tried new profile load to fix issue but didn't work. Awaiting IT resolution. Checkpoint issue – connecting to Torfaen not MCC. IT looking for resolution. New tablet provided and works fine.  Needed to re-install checkpoint.
3/11/17	Cllr Roden	Locked Account	Yes	15 minutes	JP/WB	Helpdesk unlocked account.
9/11/17	Cllr Woodhouse	Problems accessing My Monmouthshire App at home – barracuda message. Connected to Hotspot to confirm this - Advised to check using Checkpoint mobile to access systems and to contact SRS helpdesk if problems continue	No/Yes	10 minutes	WB	
9/11/17	Cllr Woodhouse	Problem accessing Extranet – resolved by following forgotten password route	Yes	5 mins		
9/11/17	Cllr Smith	1. Proxy Server not responding at home 2. Spam messages	1. did updates and	15 mins	WB	

		3. Software changes required	checked Check Point mobile using personal hotspot – now working 2. Spam messages – shown how to release to inbox 3. No			
9/11/17	Cllr Higginson	E mail access - issues connecting to network here and at home – is having a new router delivered today	1. emptied deleted items 2. connected via network cable resolved access issues	10 mins	WB/RK	
9/11/17	Cllr Webb	Assistance to empty deleted items	Yes	2 mins	WB	
9/11/17	Cllr Jones	Difficulties connecting to check point mobile at home	Yes but we are unclear if he is consistently connecting via	15 mins	RK	
9/11/17	Cllr Watts	Forgotten Password and explanation of Checkpoint Mobile at home and not in MCC buildings	Yes	10 mins	RK/AG/WB	
13/11/17	Cllr Harris	Couldn't get info he wanted from Hub	Yes	10 mins	AJJ	
13/11/17	Cllr Harris	Help changing password	Yes	5 mins	AJJ	
16/11/17	Cllr Dymock	Mod gov wont install	No	3 hours	WB/JP	IT trying to resolve  JP and WB now have admin rights and should be able to install.

16/11/17	Cllr Higginson	Wifi card disabled	Yes	15 minutes	JP	Updated software
16/11/17	Cllr Smith	Mod gov wont install / install scanner software (IT admin can only do install)	Yes	4 hour	JP	
16/11/17	Cllr A Davies	Couldn't connect from home. Given replacement tablet. Needed updates due to holiday. Updates caused wifi card error and couldn't connect to network. Issue caused due to updates.	Yes	3 hours	JP	Worked in CH, doesn't work at home. Re-install checkpoint and try again.
16/11/17	Cllr Edwards	My View log in issues and updates to tablet	Yes	45 minutes	JP	
22/11/17	Cllr Batrouni	Reset password. Tried installing mod gov but too many updates and not enough time to finish.	Yes	15 Minutes	JP	
22/11/17	Cllr Higginson	Tablet appeared stuck switching off. Was installing updates ad just needed time	Yes	25 Minutes	JP	
23/11/17	Cllr Strong	Updates needed to be installed, causing issues with wifi adapter. Restart and should work.	Yes	1.5 hours	WB/JP	
		Mod gov install wouldn't work	No			
30/11/17	Cllr Higginson	Continuing problems using tablet at home. Connected via personal hotspot to test	yes	30 mins	WB	SRS uninstalled and reinstalled VPN connection
30/11/17	Cllr Davies	Updates need to be installed	yes	20 mins	WB	
03/12/17	Cllr Higginson	Ongoing problems using tablet at home. Locked out , e mails not updated and couldn't access MyView	yes	15 mins	WB	SRS reviewed password synchronisation
04/12/17	Cllr Powell	Reset password	yes	10 mins	WB	

*Monmouthshire's Scrutiny Forward Work Programme 2017-18*

<b>Adults Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
<b>12<sup>th</sup> December 2017</b>	<b>Budget Scrutiny for Adult Services</b>	Scrutiny of the Budget proposals relating to the committee's remit for 2018-2019	Mark Howcroft	Budget Scrutiny
	<b>Performance Report: Adults Services (quarter 2)</b>	Report on the performance of the service area for the previous 6 months. (Invite Julie Boothroyd and Cabinet Member)	Richard Jones	Performance Monitoring
	<b>Aneurin Bevan Health Board Consultation on Adult Mental Health Services</b>	To discuss the consultation document and convey views of the Adults Select Committee to form part of the Councils' formal response.	Claire Marchant Penny Jones to be invited.	Consultation
<b>23<sup>rd</sup> January 2018</b>	<b>Homelessness Prevention Strategy</b>	Pre-decision scrutiny of the council's approach to bringing properties back into use.	Ian Bakewell	Pre-decision Scrutiny
	<b>Temporary Accommodation update and re-designation of shared housing.</b>	Position update report.	Ian Bakewell	Pre-decision Scrutiny
	<b>Safeguarding Performance</b>	Self-evaluation of Safeguarding.  <b>*CYP Select Invited*</b>	Cath Sheen Claire Marchant	Performance Monitoring
	<b>Care Closer to Home</b>	Discussion on Care Closer to Home and how this sits within Monmouthshire Integrated Services.	Julie Boothroyd	Performance Monitoring
	<b>Turning the World Around</b>		Julie Boothroyd	Performance Monitoring
	<b>Supporting People</b>	Review of the grant spending.	Chris Robinson	Performance Monitoring
<b>February Meeting?</b>	<b>Disability Transformation Work</b>			

## Monmouthshire's Scrutiny Forward Work Programme 2017-18

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
20 <sup>th</sup> March 2018	*TBC*			

### Future Agreed Work Programme Items: Dates to be determined

- ✓ **Future Commissioning of Adults Services** ~ linked to "Turning the World Upside Down"
- ✓ **Budget Pressures within services and spend analysis**
- ✓ **Community Development and Well-being**
- ✓ **Supporting People Strategy**
- ✓ **Welfare** ~ Discussion with Monmouthshire Housing Association on current stock and new home development, support for welfare reform
- ✓ **Housing Report: Removal of the Temporary Accommodation Management Fee**
- ✓ **Housing Report: Local Housing Market Assessment**
- ✓ **Disabled adaptations further to the additional funding for 2017/18**
- ✓ **Annual Complaints Report for Social Services**
- ✓ **Local review of homelessness and related services**

### Joint Scrutiny with Children and Young People's Select Committee:

- ✓ **"Information, Advice and Assistance Service** ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)
- ✓ **The implementation of the Social Services and Well-being Act 2014** ~ (October 2017)
- ✓ **Mental Health and Learning Disabilities** ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant
- ✓ **Well-being** ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs



## *Monmouthshire's Scrutiny Forward Work Programme 2017-18*

- ✓ **Implementation of the Social Services and Well-being Act 2014** ~ review post 18 month together with the duties around prisons ~ (March 2018)
- ✓ **Progress of Regional Safeguarding Boards** ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- ✓ **Regional Integrated Autism Service**

## *Monmouthshire's Scrutiny Forward Work Programme 2017-18*

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
<b>Informal meeting with Engage to Change (Monmouthshire's Youth Council) ~ Monday 4<sup>th</sup> December at 6pm (Chair to attend)</b>				
<b>7<sup>th</sup> December 2017</b>	<b>Budget Scrutiny for Children's Services</b>	Scrutiny of the Budget proposals relating to the committee's remit for 2018-2019	Mark Howcroft	Budget Scrutiny
	<b>Key Stage 4 Outcomes</b>	Presentation to the meeting, given that data is not verified until 6th December.	Will Mclean	Performance Monitoring
	<b>Kerbcraft Progress Report</b>	Kerbcraft - Scrutiny of Action Plan delivery and ongoing performance measures.	Roger Hoggins	Performance Monitoring
	<b>Performance Report: Children's Services (quarter 2)</b>	Report on the performance of the service area for the previous 6 months. (Invite Jane Rodgers and Cabinet Member)	Richard Jones	Performance Monitoring
	<b>Chair's Feedback</b>	Feedback from the Chair on his attendance at Engage 2 Change (Youth Council) on 4 <sup>th</sup> December to discuss the Youth Councils' priorities for 2017-18.	Councillor Martyn Groucutt	Future Work Programme Discussion
<b>1<sup>st</sup> February 2018</b>	<b>Budget Monitoring - period 7</b>	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
<b>Need to consider calling a Special CYP in February (agenda unmanageable)</b>	<b>Leisure Services for Young People</b>	Scrutiny of the progress by the sports and leisure team in developing physical literacy, leadership and ambassador schemes and how these contribute to wider outcomes for young people.	Paul Sullivan John Nicholas	Performance Monitoring
	<b>Chief Officer's Self-evaluation Report</b>	Annual report of the Chief Officer on progress of the service and future strategic direction.	Will Mclean	Performance Monitoring
	<b>Corporate Parenting Strategy</b>	Pre-decision scrutiny of the strategy.	Claire Marchant	Pre-decision Scrutiny

## *Monmouthshire's Scrutiny Forward Work Programme 2017-18*

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	2 <sup>nd</sup> Phase Family Support Review		Claire Marchant	Performance Monitoring
	Schools Funding Formula	Scrutiny of proposed changes to the Schools Funding Formula for the funding of Building Maintenance Costs.	Nikki Wellington	Pre-decision Scrutiny
<b>Informal meeting with Engage to Change (Monmouthshire's Youth Council) ~ Monday 4<sup>th</sup> December at 6pm (Chair to attend)</b>				
22 <sup>nd</sup> March 2018				
May/June 2018	Budget Monitoring - Period 12	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring

### Future Agreed Work Programme Items: Dates to be determined

- **Additional Learning Needs** - Review and provision/ALN Bill/Readiness and training
- **Schools** - quality indicators from new inspection framework/how categorisation works and actions taken to support improvement/EIB and Intervention Monitoring/ Donaldson Report on Successful Futures (Member suggestion to investigate how successfully pioneering schools are measuring their performance in line with curriculum). Review of 21<sup>st</sup> Century Schools.
- **Service Pressures** for the council and schools.
- **Inclusion updates** - wellbeing/attitudes to learning/supporting the pupil voice
- **Non-maintained/Early Years** - provision/outcomes/childcare offer
- **National Categorisation/Estyn outcomes** -Progress towards addressing recommendations
- **Post 16 education provision/Apprenticeships/Engagement and progression**
- **Welsh Education Strategic Plan** - annual update
- **Childcare sufficiency** - annual update

## *Monmouthshire's Scrutiny Forward Work Programme 2017-18*

- **Play Sufficiency** - annual update
- **New Estyn framework** - suggested 'All Member Seminar'
- **External reference Group** - additional meeting
- **Children's Mental Health and Counselling Services**
- **Well-being reporting** (obesity, eating disorders etc)
- **Gwent Ethnicity Network Grant** and support for refugees and asylum seekers
- **Young Carers Strategy** ~ Implementation of the first year
- **Flying Start** ~ presentation for information

### Joint Scrutiny with Children and Young People's Select Committee:

- ✓ **"Information, Advice and Assistance Service** ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)
- ✓ **The implementation of the Social Services and Well-being Act 2014** ~ (October 2017)
- ✓ **Mental Health and Learning Disabilities** ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant
- ✓ **Well-being** ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs

## Monmouthshire's Scrutiny Forward Work Programme 2017-18

Economy Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
23 <sup>rd</sup> November 2017	Procurement Workshop	Members identified this as a key area for focussed scrutiny. Discussion on state aid, due diligence and procurement.	Rob O Dwyer Kellie Beirne	Action Learning Workshop
30 <sup>th</sup> November 2017	Budget Scrutiny	Scrutiny of the Budget proposals relating to the committee's remit for 2018-2019	Mark Howcroft	Budget Scrutiny
	Crick Road	Pre-decision scrutiny of Crick Road Land Disposal	Deb Hill Howells	Pre-decision Scrutiny
	City Deal ~ strategic investment proposal for Caldicot Town Centre	Presentation to sight members on forthcoming work streams	Cath Fallon Kellie Beirne	Presentation
	Performance Report: (quarter 2)	Report on the performance of service areas within the committee's remit for the previous 6 months. (Invite officers and relevant Cabinet Members).	Richard Jones	Oversight Performance Monitoring
30 <sup>th</sup> Nov 2017 SEMINAR 2pm  *Invite all Members, Economy to lead*	Seminar on LDP  A full review of the LDP provides an overview of the key issues and identifies changes that are likely to be needed to the LDP.	Workshop with members enable members to share their views on: <ul style="list-style-type: none"> <li>✓ The issues that should be considered in the full review of the LDP.</li> <li>✓ The subsequent potential changes required to the LDP.</li> <li>✓ Any additional issues and/or changes that should be considered in the full review of the LDP.</li> <li>✓ Whether the changes identified warrant a short form or full revision to the LDP.</li> </ul>	Mark Hand Rachel Lewis	Action Learning Seminar

*Monmouthshire's Scrutiny Forward Work Programme 2017-18*

<p><b>New Year 2018 CROSS BORDER VISIT</b></p> <p>TBC</p>	<p><b>Meet border/neighbouring English councils</b></p>	<p>Discussion on issues that cross county boundaries to explore any synergies/learning:</p> <ul style="list-style-type: none"> <li>✓ Affordable housing, transport</li> <li>✓ Impact of the removal of the Severn Tolls</li> <li>✓ Tourism and enterprise</li> </ul>	<p>Kellie Beirne Mark Hand</p>	<p>Action Learning</p>
<p><b>25<sup>th</sup> January 2018</b></p> <p>Page No</p>	<p><b>Budget Monitoring - period 7</b></p>	<p>To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).</p>	<p>Mark Howcroft</p>	<p>Budget Monitoring</p>
	<p><b>Sale of County Hall</b></p> <p>TBC</p>	<p>Oversight of this report requested by Members.</p>	<p>Roger Hoggins</p>	<p>Pre-decision Scrutiny</p>
	<p><b>Abergavenny Outdoor Structure</b></p>	<p>*TBC*</p>		
<p><b>New Year 2018 CROSS BORDER VISIT</b></p> <p>TBC</p>	<p><b>Meet border/neighbouring English councils</b></p>	<p>Discussion on issues that cross county boundaries to explore any synergies/learning:</p> <ul style="list-style-type: none"> <li>✓ Affordable housing, transport</li> <li>✓ Impact of the removal of the Severn Tolls</li> <li>✓ Tourism and enterprise</li> </ul>	<p>Kellie Beirne Mark Hand</p>	<p>Action Learning</p>
<p><b>15<sup>th</sup> March 2018</b></p>				
<p><b>26<sup>th</sup> April 2018</b></p>	<p><b>Budget Monitoring - Period 12</b></p>	<p>To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).</p>	<p>Mark Howcroft</p>	<p>Budget Monitoring</p>

## *Monmouthshire's Scrutiny Forward Work Programme 2017-18*

### Future Meeting Items:

#### **Agreed Scrutiny Focus for 2017-18:**

- Affordable housing, transport and the LDP
- Impact of the removal of the Severn Tolls
- City Deal and the regional agenda
- Tourism and enterprise
  
- **ICT in Schools** ~ scrutinise jointly with CYP Select ~ Post Evaluation Review to return. Joint scrutiny of the outcomes for young people: Implementing the technology → delivering the teaching and learning → digital attainment levels.

### Work Programme Items for circulation:

#### **Agreed for the following reports to be emailed as opposed to tabled (unless requested by members):**

- **Velethon Report for 2016, 2017 when available**
- **I County Strategy 2** ~ revised strategy to incorporate digital maturity and culture ~ October
- **People Strategy** ~ corporate strategy for staff ~ October
- **Information Strategy** ~ linking 3 strands: information governance, data insight and digital data ~ October
- **Employability Grant** ~ October
- **'Inspire Programme' Extension** ~ October

## *Monmouthshire's Scrutiny Forward Work Programme 2017-18*

<b>Strong Communities Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
<b>11<sup>th</sup> January 2018</b>	<b>Budget Scrutiny</b>	Scrutiny of the Budget proposals relating to the committee's remit for 2018-2019	Mark Howcroft	Budget Scrutiny
	<b>Performance Report: (quarter 2)</b>	Report on the performance of service areas within the committee's remit for the previous 6 months. (Invite Roger Hoggins and Cabinet Members Bryan Jones).	Richard Jones	Performance Monitoring
	<b>Social Justice Policy</b>	Scrutiny of the new policy to deliver the portfolio ahead of Council adoption.	Cath Fallon Sara Jones	Pre-decision Scrutiny
<b>Special Meeting in January 2018 TBC</b>	<b>Active Travel Plans</b>	Consultation with the select committee on Active Travel Integrated Network Maps ~ invite the Strategic Transport Group.	Roger Hoggins	Consultation
	<b>Civil Parking enforcement</b>	Consulting the select committee on the proposal with a subsequent pre-decision scrutiny to follow.	Paul Keeble	Consultation
	<b>Mitchel Troy Toilets</b>	Consideration of Welsh Government and SWTRA proposal to close the toilet facilities at the A40 Mitchel Troy rest area.	Roger Hoggins	Consultation
<b>15<sup>th</sup> February 2018</b>	<b>Public Protection Performance</b>	TBC	David Jones	Performance Monitoring
	<b>Budget Monitoring - period 7</b>	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring



## *Monmouthshire's Scrutiny Forward Work Programme 2017-18*

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
29 <sup>th</sup> March 2018  *TBC*	Revised Waste Policies and new Recycling Collection Model	Scrutiny of the introduction of a new recycling service, to be supported by a suite of policies to ensure clarity on the procedures for certain activities e.g. assisted collections, missed collections etc.	Carl Touhig / Roger Hoggins	Policy Development/Pre-decision scrutiny
	Air Quality management & role of Environmental Health'	TBC	David Jones How Owen	Policy Development

### Future Agreed Work Programme Items: Dates to be determined

- × **Open Space Review** ~ review of open spaces and the prioritisation and management of highways ~ strategic review rather than operational.
- × **Gwent Refugees and Asylum Seekers** ~ progress report. ~ Joint scrutiny with CYP Select
- × **Modern Day Slavery and Human Trafficking** ~ topic raised by the chair for in-depth scrutiny.
- × **Air Pollution** ~ working groups to report to Select Committee.
- × **People Services** ~ further sickness data requested.

Emerging issues/topics to be raised with the committee before inclusion ~ some reports to be received by email for comment rather than in-depth scrutiny.

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6 <sup>TH</sup> DECEMBER 2017 – CABINET			
Council Tax base 2018/19 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2018/19 and to make other necessary related statutory decisions.		Sue Deacy/Wendy Woods
Alternative Delivery Model			Tracey Thomas
Crick Road Disposal			Deb Hill Howells
Safeguarding Evaluation and Progress Report			Diane Corrister
OSP Draft Review Report			Mark Hand
Re-provision of Severn View			Colin Ritchings
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 4 held on the 9 <sup>th</sup> November 2017		Dave Jarrett
Delivering Excellence in Children's Services'	<ul style="list-style-type: none"> <li>- Our fostering service.</li> <li>- Delivery models for family support.</li> <li>- Meeting increasing service demands</li> </ul>		Claire Robins

**13<sup>TH</sup> DECEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION**

Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales)Regulations 1995	To see approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2018/19 financial year as required by statute		Joy Robson
Youth Offending Service – Proposed implementation of revised contractual arrangements.			Jacalyn Richards
Freehold Disposal of Land at Coed Uchel, Gilwern. – Sale of Freehold Interest to United Welsh held on 125 yr lease.	(moved from 22 <sup>nd</sup> Nov)		Nicola Howells
HR Policies			Sally Thomas
Severe Weather Emergency Protocol (SWEP)			Steve Griffiths (06/11/2017)

**14<sup>TH</sup> DECEMBER 2017 - COUNCIL**

Update to Constitution			Rob Tranter
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Appointment of the Preferred Bidder for the Heads of the Valleys Food Waste Treatment Procurement			Rachel Jowitt
Volunteering Policy			Owen Wilce
Bryn Y Cwm Area Committee – terms of pilot scheme			Matt Gatehouse
Safeguarding Evaluative Report			Diane Corrister
Area Committee Voting Rights			Matt Gatehouse
Alternative Delivery Model			Tracey Thomas
<b>3<sup>RD</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Fixed Penalty Notice charges for fly tipping offences			Huw Owen
Supporting People Programme Grant Spendplan 2018-19			Chris Robinson (15/11/17)
<b>10<sup>TH</sup> JANUARY 2018 – CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting		Dave Jarrett

	5 held on the 14 <sup>th</sup> December 2017		
Accommodation Review			Deb Hill Howells
Budget Monitoring Report – Period 7	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Supporting People			Chris Robinson
Chepstow Cluster – proposed distribution of Section 106 monies	To agree the distribution of section 106 to the cluster		Nikki Wellington
Management of Obstructions in the Public Highway			Roger Hoggins
Chippenham Play Area, Monmouth			Mike Moran
The Knoll Section 106 Funding, Abergavenny			Mike Moran
Abergavenny Borough Theatre – Potential return to MCC			Tracey Thomas
Whole Authority Strategic Plan			Matt Gatehouse
Proposed changes to the Schools	Seeking approval to reduce the funding of building		Nikki Wellington

Funding Formula for the funding of Building Maintenance Costs.	maintenance costs for our new schools		
<b>17<sup>TH</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek members approval of the results of the consultation process regarding payment to precepting Authorities for 2018/19 as required by statute		Joy Robson
Adoption of Highway Management Plan including appointment of Highway Asset Inspector and changes to Asset Planning Officer posts	(moved from 13 <sup>th</sup> Dec)		Paul Keeble
Staffing changes in Policy and Governance		Cllr Jordan	Matt Gatehouse (27/11/17)
<b>18<sup>TH</sup> JANUARY 2018 - COUNCIL</b>			
Council Tax Reduction Scheme 2018/19			Ruth Donovan
Social Justice Policy			Cath Fallon
<b>31<sup>ST</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			

**7<sup>TH</sup> FEBRUARY 2018 – CABINET**

Final Draft Budget Proposals or recommendation to Council			Joy Robson
Disposal of County Hall			Roger Hoggins
Turning the World Upside Down			Claire Marchant

**14<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION**

S106 funding: Pen y Fal bridge repairs	To draw down appropriate S106 funding to fund the repairs to the footbridge at the Pen y Fal development in Abergavenny.		Rachel Jowitt
Redesignation of Shared Housing			Ian Bakewell (28/11/17)

**22<sup>ND</sup> FEBRUARY 2018 – COUNCIL**

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**28<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION**

Charges in relation to the delivery of the Authority's private water supply responsibilities			Huw Owen



1 <sup>ST</sup> MARCH 2018 - COUNCIL			
Council Tax Resolution 2018/19			Ruth Donovan
7 <sup>TH</sup> MARCH 2018 - CABINET			
2018/19 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2018/19 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
Disability Transformation Work			Claire Marchant
Corporate Parenting Strategy			Claire Marchant
2 <sup>nd</sup> Phase Families Support Review			Claire Marchant
14 <sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION			
28 <sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION			
11 <sup>TH</sup> APRIL 2018 - CABINET			

Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22 <sup>nd</sup> February 2018		Dave Jarrett
<b>18<sup>TH</sup> APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>19<sup>TH</sup> APRIL 2018 - COUNCIL</b>			
Public Service Board: Well-being Plan for Monmouthshire			Matt Gatehouse (added 29/8/17)