

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
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NP15 1GA

Wednesday, 8 November 2017

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

## **Strong Communities Select Committee**

**Thursday, 16th November, 2017 at 10.00 am,**

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

### **AGENDA**

<b>Item No</b>	<b>Item</b>	<b>Pages</b>
<b>PART A – SCRUTINY AND CRIME DISORDER MATTERS</b>		
No matters to discuss		
<b>PART B – STRONG COMMUNITIES SELECT COMMITTEE</b>		
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Open Public Forum	
4.	To confirm minutes of the previous meeting held on the 28th September 2017	1 - 10
5.	Re-use Scheme at Civic Amenity Sites	11 - 28
6.	Tree Maintenance Approach	29 - 38
7.	Receive 2 Petitions  1. Church Road High Risk Traffic Chaos – Church Road, Caldicot  2. Petition for road safety measures on A40 Raglan bypass	
8.	To exclude the press and public from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information	39 - 40

<b>9.</b>	<b>Partnerships in Waste: Anaerobic Digestion</b>	<b>41 - 64</b>
<b>10.</b>	<b>Action list</b>	<b>65 - 66</b>
<b>11.</b>	<b>Strong Communities forward work programme</b>	<b>67 - 68</b>
<b>12.</b>	<b>Cabinet &amp; Council forward work programme</b>	<b>69 - 86</b>
<b>13.</b>	<b>Confirm the date and time of next meeting 4th January 2017</b>	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

J.Pratt  
A. Webb  
A.Davies  
L.Dymock  
L.Jones  
R.Roden  
L. Guppy  
V. Smith  
A. Easson

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# Aims and Values of Monmouthshire County Council

## Sustainable and Resilient Communities

### Outcomes we are working towards

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

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

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

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

#### **Our County Thrives**

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

### Our priorities

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

### Our Values

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

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

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

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

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

#### Ein sir yn ffynnu

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

### Ein blaenoriaethau

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

### Ein gwerthoedd

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

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# Public Document Pack Agenda Item 4

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held  
at on Thursday, 28th September, 2017 at 10.00 am

**PRESENT:** County Councillor J.Pratt (Chairman)

County Councillors: A.Davies, L.Jones, R.Roden, L. Guppy, V. Smith  
and A. Easson

### **OFFICERS IN ATTENDANCE:**

Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer
Tracey Harry	Head of People and Information Governance
Roger Hoggins	Head of Operations
Owen Wilce	Programme Lead - A County That Serves
Liz Williams	Senior Management Accountant
Sally Thomas	HR Lead

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

County Councillor A. Webb.

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

None.

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

There were no members of the public wishing to address the committee.

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

The minutes of the previous meeting were accepted and signed by the Chair.

In regard to the Road Safety Task and Finish Group County Councillor V. Smith raised concerns that it appeared that no progress had been made.

In response we were told by the Head of Operations that work had been taking place with partner agencies to facilitate a Public Meeting and that this would take place early 2018.

#### **5. Revenue & Capital Monitoring 2017/18 Outturn Statement**

**Context:**

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The purpose of this report is to provide Members with information on the revenue and capital outturn positions based on activity data at month 2.

This report will also be considered by Select Committees as part of their responsibility to,

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

#### **Member Scrutiny:**

A Member queried the figures in 3.16 in relation to groceries and was confirmed as correct.

A Member commented that the financial situation appeared to be getting worse and there are efficiency opportunities we need to grasp as the lack of funding will result in a deteriorating service.

It was asked that Elected Members are provided with a list of statutory duties that the Council have to perform so that as a Council we can address what we have to do.

In respect to street lighting, the 85K overspend due to energy rising cost was questioned.

A Member stressed the need to look at the efficiency of our operations and our priorities must be the services for our residents.

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

The Committee raised concerns after noting the low level of reserves which will severely reduce the flexibility the Council has in meeting the financial challenges of reducing settlements and the consequent need to redesign services.

It was also commented that Members note the significant forecast reduction in the overall school balance and support the continuing work with schools to ensure the Council's fairer funding scheme requirements are met.

As a Council we have a large number of challenges ahead of us and the budget setting will be extremely difficult. We need to explore further how we can obtain



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more funding in the future by pursuing every opportunity available to us.

#### **6. People Services Annual Report**

##### **Context:**

The Committee received the People Services Annual report 2017.

##### **Member Scrutiny:**

A Member commented that the intended audience of the report was not clear and asked who was the report was aimed at; staff, Elected Members, volunteers or the community.

In respect of Mental Health a Member asked about People Services have done to date and what future plans were in place to support staff. It was felt that the changes needed to be expedited as mental health needed to be made a priority.

The Committee unanimously felt that the term 'physiological illness' should not be used and would rather see the term 'mental health/wellbeing' in its place.

In regard to the EVOLVE programme, it was asked who this is aimed at as this was not made clear in the report.

A Member questioned staff turnover with the organisation losing 300 staff in 2016, but employing 370. It was asked how many were made redundant as opposed to finishing training to allow them to work elsewhere.

It was asked of agile working was a success and queried if staff felt pressured to work extra hours.

Members stressed the need for a leaver's interview to understand the reason staff leave MCC.

A Member commented although People Services Officers had spoken of data collection and analysis, it was not visible in the report. In respect to interventions taking place, clarity was sought on the type invention and the subsequent results of intervention.

A Member raised the point that a member of staff who may be struggling with their mental health can only obtain help via their line manager which may not always be appropriate if the manager is the source of stress. People Services advised that staff can go to HR direct with a cost code. The Member pointed out that in requesting a cost code the line manager would become aware and the help sought would no longer be anonymous.

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Upon being told of an external counselling service the Chair asked if staff were aware of this service.

It was asked how much was staff absence was costing the authority.

A Member of the Committee advised that they had given the report to members of their ward for feedback. The feedback was not positive with comments including;

- A lot of information presented in one way
- Heavy going
- A lot of clever language
- no one is going to read it
- Initially good, then went off
- how much does it cost to produce this report?
- How many man hours went into it?
- How much does this report cost me as a tax payer?

It was asked if return to work interviews carried out in every instance of sickness and when advised no by officers, the Member stressed that this needed to be followed up as the impact of a member of staff being off ill was great, not only on the individual, but on the team.

The Chair also raised concerns regarding managers not recording sickness correctly as it goes not create a true reflection of issues within a department.

A Member was greatly concerned that People Services could only advise the committee that a manager should know how to treat and manage their staff and to be able recognise patterns of behaviour as outlined. It was asked how we are ensuring that every manager are aware of staff movements, behaviour and health. It was felt that 'hoping' was not 'ensuring' and the Member asked for reassurance that all managers would receive training so that there was continuity across the authority.

A Member commented that they felt that regular steps and regular checks are essential for managers to ensure every manager, not just being reactive when something goes wrong. This needs to be updated and in certain cases a manager with good practice could mentor a less able manager. In answer the Head of People Services said that they did not have the capacity to do that as there are only six HR officers.

In response, Members said that they appreciate the capacity of staff and managers and had no wish to increase workloads, but this is fundamental to what is being discussed and maybe there is a software package that could support managers.

In regard to College Gwent health MOTs, it was asked if a mental wellbeing assessment was part of the scheme and what percentage of staff were taking up the opportunity and how where staff were encouraged.

Members noted the low response to the staff survey and questioned what officers were doing to encourage participation.

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Concerns were raised regarding the level of sickness, especially the cost to the Council. The fact that so few staff responded to the staff survey is a red flag and that perhaps staff did not answer it as they felt their opinions would not be valued.

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

Although the report was an interesting read, the Committee would have liked to have seen less use of abbreviations and language that is difficult to understand.

The Committee felt the report required more detail on sickness levels and a breakdown by department.

The mental health courses were applauded but it was felt that they were not accessible for all staff.

There were also concerns regarding staff being to access the services of Wellbeing Solutions Wales, as many neighbouring Council have invested in a company called Carefirst, which allows staff to access counselling independently without approval from a line manager.

It was felt there is still a large amount of work to be done. As the budget is being reduced and more pressure is being put on staff, it was felt essential that staff are retained and valued and that we look at solutions to the problems we have.

#### **7. Review of Commercial Obstructions in the Highway policy**

##### **Context:**

To provide members with an update on the implementation of the policy 'Management of Commercial Obstructions in The Highway' and to consider whether any amendments to the policy be recommended to Cabinet.

##### **Key Issues:**

Following an extensive review by Strong Communities Select Committee in July 2016 Cabinet adopted a new policy for the management of Commercial Obstructions in the Highway. This generic title embraces policies regarding fly posting, placing benches, displaying banners etc. within the public highway and in particular approved the implementation of a new policy to manage items placed in the highway such as A boards, displays, tables and chairs.

In relation to A boards, displays, tables and chairs etc, the policy adopted a strategy of meeting with individual businesses, agreeing what might be placed in the public highway (effectively on footways and public spaces) and issuing a permit to each

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individual business (that is approved by the highway authority) to place an item/s on the public highway for the benefit of the business.

The implementation of the policy commenced early in this year but the revaluation of business rates by government created significant concern and disquiet within the business community.

Members became aware of the additional financial hardship arising from the new NNDR regime and that this coincided with the continued roll out of the obstructions in the highway policy.

To allow members the opportunity to review the overall impact upon the business community the roll out of the policy was paused. It has remained in abeyance awaiting this report which offers members the opportunity to review the policy and make any recommendations to Cabinet regarding amendments to the policy.

In reviewing the existing policy members may consider the following points of particular relevance:

The previous policy (i.e. that prior to the policy adopted in July of last year) adopted a blanket approach to the management of items in the highway. Policing of the policy was ad hoc and often in response to complaints. The new policy sought to work with individual businesses to approve displays where a safe route for pedestrians could be maintained.

Although representation at the time suggested to the contrary businesses have no right to place any item in the public highway without the permission of the highway authority. Without such authority the council is at risk for allowing unauthorized objects to be placed in the highway and the individual business may at least be uninsured for any third party claims and at worst subject to prosecution by the highway authority for placing items in the highway without approval.

The concept of the policy (i.e. permitting individual businesses) is consistent with those adopted in various other local authorities in the region (appendix 1, part 2, page 7 of the Cabinet report of 6th July 2016), although the charges vary between authorities. Not all local authorities presently use a permit system for managing obstructions in the highway.

A local businessman Damian Cole, Managing Director of Get Connected, Abergavenny attended the meeting to speak on this item and made the points;

- He owns a coffee shop in St John's square which has 6 benches outside
- The MCC adopted LDP from 2014-21 states that a key objective is to sustain and enhance the County's main towns

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- As opposed to the proposed charges for A boards and outside seating the Council would do better to work with local businesses to attract more footfall rather than charge for sitting outside
- Another local business which has a small interior relies on the outdoor seating for customers
- Customers with bikes and dogs would be deterred
- A large number of local businesses would be affected

#### **Member Scrutiny:**

The scheme is better in that it looks at individual businesses but small local businesses are under extreme pressure. Although other Councils have implemented the charges, in most cases they are not rural Counties such as Monmouthshire, who are desperate to get people into the towns.

Members felt that the charges were too high and although they agreed that having a policy in place was essential, the financial pressure of the charges on local businesses would be too great.

A Member commented that there must be a system in place so that we can inspect and regulate items placed on the highway.

It was felt there are safety issues with items on the highway, especially partially sighted and people with prams. It was felt that if the A boards could be anchored so that they remained in one place, this would be useful to the partially sighted.

A Member felt that by having items on the highway that businesses were increasing the size of their business, increasing revenue and as such the charges were reasonable.

It was commented that with business rates increasing this new charge would be untenable for small local businesses.

A Member commented that reducing traffic movement in Abergavenny would be an option introducing shared access.

Members felt that if space allowed for a larger footprint, the business should be allowed to use that space.

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

Members did not want the current permit scheme removed as maintaining and controlling items placed on the highway was essential to provide a safe route.

Upon taking a vote, the majority of the Committee asked that the recommendation of no charge was taken to Cabinet.

#### **8. Volunteering Policy**

##### **Context:**

The purpose of this report is to provide a Volunteering Policy, which is applicable to all service/business areas including schools.

##### **Key Issues:**

Monmouthshire County Council recognises the important and valuable contribution made by volunteers who give freely of their time to enhance the services provided by the paid workforce, with the ultimate aim of improving services for residents.

This policy describes the role of volunteers in service delivery and sets out the terms governing their engagement and ongoing relationship with the Council. The Council acknowledges the significant role that volunteers play in both supporting service delivery and promoting community wellbeing. It offers a wide variety of volunteering opportunities across numerous services for people with particular skills experience or interests.

This policy applies to all volunteers engaged in supporting the delivery of council services. This includes services delivered by agents of the Council, including contractors and schools.

This policy does not apply to volunteers who are active within communities and not managed by council services, work experience, apprenticeships and student placements or council employees volunteering for other groups and organisations.

##### **Member Scrutiny:**

A Member asked for reassurance regarding the safety of the volunteers and the safe recruiting policy.

The policy was applauded for being so comprehensive and for addressing different types of volunteers.

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Members appreciated the clarity on insurance.

The Policy was praised for being well set out and the FAQ's was particularly useful, the issue now is ensuring that it is applied fairly and evenly.

Clarity was sought on the purpose of the level one Safeguarding qualification and we were told it is an awareness raising qualification, available to all.

Work experience placements were questioned and we were advised that work experience placements are not covered by this policy, this would be the responsibility of the education establishment.

Members thanked Owen Wilce for his work and made particular reference to the volunteer's café in the MCC tent at Usk Show which received positive feedback via the Members.

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

The Policy was thought to be robust and thorough and hoped that it would cover every eventuality.

The Committee supported the Volunteering Policy and recommended that it be accepted and circulated to all service/business areas and commended to governing bodies for adoption as soon as possible.

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

Members were advised that the report on Anaerobic Digestion would come to Committee on the 16<sup>th</sup> November.

Budget Setting may require a Special meeting.

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

The Committee were advised that they would receive an updated planner each Friday with additions/deletions.

County Councillor A. Davies asked that actions were reported back to the Committee.

County Councillor V. Smith asked to look at burials and funeral costs.

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It was requested that the Highways management plan is sent to all committee members.

11. **Date and time of next meeting - 16th November 2017 10am (pre-meeting 9.30am)**

**The meeting ended at 1.10 pm**



## REPORT

**SUBJECT:** Update on for Re-use Shop at Llanfoist Household Waste Recycling Centre and proposed operational management model

**MEETING:** Strong Communities Select Committee

**DATE:** 16<sup>th</sup> November 2017

### 1. PURPOSE

To update members of the Select Committee on the progress towards the establishment of a Re-use shop at Llanfoist HWRC and the proposed operational management model.

### 2. RECOMMENDATIONS

- 2.1 That members receive a report from officers on the progress to date.
- 2.2 That members support the further development of the business model highlighted in Appendix 1.

### 3. KEY ISSUES

- 3.1 Waste and Street Services carry out bi-annual satisfaction surveys of waste services and consult with residents on areas they would like to see improvements.

- 3.2 A specific resident's survey\* was undertaken at Llanfoist HWRC in 2015.  
98% of residents interviewed believed that a re-use shop was a good idea.  
90% said that they had seen items in the skips that could have been re-used.  
96% of residents said they would have items to donate to a re-use shop.  
78% said they would occasionally buy items from a re-use shop. (\*50 interviewed)  
A successful re-use shop will establish the idea that HWRCs are no longer tips and dumps but places where re-use and recycling are the primary focus.
- 3.3 With procurement underway for the Transfer Stations and HWRCs, an onsite Re-use shop will be an additional and complimentary facility that can be achieved in tandem with the new contract.
- 3.4 Re-use shops on HWRCs are well established throughout the UK and the scale of operation and structure varies dramatically. Some shops are operated directly by the same council or contractors that manage the HWRC sites, whilst others are operated by SMEs, charities and community organisations.
- 3.5 Regardless of operational structure, they all have a common goal which is to turn waste into a valuable resource. Preventing good re-usable items from being disposed of. Returning items back into the economy - to be used again. Re-use shops can create new wealth and are a very tangible element of the circular economy. With a collaborative approach, they can be innovative and supporting of a diverse community, providing paid and volunteer career opportunities.
- 3.6 Appendix 1 describes in greater detail some of the operating models both locally and nationally and the proposed management structure for consideration.

#### 4. REASONS

- 4.1 Establishing a reuse shop at Llanfoist has formed part of Waste and Street Services Service Improvement Plan SIP for the last 3 years. Outline planning advice was sought on the proposed land at the rear of Llanfoist HWRC and procurement of a suitable demountable style building was successfully completed in early 2017.
- 4.2 Waste and Street Services have worked closely with Property Services in this and the advice from planning is that as the building size is within 200m<sup>3</sup> & not more than 4m high, then we do not require planning approval. However, the management and operation would need to be a function of the Council and we seek Members input on this point.

- 4.3 Our current contract with Homemakers for the delivery of bulky waste services, allows for the ongoing development of services that enhance the recycling and reuse of domestic bulky waste. The existing contract is the result of a previous Service Level Agreement (SLA) partnership approach. This allowed the development of the service to enhance reuse and employment opportunities as a trial basis. This partnership approach with Homemakers is seen as the ideal vehicle for operating a re-use shop at Llanfoist on a trial basis.
- 4.4 Homemakers and their Board have been consulted on the proposed model and appear keen to build on and further develop the draft operating model following this Committees input and Cabinet approval..

## **5. RESOURCE IMPLICATIONS:**

- 5.1 The Environment, Sustainable Development ESD Grant from Welsh Government is used to support a wide range of recycling initiatives within Monmouthshire and the development of services that deliver benefits across the spectrum of Wellbeing of Future Generations Act 2015. As such the reuse shop was approved for funding and ongoing support through this grant as it meets many of the environmental, social and economic goals contained within the Act.
- 5.2 There are a number of operating models that can be used for this type of venture and officers are confident that the model highlighted in Appendix 1 will give the Council and their partners Homemakers the greatest chance of success whilst reducing risk to the minimum.
- 5.3 Supporting Homemakers with funding from the ESD Grant for a part-time manager gives them a secure risk free base from which to establish the project with MCC Officer input. An open book accounting model allows for these costs to be reclaimed by the Council and all remaining income to be reinvested in Homemakers to promote the project further.

## **6. OPTIONS APPRAISAL AND EVALUATION PROCESS:**

- 6.1 Waste and Street Service Officers visited many Re-use shops and looked at the wide variety of operational delivery models. Whilst there were advantages and disadvantages for all the models there appears to be a growing number of Councils working with third sector community partners and charities in delivering these services.

- 6.2 Whilst there are advantages to operating the service in-house in terms of maximising income generation these are far outweighed when compared to the community sectors experience in operating reuse facilities and the ability to secure funding for training and development of volunteer placements.

## 7. FUTURE GENERATIONS and EQUALITY ASSESSMENT:

### Well-being and Future Generations Assessment

<b>Name of the Officer</b> Carl Touhig, (Interim) Head of Waste & Street Services <b>Phone no:</b> 07580362121/ 01633 644135 <b>E-mail:</b> carltouhig@monmouthshire.gov.uk	<b>Please give a brief description of the aims of the proposal</b> To develop a Reuse facility at Llanfoist HWRC
<b>Name of Service</b> Waste & Street Services	<b>Date Future Generations Evaluation</b> October 2018

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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	A reuse shop provides income and wealth generation as well as employment and training opportunities	Work with third sector to maximize volunteer placement opportunities
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can	Reusing goods and contributing to the circular economy	Development of further facilities at Five Lanes if this trial is successful

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Volunteering opportunities provide a valuable resource in improving well-being and health improvements. The feel good factor from not wasting goods and providing an opportunity for reuse.	Volunteer opportunities will be maximized.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Providing low cost goods to families on low incomes, reusing material that would otherwise be disposed, providing another outlet for old goods	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The proposal is strongly linked to Wales global goals of becoming a circular economy nation where resources are maximized and our global footprint is reduced	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Reuse shops provide a wide range of goods that can be repurposed and upcycling and shabby chic offer great opportunities to experiment with art and creativity	Work with local community to promote the facility and maximize creative opportunities
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Provides wealth and income opportunities and returns reusable items back into the community	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
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Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>The reuse facility will be a trial project with the long term aim of developing this and another shop at Five Lanes</p>	<p>Working closely with Viridor and Homemakers to develop a robust business opportunity and viable project.</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>Working closely with third sector Partners Homemakers</p>	
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>Discussions with Viridor and Homemakers to develop this project</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>This whole change is about making things better and creating a fairer and more equitable world where resources are maximized and the circular economy is promoted</p>	
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>Reducing waste, providing low cost goods, providing employment opportunities and the generation of wealth from waste</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	There are no protected characteristic impacts with this proposal.		
Disability			
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language			

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The proposals do not affect individuals and thereby do not affect or impact on the Council's corporate parenting and safeguarding duties.		
Corporate Parenting			

5. What evidence and data has informed the development of your proposal?

<p>Consultation with Viridor and Homemakers</p> <p>Assessment on similar facilities across Wales and the UK</p>
---



**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

Initially the proposal looked to operate the facility in-house but in completing the form and discussing with stakeholders the agreed way forward with the third sector is infinitely more practical and clearly demonstrates the Councils commitment to empowering the third sector to generate wealth and income and support their local communities

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Develop robust SLA	Winter 2017	WSS and Homemakers	Reported through SIP and Single Member

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

<b>The impacts of this proposal will be evaluated on:</b>	Further review and consultation with Cabinet Member, Viridor and Homemakers
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**SAFEGUARDING ASSESSMENT:**

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

**7. CONSULTEES:**

Viridor, Homemakers, Cllr Brian Jones Cabinet Member.

**8. BACKGROUND PAPERS:**

**9. AUTHOR**

Carl Touhig (Interim) Head of Waste and Street Services

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## Llanfoist Re-Use Shop (RUS) Proposal



### **Benefits**

A re-use shop will divert waste from disposal and generate income from the sale of goods. It will reduce Monmouthshire's disposal bill; realise the value of materials currently wasted and create employment and volunteer opportunities.

It will make better of a disused area of land at the rear of Llanfoist HWRC. The project has the potential to offer a more positive experience for users of the HWRC whilst raising the profile of the Council's commitment to practical sustainability to its residents.

A reuse shop would demonstrate the Council's commitment to the Waste Hierarchy, with the Council undertaking a project that supports the Welsh Government's "practice what we preach" outlook by conserving valuable resources and supporting income generation opportunities.

A well run re-use shop on the HWRC site would show that the Council has listened and responded to the needs of its residents. It also demonstrates the Council's commitment to sustainability at a practical level - taking a common sense approach in a very visible way.

MCC's primary focus is to provide a high quality service for HWRC site users and the shop will be closed on Saturday and Sunday to avoid causing additional traffic congestion on the main access lane. This is seen as a complementary service to the site that builds on the Council's sustainability credentials.

### **Proposed Operational Structure**

Shop to be owned and managed by Council and operated by Homemakers under SLA as part of the wider partnership contract for the delivery of bulky waste services.

The Council to fund 1 shop manager 14 hrs per week (approx. £8,000 per annum) including on-costs plus pass through costs of electric, water, rates etc. Income from sales during the first year would be used to offset MCC's costs with all remaining profit being held by Homemakers to reinvest in reuse activities to support MCC.

Following the trial and first year SLA trading model, the shop will be operated with open book accounts and a profit share dividend will be paid to MCC after full operating costs have been recovered. A similar model is operated in Newport and Rhondda Cynon Taf through Newport Wastesavers.

This appears to be the most advantageous model for the following reasons:

- The identity of branding could be established to a high Council standard and the asset remains in the ownership of MCC.
- Homemakers have a proven track record in reuse and recycling and have excellent customer relations with the local community. As an arms' length organisation Homemakers would have the freedom to develop the business and open more hours if advantageous.
- Homemakers already have many volunteers and opportunities to apply for grant funding that is unavailable to MCC.
- The customer profile at the RUS is likely to be different from the charity shop customers and low income households that access Homemakers furniture re-use project. The throughput of material lends it-self to a bootsale/salvage store pricing mechanism with a fast turnover of goods.

- Over 40 bicycles were collected in one weekend from the HWRCs for the bike painting project in Usk. Most needed nothing more than the tyres to be pumped up and if sold for spares and repairs at £5 each would have netted £200.

**Potential Annual Income and Savings: £24,000 (approx.)**

Diversion of 40 tonnes pa @ £80 per tonne disposal saving £3,200

Income (104 days @ £200 per day) £20,800

**Baseline Data at Llanfoist HWRC 2016/17**

Waste disposed: 2455.52t

Waste recycled: 4116.20t

Waste reused: 95.66t (gas bottles, books and textiles)

**Overall customer satisfaction: 91%**

**How it will work**

The shop will consist of one sales unit 10mx6m plus one shipping container for storage. Shop at the rear of the HWRC with storage unit/cover based on the site ramp. Shop will have toilet facility, sales desk, till and computer. Electricity and water will be installed into this main unit.

Manager to establish volunteer to support in shop. The shop will open 9.30am till 1.30pm, 2 days a week: Tuesdays and Wednesdays. The shop will be restocked between 1.30 and 3.30 with items that have been diverted from the skips by Viridor staff and placed in storage.

Viridor staff will work closely with Re-Use Shop staff to divert re-usable items into storage area to be sited near existing oil bank and into storage container.

Items will be first checked for suitability and safety by RUS staff before being prepared for sale, secondary checking and pricing up for selling.

**Sales:** Items for sale will mainly consist of wooden furniture e.g tables and chairs (generally not upholstered), bric a brac and bikes (sold for spares and repairs). No electrical items or safety items to be sold in RUS.

Items will be individually priced and labelled. Hand written receipts with description of item to be provided to customers for each item purchased. This would help to avoid disputes, returns, claims etc. Electronic till connected to a computer spreadsheet will allow all sales and weights data to be compiled.

All items diverted from HWRC must be sold through the shop and only a minimal amount of items of exceptional value may be sold through other outlets with prior

agreement from MCC. Items may be advertised on Facebook/Instagram etc with realistic prices to advertise shop.

**Health and Safety:** Health and Safety policies of neighbouring projects to be reviewed and best practice adopted where appropriate. Ideally, CCTV to be installed for safety and security of staff and customers. Welfare facilities contained within shop. Access to the shop is via a ramp allowing easy access and egress to all.

### **Insurance**

Previous advice is our existing public liability should cover us for this type of project but any third party would also need their own staff and public liability. MCC would also need a document such as a hire purchase agreement or service level agreement in place to define roles and responsibilities of each.

### **Staff Training**

Staff training will be provided including manual handling and first aid training. Ongoing development of staff and volunteers and the creation of apprenticeship opportunities in retail to be explored.

**Trading Standards:** Guidance document to be drafted for RUS and MCC staff on which items can be safely diverted and sold. All items to be sold as spares and repairs and receipt for each item to clearly describe any areas for attention.

### **Education and Awareness: RUS**

Education Officers will raise awareness through social media, press releases, leaflets and posters. Promotion will be used alongside local artists/schoolchildren to produce creative signage on site from items and materials diverted from skips. This will capture the imagination of residents, produce more media interest *and* stay in the public consciousness for longer. Schools across the County could also compete to choose a name for the RUS which as yet is untitled.

### **Viridor**

Viridor staff will work closely with Re-Use Shop staff, talk to members of the public and assist in diverting re-usable items into top storage area, alongside RUS volunteers if practicable. They will also hand out RUS leaflets where appropriate. The close co-operation of Viridor's staff on site has many benefits, including consistency of message for the Council and improved public relations and corporate social responsibility for Viridor.

### **Traffic Management**

The immediate approach road to the RUS is separate to the HWRC and the shop will initially open mid-week with restricted operating hours so that public vehicles and fleet vehicles are kept separate. There is an existing hard core base which will be signed and lined and a tarmac surface for one disabled vehicle. The area directly in front of the shop to the left of the lockable double gates is suitable for at least 6 cars at any one time and a small disabled sign placed on the fence nearest the shop would ensure disabled residents easier access. A Traffic Management plan is being produced by MCC Highway Engineers.

### **Security on Site**

Night time security covers the whole of the Llanfoist site and this will continue to reduce incidences of theft. The RUS unit will have a secondary fence adjoining the existing fence to add security.

**Monitoring and Evaluation:** Open accounts including paper receipts, electronic till and detailed computer records will provide data of sales, weights and all activity at the RUS. CCTV cameras (optional) would also provide additional information and security for staff and customers. Support provided by Education Officers and Data Officer during the early months will ensure consistency of approach and compliance with MCC policies. Health and safety, good working practice and sensible pricing of items should all be monitored and reviewed at regular intervals.

### **Similar Successful Projects...**

#### **Brecon Re-use Shop**

The Brecon re-use shop operates as an integral part of the household waste recycling centre which is currently managed by a private company. Open 7 days a week, selling out of approximately 20x5m wooden shed, they sell everything from mugs and cds to sofas and golf clubs. There is no dedicated parking and the busy site is very small.

The success of the re-use shop is down to the owner/manager running a very tight, hands-on operation. There are 2-3 staff covering both HWRC and shop. They divert 8-10 tonnes of waste per month and their daily income is modest (sometimes less than £20).

Powys County Council pay the company the same rate per tonne re-used as they do for recycling materials through the skips. The Council considered their Brecon site to be one of their best, operating efficiently and productively with good customer relations.

## Swansea Re-use Shop



The Council run 'Corner Shop' sells the widest variety of things from ornaments to bicycles with items starting at £1 and profits are ploughed back into the Council's recycling projects. Based on the Council's Llansamlet HWRC, the project has had to be expanded several times and now has its own electrical department. The dedicated team of 4 council staff work alongside the HWRC staff to divert useful items from the nearby skips.

The Council takes a very supportive and flexible approach to the project allowing the manager the autonomy and freedom to get the maximum prices for the widest variety of stock while keeping the flow of stock moving. CCTV is fitted on site to protect staff and customers and these cameras have been welcomed and are working well.

The project cost £100k to set up and generates an income of £120k pa. The Corner Shop diverts an average of 20 tonnes per month from landfill.

## Newport City Council Second Chance Shop





Newport's City Council's 'Second Chance Shop' is based at the Council's only HWRC and has recently opened. The Council ran the shop whilst the stock and customer base was established. Taking a common sense approach pricing their confidence in diverting and selling the right items at the right price developed quickly. The shop initially opened one day a week and took on average £300 each day. The shop is now well established and operated by Newport Wastesavers. The profit of approximately £18,000, following full recovery of operational costs, is shared 50/50 with the Council.

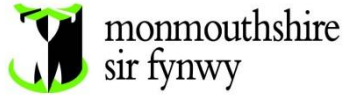
### **Taunton Re-use Shop**



The Re use Shop at Taunton’s Priorswood Recycling Centre is a trial created by Somerset Waste Partnership. The Reuse Shop sells doors, sinks, furniture, tools, books, bikes, toys and games, sports equipment, crockery, cutlery, CDs and DVDs but not electrical or gas appliances.

The HWRC is operated by Viridor but the separate re-use shop, on the lower level of the Priorswood site, is contracted out to a small local trader at a peppercorn rent. They currently run an open book and any profits over a certain amount are shared with Viridor. The project employs three staff, two in the shop and one on the upper level, working with Viridor staff and residents to divert waste items from skips as they are brought in.

The shop cost £30k to set up and is diverting around two tonnes a week from landfill.



<b>SUBJECT:</b>	Tree Policy
<b>DIRECTORATE:</b>	Operations / Waste & Street Services
<b>MEETING:</b>	Strong Communities Select Committee
<b>DATE:</b>	16 <sup>th</sup> November 2017
<b>DIVISION/WARDS AFFECTED:</b>	All

## 1. PURPOSE:

To present to the Select Committee a draft of a new Monmouthshire County Council Tree Policy

## 2. RECOMMENDATIONS

For Members to note and comment on the proposals for the Tree Policy prior presentation to Cabinet for approval.

## 3. BACKGROUND

Over the past few years, a range of factors has led to the County Council response to managing its tree stock to become out of date and not fit for purpose. Factors include

- Cuts to funding - changes in staff and structures has led to a fragmentation in responsibilities for trees decision-making process.
- Cuts to funding - Proactive inspections and maintenance has all but gone leading to an increase in risk and potential future workloads and costs.
- Lack of written process/policies - changes in structures and job roles and natural turnover in staff has meant that historic knowledge of council operations and behaviours has been partially lost and without clarity or process and policies, decisions are not consistent
- The introduction of the My Council Services CRM system has made it easier for residents to contact us regarding all issues including those related to trees. This has led to an increased workload.
- Changes in our understanding of the value of trees in our rural and urban environments and the benefits they bring to our society and economy prompts us to think differently about how we care for our trees.
- New legislation relating to the natural environment and the wellbeing of future generations requires us to re-appraise our management of our natural assets.

Given the above, it is clearly time for a policy refresh to ensure that we provide up to date, fair and consistent service to our residents. To ensure that our service response to residents is efficient and that our decisions and actions are transparent and can be held to account, it is also necessary to update our outward facing documentation that explains how and why we are managing our trees and what the level of service they can expect when issues/concerns are raised.

With respect to how we approach this review, in an ideal world we would start with a wider review of our open spaces and natural assets as, in the same way our understanding of trees has improved, so has our wider understanding and approach to managing open spaces and natural assets of which trees are a part. A new tree policy would then, therefore, nest under, and align to, a broader Green Infrastructure Strategy. However, given the lack of clarity and consistency in our current service provision relating to tree safety, it is expedient

to deal with the tree policy with regard to our reactive tree management in the first instance and give due regard to potential forthcoming views on the wider environment. Therefore, it is proposed that the tree policy be approached in three stages:

1. Production of a Tree Policy outlining our level of service with regard to the reactive management of trees.
2. Production of a proactive strategy for managing trees to ensure that potential tree related risks and future costs are mitigated
3. Incorporation of wider tree related issues in a new Green Infrastructure Strategy

The Tree Policy outlines our actions in response to residents concerns about trees and therefore requires the support and agreement from members.

The tree Policy has been produced in consultation between Waste and Street Services (responsible for the parks, gardens and verges) Highways, (responsible for Highways related tree enquiries) Leisure (responsible for trees in country parks and rights of way), Estates (responsible for trees in cemeteries and other areas of the county land holding). Comments have also been taken from Health and Safety, Legal Services and Insurance Section. The policy has been benchmarked against other Welsh and English Local Authorities and references the National Tree Safety Group (<http://ntsgroup.org.uk/>)

#### **4. THE PROPOSAL/POLICY**

Attached

#### **5. FINANCIAL IMPLICATIONS**

The adoption of the tree policy has no financial implications in itself. However, as identified above, recent cuts to departmental budgets set in the context of increased number of tree related requests make delivery of the policy a challenge.

#### **6. CONSULTEES**

In developing this policy, an internet sweep of publically accessible local authority Tree Policies was completed. Four Policies were selected as similar in standard and approach on which to benchmark the MCC Policy., these were: Newport City Council; Rhondda Cynon Taf County Borough Council; Bristol City Council; Lancaster City Council. The policy also draws on work by the National Tree Safety Group and the publication *Common Sense Risk Management of Trees*.

In addition, the policy has been circulated widely across MCC departments including Wastes, and Street Services; Highways; Estates; Countryside; Health and Safety; Insurance.

#### **7. WELL-BEING OF FUTURE GENERATIONS ASSESSMENT**

A Well-Being of Future Generations Assessment will be completed following comments from the Select Committee

#### **8. SAFEGUARDING**

There are no Safeguarding issues created by this policy

#### **9. MONITORING AND EVALUATION**

The Policy will be reviewed 12 months after adoption.

#### **10. CONCLUSION**

Members are asked to comment on the policy.

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## **Policy on the management of Trees and Hedges in Council Ownership**

Introduction

General Principles

Assessing Tree safety

Requests for Tree Safety Assessments

Trees requiring special consideration

Reports, Enquiries and Complaints received for reasons other than safety.

FAQ

Trees affecting Public Rights Of Way

Council Owned Hedges

Complaints Procedure

Useful Contacts

### Introduction

This policy outlines how Monmouthshire County Council responds to reports, enquiries and complaints from the public about Council owned trees, and the rationale behind the decision making process that has to balance the needs of the individual, the wider community and that of future generations.

Monmouthshire County Council values the district wide tree cover and recognises the immense potential for human and environmental benefits associated with a healthy and sustainable tree population. The value that trees contribute is also recognised at a national level and is supported through the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. However, the number of trees and canopy composition across the county, Wales and the UK more broadly has declined in recent years. Evidence from Natural Resources Wales shows that Monmouthshire has a lower than average and declining urban tree canopy. Furthermore, tree planting at a nation level is at an all-time low. It is within this context that our approach to managing trees is set.

In the development of this guidance, the Council recognises key legislation, national policy and issues relating to UK wide tree and forest health.

### General Principles

Trees have evolved to cope with a range of climatic and weather conditions. As self-optimising organisms, generally, they will remain healthy, stable and safe where their environment remains consistent. However, as living growing organisms, it is recognised that trees can develop defects or health issues that may lead to failure that poses a risk to people and property in close proximity. Monmouthshire County Council recognise this potential risk and their responsibility to assess trees for safety and may from time to time carry out maintenance work to manage risk. Where tree management work is necessary, this is completed in the most sympathetic manner to maintain the health of the tree and its contribution as a natural asset whilst ensuring that individual trees do not pose a physical risk to people or property.

## Assessing Tree safety

To provide context to the risk posed by trees, approximately 'one death in 10 million people per year are from falling or fallen trees and branches. As far as non-fatal injuries in the UK are concerned, the number of accident and emergency cases (A&E) attributable to being struck by trees (about 55 a year) is exceedingly small compared with the roughly 2.9 million leisure-related A&E cases per year. Footballs (262,000), children's swings (10,900) and even wheelie bins (2,200) are involved in many more incidents.'<sup>1</sup>

To ensure that this level of risk remains low and that Monmouthshire County Council meets its duties as a responsible land owner and local authority, the County Council carry out tree safety inspections. The tree safety assessment method employed by County Council is the nationally recognised Quantified Tree Risk Assessment (QTRA). Information about QTRA can be found at <https://www.qtra.co.uk/>

Where capacity is limited, the County Council may also employ specialist arboricultural contractors to carry out tree safety inspections.

Monmouth County Council staff carry out small-scale tree works. Where larger or more specialist work is required, contractors may be employed to carry out the work on the Council's behalf. Where contractors are used for safety assessments or tree works, they meet the Council's procurement policies relating to qualifications and competencies, health and safety systems and insurance.

The County Council receive enquiries, reports and complaints about trees in both public and private ownership. If a report is received identifying a dangerous tree, the County Council will first establish on whose land the tree is growing. The Monmouthshire County Council can only confirm if the Council owns the land or if a Tree Preservation Order has been made on a privately owned tree, beyond this, the County Council cannot advise on trees in private ownership. Where the tree is confirmed as owned by the County Council, it will arrange an inspection and follow the Inspectors recommendations for management work.

### **Requests for Tree Safety Assessments**

The County Council will carry out a Tree Risk Assessment using the QTRA method to assess Health and Safety, impact on built infrastructure or impact on the safe access and egress along a public right of way. The QTRA process will inform what, if any, works need to be undertaken. This may include a recommendation for a more detailed ecological or arboricultural tree survey. Where a resident is unhappy with the recommendations from the survey and requests a second tree assessment, this will be offered at a fee of £100, refundable should an issue be identified. Where this is agreed, an alternative assessor to the first will carry out the QTRA.

Where a resident requests a more detailed arboricultural tree assessment beyond that that has been recommended by the QTRA method, the County Council can arrange this via an independent external contractor for a fee (to be agreed in advance) based on the cost of the supplier and reasonable administration fee. Again, this fee is refundable should an issue be identified.

Where a resident wishes to engage a private contractor to assess a tree, MCC will only consider the recommendations where they are presented in writing and the assessment meets the following criteria:



The County Council must agree the cost of the survey in advance; the surveyor must be qualified to undertake a survey to a minimum standard of BS-3998:2010

The survey must include:

- A reference number for each tree or group to be recorded on a tree survey plan
- Species listed by common name
- The approx. height of the tree/s
- The stem diameter of the trees measured in accordance the standard
- The branch spread at four cardinal points
- Existing height above ground level of the first significant branch and canopy
- Life stage (e.g. young, semi-mature, early mature, mature, over-mature)
- General observations, particularly of structural and/or physiological condition
- An estimate of remaining contribution in years (<10, 10+, 20+, 40+)
- The preliminary management recommendations
- Photographs showing the whole tree and any specific issues highlighted.

The Supplier must, or ensure that any Sub-contractors involved in the provision of the Services, hold and maintain the following insurance cover with a reputable insurance company: Professional Indemnity, Public Liability and Employer's Liability. In each case with the minimum level of indemnity set at five million pounds (£5,000,000).

#### Trees requiring special consideration

In addition to the broad value that the tree population provides, and its contribution to the social, economic and environmental fabric of Monmouthshire, certain trees may be singled out for special consideration. Many trees outside of County Council ownership are already recognised for special status by the use of Tree Preservation Orders (TPO). However, TPOs are not applicable to Local Authority owned trees. Therefore, to ensure that such trees are given due consideration, this policy outlines below how the County Council assesses its own tree stock for special consideration.

There are many names given to trees that identify them as having special value, these include Champion Trees; Notable Trees; Ancient Trees and Veteran Trees. In addition, trees and woodlands have been planted to commemorate special events or as part of historic landscapes and, more recently, for landscape restoration and enhancement. The value of these trees is often irreplaceable due, for example, to the age of the tree and its associated flora and fauna, or its historical or cultural connections.

In future proactive tree assessments, Monmouthshire County Council will identify trees that should be recorded as special. These trees will be mapped and details kept identifying their special characteristics to ensure that they receive the appropriate protection. Importantly, this does not mean that issues relating to health and safety will be given less priority, rather, that more specialist management options will be considered to ensure that the tree/s can remain in place for the longest possible duration. For example, it may be appropriate to cable brace or prop a designated special tree where ordinarily, the approach may be felling and replanting.

The criteria for designating special trees will be agreed by June 2018 and implemented as part of future tree inspections.

### Reports, Enquiries and Complaints received for reasons other than safety.

Monmouthshire County Council only carry out essential management work to the local authority tree stock. The council consider the following reasons as essential management of trees as:

- To manage risk to people and property
- Where trees are seen to be damaging built infrastructure
- Where trees are reducing on the safe access and egress of a public right of way

### **Works not undertaken by Monmouthshire County Council**

The list below outlines the nature of the most frequent requests, all of which are non-essential and requests for pruning or felling for these reasons will not be considered.

**Cosmetic reasons, appearance or height** - This is unnecessary, costly and may adversely affect the long-term health and structural integrity of trees. Any pruning work has the potential to provide the opportunity for pathogens to enter via wounds and usually promotes vigorous re-growth leading to the need for future cyclical management at significant and ongoing cost. This issue also relates to other frequently asked requests below.

**Loss of light / shading** – There is no statutory or common law right to light in the UK. Therefore, Monmouthshire County Council will not carry out tree works to allow natural light or reduce shading in relation to domestic property. However, where two or more evergreen or semi-evergreen trees in a line have the potential to be considered as a hedge, then Part 8 of the Anti-Social Behaviour Act 2003 may be relevant. Where this is the case, the County will carry out an assessment on these grounds.

**Installation of Solar Panels** – The fact that there is no statutory or common law right to light in the UK also affects the use of solar panels. The presence of existing trees and the impact that they may have, both at present and in the future, should be taken into account when considering the installation of solar panels.

**Loss or disruption in relation to TV or Satellite signal** – The purchase of a TV licence or subscription to a service provider such as Sky, provides the purchaser with the right to operate the equipment that receives any available signal. However, there is no legal right to TV / satellite signal in the UK. Monmouthshire County Council will not carry out tree works in relation to loss or disruption of signal. Guidance should be sought from the service provider with regard to negating issues relating to reception.

**Loss of views** - As there is no right to a scenic view un-obscured by trees in the UK. Monmouthshire County Council will not carry out tree works solely to improve views to and from domestic or commercial premises. This includes areas where views may have previously have existed. Monmouthshire County Council do reserve the right to remove its own trees where it can be established that this will be for the benefit of *public* landscape and visual amenity, for example, in respect to historic parks.

**Shedding of leaves, fruits and debris** - Reasonable debris such as leaves, fruits, nuts, flowers, residues, minor deadwood, and naturally occurring by-products of the trees life processes must be

expected where trees occur. Monmouthshire County Council will not carry out tree works in relation to negating such matters.

**Nuisance caused by birds and insects** - The excretions of birds and insects, primarily honeydew associated with aphids, are beyond the control of Monmouthshire County Council and, therefore, no tree works will be undertaken to prevent problems of this nature.

**Branches overhanging adjoining land** - Monmouthshire County Council has no duty to prune overhanging branches except where they are in direct or potential conflict with an adjacent built structure. The owner or occupier of adjacent land does have a common law right to cut back overhanging branches to their boundary line. However, it should also be noted that anyone carrying out tree pruning under this right owe a duty of care to the owners of trees and should take reasonable precaution when enacting this right in order to ensure that the long-term health and structural integrity of trees is not compromised. Anyone wishing to enact his or her common law right to cut back trees to their boundary where Monmouthshire County Council owns the trees is encouraged to liaise with the County Council. This is to ensure that works do not compromise the health of the tree or breach protective designations. Furthermore, there is no automatic right to carry out work on a tree from Council owned land. Where access is required, the County Council must be contacted to agree access prior to any work being carried out.

Any tree management work carried out under this right should adhere to the following:

- All work is carried out in accordance with BS 3998:2010 Tree Work – Recommendations
- Work is carried out at a time that does not conflict with leaf burst or leaf fall
- All work is carried out in accordance with relevant wildlife legislation
- Any contractor employed is suitably qualified and insured
- Disposal methods of all arising are agreed with the County Council in advance but must be in a safe and environmentally friendly manner

**Privately sponsored tree work on Council owned trees** – As stated, Monmouthshire County Council values the countywide tree population and will manage them appropriately. Therefore, the Council will not consider requests by individuals to pay for tree removal or pruning of County Council owned trees as this would be unnecessary and would have a negative impact on the local environment and its community.

#### Trees affecting Public Rights of Way

Monmouthshire County Council do not own trees adjacent to public rights of way (PROW) and, as such, are not in a position to manage them in any way. However, if a tree or branch falls across a PROW blocking or impeding access, the County Council does have duty to clear it. Reports of trees or branches across a PROW can be reported as outlined in the contact section of this policy.

#### Hedges

Hedges are a line of woody species including trees that form a boundary between two parcels of land.

Monmouthshire County Council own very few hedges. As part of the County's commitment to the biodiversity and to being Bee Friendly, the County Council endeavour to manage these in accordance

with the Hedgerow Manifesto:

<https://beefriendlymonmouthshire.files.wordpress.com/2017/05/bfmhedgerow-manifesto.pdf>

The majority of enquiries to the County Council about hedges relate to roadside hedges. The majority of roadside hedges are not owned by Monmouthshire County Council but by the adjacent landowner. The landowner has the responsibility to maintain their hedges and prevent them from affecting the safe use of the Public Highway. Where roadside hedges are immediately next to the Public Highway (where there is no grass verge), the County Council carry out a 1m high flail cut to the base of the hedge to remove annual growth regardless of the ownership. Issues arising with roadside hedges that require additional work are the responsibility of the landowner. The County Council Highways Department will serve notices on landowners where hedges are deemed to affect the safety of the highway

Except where significant safety issues are present, by law, hedges can only be cut outside of bird nesting season. Therefore, safety cutting is carried out from late Summer/Autumn.

### Complaints Procedure

Monmouth County Council will consider complaints relating to how it has managed an enquiry, report or complaint about a tree or group of trees or hedge in its ownership. Complaints will be dealt with in line with the Whole Authority Complaints and Compliments Policy.

<http://www.monmouthshire.gov.uk/app/uploads/2016/11/Whole-Authority-Complaints-and-Compliments-Policy-Feb-2016-Final-version.pdf>

### Contacting Monmouth County Council about trees

The council can accept tree enquiries and reports of dangerous trees via:

Call Centre: 01633 644644 or [contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk)

Report a fault link on the website: <http://www.monmouthshire.gov.uk/>

My Monmouthshire App: <http://www.monmouthshire.gov.uk/my-monmouthshire>

1 – *Common Sense Approach to Managing Tree Risk* (2011) National Tree Safety Group. ISBN 978-0-85538-840-9



## SCHEDULE 12A LOCAL GOVERNMENT ACT 1972 EXEMPTION FROM DISCLOSURE OF DOCUMENTS

**Meeting & Date of Meeting:** Strong Communities Select Committee  
16<sup>th</sup> November 2017

**Report:** HoV Food Waste Procurement – Evaluation Of Invitation To  
Submit Initial Tenders & Identification Of Preferred Bidder

**Author:** Carl Touhig (Interim) Head of Waste and Street Services

I have considered grounds for exemption of information contained in the background paper for the report referred to above and make the following recommendation to the Proper Officer:-

**Exemptions applying to the report:**  
Commercially sensitive information contained.

**Factors in favour of disclosure:**

**Prejudice which would result if the information were disclosed:**  
PRIVATE & COMMERCIALY CONFIDENTIAL

**My view on the public interest test is as follows:**

**Recommended decision on exemption from disclosure:**

**Date:** 07<sup>th</sup> November 2017

**Signed:** Roger Hoggins

**Post:** Chief Officer Operations

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I accept/~~I do not accept~~ the recommendation made above

**Signed:**

**Date:**

07/11/2017

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Strong Communities Select Committee

### Action List/Matters arising from 28<sup>th</sup> Sept 2017 Meeting

<b>Minute Item:</b>	<b>Subject</b>	<b>Officer</b>	<b>Outcome</b>
Budget	Elected Members requested a list of non-discretionary services	Mark Howcroft	List sent to County Councillor V. Smith 30/10/17
People Services	Sickness absence, by department and by type of absence	Sally Thomas	Answered via email 07/11/17
	Cost of sickness absence to the council	Tracey Harry	Answered via email 07/11/17
	The number of return to work interviews completed for staff who reported sick (over a year period)	Tracey Harry	Answered via email 07/11/17
	How the interventions put in place are measured and how outcomes and impacts can be demonstrated	Tracey Harry	Answered via email 07/11/17
	How much the report cost to produce	Tracey Harry	Answered via email 07/11/17
	Data on the 1)take-up of the health MOT's & 2)whether a Mental Health assessment was part of it	Tracey Harry	Answered via email 07/11/17
	Staff awareness of external counselling service	Sally Thomas	Answered via email 07/11/17
Council Planner	Request for highways management plan to be sent to Committee members	Paul Keeble	Link sent to Members via email 31/10/17

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*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>16<sup>th</sup> November 2017</b>	<b>Partnerships in Waste: Anaerobic Digestion</b>	Scrutiny of the decision to enter into the Heads of the Valley Food Waste Treatment contract, considering the benefits and implications for the council of the partnership.	Rachel Jowitt	Pre-decision Scrutiny
	<b>Re-use Scheme at Civic Amenity Sites</b>	To consider an extension of the current partnership arrangement with the 3 <sup>rd</sup> sector (Homemakers) for a re-use shop at Llanfosit civic amenity site.	Rachel Jowitt	Policy Review
	<b>Tree maintenance Approach</b>	Maintenance of trees is a public interest issue and a policy is required which will need pre-decision scrutiny.	Roger Hoggins	Pre-decision Scrutiny
	<b>Receive 2 petitions</b>	To receive petitions titled: 1. Church Road High Risk Traffic Chaos - Church Road, Caldicot 2. Petition for Road safety Measures on A40 Raglan By Pass	Roger Hoggins	For Information
<b>4<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>15<sup>th</sup> February 2018</b>	<b>Public Protection Performance</b>	TBC	David Jones	Performance Monitoring

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

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Budget Monitoring - period 7	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
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.
- × **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.**

## Council and Cabinet Business – Forward Plan

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

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

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

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



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

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

Subject	Purpose	Consultees	Author
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
<b>12<sup>th</sup> APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Young Carers' Strategy 2017 -20			Kim Sparrey
Supporting People Plan and Grant Spend			Chris Robinson
Additional Grant Funding for Local Authority to deliver the High St Rates Relief Scheme			Ruth Donovan
Proposed re-alignment of the Estates team to meet budget mandate savings	Cllr Murphy		Deb Hill- Howells
Living Levels Landscape Partnership:	Cllr P Hobson		Matthew Lewis
Flexible Early Retirement – Planning Services			Mark Hand
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
<b>26<sup>th</sup> APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Welfare Rights Review	ITEM DEFERRED TO 24/5/17		Tyrone Stokes

Subject	Purpose	Consultees	Author
Proposed 20 MPH Speed Limit, A472 Usk	Cllr B Jones		Paul Keeble
Community Hubs Restructure	Cllr RJB Greenland		Deb Hill Howells
Monmouthshire Local Development Plan Draft Sustainable Tourism Accommodation Supplementary Planning Guidance	Cllr B Greenland		Martin Davies
Monmouthshire Local Development Plan Rural Conversions To A Residential Or Tourism Use (Policies H4 & T2) Supplementary Planning Guidance	Cllr B Greenland		Martin Davies
<b>16<sup>TH</sup> MAY 2016 – ANNUAL MEETING</b>			
<b>18<sup>TH</sup> MAY 2017 – DEFERRED BUSINESS COUNCIL</b>			
<b>24<sup>TH</sup> MAY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Welfare Rights Review			Tyrone Stokes
Event Opportunities – Summer 2017			Dan Davies
A40/A466 Wyebridge, Monmouth – Proposed Junction Improvement			Paul Keeble
Proposed acquisition of land Magor			Deb Hill Howells
<b>7<sup>TH</sup> JUNE 2017 – CABINET</b>			

Subject	Purpose	Consultees	Author
To approve the Corporate Safeguarding Policy			Teresa Norris / Claire Marchant
Anti Fraud, Bribery & Corruption Policy Statement – REVISED AND UPDATED			Andrew Wathan
Welsh Language Progress Report.			Alan Burkitt
Highway Grant and Section 106 budgets			Paul Keeble
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 5 of the 2016/17 financial year held on the 20 <sup>th</sup> March 2017.		Dave Jarrett
Revenue & Capital Monitoring 2016/17 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2016/17 financial year		Mark Howcroft
CYP Support Services Re-Structure	To propose a restructure within CYP support services to achieve saving from the Medium Term Financial Plan		Nikki Wellington / Sharon Randall Smith
<b>14<sup>TH</sup> JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Sale of Freehold of Land at Plot 9a Wonastow Rd, Monmouth	The sale of the Freehold has been agreed subject to approval to Mandarin Stone who currently lease the area on a long lease from MCC.		Nicola Howells
Installation of charging points for electric cars in MCC public car parks	To seek approval for the installation of charging points for electric cars in MCC car parks in the county.		Roger Hoggins
Release of restrictive covenant at Former Abergavenny Magistrates Court and Police Station.			Nicholas Keyse

Subject	Purpose	Consultees	Author
<b>28<sup>th</sup> JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Social Housing Grant			Shirley Wiggam
Proposed Reduction in the size of the Brecon Beacons National Park Authority	To respond to Welsh Government Consultation on the Proposed Reduction in the size of the Brecon Beacons National Park Authority	CLLR BRYAN JONES	Matthew Lewis
<b>29<sup>TH</sup> JUNE 2017 - COUNCIL</b>			
CCTAudit Committee Zero Hour Contracts Report			Philip White
Audit Committee Annual Report			Philip White
<b>5<sup>TH</sup> JULY 2017 – CABINET</b>			
Update and approval of matters arising from the Safeguarding arrangements action plan – kerbcraft scheme			Roger Hoggins / Paul Keeble / Graham Kinsella
Youth Enterprise – European Structural Fund (Esf) Programmes - Inspire2work Extension.			Cath Fallon
Annual Report of the Director of Social Services			Claire Marchant
<b>12<sup>TH</sup> JULY 2017- INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>14<sup>th</sup> JULY 2017 - SPECIAL CABINET</b>			
CSC (Compound Semi-Conductor) Project			Peter Davies
<b>26<sup>TH</sup> JULY 2017 – INDIVIUDAL CABINET MEMBER DECISION</b>			
Allocation of funding to Develop a Town Centre Regeneration Plan, Caldicot			Roger Hoggins
10C Severnbridge Industrial Estate, Caldicot.		Cllr Murphy	Deb Hill Howells

Subject	Purpose	Consultees	Author
Raglan Village Hall Progress Update		Cllr Murphy	Deb Hill Howells
Disposal of agricultural land in Goytre on the open market'		Cllr Murphy	Gareth King
Youth Enterprise – European Structural Fund (Esf) Programmes – Inspire Programmes – Finance Officer Re-Evaluation			Cath Fallon
Rural Development Programme – New Post (Internal Secondment) Pollinator Project Coordinator			Cath Fallon
<b>27<sup>TH</sup> JULY 2017 - COUNCIL</b>			
Annual Report of the Director of Social Services			Claire Marchant
Safeguarding Policy			Cath Sheen
Monmouth Pool			Ian Saunders
<b>9<sup>TH</sup> AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Caldicot Town Team Funding - Enhancement of Pedestrian Area, Newport Road, Caldicot.			Judith Langdon
<b>9<sup>TH</sup> AUGUST 2017 – SPECIAL CABINET</b>			
Senior Leadership Realignment			Kellie Beirne
<b>23<sup>RD</sup> AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
RDP funded Temporary Part time Coach Tourism Visitor Information Officer Post			Nicola Edwards

Subject	Purpose	Consultees	Author
Staffing Restructure: Development Management Team			Mark Hand
Senior Social Worker Post in the Adult Disability Service, focussing on Continuing Health Care (CHC) Issues			Mike Logan
<b>6<sup>TH</sup> SEPTEMBER 2017 – CABINET</b>			
Welsh Church Fund Working Group	The purpose of this combined report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 1 held on the 29 <sup>th</sup> June and meeting 2 held on 27 <sup>th</sup> July 2017.		Dave Jarrett
Contaminated Land Inspection Strategy			Huw Owen
Community Engagement Review Update/Whole Place and Partnerships Team restructure			Cath Fallon
Update on Fair Funding Regulations for Schools in a deficit budget	To inform members of the current requirements through the fair funding regulations for schools that are reporting a deficit budgets and the actions required to address		Nikki Wellington
To declare surplus the former sextons lodge at Chepstow Cemetery, Chepstow	To declare the property surplus following the retirement of the previous sexton at the Chepstow Cemetery to enable the Council to begin the disposals process		Gareth King
Budget Monitoring report – period 2	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
Section 106 Gilwern School			Richard Morgan



Subject	Purpose	Consultees	Author
<b>13<sup>TH</sup> SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
DELIVERING SAVINGS – POLICY AND PERFORMANCE			Matt Gatehouse
<b>21<sup>ST</sup> SEPTEMBER 2017 – COUNCIL</b>			
MCC Audited Accounts 2016/17 (formal approval)	To present the audited Statement of Accounts for 2016/17 for approval by Council		Joy Robson
Stage 2 Improvement Plan 2016/17	To seek council approval of the Stage 2 Improvement Plan for 2016/17.		Richard Jones
Payment Guarantee by MCC to WG – City Deal Compound Semiconductor Project.			
ISA260 report – MCC Accounts –	To provide external audits reports on the Statement of Accounts 2016/17		Joy Robson
<b>27<sup>TH</sup> SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Transition of existing DPPOs into PSPOs			Andrew Mason (29/8/17)
MONMOUTHSHIRE FAIRTRADE COUNTY RENEWAL			Hazel Clatworthy (04/9/17)
<b>4<sup>TH</sup> OCTOBER 2017 – CABINET</b>			
Cash Receipting System Tender	To seek approval and funding for Authority's replacement cash receipting system		Ruth Donovan
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of		Dave Jarrett

Subject	Purpose	Consultees	Author
	Applications 2017/18, meeting 3 held on the 21 <sup>st</sup> September 2017.		
Volunteering Policy			Owen Wilce
Framework for a Corporate Plan and Enabling Strategies		P. Jordan	Kellie Beirne
21st Century Schools Programme – Strategic Outline Programme (SOP) Band B Update			Will McLean
<b>11<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Revised Information Strategy following Audit Committee on 19 <sup>th</sup> Sept			Sian Hayward
Services fit for the future – Quality and governance in health and care in Wales			Claire Marchant
Severn View Contracted Bank			Sian Gardner
Gwent (Lrf) Local Resilience Forum : Coordinator Officer Post		P Murphy	Ian Hardman
Monmouthshire Local Development Plan Annual Monitoring Report			Mark Hand Rachel Lewis (25/09/17)
<b>Fairness at Work (Grievance) Policy</b>		P Murphy	Sally Thomas (26/09/17)

Subject	Purpose	Consultees	Author
<b>25<sup>TH</sup> OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Re-evaluation of Youth Service			Josh Klein
Reorganisation of Direct Payments Team in Social Services			Mike Logan
<b>1<sup>ST</sup> NOVEMBER 2017 – CABINET - CANCELLED</b>			
Review of Obstructions in the Public Highway policy			Roger Hoggins
Disposal of Former County Hall site. Croesyceiliog'			Roger Hoggins
<del>U</del> <del>W</del> Volunteering Policy	Moved to Cabinet 6 <sup>th</sup> December		Sally Thomas
<del>C</del> Wick Road Disposal	Deferred		Deb Hill Howells
<b>8<sup>TH</sup> NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Rural Conversions to a Residential or Tourism Use SPG.			Rachel Lewis
Foul Drainage Easement across Racecourse Farm, Llanfoist	For Phil Murphy		Ben Winstanley
Sustainable Tourism Accommodation SPG			Rachel Lewis
<b>9<sup>TH</sup> NOVEMBER 2017 – COUNCIL</b>			
Remote attendance at Council Meetings			Rob Tranter
Recycling Review – Final Business Case and Approval for Capital Expenditure	For Council to receive the FBC for the Recycling Review and to approve the expenditure required for successful implementation.		Rachel Jowitt

Subject	Purpose	Consultees	Author
<b>22<sup>ND</sup> NOVEMBER 2017– SPECIAL CABINET</b>			
Capital Budget Proposals	To outline the proposed capital budget for 2018/19 and indicative capital budgets for the 3 years 2019/20 to 2021/22		Joy Robson
MTFP and Budget Proposals for 2018/19	To provide Cabinet with Revenue Budget proposals for 2018/19 for consultation purposes		Joy Robson
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2018/19		Joy Robson
Outline of Budget Process 2018/19			Joy Robson
Volunteering Policy			Owen Wilce
<b>22<sup>ND</sup> NOVEMBER 2017– INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>6<sup>TH</sup> DECEMBER 2017 – CABINET</b>			
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
Whole Authority Strategic Plan			Matt Gatehouse
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> </ul>		Claire Robins

Subject	Purpose	Consultees	Author
	- Meeting increasing service demands		
<b>13<sup>TH</sup> DECEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
Adoption of Highway Management Plan including appointment of Highway Asset Inspector and changes to Asset Planning Officer posts	(moved from 22 <sup>nd</sup> Nov)		Paul Keeble
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
Severe Weather Emergency Protocol (SWEP)			Steve Griffiths (06/11/2017)
<b>14<sup>TH</sup> DECEMBER 2017 - COUNCIL</b>			
Update to Constitution			Rob Tranter
Appointment of the Preferred Bidder for the Heads of the Valleys Food Waste Treatment Procurement			Rachel Jowitt
Safeguarding Evaluative Report			Diane Corrister

Subject	Purpose	Consultees	Author
Alternative Delivery Model			Tracey Thomas
<b>3<sup>RD</sup> JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<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 5 held on the 14 <sup>th</sup> December 2017		Dave Jarrett
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
Proposed changes to the Schools Funding Formula for the funding of Building Maintenance Costs.	Seeking approval to reduce the funding of building maintenance costs for our new schools		Nikki Wellington
<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
<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>			
<b>7<sup>TH</sup> FEBRUARY 2018 – CABINET</b>			
Final Draft Budget			Joy Robson

Subject	Purpose	Consultees	Author
Proposals or recommendation to Council			
<b>14<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
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
<b>22<sup>ND</sup> FEBRUARY 2018 – COUNCIL</b>			
<b>28<sup>TH</sup> FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>1<sup>ST</sup> MARCH 2018 - COUNCIL</b>			
Council Tax Resolution 2018/19			Ruth Donovan
<b>7<sup>TH</sup> MARCH 2018 - CABINET</b>			
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
<b>14<sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>28<sup>TH</sup> MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>11<sup>TH</sup> APRIL 2018 - CABINET</b>			
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>		Dave Jarrett

Subject	Purpose	Consultees	Author
	February 2018		
<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)
<b>9<sup>TH</sup> MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION</b>			

Hannah Jones would like to come to Cabinet in July 2018 to update on Youth Enterprise - European Structural Fund (ESF) Programmes - Inspire2Work extension (originally brought to Cabinet July 2017).