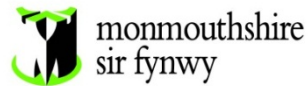


Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 13 March 2019

Notice of meeting

Strong Communities Select Committee

Thursday, 21st March, 2019 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

Item No	Item	Pages
PART A – SCRUTINY AND CRIME DISORDER MATTERS		
No matters to discuss		
PART B – STRONG COMMUNITIES SELECT COMMITTEE		
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Public Open Forum	
4.	WASTE & STREET SERVICES POLICY REVIEW	1 - 40
5.	To confirm minutes of the previous meeting	
5.1.	31st January 2019	41 - 52
5.2.	13th February 2019	53 - 56
6.	Action list	To Follow
7.	Strong Communities forward work programme	57 - 60
8.	Cabinet & Council forward work programme	61 - 88
9.	Date and time of next meeting: Thursday 18th April 2019 at 10am	

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
L.Dymock
A. Easson
L. Guppy
R. Harris
L.Jones
R.Roden
V. Smith

Public Information

Access to paper copies of agendas and reports

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

Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting www.monmouthshire.gov.uk or by visiting our Youtube page by searching MonmouthshireCC.

Welsh Language

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

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

1. Why is the Committee scrutinising this? (background, key issues)
 2. What is the Committee's role and what outcome do Members want to achieve?
 3. Is there sufficient information to achieve this? If not, who could provide this?
- Agree the order of questioning and which Members will lead
 - Agree questions for officers and questions for the Cabinet Member

Questions for the Meeting

Scrutinising Performance

1. How does performance compare with previous years? Is it better/worse? Why?
2. How does performance compare with other councils/other service providers? Is it better/worse? Why?
3. How does performance compare with set targets? Is it better/worse? Why?
4. How were performance targets set? Are they challenging enough/realistic?
5. How do service users/the public/partners view the performance of the service?
6. Have there been any recent audit and inspections? What were the findings?
7. How does the service contribute to the achievement of corporate objectives?
8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve?

Scrutinising Policy

1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least?
2. What is the view of service users/stakeholders? Do they believe it will achieve the desired outcome?
3. What is the view of the community as a whole - the 'taxpayer' perspective?
4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say?
5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works?
6. Does this policy align to our corporate objectives, as defined in our corporate plan?
7. Have all relevant sustainable development, equalities and safeguarding implications been taken into consideration? For example, what are *the procedures that need to be in place to protect children*?
8. How much will this cost to implement and what funding source has been identified?
9. How will performance of the policy be measured and the impact evaluated.

Questions for the Committee to conclude...

Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
- (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

General Questions....

Empowering Communities

- How are we involving local communities and empowering them to design and deliver services to suit local need?
- Do we have regular discussions with communities about service priorities and what level of service the council can afford to provide in the future?

Service Demands

- How will policy and legislative change affect how the council operates?
- Have we considered the demographics of our council and how this will impact on service delivery and funding in the future?

Financial Planning

- Do we have robust medium and long-term financial plans in place?
- Are we linking budgets to plans and outcomes and reporting effectively on these?

Making savings and generating income

- Do we have the right structures in place to ensure that our efficiency, improvement and transformational approaches are working together to maximise savings?
- How are we maximising income? Have we compared other council's policies to maximise income and fully considered the implications on service users?
- Do we have a workforce plan that takes into account capacity, costs, and skills of the actual versus desired workforce?

SUBJECT: WASTE & STREET SERVICES POLICY REVIEW

MEETING: SELECT COMMITTEE

DATE: 21 MARCH 2019

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

To review draft policy documents and make recommendations to Cabinet for final decision. To support officers in developing the Equalities Section of this policy.

2. RECOMMENDATIONS:

- 2.1 To review the WSS General Collections Policy and refer for approval subject to any amendments required by Select Committee
- 2.2 To review the WSS Garden Waste Policy and refer for approval subject to any amendments required by Select Committee
- 2.3 To review the WSS Fly Tipping Policy and refer for approval subject to any amendments required by the Select Committee
- 2.4 To recommend timescales for implementation for each policy to the Cabinet Member

3. KEY ISSUES:

Waste & street services operates a highly visible front line service to the public. Many of the operational customs and practices have been in place for a number of years. There has not been a unified policy detailing these processes for both operations and the public.

The department receives a high volume of queries and enquiries in relation to waste collection policies and many of these involve the application of discretion and interpretation by individuals responding which can lead to inconsistency.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

This section will be completed following the input of Strong Communities Select to allow for a full and detailed evaluation of the proposals.

5. OPTIONS APPRAISAL

There are limited options for appraisal regarding collections policies. The majority of services we currently provide have been based on customary practice over many years. These policies formalise those arrangements to give clarity for a consistent and transparent decision process.

If we were to do nothing the inconsistency and lack of clarity would exist for both the public and staff. The number of calls and requests for information through the service would continue to rise with no clear documentation to help provide the public and staff on how we deliver the service.

Policy development and publication is a tried and tested method of increasing transparency in service delivery and managing expectations.

6. EVALUATION CRITERIA

Waste and Street services will continue with the bi-annual satisfaction surveys and this will include questions regarding the collections service.

The Policies are not designed to be stand alone and will work in conjunction with other Complaints Procedures etc. The Waste Policies should give clarity of service provision, what residents can expect and will give transparency and consistency to decisions taken.

7. REASONS:

As a result of the new service roll out from March 4th, it will be critical for the public to adhere to policies in relation to contamination of waste, timeliness of presentation, and for our operatives to be supported by clear and concise policies to help them deliver a critical service.

The policies have been created by a working group consisting of both front line supervision staff, office based staff and management. The policies do not amend any current custom or practice but simply seek to document these into publically available policy documents.

Waste & street services will be increasing the use of enforcement powers going forward and it will be beneficial to ensure we have clear policy and processes in place. Residents support the use of enforcement that improves the communities and wider environment. For enforcement to be successful the public should be clear of our powers under the legislation and the way in which we will act in relation to enforcement activity.

Our garden waste policy has been in place for a number of years, one area of issue is in relation to Free of Charge Permits. The current cost to the service in delivering FOC permits is £4320 if we give a maximum of two free permits per group (some groups request up to 10 permits)

We are in the process of consulting with Garden Waste Customers to help inform service decisions in the future, we have had almost 200 responses which indicate customers would prefer longer term contracts, a winter service at no extra cost, and around 50% would prefer wheeled bins to the bags. Anecdotally we receive a high volume of negative feedback in relation

to the bags from the contact center and staff at the hubs so we will be looking into options over the next 12 months.

8. RESOURCE IMPLICATIONS:

There are no resource implications to implementing these policies which simply reflect current custom and practise.

A training option will be offered to Contact Centre and Hub Staff on the suite of documents to help grow understanding and so that they can help the public discover policy decisions directly.

9. CONSULTEES:

We have consulted with other local authority policy documents in creation of these drafts to benchmark our service.

We have consulted with front line supervisors and operatives on the implementation and application of these policies.

The Policy will include recommendations of Strong Communities select prior to approval by Cabinet.

10. BACKGROUND PAPERS:

WSS General Collections Policy

WSS Fly Tipping Policy

WSS Enforcement Policy

WSS Garden Waste Policy

11. AUTHOR: Carl Touhig

12. CONTACT DETAILS:

Tel: 01633644135

E-mail: carltouhig@monmouthshire.gov.uk

Is my report exempt?

In some instances it may be necessary to submit a report to a committee but withhold the whole report, or part of that report, due to the sensitive nature of information contained within it.

There are specific circumstances in which a report may be considered exempt which are set in legislation. When writing your report bear in mind the following circumstances to consider whether your report should be exempt;

Local Government Act, Schedule 12A, Part 4;

12. Information relating to a particular individual
13. Information which is likely to reveal the identity of an individual
14. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
15. Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
16. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
17. Information which reveals that the authority proposes –
 - a. To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. To make an order or direction under any enactment
18. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you are unsure if the report should be exempt or not you should contact Democratic Services or the Monitoring Officer for further advice and guidance. The principal to bear in mind however is that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

If your report is to be exempt you should let Democratic Services know as soon as possible if you have not already done so when adding the item to the forward plan of the relevant committee.

When submitting your report to Democratic Services for publication with the agenda you must also include an exemption certificate which give details as to why the report is exempt and not for publication. This certificate will be publicly available with the agenda in place of the report so the reasoning for the exemption should be made clear on this form. The exemption certificate is available overleaf.

Further information on definitions and exemptions is available within the Local Government Act at the following link; <http://www.legislation.gov.uk/ukpga/1972/70/schedule/12A>

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

Meeting and Date of Meeting: Insert date and meeting

Report: Insert report title

Author: Insert author

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:

[Enter the section and reason of the exemption, as defined by the Local Government Act set out above e.g – This report will be exempt under paragraph 12 of Schedule 12A – Information relating to a particular individual]

Factors in favour of disclosure:

Openness & transparency in matters concerned with the public

Prejudice which would result if the information were disclosed:

[Give a brief indication of what information would be disclosed and the impact of its disclosure]

My view on the public interest test is as follows:

Factors in favour of disclosure are outweighed by those against.

Recommended decision on exemption from disclosure:

Maintain exemption from publication in relation to report

Date: Insert date

Signed: Signed by report author

Post: Insert post

I accept/I do not accept the recommendation made above

Signed: [Signed by Chief Officer / Head of Service / Chief Executive]

Date: Insert Date

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Waste Collection Policy



monmouthshire
sir fynwy

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Version Control

Title	Waste & Street Services Operational Policies
Purpose	The purpose of this document is to describe the current operational procedures within Waste & Street Services
Owner	Carl Touhig
Approved by	Policy Working Group Select Committee??
Date	Date that this document was approved
Version Number	3.1
Status	Draft awaiting approval
Review Frequency	Annual review
Next review date	12 months from committee approval
Consultation	Highways/Planning

Introduction

Our Purpose

To provide and promote a clean, safe and sustainable Monmouthshire

Through the delivery of our services in a reliable, flexible and cost effective way that meets the needs of our residents now and in the future

Monmouthshire County Council Purpose	Building Sustainable and Resilient Communities
Monmouthshire County Council Well-being Objectives prioritised to Waste & Street Services in the Service Improvement Plan 2017/18	Maximise the potential of the natural and built environment
	Future-focussed Council
	Lifelong wellbeing
	Best possible start in life
	Thriving and well-connected county

Background

Waste & Street Services is naturally focussed towards maximising the potential of the natural and built environment but recognise the important role we play in delivering services that contribute to the wider Well-being Objectives.

We are one of the few service areas that interact with all our residents on a weekly basis. We carry out 80,000 domestic collections of recycling and waste every week from over 44,000 households. We rely on residents to play an equally important part in this interaction, participating in the services on offer help us meet targets and reduce costs. We have a network of four household waste recycling centres that collectively where residents dispose 25,000 tonnes of waste and recycling every year.

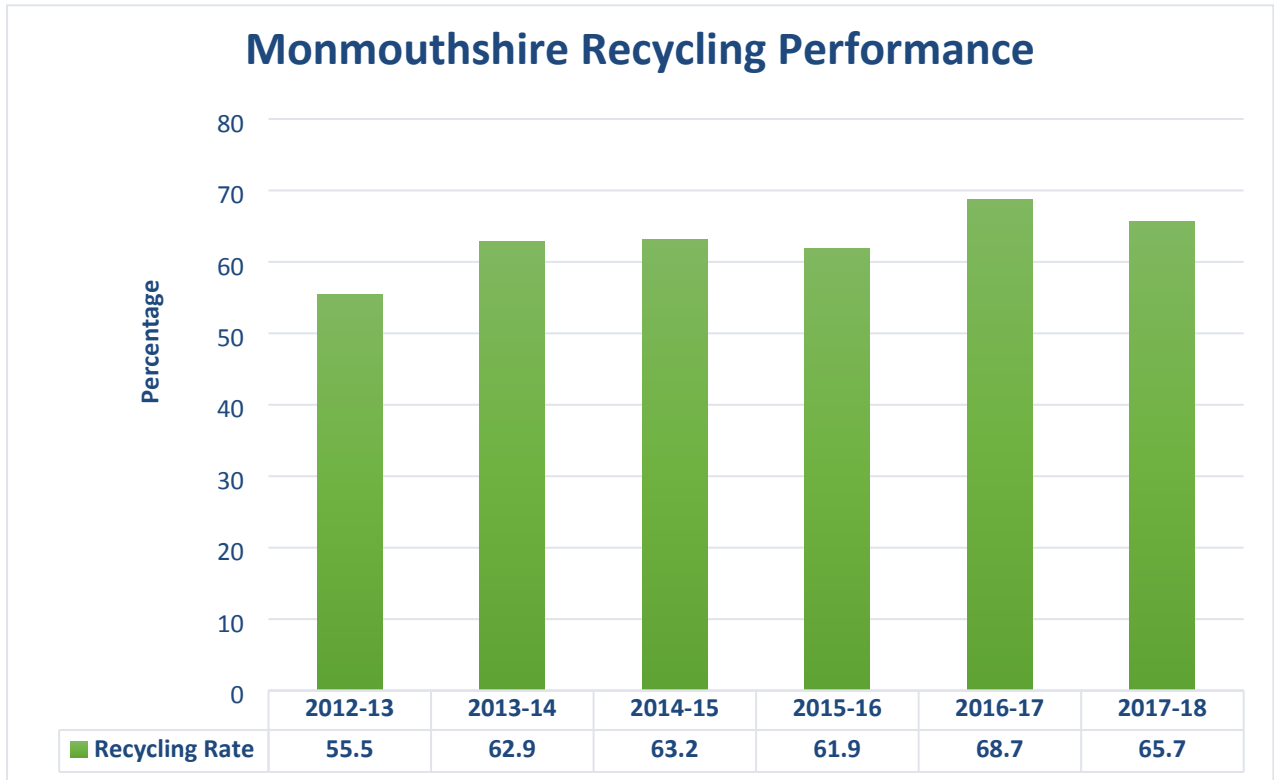
Our Duty

Under the terms of the Environmental Protection Act, 1990, Monmouthshire County Council is classed as a Waste Collection and Disposal Authority, and as such, under section 45 (1), has a statutory duty to collect household waste from all domestic properties in the county. Under Section 46(4) of the Act, the Council has specific powers to stipulate:

- The size and type of the collection receptacle(s);
- Where the receptacle(s) must be placed for the purpose of collecting and emptying;
- The materials or items which may or may not be placed within the receptacle(s).

The Welsh Government has set statutory targets of recycling 58 per cent by 2016-17, 64 per cent by 2019-20 and 70 per cent of waste by 2024-25. 'Towards Zero Waste' is the overarching waste strategy document from Welsh Government that outlines Wales' aim to become a zero waste nation by 2050.

Monmouthshire has achieved high recycling rates in line with Welsh Government targets which can be seen in the table below.



Monmouthshire County Council sends all of the refuse and non-recyclable waste to an Energy Recovery Facility in Cardiff. This means that less than 1% of Monmouthshire's waste is sent to landfill.

This policy outlines how Monmouthshire County Council is to deliver the refuse and recycling collection service as well as the actions required for householders to participate fully in the service to recycle and dispose of their waste.

What can you expect from the Council in relation to your waste collections?

Under Section 45 of the EPA 1990 the Council has a duty to arrange the collection of waste in its area except where in the opinion of the authority it is so isolated or inaccessible that the cost would be unreasonably high and is satisfied that adequate arrangements can reasonably be expected to be made by the residents or business that produces the waste.

We will provide a weekly recycling collection (red bag, purple bag and food waste), fortnightly recycling collection (glass box) and a fortnightly rubbish collection (2 rubbish bags and absorbent hygiene product collection in yellow bags). Garden waste is dealt with via a separate policy.

You will have an allocated day for each collection taking place between 7am and 3pm. Exceptions to this include Bank Holidays and adverse weather.

We will provide you with access to your collections dates and to be able to download a calendar via our [collection day's page](#).

We will ensure you have a blue bin for food waste collection, a kitchen caddy for food waste and free food waste bags, a red and purple bag for dry recycling, a box for glass and yellow bags for absorbent hygiene waste products. Replacements will be provided free of charge.

Our operatives will treat your bin/box/bag with care and put it back in the correct place. We will pick up any rubbish dropped by crews during the collections and report litter back to the cleansing teams.

Our operatives will be polite and courteous during their collections.

We have a statutory duty to provide one Household Waste Recycling Centre (HWRC) in the County. If you drive a van or a trailer you will need a permit before you can use the HWRC. Residents will need to have their residents permit or a driving licence with a Monmouthshire address to use the Household Waste Recycling Centres.

We will only collect waste in the correct containers which has been properly separated and presented– if something is not in the right bin/bag/box we will leave a note saying why it wasn't taken, you can read more on contamination below. If waste is strewn all over the location as a result of being mis-presented, we will leave a note saying why it wasn't taken.

What does the Council expect of me in relation to my waste collection?

Residents and businesses have a statutory duty to recycle their waste and present it separately in line with the collections system offered. Residents also have responsibility to present waste and recycling in a safe manner for our operatives. This means considering the following:

- Is the bag too heavy to lift;
- Are there any sharp objects that have not been wrapped up;
- Are there any contaminants or has anything been placed into the wrong receptacle.

If our operatives feel it is unsafe for them to collect a bag they will leave a sticker and your waste will not be collected, please note this is not a Missed Collection.

Please place your waste out by 7am to guarantee collection, please note you should not put waste out before 6pm the night before your collection as waste left on the street for a long period of time can cause a hazard. This is considered mis-presentation of waste and is enforceable under the Environmental Protection Act. Waste should not be left on the kerbside any later than 24 hours after your collection.

You must provide your own bags for your rubbish collection. Each household can place out 2 x 80L rubbish bags. You need to put your waste & recycling placed in a visible and safe location which can be accessed by our operatives, or at your designated collection point which is normally the closest kerbside point to your property. If you are unsure please contact Waste & Street Services who will tell you the precise location for collection of your waste.

Assisted Collections

Purpose

The Council will consider requests for assisted collections for waste collections from its residents. Where a resident is infirm and struggles to manage to bring waste to the collection point the Council may be able to offer an assisted collection. An assisted collection application allows residents to request their waste be collected from a point other than the kerbside.

The Assisted Collection policy sets out the application process; how entitlement decisions are made, and your right to appeal a decision.

You may be entitled to an Assisted Collection for all of your waste services on a temporary or permanent period, the process is the same for both type of applications.

Application Process

Using My Council Services, our online self-serve tool, or make contact with us through the contact centre, or a local hub to request an assisted collection. You will be asked to provide some pertinent details such as:

- Name
- Address
- Reason for request

You may also be asked some questions to determine eligibility such as;

- If there is another member of your household able to present the waste
- If there is a neighbour or carer who can assist with presenting the waste.

Following receipt of your request which will be sent to the Waste & Street Services Education team, an officer from this team will make contact with you to arrange a site visit at a date and time which is convenient. You can expect to receive initial contact within 2 weeks of making the request.

What happens during a site visit?

The team member will check the information we have captured is accurate and still correct. The team member will carry out an eligibility check, which will include a risk and access assessment in relation to your application. Please bear in mind that part of this check will include the safety and practicality for our team members and operatives in delivering an assisted collection if one is granted.

The following are some considerations that will be taken into account during an assessment for collections crew: access and safety, distance from highway, time taken to complete, reasonable alternatives for disposal etc.

Outcome of the site visit?

The outcome of the site visit will determine your application for an assisted collection. Please note that the outcome of the application may be varied in relation to the different waste streams being presented. Each outcome is determined on the situation of the application being presented, not all assisted collections will be delivered in the same way.

You will receive notification of the outcome of the site visit from the Education Team during the site visit, or shortly following the site visit.

Please note the Council may include certain conditions or obligations on to you in relation to the assisted collection where we have to enter onto your property in order to maintain the health and safety of our operatives.

Change in Circumstance?

If there is a change in your circumstances, you may be required to resubmit an application; a change in circumstance could include a change to the risk assessment such as pet ownership or improvement in physical conditions. Please notify the Council using either the self-serve function or the contact centre of one of our local hubs.

Unhappy with the outcome of the assessment?

Should you be unhappy with the outcome of the assessment please use the Council Complaints procedure to lodge your complaint.

Review Period

Entitlement to an assisted collection will expire every 3 years and you may then be asked to resubmit an application for assisted collection.

Please note entitlement for temporary assisted collections will be awarded with an expiration or review period relevant to the condition.

The Council also reserves the right to withdraw or refuse an application should the health and safety of our operatives become compromised. You will be notified by the Council in writing of any changes to your assisted collection.

Will adverse weather affect my collection?

Your waste will be collected in line with the adverse weather conditions policy where it is safe for us to do so.

General Collection Policy

What does the Council collect and when?

Please see poster below which details all our services, please note these are examples and not an exhaustive list. If you are unsure about what goes where, or when, please just get in touch with us via the contact centre and we will be able to provide specific advice.

Acceptable receptacles

The Council will provide the receptacles for all your recycling and nappy bags. You will need to collect receptacles from your local Community hub. Please note all containers and bags remain the property of the Council.

The Council will not provide receptacles for residual/general waste for individual households.

WHAT GOES WHERE 2019



Red recycling bag

Weekly

- Paper and shredded paper
- Card/cardboard
- Junk mail
- Envelopes
- Magazines and newspapers
- Juice cartons (including Tetra Paks)



Purple recycling bag

Weekly

- Tins and cans
- Plastic bottles and tops
- Kitchen foil
- Yoghurt pots and plastic Punnets
- Margarine tubs and ready meal trays
- Empty aerosols



Blue food waste bin

Weekly

- All food (cooked and raw)
- Bones
- Peelings
- Tea bags
- Paper towels



Glass recycling box

Fortnightly

- Glass bottles
- Glass Jars



Black rubbish bag

Fortnightly

All non recyclable waste
Including:

- Polystyrene
- Crisp packets
- Plastic wrapping
- Cold ashes
- Cat litter and dog waste



Yellow nappy hygiene waste bag

Fortnightly

- Disposable nappies
- Incontinence waste
- Other changing waste including; cotton wool, wet wipes and nappy bags



Batteries and electrical items can be recycled at the Household Waste Recycling Centres
Visit Monmouthshire.gov.uk



Seasonal garden waste collection

Register for the service at Monmouthshire.gov.uk



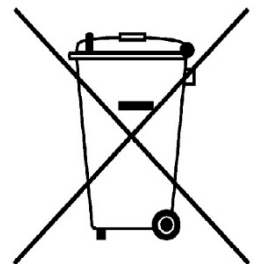
Are there items I cannot place in my recycling and black bag for kerbside collection?

Yes, please see below a list of items that may not be presented in your recycling and black bag collections. These materials may be able to be taken to a Household Waste & Recycling Centre.

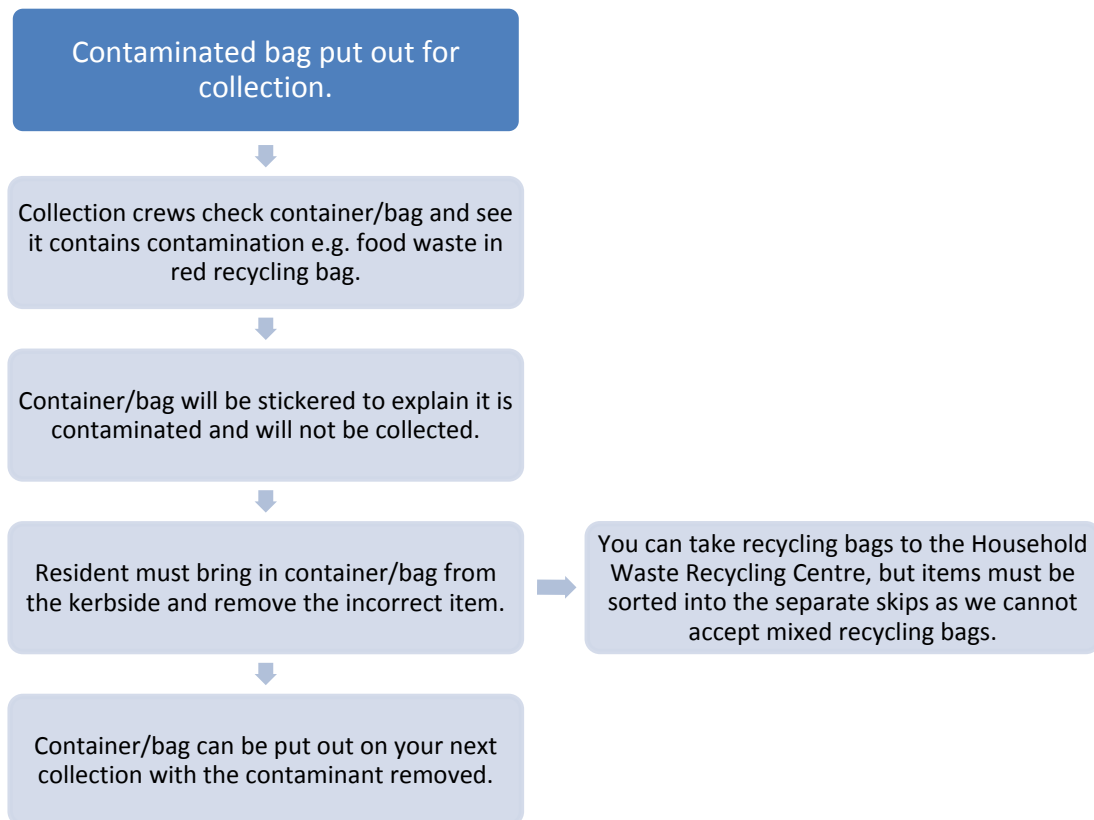
- Clothes, shoes, fabric and bedding
- Uncontained liquid waste
- Commercial/business waste
- Hot ashes (please allow to cool)
- Batteries
- Car batteries
- Hazardous wastes e.g. asbestos
- Corrosive substances including paint & oil
- Materials generated from construction, demolition, DIY home improvement or decorating e.g. Rubble, bricks, Plasterboard, Wood etc
- Soil, stones, Garden Waste (we have a dedicated collection for garden waste)
- Fluorescent tubes/low energy light bulbs
- Waste Electrical & Electronic Equipment e.g. Microwaves, TV's, Irons, Toasters, Kettles, Hairdryers, Electric Toothbrushes, Computers. Anything with
- Pesticides & weed killer
- Paint (in liquid form)
- Tyres
- [Bulky Waste](#) or large items such as furniture or appliances

Any items with the crossed out bin sign on it cannot go in your kerbside waste and must be taken to a Recycling Centre for correct disposal.

If you present waste which our operatives believe contains any of the above, or any not accepted materials, the operatives will not collect the waste. The collection crew is not permitted to remove contaminating materials. A label will be affixed to the container detailing the reason for non-collection, please note this will not be classed as a missed collection and we will not return to collect the waste.



Contaminated bag process flow chart



The crew will not return to collect rubbish containers rejected for collection, even if the offending material has been removed, until your next scheduled collection date. The disposal of the contaminant becomes the responsibility of the householder, who will be required to dispose of the waste in accordance with instructions provided by the Council Officer. Generally, the householder will be required to remove the waste contravening this policy. The container can then be presented on the next scheduled rubbish collection day for emptying.

Failure to comply with the instructions of the Council Officer may result in enforcement action being taken under appropriate legislation.

Absorbent Hygiene Products Service (Nappy Service)

Monmouthshire provides yellow single use bags for nappy and hygiene waste which are collected fortnightly in along with your refuse collection.

As with other recycling bags, the bags are available for you to collect from your local Community Hub. This service is free of charge to residents of Monmouthshire and does not require pre-registration.

For discretion, we are able to collect yellow bags from inside a small dustbin placed at the kerbside alongside your refuse.

The yellow bags must only be used for nappy and hygiene waste and associated items such as; disposable nappies, cotton wool, wet wipes, nappy sacks and absorbent hygiene waste products. If they are used for general household rubbish they will not be collected and will be subject to the contaminated bag process.

What happens in adverse weather?

We often experience periods of adverse weather where the priorities for delivery of the service are determined by what is safe and reasonable for our operatives to do. In many cases the waste operatives are usually diverted to deal with the adverse weather event or exceptional circumstance so the Council has to operate a reduced waste collection service.

We will prioritise the collection of residual/general waste above recycling in areas where it is safe to do so. You will be able to find up to date information in relation to your collections on our website or social media channels.

If it is unsafe for us to collect your waste, please note that this is not a missed collection for reporting purposes, we will endeavour to collect the waste when it becomes safe for us to do so.

What happens if my road is closed?

Where the Council has been notified of a road closure that will affect waste collections we will work with the contractor and may be able to assist residents in transferring waste to the safe location. You will be notified of any change that affects where you must present your waste.

We will endeavour to collect waste once it is in a safe accessible location; however if there is not a suitable safe location you are able to take your waste to the Household Waste Recycling Centres should you wish.

If there is an emergency road closure our operatives will do what they can to collect presented waste, if this is not possible for safety we will update Contact Centre and Hubs who will be able to provide you with additional information in relation to your waste collections.

I have moved into a new development, what does that mean for my waste collection?

Whilst under “developer control” – responsibility for presenting waste lies with the developer to present it to the Council in a location where we can safely and practically collect the waste. The developer should inform you of what this means when you take up residency of the property.

As developments become safe and viable for us to collect in a phased manner, you will be contacted by either the developer or the Council in advance of your collections being collected from the kerbside. The decision in relation to kerbside collections on new developments is with the Council and based on risk assessments and health and safety of our operatives and vehicles.

Communal Collection Points

A communal collection point is where two or more households present their waste in the same location.

In order to promote high levels of recycling and reduce fly tipping and deliver an operationally efficient service, the Council does not encourage communal collection points.

In exceptional cases where a communal collection point may be beneficial a Recycling Officer can visit and assess your requirements.

I live on a Private Road, what does this mean for my waste collection?

In normal circumstances we do not drive on a private road.

However, there are circumstances where it may be necessary to access a private road. In this instance, MCC vehicles will only travel on roads where it is deemed safe and suitable to do so.

The decision on safety and suitability will be made by an officer of the council in the form of a risk assessment and will take various factors into account such as surface condition, width and turning space of the road.

If MCC agree to access a private road, permission may be required from the owner and indemnity required towards any damages caused whilst delivering services.

Should a private road become unsuitable or deteriorate in condition, the Council will review to determine suitability for delivering services and advise the owner on the outcome and any remedy required to continue collections.

Should you wish to appeal a decision in relation to a Private Road, you can use the Council Complaints Procedure.

Missed Collections

A missed collection is defined as recycling or waste bags/boxes presented within the stated parameters of the collection policy (ie: placed out kerbside by 7am, correct materials present in the waste stream, presented in the correct containers) that is not collected by our collection crews either in error or due to unforeseen circumstances such as emergency road closure etc.

If MCC collection crews pass a property and there is no waste presented this is **NOT** classed as a missed collection.

In this instance, MCC collection crews will record when a property has no waste out for collection on an in-cab system which feeds information back to the contact centre.

If a 'missed collection' is reported to the contact centre by a member of the public but it has been recorded by our crew that waste was not presented, MCC will not return to collect the waste.

Members of the public will be advised to hold on to their waste until their next scheduled collection or use the Household Waste Recycling Centre.

If waste is presented but contaminated with materials not in line with the collection policy this will be classed as mis-presented, stickered as so by MCC collection crews and also recorded on an in-cab system which feeds information back to the contact centre.

If a 'missed collection' is reported to the contact centre by a member of the public but it has been recorded by our crew that waste was contaminated, MCC will not return to collect the waste.

Members of the public will be advised sort the waste into the correct receptacles, or remove the contaminant. The waste will then be collected on the next scheduled collection date or alternatively can be taken to the Household Waste Recycling Centres. (nb: the HWRC's don't accept red and purple recycling bags – you will need to separate the recycling out into different material streams).

If waste has been stickered as contaminated it is the resident's responsibility to remove this from the kerbside within 24 hours.

Please note if we are unable to collect waste as a result of an adverse weather or exceptional circumstance, this will not be classed as a missed collection and you will find further details on our website in relation to when full services will resume.

Please note the following guidelines for missed collections where the waste was correctly presented before 7am on the day of collection:

All waste streams - we will collect within 3 working days but we will endeavour to get there sooner.

All reports of missed collections must be made using the self-serve function on My Council Services, via the contact centre or in your local hub.

If you have confirmed missed collections on more than 3 occasions during a 12 month period, a Supervisor may need to attend to investigate the issues. The Council Complaints Policy is available if needed.

What to do if you are unhappy with the waste collection service?

If you are unhappy with the waste collection service, please use the Councils Complaints procedure to lodge your complaint, which will be directed to the correct officer and dealt with in accordance with the policy timescales.

Additional Services

Recycling Officer Visit

Recycling officer visits/contact can be requested if you have any problems or questions about your recycling/waste collection.

If a household has exceptional circumstances and require extra allowance of refuse, for example large families, you can request to have a visit from a recycling officer to discuss your needs. You can request to be contacted by a recycling officer if you have any problems or questions about your recycling collection. You can do this by contacting Monmouthshire County Council via the methods in the contact section of this document.

Bulky Waste Collection Service

Monmouthshire County Council provides a Bulky Waste Collection Service to collect furniture and large household items from residents. This service is operated by Homemakers Community Recycling. Homemakers Community Recycling is a registered charity and they aim to reuse or recycle all the items they receive.

Home collection costs start from £15 for 1-3 items and increases for additional items. More information can be found on Homemakers website - <http://www.hmcrecycling.co.uk/bulk-collection.html>

To arrange a collection please contact Homemakers on 01873 857618.

Commercial Waste Customers

Please note all the above policies are applicable to commercial waste customers.

If you require additional information on your legal obligation in relation to commercial waste please visit our website for more details.

Garden Waste

Please note there is a separate policy for Garden Waste Customers available online.

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Monmouthshire County Council aims to support and build resilient and sustainable communities.

Changes in legislation have resulted in two significant changes in relation to garden waste;

- Legislation allows the Council to charge for the collection of garden waste from domestic properties.
- Recent legislation proposes significant changes in the way waste is collected in relation to segregation

Since 2013 Monmouthshire County Council have operated a Garden waste permit scheme for which residents, and community groups across the council, to access. The scheme is paid for by a one off fee for a permit.

Period of Agreement

1. This agreement continues to be in force for the full service period and if cancelled by you at any stage within this period no refund will be issued.
2. The service period runs from 1st March 2019 until 30th November 2019.

Charges

3. The collection service period will run operate as described in Clauses 1-2.
4. Charges are set annually and you will be notified of any price increase at least 21 days prior to payment being due.
5. Notifications will take place via email (if an address is supplied), otherwise a letter will be sent out by Royal Mail.
6. For 2019 the charge is:
 - £18.00 for one bag to be collected
 - £36.00 for two bags to be collected
 - £54.00 three bags to be collected etc.
7. There is no limit to the number of permits a household may purchase and replacement permits will be issued free of charge per year.
8. A full service period charge is made irrespective of joining date.
9. Concessions are offered – details are below.

Process of Applications

10. The following information will be required to register for the service which is an online service.

- Name
- Address
- Contact Number
- Email address – please do try to provide this information so that we can reduce waste in sending out paper letters. We will only contact you directly in relation to garden waste system.
- Payment details

If you are unable to access the online service, please contact the contact centre or your local hub:

Community Hub addresses:

Abergavenny: Market Hall, Cross Street, Abergavenny, NP7 5HD
 Caldicot: Woodstock Way, Caldicot, NP26 5DB
 Chepstow: Manor Way, Chepstow, NP16 5HZ
 Monmouth: Rolls Hall, Whitecross Street, Monmouth, NP25 3BY
 Usk: 35 Maryport Street, Usk, NP15 1AE

Payment Method

11. MCC would prefer householders to pay on-line but offers other payment options as below:

- Online: <http://www.monmouthshire.gov.uk/recycling-and-waste/garden-waste>
- Over the phone: Contact Centre payment line: 01633 644705
- By card or cheque at your local [Community Hub](#)

Delivery of Bags/Licenses and Start of Service

12. After you sign up to the service, it may take up to 14 calendar days to process your application and for permits to be received and for your garden waste service to commence.

13. Your bag(s) will then be emptied on your next scheduled collection day after this 14 day period.

Concessionary Scheme

14. The County Council receives requests for free garden waste collection for community groups, churches and other organisations to dispose of grass and hedge clippings from larger community sites.

15. The current method of disposal of garden waste has an environmental cost, for example emissions of CO2 and particulates from road transport. We also appreciate that regular cutting of grass reduces its value for biodiversity, carbon sequestration through root development and capacity to absorb and retain water. If the County Council continues to provide concessionary permits this supports the retention of high maintenance garden

regimes and the environmental footprint of the Garden Waste Collection Service, both of which are contrary to overarching council principles of sustainability.

16. In order to encourage alternative (less intensive) approaches to land management to support the objectives set out in the legislation, national and regional policies, and Council principles we will be withdrawing the concessionary scheme for Garden Waste Permits.
17. In order to assist individuals or groups who are providing a community benefit by maintaining public open space, high way verges, community greens etc. the Council is prepared to offer a 100% discount on the cost of a permit.
18. Places of Worship, community groups and charities may be entitled to a concession but this will be limited to 2 bags per year per organisation as part of the usual registration process, unless special circumstances apply.
19. If you wish to apply for concessionary pass for garden waste please complete the registration process as above and ensure you include sufficient detail of the area to be maintained, frequency of maintenance and any photographic evidence available.
20. If you require more than 2 bags per year per organisation, the Council's Waste Awareness Officers or Supervisors will meet the individual/group at the site to be maintained and determine the number of bags to be provided and collection location if more than the standard issue number of permits is requested.

Loss/Damage to Bags

21. The garden waste bag(s) remain the property of Monmouthshire County Council.
22. The security of the garden waste bag(s) is your responsibility.
23. You shall be responsible for maintaining the cleanliness of the garden waste bags.
24. The Council will replace up to two bags per year (due to loss or damage) free of charge.
25. The Council recognises that over time the bags may need replacement. Replacements will be dealt with on an individual basis, if you feel your bag requires replacement please collect replacements bag/bags from your nearest Community Hub.
26. The Council will ensure that only bags at the registered address will be collected.
27. If registered bags are found at alternative properties, the bags will be returned to the rightful owner unless a replacement bag(s) has already been issued.

Garden Waste - Rules

28. Only garden waste may be disposed of:
(Please note we cannot accept soil, stones, gravel, cat, dog or bird waste/litter).
 - Grass cuttings
 - Weeds

- Leaves and bark
- Plants and cut flowers
- Hedge clippings and pruning's
- Twigs and small branches (max 2" diameter)

29. All garden waste must be contained within the bags provided. Any garden waste not contained in a MCC bag will not be collected.
30. The bags will not be collected if the garden waste is placed in any other type of bag other than the Council provided bag(s).
31. If the garden waste bag(s) is contaminated with other household waste, the garden waste bag(s) will not be collected and will be tagged. You will need to remove the unacceptable material before your next scheduled collection day.
32. Please note that as a result of changes in legislation in relation to segregation you must not include food waste in with your garden waste.
33. The bags must not be overflowing – all garden waste must be inside the bag. If it is overflowing the Council reserves the right to not empty the bags.
34. The garden waste bag must not be too heavy. The operative will have to lift the bag to shoulder height. There is no set weight limit. If the operative cannot safely lift the bag the council reserves the right to not empty the bag.
35. The garden waste bag must be left at the boundary of your property, adjacent to the public highway, or at a collection point agreed by the council, by 7am on the day of collection. If you have, or would like an assisted collection for your garden waste, please contact the help desk who will be able to direct your enquiry. Please do not apply for your permit unless you have spoken to the contact centre in relation to your assisted collection.
36. If the garden waste bag(s) is not presented as prescribed in Clause 24-32 above, the collection crew will not return until the next scheduled collection day.
37. If the Council believes a free of charge permit is being used outside of the scope of this agreement an investigation will be undertaken and the concessionary pass may be revoked.

Collection Frequency

38. Missed collections must be reported to Monmouthshire County Council within 1 working day of the normal collection day.
39. Garden waste is currently collected weekly. The Council reserves the right to change collection frequencies following 12 weeks written notice.
40. The Council will make every effort to maintain collections during adverse weather conditions. However, the council reserves the right to suspend or delay collections in exceptional circumstances, and will not offer a refund in such circumstances.

41. The council reserves the right to change your collection day subject to providing you with written notification.
42. The Council commits to providing a quality service and bags will be replaced following collecting carefully and tidily at all times.
43. The service will now run seasonally between March and November for collections, however residents may still use the household waste recycling centres which will take garden waste all year round for recycling.

Moving Within Monmouthshire

44. If you move within the County you must notify the Council who will then arrange to transfer your permit to your new property. You are responsible for taking your existing bags with you, unless they are damaged and require replacement, see clause 21 above.
45. If the Council is notified of a change of address, via a new permit application from a resident, it may in its absolute discretion cancel the permit at the old property.

Moving Outside Monmouthshire

46. As a result of differing Garden Waste schemes being operated in neighbouring authorities, the Council are unable to offer a transfer if you move out of the County.
47. The permit is non-refundable once issued.

Fair Processing Notice

How we will use your information:

48. The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation. The council has a duty to protect the public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes. The Council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for detecting / preventing fraud or auditing / administering public funds. We will not disclose your personal information to third parties for marketing purposes.
49. The Council may be required to pass on the information you have provided to other bodies for administrative purposes and as required by law. The information will only be used for specific purposes allowed by law. Monmouthshire County Council is a 'data controller' for the purposes of the Data Protection Act 1998.

General Data Protection Regulation (GDPR)

Data Privacy Notice

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to allocate your Garden Waste collection and by completing this form you are making the request to opt-in for this service contract. Without this information, our Waste and Street Services team within MCC may not be able to fulfil your service request.

In order to fulfil this service, your details will be legitimately shared with Euclid LTD to create your permit and Clarke Printing to generate a letter to inform you of the service in a safe and secure manner. Your personal details will not be shared further, unless in relation to any other legal obligations.

Your records will be safely stored and retained in line with our retention policy, for the duration of the services received plus one year. This will not change unless we need to retain under another lawful basis. However, we will continue to hold any details you register with through My Monmouthshire to enable you to easily contact us, report incidents or apply for new services in the future. Please see our [My Monmouthshire Privacy Policy](#) for further information on how we use your registration details and for information on how you can de-register from My Monmouthshire.

You have the right to request erasure of your details and to receive a copy of the information that you have supplied us.

Should you need to make a complaint about the way your data has been processed, please contact MCC's Data Protection Officer on: 01633 644 647 or if you are not fully satisfied you may contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline: 0303 123 1113

For further details on your data privacy please contact: 01633 644 644 or email: contact@monmouthshire.gov.uk

Moi

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'Ystyr tipio anghyfreithlon yw gadael gwastraff ar dir yn anghyfreithlon. Gall tipio anghyfreithlon lygru'r amgylchedd, niweidio iechyd dynol a difetha'n mwynhad o'n trefi a'n cefn gwlad.'

'Fly-tipping is the illegal dumping of waste on to land. It can pollute the environment, be harmful to human health and spoils our enjoyment of our towns and countryside.'

Title	Waste & Street Services Fly Tipping Policy
Purpose	The purpose of this document is to describe the current legislative context and operational procedures for dealing with fly tipping in the County.
Owner	Carl Touhig
Approved by	Policy Working Group Select Committee??
Date	Date that this document was approved
Version Number	0.1
Status	Draft awaiting approval
Review Frequency	Annual review
Next review date	12 months from committee approval
Consultation	Highways/Planning

Definition

'Fly tipping is the illegal deposit of waste on land contrary to Section 33(1)(a) of the [Environmental Protection Act 1990](#). The types of waste fly tipped range from 'black bag' waste to large deposits of materials such as industrial waste, tyres, construction material and liquid waste.'

How much waste does there need to be for it to be Fly Tipping?

The minimum size of illegal deposit of waste that constitutes a Fly Tipping incident is a single black bag such that it cannot be dealt with by a manual street sweeper, and where it has not been put out for household waste collection, whether on the correct collection day or not.

The council is only responsible for collecting fly tipping on Monmouthshire County Council owned land and public highways.

Land owners have a legal duty to keep land clear if it is publically accessible and the Council will endeavour to progress any cases of fly tipping on private land to the land owners where possible.

Target Performance

Monmouthshire County Council target for clearance of fly tipping is five working days upon receipt of a fly tipping report. Reports can be made by phone or in person to one of the local contact centres, via the County Council website using the report a problem tab or using the My Monmouthshire App. Our operatives will investigate the report, and if confirmed, clear away any waste. If the report is not confirmed as a Fly Tipping for which the council has responsibility the person reporting will be notified via the My Monmouthshire App, and the Council will make efforts to contact the landowner.

Investigations and Prosecutions

Reports of fly tipping will be investigated automatically where there is sufficient evidence to do so for example, where black bags are present; where the fly tipping is reported as a large load; where the report highlights evidence of names or addresses within the waste; or where the complainant indicates that they know who committed the offence.

Monitoring Data Collection, Reporting and Statistics

The County Council collects data on the number of confirmed fly tipping incidents, the type of fly tipping, the approximate size and weights of individual fly tipping and performance against the 5 day clearance target. Data is submitted to the Welsh Government on a quarterly basis along with information on investigations and prosecutions. See Appendix 1 for WG reporting classes

Communication with Complainant

A record of each incident is recorded and stored on the MyMonmouthshire database. If the report is made by a registered person who have provided an email address, they will receive automatic updates on progress of the complaint.. Other complainants can request updates in person at a contact centre or by phone using the unique fly tipping reference given when the report was made.

Appendix 1: Fly Tipping size and class reporting classifications required by Welsh Government

Size categories	
SBB	Single Black Bag
SI	Singe Item
CB	Car Boot Load
SV	Small Van
T	Transit
TL	Tipper Lorry
SML	Significant Multiple Loads

Class categories
Animal carcass
Green
Vehicle parts
White goods
Other electrical
Tyres
Asbestos
Clinical
Construction / demolition / excavation
Black bags - commercial
Black bags - domestic
Chemical drums - oil or fuel
Other household waste
Other commercial waste
Other (unidentified)

Appendix 2 Non-standard types of waste

Abandoned Cars

Abandoned cars are dealt with by Environmental Health Department. Where an owner can be traced, the owner will be required to arrange collection and/or disposal. Where no owner can be traced, the County Council will employ a salvage company to collect and dispose of the vehicle. If the vehicle is causing restriction on the Highway, our Highways department will work with us to resolve the issues whilst we investigate and meet the timescales for collections.

Asbestos

Small quantities of low risk asbestos are collected and disposed of by EPA crews. Where large quantities or high risk asbestos is present in fly tipping, the County Council employ specialist asbestos clearance and disposal contractors to collect and dispose of this type of waste.

Dead Animals

If a dead animal is causing a road safety hazard on a highway under our control, the County Council will organize collection and disposal. For other cases of dead animals reported to the County Council the following applies:

Dead wildlife:

All animals die at some point and the remains of wild animals are resource for a wide range of other wildlife. Unless a dead wild animal, for example: a deer, is causing a road safety hazard, the County Council does not collect or dispose of dead wildlife.

Dead wild animals are not classed as fly tipping.

Domestic Livestock, horses (and other equines), dogs and cats:

There are a number of regulations related to animals that affect how they should be treated including with regard to their disposal after death. Animals are treated in accordance to these regulations:

Where it is possible to identify an owner of an animal, for example, livestock ear tags, or collar tags. The owner will be contacted and given the opportunity to collect and dispose of the animal within two days. Where the owner is unable to do this or the animal is causing a road safety or health hazard, the County Council will arrange collection and disposal and attempt to recover the costs from the owner

Where it is not possible to easily¹ identify the owner of the animal, the County Council will arrange collection and disposal.

Disposal of animal carcasses will be via incinerator services or hunt kennels where these facilities are registered to accept animal carcasses or via a registered Knacker Man

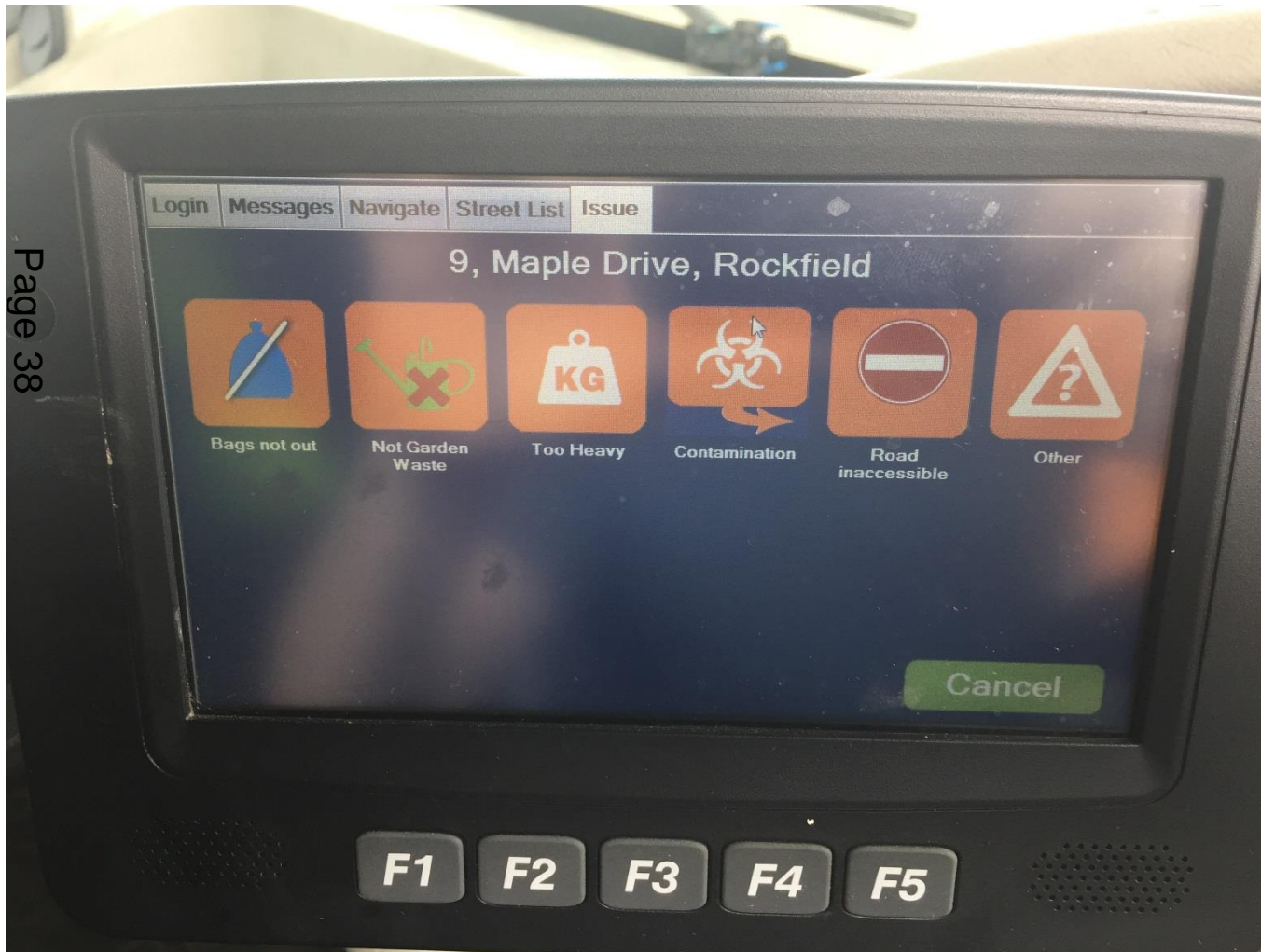
¹ For identification purposes, animals will be checked for visual identification only, such as ear tags, tattoos or tags attached to collars if present.

Other pets and exotic animals.

The County Council will take advice in the event of receiving a report of a dead exotic animals and other pets.




















- Displays all properties on collection round
- Displays the 8 nearest properties to the location of the vehicle
- Displays assisted collections/extra allocations/other info



- Allows crews to report on any property or street on their round
- Reports can be on non-presented waste, contamination in recycling, heavy bags...
- Crews can report in real time back to the office/customer

Contact centre/ back office view

Issue	 Search House No / Name	Streetname	Town	Postcode	UPRN	Round	Location	Date	Time 
Bags not out	 27	KNOLL ROAD ABERGAVENNY	Abergavenny	NP7 7AN	100100270460	Mon Week1 Organic R		04Mar19	16:05
Bags not out	 34	BELGRAVE ROAD ABERGAVENNY	Abergavenny	NP7 7AG	10033335937	Mon Week1 Organic R		04Mar19	16:05
Bags not out	 30	BELGRAVE ROAD ABERGAVENNY	Abergavenny	NP7 7AG	100100269346	Mon Week1 Organic R		04Mar19	16:05
Bags not out	 8	KNOLL ROAD ABERGAVENNY	Abergavenny	NP7 7AN	100100270465	Mon Week1 Organic R		04Mar19	16:05
Bags not out	 16	KNOLL ROAD ABERGAVENNY	Abergavenny	NP7 7AN	100100270469	Mon Week1 Organic R		04Mar19	16:02
Bags not out	 20	KNOLL ROAD ABERGAVENNY	Abergavenny	NP7 7AN	100100270471	Mon Week1 Organic R		04Mar19	16:02
Bags not out	 8	MEADOW LANE ABERGAVENNY	Abergavenny	NP7 7AY	100100270635	Mon Week1 Organic R		04Mar19	15:56
Bags not out	 31	CRESTA ROAD ABERGAVENNY	Abergavenny	NP7 7AU	100100269746	Mon Week1 Organic R		04Mar19	15:39
Bags not out	 29	CRESTA ROAD ABERGAVENNY	Abergavenny	NP7 7AU	100100269745	Mon Week1 Organic R		04Mar19	15:39

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Public Document Pack Agenda Item 5a

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Strong Communities Select Committee held
at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA on Thursday, 31st
January, 2019 at 10.00 am**

PRESENT: County Councillor J. Pratt (Chairman)
County Councillor A. Webb (Vice Chairman)

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

Also in attendance County Councillor(s): P. Murphy and S.B. Jones

Mr. N. Vincent - Resident
Ms. S. Squire - Resident
Councillor P. Sutherland (Llanbadoc Community Council)

OFFICERS IN ATTENDANCE:

Peter Davies	Chief Officer, Resources
Mark Howcroft	Assistant Head of Finance
Dave Loder	Finance Manager
Richard Williams	Democratic Services Officer

APOLOGIES:

County Councillor R. Harris

1. Declarations of Interest

County Councillor A. Easson declared a personal, non-prejudicial interest pursuant to the Members' Code of Conduct in respect of agenda item 5 - Revenue and Capital Monitoring 2018/19 Outturn Statement regarding car parking implications in respect of blue badge charges, as he is a blue badge holder.

2. Public Open Forum

The Chair invited members of the public present to put questions to the Select Committee, or to raise issues of concern:

Speed Management Strategy

A resident outlined the following points:

- Concern was expressed that the time allowed for public consultation was less than originally proposed by the Select Committee over 18 months ago.
- The Head of Operations had informed the resident in February 2018 that public consultations were anticipated to be underway within weeks of that date.

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- The Select Committee, in July 2018, had stated that it was hoped that the public consultations would be arranged before August 2018.
- The resident considered that the Speed Management Policy had been put in as an appendix to a Road Safety Policy, which had been made available for public consultation via the Area Committees. It was considered that this process fell short of the commitment to public consultation that had been proposed.
- The Speed Management Policy, established via a working group that had not included any representation from the public, is an 80% copy of Caerphilly County Borough Council's Speed Management Policy produced in 2009.
- Caerphilly's policy does not have the same impact on rural communities. Monmouthshire is 97% rural. The rural problems regarding traffic speeds differ from the problems occurring in urban areas. Measurement of these problems also differs.
- It is difficult to undertake accurate speed measurements in rural areas. Tubes across the road measure all traffic speeds including bicycles. This can result in a low level of average speed recordings. Therefore, making it difficult for rural communities to obtain a lower speed limit due to the data being skewed.
- The 85th percentile ignores the top 15% of highest speeding vehicles. However, it is this 15% of speeding vehicles that residents are concerned about.
- The Policy does not give enough weight to these facts for communities to be successfully campaigning for lower speed limits.
- The Police are unaware of the traffic issues relating to the area in which the resident lives. Local people know what the problems are. However, under the policy, local people will not be invited to meetings. Local people need to be included in working groups.
- The Policy does not meet the needs of the rural community.
- The Policy needs to have an appeals process.
- The results of consultations should be published including the complaint assessment.
- Amendments from the consultation process need to be included in the Policy.
- Remove reference to 'complainants' and re-word appropriately.

Llanbadoc Community Council

The following issues were raised by a representative from Llanbadoc Community Council:

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- The representative thanked officers for the work undertaken at Usk Island car park in improving the security there.
- It was hoped that ongoing discussions regarding moving the barrier nearer to the road could be pursued, as it is considered that this will further improve the security at the site.
- The Community Council has submitted a bid to Welsh Government for the resurfacing of Llanbadoc Island car park.
- The representative endorsed the comments raised by the resident in respect of road safety. The Community Council would like to see progress in this matter.
- The Community Council expressed concern regarding the future of the Usk Civic Amenity Centre in terms of the possible closure or termination of days of operation on the site.

In response to the issues raised by the resident and the representative of Llanbadoc Community Council, the following points were noted:

- The Head of Operations had taken account of the points raised by the resident at today's meeting and those raised at the Lower Wye Area Committee in which the resident had addressed that Committee. The Head of Operations asked the resident to further elaborate on these points, in the form of a note, so that the issues might be incorporated into the draft Policy. Alternatively, The Cabinet Member, with the Head of Operations and the local Member, could meet with the resident to further discuss the issues raised.
- The Cabinet Member stated that he would welcome a meeting with the resident in which the Head of Operations and the local Member would be invited to attend.
- The representative for Llanbadoc Community Council stated that the Community Council would welcome being involved in any meeting pursuing the road safety issues raised. The Head of Operations would liaise with the Community Council representative in respect of this matter, in due course.

3. Capital Strategy Assessment 2018-19 and Draft Capital Budget Proposals 2019-20 to 2022-23

Context:

1. Chartered institute of Public Finance and Accountancy (CIPFA) produced a revised regulatory Code in December 2017, which included a need for local authorities to produce a Capital Strategy. The requirements were staggered with an aim for reporting compliance during 2018/19 with a full Capital Strategy implemented for 2019/20. This report concentrates on the former in evaluating the governance, planning and priority setting involved in presenting 2019-20

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capital budget proposals and the 3 years thereafter making up the collective capital medium term financial plan.

2. CIPFA reported that a Capital Strategy should be tailored to individual circumstances and consequentially does not volunteer a prescriptive format. The overall intent is that any Capital Strategy should allow Members to understand how stewardship, value for money, prudence, sustainability and affordability will be secured. The overall purpose of a capital strategy being to provide opportunity for engagement with Full Council to ensure overall strategy, governance procedures and risk appetite are fully understood by all elected members.
3. The code, in describing the Capital Strategy, reports it can be delegated to Cabinet (or similar body) with Full Council being responsible. The Authority's approach is to report budget setting process through Cabinet, with consideration and approval of the future capital programmes resting with full Council. The Council's Constitution is consistent with compliance requirements. It is anticipated that the actual resulting capital strategy will be reconciled and consistent with a wider financial strategy and both available for consideration during the spring cycle of meetings.

Key Issues:

Strong Communities Select Committee to consider and provide feedback upon the budget assumptions, pressures and savings proforma affecting this Select portfolio area.

1. That Cabinet considers the capital strategy requirements and assesses the preparedness of current practices to satisfy capital strategy compliance obligations for onward endorsement to Council as part of capital strategy report in January 2019.
2. That Cabinet considers the annual core capital programme identified in Appendix 2 for 2019-20, together with the additions proposed in paragraphs 6.14 to 6.18, and issues its draft capital budget proposals for 2019/20 to 2022/23 for consultation purposes.
3. That Cabinet reaffirms the principle that during the financial year, any new schemes volunteered can only be added to the programme if the business case demonstrates that it is self-financing or if the scheme is deemed a higher priority than current schemes in the programme and therefore displaces it.
4. When considering the relative merits of projects and potential displacement, that Cabinet considers the indicative priority matrix supplied in paragraph 4.15, either endorsing or amending it for onward consideration by full Council.
5. That Cabinet considers the extent of proposed sale of assets captured in exempt Appendix 5, in order to support the capital programme, and that once agreed, no further options are considered for these assets.

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6. That Cabinet notes the potential forecast of capital receipt levels, prior to the consideration of using £75,000 of receipts balance to afford condition survey work to update historic condition survey information and a ceiling of capital receipts funding of £300,000 to assist with the business case affordability of Severn View Residential Home replacement. Any excess of capital receipts generated thereafter is proposed to be applied by Treasury colleagues in a fashion that will mitigate minimum revenue provision costs and interest payments, to assist with revenue budget management. This is a change in capital receipt strategy to that applied in earmarking receipt generation to afford Members tranche A Future Schools aspirations. This will mean that any further school redevelopment will need to derive a greater extent of revenue headroom to afford the prudential borrowing financing of such developments.

Capital Strategy Summary Considerations

1. The Capital Strategy sets out the council's approach to capital investment over a longer timeframe than is traditional in the 4 year medium term financial plan and will provide a framework through which our resources, and those matched with key partners, are allocated to help meet strategic priorities.

It is about planning, prioritisation, management and funding and is more informed by the council's consideration of:

- Corporate Plan
- Asset Management Plan
- Commercial Investments Strategy
- Treasury Management

Member Scrutiny:

The Assistant Head of Finance/Deputy Section 151 Officer presented the report and invited questions and comments from the Select Committee, as follows:

- A Member asked about any areas of uncertainty in the Capital Programme, and any plans to mitigate them. Maintenance of assets is the main aspect and available funds are distributed as appropriately as possible. The main pressure is highway maintenance. The Capital Programme is not yet finalised, some bids are outstanding and next year some additional resources are likely to be included in the final settlement.
- The Member expressed concern about interest rates going forward, factors that may affect them and the position of lenders. Members were referred to the Treasury Management Strategy. It was added that the Public Works Loan Board provides concessionary loans to the public sector at a preferential rate. There is also a policy of internal borrowing to keep borrowing costs low. Additionally, short term loans are used recurrently as they are currently less expensive than longer term loans.

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- A question was asked about the tendering process for the new schools. It was confirmed that the same contractor was used for the two new schools, and that the contracts were put out to public tender. Welsh Government is looking at the advantages of a design model for all new schools in Wales to assess potential for economy of scale and similar pupil experience. The Cabinet Member, Resources explained that the design of both new schools was based on the requirements of the pupils, staff and curriculum. In response to a comment, the Cabinet Member assured that both schools are built to the correct standards, and staff are involved with the design team. Snagging and defect work is ongoing and any lessons learned will be taken forward.
- A Member asked for information regarding £75,000 for a conditions survey and was informed that this is the cost of new conditions surveys for existing assets.
- Considering the £300,000 earmarked to assist the business case for Crick Road, a Member asked for an update on viability. It was responded that the costs are currently being checked. It was noted that the project doesn't currently balance hence the addition of a buffer to facilitate the project going forward. It was confirmed that there are two business case options are under consideration; 32 bed (social care) and 48 bed (32 social care and 16 health related). Discussion continues with the Health Board. It was questioned if this falls within the Investment Committee's portfolio but explained that it is a Capital expenditure decision for full Council.

Committee's Conclusion:

The Chair summarised that there had been some excellent questions about the Capital Assessment Strategy through discussion of investments e.g.:

- 21st C Schools
- Replacement of Severn View

The Assistant Head of Finance/Deputy Section 151 Officer was thanked for his attendance at the meeting.

4. Summary Revenue Budget Proposals 2019/20

Context:

The backing main report is being shared with all Select Committee members so that they can understand the holistic budget position being considered by Cabinet. The holistic nature of that report recognises that savings proposals should not be viewed in isolation, and may be necessary to allow other service priorities to be maintained.

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Subsequent to the consultation process and feedback from individual Select Committees and other representative groups on particular proposals, the resulting report will be provided to full Council in its consideration of settling a balanced budget for 2019/20.

This abridged report seeks to ensure that all proposals have a designated scrutiny oversight.

Key Issues:

It is recommended that the Select Committee considers specifically the table of pressure and savings identified in the report, with a view to providing pertinent feedback on the adoption or otherwise of such by full Council in its subsequent consideration.

Member Scrutiny:

The report was introduced by the Cabinet Member, Resources and the Assistant Head of Finance/Deputy Section 151 Officer. Questions and comments were invited as follows:

- A Member raised the concerns of the Monmouth and District Chamber of Commerce regarding increased car parking charges. It was suggested that reduction in usage should be measured and mitigating action taken if necessary to maintain footfall in our towns. The Head of Operations clarified that usage information for each car park with a pay machine can be provided to Members. The Head of Operations explained that the reasons for the decline in high street shopping are complex, related not only to car parking but to the broader high street retail offer in the town. The Cabinet Member added that information on vacancy patterns and general usage is being collected to feed into the decision making process. The Head of Operations reminded the Select Committee that when car parks were last reviewed, a decision was taken that each town would have one free car park.
- A Member shared a preference for 2-3 hours free parking in Usk (or minimal charge with those wishing to stay longer charged more). In response to a query, it was confirmed that the newly installed machines accept contactless, card and cash payment. The Head of Operations informed the Select Committee that car parking in Usk will be part of a broader review of Usk that will include the retail office and public realm.
- A Member asked how the money from car parking can be spent, and a fuller report was requested. It was questioned if available space is sought for parking, referring specifically to Severn Tunnel Junction. It was requested that the money from the joint partnership with Rogiet Community Council is forwarded. It was also asked if the need for restricted parking on Station Road at the junction of Caldicot Road can be addressed to limit commuter parking. The Head of Operations confirmed that the funding can only be used to pay back investment into car parking, public transport and traffic management. Considering Severn Tunnel

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Junction, it was confirmed that the £100,000 is to provide a basic car park but a bid for substantial funding has been made to provide a park and ride car park. The Head of Operations will follow up the query about funding due to Rogiet Community Council. Regarding Station Road, it was agreed that some work is required.

- A Select Committee Member asked if there had been any feedback about car parking charges for Blue Badge holders. The Cabinet Member, Resources reported that there was some disquiet from carers and disabled people. Comments received will be considered in final proposals.
- A Member commented that some supermarkets provide free parking for 1½ -2 hours and asked if there was a possibility that everyone could have a free first hour. A Member advocated the same policy for the whole county and at least two hours free was suggested as a practical option.
- A question was asked about the viability of services at all household waste transfer stations where there are various day closures. A study has been requested on future feasibility. It was agreed that two sites need more investment. Regarding reducing opening times, it was explained that it is more cost effective to close for two days per week than to reduce opening hours each day.
- Concern has been expressed about the Mitchel Troy site closing on Thursdays and Fridays as there could be overuse on Saturday and Sunday with consequent congestion on the road between Trellech and Monmouth. It was suggested that the days of closure could be switched with Usk and responded that this could be an option. Assurance was provided that sites are available every day.
- A Member supported Usk household waste transfer station remaining open and long term moving away from the car park on health and safety grounds. It was responded that potential alternative sites for Usk and Monmouthshire have been considered.
- Related to site closures, a Member commented that black bag usage and fly tipping could increase. It was suggested that contactless charging could be introduced for out of county, non-permit holding users instead of the need to handle cash. Additionally, a Member suggested providing a visible sign to be hung from a vehicle rear view mirror to indicate Monmouthshire residence.
- The Head of Operations agreed that increases in black bag usage and fly tipping will be monitored. The feasibility of contactless payment and a hanging permit can be considered for future schemes. More information on potential timescales will be provided outside the meeting.
- A Member questioned why there is no collaboration with neighbouring authorities, specifically, Newport City Council. The Cabinet Member, Resources informed the Select Committee that there has been communication but no outcome to report currently.

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- A question was asked about the potential loss of a grass cutting contract with a housing association, and consequent effect on staffing. It was confirmed that a very cost effective bid has been submitted and the outcome will be reported to Members when the contract is awarded.

Committee's Conclusion:

The Chair thanked the Head of Operations for his attendance.

5. Revenue and Capital Monitoring 2018/19 Outturn Statement

Context:

The purpose of the report is twofold:

- To provide all Members with holistic information on the revenue and capital outturn position of the Authority at the end of reporting period 2 which represents the financial outturn position for the 2018/19 financial year based on October inclusive activities.
- To 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.
 - Monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

Recommendations Proposed to Cabinet

1. That Members consider a net revenue forecast of £316,000 surplus, and approves the local education authority costs of compromise agreements being borne by the corporate redundancy budget rather than Children and Young People Directorate.

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2. That they also recognise circa £1.3m extra capital resourcing provided recently and note that the revenue forecast is predicated on capitalising £444,000 expenditure accordingly, a decision that still needs to be considered by full Council in January 2019.
3. That Members note the 86% delivery of the budget setting savings agreed by full Council previously and a need for remedial action/savings in respect of £727,000 savings reported as delayed or unachievable by service managers.
4. That Members consider the capital outturn spend of £40.8m, introducing a £1m anticipated overspend and the presumption made around financing such as per para 3.6.7. of the report.
5. That members note the anticipated use of reserve funding predicted at outturn and the low level of earmarked reserves, which will notably reduce the flexibility the Council has in re- engineering services and facilitating change to mitigate the challenges of scarce resources going forward.
6. Members note the extent of movements in individual budgeted draws on school balances, and reported recovery plan intentions as a consequence of their approving changes to Fairer Funding guidelines since month 2.

Member Scrutiny:

- A Member asked about street lighting, and the move to LED lights and questioned the increased energy costs to £72,000 per annum. It was responded that lighting columns and lights were changed under a Welsh Government Scheme that incurred some costs to pay the loan. Savings will be achievable in the longer term. The Member asked about the effect of the drop in the value of the pound and oil prices, and a no deal Brexit. It was suggested that prices are rising and the authority is mitigating by undertaking energy efficiencies e.g. PV panels and solar farms. There is an option to apply for generating status to become more self-sufficient. Information was provided that the value of the energy contract has increased by 16%.
- The Chair asked about reserves and the ability of the authority to cope with major problems, and to protect our rural community e.g. in relation to Brexit. It was responded that the council has £7million for the short term and then Welsh Government would be expected to step in.

Committee's Conclusion:

The Chair commented that there had been an excellent debate on the budget, and thanked the officers for their attendance.

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January, 2019 at 10.00 am**

6. Confirmation of Minutes

The minutes of the Strong Communities Select Committee meeting held on 6th December 2018 were confirmed and signed by the Chair.

7. Action list

The Action List was noted. An update was requested on actions completed.

8. Strong Communities Select Committee Forward Work Programme

The Forward Work Programme was noted.

13th February 2019: Special Meeting on Toilet Strategy – For information, it was confirmed that site visits to as many Council owned toilets as possible throughout the county, including those adopted by town and community councils, will be undertaken, and previous survey work will be included. Members were encouraged to read all the material provided.

9. Cabinet & Council Forward Work Programme

The Cabinet and Council Forward Work Plan was noted. Clarification was requested regarding which Select Committee would consider questions about Mounon House Special School.

10. Next Meeting

13th February 2019 at 10.00am (pre-meeting 9.30am): Special Meeting – Toilet Strategy.

21st March 2019 at 10.00am (pre-meeting 9.30am).

The meeting ended at 12.30 pm.

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Public Document Pack Agenda Item 5b

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held
at Council Chamber, County Hall, The Rhadyr USK - County Hall on Wednesday, 13th
February, 2019 at 10.00 am

PRESENT: County Councillor J.Pratt (Chairman)
County Councillor A. Webb (Vice Chairman)

County Councillors: L.Dymock, A. Easson and R.Roden

OFFICERS IN ATTENDANCE:

Roger Hoggins	Head of Operations
Nicola Perry	Senior Democracy Officer
David Jones	Head of Public Protection
Jan Baldwin	Cleaning Manager

APOLOGIES:

County Councillors V. Smith

1. Declarations of Interest

There were no declarations of interest.

2. DRAFT LOCAL TOILETS STRATEGY

Purpose:

To undertake scrutiny of the draft Monmouthshire County Council Local Toilets Strategy.

Key Issues:

Part 8 of the Public Health (Wales) Act 2017 'Provision of Toilets' came into force on 31st May 2018. It places a duty on each local authority in Wales to prepare and publish a local toilet strategy for its area.

Local authorities in Wales now have the responsibility to –

- Assess the need for toilet provision for their communities
- Plan to meet those needs
- Produce a local toilets strategy, and
- Review, update and publicise revisions to the strategy.

Local authorities must prepare and publish their strategies by 31st May 2019. The duty to prepare a local toilets strategy does not require local authorities to provide and maintain public toilets directly. Indeed, further to the work of the 'Public Convenience Working Group' in 2009 (a sub-group of this committee), most public toilet blocks were successfully transferred to Town and Community Councils to manage. It is for the County Council to take a strategic view on how publicly accessible toilets can be provided and accessed across the county.

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Member Scrutiny:

The Chair checked that Members had received the report put together from a site visit last week, visiting 19 toilet facilities in the area and highlighted that the Committee needed to consider and comment on the Draft Local Toilets Strategy and discuss any issues raised. Copy report: [Toilet Survey](#)

The Head of Public Protection informed Members that a one off Welsh Government Grant of £17,200 was available for additional work to develop and publish the LT strategies which will need to be reviewed by May 2021.

Although it was reported that there was a low response from the survey, possibly due to the Christmas period, the following findings were recorded

80% too few facilities
52% locations not convenient
41% not feeling safe 50% safe
69% more info on location
31% lack of facilities
51% satisfied.
46% cleanliness
49% think should be free to use
Issues raised re baby changing facilities and disabled access.

A Town Council survey resulted in slightly more responses but with similar findings.

Gwent Police recommend that the facilities don't remain open too long because of drug taking and anti-social behaviour. Cleaning staff have a very difficult job and will start logging issues relating to syringe usage to support the Police within Health and Safety considerations.

Councillor A. Webb presented findings of the recent site visit undertaken by three Members of the Committee, highlighting the need to ring-fence the £17,200 grant.

Issues that were raised were not necessarily aimed at cleanliness but also outside maintenance, water pressure issues and building structural condition alongside issues of unsightly equipment in areas of tourism interest. Concerns regarding rodents, drug abuse, graffiti, baby changing facilities and disabled access were also considered.

The Rotary Club were endorsed for their input via Monmouth Town Council and should be encouraged elsewhere.

The Chair mentioned that it was important for Property Services to do an audit as soon as possible to see what needs attention.

It was noted that certain community councils have the funding available for dealing with such issues but it should be followed up with them that standards are met.

A contribution from the disabled community was reported in the form of a letter which highlighted issues regarding the emergency alarms, the size of the facilities being reduced by pipes in floor ducts, access for wheelchair users and support rails' colour and location. It was important to bear this in mind when thinking about provision for the next 10 years.

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The Chair formally thanked the Cleaning Manager for her contribution on the visits and raised the following points.

- It would be more beneficial if a pot of money could be available to deal with issues as and when they happen rather than trying to rectify problems after they have happened.
- We do not receive many complaints but more concerns from public about people not leaving the cubicles in a condition that one would like to find it.
- As Monmouthshire is a tourist area toilets are essential for visitors who could potentially spend their spare time elsewhere if these facilities were closed.
- The staff maintaining the facilities in Monmouthshire do an excellent job and thanks were recorded.

A question was raised regarding finding out the best practice for the blue light system and the disabled alarm system. It was confirmed that an answer to this was pending. Also communication with other authorities would be sought throughout Wales.

A Member commented that Abergavenny had a high response rate to the survey whereas Caldicot had only 5%. This could be due to Waitrose and cafés/restaurants in the area so are they needed or do we need to get further feedback. Response was that it could be that if public are happy or have no concerns, they don't tend to respond well to questionnaires.

Responding to a question regarding Health and Safety point of view, the Chair stated that none of the facilities ticked all the boxes due to no investment being put into the toilets and not maintaining them properly due to lack of money.

With regard to Abergavenny, it was considered that perhaps the Council had failed to encourage the Town Council to take on some responsibility which had resulted in the response to the survey for that area. It was noted that rather than close the toilet facilities in Monmouthshire, the vast majority had been transferred to the Town and Community Councils however we provide services on their behalf. All this information was contained in the Officer's report.

Taking into consideration that Monmouthshire is a tourist area, concern was raised regarding the condition of the facility in the Caldicot Countryside Park with reference also being made to access and the condition/surroundings and its location for sewerage reasons being a negative reflection on Monmouthshire. There is a need to put in place arrangements to improve this facility and clarify management.

With regard to a question of toilet numbers to the ratio of people in towns it was noted that this could not be set in stone because of variations depending on the day of the week i.e. market day in Abergavenny.

As an idea for where we should be targeting our resources, the question was asked regarding the benefit of introducing an internal star rating scheme for toilets? The Welsh Government are keen on ideas and looking at opportunities and this will feed that back through the process by the end of May. It was mentioned that If MCC were going to rate toilets provided by Town and Community Councils then there would be a need to work with them to ensure they know that the strategy we're adopting and the implications.

Members would like to be kept up to date with improvements to decor and signing.

Another health and safety issue was raised with regard to the cleaners working alone at these locations.

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Recommendations:

To consider and comment on the draft Local Toilets Strategy, as attached in Appendix One.

That the findings of the Member site visits on 7th February 2019 be added prior to the draft strategy going to public consultation.

After public consultation the strategy goes to Cabinet for adoption.

Committee Conclusion:

The Chair Summarised that the Committee had commented on problems with the infrastructure of the toilet buildings. Concerns were raised around the lack of investment. The Committee recognised the need to meet legal requirements and ensure the safety of staff.

The Committee commended staff involved.

The need to work closely with other agencies for aging population and tourists
Grading toilets was recognised.

The meeting ended at 11:45

Monmouthshire's Scrutiny Forward Work Programme 2019

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
21st March 2019	Waste Collections Policy	To discuss the proposed policy for waste collections, including missed collections and assisted collections. The committee to act as a sounding board prior to decision.	Carl Touhig	Policy Development
Special Meeting 2019 to be confirmed	Traffic & Road Safety	To present a strategy for dealing with traffic and road safety	Paul Keeble	Policy Development
		To present the Speeding Management Process being worked upon by the Strong Communities Task and Finish Group) ~ following a public workshop to be held in September.	Roger Hoggins	
18th April 2019	Strategic Equality Report	TBC	Alan Burkitt	Performance Monitoring
	Public Toilets	Pre-decision Scrutiny of the draft Local Toilet Strategy following public consultation ahead of Cabinet decision on 5 th June.	David Jones	Pre-decision Scrutiny
Date TBC	Modern Slavery	Workshop to be held to introduce the key issues and to discuss an action plan. * All members invited *	David Jones Diane Corrister Sharran Lloyd	Workshop
May 2019 (Special Meeting) TBC	Public Protection	Scrutiny of the Performance Report 2018-2019.	David Jones	Performance Monitoring
	Registrars Service	Scrutiny of the service and its performance 2018-19.	David Jones	Performance Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2019

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
6 th June 2019	Welsh Language Monitoring Report	TBC	Alan Burkitt	Performance Monitoring
11 th July 2019	Corporate Plan and Annual Report TBC	To hold cabinet members to account on performance and alignment of service delivery to the corporate plan.	Frances Taylor Richard Jones	Performance Monitoring
26 th September 2019	Rights of Way Improvement Plan	Pre-decision scrutiny on the final plan in September/October ~ following the assessment stage, there will be a formal review, preparation of a draft plan, formal consultation prior to decision.	Matthew Lewis	Pre-decision Scrutiny
7 th November 2019				
13 th December 2019				

Future Agreed Work Programme Items: Dates to be determined

- × Report on Grounds Maintenance ~ Scrutiny or email?
- × Cremations and Burials ~ 3 Members to investigate/report back.
- × Highways Management Plan ~ Paul Keeble
- × Large vehicles on small roads policy
- × Chepstow and Monmouth Wye pedestrian bridge
- × Open Space Review ~ review of open spaces and the prioritisation and management of highways ~ strategic review rather than operational.

Monmouthshire's Scrutiny Forward Work Programme 2019

- × **Modern Day Slavery and Human Trafficking** ~ Workshop, then report through select committee.

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

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Cabinet, Council and Individual Cabinet Member Decisions (ICMD) Forward Plan

Monmouthshire County Council is required to publish a forward plan of all key decisions to be taken. Council and Cabinet items will only be considered for decision if they have been included on the planner no later than the month preceding the meeting, unless the item is considered urgent.

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
Cabinet	06/11/2019	Long Term Household Recycling		Roger Hoggins	29/01/2019	
Cabinet	02/10/2019	Usk Town Strategy		Frances Williams	29/01/2019	
Cabinet	06/06/2019	Budget Monitoring report - month 12 (period 3) - outturn	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 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Cabinet	01/05/2019	Local Toilet Strategy		Dave Jones	06/03/2019	
Cabinet	01/05/2019	Section 106 Funding – The Hill, Abergavenny		Mike Moran	20/02/2019	
Cabinet	01/05/2019	Section 106 Funding – Penperlleni		Mike Moran	20/02/2019	
Cabinet	01/05/2019	Proposed Off-Road Cycling Centre, Llanfoist		Mike Moran	20/02/2019	
Cabinet	01/05/2019	Play Sufficiency Audit and Action Plan 2019		Mike Moran	20/02/2019	

Cabinet	01/05/2019	Proposed changes to the membership of the school budget finance forum	This paper is to propose changing the membership of the school budget forum to allow wider representation	Nikki Wellington	15/02/2019	
Council	11/04/2019	Development Company		Peter Davies		
Cabinet	03/04/2019	Cabinet to agree to commence statutory consultation to open a new Welsh Medium Primary School in Monmouth.		Debbie Morgan	05/03/2019	
Cabinet	03/04/2019	Agency and Self Employed Workers Policy		Sally Thomas	26/02/2019	
Cabinet	01/05/2019	Recruitment & Selection Policy		Sally Thomas	26/02/2019	
Cabinet	03/04/2019	Section 106 funding – Forensic Science Laboratory Site, Chepstow		Mike Moran	20/02/2019	
Cabinet	03/04/2019	Section 106 Funding – Sudbrook Paper Mill		Mike Moran	20/02/2019	
Council	16/05/2019	Speed Management		Roger Hoggins	29/01/2019	
Cabinet	03/04/2019	LPD issues objectives and vision		Mark Hand	29/01/2019	
Cabinet	03/04/2019	Digital Deprivation			29/01/2019	

Cabinet	03/04/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 9 held on the 7th March 2019.	Dave Jarrett	17/04/2018	
ICMD	02/04/2019	Consolidated Traffic Order		Roger Hoggins	29/01/2019	
ICMD	27/03/2019	BLAENAVON INDUSTRIAL LANDSCAPE WORLD HERITAGE SITE MANAGEMENT PLAN (2018 - 2023)	To seek approval of the Blaenavon Industrial Landscape World Heritage Site Management Plan (2018-2023).	Matthew Lewis	08/03/2019	
ICMD	27/03/2019	DRAFT INFILL DEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE		MARK HAND	06/03/2019	
ICMD	27/03/2019	DEFINITIVE MAP MODIFICATION ORDER, PRICES BRIDGE, WHITELYE, TRELLECH		Ruth Rourke	05/03/2019	
ICMD	27/03/2019	Weekend Traffic Orders	NO LONGER REQUIRED - RH	Roger Hoggins	29/01/2019	
ICMD	27/03/2019	Future Housing Management Register	NO LONGER REQUIRED	Mark Hard	29/01/2019	
ICMD	27/03/2019	Youth Support Grant Additional Funding	Cllr Richard John	Hannah Jones	21/01/2019	
ICMD	13/03/2019	Non Domestic Rates:High Street and Retail Rates Relief		Ruth Donovan	01/03/2019	
ICMD	13/03/2019	Use of S106 funding in Wyesham	Cllr Bryan Jones	Mike Moran	20/02/2019	

ICMD	13/03/2019	Proposed prohibition of waiting at any time Capel Y Ffin to Llanvihangel Crucorney Rd		Paul Keeble	19/02/2019	
ICMD	13/03/2019	Restructure of Housing Options Scheme	DEFERRED	Ian Bakewell	04/02/2019	
ICMD	13/03/2019	PSPO Consider Condition of all MCC car parks		Andrew Mason	08/01/2019	
ICMD	13/03/2019	Formula Change for Mounton House		Nikki Wellington		
Council	07/03/2019	Road Safety Strategy		Rogger Hoggins	29/01/2019	
Council	07/03/2019	Final Budget Proposals	Combined with Council Tax Resolution Report	Peter Davies	11/09/2018	
Council	07/03/2019	Treasury Management Strategy 2019/20	To accept the annual treasury Management	Peter Davies	11/09/2018	
Council	07/03/2019	Council Tax Resolution 2019/20	To set budget and Council tax for 2019/20	Ruth Donovan	11/09/2018	
Cabinet	06/03/2019	Future Options for Mounton House School		Will Mclean	27/09/2018	
Cabinet	06/03/2019	2019/20 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2019/20 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2018/19 grant allocation to Local Authority beneficiaries of the Welsh Church Fund	Dave Jarrett	17/04/2018	

Cabinet	06/03/2019	Report to Federate the Governing Bodies of Llanfoist Fawr and Llanvihangel Crucorney Primary Schools.		Cath Saunders		
Cabinet	06/03/2019	Investment Case to Deliver next phase of procurement strategy		Peter Davies		
ICMD	27/02/2019	ESTABLISHMENT OF URBAN AND PHYSICAL REGENERATION TEAM		Cath Fallon	29/01/2019	
Council	21/02/2019	Addressing our lack of a five year housing land supply: a review of Monmouthshire's approach to unallocated housing sites		Mark Hand	29/01/2019	
Council	21/02/2019	REGENERATION OF SEVERNSIDE & THE FUTURE ROLE OF CALDICOT TOWN TEAM.		Cath Fallon	29/01/2019	
Council	21/02/2019	Capitalisation of Revenue Costs		Mark Howcroft	29/01/2019	
Cabinet - Special	20/02/2019	Final Revenue and Capital Budget Proposals		Peter Davies	20/09/2018	
ICMD	13/02/2019	Lido facility in Bailey Park		Deb Hill Howells	21/01/2019	

ICMD	13/02/2019	Prohibition of waiting at anytime, Lansdown Road, Abergavenny		Paul Keeble	15/01/2019	
Cabinet	06/02/2019	Local Housing Market Assessment		Mark Hand	29/01/2019	
Cabinet	06/02/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 8 held on the 17th January 2019.	Dave Jarrett	17/04/2018	
ICMD	30/01/2019	Data Protection & GDPR Officer for Schools		Sian Hawyard		
ICMD	30/01/2019	Social Care & Health Senior Leadership Review Follow up		Tyrone Stokes		
Council	17/01/2019	Council Tax Reduction Scheme 2018/19		Ruth Donovan	11/09/2018	
ICMD	16/01/2019	IN-HOUSE SENIOR CARE & SUPPORT WORKER RE-GRADING		Colin Richings	31/12/2018	

ICMD	16/01/2019	DOMESTIC ASSISTANT POST RE-GRADE		Sian Gardner	31/12/2018	
ICMD	16/01/2019	Monmouthshire LDP Sustainability Appraisal Scoping Report and Habitats Regulations Appraisal Initial Screening		Mark Hand/Rachel Lewis	21/12/2018	
ICMD	16/01/2019	LOCAL GOVERNMENT (WALES) ACT 1994	THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995	Jonathan S Davies	18/12/2018	
Cabinet	09/01/2019	Final Draft Budget Proposals or recommendation to Council.		Joy Robson	17/04/2018	
Cabinet	09/01/2019	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 7 held on the 13th December 2018.	Dave Jarrett	17/04/2018	
Cabinet	09/01/2019	Budget Monitoring report - month 7 (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 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Cabinet	19/12/2018	Gwent Homelessness Strategy	Moved to Council 13 December	Steve Griffiths	05/11/2018	

Cabinet	19/12/2018	Draft Revenue Capital Budget Proposals	To outline the proposed capital budget for 2019/20 and indicative capital budgets for the 3 years 2020/21 to 2022/23	Joy Robson/Peter Davies	19/09/2018	
Council	13/12/2018	Gwent Homelessness Strategy		Steve Griffiths	13/11/2018	
Council	13/12/2018	Capital Budget Report on 3rd Lane on Wye Bridge	Defer to December	Paul Keeble	20/09/2018	
Council	13/12/2018	Final approval of MonLife and MonLife Plus		Tracey Thomas	09/08/2018	
ICMD	12/12/2018	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble	21/11/2018	
ICMD	12/12/2018	Local Government (Wales) Act 1994 The Local Authorities (Precepts) (Wales) Regulations 1995		Jonathan S Davies	20/11/2018	
Cabinet	05/12/2018	Implementation of NJC revised payspine April 2019			09/10/2018	
Cabinet	05/12/2018	LA and Schools Partnership Agreement		Cath Saunders	26/09/2018	
Cabinet	05/12/2018	Corporate Plan: Progress Report		Matthew Gatehouse	10/07/2018	

Cabinet	05/12/2018	Reorganisation of ALN and Inclusion Services update	Cabinet consider objections received on the Reorganis	Debbie Morgan	25/05/2018	
Cabinet	05/12/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 6 held on the 25th October 2018.	Dave Jarrett	17/04/2018	
Cabinet	05/12/2018	Council Tax Base 2019/20 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 2019/20 and to make other necessary related statutory decisions	Sue Deacy/Ruth Donovan	17/04/2018	
Cabinet	05/12/2018	Reviews of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2019/20	Mark Howcroft	17/04/2018	
ICMD	28/11/2018	Panel Fees for Foster Carers		Jane Rodgers	17/10/2018	
ICMD	14/11/2018	Review of Mardy Local Lettings Policy		Ian Bakewell	24/10/2018	
ICMD	14/11/2018	Rural Allocations Policy		Shirley Wiggam	23/10/2018	
ICMD	14/11/2018	Social Housing Grant Programme		Shirley Wiggam	23/10/2018	
ICMD	14/11/2018	Family Support within 'Statutory' Children's Services - Re-design of the Contact Service		Jane Rodgers	17/10/2018	
ICMD	14/11/2018	Proposal to extend supporting people contracts in 2019/20		Chris Robinson	10/09/2018	

Cabinet	07/11/2018	Targeted Regeneration Investment Programme, The Cross, Caldicot		Cath Fallon	12/10/2018	
Cabinet	07/11/2018	21st Century Schools - Band B project Team		Will Mclean	12/10/2018	
Cabinet	07/11/2018	Cadetship Programme		Tracey Harry	20/09/2018	
Cabinet	07/11/2018	Structure Report		Roger Hoggins	20/09/2018	
Cabinet	07/11/2018	Project 5: Development of a Therapeutic Foster Care Service for Complex Young People		Jane Rodgers	30/08/2018	
Cabinet	07/11/2018	MTFP and Budget Process for 2019/20 to 2022/23	To outline the context and process within which the MTFP over the next 4 years and the budget for 2019/20 will be developed.	Joy Robson	17/04/2018	
Council	25/10/2018	Statement of Gambling Policy and proposals for Casinos		Linda O'Gorman	10/09/2018	
Council	25/10/2018	County Hall Accommodation	Seeking approval to undertake borrowing to fund the refurbishment works to County Hall	Deb Hill-Howells	17/07/2018	
Council	25/10/2018	Proposal to create a development company		Deb Hill-Howells		
ICMD	24/10/2018	Additional Service Offer at Usk Hub	To seek approval for the development of a business case to site a Post Office within Usk Hub following the announcement of the planned closure of the current facility on Bridge Street	Matt Gatehouse / Richard Drinkwater	04/10/2018	

ICMD	10/10/2018	Register of Priority Services		Ian Hardman	18/09/2018	
ICMD	10/10/2018	Joint Heritage Services with Torfaen		Mark Hand	05/09/2018	
ICMD	10/10/2018	Extension of Lease for Gilwern Library	To seek approval to extend the council's lease of space within Gilwern Community Centre for the continued provision of a library service beyond the end of the current agreement which expires in March 2019	Matthew Gatehouse	03/08/2018	
Cabinet	03/10/2018	Welsh Church Funding Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2018/19, Meeting 5 held on the 20th September 2018.	Dave Jarrett	17/04/2018	
ICMD	26/09/2018	Joint Heritage Services with Torfaen	DEFERRED TO 10 OCTOBER	Mark Hand	05/09/2018	
ICMD	26/09/2018	Amendments to cemeteries management practice to withdraw burial plot reservations.		Deb Hill-Howells	17/07/2018	12/09/2018
Council	20/09/2018	Abergavenny Hub	Final business case to proceed with the creation of a Hub at Abergavenny Town Hall	Deb Hill Howells	17/07/2018	
Council	20/09/2018	A40 Wyebridge Highway Improvement Scheme		Paul Keeble	12/07/2018	
Council	20/09/2018	Well-being Objectives and Statement Annual Report 2017/18	For Council to approve the Annual Report 2107/18 on MCCs wellbeing objectives and statement	Richard Jones	30/05/2018	
Council	20/09/2018	Fairtrade		Hazel Clatworthy	24/05/2018	

Council	20/09/2018	MCC Audited Accounts 2017/18 (formal approval	To present the audited Statement of Accounts for 2017/18 for approval by Council	Joy Robson/Mark Howcroft		
Council	20/09/2018	ISA 260 report - MCC Accounts - attachment above	To provide external audits repor on the Statement of Accounts 2017/18	WAO		
Council	20/09/2018	J Block Proposals		Deb Hill-Howells		
Council	17/09/2018	Monmouthshire Citizen Advice Bureau Annual Report	To provide members with an opportunity to discuss the work and ask questions of the Chief Executive of CAB Monmouthshire which provides advice to local people and its contribution to the council's purpose of building sustainable and resilient communities.	Matt Gatehouse	05/10/2018	
ICMD	12/09/2018	Colleague Volunteering Pilot	To seek approval to establish a Colleague Volunteering Pilot for 30 staff across directorates.	Owen Wilce		
Cabinet	05/09/2018	NEET		Hannah Jones	09/08/2018	
Cabinet	05/09/2018	Management of obstructions in the public highway	For Cabinet to approve recommendations made by Strong Communities Select on 30th July	Roger Hoggins	09/08/2018	
Cabinet	05/09/2018	ICM Phase 2 Implementation of Family Support Services - post statutory threshold		Jane Rodgers	01/08/2018	
Cabinet	05/09/2018	Targeted Regeneration Investment - South Monmouthshire		Cath Fallon	13/07/2018	
Cabinet	05/09/2018	Childcare Offer		Rebecca Davis	12/06/2018	

Cabinet	05/09/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 4 held on the 26th July 2018	Dave Jarrett	17/04/2018	
Cabinet	05/09/2018	Recommendations on the review of ALN & Inclusion Services	Cabinet to receive recommendations based on the con	Debbie Morgan	25/05/2001	
Cabinet	05/09/2018	Regional Safeguarding Board Annual Report	Deferred	Claire Marchant		
Cabinet	05/09/2018	S106 Procedure Note and S106 Guidance Note	DEFERRED from May	Mark Hand		
ICMD	22/08/2018	Anti-Social Behaviour, Crime and Policing Act 2014		Andrew Mason	03/08/2018	
ICMD	08/08/2018	Children's Services – Supporting First Years in Practice		Jane Rodgers	19/07/2018	
ICMD	08/08/2018	Safeguarding Business Support Update		Diane Corrister	19/07/2018	
ICMD	08/08/2018	Financial Systems support team - change of role and job description		Ruth Donovan	03/07/2018	
Council	26/07/2018	Shadow Board recruitment for the ADM		Cath Fallon	15/06/2018	
Council	26/07/2018	Stock Transfer – Promises Kept/Missed & Added Value	PRESENTATION ONLY	Ian Bakewell	08/06/2018	

Council	26/07/2018	Audit Committee Annual Report		Wendy Barnard	24/05/2018	
Council	26/07/2018	Strategic Development Plan (SDP) Responsibiloie Au	DEFERRED	Mark Hand	09/05/2018	
Council	26/07/2018	Chief Officer Annual Report		Claire Marchant		
Council	26/07/2018	Safeguarding Evaluative Report		Claire Marchant		
Cabinet	25/07/2018	Youth Enterprise			20/06/2018	
Cabinet	25/07/2018	Borough Theatre			20/06/2018	
Cabinet	25/07/2018	Events			20/06/2018	
Cabinet	25/07/2018	Month 2 Budget Report			20/06/2018	
ICMD	25/07/2018	Private Sector Housing Loan Schemes - Change of Terms.		Steve Griffiths	21/06/2018	
ICMD	25/07/2018	Housing Renewal Policy		Ian Bakewell	17/05/2018	

ICMD	25/07/2018	B&B Policy		Ian Bakewell	17/05/2018	
ICMD	25/07/2018	'Disposal of land adjacent to A40 at Monmouth for highway improvements'	DEFERRED from June	Gareth King/Cllr P Murphy	03/05/2018	13/06/2018
ICMD	25/07/2018	Care Homes Fees – Fair Rate for Care Exercise	Cllr P Jones	Nicola Venus- Balgobin		
Cabinet	25/07/2018	Resource Strategy	To comprise Commercial; Procurement; People; Digital; Financial strategies	Peter Davies	23/04/2018	
Cabinet	25/07/2018	Budget Monitoring report - Month 2 (period 1)	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 2018/19 financial year.	Joy Robson/Mark Howcroft	17/04/2018	
Cabinet	25/07/2018	The delivery of budget savings for 2018/19.	To provide Cabinet with a level of comfort and reassurance around the delivery of Budget savings for 2108/19	Peter Davies	15/04/2018	
ICMD	11/07/2018	FLOOD and Water Management Act 2010 - Schedule 3 IMPLEMENTATION of the Sustainable Drainage Systems (SuDS) Approving Body (SAB)		Paul Keeble	22/06/2018	
ICMD	11/07/2018	RECRUITMENT OF BSSG ADMIN OFFICER		Christian Schmidt	22/06/2018	
ICMD	11/07/2018	Workforce Update Report - Children's Services	DEFERRED	Claire Robins	07/06/2018	
Cabinet	04/07/2018	Disposal of Land between Llanishen and Trellech	To declare approx 36 acres of land between Llanishen and Trellech surplus to requirements and to seek consent for its disposal	Gareth King	15/06/2018	

Cabinet	04/07/2018	Care Leavers Report		Ruth Donovan	07/06/2018	
Cabinet	04/07/2018	Restructure of attractions services in TLCY		Tracey Thomas	07/06/2018	
Cabinet	04/07/2018	Review of ALN & Inclusion Services	Cabinet to consider the results of the statutory consulta	Debbie Morgan	25/05/2018	
Cabinet	04/07/2018	School Meal Debt Management		Roger Hoggins	17/05/2018	
Cabinet	04/07/2018	Draft NEET Reduction Strategy		Hannah Jones	08/05/2018	
Cabinet	04/07/2018	Inspire Programmes (Inspire2Achieve and Inspire2W	DEFERRED	Hannah Jones	08/05/2018	
Cabinet	04/07/2018	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 3 held on the 21st June 2018.	Dave Jarrett	17/04/2018	
Cabinet	04/07/2018	Crick Road Business Case	ITEM DEFERRED	Colin Richings		
Cabinet	04/07/2018	The Knoll, Section 106 funding, Abergavenny	DEFERRED from June	Mike Moran		07/03/2018
Cabinet	04/07/2018	Chippenham Mead Play Area	DEFERRED from 6/6/18	Mike Moran		

ICMD	27/06/2018	REALLOCATION OF SECTION 106 FUNDING, MONMOUTH		Mike Moran	08/06/2018	
ICMD	27/06/2018	Definitive Map Modification Order Section 53 (C) (i) Wildlife & Countryside Act 1981 Restricted Byway (53-16) Great Panta Devauden		Paul Keeble/Cllr B Jones	31/05/2018	
ICMD	27/06/2018	Planning advice charges for LDP candidate sites.		Mark Hand	24/05/2018	Report deleted from Planner 7/6/18
ICMD	27/06/2018	Early help Duty and Assessment – Hierarchy Update – Service Manager		Claire Robins	24/05/2018	
Council	21/06/2018	Corporate Parenting Strategy		Claire Marchant	07/06/2018	
Council	21/06/2018	Plastic Free County		Hazel Clatworthy	24/05/2018	
Council	21/06/2018	Joint Scrutiny of the City Deal		Hazel Ilett	30/04/2018	
ICMD	13/06/2018	Housing Restructure		Ian Bakewell	17/05/2018	
ICMD	13/06/2018	Re-fit Cymru programme	To seek approval to enter into a contract with Local Partnerships to utilise their framework to access energy efficient technologies.	Deb Hill Howells/Phil Murphy	10/05/2018	
ICMD	13/06/2018	Supporting People contract procurement exemptions		Chris Robinson	10/04/2018	

ICMD	13/06/2018	Children with Disability - Hierachy Update		Claire Robins	05/03/2018	15/02/2018 Report deleted from planner
Cabinet	06/06/2018	Twr Mihangel Section 106 Funding		Mike Moran	18/05/2018	
Cabinet	06/06/2018	Section 106 Off-Site Play Contributions		Mike Moran	18/05/2018	
Cabinet	06/06/2018	ADM Update		Tracey Thomas	18/05/2018	
Cabinet	06/06/2018	Proposed 25 year lease of Former Park Primary , Abergavenny, to Abergavenny Community Trust		Nicola Howells	15/05/2018	
Cabinet	06/06/2018	Council Response to the LGR Green Paper		Matt Gatehouse	14/05/2018	
Cabinet	06/06/2018	Revenue and Capital Monitoring 2017/18 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2017/18 year.	Mark Howcroft	17/04/2018	09/03/2018
Cabinet	06/06/2018	Welsh Church Fund Working Group	The purpose of this combined report is to make recommendations to Cabinet on the Schedule of Applications 2018/19, meeting 1 held on 19th April and meeting 2 held on 10th May 2018	Dave Jarrett	17/04/2018	
Cabinet	06/06/2018	Corporate Parenting Strategy		Jane Rodgers	22/03/2018	
Cabinet	06/06/2018	Welsh Language Monitoring Report	Moved to Strong Communities Select	Alan Burkitt		07/03/2018

Cabinet	06/06/2018	Kerbcraft Update	DEFERRED from May			
ICMD	23/05/2018	Creation of an Asset Officer Post, Estates		Deb Hill Howells/Cllr P Murphy	03/05/2018	
ICMD	23/05/2018	Letting of Penarth Farm, Llanishen		Gareth King/Cllr P Murphy	03/05/2018	
ICMD	23/05/2018	High Street Rate Relief Scheme for 2018/19	To adopt the scheme of 2018/19 in accordance with Welsh Government Guidance	Ruth Donovan	26/04/2018	07/03/2018
ICMD	23/05/2018	Proposed 30mph Speed Limit, Llandeenny Road, Llandeenny, Mill		Paul Keeble/Cllr B Jones	25/04/2018	
ICMD	23/05/2018	Transfer to Torfaen - Assessment of free school meal entitlement for MCC		Nikki Wellington/Cllr Murphy	10/04/2018	
Council	10/05/2018	Strategic Asset Management Plan		Peter Davies	23/04/2018	
Council	10/05/2018	To agree update on the Safeguarding Policy		Cath Sheen	16/04/2018	
Council	10/05/2018	Local Development Plan Delivery Agreement		Mark Hand	11/04/2018	
Council	10/05/2018	Boundary Review		John Pearson		

ICMD	09/05/2018	Rural Programmes Team – ICT and Finance Apprentice Post		Michael Powell	23/04/2018	
ICMD	09/05/2018	GDPR Data Protection Policy		Rachel Trusler	20/04/2018	
ICMD	09/05/2018	Trellech Speed Limits		Paul Keeble	18/04/2018	
ICMD	09/05/2018	Civil Parking Enforcements	Moved from Cabinet 11/04/18	Paul Keeble	13/04/2018	
ICMD	09/05/2018	PROHIBITION OF WAITING AT ANY TIME (CHAPEL ROAD, STANHOPE STREET, CANTREF ROAD, AVENUE ROAD, HAROLD ROAD) ABERGAVENNY		Paul Keeble/Cllr B Jones	13/04/2018	
ICMD	09/05/2018	Creation of fixed term Senior Planning Policy Officer Post for 3.5 years		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Amendment to existing fixed term Senior Landscape and Urban Design Officer post to make it a permanent post;		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Creation of fixed term Apprentice Planner post (exact job title tbc)		Mark Hand/Cllr Greenland	12/04/2018	
ICMD	09/05/2018	Re-evaluation of Post of Lead - Community Improvement Supervisor		Nigel Leaworthy	10/04/2018	
ICMD	09/05/2018	Supporting People contract procurement exemptions	DEFERRED TO 13 JUNE	Chris Robinson	15/02/2018	

ICMD	09/05/2018	Adoption of highway management plan including appointment of Highway Asset inspector and changes to Asset Planning Officer posts		Paul Keeble		09/03/2018
Cabinet	02/05/2018	Adoption of Road Safety Strategy		Paul Keeble		
Cabinet	02/05/2018	Social Justice Srtategy		Cath Fallon		
Council	19/04/2018	Bryn Y Cwm Change of name		Matt Gatehouse	21/03/2018	
Council	19/04/2018	Council Diary 2018/19		John Pearson	12/03/2018	12/03/2018
Council	19/04/2018	Sale of old County Hall Site		Roger Hoggins	16/02/2018	
Council	19/04/2018	Chief Officer Report CYP		Will Mclean	25/01/2018	
ICMD	18/04/2018	Communities for Work		Hannah Jones	22/03/2018	
ICMD	18/04/2018	Disposal of easement at Wonastow Road		Ben Winstanley	14/03/2018	
Cabinet	11/04/2018	Tree Policy		Roger Hoggins	19/02/2018	

Cabinet	11/04/2018	VAWDASV		Joe Skidmore	08/02/2018	
Cabinet	11/04/2018	Disposal of County Hall		Roger Hoggins		
Cabinet	11/04/2018	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 22nd February 2018	Dave Jarrett		
ICMD	28/03/2018	Property Maintenance Framework Agreement		Phil Kenney/P Murphy	06/03/2018	
ICMD	28/03/2018	Children's Services Business Support Team - Hierachy Update		Claire Robins	05/03/2018	
ICMD	28/03/2018	Social Care & Health - Business Support Post		Claire Robins	05/03/2018	
ICMD	28/03/2018	Staffing Restructure of SCH Workforce Development Team		Sian Sexton	05/03/2018	
ICMD	28/03/2018	Operational Changes to Trading Standards		Gareth Walters/Sara Jones	27/02/2018	
ICMD	28/03/2018	Section 106 Major Maintenance Capital for the repairs to the footbridge over the Gavenny at Penyval,		Nigel Leaworthy		
Council	19/03/2018	City Deal Business Plan		Paul Matthews		

Council	19/03/2018	LDP		Mark Hand		
ICMD	14/03/2018	Future of Melin Private Leasing Scheme		Ian Bakewell	15/02/2018	
ICMD	14/03/2018	2nd Phase Families Support Review		Claire Marchant		
ICMD	14/03/2018	Award Garden Waste Contract		Carl Touhig		
ICMD	14/03/2018	S106 Transport Projects		Richard Cope		
Cabinet	07/03/2018	2018/19 Education and Welsh Church Trust Funds Investment and Fund strategies	To present to Cabinet for approval the 2018/19 Investment 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 LA beneficiaries of the Welsh Church Fund	Dave Jarrett		
Cabinet	07/03/2018	Corporate Parenting Strategy		Claire Marchant		
Cabinet	07/03/2018	EAS Business Plan		Will Mclean		
Cabinet	07/03/2018	Proposed changes to the schools mfunding formulafor the funding of building maintenance costs	To seek approval to reduce the funding of building maintenance costs for our new schools	Nikki Wellington		
Cabinet	07/03/2018	Replacement document management system for revenues		Ruth Donovan		

Cabinet	07/03/2018	Review of Additional Learning Needs and inclusion services	To seek cabinet approval to commence the statutory consultation process associated with proposed changes to ALN and Inclusion Services	Matthew Jones		
Cabinet	07/03/2018	Turning the World Upside Down	DEFERRED	Claire Marchant		
Cabinet	07/03/2018	Whole Authority Risk Assessment		Richard Jones		
Council	01/03/2018	Treasury Strategy		Peter Davies	08/02/2018	
Council	01/03/2018	Approval of public service board well-being plan		Matt Gatehouse		
Council	01/03/2018	Area Plan - Population Needs Assessment		Claire Marchant		
Council	01/03/2018	Council Tax Resolution 2018/19		Ruth Donovan		
Council	01/03/2018	Pooled fund for care homes		Claire Marchant		
Council	01/03/2018	Social Justice Policy	ITEM DEFERRED	Cath Fallon		
Cabinet	28/02/2018	Borough Theatre		Tracey Thomas	19/02/2018	

ICMD	28/02/2018	Recruitment for Maternity Cover: Development Management Team		Phil Thomas	08/02/2018	
ICMD	28/02/2018	Restructure of Mental health Social Work Staffing		John Woods	08/02/2018	
ICMD	28/02/2018	Staffing Restructure of Adult Disability Service		John Woods	08/02/2018	
Cabinet	28/02/2018	Final Budget Proposals		Peter Davies		
ICMD	28/02/2018	Charges in relation to the delivery of the auths private water supply responsibilities		Huw Owen		
ICMD	28/02/2018	Fixed Penalty Notice charges for fly tipping offences		Huw Owen/Sara Jones		
ICMD	28/02/2018	Gypsy and Traveller Pitch allocation policy report		Steve Griffiths		
ICMD	28/02/2018	Re-designation of Shared Housing		Ian Bakewell/Greenland		
ICMD	28/02/2018	Removal of under 18 burial charges		Deb Hill Howells		
Council	21/02/2018	Widening of Investment definition		Mark Howcroft	29/01/2019	

Council	15/02/2018	Active Travel Plan and Civil Parking Enforcement		Roger Hoggins		
Council	15/02/2018	Corporate Plan		Kellie Beirne		
Council	15/02/2018	Pay Policy		Sally Thomas		
ICMD	14/02/2018	All Wales Play opportunities grant		Matthew Lewis/Cllr Greenland		
ICMD	14/02/2018	Development Management Enhanced Services proposals		Phil Thomas		
ICMD	14/02/2018	Loan to Foster Carers		Jane Rodgers		
ICMD	14/02/2018	Personal Transport Budgets		Roger Hoggins		
ICMD	14/02/2018	Public Health Wales Act - Intimate Piercing		David Jones		
ICMD	14/02/2018	Residents only parking permit scheme Usk View, Merthyr Road, Abergavenny		Paul Keeble		
ICMD	14/02/2018	Usk in Bloom		Cath Fallon		

ICMD	08/02/2018	Fixed Penalty Notice charges for fly tipping offences		Huw Owen		03/01/2018
ICMD	31/01/2018	Seasonal Garden Waste Collections		Carl Touhig		
ICMD	31/01/2018	Staffing changes in Policy and Governance		Matt Gatehouse		
Cabinet	29/01/2018	ADM		Kellie Beirne		
Cabinet	29/01/2018	Corporate Plan		Kellie Beirne		
Council	18/01/2018	Council Tax Reduction Scheme 2018/19		Ruth Donovan		
Council	18/01/2018	Response to Older Adults Mental Health Consultation		Claire Marchant		
ICMD	17/01/2018	Local Government (Wales) Act 1994 The Local Authorities (Precepts)9wlaes) Regulations 1995		Joy Robson/Mark Howcroft		
ICMD	17/01/2018	Supporting People Programme Grant Spendplan 2018-19		Chris Robinson		03/01/2018
ICMD	17/01/2018	Trainee Accountant Regrade		Tyrone Stokes		

Cabinet	10/01/2018	Budget Monitoring Report	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		
Cabinet	10/01/2018	Chepstow Cluster - proposed distribution of Section 106 monies	To agree the distribution of section 106 to the cluster	Nikki Wellington		
Cabinet	10/01/2018	Re-Use Shop at Ilanfoist Household Recycling Centre		Roger Hoggins		
Cabinet	10/01/2018	Management of obstructions in the public highway		Roger Hoggins		
Cabinet	10/01/2018	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 14th December 2017	Dave Jarrett		
Cabinet		Play Efficiency			29/01/2019	
		Museums (need workshop first)		Frances Williams	29/01/2019	
		LDP		Mark Hand	29/01/2019	
Council		Growth Option		Mark Hand	29/01/2019	
Council		Future Econ			29/01/2019	