

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 10 April 2019

## Notice of meeting

### Strong Communities Select Committee

Thursday, 18th April, 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
<b>PART A – SCRUTINY AND CRIME DISORDER MATTERS</b>		
No matters to discuss		
<b>PART B – STRONG COMMUNITIES SELECT COMMITTEE</b>		
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Public Open Forum	
4.	Strategic Equality Report	1 - 4
	Scrutiny of the Council's performance in applying Equalities Legislation to policy and practice.	
5.	Registrars Service	5 - 10
	Scrutiny of the service and its performance 2018-19.	
6.	To confirm minutes of the meeting held on 21st March 2019	11 - 16
7.	Action list	17 - 18
8.	Strong Communities forward work programme	19 - 20
9.	Cabinet & Council forward work programme	21 - 22

<b>10.</b>	<b>Date and time of next meeting: Thursday 6th June 2019 at 10am</b>	
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**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

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### Welsh Language

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# 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: 7th Annual Monitoring Report on the Council's Strategic Equality Plan**

**MEETING: Strong Communities Select**

**DATE: 18<sup>th</sup> April 2019**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

The Select Committee has a responsibility to ensure that the Council complies with relevant legislation to ensure policy is embedded into practice. The Equality Act 2010 was introduced in April 2011. Within the Specific duties of the Equality Act is the requirement to publish an annual report on the progress made by the Council in its compliance with its Strategic Equality Plan, equality objectives and comprehensive action Plan. The Act's principles and processes ensure that the Council remains true to its corporate values of Openness, Fairness, Flexibility and Teamwork.

Page  
1

**2. RECOMMENDATIONS:**

That Members scrutinise the examples of good practice carried out by staff of MCC and the progress made on the action plan in line with their role to ensure policy and practice delivers legislative requirements.

**3. KEY ISSUES:**

One of the specific duties of the Equality Act 2010 requires all listed Public Bodies to publish an annual report. The purpose of this report is as follows:

- To evidence the progress made on the action plan that sits in the Strategic Equality Plan 2016 -2020.
- It gives many examples of the good practice carried out by the directorates of the council as outlined in the report covering the period 1<sup>st</sup> April 2017 to the 31<sup>st</sup> March 2018.

- It also records how the council complies with the Specific Duties as set out in the Equality Act 2010 namely:
- How and who we engage with, our process for the assessment of impact, the recording of equality information by protected characteristic, the recording of employment information also by protected characteristic, recording of pay differences and staff training data, the procurement process, and finally the requirement to report and publish.

#### **4. REASONS:**

Whilst the strategic objectives and the action plan fundamentally build on the existing culture and values of the Council, the annual report highlights the many examples of good practice that have taken place across the different directorates of the council.

#### **5. RESOURCE IMPLICATIONS:**

The annual report does not highlight any requirement for additional financial resources.

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

By its very nature, the annual report on the Strategic Equality Plan will have positive implications for all the protected characteristics so a Future Generation Evaluation will not accompany this report.

#### **7. CONSULTEES:**

Officers, Monmouthshire Equality and Diversity Champion.

#### **8. BACKGROUND PAPERS:**

Equality Act 2010, EHRC Guidance, MCC Strategic Equality Plan 2016 - 2020.



**9. AUTHOR:**

Alan Burkitt Policy Officer Equality and Welsh Language

**10. CONTACT DETAILS:**

Tel: 01633 644010

E-mail:

[alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

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<b>SUBJECT:</b>	<b>MONMOUTHSHIRE REGISTRATION SERVICE PERFORMANCE REPORT 2018/19</b>
<b>MEETING:</b>	<b>Strong Communities Select Committee</b>
<b>DATE:</b>	<b>18<sup>th</sup> April 2019</b>
<b>DIVISIONS/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE:**

- 1.1 Scrutiny of the Registration Service and its' performance during the 2018/19 year.

**2. RECOMMENDATIONS:**

- 2.1 To consider and comment on the content of this report. The report serves to outline the services provided by the Registration Service, describes current performance and highlights future challenges.
- 2.2 An annual performance report, to be scheduled for late April or May each year, be presented to this Committee in future years. In this way, Members can assess performance over time for this crucial element of the Authority's work.

**3. KEY ISSUES:**

- 3.1 Civil registration has been mandatory in the UK since 1837. Initially Registration Officers were employed by the General Register Office (GRO) but that changed in 2007, and we are now employed by the Local Authority. Monmouthshire became the District that it is now for the purposes of registration in 1996, as part of the Local Government restructure. Prior to that it was Abergavenny, Monmouth and Chepstow and was occasionally partly in England. Boundaries historically have changed regularly which has often resulted in registers moving around between Offices, and Churches and Hospitals suddenly reporting to a different area. We are the custodians of the records of all Births, Deaths and Marriages which have taken place in Monmouthshire since 1837. They are all stored and safeguarded within our strong room.
- 3.2 The Registration Service sits in Public Protection, within the Social Care and Health Directorate. This fits well with our remit, which has expanded over the years to become more customer focussed, and to take on additional duties on behalf of the Home Office. For example the section reports on possible sham marriages, vulnerable persons within the community, fraudulent applications for the issue of certificates, and sends statistical information to the Office for National Statistics about births and mortality. All of this information allows the Council to make informed decisions about priorities for the future. These will include future school provision, or targeting specific health issues in specific areas, which in turn allows the Council to contribute directly to the well-being goals in Wales.
- 3.3 Each year we prepare an annual report to GRO and a Seasonal Variance Plan. Internally we are guided by our annual Business Improvement and Business Continuity Plans.

- 3.4 The purpose of the Registration Service is as follows:
- The registration of all births, deaths and stillbirths occurring within the County
  - Taking notices of intended marriages and civil partnerships from persons resident within the County
  - Conducting and registering all civil marriages and civil partnerships, (including conversions from civil partnership to marriage), taking place in any venue registered or licensed for the purpose. This includes prisons and hospitals or private residences in certain circumstances
  - Registering religious marriages where required
  - Conducting citizenship ceremonies for Monmouthshire residents who make successful applications for British nationality
  - Safe custody of all historic records of births, deaths, civil partnerships and marriages dating back to 1837, and issue of certified copies of these records on demand
  - Inspection and registration of new venues for marriage and civil partnership
  - Giving assistance and advice to all customers on all aspects of registration, citizenship and nationality
  - Providing data for vital work on population statistics and medical research
  - Management of data, including protection of both physical and electronic data. This assists with public protection and counter fraud by reporting suspicious applications and sham marriages, as well as suspicions about immigration abuse and other crimes
  - Safeguarding secure stock and accounting for fees
  - Promote and contribute to the Home Office priorities
- 3.5 The Registration Service is based in the Old Parlour, Usk, alongside County Hall. There are 8 staff, 10 on a casual basis for ceremonies only. The staff are made up of the Superintendent Registrar, one Registrar and 6 Deputies who can all register births, deaths and marriages and also take notices of marriage. Most also conduct ceremonies. The staff are all deliberately trained to the highest level to provide the maximum flexibility and resilience to the service.
- 3.6 We have just benefitted from an investment in new chairs and flowers within the ceremony room, and increased our maximum guest numbers to 45. We are hoping soon to improve the outside area with the re-surfacing of the car park and improved signage from the Highway. This will improve our service to the public. This will improve our offer compared to other local Register Offices in Newport, Blaenau Gwent, Torfaen and Caerphilly. The market targeted is different to services provided at Approved Premises across the county.
- 3.7 As well as the Old Parlour there are 3 out-stations, at Nevill Hall and at the Hubs in Chepstow and Monmouth. This enables us to provide the best possible service to residents. Nevill Hall is staffed every day, Chepstow and Monmouth are on a rota basis but further appointments can be arranged there depending on demand.
- 3.8 Approved Premises, meaning venues which have chosen to licence rooms for marriages and civil partnerships, cover the length and breadth of Monmouthshire. There are currently 36 and a very good relationship exists with them all. Covering such a large area and striving to provide the chosen days and times for each couple can be a challenge, but it is vital that we all work together to give each couple the best service possible and promote Monmouthshire at every opportunity.

#### 4. PERFORMANCE:

- 4.1 The GRO sets targets and key performance indicators on statutory time frames and customer service priorities. Each month GRO publishes the performance data for each District on our system. Performance can be monitored and compared to similar districts and nationally. Any District that is perceived to be failing to meet the standards will have meetings with their GRO Compliance Officer to look at ways to improve performance. We have just had our bi-annual audit from our Compliance Officer which was very positive.
- 4.2 The performance of the Registration team in 2018/19 can be summarised as follows –

	Total for year	% within statutory time-frame
Births	1937	98% (on target)
Deaths	1335	90% (on target)
Still-births	6	100% (on target)
Marriages	432	N/A
Civil Partnerships*	1	N/A
Notices of marriage/CP	549	N/A
New British citizens	32	N/A
Customers seen within 10 mins of appointment time		100%
Appts offered within guidelines	All types	100%

Marriages: 432 registered between 36 approved premises and the Register Office, marginally down on 2017/18 which was 457.

\*Civil Partnerships - just one this year but expect this to increase next year when civil partnerships are expanded to include opposite sex couples.

Births have decreased slightly since last year, 2049 in 2017/2018. Still-births have decreased, 9 last year. Deaths have also decreased, there were at 1491 in 2017/2018.

- 4.3 Part of our remit is to report any applications for certificates which we do not believe to be genuine. Birth certificates, whilst not a form of identification in themselves, can be the starting point for criminals to set up a new identity and are very valuable on the black market. The information provided to GRO can be shared with other investigatory authorities to assist in larger investigations into people trafficking, immigration frauds and organised crime. For example, in March 2019 a fraudulent application was received for a birth certificate which came via the post. All staff members are trained to look out for certain indicators within every application. The application purported to be from the person named in the birth entry. However, a matching death entry was tracked down showing that the child had died in early infancy.

- 4.5 Customer feedback is sought regularly by way of surveys, as well as spontaneous feedback and a comments book. This is used to help maintain and improve the service we offer. Some comments are reproduced below:

“Thank you for making the planning and day of our wedding so memorable and happy – so friendly and helpful, smart and professional”

“would like to say how helpful the lady on the phone was, she gave me all the info I needed and explained everything well, so it was easy to get the copy I needed”

“The two ladies who conducted the service (before, after and during), so sorry I forgot your names, were lovely and friendly. Thank you so much for making our day so special.”

“I found the process very hard and upsetting as I was registering the death of my dad. The lady at Abergavenny was very understanding and professional, and the fact the lady could inform lots of places that need to know was a great help.”

## **5. CHALLENGES/FUTURE PROOFING:**

- 5.1 There is a new NHS hospital being built in Torfaen, the Grange University Hospital. A brand new birth centre is being built there and it will also be for acute care. This will have an impact on the number of births and deaths taking place in Nevill Hall. The current study suggests that possibly as many as one quarter of births may move to the new hospital, along with a sixth of deaths. We will not really know until the hospital is open how people use it, however it may have a big impact on our registrations. To try to offset such a big change, a partnership model with the other Gwent districts is being developed. This would mean that a customer would have the option of registering their child’s birth either in the District where it took place or in the District where the customer lives, an entirely new way of working. It is hoped that this will begin in September 2019 and initially will only include births. However, the plan is to include death registrations in due course, once it is assessed how it improves the service across the Gwent region.
- 5.2 The role of Medical Examiner is being brought in nationally. There is no statutory date as yet for this to begin but some areas are looking at rolling out a voluntary scheme. The aim of this scheme is for every medical Certificate of Cause of Death to be scrutinised before being passed to the Registrar. It should reduce the need for us to refer to the Coroner and enable us to register more deaths at the first appointment which provides a better customer service. Aneurin Bevan are looking at a soft launch of the scheme very soon, initially at two hospitals which are to be determined.
- 5.3 There is a need to be competitive, to look at the market and try to offer choices that customers want. This improves both our internal service and our venues, many of whom are small businesses, so we have to work together for success. One new option started this year is outdoor ceremonies. We are bound by legislation in what we can do but there are often ways to make things work for people. For example, having an outdoor ceremony followed by repeating the legal vows within a licensed room to be legally compliant.
- 5.4 Flexibility is essential to meet the demand for registration appointments, which spikes and dips on an almost daily basis. The staff being trained to carry out all kinds of appointments means that we can adjust very quickly to those demands, and keep the appointment availability very high. Equally the seasonal demands for ceremonies means that we need a large pool of highly trained professionals ready to attend our beautiful venues, to maintain and develop our relationships with approved venues to help support their businesses.
- 5.5 The biggest challenge within Registration is to keep on top of the constant developments. Looking at the changes in behaviours and attitudes within society is almost the best barometer for anticipating changes that are likely to follow. We have to be ready to adapt to new

legislation and technology, often quite quickly, and learn the new procedures. The latest development is the The Marriages, Civil Partnerships, Marriages and Deaths (Registration Etc.) Bill which is due to receive Royal assent soon. This piece of legislation will have a huge impact on the Registration Service. Firstly Civil Partnerships, which are currently only available to same-sex couples, will become available to opposite sex couples by the end of this year. Secondly, marriage registrations will be by schedule, in a similar way to CP schedules, meaning that we will no longer create registers of entries. This will apply to religious and civil marriages which will be a very different system, but as yet there is no date for this to be implemented and no guidance as to how it will look.

## **6. REASONS:**

- 6.1 Strong Communities Select committee are familiar with regular performance reports concerning Environmental Health, Trading Standards and Licensing services. Officers deem it appropriate and helpful to introduce a similar reporting mechanism for the Registration service.
- 6.2 Annual reports on Registration service performance will aid governance arrangements, and provide assurance to the Authority.

## **7. RESOURCE IMPLICATIONS:**

- 7.1 None as a consequence of this report.
- 7.2 The net 2018/19 spend for the Registration service was £26,074, noting most costs are offset by licence and certificate fees.

## **8. WELL-BEING OF FUTURE GENERATIONS IMPLICATIONS**

- 8.1 No evaluation of the specific impacts required as this is a performance report, no 'pre-decision scrutiny' is requested.
- 8.2 Noting the above, Members will recognise the valuable and positive contribution to many of the criteria in the evaluation assessment. For example, the Registration team contribute to a prosperous Wales by supporting wedding venues, and collaborates with partners – NHS, Funeral Directors, etc – to deliver a highly regarded service.

## **9. CONSULTEES:**

Head of Public Protection  
Chief Officer, Social Care & Health

## **10. BACKGROUND PAPERS:**

None

## **11. AUTHOR:**

Jennifer Walton, Superintendent Registrar/Registration Service Manager

## **12. CONTACT DETAILS:**

Tel: 01873 735439

E-mail: [jenniferwalton@monmouthshire.gov.uk](mailto:jenniferwalton@monmouthshire.gov.uk)

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# Public Document Pack Agenda Item 6

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held  
on Thursday, 21st March, 2019 at 10.00 am

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

County Councillors: L.Dymock, A. Easson, R. Harris and V. Smith

### **OFFICERS IN ATTENDANCE:**

Roger Hoggins	Head of Operations
Nicola Perry	Senior Democracy Officer
Carl Touhig	Head of Waste and Street Scene
Laura Carter	Senior Technical And Business Officer

### **APOLOGIES:**

County Councillors L. Guppy, L.Jones and R.Roden

#### **1. Declarations of Interest**

County Councillor R. Harris declared a personal interest in relation to item 4 as a trustee of Homemakers Community Recycling.

#### **2. Public Open Forum**

Councillor P. Sutherland of Llanbadoc Community Council raised two items:

1. That the barrier to Usk Island Car Park be brought forward, towards the road, therefore reducing nefarious activity.
2. It was thought that the last meeting of Strong Communities Select had suggested that a meeting on speeding in Woodside would be arranged, but had not yet taken place.

The Head of Operations explained that the position of the car park barrier allowed a few spaces for parking when the barrier is down. If there is a view that this should be changed it could be done, but would not be a high priority in terms of budget.

With regards to speeding traffic at Woodside a meeting with Mr. Vincent is due to take place, and a further meeting with Llanbadoc Community Council will be arranged.

Mr Sutherland added that the extra spaces outside the barrier are not being utilised other than at night, when behaviour may be considered suspicious. The owner of the burger van at the site is willing to open the barrier at 7am.

#### **3. WASTE & STREET SERVICES POLICY REVIEW**

#### **Context:**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Strong Communities Select Committee held on Thursday, 21st March, 2019 at 10.00 am

The Committee were presented with the report in order to review the draft policy documents and make recommendations to Cabinet for final decision.

#### **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.

#### **Member Scrutiny:**

##### 1. Garden Waste Policy

With regards to the costs of the garden waste system, the permits cost £18 at resident level. This brings an income of £270,000, covering the cost of collection based on the vehicles currently used.

In terms of churches and chapels, if there is a requirement for 5 permits it costs roughly £90 to deliver the service. Officers explained the problems faced with regards to the locations of churches. A consideration would be to provide Community Councils a number of permits to distribute, but officers require information on how much County Council is willing to give to Community Councils.

Members recognised the importance of communication with Town and Community Councils, and officers were happy to build this into the policy. It was agreed that Area Communities are an ideal forum to relay information.

Challenges were noted with regards to dealing with charitable organisations, and officers welcomed advice in this area. It was agreed there should be an element of flexibility, but not too broad a policy.

Members agreed that feedback from the current changes to the system should be brought back to Select Committee before finalising the policy. The Head of Waste Services agreed this would allow time to reflect on the new in-cab systems being implemented.

##### 2. General Waste Collections

Comments were made around the lack of consultation with the service users. It was explained that consultation with residents takes place every 2 years, the results of which has helped formulate this policy. The intention is to consult with residents when the policy is in a suitable format.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Strong Communities Select Committee held on Thursday, 21st March, 2019 at 10.00 am

The removal of residual waste bags 4 years ago has created £120k saving, and consultation at that time had recognised this as a preferred option. It was recognised this may have now changed.

The Recycling Shop at Llanfoist is now in place and should be open next month. The Homemakers Group are in the process of signing the SLA.

We heard of a voluntary group called Red Tin Shed, operated 3 or 4 days a week. This group now have to spend £200 on a skip as they can no longer take the residual waste to the recycling centre. The Head of Waste agreed to speak to Cllr Smith following the meeting.

In terms of the in-cab system identifying other issues, eg. Pot holes, tipping etc. it was doubtful that the system could cope with this in terms of time restraints on crews.

With regards to contaminated bags, these remain the property of the residents until they are collected.

Concerns were raised regarding glass collection, and a suggestion was made to use plastic bags for glass, particularly if hessian style bags are to be introduced.

In response to a question about bags, it was confirmed that clear bags are available but are more expensive.

Problems surround the disposal of purple and red bags at the HWRC, in that they may contain contaminated waste. This is an area officers are looking to improve, and develop a better system.

Councillor Dymock praised officers on the management of the roll-out, and suggested that operations colleagues should be invited to a future meeting to share experiences.

It was confirmed that black bags are expected to be 60-80 litre sized, but there have been instances of 140 litre, wheeled bin sized bags. This raised concerns amongst Members with regards to staff welfare.

Challenges around collections at flats were recognised.

It was suggested that the policy build on crews and public expectations.

The Chair reflected on the resource implications of the policy, and expressed this is something we should keep an eye on moving forward. The Head of Waste assured Members that based on benefits outweighing costs, most cost should be negated.

### 3. Fly Tipping Policy

The Chair raised concerns around the follow up of reports of fly tipping. Historically this is dealt with by Environmental Health. Officers explained that there are times where access is a problem, but most cases are collected within 5 days. Where this is reported through My Monmouthshire, feedback will be provided.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of Strong Communities Select Committee held on Thursday, 21st March, 2019 at 10.00 am

Action – Obtain information regarding costs around fly tipping.

Committee Conclusion:

Officers were thanked for the report and information. It was agreed that the policy be brought back to Committee for final approval. This should then be taken to Full Council to raise awareness.

Select Committee will review policy in 12 months.

Town and Community Councils should be included in terms of raising awareness.

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

##### **5. 31st January 2019**

The minutes of the meeting held on 31<sup>st</sup> January 2019 were confirmed and signed by the Chair. In doing so it was noted that Roger Hoggins, Head of Operations had been in attendance.

##### **6. 13th February 2019**

The minutes of the meeting held on 13<sup>th</sup> February 2019 were confirmed and signed by the Chair. In doing so it was noted the County Councillor R. Harris had given apologies for the meeting.

#### **7. Action list**

During discussion the following points were raised to be followed up:

21st March 2019	Fly Tipping - How many instances of fly tipping have been identified, and the amount of costs retrieved
	Toilet Strategy - follow up requests: <ul style="list-style-type: none"><li>• Assurance that the £17k WG funding is ring-fenced and Councillors have input into how the funding is used.</li><li>• Monitoring and recording of syringe use - is the log now in place</li><li>• Follow- up of the suggested blue light system</li><li>• Previous strategy recommendations had included that planning applications for retail outlets should include toilet facilities.</li><li>• Caldicot Countryside Park - issues still need to be addressed.</li></ul>

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

Noted.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Strong Communities Select Committee held on Thursday, 21st March, 2019 at 10.00 am**

It was recommended that the following be added to the forward workplan:

- Slavery and Modern Day Trafficking
- Burials and Cremations – Costs and Strategy

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

Noted.

#### **10. Date and time of next meeting: Thursday 18th April 2019 at 10am**

Noted.

**The meeting ended at 11.55 am**

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## STRONG COMMUNITIES ACTION LIST

MEETING	ACTION	OFFICER
21st March 2019	Fly Tipping - How many instances of fly tipping have been identified, and the amount of costs retrieved	Dave Jones
	Toilet Strategy - follow up requests: <ul style="list-style-type: none"> <li>• Assurance that the £17k WG funding is ring-fenced and Councillors have input into how the funding is used.</li> <li>• Monitoring and recording of syringe use - is the log now in place</li> <li>• Follow- up of the suggested blue light system</li> <li>• Previous strategy recommendations had included that planning applications for retail outlets should include toilet facilities.</li> <li>• Caldicot Countryside Park - issues still need to be addressed.</li> </ul>	Dave Jones

### 1. Fly tipping –

Total number of incidents 18/19 (12 months) = 310

Cost recovery 18/19 = £300, one Fixed Penalty Notice

Finding culprits is notoriously difficult. Most have got wise to not leaving any personal details (discarded letters etc.) within the fly tipped material. In 17/18 we successfully prosecuted two cases, with £400 fines and £2,830 recovery of costs. A colleague in Waste & recycling comments as follows –

MCC is a rural county and fly tipping can be hard to find increasing time to find and collect.

The way the service is designed means that the number of recorded incidents is likely to be lower than actual. Crews will pick up fly tipping that has not been reported if they see it when out but may not always record it on the system. Incidents are cleared by others including highways and countryside departments and these may not be recorded and we may not be told.

We cannot easily segregate the actual costs of clearing fly tipping from other waste related activities as the crews are multipurpose, for example, to maintain efficiency and reduce mileage costs, crews may collect fly tipping on a litter bin round.

## 2. Toilet Strategy –

- The 17K one-off funding has now been received. This will be ring-fenced for public toilet improvements, though noted it won't go too far if structural repairs needed. Officers will link with Members of this committee to discuss best spend, and involve Town & Community Councils that often own and/or manage public toilets.
- Sharps log has been commenced, c/o Jan Baldwin, our Cleaning Manager
- Whether 'blue lights' effective (to deter drug users injecting in toilets) will be considered during the joint discussions on the £17K spend, as above
- Planners advise requesting toilet facilities in all retail outlets is not achievable, as not consistent with national planning advice. A Planning condition needs to be necessary, enforceable and reasonably related to the development proposed. Planning of view that such a requirement would not meet the test for necessity or reasonableness (and possibly enforceability). Toilets are provided in restaurant/sit down food outlets, not general retail. Hence found in Morrisons and not Aldi in Abergavenny, for example.
- Noted Caldicot Countryside Park one of our worst facilities, and would be considered for attention via the £17K grant. Property Services also visiting all toilet blocks so another source of information to prioritise the worst.



*Monmouthshire's Scrutiny Forward Work Programme 2019*

<b>Strong Communities Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
<b>18<sup>th</sup> April 2019, 10am</b>	<b>Strategic Equality Report</b>	Scrutiny of the council's performance in applying Equalities legislation to policy and practice.	Alan Burkitt	Performance Monitoring
	<b>Registrars Service</b>	Scrutiny of the service and its performance 2018-19.	David Jones	Performance Monitoring
<b>18<sup>th</sup> April 2019, 2pm</b>	<b>Modern Slavery</b>	Introduce the key issues and to discuss the return of an action plan.	David Jones Diane Corrister Sharran Lloyd	Workshop  All Members
<b>21<sup>st</sup> May 2019  (Special Meeting)</b>	<b>Public Protection</b>	Scrutiny of the Performance Report 2018-2019.	David Jones	Performance Monitoring
	<b>Public Toilets</b>	Pre-decision Scrutiny of the draft Local Toilet Strategy following public consultation ahead of Cabinet decision on 5 <sup>th</sup> June.	David Jones	Pre-decision Scrutiny
<b>Special Meeting 2019 to be confirmed</b>	<b>Traffic &amp; Road Safety</b>	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	
<b>6<sup>th</sup> June 2019</b>	<b>Welsh Language Monitoring Report</b>	TBC	Alan Burkitt	Performance Monitoring
<b>11<sup>th</sup> July 2019</b>	<b>Corporate Plan and Annual Report TBC</b>	To hold cabinet members to account on performance and alignment of service delivery to the corporate plan.	Frances Taylor Richard Jones	Performance Monitoring

## *Monmouthshire's Scrutiny Forward Work Programme 2019*

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
26 <sup>th</sup> 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 <sup>th</sup> November 2019				
13 <sup>th</sup> 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. Social issues and financial.
- × 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.
- × 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

<b>Committee / Decision Maker</b>	<b>Meeting date / Decision due</b>	<b>Subject</b>
Cabinet	06/11/2019	Long Term Household Recycling
Cabinet	02/10/2019	Usk Town Strategy
Council	20/06/2019	Social Justice: Annual Review
Cabinet	06/06/2019	Budget Monitoring report - month 12 (period 3) - outturn
Cabinet	05/06/2019	Digital Deprivation Action Plan
Cabinet	05/06/2019	Local Toilet Strategy
Cabinet	05/06/2019	Section 106 Funding – The Hill, Abergavenny
Cabinet	05/06/2019	Section 106 Funding – Penperlleni
Cabinet	05/06/2019	Proposed Off-Road Cycling Centre, Llanfoist
Cabinet	05/06/2019	Section 106 funding – Forensic Science Laboratory Site, Chepstow
ICMD	22/05/2019	Collections Review
Council	16/05/2019	Chief Officer CYP Annual Report
Council	16/05/2019	Speed Management
Cabinet	01/05/2019	Cabinet to agree to commence statutory consultation to open a new Welsh Medium Primary School in Monmouth.
Cabinet	01/05/2019	Recruitment & Selection Policy
Cabinet	01/05/2019	Play Sufficiency Audit and Action Plan 2019
Cabinet	01/05/2019	Proposed changes to the membership of the school budget finance forum

Purpose	Author
	Roger Hoggins
	Frances Williams
	Cath Fallon
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.	Mark Howcroft
	Cath Fallon
	Dave Jones
	Mike Moran
	Mike Moran
	Mike Moran
	Mike Moran
	Rachael Rogers
	Will Mclean
	Roger Hoggins
	Debbie Morgan
	Sally Thomas
	Mike Moran
This paper is to propose changing the membership of the school budget forum to allow wider representation	Nikki Wellington