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NP15 1GA

Wednesday, 20 January 2016

Notice of meeting / Hysbysiad o gyfarfod:

Strong Communities Select Committee

**Thursday, 28th January, 2016 at 10.00 am,
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

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.	To confirm minutes of the previous meeting 24 th November 2015 – Special 10 th December 2015 11 th January 2016 - Special	1 - 24
5.	MCC Strategic Equality Plan number two 2016 - 2020	25 - 68
6.	Waste Review	69 - 80
7.	Strong Communities Select Committee Work Programme	81 - 82
8.	Cabinet and Council Forward Planner	83 - 92
9.	Date and time of next meeting	

10th March 2016 at 10am

- Flood Risk Management
- Public Protection
- Month 9 Budget Monitoring

28th April 2016 at 10am

- Grant Funded Partnerships
- TBC

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

S. Howarth
V. Smith
D. Dovey
A. Easson
S. Jones
P. Jordan
A. Webb
S. White
K. Williams

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Welsh Language

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Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

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

People Are Confident, Capable and Involved

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

Our County Thrives

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

Our priorities

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

Our Values

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

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

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

Ein gwerthoedd

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

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MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Strong Communities Select Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 24th
November, 2015 at 2.00 pm**

PRESENT: County Councillor S.G.M. Howarth (Chairman)

County Councillors: D. Dovey, A. Easson, S. Jones, V. Smith,
A. Webb and P. Murphy

OFFICERS IN ATTENDANCE:

H. Ilett - Scrutiny Manager
P. Harris - Democratic Services Officer
R. O'Dwyer - Head of Property Services & Facilities Management
R. Jowett - Head of Waste & Street Services
R. Hoggins - Head of Operations

1. Apologies for absence

Apologies for absence were received from Councillor White.

2. Declarations of Interest

None received.

3. Deferred Budget Scrutiny: Significant Pressures

I) WASTE AND STREET SERVICES

Context:

To provide detailed draft proposals on the budget savings required to meet the gap between available resources and need to spend in 2016/17, for consultation purposes.

To consider the 2016/17 budget within the context of the 4 year Medium Term Financial Plan

That Select committee scrutinises the budget savings proposals for 2016/17 released for consultation purposes and provide their response by the 30th November 2015

The pressure is required to meet the increased expenditure in recycling and waste management for 2016/17 and is made up of several different components that are outside the control of Waste and Street Services.

Key Issues:

MRF Costs – In 2012-13 the Council made a £350k saving with the introduction of a £0 MRF contract. However since that time MRF capacity has been greatly reduced, new regulations have imposed burdens on the MRF sector and most of all the global economic downturn has had a very serious negative impact on commodity prices and therefore the value of recyclates. Market testing has indicated that a cost for MRF reprocessing could be in the range of £35-55

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per tonne. MCC currently collects c.11,000 tonnes per annum. It has been agreed with finance that a fee of £45p/t will be modelled introducing a pressure of **£495k**.

Sustainable Environment Grant – in 2014-15 WG at the last minute changed the process and principles of this grant. WG have indicated that they expect this grant to be used for wider purposes than just waste. In the model a 10% reduction on this grant has been modelled - **£191k**. However it must be noted that WG have indicated to other LAs that a cut of as much as **40-50%** could be forthcoming in 2016-17. This would be devastating for all LAs and for recycling and waste services. If a 50% cut was forthcoming nearly **£950k** would be cut - a further £759k of the modelled reduction.

Fleet & impact of route optimisation - The budget mandate was ambitious and unfortunately due to leases having been bought out in previous years the revenue saving from removing leasing costs could not be made. The Council in effect has had that benefit in previous years. The vehicle stock is now aging and an assessment by Transport is that 5 RCVs need to be replaced. In addition it has been acknowledged that the route optimisation project has placed too much stress on our workforce and therefore needs to be re-run and pressures reduced. Therefore 1 further vehicle is needed to remove this pressure. 6 vehicles, lease cost of £25k = £150k. 8 posts were removed through the route optimisation process. With the introduction of a new vehicle that needs to be manned – cost of a crew (driver + 2 loaders) = £71k. Running costs of a vehicle (insurance, fuel etc.) = £26k. Total from pressure = **£247k**

Additional households/increases in waste & contract indexation. – Waste production is linked to economic growth and number of households. Over last two to three years there has been a steady increase in both. The increase in waste tonnages and associated costs between 2013/14 and 2014/15 of 3000 tonnes were largely offset through the reductions in disposal costs and savings through the interim disposal contract with Cardiff Council and Viridor Trident Park (Prosiect Gwyrdd). Increases in waste streams have been assumed in the financial modelling and therefore overall contracted price. There are also pressures based on the indexation mechanisms used in contracts (usually a formula linked to RPIx, fuel prices etc.). Based on previous years 2.5% has been modelled. Some of these costs are mitigated through the full introduction of Project Gwyrdd and the Welsh government gate fee support. Pressure element of this is £189k. Small pressures also exist in the premises budget with budget not enough to cover rates etc. and also expenditure is forecast to increase slightly on recycling bags etc. This pressure element is £23k. Total pressure = **£212k**

Total pressures £1.15mk.

These costs are for 2016-17 only. Further pressures have been identified for 2017-2019 amounting to £580k. This is mainly due to contract indexation (e.g. Project Gwyrdd will cost more in 2017-18 than 2016-17 as we will have had the benefit of a reduced fee and increasing waste), and increasing waste arisings.

It is recognised that these are major pressures facing the service – amounting to £1.15mk in 2016-17. Savings have been proposed such as a Van Ban at CA sites and a further increase in the garden waste charge to mitigate these impacts. These are included in the savings mandates of the MTFP. Also included in the MTFP are the income proposals for fees and charges. These obviously will have a net benefit on the pressures.

In addition the service is going through a comprehensive review of which the preliminary findings were reported to Cabinet in early 2015. The review is to be concluded in the next few months with a report to Select Committee before Christmas and a final report Feb/Mar 2016. The initial findings did demonstrate that savings could be made through a full switch to kerbside sort. However this is a major change for the authority and one that would need to be carefully

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considered in light of the public's support for our current service and its high performance. Work is ongoing to attempt to reduce the pressure and meetings are taking place with major contractors in coming weeks to try and identify solutions.

Member Scrutiny:

A Member commented that restructuring the crews did not offer the saving originally expected and asked what the cost was by not getting the saving and what the extra cost would be this year. It was answered that the Route Optimisation Mandate was due to offer a £250,00 saving, but actually provided a £125,00 saving.

It was asked if there would be an increased charge for garden waste, we were told by an Officer that the cost would rise from £12 to £14 per bag, this had been modelled into the pressure already.

In regard to garden waste it was asked if the charges completely covered the cost of collection and disposal of garden waste, the Member also commented that they had recently sat in on meetings where members of the public commented that they were willing to pay for services they used. It was answered that we cannot cover the cost of disposal, the laws states we can only charge for the collection of the material, the charge doesn't fully subsidise the service. Because garden waste is currently collected with food waste we cannot completely disaggregate this waste. We were advised that currently 33% of householders are signed up to the garden waste charge.

A Member asked if there was a risk of people not taking up this service if charges were increased. And had the analysis had been done regarding the logistics of collecting from sporadic properties, would it be more use to drop the price to encourage more properties to use the service. An Officer responded that there had been an increase in subscriptions this year. A saving was produced by not collecting waste at the kerb side, the material that goes through the Civic Amenities site is not mixed with food and is therefore cheaper to dispose of.

A Member said that they would find it physically impossible to get to the C.A. sites and commented that the elderly rely on this service and that this service should not be abolished.

A Member commented that garden waste had only been collected for the last 10 years and wondered how we'd managed before. It was explained that looking at tonnage figures, it was previously going into residual waste which we did not want due to cost of disposal. Garden waste contributes 7 to 8% towards our recycling rate.

A Member stated that as members of Select Committees they were going down the route of devolving services downwards. There is an element of 'use it or lose it' and this means that we need to find some way of subsidising it from the public down.

It was asked by a Member how our costs compared with other local authorities. We were informed that we were the second cheapest in Wales after Newport. It was also advised that only 2 councils in Wales charge for green waste, Monmouthshire and Pembrokeshire.

A Member commented that due to the recent development in the county, there is a different social dynamic within the people living in the county and felt that green waste may be in greater demand.

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It was asked if in future, when sourcing vehicles, it would be useful to look at vehicles with flexible use and low CO2 emissions. We were advised that as an authority we were constantly engaged with vehicle manufacturers and have regular demonstrations & trials of new models. All new vehicles have to comply with Euro 6 emissions standards.

Committee's Conclusion:

Chair's Summary:

Committee acknowledged that this is a volatile situation in terms of this particular pressure. Members are reassured that the Cabinet Member will take every action possible to manage the pressure.

II) PASSENGER TRANSPORT UNIT – SCHOOL TRANSPORT

Context:

Existing budgets do not reflect the current demands on all aspects of Passenger Transport Services. The requirement to provide transport to pupils within the County is increasing gradually yet budgets in this area are continuously having to make large savings. Making these savings has proved impossible over the last few years especially as decisions to provide some non-statutory transport have been made within other Directorates, with the onus then falling on Passenger Transport to provide and fund this.

Key Issues:

The total pressure in relation to the Passenger Transport Unit is £641,000. This pressure is detailed as follows:

Mandate saving of £150,000 relating to SEN transportation. The budget was removed from Passenger Transport Unit allocation in 2013-14 via the MTFP process – This saving is not achievable as the responsibility for SEN transportation lies with the Children and Young Peoples Directorate and many pupils need singular transportation due to Risk Assessments undertaken.

New Welsh School, Duffryn – Overall additional cost approx. £311,000 over a six year period. The school is opening in September 2016 therefore 2016/17 additional cost will be approx. £25,000.

Increasing income budgets through the MTFP has not allowed for expenditure budgets to increase at the same level. To generate additional income you need to incorporate increases in additional expenditure which have not been reflected in the budgets previously. This has amounted to understated budgets of approx. £180,000

Member Scrutiny:

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A Member asked if Raglan Maintenance Depot should be shut and if all sites could be amalgamated? In relation to fleet maintenance, we were told that at Pill Farm depot there is a small maintenance depot, with 2 fitters based there which is completely inadequate, a new site was being sought. Estates are currently looking at the depot portfolio at the moment to see if there is capacity to move and alternative uses for properties.

It was asked by a Member if all vehicles owned by the Council were in use, and if the Council were looking to move into public routes and private provision. It was answered that we are unlikely to move into the public routes because we would require a different license for running the fleet as money would be collected on the bus. We were advised that we already do a significant amount of work in the private sector. Obviously there are limits, as the buses are required to work within school hours, therefore weekend and evening work is being undertaken.

A Member asked if spending money on SEN transport would mean a compromise on other services and were effort undertaken to ensure SEN transport is used correctly. We were told that demands for SEN transport has been highlighted with colleagues in other departments and that meetings with CYP had taken place, with Members present. From a corporate level as an Authority we have to manage the cost, providing that Officers had accessed each case diligently.

It was asked if we ran Monmouthshire taxis. It was answered no, we have a range of vehicles on the fleet but we tend to use private sector taxis.

It was asked by a Member if it would be better for the Authority if we operated the transport unit as an 'arm's length' operation as per Newport County Council, whereby the unit could charge various groups. The was answered that in future the Committee may receive reports regarding how they would wish to reorganise various departments under the Committee's mandates. The Newport example is a wholly owned company of Newport County Council. The fundamental challenge is whether you can cut the unit cost of provision by putting it into another organisation.

Committee's Conclusion:

Chair's Summary:

A Difficult budget pressure. The Committee understands that regardless of where the budget for this sits, it is a priority for the Council and the cost implications associated with managing it need to sit with the Passenger Transport Unit for the present time. The Committee acknowledges the Cabinet Member is taking the necessary steps to manage this pressure going forward and Members will keep a watching brief on this issue.

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4. Scrutiny of Progress on Public Toilets

Context:

To update members on the provision of public conveniences at various sites within the County and seek feedback from members on options for the future provision of public conveniences.

That members review the information provided, consider the options for the future provision of the service and offer commentary for submission to Cabinet.

Key Issues:

In 2010 the Strong Communities Select Committee undertook a detailed review of the provision of public conveniences. This informed a strategy for the future provision of public conveniences and as a result new arrangements were implemented including some closures but also transfer of responsibility to other providers (community and town councils).

Since then some further adjustments to service provision have been arrived at through greater collaboration with town councils and mandated in the MCC budgets for 14/15 and 15/16.

This has resulted in the majority of public conveniences remaining open to the public but the method of management and provision varying between towns and villages.

Appendix 1 lists those toilets where MCC retains an 'interest' and approved proposals for their future provision, including details of current revenue and capital costs associated with possible transfer as well as a commentary on capital receipts opportunities.

Those toilets that remain the responsibility and cost to MCC after the proposals already approved are:

1. Abergavenny: Whitehorse Lane
Castle Street
Brewery Yard
Bus station
2. Monmouth: Blestium Street (Cattle market)
3. Usk: Maryport Street car park
Usk Island
4. Tintern: Beaufort Cottage

Member Scrutiny:

Members were keen to stress that there should be at least one well maintained toilet in every town of the County.

Members discussed the importance of clustered working to solve problems and benefit from tourism.

A Member raised the issue for charging for toilets. And asked if advertising space being sold within the public conveniences had been explored. The Member also raised the

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provision of sanitary disposal. It was answered that charging had been looked at previously, however the cost of collecting the small amounts of funds raised was cost prohibitive in itself. It was agreed that advertising was being actively explored.

A Member expressed dissatisfaction that Cadw would not allow the general public to use the toilets at Tintern Abbey without payment of the entrance fee.

A Member commented that every community is different and every town is different, but when policy is set, it has to be universal and we have to be brave and enforce the policy.

Committee's Conclusion:

Chair's Summary:

The Council needs to be seen to be consistent in applying the policy agreed by the Council or the toilets close.

5. Date and time of next meeting

Meeting – 10th December October 2015 at 10.00am

- Future Food Waste Treatment Strategy
- Month 6 Budget Monitoring

The meeting ended at 4.16 pm

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PRESENT: County Councillor S.G.M. Howarth (Chairman)

County Councillors: D. Dovey, A. Easson, V.E. Smith, A. Webb and K. Williams

OFFICERS IN ATTENDANCE:

Mark Howcroft	Head of Operations
Liz Williams	Senior Management Accountant
Richard Jones	Improvement Support Officer
Rachel Jowitt	Head of Waste & Street Services
Carl Touhig	Recycling Strategy and Business Manager
Hazel Ilett	Scrutiny Manager
Paula Harris	Democratic Services Officer

1. Apologies for absence

Apologies received from County Councillors P. Jordan, S. White and S. Jones.

2. Declarations of Interest

No declaration of interests were received.

3. To confirm minutes of the previous meeting

The Committee resolved to confirm and sign the minutes of the meetings of Strong Communities Select Committee held on

- 10th September 2015
- 14th September 2015 (Special meeting)
- 12th October 2015 (Special meeting)
- 22nd October 2015 (Special meeting)

4. Pre-decision Scrutiny of the Future Food Waste Treatment Strategy

Context:

For Members to scrutinise the proposal for Monmouthshire County Council to formally join the Heads of the Valleys Organic Project to seek a long term solution to kerbside collected food waste.

Key Issues:

In Dec 2014 following scrutiny by Select Committee, Cabinet agreed to sign a Memorandum of Understanding with the existing Heads of the Valleys partnership LAs (Blaenau Gwent, Torfaen

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& Caerphilly) to progress the development of an Outline Business Case for the delivery of appropriate long term food waste treatment in the region.

Over 2015 the partnership has undertaken:

- Soft market testing exercise to inform the partnership on:
- Market appetite and capacity for the procurement
- Appropriate procurement strategy
- Potential costs
- Detailed waste flow modelling to determine tonnage requirements
- Financial modelling
- Review of the Inter Authority Agreement which outlines the relationship between the parties during the procurement phase
- Engagement with Welsh Government to ensure policy compliance, secure gate fee support through the life of the project and financial support to undertake the procurement
- An assessment of the project needs with the withdrawal of Caerphilly.

Member Scrutiny (IN COMMITTEE):

A Member asked what caused Caerphilly County Council to withdraw from the Project. We were advised that Caerphilly County Council withdrew because of internal issues.

It was commented on by a Member that there was still a lot of food waste and that we should increase public awareness to drive this figure down. An Officer answered that it was still a relatively small volume and that as part of the project Monmouthshire had not agreed to a guaranteed a volume/tonnage.

It was asked if the length of the contract had been discussed and were advised after research & market feedback, a short contract does not offer value.

Councillor Kevin Williams entered 10.31am

A Member asked about the inter-authority scrutiny. We were advised that Torfaen and Blaenau Gwent scrutiny had already taken place and that the Project Manager from the scheme can be asked to speak to Strong Committees Select Committee to answer questions.

A member asked where the site was likely to be situated and we were advised of various sites and their feasibility regarding capacity and haulage costs.

Committee's Conclusion:

Chair's Summary: The Committee were encourage by the detailed report and happy to move this project forward.

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5. Scrutiny of Waste Enforcement

Context:

To seeks Select Committee's views on a proposal from Waste & Street Services to be given enforcement powers. Below is the draft Cabinet report for Member's consideration. Comments received from Members will feed into the final draft presented as a Single Member Decision in the New Year.

At the meeting officers will present examples of where we believe these additional tools would be beneficial in achieving the outcomes around local environmental quality and recycling.

Key Issues:

Additional resource for enforcement for environmental crimes

- The Council's functions regarding the environment are extensive, and it has a duty to enforce a wide range of 'environmental' legislation. This covers, public health, food safety, housing standards, flytipping, litter and dog fouling. The Council regards prevention as better than cure, and it offers information and advice to those it regulates and seeks to secure co-operation avoiding enforcement action where possible.
- Natural Resource Wales deal with the Big Bad and Nasty being very large quantities, organised crime and hazardous materials. At present the delegated powers to take enforcement action against businesses and individuals regarding environmental crimes sits with Environmental Health. Environmental Health Officers have a wide range of duties and public health protection is clearly the priority. They have been very successful with a number of prosecutions in regard to flytipping but the majority of small scale domestic dumpings are not reported as flytipping and therefore not investigated. Dumpings relate to one or two bags deposited close to the property but without regard for collection or proper containment of the waste. These smaller incidents make up over 90% of all reported waste issues but are rarely investigated and as such no enforcement action is taken.
- There is a waste enforcement protocol between Environmental Health and Waste Services but this is no longer fit for purpose. The recent changes to service provisions within waste management have highlighted resource issues in taking enforcement action against businesses and individuals that do not comply with waste legislation. Sending several officers to check waste before it can be collected is time consuming and can result in evidence being burnt or added to by the time it is collected.
- At present the powers to serve notices on businesses and individuals that do not comply with Duty of Care legislation are not enforced by any department. There is a growing concern amongst residents that some small sections of the community are not engaging in recycling or complying with waste collection policies and the local community and environment is suffering. Whilst this is a very small section of the community the challenging targets for waste recycling coupled with the budgetary constraints mean that everyone in the community needs to participate positively in sustainable waste management. W&SS provide advice and information regarding waste and recycling but currently have no power to enforce where education, awareness and encouragement fail to engender behavioural change.

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Member Scrutiny:

A Member asked the expense of clearing chewing gum and hedge cutting. We were advised that the chewing gum issue would be covered under the new enforcement powers. The cutting of hedges was a Highway issue and the power to enforce would sit with Highways as it falls within the Highways Act. The report refers to enforcement powers under The Environmental Protection Act.

It was asked by a Member why purple and red bags are not allowed to be brought to the waste sites by the general public. An Officer answered that the issue was contamination. We don't pick up contaminated bags at kerbside and that contaminated bags are stickered, we were finding that people were then bringing the bags to the waste site. When dry recycling was being sent for processing we were incurring extra cost due to the high levels of contamination.

It was asked if Officers would now be able to take people to court. It was answered yes, the plan is to have 8 officers with delegated powers who would have the power to prosecute after training.

Committee's Conclusion:

Chair's Summary: As a Committee we are happy to move this forward.

The Committee would like clarification on whether hedge trimming responsibly falls under Highways Act.

6. Budget Monitoring - Month 6 Budget

Context:

The purpose of the report is to provide Select Committee Members with information on the forecast revenue outturn position of the Authority at the end of reporting period 2 which represents month 6 financial information for the 2015/16 financial year.

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

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

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Key Issues:

- That Members consider the position concerning the second period of revenue monitoring in 2015/16 (£1.066 million deficit) and seek a further report back to the next Cabinet outlining the Recovery Plans to be put in place to address the overspends in service areas
- That Members note the forecast use of earmarked reserves and, in order to ensure adequacy of reserves for the MTFP, approve the following change in practice:
 - Increase workforce planning and redeployment to reduce the need for reserves to cover redundancies
 - Any request for reserve funding must first explore whether existing budgets, or external funding sources can be used for the proposal accepting this may require a change in priorities if existing budget are used
 - Use of reserves to implement budget savings must use the saving first to repay the reserve
 - IT investment bids will need to be considered in the core capital programme when the IT investment reserve is extinguished, this may necessitate displacing some of the core capital programme allocations depending on the priorities agreed
- Members consider the position concerning period 2 Capital Monitoring with a revised budget of £60.496 million for the 2015/16 financial year.

Member Scrutiny:

It was asked which set of toilets were responsible for the billing control overspend of 20K due to the delayed implementation of transfer to Town Council. It was answered that the Officer would check and get back to the Committee. **(ACTION L.W.)**

It was asked if PTU should have pressures which actually come from other directorates. It was answered that there is a mandate 2016/17 which is looking to review the budget position.

A Member asked for a comment on Community hubs and Leisure Services. It was answered that the 3G pitch had a cost overrun and delays in the build influenced the amount of income the pitch could generate. The Hubs forecasted saving was a full year saving if all the personnel processes could have been undertaken prior to the 1st April 2015. There was a period full salary saving could not be made.

It was asked how much the Council had in reserve. An Officer answered it was in the considerations for Council at the next meeting.

It was asked about the under recovery of costs for the post of Digital Media Designer. An Officer offered to find an answer on this. **(ACTION M.H.)**

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Committee's Conclusion:

Chair's Summary:

The Chair thanked the Officers for updating the Committee.

7. Performance Management

7.1. Report on Improvement Objectives and Outcome Agreements

Context:

To present quarter 2 performance data for the Improvement Objectives and Outcome Agreement objectives which are under the remit of Strong Communities Select Committee:

Improvement Objective 3: We want to enable our county to thrive.

Improvement Objective 4: Maintaining locally accessible services.

Improvement Objective 5: We want to be an efficient, effective and sustainable organisation.

Outcome agreement Theme 4: Living within environmental limits and acting on climate change.

To present the latest performance against wider key national performance indicators that are under the committee's remit.

Key Issues:

The Outcome Agreement and the Improvement Objectives have a different focus:

Improvement Objectives

- Improvement Objectives are set annually by the Council to deliver on priorities. Despite objectives being focused on the long term the specific activities that support them are particularly focussed for the year ahead.
- Activity that contributes to the delivery of some objectives cross cuts Select Committee remits and these will also be reported to the other relevant committee(s). Therefore it is suggested members particularly focus their scrutiny on the activity relevant to the committee with consideration of its contribution to the objective as a whole.
- This Improvement Objectives will be evaluated at the end of the year (2015/16) based on the council's self-evaluation framework, as set in the Improvement Plan 2015-17. Performance against them will be reported to Select Committee and in the Stage 2 Improvement Plan published in October each year.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 10th December, 2015 at 10.00 am

Member Scrutiny:

A Member raised a question regarding staff absence and we were informed that an Officer group had been recently set up to explore this. It was asked that the outcomes of this report should come to the Committee.

A Member asked for a breakdown of wages by community.

It was advised that Area Hubs would be discussed in the full Council meeting on the 17th December 2015.

Committee's Conclusion:

Chair's Summary:

The performance report has raised some concerns amongst the Committee in relation to sickness absence, Members concluding that an approximate 2 weeks of sickness absence is a fairly high figure in comparison to other Councils. Members are concerned as to the reasons for absence and what measures are being put in place to address the causes of sickness absence. The Committee is aware that People Services are doing some work on sickness absence and will be meeting in the new year to progress that work. The Committee therefore requests that a report is brought to the Committee on the outcome of that work before the Spring.

7.2. Risk Management Report

Context:

To provide members with an overview of the current strategic risks facing the authority.

Key Issues:

The risk assessment ensures that:

- Strategic risks are identified and monitored by the authority.
- Risk controls are appropriate and proportionate
- Senior managers and elected members systematically review the strategic risks facing the authority.
- The existing risks on the Strategic Risk Assessment have been updated based on evidence available in 2015, as presented at Appendix 1. Changes to the council's risk management policy were approved by Cabinet in March 2015. These are:
 - including pre-mitigation and post-mitigation risk scores, this was also a key recommendation from scrutiny of the 2014 risk assessment
 - ensuring greater clarity to the phrasing of risk so that each statement includes an event, cause and effect as shown below:

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Event	Cause	Effect
Risk of...Failure to...Lack of ...Loss of...Uncertainty of ...Inability to...Delay in...	Because of...Due to...As a result of...	Leads to...and/or... result in...

- The risk assessment only covers high and medium level risks. Lower level operational risks are not registered unless they are projected to escalate within the three years covered. These need to be managed and monitored through teams' service plans. The pre and post mitigation risk levels are presented separately. In most cases mitigating actions result in a change to the likelihood of the risk rather than the consequences as our actions are generally aimed at reducing the chance of a negative event occurring rather than lessening it's impact. Clearly there will be exceptions.
- Following presentation to select committees, the risk assessment will be presented to Cabinet for sign off. Prior to this, it will also form part of budget papers for discussion at Council to reflect alignment with strategic risks and proposed budget decisions the Council is taking.
- The risk log is a living document and will evolve over the course of the year as new information comes to light. An up-to-date risk log is accessible to members on the Council's intranet - The Hub. This will ensure as well as the ongoing specific scrutiny of the risk assessment annually, that select committees are able to re-visit the information at any point in the year to re-prioritise their work plan as appropriate.

Member Scrutiny:

A Member asked for an update on the rollout of ICT from SRS. It was advised that the information would need to come from the responsibility holder, with this information going to the next Economy and Development.

We were advised regarding the final risk relating to the recycling service, when the RSG was published that the cut to the grant was confirmed as 6.4%.

Committee's Conclusion:

Chair's Summary:

The Chair advised Members that the Shared Resource Service falls under the responsibility of the Economy and Development Select Committee and urged Members to raise any concerns relating to the delivery of this service to that Committee.

Members were content to agree the risk register be presented to Cabinet. The Committee recognised that the strategic risks had been aligned with the budget mandates and that as such, the key risks falling within this Committee's remit had been discussed at the time the mandates were scrutinised. However, the Chair advised that given that the risk log is a living document that will evolve over the course of the year as new information comes to light, the Committee would keep a watching brief on the risk log which will be updated continuously and will be accessible on the web in order to inform future scrutiny.

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Strong Communities Select Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Thursday, 10th
December, 2015 at 10.00 am**

8. Date and time of next meeting

Special Meeting - 11th January 2016 at 10 a.m.

Strong Communities Select Committee – 28th January 2016 at 10 a.m.

The meeting ended at 12.59 pm

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MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 11th January,
2016 at 10.00 am

PRESENT: County Councillor S.G.M. Howarth (Chairman)

County Councillors: D.L.S. Dovey, A. Easson and S White.

OFFICERS IN ATTENDANCE:

M. Hand	- Head of Planning
I. Bakewell	- Housing & Regeneration Manager
S. Griffiths	- Strategy & Policy Officer
N. Leaworthy	- Commercial & Operations Manager
A. Howard	- Community Development Officer
R. Hoggins	- Head of Operations
R. Lewis	- Principal Planning Policy Officer
J. Coppick	- Planning Policy Manager
H. Ilett	- Scrutiny Manager
P. Harris	- Democratic Services Officer

ALSO IN ATTENDANCE:

County Councillor D. Evans
T. Hendry – South East Wales Racial Equality Council
S. Jones

1. Apologies for absence

Apologies for absence were received from David Hill, Councillor M. Hickman, S. Jones, V. Smith and K. Williams.

2. Declarations of Interest

None received.

3. Gypsy and Traveller Assessment

Context:

The Strong Communities Select Committee convened the Select Committee to consider the draft findings of the Gypsy and Traveller Accommodation Assessment for Monmouthshire, which is a statutory requirement of the Council. The Council's Housing & Communities service led the Assessment, with the independent guidance of the South East Wales Regional Equalities Council, which is due to be submitted to Welsh Government by 26th February 2016. Committee Members met members of the Gypsy and Traveller community at the beginning of January in order to better understand the circumstances and needs of the community to inform the debate at the Committee.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 11th January, 2016 at 10.00 am

Key Issues:

- Under Part 3 of the Housing (Wales) Act 2014, all local authorities must undertake a Gypsy & Traveller Accommodation Assessment and to make provision where assessments identify an unmet need for mobile home pitches (See Appendix 2).
- The assessments were undertaken with reference to Welsh Government guidance document, 'Undertaking Gypsy & Traveller Accommodation Assessments' published in May 2015 (See Appendix 3).
- All Local Authorities have until the 26th February 2016 to submit their assessments to the Welsh Government for scrutiny.
- The purpose of the assessment is to inform the Council's LDP Annual Monitoring Report and the LDP Review Process to meet both current and future needs for Gypsy and Traveller sites.

The following provides a brief summary of the Assessment process, and its Findings. For a more detailed information please refer to the Assessment report.

Process:

- A Steering Group comprising of important key stakeholders and members of the Gypsy and Traveller community was formed to oversee the assessment process and its findings. The group had a number of responsibilities including:
 - Helping to identify households living within the community to contact and survey using the standard questionnaire contained in the Guidance.
 - To help scrutinise and provide feedback on the results:
 - To sign off the report to be submitted to Welsh Government.
- Household survey interviews were conducted between June and November 2015 by officers from Housing & Communities Service, with the assistance of the Regional Equalities Council's Gypsy & Traveller Liaison Officer. The Assessment's core findings, conclusions and recommendations are based on the answers to the questionnaire.

Member Scrutiny:

A Member sought clarification on an item in the report, in which it states that unauthorised sites may be tolerated while site are in development, and asked would the Authority tolerate this indefinitely. The Head of Planning answered that advice had been taken from Welsh Government guidance and that during the period that a planning application is under review, the Authority may tolerate an unauthorised site for a short period of time, until planning application is determined. If refused, enforcement action would take place.

A Member commented on the new definition of need and asked if it better reflects the needs of the Traveller Community. We were advised that the needs of Travellers have not been satisfactorily accessed in the past. The definition of need is one area of guidance which is not prescriptive. We are currently in a position that the information collected was not anonymous, allowing us to provide bespoke help.

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Committee's Conclusion:

The Chair advised Members that the Special Select Committee had been convened to consider the draft findings of the Gypsy and Traveller Accommodation Assessment for Monmouthshire, which will be submitted to Cabinet for approval and to Welsh Government. Members concluded that the assessment being undertaken in-house by officers was mutually beneficial to both the community and the Council as a positive relationship was developing which had enabled everyone to have a clearer understanding of Gypsy and Traveller Needs. It was also agreed that the officers should continue to work with Gypsy and Traveller households in Monmouthshire on the next stage of the process.

4. Pollinator Policy

Context:

To provide the Strong Communities Select Committee with a performance overview of the pollinator policy 22 months post implementation. In particular the perceived implications of the highway verge maintenance policy amendment (Budget Mandate proposal number B4) in relation to MCC's commitment to support WG Pollinator Action Plan.

Key Issues:

1. The pollinator policy was adopted in 2014 and fully supports the Welsh Governments' Action Plan for Pollinators and the Natural Environment and Rural Communities act 2006. The Action Plan recommended new management systems in terms of planting regimes and resulted in reducing the first cut on A & B routes to safety cuts only and reducing the number of unnecessary cuts to large verged areas and elected public open spaces. The change in the management system resulted in a benefit saving of £43,555, whilst actively making the county more desirable to visit, live and work in.
2. Consultation with Town and Community Councils (T&CC's) was a requirement of the policy and as such, there are now regular and much improved discussions with T&CC's on how to replicate the flowering displays within their areas. Support for the policy has been given by numerous T&CC's, with one council requesting an extension to the safety cuts and reduced cuts in more rural areas.
3. On April 16th 2014 the Select Committee were presented with a report of petitions received, a petition with 163 signatures – opposed to the verge safety cuts on A&B roads and a 2nd petition with 766 electronic signatures, 74 emails and 6 individual letters fully supporting the whole policy. This support has since grown with many residents and groups actively asking for reduced cuts to hedges and verges.
4. The Wales Environment Bill will place an enhanced biodiversity duties on Local Authorities when it receives royal ascent in the spring. This means that rather than just having regard for biodiversity, we will need to maintain and enhance biodiversity in exercising our functions, which dovetails the Council's commitment outlined in the Single Integrated plan to promote, protect and enhance Monmouthshire under the theme "Our County Thrives".

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5. Within the first 6 months of implementing the policy, the Council received over 80 emails and 25 telephone calls in praise and support of the displays. Individual T&CC's and various environmental groups also took time to congratulate us on the work.

6. In the wider arena, the Council received applause from DEFRA, BBC's Country File, Spring Watch and Horticultural Weekly. Advice was sought from neighbouring Councils including Chard, Somerset and Crickhowell Town Council in addition Council officers have given presentations to a large proportion of Welsh LA's on the subject.

7. Since the implementation of the policy, officers received only one concern on issues of visibility/ safety from 1 Community Council and one resident and these concerns were addressed immediately.

8. Currently, highway verges are cut twice, with field hedges and verges receiving a safety cut in the summer, if there isn't a verge, for example within a large proportion of our narrower R and C routes, the hedge is cut to a metre high. It is worth noting that all field hedges are the responsibility of the land owner and are in their ownership as identified within section 154 of the Highways Act.

9. Mandate proposal Number B14 discussed the introduction of a change to the number of cuts when the new contract is issued, reducing them to one cut per year, with the exception of scheduled Urbanised areas of which will continue to receive two cuts. This will fully support the Pollinator policy and the groups/individuals wishes, which form the majority when commenting on the policy. It is proposed that local Community Councils will have the opportunity to fund additional cuts as required within their individual boundaries. The priority as always will be safety and confidence in this statement can be assured through the immediacy of grounds maintenance response to concerns by highly mobile compact tractor and flail units this quick reaction will fully support the reduced cuts, in addition the section

Member Scrutiny:

A Member asked if they would be able to request a verge area to be cut if it was felt to be dangerous. We were advised that after receiving a request, local accessors would be sent out to inspect and if the area was considered to be a health and safety issue, a small tractor would be sent out to cut back the area.

A Member observed that the flowers are viewed locally as a failure, with another Member adding that the beds now looked to contain a brown mess. We were advised that the flowers had been left to seed and ongoing a new perennial mix had been sourced.

Concerns for the ongoing management of the beds were raised and we were advised the maintenance regime would entail the bed being prepared during March, seeded in April and then left throughout the year (with selective weeding) and cut down during the Winter period.

Mandate B14 was discussed with the number of cuts in urbanised area being questioned. We were answered that Urbanised areas would be townships; verges that fall within the 30mph zones, Usk, Monmouth, Raglan, Abergavenny, Chepstow and Caldicot. We were told that concerns had been raised about the amount of verge mowing carried out in the countryside with several complaints being received. One of the complaints asked why do we do cut private hedges. The R and C routes that we cut, very few of them have grassed verges and the

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mandate proposes that we only carry out 1 cut during June/July period and then leave it to private owners to do it.

Officers were asked if pressures had been put upon the Council to ensure that entrances to towns were kept tidy and did urbanised areas take priority over rural communities. In answer we were told no, the intention is to carry out the double urban cut. A Member stressed that communities should all be treated the same.

We were told that Community Councils would be given the opportunity to pay this authority for an enhanced cut. A Member commented that this would mean smaller, rural communities would spend more money than their urban counterparts.

A Member commented on the strength of working on cluster basis.

A Member asked if changes had been made to Mandate 14 in respect to urbanised cuts. We were advised that the proposal to reduce from 2 cuts to 1 cut had been picked up after working closely with town and community councils mandate rather than B14. Concerns were raised that the mandate, which had been scrutinised had been changed.

Committee's Conclusion:

Chair's Summary:

The Committee have scrutinised the subject over the course of 18 months and have received significant public input into their meetings on various aspects of the policy. The Chair reminded Members that the Committee had scrutinised the Grounds Maintenance Budget in December and that whilst they had agreed with some aspects of the mandate, they had not agreed with the proposal within that mandate for reduced verge maintenance. The Chair advised Members that he believed the wording of the pollinator policy has changed since the Committee last scrutinised the policy and that this only raised further concerns, particularly in relation to the number of verge maintenance cuts the various parts of the county will receive. The Committee received the policy update - monitoring of the policy will be factored into the Committee's future Work Programme.

5. Date and time of next meeting

Strong Communities Select Committee

- Thursday 28th January 2016

The meeting ended at 12.32 pm

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SUBJECT: MCC Strategic Equality Plan number two 2016 - 2020

MEETING: Strong Communities Select

DATE: 28th January 2016

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

The Equality Act 2010 was introduced in April 2011 and within its Specific duties is the requirement to publish the Council's Equality Objectives within a Strategic Equality Plan (SEP). The Act's principles and processes ensure that the Council remains true to its corporate values of Openness, Fairness, Flexibility and Teamwork. This is the Council's second SEP replacing the version 2012 – 2016 on the 1st April 2016.

2. RECOMMENDATIONS:

That Council approve this the Council's second Strategic Equality Plan (SEP).

3. KEY ISSUES:

One of the Specific Duties in the Equality Act 2010 requires Public Bodies to publish their second SEP's by 1st April 2016. In giving the Protected Characteristics due regard, it was necessary to consult on the Objectives and Plan and to take feedback into consideration in the development of the final Plan. The consultation ran from the 16th December 2015 to the 14th January 2016.

4. REASONS:

The Council's first SEP (2012 – 2016) concentrated on getting the foundations for Equality and Diversity in place in Monmouthshire. Having done that this second SEP is concentrating more on actions and getting things done (trying to make a difference). Comments received in the consultation have been

considered and the Plan amended accordingly and it is felt that the revised SEP now better meets the needs of the diverse population of Monmouthshire.

5. RESOURCE IMPLICATIONS:

There are no significant resource implications within the SEP.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

By its very nature, the Equality Objectives and the accompanying action plan and the Strategic Equality Plan within which they sit will have positive implications for all the protected characteristics.

The actual impacts from this report's recommendations will be reviewed annually and incorporated in an Annual Monitoring Report as per one of the Specific Duties of the Equality Act 2010.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

There are no implications within this plan.

8. CONSULTEES:

Monmouthshire Inclusion Group, GAVO, CAIR, Twitter, Facebook.

9. BACKGROUND PAPERS:

Equality Act 2010, EHRC Guidance, MCC Strategic Equality Plan version 1.

10. AUTHOR:

Alan Burkitt, Policy Officer Equalities and Welsh Language.

11. CONTACT DETAILS:

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Version Control

Title	Monmouthshire County Council Strategic Equality Plan 2016 - 20
Purpose	Legal document required under the Equality Act 2010
Owner	Monmouthshire CC
Approved by	Cabinet
Date	/3 /2016
Version Number	One
Status	Official version
Review Frequency	Annual
Next review date	1/4/2017
Consultation	<i>GAVO, CAIR (Monmouthshire Disablement Association) Monmouthshire Inclusion Group, e mail to all stakeholders, Management Teams, Public Budget Consultation events , Single Integrated Plan engagements, Future Generations engagement sessions, (The Hub), external (Council website), press release, Twitter, Facebook.</i>

Strategic Equality Plan

2016 to 2020

This document is available on the Council's website at

www.monmouthshire.gov.uk

Also it is available upon request in hard copy at each of Monmouthshire's Community Hub's, offices, libraries and leisure centres. If you require this document in a different format, e.g. large print, Braille, audio version, word format for screen readers etc. please contact the:

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Glossary of terms and anacronyms

EqIA – Equality Impact Assessment

Stakeholder – an individual who is affected or can be affected

Citizen – member of the public

Objective – can be a goal, purpose or aim

Impact – having an effect

Procurement – buying goods or services

Elected Members – Councillors

WLGA – Welsh Local Government Association

EHRC – Equality and Human Rights Commission

VALREC – Valleys Regional Equality Council

SEWREC – South East Wales Race Equality Council

Stonewall Cymru – an organisation that engages with lesbian, gay, bisexual and Trans-gender people

CAIR – Monmouthshire Disablement Association

SACRE - Standing Advisory Council on Religious Education

GAVO – Gwent Association of Voluntary Organisations

VAWDASV – Violence against Women Domestic Abuse and Sexual Violence

Welcome

We are pleased to present Monmouthshire County Council's second Strategic Equality Plan. The Equality Act 2010 was implemented in April 2011 and represented an opportunity for Monmouthshire County Council to ensure that its functions and decisions fully took into account the impact they had on the Protected Characteristics. The Act's principles and processes ensure that the Council remain true to its corporate values of Openness, Fairness, Flexibility and Teamwork.

Over the last 4 years we have made some significant progress in embedding Equality considerations into our thinking and culture. That being said, there is still much to achieve. In developing our thinking around the Inclusion Agenda issues, we have come to realise that there are gaps in our knowledge that affect our awareness of how our actions can affect some of the Protected Characteristics. Also with the need to work within ever reducing budgets meaning that we have to consider different ways of doing things, the challenge is to do that without adversely affecting people or groups of people with Protected Characteristics. A key part of that is ensuring that we develop more inclusive services and to continue to consult with service users on what they really need.

Our commitment to Inclusion (equality and diversity) as an organisation will ensure that we continue to strive towards a robust compliance with the Act.

Councillor Philip Hobson

**Deputy Leader of the Council
and Equality Champion**

Paul Matthews

Chief Executive

The Vision for Monmouthshire

Building Sustainable and Resilient Communities

The vision for our county is described in the Single Integrated plan for Monmouthshire to Build Sustainable and Resilient Communities. This was developed by the Local Service Board – the group which brings together the leaders of key organisations in Monmouthshire.

We have identified three specific themes that will be the focus of our work together:

- Nobody is Left Behind
- People are Confident, Capable and Involved
- Our County Thrives

Monmouthshire County Council partnership administration continuance agreement clearly sets the direction of the council for the period up to May 2017. The [Continuance Agreement](#) sets four specific priorities which we consider when planning how to deliver and resource our services, these are:

- Education
- Safeguarding vulnerable people
- Promotion of enterprise, economic development and job-creation
- Maintaining locally accessible services

The Values that Guide us

We want to ensure communities can access and shape the county on their own terms. Our organisation will enable change on things that matter today whilst looking ahead to the things that that will be important tomorrow. We are trying to create an organisational culture that is innovative, responsive and flexible.

We have a very clear set of values that underpin all work of the council and guide the behaviours that are expected of everyone working for us or working with us. These do not change as time passes. They are consistent and they define us.

Openness: we aspire to be open and honest to develop trusting relationships

Fairness: we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect

Flexibility: we aspire to be flexible in our thinking and action to become an effective and efficient organisation

Teamwork: we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals

These values are our compass. They are consistent points that we look to as we take forward our work.

Achievements over the last 4 years in Monmouthshire

Stonewall Employers Index 2015/ 2016

In 2014 Monmouthshire County Council made a decision to work with Stonewall Cymru and engage in the 2015 Stonewall Employers Index (the first time the Council had taken part). Monmouthshire, as do all other public bodies, have LGBT staff but were not demonstrating their commitment to being a place where these staff could be themselves and be valued for the work they do rather than for their sexuality. The Council was placed a very creditable 256th out of 397, has submitted again recently for 2016 and is hopeful that all the hard work putting systems into place will bring about an even better placing than last year. The Council is fortunate to have role models and champions at both Elected member and Chief Officer level which allows LGBT staff to work in a safe environment where they can thrive.

LGBTQ+ Group

The LGBTQ+ Group was started in May 2013.

The group came into being as a result of the numbers of Young People (YP) being referred into counselling from the Mental Health Team and it became apparent that some of the YP did not need to be involved with Mental Health Services, they simply needed to be who they were born to be (LGBT+)

It started with 4 members who were accessing counselling services and discussed promoting and advertising the group, a poster was designed and distributed to schools, G.P. surgeries, Youth Centres etc. There were a couple of enquiries from YP who had seen the posters and so it has grown.

Presentations have been made to assemblies for Years 10 & 11 in 3 of our Comprehensive schools. The Counsellor introduces the group followed by 5 members telling their stories. The most positive feedback has been from teaching staff as well as some pupils asking about the group.

Digital stories of some members have been recorded which have been used in training within the authority but also the Police use the stories in their training for LGBT/Hate Crime officers.

The group is a supportive, educative environment which is a safe place to come to. There have been guest speakers who are positive LGBT role models for the members. There have also been social trips, attending Pride Cymru in Cardiff, bowling and a meal out.

There has been a residential organised for our Trans members, doing workshops around body image, voice, self-esteem building with developing a sense of self.

The group has grown, meets on the first Wednesday of every month, and is now affiliated to 'Umbrella Gwent' and some members will be joining the founder to help start groups in other parts of Gwent.

Afghan Interpreters and Syrian Refugees

The Council has successfully facilitated the relocation of 13 households of Afghan Interpreters to Monmouthshire and are in the process of working with the UK Home Office to relocate 20 households of vulnerable Syrian Refugees to the County over the next 5 years.

Promotion of the Welsh Language

In the recent Wales Audit Office Annual Report compiled after an authority-wide Inspection, the Council were commended on its work to promote the use of the Welsh Language.

Equality Champions

As a commitment to the equality agenda the Council has designated the Deputy Leader as the Equality, Diversity and Welsh Language Champion in order to promote and support the equality agenda at political level across the Council. He is also Chair of the Monmouthshire Inclusion Group. Also the Leader of the Council take a personal responsibility for Equality issues and other Elected Members take a lead for specific characteristics.

Equality Impact Assessments

Over the last 4 years the Equality Impact Assessment toolkit (EqIA) has been repeatedly updated in order to ensure that it is both increasingly robust and user friendly and is used across all the Council's decision-making processes. In support of this an EqIA training programme, lead by Anna Morgan from the WLGA was rolled out for Elected Members and appropriate officers.

As early adopters of the Well-being of Future Generations (Wales) Act 2015 we have been developing a Future Generations Assessment which also includes the Equality Impact Assessment in a more streamlined toolkit. It is currently running as a pilot to see whether it is suitable with a view to formal adoption in the near future.

EQIA's, the Council's annual financial savings proposals and the setting up of the Financial Savings Panel

Over the last 3 years the Council has impact assessed the mid term financial savings proposals and every year we have looked at the process and re-developed it to make the system more robust in order that Equality is one of the key considerations of every decision made. A development this year has been setting up of a Financial Savings Panel lead by two senior officers to look in depth at all aspects of the proposals. Officers from People Services, Legal Services and the Policy Officer Equality and Welsh Language are able to scrutinise proposals with the instigators of the proposals to discuss any potential issues and to look at any potential mitigations.

BSL Interpreter

A hearing impaired officer required an interpreter for him to access key personal training. This was done for two courses and will be done for any future need.

Raglan Project

The Raglan Project won a prestigious Social Care Council for Wales Accolade in 2015 (Excellent Outcomes for Older People with Dementia). This project provides full time carers for dementia sufferers so that they have consistency of carer and service provision which is all important for them. It is anticipated that this type of service will be rolled out in other towns and communities in Monmouthshire in the future.

World Autism Awareness Week 2015 The ASD (Autistic Spectrum Disorder) Team launched a mission to get Monmouthshire to be the first Council in Wales that is ASD Aware. As of the 30th November 2015 over 1636 members of staff have completed the ASD quiz and been given a certificate.

Disability Sport / Insport Development

The insport Development programme is part of the broader insport project, which aims to support the physical activity, sport, and leisure sectors delivering inclusively of disabled people. Disability Sport Wales know that the best understanding for local delivery, and the clearest understanding of the demographics of the immediate community is the local authority, and for sport – this starts with the LA Sport Development department.

The principle behind insport Development is for DSW to develop a Toolkit which will support the development of inclusive thinking, planning, development and delivery by everyone within the Sport Development team so that ultimately they will deliver across the spectrum to disabled and non-disabled people, at whatever level they wish to participate or compete.

The intention is to initiate and then support cultural change with regards to the approaches the local authority have towards disabled people, and to support the identification of an understanding of what inclusion means to them. The result will be that opportunity is widened, participation increases,

disabled people become more active and engaged (either as players, or officials, coaches, or volunteers), and we collectively achieve the sector vision for a nation who is hooked on sport for life, and one which consists of many champions.

The programme consists of 4 incremental standards (Ribbon, Bronze, Silver and Gold), against which a series of aims have been identified. At Ribbon standard the local authority will be assigned a Case Officer who will support the sport development team in achieving the aims against each standard (and this will mean greater partnership working throughout the Council at the higher-level standards); and at the end of each stage the team will present their journey so far to an independent panel. Demonstration of support for each aim is identified by uploading relevant documents and information to a bespoke portal , and the content of the presentation then serves to illustrate the extent to which philosophies of inclusion have been embedded throughout the organisation, and the difference that working towards inclusion has made.

Monmouthshire insport Timeline

Insport Development Award	Date Award Completed	Proposed Completion Dates
Ribbon	February 2014	
Bronze	February 2015	
Silver	IN PROGRESS	2016.17
Gold		2018.19

Monmouthshire KPI's

Year	No. of Clubs/Sessions	No. of Accredited Clubs	Participants under 16	Participants 16-64	Total Number of Participant Opportunities
2013	36	13	241	152	15599
2014	50	17	272	352	23896
2015	Data collected annually in December (Jan-Dec) – Next report will be January 2016				

Equality Objectives 2016 to 2020

We have decided to change our equality objectives as we feel that we need to make them more concise, impactful and in keeping with what we feel we need to do. We believe that the old objectives gave us a good foundation for the first 4 years, now we believe that the new objectives will serve us better as we move on.

1. **Keep doing the basics** – we need to ensure that we do what we are required to do under the Equality Act 2010
2. **Educating and guiding** – working closely with both staff and Elected Members offering training, advice and guidance to enable them to make informed decisions.
3. **Celebrating and Commemorating**– it is important that we celebrate/recognise key equality days to raise public awareness and show our respect as an organisation.
4. **Making a difference** – Working in partnership on projects that have a positive impact on people or groups of people with protected characteristics.
5. **Keeping our focus** – Despite challenging times we have to keep our focus on the more vulnerable people we provide services to.

Understanding our responsibilities

The Equality Act 2010

The Equality Act 2010 came into operation on the 6th April 2011. The Act replaced 116 previous different pieces of law relating to equality, and put them all together into one piece of legislation. The Act strengthens the law in important ways, and in some respects extends current equality law to help tackle discrimination and inequality.

The Council, as a public body in Wales, has a requirement under the Act to meet both general and specific duties.

The General Duties

The **general duties** are that in exercising its functions the Council must have due regard to:

1. eliminate unlawful discrimination, harassment and victimisation and any other conduct that is prohibited by the Act;
2. advance equality of opportunity between people who share a relevant protected characteristic and those who do not;
3. foster good relations between people who share a protected characteristic and those who do not;

The act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

The Specific Duties

The Equality Act 2010 also sets out a number of Specific Duties that Public Bodies are required to comply with:

- Publish sufficient information to demonstrate its compliance with the general duty across its functions
- Prepare and publish Equality Objectives and detail the engagement that has been undertaken in developing them.
- Publish a Strategic Equality Plan.
- Set out how progress will be measured

The Specific Duties in Wales

The broad purpose of the specific duties is to help public bodies, such as this Council, in their performance of the general duty, and to aid transparency. In Wales the specific duties are set by the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011. The following are the specific duties:

- Equality Objectives and Strategic Equality Plans
- Engagement
- Assessment of impact
- Equality information
- Employment information, pay differences and staff training
- Procurement
- Reporting and Publishing

The Protected Characteristics

The general duty covers the same people that were covered by previous legislation, but strengthens and consolidates it into one Act. It introduces 'protected characteristics' which replaces the phrase 'equality strands'.

The protected characteristics – as defined by the Equality and Human Rights Commission (EHRC) are:

Age - A person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Sex - A man or a woman.

Gender re-assignment - The process of transitioning from one gender to another.

Disability - A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Pregnancy and maternity - The condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, it gives protection against maternity discrimination for 26 weeks after giving birth, and includes treating a woman unfavorably because she is breastfeeding.

Sexual orientation - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Race - This refers to a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.

Religion or belief (including lack of belief) - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Marriage and civil partnership - Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters. The Equality Act 2010 applies to this characteristic, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Welsh Language Commitment

The Welsh Language Measure 2011 has replaced the Welsh Language Act 1993 and places an obligation on public sector bodies to comply with Welsh Language Standards all with timescales of either 6 or 12 months. Essentially the Measure has the same requirement as the Welsh Language Act: to treat the Welsh and English languages on the basis of equality in the provision of services to the public in Wales.

The Welsh language is acknowledged as a key element of the equality agenda and the new standards will be maintained as a stand-alone document and subject to scrutiny to ensure that outcomes are delivered.

However, in terms of due process, the impact of the Council's functions and practices in terms of the Welsh language will be assessed alongside the other protected characteristics in the new Future Generations Assessment (which incorporates the Equality Impact Assessment process and the requirements of the Well-being of Future Generations (Wales) Act 2015

The Well-Being of Future Generations Act

The Act requires us to improve social, economic and environmental wellbeing, in accordance with the sustainable development principle which seeks to ensure that present needs are met without compromising the ability of future generations to meet their own needs.

In planning our services we must consider and demonstrate that we have applied the following sustainable governance principles in our decision making:

- Balancing short term needs with long term needs.
- Using an integrated approach, balancing social, economic and environmental needs.
- Involving others and taking their views into account.
- Working in collaboration with others.
- Putting resources into preventing problems

The Welsh Government has also set 7 wellbeing goals which we need to contribute to. In our planning we consider how our activities deliver the well-being goals below, and how, if possible, we can better contribute to the goals:

- A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A Wales of cohesive communities
 - A globally responsible Wales
 - A Wales of vibrant culture and thriving Welsh language
 - A more equal Wales
-

Overview of Monmouthshire

Geographically Monmouthshire is a predominantly rural county, covering 329 square miles of countryside. With a population density of 1 person per hectare or only 100 people per square kilometre it is one of the more sparsely populated areas of Wales (compared to 140 people/km² for Wales as a whole). The county's population of approximately 91,300 is concentrated in the five towns of Abergavenny, Monmouth, Usk, Caldicot and Chepstow. Due to its vast size and rural nature, the county has an extensively dispersed population.

Historically Monmouthshire County Council is one of 22 unitary authorities in Wales, which were formed in 1996 following the Local Government (Wales) Act 1994. The area was formerly part of Gwent County Council.

Politically Monmouthshire is made up of 42 electoral wards which are represented by 43 members (councillors) who are elected by the people of Monmouthshire. The Council operates a Cabinet system, which is led by the Leader of the Council. The cabinet consists of 8 Executive Members covering 8 portfolios and there are five Select scrutiny committees. A Senior Leadership Team consisting of the Chief Executive and the Chief Officers covering Social Services, Education and Leisure and Environment, lead on the strategic management of the Council's business. As of August 2015 the Council employed approximately 4,000 staff.

Statistically It is widely recognised that there remain significant challenges when it comes to collecting accurate information relating to equality and diversity, particularly for some protected characteristics e.g. Sexual Orientation and Gender Reassignment.

Equality/diversity/inclusion in Monmouthshire

Monmouthshire County Council has shown a commitment to equality, diversity and inclusion over the past decade or more and highlighted below are some key areas of work which demonstrate the progress made.

Links to other strategies

The Strategic Equality Plan is not a standalone plan and has close links to a number of key Council and Partnership strategies, plans, policies and frameworks. Some of these have been specifically focused on equality and others which have included equality as a key theme. Examples being:

- Welsh Language Standards introduced under the Welsh Language (Wales) Measure 2011.
- Accessible and Inclusive Events Guide
- Corporate Improvement Plan
- Local Development Plan
- Monmouthshire Domestic and Sexual Abuse Action Plan
- The Single Integrated Plan will become the Well-being of Future Generations Plan.
- People and Organisation development strategy 2014-2017

People and Organisation development strategy 2014 - 2017

Various quotes from the above strategy reveal that Monmouthshire County Council are serious about Equality, diversity and wellbeing not just in terms of the public we serve but also the people we employ:

Diversity, Inclusion and Wellbeing “

“Diversity and inclusion are the key drivers of a creative culture and make a key contribution to colleague wellbeing. We want to be sure that what we do reflects the make-up and diversity of our communities.....Our inside environment must be geared up to recognising difference and diversity and enabling people to be their authentic and unique selves”.

Equalities

“Our Equality and Diversity Strategy and practices help promote a positive work environment. We expect every colleague to treat others with dignity, respect and courtesy. We do not tolerate under any circumstances discrimination or harassment.....”

Single Integrated Plan (SIP) 2013 - 2017

The SIP recognises the importance of Equality and diversity and demonstrates this through stating: “.....there are vulnerable people living in our communities who need our support.....”

Developing the Equality Objectives and Strategic Equality Plan

The SEP was put out for formal consultation via internal website, and with a targeted e mail distribution to all stakeholders and a post on the Councils' Twitter site. Specific organisations/groups that were consulted were as follows:

- Monmouthshire Inclusion Group who consist of:
 - Aneurin Bevan Health Board,
 - Crown Prosecution Service,
 - GAVO,
 - Heddlu Gwent Police,
 - SACRE (Standing Advisory Council on Religious Education),
 - Monmouthshire Housing,
 - Police and Crime Commissioner,
 - SEWREC,
 - Melin Housing Association,
 - CAIR (Monmouthshire Disablement Association)

Monmouthshires' Equality Objectives

Equality Objective One

Keep doing the basics

Equality Objective Two

Educating and guiding

Equality Objective Three

Celebrating and commemorating

Equality Objective Four

Making a difference

Equality Objective Five

Keeping our focus

Appendix 1 - Action Plans - How this action plan is set out

Provides a unique reference number for each action

Provides details on the intended action under each of the five equality objective

Outlines the intended timescale for delivering the action

Provides information on who is responsible and accountable for making the action happen

Outlines whether it is considered the action will have an impact on each of the protected characteristics, includes



Ref No	Action	Timescale	Responsibility	Impact on Protected Characteristics			
				S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

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Understanding the Acronyms

S = Sex

R = Race

SO = Sexual Orientation

W = Welsh Language

A = Age

R&B = Religion + Belief

GR = Gender Reassignment

D = Disability

P&M = pregnancy + maternity

M & CP = Marriage and Civil Partnership

Objective One – Keep doing the basics

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
1	Report annually on progress of Strategic Equality Plan through Council political and professional structures	Annually	Policy Officer Equality + Welsh Language Corporate Equality Network	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
Page 52 ²	Promote the Monmouthshire Strategic Equality Plan and Equality Objectives	2016 -20	Corporate Communications Corporate Equality Network Monmouthshire Inclusion Group Elected Member Equality Champion	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

3	Produce a project plan for the implementation of the Welsh Language Standards	2016 - 17	Policy Officer Equality + Welsh Language Welsh Language Support Officer	S	SO	
				A	GR	
				D	M & CP	
				R	P & M	
				R&B	W	✓
4	Produce an Annual Monitoring Report for the Welsh Language Standards	TBC	Policy Officer Equality + Welsh Language Welsh Language Support Officer	S	SO	
				A	GR	
				D	M & CP	
				R	P & M	
				R&B	W	✓
5	Produce a 5 year strategy to set out how the Council proposes to promote the Welsh Language and to facilitate the use of the Welsh Language more widely in Monmouthshire.	30 th September 2016	Policy Officer Equality + Welsh Language Welsh Language Support Officer	S	SO	
				A	GR	
				D	M & CP	
				R	P & M	
				R&B	W	✓

6	Circulate a questionnaire to collect information regarding all existing staff across all the protected characteristics	April 2017	Policy Officer Equality + Welsh Language Employee Services	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
7	To annually submit to the Stonewall Employers Index	Annually every September	Policy Officer Equality and Welsh Language All directorates	S		SO	✓
				A		GR	✓
				D		M & CP	✓
				R		P & M	
				R&B		W	

Objective Two- Educating and guiding

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
8 Page 55	Ensure that the Policy Officer Equality and Welsh Language works closely with the Elected Member Equality Champion to maintain the high profile of Equality/Diversity/Inclusion agenda within the Council	2016 -20	Policy Officer Equality + Welsh Language Deputy Leader (Equality Champion)	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
9	Hold staff and Elected Member awareness and briefing Sessions on relevant equality topics as and when required	As required 2016 -20	Policy Officer Equality + Welsh Language Corporate training Members Secretariat	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

10	Provide advice and guidance to elected members and Council staff on equality issues as required	2016 -20	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
Page 56	Produce equality focused communications e.g. stories and articles for The Hub, Council website, Facebook and Twitter.	Bi-monthly	Corporate Communications Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
12	Ensure the relevant Equality web pages of the Council website contain up-to-date equality information	Continually update	Digital Marketing Officer.	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

Objective Three – Celebrating and Commemorating

13	Celebrate “International Womens Day”.	8 th March	Corporate Communications	S	✓	SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	
Page 4 57	Celebrate “LGBT History Month”.	Every February	Corporate Communications	S		SO	✓
				A		GR	✓
				D		M & CP	✓
				R		P & M	
				R&B		W	
15	Publicise “Anti- Bullying Week”.	Every November	Corporate Communications	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	

				R&B	✓	W	
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16	Commemorate "Holocaust Memorial Day".	Every 27 th January	Corporate Communications	S		SO	
				A		GR	
				D		M & CP	
				R	✓	P & M	
				R&B	✓	W	
17	Publicise "White Ribbon awareness"	Every November	Corporate Communications	S	✓	SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	
18	Celebrate "IDAHOT (International Day against Homophobia and Transphobia) Day".	Every May	Corporate Communications	S		SO	✓
				A		GR	✓
				D		M & CP	
				R		P & M	
				R&B		W	

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Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
19	Support Macmillan Cancer Care	Every September	Corporate Communications	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
20	Commemorate Remembrance Day	11 th November	Corporate Communications	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
21	Promote Foster Care Fortnight	16 th – 29 May 2016 and annually thereafter	Corporate Communications	S	✓	SO	
				A	✓	GR	
				D		M & CP	
				R		P & M	
				R&B		W	

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
22	Publicise Hate Crime Week	Every October	Corporate Communications	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
23	Celebrate Fairtrade Fortnight	Every Feb/Mar	Sustainable Development Officer Corporate Communications	S		SO	
				A		GR	
				D		M & CP	
				R	✓	P & M	
				R&B		W	
24	Celebrate Santes Dwywnen's Day	25 th January	Corporate Communications Policy Officer Equality + Welsh Language	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
25	Celebrate the Eisteddfod – Welsh Language and Cultural Festival	April – Aug 2016	Corporate Communications Policy Officer Equality + Welsh Language	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓
26	Celebrate “Diwrnod Shwmae” – celebration of the Welsh Language	15 th October	Corporate Communications Policy Officer Equality + Welsh Language	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓
27	Celebrate St David’s Day	1 st March	Corporate Communications Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓

Objective Four – Making a difference

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
28	Support and work with the Menter Iaith, Urdd, WESP and Greater Gwent Fforwm Iaith to improve Welsh Language provision within Monmouthshire.	2012 - 16	Policy Officer Equality + Welsh Language Children and Young Peoples Directorate	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓
29	Attend Cair etc to engage, support and exchange information	2016 - 20	Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
30	Implement the VAWDASV (Violence against Women Domestic Abuse and Sexual Violence) Local action Plan.	Action Plan	LSB Development Manager	S	✓	SO	✓
				A	✓	GR	✓
				D		M & CP	
				R	✓	P & M	
				R&B		W	

31	Work towards the attainment of the British Sign Language (BSL) Charter	March 2017	Policy Officer Equality and Welsh Language. Sensory Impairment Practitioner Corporate Training	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
32	Implement the Anti poverty action plan and the programme of intent	Action plan	LSB Development Manager	S	✓	SO	✓
				A	✓	GR	✓
				D		M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	
33	Work towards attainment of the Disability Silver and Gold awards	Silver 2016-17 Gold 2018-19	Disability Sports Officer	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

34	Implement the Ageing Well action plan (linked to the SIP)	Action plan	LSB Development Manager	S	✓	SO	
				A	✓	GR	
				D		M & CP	
				R		P & M	
				R&B		W	
35	Re engage with Time 4 change champion project	Sept 2016	Policy Officer Equality and Welsh Language Time 4 Change Champions Employee Services	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
36	To work in partnership with SEWREC to support the Access 4 All and 50+ Forum which gives the opportunity for people to ask questions of the Council	quarterly	SEWREC (South East Wales Regional Equality Council) Policy Officer Equality and Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

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37	A representative to attend the Gypsy Traveller Network which is tasked with having dialogue with the Gypsy Traveller population of Monmouthshire, Torfaen and Newport	Bi- monthly meetings	Policy Officer Equality and Welsh Language Housing Manager	S		SO	
				A		GR	
				D		M & CP	
				R	✓	P & M	
				R&B		W	
38	Implement the “Mwy na Geiriau/More than Words” action plan	Annual action plan from Welsh Govt	Social Care Policy Officer Equality and Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓
39	Implement the Well-being Group action plan.	Action plan to be followed	Sharran Lloyd	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

40	Monmouthshire is in the process of re-locating 20 households of Syrian Refugees to the County over the next 5 years.	Annual report	Housing Manager	S		SO	
			Elected Member Equality Champion	A		GR	
			Community Cohesion Officer	D		M & CP	
				R	✓	P & M	
				R&B	✓	W	

Objective Five – Keeping our Focus

41	Establish a Welsh Language Task and Finish Group for the implementation of the Welsh Language Standards	2016 -2017	Policy Officer Equality + Welsh Language Welsh Language Support Officer	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓
Page 67	Regularly review and improve the Equality Impact Assessment process in conjunction with the requirements of the Well-being of Future Generations (Wales) Act 2015.	Regular review and update	Policy Officer Equality + Welsh Language Sustainable Development Officer Policy and Performance Manager	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

43	Monmouthshire Inclusion Group (Ex-Monmouthshire Equality and Diversity Group – MEDG)	To meet quarterly	Policy Officer Equality and Welsh Language Elected Member Equality Champion	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
44	LGBTQ+ Group to positively promote this protected characteristic	Annual Report	Youth Services Manager	S		SO	✓
				A	✓	GR	✓
				D		M & CP	
				R		P & M	
				R&B		W	
45	To ensure that the Impact assessment of the annual financial saving mandates/proposals is robust	Annually Aug – Mar	Programme Manager Legal Services, Equalities Officer, People Services.	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

SUBJECT: Recycling Review
DIRECTORATE: Operations / Waste & Street Services
MEETING: Strong Communities Select Committee
DATE: 28th January 2016
DIVISION/WARDS AFFECTED: All

PURPOSE:

1. To seek Select Committee's views on the findings of the Recycling Review prior to a report being presented to Cabinet in March.

RECOMMENDATIONS ON PROPOSED WAY FORWARD:

2. The draft recommendations for consideration are:

- I. The principles of the existing collection service of dry recycling materials (red & purple bag) be continued
- II. A robust 6 month pilot is undertaken on *separating glass* at kerbside (alongside red and purple bags) to fully understand: productivity rates – what is achievable and firm up costs (incl hiring demo vehicles to test), quality of material – new MRF contract with SITA (“separate collection test”), glass flows and demand, public engagement and change management and importantly compliance with the EU Waste Framework Directive requirements;
- III. The pilot results to be reviewed by Recycling Review Member Steering Group, Select Committee and Cabinet prior to proceeding with full implementation following the trial period and adjust collection methodology if necessary;
- IV. The Scottish model (explained in para. 33 below) is reviewed through the pilot period; and
- V. That food and garden waste kerbside collections will be split, with food waste to be treated via AD and garden waste via open window.

KEY ISSUES

3. Over the past 28 months, MCC has carried out a strategic review of the recycling and waste service in response to changes in EU and UK law and Welsh Government (WG) policy and guidance including WG's preference for kerbside sort collections. The background to the review and the legislative issues was fully explained in the report to Cabinet of December 2014 (<http://democracy.monmouthshire.gov.uk/CeListDocuments.aspx?CommitteeId=144&MeetingId=617&DF=03%2f12%2f2014&Ver=2>).

Collections Options Modelling and Appraisal

4. One of the key aspects of the review was the need to model MCC's current kerbside collection service (baseline), against WG's preferred 'collections blueprint'. MCC is compliant with much of the collections blueprint, including restricting residual, charging for garden waste etc. However MCC does differ with WG on collection methodologies as WG believe that kerbside sort is the most economic and environmentally beneficial collection method and fully compliant with EU requirements for 'separate collections'. This is the fundamental issue the review has been tasked to resolve. There have been a number of iterations of these options presented to Select Committee over the past 24 months and these have been reduced to a final 4 Options. The final 4 options were:-

MCC recycling collection review: Future service options

We are modelling 4 different methods of recycling collection for future use in Monmouthshire.

Service option	Description	Storage	Collection vehicles
1	<ul style="list-style-type: none"> Red and purple recycling bags collected by a single compartment vehicle. Split collection for food and garden waste (Vehicle with two compartments to keep waste separate). Refuse collection on standard vehicle. 		  <p>Food and garden waste kept separate in a split compartment vehicle.</p>
2	<ul style="list-style-type: none"> Mixed recycling in one bag (plastic or reusable) and glass stored separately in a box. Recycling collected by a split compartment vehicle. Garden and food waste collected by a split compartment vehicle. 	 <p>One plastic or reusable bag</p>	  <p>Food waste collected in front pod. Garden waste in rear.</p>
3	<ul style="list-style-type: none"> Mixed recycling in one bag (plastic or reusable) and glass stored separately in a box. Recycling bag, glass and food waste collected at the same time with a triple compartment vehicle. Garden waste collected on standard vehicle. 	 <p>One plastic or reusable bag</p>	  <p>Split rear compartment for mixed recycling bag and glass. Food waste collected in front pod.</p>
4	<ul style="list-style-type: none"> Kerbside sort recycling collection. Each type of material stored and collected separately. Stored in trolley boxes or stackable boxes with a reusable bag for cardboard. Collected using a kerbside sort vehicle with multiple compartments. Garden waste and refuse collected separately to recycling. 	 <p>Both options include bag for cardboard and food bin</p>	 




5. The original modelling undertaken was at a high level and looked to ascertain the most viable service options moving forwards. Throughout this process MCC has worked with WRAP (Waste Resources Action Programme and WG's agents for supporting LAs with change and

improvement in recycling/waste). WRAP have commissioned bespoke pieces of work (e.g. the MEL study to evaluate the impact of restricting residual) and have undertaken financial modelling on the best option for MCC. The modelling considers ‘whole life costs’, so treatment costs (the process after collection e.g. composting, anaerobic digestion, energy from waste etc.) have also been determined for each collection option.

6. The proposal to continue with the current collection service and include further separation of glass is based on Waste and Street Services evaluation of the data provided by WRAP and actual data being run through the existing MCC WebAspx route optimisation software. The Pilot forms part of an Outline Business Case which will be subject to further assessments and tender processes followed by a submission of a Final Business Case before an absolute decision is made on full implementation of collection changes.
7. The report produced by WRAP not only highlighted the complexity of modelling each collection service but also the difficulty of assessing hypothetical modelling of fleet numbers and staffing costs compared to known actuals. The Route Optimisation exercise carried out as part of the MTFP savings for 2015/16 have enabled Waste and Street Services to better understand the actual number of vehicles necessary to carry out collections services specific to Monmouthshire and gives a far more accurate picture when compared to the high level Kerbside Assessment Tool (KAT) modelling carried out through WRAP. The table below identifies by key expenditure/income areas the financial performance of the different collection options:

Baseline	MCC Options	Option 1	Option 2		Option 3		Option 4	
	WRAP Options	0	1	2	3	4	5	6
£1,233,159	Staff	£1,197,616	£1,316,313	£1,375,469	£1,428,209	£1,580,782	£2,229,894	£2,499,881
£838,230	Vehicles	£950,746	£1,123,579	£1,131,220	£1,130,505	£1,194,863	£1,114,698	£1,198,284
£273,218	Containers	£273,218	£273,147	£196,873	£273,147	£196,873	£189,295	£330,592
£0	Dry Processing	£10,200	£20,400	£20,400	£20,400	£20,400	£182,777	£182,777
£704,405	Material Income	£704,405	£251,463	£251,463	£251,463	£251,463	-£536,998	-£536,998
£606,015	Kerbside Organics Processing	£403,381	£403,381	£403,381	£403,381	£403,381	£403,381	£403,381
-£270,000	Garden Waste Charge	-£270,000	-£270,000	-£270,000	-£270,000	-£270,000	-£270,000	-£270,000
£428,925	Kerbside Residual Disposal	£428,925	£428,925	£428,925	£428,925	£428,925	£492,825	£492,825
£627,630	Supervision	£627,630	£627,630	£627,630	£627,630	£627,630	£627,630	£627,630
£4,441,582	Total	£4,326,121	£4,174,838	£4,165,361	£4,293,659	£4,434,316	£4,433,502	£4,928,372
	Difference to baseline	-£115,460	-£266,744	-£276,221	-£147,923	-£7,266	-£8,080	£486,790
		all the above exclude pru borrowing costs of Transfer Station modifications						
	capital transfer station works	239,500	247,000	247,000	247,000	247,000	862,000	862,000

*Baseline: This is the cost of an optimised current service (i.e. the service after all collection rounds have been made efficient – a process currently being undertaken), but also with the assumption that garden and food waste is collected and treated separately.

8. Regarding capital costs points to note are:

- The depot capital cost associated with each service option results from required changes to the transfer stations, associated mainly with the onsite sorting/bulking of dry recycling materials.
- The above table does not take into account the revenue consequential of prudential borrowing this capital investment.

Income from materials / costs for processing

9. In terms of the potential material income or cost associated with each collection method actual MRF figures, quotes or for kerbside sort, as per those received by Merthyr Tydfil County Borough Council (who collect materials separately) were used. These are actual values being achieved.

10. Members must note that with any collection method there is a recycling processing risk and this will be addressed through the trial to ensure these risks associated with recycling market fluctuations are reduced as far as practically possible. Currently our risk is based on there being MRF capacity at a cost which is affordable to the authority. Originally Members of Strong Communities Select Committee recognised that the authority had benefitted from strong MRF contracts and were concerned about the risk of managing material directly given the low volumes and also lack of expertise to undertake a competitive and strong market trading role. This recommendation was duly noted by officers and is one of the reasons for the recommendation of a moderate change to the current scheme.

11. The WRAP results predicts income values well above those being currently achieved by neighbouring authorities using brokerage to market materials. The report points to material values being achieved by Newport Wastesavers but does not include the true costs in infrastructure for a bespoke recycling facility or the staffing necessary to market these materials to achieve these values. If MCC were for example to make use of Wastesavers expertise on trading commodities the value of income would need to be reduced as the report assumes we process and trade all the recycling to achieve maximum income values.

Key Points to Note from the Results:

12. Separation of food and garden waste gives a tangible financial benefit (please refer to Select Committee report Dec 15 recommending to join the AD Heads of the Valleys Partnership). The reduction in treatment costs from using this method outweighs the increase in collection costs resulting from the need to use different vehicles.
13. In terms of cost modelling of dry recycling options, the most viable alternative options in comparison to the present service were:
- a. The ‘twin stream’ option (option 2), whereby MCC continues to collect red and purple bags but separates glass and materials are passed directly to the market for further treatment. Extracting glass massively reduces MRF cost and removes the glass issues with comingled collections. To allow us to fully understand the data, we will work with SITA (MRF contractor) to determine the level of compliance with requirement for “separate collections”.
 - b. The Kerbside sort option (option 4) is the 2nd cheapest option, whereby most materials are collected separately, and a small sorting operation is run in Llanfoist to separate cans and plastics. At the moment (subject to review and the results of the trial) this option is not being progressed. However given it is WG preferred policy and the default position for the requirement for separate collections kerbside sort will always remain an option and be used as a benchmark for assessing other options for compliance and performance.
14. **The Waste Framework Directive** requires local authorities to collect paper, metals, plastics and glass separately where:
- i) necessary to ensure waste undergoes recovery operations in accordance with the waste hierarchy and to protect human health & the environment, and to facilitate or improve recovery; and
 - ii) where it is technically, environmentally and economically practicable (TEEP) to do so; and
 - iii) to promote ‘high quality’ recycling.
15. NRW is the monitoring authority for compliance with this directive. We will work with NRW and WRAP through the pilot to evaluate the quality and end destinations of materials through SITA to answer the necessity and if necessary the TEEP tests. These are explained in more detail below:

Necessity

16. Under the necessity test, MCC must consider whether it actually needs to separate materials further in order to achieve high quality recycling. A simple benchmark for this test comparing the quality of MCC's materials, at the point that they are recycled, with 'good' kerbside sort authorities. Unfortunately, terms such as 'high quality' and 'good kerbside sort authority' are not defined in the legislation or the WG statutory guidance. MCC consider these to be fundamental points when considering whether we should switch from what is a highly effective, performing and efficient service which enjoys high levels of public satisfaction at this time.
17. WG have determined that LAs should seek to achieve the best overall environmental outcome, and that where possible, should look to achieve 'closed loop' recycling. This for example, would mean to turn a glass bottle back into a glass bottle and not into road aggregate.
18. There is little guidance on how to address the necessity question, and what to compare collections to. As a starting point MCC officers compared the top destinations for MCC's recycling in 2012/13, to those used by Welsh kerbside sort authorities. The full results were reported to Cabinet in Dec 2014 and were shared with NRW and WG for consideration as to how we have approached these tests. Given no concerns or comments were raised by either organisation we believe it is an appropriate tool for analysis and aiding decision making. The results showed that MCC's end destinations are comparable to kerbside sort authorities for a number of materials. For example, the top three end destinations for MCC's glass are all closed loop manufacturers, and over 90% of glass went to these three manufacturers. With MCC's paper, although this is being sent to China, it is also being processed in a closed loop manner (comparable with kerb side sort authorities).
19. Although the above is compelling, it is important that MCC has a full understanding of the quality of its recyclable material, before a full conclusion can be made on the necessity test. With a new MRF contract starting in February 2016, a pilot to determine the impact of removing glass and a full study being undertaken by WG on the complexity of end destination reporting, it is anticipated we will be able to make a robust recommendation on material management and the necessity test in due course.

TEEP Test

20. If it is found that it is necessary for MCC to collect certain materials separately, it will also need to be considered whether it is TEEP to do so:
 - a) Technically practicable: Given that separate collections operate in counties similar to Monmouthshire – such as Conwy, it is likely to be concluded that such collections are also practicable within Monmouthshire.
 - b) Economically Practicable: The benchmark for whether collections are economically practicable is that they must not be 'excessive' in comparison to non-separate collections. The final whole life costs of the different options will need to be assessed fully to

determine this. The Council will also need to consider the “cost of change” in light of other investment priorities that need to be delivered. The modelling above demonstrates that kerbside sort does not deliver significant savings and also incurs major capital investment, therefore should we need to consider this option further more work would have to be undertaken on maximising value and opportunities

- c) Environmentally Practicable: When looking at collection options consideration is given to fuel use and emissions (MPG and emissions) from fleet options. End destinations and final use of recyclates is also a consideration of environmental performance and will feature as part of the necessity test.

Public Satisfaction & Performance

- 21. MCC is in a very fortunate position with its recycling services with 2015-16 once more forecasting to return a recycling rate of c63% against a target by WG of 58%. Recycling services are often changed because of a failure in performance. Monmouthshire is not in that situation and therefore it was recognised that a very strong case for substantial change would need to be presented. The EU Directive calls for ‘quality’ and also ‘quantity’ in recycling. The trial will allow us to continue to review the quality issue, and it cannot be argued that MCC does not achieve quantity given that we are such a high performer. In addition the guidance from WG does not answer how to reconcile the quality versus quantity issue.
- 22. There is concern that a major change in recycling collection methods would results in a drop in performance, thereby putting at risk MCC’s reputation, public buy in and compliance with statutory recycling targets which come with fines. Whilst the restriction on residual waste should be a deterrent against such a change (and potential enforcement as reported to Committee in Dec ‘15) it is a risk that must be noted. Most recycling services are changed due to performance issues and therefore MCC does not have evidence or data to satisfy members that a major change would not affect our current performance.
- 23. To aide decision making further officers are currently seeking public views on the collection options and satisfaction ratings for the current service. During the week of 18th Jan surveys are being undertaken in our town centres and at our HWRCs. The survey was sent around Councillors and has been on line for residents to fill in.

Staff Engagement

- 24. Staff have been engaged throughout the review. Regarding this report a workshop was undertaken with staff in December 2015 to seek views on the options and frontline crews were engaged in January prior to its publication. Staff are rightly proud of the current service

and do not want to change anything which poses a risk to the Council's reputation or performance. Operationally the service is highly efficient and the crews like the ease of the operation. There are particular health and safety and operational concerns with kerbside sort, however noting that 11 Welsh Councils undertake this operation they are not insurmountable. However crews can make or break a service and in line with Council principles we want our staff to own the service they run and therefore their views are critical to the future of the service.

Stakeholder Engagement

25. Engagement with key contractual partners and interested parties has been a key feature of the review. Views of major contractors have been included throughout the review and their involvement on resolving the final configuration of the recycling service is of paramount importance for compliance with legislative requirements. SITA as the new MRF contractor will be fully engaged with the pilot to remove glass and to evidence the quality of their end destinations for other materials. Viridor will be engaged to understand Transfer Stations operational and cost implications. There are many interested community groups in Monmouthshire and these are being invited to a Stakeholder session w/c 1st February to be shared the findings from the review, comments from Select Committee and seek their involvement/view in the pilot.

The Benefits of Collecting Glass Separately

26. In environmental assessments it is common for comingled glass separated at MRFs to be used in aggregate recycling. This is due to glass being broken into small shards or even sometimes dust through the industrial extraction process. Whilst a recognised form of recycling (and meets quality protocols etc.) glass to aggregate is not as environmentally beneficial as glass being recycled back into glass. Collecting glass separately will then ensure that that material is sent to glass recycling and thereby assisting our compliance with the high quality recycling requirement contained in the Directive.
27. Glass can also be a problem within some MRFs as shards can disrupt the technology used by operators. Removing glass therefore will reduce operational MRF issues and this has a subsequent benefit of reducing potential gate fees. The initial quotes MCC has received has demonstrated that as much as a 50% reduction on the current gate fee could be achieved.

FINANCIAL IMPLICATIONS:

28. There are no immediate financial implications from this report. The MTFP for 2016/17 highlighted the need to replace some of the existing fleet, this will be done hiring in the split back vehicles for the duration of this pilot prior to full implementation.

29. Whilst indications on savings have been referenced in the report no figures for savings feature within the current MTFP as it would be premature to do so. The figures provided do not also take fully into account the capital investment required. However if a change was proposed the Business Case, in line with the principles on capital investment would need to explore the implications of using any savings to enable borrowing to fund this capital expenditure.

LEGAL IMPLICATIONS:

30. It is very important that the final recommendation for the recycling service is compliant with existing law and future proofed for any subsequent changes. Legal Advice has been sought regarding our assessment of compliance with the Directive for 'separate collections'. This advice will be a key feature in the final report to Cabinet in March.

31. In particular, MCC will continue to review its service provisions to ensure that it meets its legal obligations including:

- the general obligation to encourage separate collection so as to facilitate recovery;
- the general obligation to introduce separate collection so as to facilitate recycling;
- the obligation to introduce separate collection for paper, metal, plastic and glass so as to facilitate recycling of these waste streams; and
- the obligation not to mix waste of specific type or nature with other waste or other material with different properties,

32. subject always to the principle of proportionality (subject to the Article 10(2) of the revised Waste Framework Directive necessity and technical, environmental and economic practicability tests). Considering that the aim of separate collection is high quality recycling, the introduction of a separate collection system may not be necessary if the aim of high quality recycling can be achieved just as well with a form of co-mingled collection.

NEXT STEPS

33. Comments from Select Committee as well as findings from the survey and stakeholder engagement will be analysed to inform the final report to Cabinet in March. If the recommendations are as drafted in this report next steps will be:

- Identification of suitable pilot areas:- it is intended a vehicle will be brought in to run from 1 depot 5 days a week. This means the trial area will be about 7,500-8,000 properties. Given the nature of our rounds the trial will be in both urban and rural areas to fully

understand how the service can run taking into account the needs of different communities. Once the areas have been established all members will be informed and the relevant Ward Members will be fully engaged in the communications plan.

- Work with Viridor to determine transfer station needs for the pilot (it is likely that the pilot will have to be in the North of the County given that Llanfoist Transfer Station will not require any additional infrastructure works done where as Five Lanes would)
- Identification of the vehicles to be piloted and relevant and engagement with staff
- Drafting of communications and engagement plan on pilot – involving local members, interest groups, schools etc.
- Work with SITA to determine management of glass and £ for the remaining recyclates
- Development of key measures for data capture through the review.

34. It is anticipated that the trial would not begin until the summer/autumn as rounds will need to be configured and vehicles ordered.

The Scottish Model

35. Last month COSLA (the representative body of all Scottish Councils) announced that an agreement had been reached by all 32 LAs to move to a common collection method. The materials to be collected separately were:

- Glass
- Paper/card (in red bag?)
- Plastics / metals (in purple bag?)
- Food

36. The vehicles they intend to use have not yet been finalised. This option is quite similar to the option being recommended for the pilot and we are keen to understand more particularly on operational efficiency and vehicle types. The key difference with this compared to ours is that food does not appear to be collected with garden waste and therefore gives more flexibility to how garden waste is managed in the future. Initial assessments by WRAP have identified that as much as £95k could be saved if garden waste was a stand-alone service and only collected at peak season (Mar-Oct). A separate garden waste service would also allow the charge to fully cover the cost of collection – something we are not able to currently do because we cannot charge for food waste. This is not a formal recommendation but has been highlighted as an alternative and on which Members views would be greatly appreciated.

37. Given the potential alignment to our current method of collection our risk of legal compliance would be reduced as if Scotland believe this to be EU compliant then MCC could make the same argument. It is proposed that during the pilot further investigations into how this is to be implemented are to be undertaken and will feature in the final report through the Member process.

Conclusion

38. For Members to provide a view on MCC undertaking a robust pilot on the following service configuration:
- a. Red and purple bags as now
 - b. Glass to be collected separately
 - a & b to be collected on the same vehicle

 - c. Food and garden waste to be collected separately but on the same vehicle
 - d. Residual as now
39. For Members to note the Scottish developments and comment on their appropriateness for MCC taking into consideration the comment about garden waste.

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Monmouthshire's Scrutiny Forward Work Programme 2015-2016

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
Special Meeting 11th Jan 2016	Gypsy and Traveller Assessment	Discussion paper on the Gypsy and Traveller Needs Assessment in Monmouthshire.	Stephen Griffiths Ian Bakewell	Policy Development
	Pollinator Policy	Review of Policy's progress one year post-implementation, together with highway verge maintenance.	Alison Howard	Policy Review
28th Jan 2016	Waste Strategy	Consideration of the future direction for waste.	Carl Touhig	Policy Development
	Strategic Equality Plan	Pre-decision scrutiny of the Council's Plan to meet legislative requirements.	Alan Burkitt	Pre-decision Scrutiny
10th March 2016	Flood Risk Management	Post Consultation of the Flood Risk Plan.	Dave Harris	Policy Development
	Public Protection	Focus on Environmental Health	Dave Jones	Performance Monitoring
	Month 9 Budget Monitoring	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
28th April 2016	Grant Funded Partnerships TBC	Discussion on progress of partnerships such as GAVO in line with Service Level Agreements.	TBC	Performance Monitoring

Possible Future Work Programme Suggestions:

- Refugees and Asylum Seekers

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Council and Cabinet Business – Forward Plan

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

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

Subject	Purpose	Consultees	Author
1st AUGUST 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Prohibition of sky lantern and mass balloon release on council owned land			Laurence Dawkins
Allocations policy			Ian Bakewell
20 mph and 30 mph limit-various roads, Penpelleni Goytre			Paul Keeble
2nd SEPTEMBER 2015 – CABINET			
Review of allocation policy		Cabinet Members Leadership Team Appropriate Officers	Ian Bakewell
Options appraisal future service delivery			Kellie Beirne
Partnership Agreement with DWP (universal credit)			Ian Bakewell
Caldicot Town Team Funding			Colin Phillips

Subject	Purpose	Consultees	Author
9th SEPTEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Expansion of Ysgol Gymraeg Y Fenni to include a nursery class			Susan Hall
Property Services Admin resource restructure			Mark Jones
23rd SEPTEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Remodelling of Mental Health			Julie Boothroyd
Agree to the tenancy renewal of Welsh Church Trust Land at Llanmartin			Gareth King
The sale of land adjacent to 114 Merthyr Road for use as car parking for the adjoining residential properties			Gareth King
Access land to The Hill, Abergavenny			Cerys Halford
Policy and communications team structure			Will McLean
Permanent change to staff structure in planning			Mark Hand
Authorise spend on bat survey			Mark Hand
Release of restrictive covenant at Long Barn			Nicholas Keyse
24th SEPTEMBER 2015 – COUNCIL			
MCC Audited Accounts 2014/15 (formal approval)	To present the audited Statement of Accounts for 2014/15 for approval by Council		Joy Robson
ISA 260 report – MCC Accounts (attachment above)	To provide external audits report on the Statement of Accounts 2014/15		WAO
Corporate Parenting			Gill Cox
Mardy park car park	Approval to add to amend the capital programme to include the car park		Tracey Harry

Subject	Purpose	Consultees	Author
7th OCTOBER 2015 – CABINET			
Business Case for Funding for Team Abergavenny	To agree to release S106 funding against Team Abergavenny Business Plan		Deb Hill Howells
Capital Budget Proposals	To outline the proposed capital budget for 2016/17 and indicative capital budgets for the 3 years 2017/18 to 2019/20		Joy Robson
Revenue Budget Proposals			Joy Robson
Income Generation Strategy			Joy Robson
Education Strategic Review			Cath Sheen
NEETs Strategy			Tracey Thomas
Deri View			Steph Hawkins
Mardy Park			Colin Richings
Future of Llanfair Kilgeddin School			Cath Sheen
Capability policy for school based employees			Sally Thomas
ALN facility	Consultation to establish a 55 place ALN facility at Monmouth Comprehensive School whilst amending the capacity of the mainstream school to 1600.		Debbie Morgan
Caerwent S106 Funding			Mike Moran
14th OCTOBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Insurance Retender			Mark Howcroft
Local Development Plan – Annual monitoring report.	To seek approval to submit the first AMR on the LDP to the Welsh Government.	SLT & Planning	Jane Coppock.
28th OCTOBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
4TH NOVEMBER 2015 – CABINET			
Capital Budget Proposals	To outline the proposed capital budget for		Joy Robson

Subject	Purpose	Consultees	Author
	2016/17 and indicative capital budgets for the 3 years 2017/18 to 2019/20		
Safeguarding			Jane Rodgers
Budget Monitoring Report – Month 6	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 2015/16 financial year.		Joy Robson/ Mark Howcroft
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 2 held on 24 th September 2015		Dave Jarrett
Well-being of Future generations Act: WAO commentary on preparedness			Will McLean / Matt Gatehouse
£06 Monies for Severnside Town Team			Colin Phillips
2 st Century Schools capital budget			Simon Kneafsey
11th NOVEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Modernising Trade Waste			Rachel Jowitt
Proposed disabled persons parking space			Paul Keeble
TAF Support workers			Andrew Kirby
19^h NOVEMBER 2015 – COUNCIL			
Community Governance Review			Kellie Beirne
The Well-being of Future Generations Act: a commentary on preparedness			Will McLean / Mike Palmer WAO
25th NOVEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Waste restructure review			Rachel Jowitt

Subject	Purpose	Consultees	Author
Expansion of Ysgol Gymraeg Y Fenni to include a nursery class			Susan Hall
19th NOVEMBER 2015 – COUNCIL			
Gambling Policy			Linda O’Gorman
Casinos report			Linda O’Gorman
An update and proposed amendments to the ICT in schools business case	To update members on progress with the ICT business case and agree amendments to the plan and funding requirements"		Sian Hayward
Safeguarding			Jane Rodgers
2nd DECEMBER 2015 – CABINET			
Council Tax Base 2016/17 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 2016/17 and to make other necessary related statutory decisions.		Sue Deacy/ Ruth Donovan
Community Infrastructure Levy			Mark Hand
Fields in trust – centenary fields initiative			Mike Moran
S106 funding – Magor Grip report			Mike Moran
Welsh Language Standards			Alan Burkitt / Matthew Gatehouse
Quarter 2 Education Framework			Sharon Randall Smith
Deri View			Steph Hawkins
Affordable Housing SPG			Mark Hand
ALN Deri View			Steph Hawkins
Play Opportunities review	To consider future delivery models for play and inform members of progress in the review of the play sufficiency assessment		Matthew Lewis

Subject	Purpose	Consultees	Author
Effectiveness of Council Services: quarterly update			Matt Gatehouse
Wye Valley Area of Outstanding Natural Beauty Management plan 2015-20	To seek approval of the review of the Wye Valley AONB Management plan	SLT Cabinet	Matthew Lewis
An update and proposed amendments to the ICT in schools business case	To update members on progress with the ICT business case and agree amendments to the plan and funding requirements"		Sian Hayward
9th DECEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Disabled parking Raglan			Paul Keeble
Speed limits Chepstow Road Raglan			Paul Keeble
23RD DECEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Local Government (Wales) Act 1994 The Local Authorities (Receipts)(Wales) Regulations 1995	To seek approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2016/17 financial year as required by statute.		Joy Robson
DECEMBER 2015 – COUNCIL			
Community Governance			Deb Hill Howells
SRS			Peter Davies
Magor S106			Mike Moran
Caerwent S106 funding			Mike Moran
Proposed funding for team abergavenny			Deb Hill Howells
6TH JANUARY 2016 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 3 held on 19 th November 2015.		Dave Jarrett

Subject	Purpose	Consultees	Author
Reviews of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2016/17		Joy Robson
Revenue & Capital Budget final proposals after public consultation	To present revenue and capital budget proposals following receipt of final settlement		Joy Robson
Proposed closure of Llanfair Kilgeddin CIW VA Primary School			Debbie Morgan
Proposed establishment of an ALN facility and reduction in the capacity at Monmouth Comprehensive School			
Corporate Assessment			
ESTYN			
Affordable Housing SPG			Mark Hand
Community Infrastructure Levy			Mark Hand
13TH JANUARY 2016 – INDIVIDUAL CABINET MEMBER DECISIONS			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities during 2016/17 financial year as required by statute.		Joy Robson
21ST JANUARY 2016 – COUNCIL			
Final Budget Proposals			Joy Robson
Council Tax Reduction Scheme 2016/17			Ruth Donovan
Affordable Housing SPG			Mark Hand
Community Infrastructure Levy			Mark Hand

Subject	Purpose	Consultees	Author
27TH JANUARY 2016 – INDIVIDUAL CABINET MEMBER DECISIONS			
Allocation Policy – Amendment – Syrian Relocation			Ian Bakewell
3RD FEBRUARY 2016 - CABINET			
Budget Monitoring report – month 9	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 2015/16 financial year.		Joy Robson/Mark Howcroft
Changes to school funding formula	To approve changes to the school funding formula for: Threshold payments, primary school top up and free school meal funding for primary schools.		Nikki Wellington
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
Waste Strategy			Carl Touhig/ Roger Hoggins
New Monmouthshire Carers Strategy			Deborah Saunders
10TH FEBRUARY 2016 – INDIVIDUAL CABINET MEMBER DECISIONS			
25TH FEBRUARY 2016 – COUNCIL			
Final Composite Council Tax Resolution	To set budget and council tax for 2016/17		Joy Robson
Treasury Management Strategy 2016/17	To accept the annual treasury management strategy		Joy Robson
The Future Food Waste	for the Council to consider the inclusion of MCC	SLT	Rachel Jowitt

Subject	Purpose	Consultees	Author
Treatment Strategy: Outline Business Case & Inter Authority Agreement	in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	Cabinet	
Waste Strategy			Carl Touhig/Roger Hoggins
2ND MARCH 2016 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16 meeting 5 held on the 21 st January 2016		Dave Jarrett
2015/16 Education & Welsh Church Trust Funds Investment & Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2016/17 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2015/16 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
New Monmouthshire Carers Strategy (Adults)			Deb Saunders
Mounton House Formula Change			Nikki Wellington
Proposed closure of Llanfair Kilgeddin CIW VA Primary School (23 rd March)			Debbie Morgan
Proposed establishment of an ALN facility and reduction in the capacity at Monmouth Comprehensive School (23 rd March 2016)			
13TH APRIL 2016 - CABINET			
Welsh Church Fund	The purpose of this report is to make		Dave Jarrett

Subject	Purpose	Consultees	Author
Working Group	recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 6 held on the 25 th February 2016		
4TH MAY 2016 - CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 7 held on the 24 th March 2016		Dave Jarrett