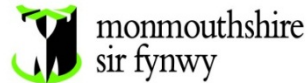


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Y Rhadyr
Brynbuga
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Dydd Mawrth, 2 Gorffennaf 2019

Annwyl Cynghorydd

PENDERFYNIADIAU AELOD CABINET UNIGOL

Hysbysir drwy hyn y caiff y penderfyniadau dilynol a wnaed gan aelod o'r cabinet eu gwneud **Dydd Mercher, 10fed Gorffennaf, 2019**.

AGENDA

1. Twristiaeth, Hamdden, Diwylliant ac Ieuenctid - Rhesymoli Casgliadau Gwasanaeth Amgueddfa

CABINET MEMBER: County Councillor Paul Jordan
AUTHOR: Rachael Rogers, Museums Manager
CONTACT DETAILS: Tel: 01873 854282
E-mail: rachaelrogers@monmouthshire.gov.uk

2. HYFFORDDIANT CLUDIANT TEITHWYR

CABINET MEMBER: County Councillor P Murphy
AUTHOR: John McConnachie
CONTACT DETAILS
Tel: 0788 6989703
E-mail: johnmconnachie@monmouthshire.gov.uk

Yr eiddwch yn gywir,

Paul Matthews
Prif Weithredwr

PORTFFOLIOS CABINET

Cynghorydd Sir	Maes Cyfrifoldeb	Gwaith Partneriaeth ac Allanol	Ward
P.A. Fox (Arweinydd)	Strategaeth a Chyfeiriad Awdurdod Cyfan CCR Cyd Gabinet a Datblygu Rhanbarthol; Trosolwg Sefydliad; Gweithio Rhanbarthol; Cysylltiadau Llywodraeth; Bwrdd Gwasanaethau Cyhoeddus; WLGA	Cyngor WLGA WLGA Bwrdd Cydlynu Gwasanaethau Cyhoeddus	Porthysgewin
R.J.W. Greenland (Dirprwy Arweinydd)	Menter Cynllunio Defnydd Tir; Datblygu Economaidd; Twristiaeth; Rheoli Datblygu; Rheoli Adeiladu; Tai a Digartrefedd; Hamdden; Ieuenctid; Addysg Oedolion; Addysg Awyr Agored; Hybiau Cymunedol; Gwasanaethau Diwylliannol	Cyngor WLGA Twristiaeth Rhanbarth y Brifddinas	Devauden
P. Jordan	Llywodraethiant Cefnogaeth y Cyngor a Phenderfyniadau Gweithrediaeth; Craffu; Safonau Pwyllgor Rheoleiddiol; Llywodraethiant Cymunedol; Cefnogaeth Aelodaeth; Etholiadau; Hyrwyddo Democratiaeth ac Ymgysylltu: Y Gyfraith; Moeseg a Safonau; Perfformiad Awdurdod Cyfan; Cynllunio a Gwerthuso Gwasanaeth Awdurdod Cyfan; Cydlynu Corff Rheoleiddiol		Cantref
R. John	Plant a Phobl Ifanc Safonau Ysgolion; Gwella Ysgolion; Llywodraethiant Ysgolion; Trosolwg EAS; Blynyddoedd Cynnar; Anghenion Dysgu Ychwanegol; Cynhwysiant; Cwricwlwm Estynedig; Derbyniadau; Dalgylchoedd; Cynnig Ôl-16; Cydlynu gyda Choleg Gwent.	Cyd Grŵp Addysg (EAS) CBAC	Llanfihangel Troddi
P. Jones	Gofal Cymdeithasol, Diogelu ac Iechyd Plant; Oedolion; Maethu a Mabwysiadu; Gwasanaeth Troseddau Ieuenctid; Cefnogi Pobl; Diogelu Awdurdod Cyfan (Plant ac Oedolion); Anableddau; Iechyd Meddwl; Iechyd Cyhoeddus; Cydlynu Iechyd.		Rhaglan
P. Murphy	Adnoddau Cyllid; Technoleg Gwybodaeth (SRS); Adnoddau Dynol; Hyfforddiant; Iechyd a Diogelwch; Cynllunio Argyfwng; Caffaeliad; Archwilio; Tir ac Adeiladau (yn cynnwys Stadau, Mynwentydd, Rhandiroedd, Ffermydd); Cynnal a Chadw Eiddo; Swyddfa Ddigidol; Swyddfa Fasnachol	Consortium Prynu Prosiect Gwyrdd Cymru	Caerwent

S.B. Jones	Gweithrediadau Sir Cynnal a Chadw Priffyrdd, Rheoli Trafnidiaeth, Traffig a Rhwydwaith, Rheolaeth Stad; Gwastraff yn cynnwys Ailgylchu; Cyfleusterau Cyhoeddus; Meysydd Parcio; Parciau a Gofodau Agored; Glanhau; Cefn Gwlad; Tirluniau a Bioamrywiaeth; Risg Llifogydd.	SEWTA Prosiect Gwyrdd	Goetre Fawr
S. Jones	Cyfiawnder Cymdeithasol a Datblygu Cymunedol Ymgysylltu â'r Gymuned; Amddifadedd ar Arwahanrwydd; Diogelwch y Gymuned; Cydlyniaeth Gymdeithasol; Tlodi; Cydraddoldeb; Amrywiaeth; Y Gymraeg; Cysylltiadau Cyhoeddus; Safonau Masnach; Iechyd yr Amgylchedd; Trwyddedu; Cyfathrebu		Llanofar

Nodau a Gwerthoedd Cyngor Sir Fynwy

Ein diben

Adeiladu Cymunedau Cynaliadwy a Chydnerth

Amcanion y gweithiwn tuag atynt

- Rhoi'r dechrau gorau posibl mewn bywyd i bobl
- Sir lewyrchus a chysylltiedig
- Cynyddu i'r eithaf botensial yr amgylchedd naturiol ac adeiledig
- Llesiant gydol oes
- Cyngor gyda ffocws ar y dyfodol

Ein Gwerthoedd

Bod yn agored. Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan mewn penderfyniadau sy'n effeithio arnynt, dweud beth sy'n bwysig iddynt a gwneud pethau drostynt eu hunain/eu cymunedau. Os na allwn wneud rhywbeth i helpu, byddwn yn dweud hynny; os bydd yn cymryd peth amser i gael yr ateb, byddwn yn esbonio pam; os na allwn ateb yn syth, byddwn yn ceisio eich cysylltu gyda'r bobl a all helpu - mae adeiladu ymddiriedaeth ac ymgysylltu yn sylfaen allweddol.

Tegwch. Darparwn gyfleoedd teg, i helpu pobl a chymunedau i ffynnu. Os nad yw rhywbeth yn ymddangos yn deg, byddwn yn gwrando ac yn esbonio pam. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson. Ni allwn wneud pawb yn hapus bob amser, ond byddwn yn ymrwymo i wrando ac esbonio pam y gwnaethom weithredu fel y gwnaethom.

Hyblygrwydd. Byddwn yn parhau i newid a bod yn hyblyg i alluogi cyflwyno'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Gwaith Tîm. Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan fel y gallwn gyflawni pethau gwych gyda'n gilydd. Nid ydym yn gweld ein hunain fel 'trefnwyr' neu ddatrys-wyr problemau, ond gwnawn y gorau o syniadau, asedau ac adnoddau sydd ar gael i wneud yn siŵr ein bod yn gwneud y pethau sy'n cael yr effaith mwyaf cadarnhaol ar ein pobl a lleoedd.

SUBJECT: Tourism, Leisure, Culture and Youth – Museum Service Collections Rationalisation

MEETING: Individual Cabinet Member Decision – Cllr Paul Jordan

DATE: 10th July 2019

DIVISION/WARDS AFFECTED: Not Applicable

1. PURPOSE:

To approve the deaccessing and disposal of selected items from the collections of Monmouthshire Museums to ensure:

- Everything we have in the collections relates to our Collections Development Policy.
- We know the broad themes of our collections
- We are more informed of our future storage needs
- We know where artefacts that need accessioning are and the size of the task

2. RECOMMENDATIONS:

1. To agree the deaccessioning of and disposal actions for the proposed items in line with Section 4 of the Museums Association Disposal Toolkit. (List can be seen in Appendix 2).
2. To note this forms the first of a series. Further lists for items will be identified for disposal as we are able to make recommendations.

3. KEY ISSUES:

- 3.1 Accredited museums act within an agreed legal and ethical framework and have approved policies for developing their collections. This ensures that the public continue to have access to public collections – and that they continue to trust museums as responsible long-term guardians. Collections review, rationalisation and disposal are part of responsible collections management.
- 3.2 Accessioning is the process of formally recording that the governing body has taken legal ownership of objects and has committed to care for them over the long term. Deaccessioning is the formal decision by a governing body to take objects out of its accessioned collection and managing the disposal of those objects through an agreed method.
- 3.3 Collections rationalisation is a procedure whereby a museum improves its understanding of a collection so that the collection can be used more effectively for the benefit of its users. The need to rationalise a collection is driven by many different factors, and may include

uncontrolled collecting in the past, increasing pressures on storage space or the need to meet organisational priorities.

- 3.4 Controlled rationalisation enables museums to develop a systematic and strategic approach to effective management and increased use of their collections, allowing them to maximise resources, refocus collecting activity and increase public access. Although one clear outcome of a programme of rationalisation can lead to deaccessioning and the disposal of objects, rationalisation can also provide ways of considering new and different uses for collections.
- 3.5 The Accreditation Scheme for museums and galleries in the UK encourages museums to consider rationalisation as a way to address collections management issues facing museums and make collections accessible to visitors and users. A museum's approach to rationalisation will be articulated in its Collections Development Policy which will include detail on the museum's themes and priorities for collections.
- 3.6 There are many benefits to collections rationalisation:
- Ensuring that collections are relevant to the museum's vision and strategic objectives which may have evolved over time with historic collections now not fit for the current purpose of the museum
 - Developing a clearer understanding of the collections the museum holds
 - Determining the significance of objects in a collection
 - Enabling effective collections development, including contemporary collecting
 - Maximising resources – storage space, staffing and running costs, to care effectively for collections
 - Developing priorities for collections care
 - Improving storage and management of reserve collections
 - Focusing collections, so that they are of high quality and relevant to users and stakeholders
 - Providing increased access to collections
 - Using collections within the museum and with partners in different ways
 - Enhancing knowledge and information about collections and improving documentation

Please note these principals are taken from guidance documents published by Collections Trust (the UK body for museum documentation standards) and Arts Council England (the body that oversees Accreditation - the Museum Standard across the UK)

- 3.7 Managing the disposal of objects needs to be done both ethically and in response to organisational strategy. Rationalising a collection is a lengthy process; items need to be assessed, and if they are no longer relevant to the museum, where they go next needs to be assessed.

Section 4 of the Museums Association Disposal Toolkit provides full detail of acceptable methods of disposal. In brief these are:

- Transfer to an Accredited Museum
- Exchange of items between museums
- Transfer to another institution/organisation within the public domain
- Return to donor
- Sale to an accredited museum

- Transfer outside the public domain
- Sale outside the public domain
- Recycling of an item
- Destruction of an item

The following should be of key consideration when selecting a method of disposal:

- there is a strong presumption for keeping items within the public domain
- there is a strong preference for free gift or transfer to other accredited museums and items should be offered to them in the first instance
- action should be taken that ensure continued public trust in museums.

3.8 There may be a negative impact of antipathy and distrust of the service by people who thought items would be looked after in perpetuity. We will carry out the following procedures to mitigate this risk:

- Follow Museum Ethical Guidelines at all times.
- We will provide updates on the process to ensure that members of the public are aware of what we are doing at all times.
- We will keep relevant organisations up to date including MALD the body responsible for museums in Wales.
- We will keep any bodies that have provided funding towards the purchase or conservation of objects updated and consult with them at relevant stages.

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

4.1 The work of the Museum Service holds the wellbeing of our Future Generations at its very heart. It is well documented that participation in cultural life improves people's wellbeing and this is something considered throughout the service's work. Collections rationalisation ensures that resources are being targeted appropriately, we are caring for our collections appropriately and the artefacts we care for are telling the stories of our communities. If the method of disposal chosen is to transfer an item to another community then those communities also benefit by being able to tell their stories better.

5. OPTIONS APPRAISAL

5.1 Carrying out collections rationalisation will enable us to manage our collections better to the benefit of our communities.

5.2 Working through our collections in a systematic way will enable this work to be carried out in a timely manner. The list associated with this report contains all the large and unboxed objects from our offsite store which we are recommending for deaccession and disposal. There are 139 objects.

5.3. Of the large and unboxed objects remaining there are a further 38 objects that we have scored for deaccessioning and disposal but we need to do some further research work

before we can fully recommend they are disposed of. There are also a further 150 objects in the large and unboxed category which are still waiting a decision, for which we have recognised that we require more expert advice. This is currently in progress. Finally there are the boxed items from the off site store. Further lists will be brought for decision when these processes have been carried out.

- 5.4 Items not from our off site store will form part of the bid submitted to the National Lottery Heritage Fund and will be dealt with under this process but within a longer timescale.

6.2 EVALUATION CRITERIA

We have referred to industry standards and best practice throughout and have consulted the following documents to help inform the review:

- Spectrum 5.0 (The UK Museums' Collection Management Standard) 'Collections Review' and 'Deaccessioning and disposal' chapters
- Museums Association Disposal Toolkit
- University College London Collections Review Toolkit (https://www.ucl.ac.uk/culture/sites/culture/files/cr_toolkit_final.pdf)
- Collections Trust : A guide to selecting a review methodology for collections rationalisation
- CyMal (2013) why do we have it- A significance process and template (CyMAL is the predecessor to MALD: Museums Archives and Libraries Wales – Welsh Government)
- South East Museum Development Programme: A guide to Collections Review and Rationalisation.
- SHARE Museums East: Collections Rationalisation: Planning for action

7. REASONS:

Like many museums across the UK, the stores housing Monmouthshire Museum Collections are reaching full capacity. In 2017 we carried out a study during which the percentage fullness of each item of shelving/cupboard was visually estimated. The mean fullness of shelving/cupboard housing the collections is 86% demonstrating that the space available for future collecting is very limited and there is little space for the collections to grow and remain relevant. There is also the issue of overcrowding with many of the collections stored on the floor. In addition the volume of Non Accessioned objects across the whole of the Museums Service collections is 23%. This means 23% of collections are not catalogued or recorded making it difficult for the service to use the collections to tell their stories to members of our communities.

8. RESOURCE IMPLICATIONS:

This work can be considered in two parts:

- £4200 additional funding was allocated from our fundraising budget to carry out the initial piece of work looking at items in our off site store. This coincided with a store move, and enabled us to carry out an initial review of all items. The additional budget covered specialist help to move the collections, staff time was covered as part of normal working hours. This work has been followed up with extensive desk based research. The objects on this list represent where this task has been completed. Further lists will be submitted as the full

range of items is considered. Staff time to continue this work has been allocated within existing staff roles. Some items require specialist advice before a decision is made. £2500 has been allocated from our fundraising budget to appoint experts where appropriate.

- There is a second stage of work which is much larger than this initial piece of work to look at all the items within the Museum Collections across all three sites. The resources for this have been included in the National Lottery Heritage Fund application which has just been submitted for consideration. We are proposing the appointment of two project assistants to carry out the work full time for an 18 month period. They will be supervised by our Objects Conservator who is an existing member of staff, her hours will be increased to full time to enable her to carry out this work. These increased hours will be paid for out of the bid. If this bid is not successful we will need to consider the resource implications again.
- Please note the items we are requesting a decision for via this ICMD relate to the first part of the project and therefore resources have already been allocated.

9. CONSULTEES:

Enterprise DMT
Cabinet member for TLCY
Head of TLCY
TLCY Management Team
Museum Staff

10. BACKGROUND PAPERS:

Appendix 1: Equality and Future Generations Evaluation

Appendix 2: Recommendation for Disposal

Appendix 3: Monmouthshire Museums Collections' review process: April 2019

Appendix 4: Collection's Review Scoring grid

<https://www.museumsassociation.org/collections/disposal-toolkit>

<https://326gtd123dbk1xdkdm489u1q-wpengine.netdna-ssl.com/wp-content/uploads/2017/11/Deaccessioning-and-disposal.pdf>

11. AUTHOR: Rachael Rogers, Museums Manager

**12. CONTACT DETAILS: Tel: 01873 854282
E-mail: rachaelrogers@monmouthshire.gov.uk**

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Equality and Future Generations Evaluation

<p>Name of the Officer Rachael Rogers</p> <p>Phone no: 01873 854282 E-mail: rachaelrogers@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To approve a recommendation from Museums Staff to dispose of selected museum artefacts via an approved Collections Rationalisation Procedure.</p>
<p>Name of Service area</p> <p>Museums</p>	<p>Date 31st May 2019</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Collections rationalisation will enable us to determine how we are better able to serve our audiences with protected characteristics.	There may be a negative impact on the older age group as they are the ones who may have been donors of these items. This impact may be one of antipathy and distrust of the service that they had thought was going to look after their donations in perpetuity.	<p>Museum Ethical Guidelines will be followed at all times to ensure we remain within Museum Industry Standards at all times. We will provide full information on the process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including MALD the body responsible for museums in Wales.</p> <p>We will also prepare written statements of explanation available at each museum for custodians to hand out; provide positive press stories e.g. publicising successful 'rehomings' in other museums etc.</p>
Disability	As above	As above	As above
Gender reassignment	As above	As above	As above
Marriage or civil partnership	As above	As above	As above
Pregnancy or maternity	As above	As above	As above
Race	As above	As above	As above
Religion or Belief	As above	As above	As above

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	As above	As above	As above
Sexual Orientation	As above	As above	As above
Welsh Language	As above	As above	As above
Poverty	As above	As above	As above

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2. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Our resources are stretched and it is a better use of them to focus on collections relevant to our communities.	Carrying out the review will enable us to work out how to most effectively use our resources to enable us to contribute to a prosperous Wales through Culture.




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The positive effects of cultural activities on people's wellbeing is well documented. Ensuring our collections are relevant to our particular communities and our visitors will contribute towards this.	Carrying out the rationalisation will enable us to work how to most effectively use our resources to enable us to contribute to a healthier Wales through Culture
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	<p>Telling the stories of all our communities through our work is important in making our communities feel connected and attractive. Ensuring our collections relate directly to our stories will enable us to do this in a more focused way.</p> <p>There may be a negative impact on communities of antipathy and distrust of the service that they had thought was going to look after donations in perpetuity.</p>	<p>Carrying out the rationalisation will enable us to work how to most effectively use our resources to enable us to contribute to a Wales of cohesive communities.</p> <p>Museum Ethical Guidelines will be followed at all times to ensure we remain within Museum Industry Standards at all times. We will provide full information on the process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including MALD the body responsible for museums in Wales.</p> <p>We will also prepare written statements of explanation available at each museum for custodians to hand out; provide positive press stories e.g. publicising successful 'rehomings' in other museums etc.</p>
A globally responsible Wales		


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Collections Rationalisation means we can focus on the appropriate culture and heritage for our area.	Carrying out the rationalization will enable us to work out how to most effectively use our resources to enable us to contribute to a Wales of vibrant culture and thriving Welsh language.
A more equal Wales People can fulfil their potential no matter what their background or circumstances		

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	The Museum Stores are extremely full. This work will enable us to look at the long term and to plan for the future.	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>This will involve working closely with our colleagues across museums to ensure we are following industry procedures and staying with in ethical guidelines.</p>	
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>We have consulted with museum bodies and followed UK wide principals.</p>	<p>There may be a negative impact on communities of antipathy and distrust of the service that they had thought was going to look after donations in perpetuity.. Museum Ethical Guidelines will be followed at all times to ensure we remain within Museum Industry Standards at all times. We will provide full information on the process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including MALD the body responsible for museums in Wales.</p> <p>We will also prepare written statements of explanation available at each museum for custodians to hand out; provide positive press stories e.g. publicising successful 'rehomings' in other museums etc.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The Museum Stores are almost at capacity and we need to address this in order to plan for the future.</p>	<p>Properly considered collections rationalization will help us to prioritise the needs of our service and ensure we can put in place the best resources to care for them.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>It is well documented that participation in cultural life improves peoples well being and this is something we consider throughout our work.</p>	

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	Our role as a museum service is to tell the stories of everyone in Monmouthshire. We would like to ensure we do this more effectively.	
Safeguarding	N/A	N/A
Corporate Parenting	N/A	N/A

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

- Discussion amongst Monmouthshire Museums Team
- Spectrum 5.0 'Collections Review' and 'Deaccessioning and disposal' chapters
- Museums Association Disposal Toolkit
- University College London collections review Toolkit (https://www.ucl.ac.uk/culture/sites/culture/files/cr_toolkit_final.pdf)
- Collections Trust : A guide to selecting a review methodology for collections rationalisation
- CyMal (2013) why do we have it- A significance process and Template (CYMAL = predecessor of MALD – Museums Archives and Libraries Division of Welsh Government)
- South East Museum Development Programme: A guide to Collections Review and Rationalisation.
- SHARE Museums East: Collections Rationalisation: Planning for action (SHARE = Museums Development Programme for the East of England)

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

The work we do in the Museums Service holds the wellbeing of our Future Generations at its very heart. It is well documented that participation in cultural life improves peoples well being and this is something we consider throughout our work. Whilst the idea of disposal can be difficult within a museum context, the Accreditation Scheme for museums and galleries in the UK encourages museums to consider rationalization as a way to address collections management issues facing museums and make collections accessible to visitors and users. This means improvements to the service in the longer term.

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

What are you going to do	When are you going to do it?	Who is responsible
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8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	Enterprise DMT		

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Number	Description	Information
ABGMS : A0.205	Cheese drainer, stone.	stone base of cheese found at Crasswall, Herefordshire,
ABGMS : A0.370	Walking stick, wood.	inscribed 'The Reverend Lewis Price R.D formerly of Llywell , vicar of Llandeilo Fawr and Llandefei. 1880. '. Llywell is in Powys, Llandeilo Fawr and Llandefei are in Carmarthenshire. The Reverend Lewis Price of St David College Lampeter was vicar at Llandeilo Fawr and Llandefisant since 1878.
ABGMS : A0.476	Ploughshare blank, corroded.	found in Grosmont
ABGMS : A1976.4	Stoneware jar, 'Charles Edwards'.	Brown and White mark of Charles Edwards, Wine and Spirit Merchant, Llanfoist
ABGMS : A1976.9 also numbered A1980.39	Sewing machine. Singer treadle type sewing machine with wooden lid.	bought: curator from Gwent Antiques, £5, 1976, Also has number A1980.39
ABGMS : A1978.690	Wooden cylinder, water wheel (?).	item is a wooden drum with slats attached to the outside, with metal handle at the end. No clear water wheel connection. Item could be a wind machine used in theatre, also called an aeoliophone.
ABGMS : A1979.127	Upright 'Hoover Junior' cleaner.	
ABGMS : A1979.128	Wooden cupboard, double doors, wooden knob handles, two narrow wooden columns down each side.	
ABGMS : A1979.392	Wooden cradle on two rockers, either for doll or baby, Victorian.	bought from jumble sale

ABGMS : A1979.473 Errand boy bicycle. purchased at auction, there is a better errand bicycle in the collection.

ABGMS : A1981.43 Enamel sign 'Albion, cakes & meals'. "Albion cakes and meals" Hammonds, Hunt and Montgomery. (Liverpool) Makers of cake and meals for cattle, sheep and pigs and poultry.

ABGMS : A1981.44 Enamel sign Shell Garage.

ABGMS : A1981.523 Terracotta bread bowl, inside cream slip and glaze.

ABGMS : A1982.592 Tripod iron cooking pot.

ABGMS : A1982.596 also numbered T1614 Copper water heater. item is a "Ewart's Oto Geyser" water heater

ABGMS : A1982.598 'Kitchener' tea boiler. Section of earthenware flue or drain pipe.

ABGMS : A1982.611

ABGMS : A1982.613 Metal hat box. makers mark on object: "Hawkes and co, 12 Picadilly, London"

ABGMS : A1982.615 Wire bird cage.

ABGMS : A1982.617 Bracket with 3 supports.

'Albert Rd' name
ABGMS : A1982.619 plate. Albert Road in Abergavenny

ABGMS : A1982.620 Sign 'To the Castle'.

Fragment 'French
ABGMS : A1982.625 Burrstone' millstone. .

earthenware, wedge-
ABGMS : A1982.637 shaped piece

Arrow shaped piece of
ABGMS : A1982.638 stone.

stone, light piece of
ABGMS : A1982.639 coloured stone

ABGMS : A1982.667 Brass footman.

ABGMS : A1982.714 hook ?

Iron bound wooden
ABGMS : A1982.721 board.

ABGMS : A1982.729 Scythe handle & piece
+ T1760 of handle

ABGMS : A1982.731 Round wooden board.

ABGMS : A1982.733 Curved pieces of sandstone.

ABGMS : A1982.744 Curved iron bar, corroded.

ABGMS : A1982.745 shaped piece of iron

ABGMS : A1982.745 Curved iron bar, corroded.

ABGMS : A1982.746 Iron bar, corroded.

ABGMS : A1982.761 pick axe head

ABGMS : A1982.810 Electric fire.

ABGMS : A1982.821a sign, round iron signs, black and white, 'Monmouth C.C.'

ABGMS : A1982.822 Directional sign '..bergavenny 11'.

ABGMS : A1982.825 Directional sign 'Raglan 2'.

ABGMS : A1982.826 Directional sign 'B4521 Abergavenny B4521 Skenfrith'.

Town sign
'Abergavenny 9M
Raglan Monmouth
ABGMS : A1982.827 8M'.

Directional sign
ABGMS : A1982.829 'B4521 Ross'.

Directional sign
'Abergavenny, The
ABGMS : A1982.830 Bont'.

Directional sign,
'B4521 Ross, White
ABGMS : A1982.831 Castle'.

Directional sign 'A471
ABGMS : A1982.832 Usk, Pontypool'.

Directional sign 'Old
Coalpit', one corner
ABGMS : A1982.833 missing.

Directional sign
ABGMS : A1982.834 'B4233 Abergavenny'.

Hazard triangular
ABGMS : A1982.835 signs.

Directional sign
ABGMS : A1982.836 'B4233 Monmouth'.

ABGMS :
A1983.1015 Road sign, 'Children'.

ABGMS : A1983.1016	Toilet bowl with wooden seat.	Inscription in toilet reads: "leadless glaze, vitria,..... , ironstone...
ABGMS : A1983.1018	Ewbank washing machine.	
ABGMS : A1983.1019	Machine wheel related to printing.	
ABGMS : A1983.1020	Metal coupling.	
ABGMS : A1984.629	Warehouse weighing scales and weights.	purchased from charity shop. Made W.H Bailey and Sons - a Salford company.
ABGMS : A1986.29	Bow saw, wood frame.	
ABGMS : A1988.25 a	Street sign, 'Park Road'.	
ABGMS : A1988.26	Street sign, 'Avenue Rd'.	
L1960.1	Chair. : 15.9.2004 display case.	
no number	Rectangular, wood and glass fittings inside	
no number	green metal storage tin	
no number	advertising labels and envelopes from Basil Jones in a box.	

no number	packing crates, wooden x2- Canadian salmon and superior mustard
no number	piece of wood with metal spike x2
no number	plastic tray, Scribona cake?
A1982.743	curved piece of metal with 2 bolted straps
T1494	Leather bucket.
T1495	Earthenware pot, cracked, shows signs of repair.
T1514	Scythe cradle in multiple pieces.
T1517	Tool, hook with long wooden handle- window blind hook.
T1559	Wooden box with lid, 'Fancy Lerida figs'.
T1562	Box with wooden tabs for barrels.
T1563	Scale, very corroded.

T1564	'The Beryl Heat Curing Cabin (?)', green tin with holes and with lid.
T1565	Machine brand 'Avil'. Wooden box with lock, lid attached, compartment inside
T1567	probably for pens.
T1568	Wooden box, 'Sun-Raysed Fruits'.
T1570	4 wooden boxes 'Naitara New Zealand Produce', 'Bovril Keeps You Fit', 'Guernsey Tomatos', 'Bovril the Cook's Friend' and one wooden shelf (?) with 2 compartments. 'Collins Bros.'
T1571	cardboard box with miscellaneous material related to Basil Jones.
T1572	Saw, one wooden handle missing.
T1574	3 bricks 'Ebbw Vale'.

T1610	Wooden tray labelled 'Presentments & Council meetings' with corroded miscellaneous metal items, a green plastic tray, a corroded chain, case for ship lighting and miscellaneous metal cover.	
T1613	2 wooden boxes with attached glass lids.	
T1619	Display case.	
T1621	Blackboard 'Fresh E.T. Pickles'. Box with compartments for bottles, 'ABBL 3/-'.	M: unknown. Basil Jones?
T1622		M: unknown. Basil Jones?
T1623	6 wooden boxes, 'Rindless Cheddar Cheese', 'Australian Dried Fruits', 2 'Sun-rayed Fruits', 'Sanver & D. Whittall' and 'Frank Rademaker chocolate bottles'.	
T1624	19 knives of various sizes, hooks, 2 knife sharpening devices, 1 chisel, 1 tool, Jacob's biscuits containing with metal letters, 'Bristol' and 'Bachelor' light advertisements, 'Players', 'Brand's Meat' and 'Dettol' plastic display stands, 1 clipboard and 1 'Royal Wilts' label.	
T1626	2 large metal scoops.	

T1627	2 very dirty tin containers with lid, 2 metal scoops with wooden handle and 3 metal baskets.
T1628	2 scales and 11 weights (2 discs, 9 cubes with handle).
T1629	4 large glass bottles with 2 handles and screw tops, 3 'Manor Vinegar', 1 'Fardon's Vinegar' (1 with content).
T1630	6 parts of slicing (?) machine.
T1632	Large advertising sign, metal, 'Player's Navy Cut Cigarettes'.
T1633	2 stone boards / surfaces, 1 light marble, 1 dark.
T1637	Street sign, 'Flannel St.'.
T1692	ACME wringer in original box.
T1708	Tailor's dummy, torso and stand.
T1709	Chair with leather covered seat.
T1740	Saw, 1 handle missing, long saw blade.

T1744	4-sided metal rod with flat end, twisted.	
T1747	Wooden implement from Knights Mill, Glanusk.	
T1752	Hay knife, blade corroded.	
T1755	Walking stick with metal enforced tip and crozier shaped handle attached with nail.	
T1756	Wooden folding chair. Markings on chair read "1942 K & S".	
T1788	Wooden sign painted red and blue with white cross.	
T1796	Cake Walk', cables in wooden box and large button.	
T1797	Large oval, brown papier mache tray with abalone shell inlay.	
T1798	Large brass (?) tray painted dark brown.	
T1907	Milk float used in Forest Coalpit.	
T1912	Bell shaped implement with detachable handle / hook, metal, corroded.	
T1914 /A1980.88	Cart, hand pulled, made by Curtis & Mawer Ltd., 40 Silver Street, Lincoln.	Crickhowell funeral bier, used by Crickhowell parish council, made in Lincoln, used to carry coffin, made from mahogany, with 2 handles, and 4 rubber rimmed wheels.

T1918	Cheese press by Carson and Toone, 'The Liliput'.	Cheese press, iron frame with wood presses. The Liliput, Carson and Toone, Warminster. local donor.
T1931	Large wooden chair, right armrest broken.	
T1936	Long narrow table for some kind of workshop (?), - actually counter from Basil Jones shop	
T1939	2 large pieces of furniture, 2 benches, 1 other ex Magistrates Court, Chepstow	
no number	glass, etched glass window, Berkley Arms pub	
no number	cylinder, cast iron, possibly a weight mangle, pioneer, made by G.A Pugh, Dursley	
A1988.165		
A1974.3	mangle, J Barber and Son, Wrexham	
no number	crank, iron	
no number	sign, directional, Pen y Cae Mawr/ Ysgyryd Cemys/Llandeilo (?) attached to post	

no number	sign, directional, Sudbrook, on post
no number	sign, directional, Ysgubor Kemys/ Usk, on post
no number	sign, village, Trellech, large
no number	display case, shop cast iron 2 armed item that probably once moved
no number	slate, piece of rectangular slate with channels carve din it
T1909	Stand with 3-legged wooden base.
ABGMS : A1982.750	Arrow shaped piece of iron slag or ore.
T1497	box containing metal letters and tins
T2163	Miscellaneous items; bones, pottery sherds, metal items, tools found in A1982.607.
no number	tube, long, metal, with 2 bars (that move) attached to end with plates and bolts
T1908	Metal stand, 4-legged, base decorated.

no number	marble slab /counter (?)
no number	bedpost, carved x2
T1515	box of wooden and plastic tags

Reason

not from our collecting area.

not in our collecting area.

very poor condition, no display or engagement potential.

poor condition and poor display and engagement potential. We have another bottle from this merchant in the collection which is in better condition
Purchased from local antique shop. No local provenance or specific relevance to Monmouthshire.

No local significance.
poor display and engagement potential,

generic object does not specifically contribute to local story

No local significance

no local significance

no local link beyond
being purchased from
auction in Abergavenny.
No other information
found

no local significance

no local significance

generic object does not
specifically contribute to
local story

generic object does not
specifically contribute to
local story

no local significance

generic object does not
specifically contribute to
local story

no local significance

no local connection
beyond donor's address

generic object does not
specifically contribute to
local story. very Poor
condition and poor
display and engagement
potential.

generic object does not
specifically contribute to
local story. very Poor
display and engagement
potential.

only one example of street sign needed in the collection and this is not the best example
only one example of the castle sign needed and this is not the best condition

incomplete, duplicate of other similar items in collection, poor display and engagement potential.

No local significance, incomplete, poor display and engagement potential
out of collecting area.
Original use of item unclear. Poor potential for display and engagement

No local significance.
Poor potential for display and engagement

generic object does not specifically contribute to local story. very Poor condition and displayability

No local significance, poor condition and poor display and engagement potential.

No local significance.
Very poor display or engagement potential
poor condition, and completeness, no display potential
no local significance. Poor display and engagement potential

no local significance. no display or engagement potential,

no local significance. no display or engagement potential,

no local significance. no display or engagement potential,

no local significance. no display or engagement potential,

no local significance. no display or engagement potential,

no local significance. no display or engagement potential. Poor condition no local significance, poor displayability and engagement

duplicate. This one is in the worst condition

only one example of road sign needed in the collection. This is not the one in the best condition

one of 2 directional signs, this one is in the worst condition of the two and is least interesting.

only one example of road sign needed in the collection. This is not the one in the best condition

only one example of road sign needed in the collection. This is not the one in the best condition

only one example of road sign needed in the collection. This is not the one in the best condition

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only one example of road sign needed in the collection. This is not the one in the best condition

only one example of road sign needed in the collection. This is not the one in the best condition

no local significance

no local significance
incomplete item, original
use unclear, provenance
unknown. Poor display
and engagement
potential
generic object does not
specifically contribute to
local story. Poor
condition.

no local significance

no local significance

only one example of
street sign needed in the
collection and this is not
the best condition

only one example of
street sign needed in the
collection and this is not
the best condition

loan: return to lender.
Poor display and
engagement and no local
story means that there is
no longer a need for it in
the museum

poor display and
engagement potential
very poor condition, no
display potential
duplicates. Other
examples in a good
condition present in the
collection . Poor
condition

duplicates, only one example needed. T1569 is in the best condition and has label so best display potential.

unable to identify, poor condition no display or research potential
incomplete, poor display and engagement potential

poor condition, significance and poor display and engagement potential.

this bucket is a duplicate. The other bucket in the collection from Pen Y Fal is in much better condition.

no local significance, poor display and engagement potential

loan. Very poor condition, poor display and engagement potential

poor display and engagement potential.

only one example of wooden food packaging needed to tell food transport story. This example is not as good condition as T1569

very poor condition. Poor display and engagement potential.

incomplete. Poor condition. Poor display and engagement potential

poor display and
engagement potential
poor condition, poor
display and engagement
potential

no display or engagement
potential, no local
significance

duplicate, only need one
of these items , T1569 is
in the best condition

duplicate, only need one
of these items , T1569 is
in the best condition

very poor condition. No
display and engagement
potential

generic object does not
specifically contribute to
local story. Very poor
condition, display and
engagement potential

outside collecting area

very poor condition, no display or engagement potential.

no local significance. poor display and engagement potential.

no significance, display or engagement potential

no local significance poor condition and display and engagement potential.

duplicate, only need one of these items , T1569 is in the best condition

poor condition, display and engagement potential
poor condition, display and engagement potential

poor condition, display
and engagement
potential

incomplete. Poor
condition, display and
engagement potential

poor display and
engagement potential
Incomplete. Another
bacon slicer in the
collection. Poor
condition, display and
engagement potential

poor condition, display
and engagement
potential

poor display and
engagement potential
duplicate. The other
Flannel Street sign in the
collection is in better
condition

duplicate. There is an
ACME wringer on a
washing machine in the
collection. generic object
does not specifically
contribute to local story
disposed as ex display
item
very poor condition,
incomplete. Poor display
and engagement
potential

no local significance

no local significance, poor display and engagement potential

outside collecting area

no local significance

No local significance

no local significance

no local significance

no local significance

poor condition , display and engagement potential

no local significance

incomplete and in poor condition. Object has no wheels and there is no base to the cart. Resources required to restore to display and engagement standard are unsustainable.

No local significance. Incomplete. poor condition, display and engagement potential.

outside collecting area.

Duplicate. There are other similar cheese presses in the collection. this one is incomplete and in the worst condition

no local significance. Poor condition, display and engagement potential
Duplicate. There is a wooden shop counter already in the collection. poor condition, display and engagement potential

too big for the collection or display in any museum buildings. Shire Hall has been restored now and tells the store of the court room, which effectively makes these items duplicates. damaged beyond repair. Disposed of due to H&S risk

No local significance. incomplete, poor display and engagement potential
poor condition and display and engagement potential

generic object does not specifically contribute to local story. poor condition, only local link is local donor. no local significance

poor condition, duplicate, only one directional sign needed in the collection

poor condition, duplicate,
only one directional sign
needed in the collection.

poor condition, duplicate,
only one directional sign
needed in the collection.

poor condition, duplicate,
only one village sign
needed in the collection.

poor condition, display
and engagement
potential

poor condition, display
and engagement
potential

incomplete, poor display
and engagement
potential

no local significance
no local significance or
display and engagement
potential

poor condition, display
and engagement
potential

very poor condition,
display and engagement
potential.

No local significance.

Poor display and
engagement potential.

Very poor condition. High
risk

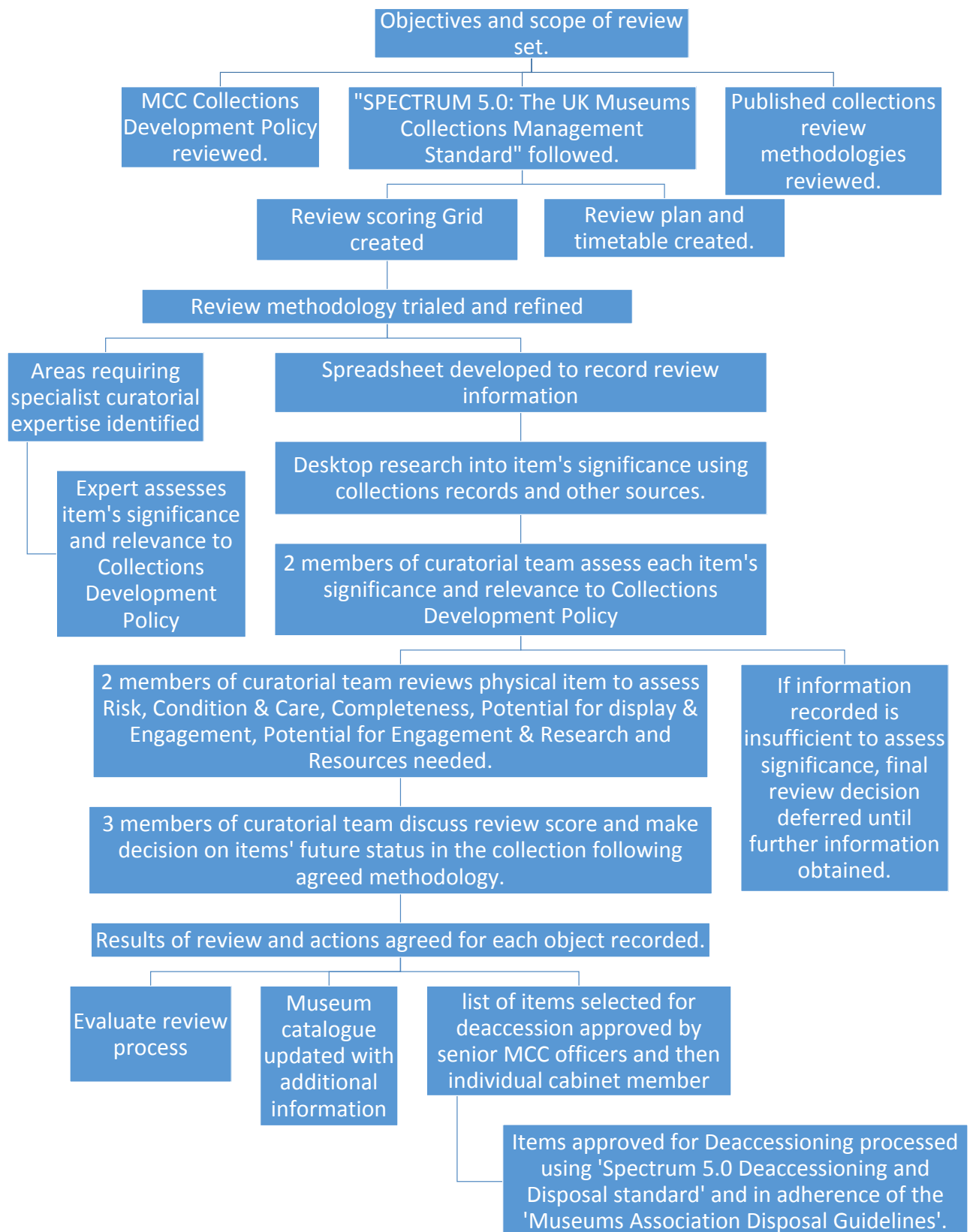
no local significance

poor condition, poor display and engagement potential. Duplicate. There is another marble countertop in the collection

incomplete, poor display and engagement potential.

duplicate. There are shop tags in the collection in better condition

Monmouthshire Museums Collections' review process: April 2019



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Collection's Review Scoring grid. Draft 2. December 2018- Based UCL Collections Review Rubric, CyMAL (2013) "Why do we have it"- A significance Process and Template and Collections Trust (2014) A guide to selecting a review methodology for collections rationalisation, and adapted to our needs following discussion with MCC Museum staff

Method: Assign grade to object for each category based on statements below and enter score into spreadsheet. Grade is assigned based on lowest relevant statement in each section. Add supporting comments in "Reason" column of spreadsheet.

Decision: If object scores any **C** or **D** in **Significance, Condition, or Risk**- consider for disposal.

If object scores 2 **D**'s in **Completeness, Display, Engagement or Resource**- consider for disposal.

	Significance & Relevance to Collections Development policy	Risks associated with caring and using the object	Condition and care	Completeness	Potential for display and use	engagement and research	Resource to manage, care, use
A	<ul style="list-style-type: none"> • Of clear national, regional, local or community significance. • Relevant to the Collections Development Policy. • Object known to be unique or rare. 	Low risks of hazards.	<ul style="list-style-type: none"> • Stable material. • Good condition. • No conservation problems. • Minor cleaning needed. 	<ul style="list-style-type: none"> • Either fully complete or the missing elements are not integral to its importance and significance. • Appears to be in its original condition. 	Potential to be: <ul style="list-style-type: none"> • Permanently on display • Star object/"wow" factor. • Strongly identified in the public's mind with the organisation or location. 	<ul style="list-style-type: none"> • Regularly used or strong potential for public engagement • Regularly or strong potential for research use. 	Existing resources are appropriate.
B	<ul style="list-style-type: none"> • Of clear local or community value. • Relevant to the Collections Development Policy. 	<ul style="list-style-type: none"> • Low risk at present but hazards could be exposed without appropriate collections management. 	<ul style="list-style-type: none"> • Stable material but needs monitoring. • Fair condition • Some risk of decay and deterioration. • Some conservation treatment desirable. 	<ul style="list-style-type: none"> • Complete or missing only a small number of parts. • In near original condition, or any adaptations are consistent with its history and use. • Any missing parts do not make it unrecognisable. 	Potential to: <ul style="list-style-type: none"> • Engage visitor interest and stimulate discussion. • Contribute to a permanent or temporary exhibition. 	<ul style="list-style-type: none"> • Potential for use in public engagement, • Potential for research use. 	Small amount of additional resource required.
C	<ul style="list-style-type: none"> • Of assumed but unproven or of little specific local, community or organisational importance but possibly some historical, aesthetic artistic, scientific or social interest. • Outside the Collections' Development Policy. • Similar to other item within Monmouthshire Museums' collections. 	<ul style="list-style-type: none"> • Some hazards exist but these can be safely managed with appropriate PPE. • Size or weight of object requires additional resource to safely move. 	<ul style="list-style-type: none"> • Unstable material. • High risk of deterioration- immediate action required. • Poor condition. • Major areas of loss. • Significant conservation investment required to prepare for use or display, 	<ul style="list-style-type: none"> • Incomplete • Object has been significantly adapted and these changes do not relate to the significant periods of its history. 	<ul style="list-style-type: none"> • No current public focus but may have some potential for this in the future. • Not known to have been used in displays. 	<ul style="list-style-type: none"> • Little potential for public engagement use. • Little potential for research use. 	Significant additional resource required
D	<ul style="list-style-type: none"> • Not considered to have aesthetic, Artistic, historical, scientific or social interest. • Outside the Collections Development Policy. • Duplicate of existing item. 	<ul style="list-style-type: none"> • Caring for or using object presents immediate hazard. • Size or weight of objects presents risk and requires significant additional resource to safely move/provide access. 	<ul style="list-style-type: none"> • Very unstable material. • Beyond repair. • Very poor condition. • Unsustainable conservation investment required. • Poses a risk to other collections. 	<ul style="list-style-type: none"> • Incomplete and its original function or appearance is not clear. • Is unrecognisable. • May be a fake 	<ul style="list-style-type: none"> • Not suitable for display. • No potential for public focus 	<ul style="list-style-type: none"> • No potential for public engagement use. • No potential or research use 	Unsustainable resource required.

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SUBJECT: Passenger Transport Training

DIRECTORATE: Resources/Operations

MEETING: Individual Cabinet Member

DATE: 10th July 2019

DIVISION/WARDS AFFECTED: County-wide

1. PURPOSE:

- 1.1 To provide a sustainable solution towards the provision of training services for the passenger transport unit through a suitably qualified and competent team of people who can demonstrate continuous professional competence (CPC).

2. RECOMMENDATIONS

- 2.1 For Individual Cabinet Member approval to the changes in structure, roles and responsibilities within the passenger transport team as detailed in this report. This is the most sustainable option which will ensure competence and compliance of transport training regulations.

3 KEY ISSUES

- 3.1 Monmouthshire County Council provides a variety of transportation services to customers in Monmouthshire ranging from statutory services such as home to school transport, private hire and community transport through the grass routes service.
- 3.2 There are identified challenges involved in the recruitment and retention of qualified drivers for buses and minibuses.
- 3.3 Drivers involved in the delivery of transport services must hold appropriate qualifications and be able to demonstrate ongoing (CPC) through access to a range of learning and development.
- 3.4 A number of current drivers in the Caldicot passenger transport team have previously been involved in the design and delivery of a (CPC) Programme which to date, has not been formally recognised as part of a clear strategy for transport (CPC) although some success has already been demonstrated.
- 3.5 Colleagues involved in design and delivery of transport training require a clear remit, role profile and measurable workload in order to enhance and grow organisational competence in our transport services.

- 3.6 There are currently 2 separate bases for the passenger transport team located in both Raglan and Caldicot areas.
- 3.7 We have our own “internal” capacity to deliver a quality transport training service across the organisation as well as enhancing our own corporate training team with the potential for external growth/enterprise and the ability to support unemployed people back into work.

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

- 4.1 The proposed changes will build a sustainable service model which will ensure legal compliance and competence whilst enhancing the prospects of people who are employed in transport. The proposal also includes offering opportunities to those who are currently unemployed and looking to develop a career in transport services. Future Generations Evaluation completed and included (Appendix 4).

5 REASONS

- 5.1 The implementation of a structured training plan in conjunction with operational colleagues, will benefit approximately 50 transport colleagues who require access to a well-organised programme of (CPC) to ensure their individual and organisational compliance as well as customers having a reliable and quality provision of service available.
- 5.2 The passenger transport training function should be supported via our corporate training team (TalentLab) and be considered as part of our effort to attract, recruit and develop talents and skills across our workforce.
- 5.3 There are currently 4 people employed in the PTU office in Caldicot who undertake duties to support and provide training. These posts are all evaluated at Band D (Bus Driver) and these current staff are also receiving honoraria to reflect their role as trainers/co-ordinators as well as administrators of the transport service. This has been implemented as a short term solution which is not sustainable.
- 5.4 Current roles are unclear and there is a cross-over of duties which are partly operational and partly linked to training. This causes confusion and at times there is duplication of roles. Only 2 of the current 4 posts provide and undertake driver/escort duties and therefore the current structure is out of date.
- 5.5 The current structure does not support a planned and strategic approach to maintaining the competence of the wider transport team.
- 5.6 In order to move towards a more sustainable service design it is proposed that the 4 Current posts will be deleted and 3 new posts designed. The current team will be supported via Monmouthshire County Council At Risk Policy until the restructure is completed.

- 5.7 Specific role profiles (Attached) will ensure that the training function is relevant, sufficient and meets the requirements of awarding bodies as well as our own operational requirements, providing clarity of expectations and outcomes.
- 5.8 It is proposed that all posts become a part of the Corporate Training (Talentlab) team to enhance our organisational capacity to deliver work place learning.
- 5.9 It is anticipated that a (1.5 WTE) Trainer Post (Appendix 1) and (0.5 WTE) Transport Organiser (Appendix 2) will create sufficient capacity to meet our organisational needs for an ongoing (CPC) programme and the development of further organisational learning with a view to enterprise opportunities in the transport business market.
- 5.10 The proposed training structure set out in this report can also be used to support our internal teams, paying customers as well as helping unemployed people back into work through access to transport training and qualifications. This will enhance the availability of individuals across the County with the relevant skills and qualifications to work within transport services. The proposed approach will also contribute to workforce planning and development.
- 5.11 A wider restructure of the operational function of the PTU will be subject to a separate report.
- 5.12 Sharing of current training resources in Magor and Raglan such as office/training space will be necessary in order to implement these recommendations and discussions with the Raglan Training team have commenced in order to maximise our collective capacity and resources.

6 Options Appraisal

- 6.1 When considering this restructure three potential options have been considered:

Option 1

Do Nothing, i.e continue with current staffing of PTU providing ad hoc training.

Option 2

The PTU team providing training to remain within transport/operations section and is not coordinated by TalentLab.

Option 3

Restructure and realignment of training with central/corporate training function.

- 6.2 Option 3 is the recommended option which will provide both the best resilience and opportunities for the training services.

7. RESOURCES

- 7.1 4 Driver/Escort officers' posts currently receive additional honoraria for the provision of training and administration. The continuation of Honoria arrangements in the long term is not recommended and should only be used as a temporary measure.
- 7.2 The current and proposed structure is included in the attached diagram (Appendix 3).
- 7.3 The 4 officers will be ring fenced for the new positions. There are also opportunities for 2 employees to remain in Driver/Escort posts if they are unsuccessful in securing one of the new positions proposed.
- 7.4 The proposal places the 4 officers within the current team "at risk" whilst the restructure is agreed. The At Risk Policy will be implemented to offer guidance and support to those involved.
- 7.5 Any potential redundancy costs will be confirmed once the posts have been filled and restructuring completed. If there are redundancies as a result of this restructure, the costs will need to be met by the corporate budget in the event that funding is unavailable from the Passenger Transport budget.
- 7.6 The proposed structure and changes are cost neutral and details are included in the appendices.
- 7.7 Through the restructure there will be capacity to generate further income via offering training products on the commercial market (and via Job Centres) as well as improving our own organisational competence and compliance

8 CONSULTees

PTU
Operational Team
Training Team
Enterprise DMT
Resources DMT

9 AUTHOR

John McConnachie

10 CONTACT DETAILS

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ROLE ADVERT

ROLE TITLE: Trainer

POST ID:

GRADE: Band F

HOURS: 37/18.5

LOCATION: Caldicot - which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

PURPOSE OF POST:

To assist the Training Lead in the design and delivery of transport training for Internal and external customers. To lead in the delivery of PCV vocational driver training, supporting candidates to achieve the required CPC. To support the Passenger Transport Unit in the delivery of modular driver training to ensure competence and compliance of transport colleagues.

To design and implement new learning in order to grow the competence and capability of individuals and services.

To administer the application process as required in order to achieve desired outcomes, in line with enforcement bodies such as DVSA and JAUPT. To ensure such records are available in readiness for inspections/audits.

To contribute to the development of both training and transport services within Monmouthshire County Council.

Should you require any further information regarding this post, please contact John McConnachie- Training Lead 07886989703

Closing Date: 12 noon on (Insert Date) 2018

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-
Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN
Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.



ROLE PROFILE

ROLE TITLE: Trainer

POST ID

GRADE: Band F

HOURS:

RESPONSIBLE TO: Training Lead

Talent Lab- Training Team

Our Purpose:-

[Talent Lab](#) – The home of the Corporate Training Team of Monmouthshire County Council, a learning and development partnership for public, private and community enterprise in Wales, UK and beyond.

Our passion is learning. Learning is growth. We're dedicated to making fantastic learning opportunities available that will help individuals and teams better to achieve great outcomes.

The Purpose of this Role:-

To provide Learning and Development support as part of the Monmouthshire County Council corporate training team.

To develop and deliver as part of a wider team, a modular driver training programme for colleagues in the PTU as well as other internal and external training customers.

To contribute to the provision of other corporate/operational training.

To organise appropriate training facilities and material which will support candidates achieve desired outcomes.

To provide the means to accurately record learner needs, progress and compliance.

To use IT systems currently employed within the Authority to register learners/transport vehicles and ensure the mandatory information required is both populated and kept up to date.

To support both the training and PTU Administration in ensuring that all requirements in relation to Learning and Development, JAAPT, VOSA and health and safety aspects are complied with in the provision of our services

To support the Training Lead in relation to providing information to the public and promoting the County Council training and transport services.

Key Skills for the role:

Must be able to demonstrate practical experience of working in a training environment.

To be able to identify learning and development needs and design/deliver appropriate interventions in order to improve competence and compliance of individuals and services

Must have excellent communication skills in order to liaise with management, transport team and members of the public in supporting the operational objectives to deliver an effective and efficient service.

Must be familiar and able to utilise digital applications (training provided for local applications).

Must be able to communicate clearly with internal and external customers and citizens of the county.

Must be Courteous, polite and helpful to all internal and external customers and citizens.

To ensure that any vehicles, equipment and other training resources are maintained and in a serviceable condition by carrying out appropriate checks.

Be willing to take responsibility for your continuous personal and professional development.

Flexibility will be required to cope with the demands of customers of the training service and passenger transport unit.

Must be willing to work as part of a team by positively contributing and collaborating with others.

To abide by policies and procedures of Monmouthshire County Council to ensure training and transport records are accurate and sufficient as required by MCC, VOSA, JAAPT etc.

To carry out any other duties which may be required by the training lead, which may be assigned from time to time.

To work in other parts of the county as requested, which will be required from time to time.

Must maintain full awareness of the Health and Safety requirements of the service and to be responsible for own safety and that of colleagues and others within the workplace or the public generally when undertaking official duties.

Must be willing to abide by the principles and practices of equality of opportunity as laid down in the Council's Equal Opportunity Policy.

Your responsibilities :-

Delivering Results –

- Delivering a high quality service to customers in the Community within the context of terms and conditions and this role profile.
- Design and Deliver Learning to individuals and groups.
- Monitor own outputs and outcomes against agreed performance standards.
- To actively take part in performance reviews/C.I.C.O Appraisals
- To develop and deliver business goals, design strategies and coordinate business resources to advance those goals to meet targets and expectations.
- To design and undertake the role to achieve a high level of service to our customers whilst achieving “Best Value” for the authority.

Managing Relationships –

- Manage relationships with colleagues and customers to enable achievement of business priorities and to enable all learners to achieve their potential.
- To contribute to the development of the service and implement new ideas and initiatives to improve performance and viability of training and other council services
- Develop, encourage & maintain mutually beneficial and effective working relationships both internally and externally with partnerships with statutory bodies, elected members, external partners, local communities, contractors, volunteers. Including general communication / promotion, interpretation and awareness raising for the service.
- Assist the training lead and PTU Manager when necessary in the co-ordination and delivery of services and be able to provide information as requested.
- To undertake ongoing compliance checks/assessments with Individual learners, supply feedback and guidance where appropriate.

Managing Resources

- Ensure the resources are utilised in the most effective and efficient manner.
- Ensure own professional / technical knowledge is current and up-to-date.
- Use other sources of information knowledge as required to deliver objectives.
- Make best use of Digital and other resources.

Managing Processes

- Ensure within your responsibilities that all the processes, practices and systems are operated / implemented in accordance with Monmouthshire’s requirements.
- Maintain effective systems for monitoring, reviewing and evaluating own performance.
- Manage the collation, analysis, interpretation, processing and presentation of a range of information and data as required via 1/4ly reporting.

Future Focus

- To identify, design and deliver on your ideas to enhance the future of services.
- To represent the service on internal and external working groups .
- To undertake any other duty as may be required by Monmouthshire that is compatible with the level and remit of this post.

Here's what we can provide you with:-

- A motivated and enthusiastic team driven to achieve the best results for the Council and local communities.
- Support from the wider Monmouthshire Team.
- Flexible work environment & agile working (in line with service needs)
- Coaching and Mentoring support
- Access to ongoing learning and development
- Regular feedback and positive communications with colleagues
- Employee Benefits

What else you need to know.....Monmouthshire Values are:

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.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

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<p>Name of the Officer John McConnachie</p> <p>Phone no: 07886989703 E-mail: johnmconnachie@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Development of PTU/Corporate Training Team</p>
<p>Name of Service area Talent Lab/PTU</p>	<p>Date February 4th 2019 (Updated 14th May 2019</p>

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





Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	This proposal will generally enhance opportunities for the increase in training/knowledge and competence for all staff employed in Monmouthshire County Council. The proposal aims to include those who may be unemployed and resulting in getting people of all ages back into training and work.	N/A	N/A
Disability	As above		
Gender reassignment	As above		


Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	As above		
Pregnancy or maternity	As Above		
Race	As above		
Religion or Belief	As above		
Sex	As above		
Sexual Orientation	As above		
Welsh Language	As above		
Poverty	The proposal aims to increase learning and work opportunities for all therefore contributing to the reduction of unemployment.		

2. **Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Positive contribution to the goal through increasing skills, knowledge and competence of the workforce/Citizens .	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive contribution via driver health and wellbeing training modules	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Contributes towards a cohesive community	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Contributes to increasing opportunities for all as well as the reduction in likelihood of poverty.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal will enable a more long term and sustainable approach to learning and development</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The proposal offers greater opportunity to work alongside partners and other agencies to enhance and grow the skills and knowledge of staff and citizens of Monmouthshire</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The stakeholders are the PTU transport team and Corporate training team, internal and external partners and customers. The staff team have designed the learning and development to be designed and delivered in consultation with operational staff</p>	<p>The proposal places the team “at risk” whilst the restructure is agreed. Posts are ring fenced to existing employees. At Risk Policy and Process will be implemented to offer guidance and support to those involved.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The proposal will ensure a competent and safe workforce delivering transport services across the county.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>.This project is about growing skills, confidence and an enterprising community via increasing training and employment opportunities</p>	

4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Social Justice	The Proposal seeks to offer more opportunities to all transport staff as well as those in the community who may be currently unemployed.		
Safeguarding	The proposal will contribute to the wider safeguarding agenda via ensuring that transport teams are trained and knowledgeable to support customers and citizens to be safeguarded.		
Corporate Parenting	We will continue to work with our partners to assist in any way we can and add value to the current provisions for people in terms of learning, development and employment opportunities.		

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

Data gathered from Transport training Records
Training needs as required by PTU transport staff
CPC Requirements for transport staff to successfully undertake minimum number (35 hours) training every 5 years.
Training demand for compliance training such as Health and Safety/Safeguarding/Risk Assessment

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

The proposal will have a positive impact on the function of transport within the county by increasing the opportunities for a skilled and competent workforce. In addition the proposal seeks to offer unemployed people the chance to learn new skills and qualifications towards full time employment.

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

What are you going to do	When are you going to do it?	Who is responsible

7. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this

process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Pre Restructure/Consultation stage with the wider team	07/12/2018	Initial scoping phase
2	Inclusion of back to work element as designed by staff team	04/02/2019	New information incorporated
3	Feedback from Enterprise DMT	13/05/2019	Additional information added for clarity to explain potential re- deployment/redundancies

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Passenger Transport Team (Caldicot)

Existing Structure below

PCV Driver (1.00 WTE) Band D 20,344-22021	PCV/Coach Driver (1.00 WTE) Band D 20,344-22021	Public Service/PCV Driver (1.00 WTE) Band D 20,344-22021	Minibus Driver (0.68 WTE) Band D 20,344-22021
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The proposed structure below is cost neutral as included in budget information attached

Trainer (1.00 WTE) Salary Band F 24,799- 26,999	Trainer (0.50 WTE) Salary Band F 24,799-26,999	Training Organiser (0.50 WTE) Salary Band E 22,462-24,313
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<p>Name of the Officer John McConnachie</p> <p>Phone no: 07886989703 E-mail: johnmccconnachie@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Development of PTU/Corporate Training Team</p>
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Existing Structure

Job Title	FTE	Salary	On Costs	Total
Public service/PCV Driver	0.324	6,865	2,197	9,061
Coach and PCV Driver	1	21,166	6,773	27,939
PCV Driver	0.42	8,881	3,624.00	12,505
Minibus Driver	0.68	14,301	4,576	18,877
				68,383

Proposed Structure

Job Title	FTE
Trainer	1
Trainer	0.5
Trainer Organisor	0.5

Savings

Band	Salary	On Costs	Total
F	26,999	7,762	34,761
F	13,500	4,320	17,819
E	12,157	3,647	15,803
		<hr/>	<hr/>
		68,383	
		<hr/>	<hr/>
		-	0
		<hr/>	<hr/>