

# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

Wednesday, 2 September 2020

## Notice of meeting

### County Council

Thursday, 10th September, 2020 at 2.00 pm,  
Remote Meeting

### AGENDA

Item No	Item	Pages
1.	Apologies for absence	
2.	Declarations of interest	
3.	To elect a Chairman of the County Council for the Civic Year 2020/21	
4.	To appoint a Vice-Chairman of the County Council for the Civic Year 2020/21	
5.	Public Questions	
6.	Receipt of petitions	
7.	To elect the Leader of the Council and to receive notification of Leader delegations (appointments to the Cabinet)	
8.	Representation of Political Groups	1 - 10
9.	Appointments to Committees	11 - 38
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12.	To confirm the minutes of the meeting of County Council held on 16th July 2020	57 - 64

Paul Matthews

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**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

P. Clarke  
D. Batrouni  
J.Becker  
D. Blakebrough  
L.Brown  
A.Davies  
D. Dovey  
L.Dymock  
A. Easson  
R. Edwards  
D. Evans  
M.Feakins  
P.A. Fox  
R.J.W. Greenland  
M.Groucutt  
L. Guppy  
R. Harris  
J. Higginson  
G. Howard  
S. Howarth  
R.John  
D. Jones  
L.Jones  
P. Jones  
S. Jones  
S.B. Jones  
P. Jordan  
M.Lane  
P. Murphy  
P.Pavia  
M. Powell  
J.Pratt  
R.Roden  
V. Smith  
B. Strong  
F. Taylor  
T.Thomas  
J.Treharne  
J.Watkins  
A. Watts  
A. Webb  
K. Williams  
S. Woodhouse

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**Welsh Language**

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# Aims and Values of Monmouthshire County Council

## Our purpose

Building Sustainable and Resilient Communities

### Objectives we are working towards

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

## Our Values

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

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

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

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



## MONMOUTHSHIRE COUNTY COUNCIL REPORT

**SUBJECT: REPRESENTATION OF POLITICAL GROUPS - REVIEW**  
**MEETING: COUNCIL**  
**DATE: 10 Sep 2020**  
**DIVISION/WARDS AFFECTED: ALL**

### 1. PURPOSE

The Council is required to review at, or as soon as practicable after, the Council's annual meeting, the representation of different political groups on the bodies to which the Council makes appointments.

### 2. RECOMMENDATIONS

- 2.1 That the Council decides to accept the report (and appendices) as a review under Section 15 of the Local Government and Housing Act 1989 and to initially allocate ordinary committees with the numbers as indicated below as a fair representation:

Committee	Con	Lab	Lib Dem	Ind Gp	Ind
Select (x 5) (9)	26	9	3	6	1
Licensing & Regulatory (12)	7	3	1	1	0
Planning (16)	9	3	1	2	1
Democratic Services (12)	7	3	1	1	0
Audit (11) note – this excludes 1 lay	7	2	1	1	0
Aggregate Entitlement (96)	56	20	7	11	2

- 2.2 That the 2 Planning Committee seats allocated to the Independent Group continue to be filled by representatives of the Conservative and Labour Groups only with the permission of the Independent Group Leader.

### 3. KEY ISSUES

- 3.1 The Council must determine the allocation to the different political groups of all the seats to be filled by appointment by the Council and exercise its power of appointment to the body concerned so as to give effect to such wishes about who is to be appointed to the seats on that body which are allocated to a particular group as are expressed by that group.

- 3.2 The Council is required "to make only such determinations as give effect, so far as reasonably practicable to" the following principles:

- (a) that not all the seats on the body are allocated to the same political group;
- (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
- (c) (subject to (a) and (b)), the number of seats on the ordinary committees which are allocated to each political group bears the same relationship to

the total seats on all the committees as the number of members of that group bears to the Council's membership;

- (d) identical to (c) but relates to other bodies where the Council is entitled to fill seats by appointment.

3.3 The following are bodies to which s15 applies:

- (a) ordinary committees and sub-committees;
- (b) advisory committees and sub-committees of an advisory committee;
- (c) any such of the following bodies (or classes of bodies) which is a body at least 3 seats on which are from time to time to be filled by appointments made by the Council (so far as relevant to the Council):
  - (i) a fire authority constituted under a combination scheme;
  - (ii) a superannuation committee;
  - (iii) a National Parks Committee;
  - (iv) a joint committee (with one or more other authorities) whose function is to discharge council (as opposed to executive) functions and is not purely advisory.

This is not a full list but comprises the most likely classes of bodies to which the Council makes appointments. Thus it will be seen that if the Council is asked to make appointments to any other body the political balance rules do not apply even if the Council is asked to appoint 3 or more members.

3.4 In certain cases the Council/committee does not have to comply with the statutory requirements. The exceptions are as follows:

- (a) alternative arrangements approved by the Council following notice of the proposed arrangement being included in the agenda for the relevant meeting of Council and without any member of the Council/committee voting against the proposal (s17 and Reg. 20).
- (b) the committee or sub-committee is established exclusively to discharge functions or to advise in respect of part of the area of the authority and where that area of that part does not exceed one-half of the total area of the authority or the population of that part does not exceed one-half of the total population of the area. In addition, that part must consist of one or more electoral divisions and all the members of the authority who are elected for that electoral division (or those electoral divisions) (and only those members) are entitled to be members of the area committee or sub-committee.

#### **4. REASONS**

To comply with the requirements of the Local Government (Committees and Political Groups) Regulations 1990 as amended.

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

Nil

#### **6. CONSULTEES**



Political group leaders  
SLT  
Democratic Services

**7. AUTHOR:**

Matt Phillips – Head of Law and Monitoring Officer  
[matthewphillips@monmouthshire.gov.uk](mailto:matthewphillips@monmouthshire.gov.uk)

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## APPENDIX A

### Methodology applied to appointments

1. The guiding principles are set out in para 3 of the main report.
2. Appointments by the Council

The principles are considered separately for ordinary committees, advisory committees and for other bodies to which appointments must be made. Ordinary committees are committees that take action on behalf of the Council. The other form of committee, the advisory committee, is one appointed to advise the Council on any matter relating to the discharge of its functions

(a) Ordinary Committees

According to the draft circular issued in 1990, a suitable sequence for applying the principles will be:

- (i) calculate the total seats with votes on all the ordinary committees;
- (ii) calculate the proportion that each political group forms of the total membership of the authority (and that membership does not include a chairman who is no longer a councillor but remains a member of the Council by virtue of section 26 of the 1972 Act); the “total membership of the authority” does, however, include vacant seats;
- (iii) apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement (here as elsewhere) to apply the proportions “so far as reasonably practicable” can be met by rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats;
- (iv) apply the proportions to the number of members on each ordinary committee to give a provisional entitlement to seats on that committee;
- (v) where the provisional entitlement gives only one group the seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying the principle in 3(a));
- (vi) where one group has a majority of the membership of the Council, but does not have a majority on any committee as a result of the provisional entitlement, increase its share on that committee so that it does have a majority (thus applying the principle in 3(b));
- (vii) finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their

aggregate entitlement, while preserving the results reached at steps (v) and (vi) (thus applying the principle in 3(c)).

This sequence of steps has been adopted in this report.

(b) Advisory Committees

The intention of the provision is to ensure that those seats to be filled by councillors are (in the absence of unanimous agreement to the contrary) shared fairly between the political groups.

It is, therefore, necessary for the Council first to decide how many of the seats on each advisory committee are to be filled by members of the Council; the statutory requirements then only apply to those seats; the allocation of those seats can conveniently be made by following steps (ii), (iv), (v) and (vi) above.

(c) Other Bodies (see para 4(c) of the main report)

The intention is to ensure a fair distribution of the available seats among the political groups; since a majority group would reasonably be entitled to all the seats where the authority makes only one or two appointments, the duty to allocate seats to political groups only applies where the Council appoints to three or more seats.

The allocation can conveniently be made by following steps (ii), (iv), (v) and (vi) above.

3. Appointments by Committees

Where an ordinary committee appoint a sub-committee with executive powers, the relevant principles are as contained in paragraphs 3(a), (b) and (d) of the main report: the allocation can be conveniently carried out by following steps (ii), (iv), (v) and (vi) above.

When an advisory sub-committee is appointed, the committee will first need to determine how many seats are to be filled by members of the Council (not just members of the committee). The duty to allocate to political groups then applies only to those seats. The same steps can be followed.

## APPENDIX B

### Appointments by Council

1. The following committees are appointed by the Council with the number of seats shown:

<i>Committee</i>	<i>Seats</i>
Planning	16
Licensing and Regulatory	12
Audit (Excluding 1 lay member)	11
Strong Communities Select	9
Children & Young People Select	9
Economy & Development Select	9
Adult Select	9
Public Service Board Select	9
Democratic Services	12
<b>Total</b>	<b>96</b>

Note:

- (i) Member/Officer Working Groups are not Committees or Sub-Committees;
  - (ii) the Standards Committee is not subject to the political balance rules;
  - (iii) the Joint Advisory Group (Teachers/LGE) is a Cabinet advisory committee;
  - (iv) political balance rules do not apply to Area Committees;
  - (v) the Public Service Board Select Committee will comprise of the chairs of the 4 other Select Committees along with 5 other members;
  - (vi) the Investment Committee membership is stipulated by the May 18 Council decision and not subject to political balance rules.
2. The rest of this appendix deals with the appointment of committees only. The rules applying to other bodies are the same as for sub-committees and are considered in Appendix C.
- (a) Total number of members - 43
    - Conservative 25
    - Labour 9
    - Independent Gp 5
    - Liberal Democrat 3
    - Independent 1
  - (b) Provisional statutory entitlement multiplier (i.e. the relevant number of members divided by 43):
    - Conservative 0.581
    - Labour 0.209
    - Independent Gp 0.116

Liberal Democrat	0.069
Independent	0.023

- (d) Aggregate entitlement (i.e. 96 multiplied by the relevant figure in paragraph (c) above):

**96 Seats**

Conservative	55.78
Labour	20.06
Independent	11.136
Liberal Democrat	6.624
Independent	2.208

Rounding up/down gives:

Conservative	56 seats
Labour	20 seats
Independent	11 seats
Liberal Democrat	7 seats
Independent	2 seats

**Total** **96 Seats**

## APPENDIX C – OTHER BODIES

Total seats on body	Lab		Con		Lib Dem		Ind Gp		Ind		Notes
3	0.627	1	1.74	2	0.21	0	0.35	0	0.069	0	
4	0.836	1	2.32	3	0.28	0	0.46	0	0.092	0	
5	1.045	1	2.91	3	0.35	0	0.58	1	0.115	0	
6	1.254	1	3.49	4	0.41	0	0.70	1	0.138	0	
7	1.463	2	4.07	4	0.48	0	0.81	1	0.161	0	2
8	1.672	2	4.65	5	0.55	0	0.93	1	0.184	0	
9	1.881	2	5.23	5	0.62	1	1.04	1	0.207	0	
10	2.09	2	5.81	6	0.69	1	1.16	1	0.23	0	
11	2.299	3	6.39	6	0.76	1	1.28	1	0.253	0	3
12	2.508	3	6.97	7	0.83	1	1.39	1	0.276	0	
13	2.717	3	7.55	8	0.90	1	1.51	1	0.299	0	
14	2.926	3	8.13	8	0.97	1	1.62	2	0.322	0	
15	3.135	3	8.72	9	1.04	1	1.74	2	0.345	0	
16	3.344	4	9.30	9	1.10	1	1.86	2	0.368	0	4

### Notes:

1. Above calculations used using the ratios determined in Appendix B:

Provisional statutory entitlement multiplier (i.e. the relevant number of members divided by 43):

Conservative	0.581
Labour	0.209
Independent Gp	0.116
Liberal Democrat	0.069
Independent	0.023

2. The change in political balance this year has reduced the Labour Group to a figure that rounds lower than the previously allocated entitlement for an outside body with 7 seats. However, the new 'Independent Independent' category does not achieve sufficient allocation to assume this seat. Therefore it is proposed that Group Leaders discuss any allocation on a case by case basis.
3. The change in political balance this year has reduced the Labour Group to a figure that rounds lower than the previously allocated entitlement for an outside body with 11 seats. However, the new 'Independent Independent' category does not achieve sufficient allocation to assume this seat. Therefore it is proposed that Group Leaders discuss any allocation on a case by case basis.
4. The change in political balance this year has reduced the Labour Group to a figure that rounds lower than the previously allocated entitlement for an outside body with 716 seats. However, the new 'Independent Independent' category does not achieve sufficient allocation to assume this seat. Therefore it is proposed that Group Leaders discuss any allocation on a case by case basis.

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## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<b>SUBJECT:</b>	<b>APPOINTMENT OF COMMITTEES</b>
<b>DIRECTORATE:</b>	<b>Chief Executives</b>
<b>MEETING:</b>	<b>County Council</b>
<b>DATE:</b>	<b>10<sup>th</sup>September 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

### 1. **PURPOSE:**

To appoint committees together with their membership and terms of reference in accordance with the Council's Constitution.

### 2. **RECOMMENDATION:**

That the following committees be appointed together with their membership as set below, and their terms of reference attached as appendices.

That Council appoints the Chair of Democratic Services Committee.

#### 2.1 **Area Committees**

That Area Committees be appointed, with the terms of reference attached as appendix A.

##### **North Monmouthshire, Ward Members for:**

Castle  
Llanelly Hill  
Grofield  
Priory  
Lansdown  
Croesonen  
Llanover  
Goetre Fawr  
Llanwenarth Ultra  
Mardy  
Llanfoist Fawr  
Crucorney  
Cantref

##### **Central Monmouthshire, Ward Members for:**

Mitchel Troy  
Llangybi Fawr  
Raglan  
Llantillio Crossenny  
Dixton with Osbaston  
Wyesham  
Usk  
Llanbadoc  
Trellech United  
Overmonnow

Drybridge

**Lower Wye**, Ward Members for:

St Christopher's  
St Kingsmark  
Shirenewton  
Devauden  
St Mary's  
Thornwell  
St Arvans  
Caerwent  
Larkfield

**Severnside**, Ward Members for:

Dewstow  
West End  
Portskewett  
Rogiet  
The Elms  
Severn  
Mill  
Green Lane  
Caldicot Castle

## **2.2 AUDIT COMMITTEE**

That the Audit Committee be appointed, with the terms of reference attached as appendix B.

That the membership of the Committee comprises 11 members of the Council, to be appointed in accordance with political balance, plus one lay member.

That it be noted that the Chair of the Audit Committee will be appointed by the Committee.

## **2.3 DEMOCRATIC SERVICES COMMITTEE**

That a Democratic Services Committee be appointed, with the terms of reference attached as appendix C.

That the membership of the Committee comprises 12 members of the Council, politically balanced.

That the Chair of the Democratic Services Committee be appointed by the Council.

## **2.4 INVESTMENT COMMITTEE**

As determined by Full Council on 10 May 2018 with powers as set out by the Council's Asset Management Strategy. The Committee is to comprise the Leader, Deputy Leader, Cabinet Member for Resources and the

Leaders of the 2 next largest Groups. Terms of reference set out in Appendix G

## 2.4 REGULATORY AND OTHER COMMITTEES

That the following Committees, together with their terms of reference, attached as appendix D, be appointed, subject to any changes to be notified by the political groups.

- (a) Planning (16 Members)
- (b) Licensing and Regulatory (12 Members)
- (c) Sub-Committees under the Licensing Act 2003
  - Three sub-committees of three members to be established to meet on Monday, Wednesday and Friday.
  - The Chairman, Vice Chairman and Opposition spokesman of the Licensing and Regulatory Committee to be appointed as Chairman of each sub-committee
  - The nine remaining members be called to attend sub-committee meetings on a rota basis in discussion with the Chairman of the relevant sub-committee.
- (d) Appeals Committee (3 members)

3 members to be nominated on an ad hoc basis.
- (e) Appointment of Local Authority Governors Committee (7 Members)
- (f) Standing Advisory Council on Religious Education (SACRE) (6 Members)

Persons representing such Christian denominations and other religions and denominations in such religions as in the opinion of the County Council will approximately reflect the principal religious traditions in the area.

Persons to represent such associations representing teachers as in the opinion of the County Council ought to be represented, having regard to the circumstances of the area.

- i. Monmouthshire County Council 6 members
- ii. Christian denominations and other religions and denominations as set out below:

13 members

The Church in Wales	1 member
The Roman Catholic Church	1 member
Free Churches	4 members
Baha'I Faith	1 member
Buddhist Faith	1 member

Hindu Faith	1 member
Muslim Faith	1 member
Jewish Faith	1 member
Sikh Faith	1 member
Teachers' Associations	7 members
Co - opted	2 members

The Chair of SACRE will be the Cabinet Member for Children and Young People as agreed by Council in May 2018.

(g) The following committees will be appointed as and when required, based on the below membership arrangements, and the constitution:

- Appointment Committee (5 members)
- Remuneration Committee (Chief Executive) (5 members)
- Investigation Committee (3 members)
- Disciplinary Committee (3 members)

## 2.5 SELECT COMMITTEES

That the following Select Committees be appointed, together with their terms of reference, attached as appendix E:

- Economy and Development (9 Members)
- Strong Communities (9 Members)
- Children and Young People (9 Members)
- Adults (9 Members)
- Public Service Board (9 Members)

That the following members be co-opted to the Children and Young People Select Committee:

### **Voting on Education Issues only**

Mrs E Thomas (Church in Wales)  
 Vacancy Parent Governor Representative)  
 Vacancy (Parent Governor Representative)  
 Vacancy (Catholic Church)

### **Non-Voting**

Vacancy (ASCL)  
 Vacancy (NAHT)  
 F. Middleton (NASUWT)  
 P. Strong (NEU)  
 Vacancy (Free Church Federal Council)  
 M. Harris (Association of School Governors)

That each Select Committee shall be entitled to recommend to Council the appointment of a maximum of five people as non-voting co-optees.

## **2.6 STANDARDS COMMITTEE**

That the Standards Committee be appointed with the terms of reference attached as appendix F.

That the membership of the Committee comprise 3 members of the authority other than the Leader, 5 voting co-optees and one community member.

## **3. REASONS**

To ensure the Council is compliant with its constitution.

## **4. RESOURCE IMPLICATIONS:**

Members to be remunerated in line with the Independent Remuneration Panel for Wales Annual Report for this Council year unless explicitly requested to opt-out of receiving some or all of their remuneration by individual Members.

## **5. CONSULTEES:**

Senior Leadership Team, Cabinet, Monitoring Officer

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

None

## **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

None

## **8. BACKGROUND PAPERS:**

Monmouthshire County Council Constitution, as revised December 2017.

## **9. AUTHOR:**

John Pearson, Local Democracy Manager  
Email: johnpearson@monmouthshire.gov.uk

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## **Article 10 – Area Committees and Forums**

### **10.01 Area committees**

The Council may appoint area committees as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.

The Council has recognised the need to engage the community in Area Working which in its early stages has involved establishing 4 Area Committees with the following roles and functions:

1. To help the Council shape major proposals affecting the area and to advise the Council about the implications for the area of its objectives, plans and policies.
2. To lead the development of the local community planning process and produce a Community Plan for each area in a way which promotes the council's overall policies as well as safeguarding local interest.
3. To ensure properly co-ordinated services on a local level.
4. To encourage effective collaboration with public, private and voluntary sector partners locally to help the Council meet the aspirations of local people.
5. To provide a forum for views of local communities and to encourage discussions and debate on matters of particular relevance to the area including participating in the process of Best Value Reviews as a formal consultee.
6. To make decisions on matters within the area that have been delegated by the Executive provided those decisions are within the Council's overall policies and budgetary allocations and do not adversely affect other areas of Monmouthshire.

### **Additional Representation**

Each Area Committee may identify and agree 'communities of interest' within its area from which a representative may be invited to participate at meetings of the committee. Such invitees will not be co-opted members of the committee but may speak (not vote) on matters whenever the press and public are able to attend.

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## **TERMS OF REFERENCE FOR THE AUDIT COMMITTEE**

- (a) to review and scrutinise the authority's financial affairs,
- (b) to make reports and recommendations in relation to the authority's financial affairs,
- (c) to review and assess the risk management, internal control and corporate governance arrangements of the authority,
- (d) to make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
- (e) to oversee the authority's internal and external audit arrangements, and
- (f) to review the financial statements prepared by the authority.
- (g) to undertake any other functions as the authority considers suitable to be exercised by the Audit Committee

### Core functions

In order to meet the terms of reference above the Audit Committee will undertake the following core functions:

- Approve internal audit's strategy, plan and performance.
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Consider the reports of external audit and inspection agencies.
- Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- Be satisfied that the authority's assurance statements, including the Statement on Internal Control and Governance Statement, properly reflect the risk environment and any actions required to improve it.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the financial statements, external auditor's opinion and reports to members, recommend the adoption of the financial statements by full Council and monitor management action in response to the issues raised by external audit.
- Maintain an overview of the Council's constitution in respect of contract procedure rules and financial regulations
- Make recommendations, as appropriate, to Cabinet and Council on any matters reported through the Audit Committee.

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## **TERMS OF REFERENCE FOR THE DEMOCRATIC SERVICES COMMITTEE**

- (a) To exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services)
- (b) To review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- (c) To make reports and recommendations to the authority in relation to such provision.
- (d) To fully support the non-executive role of councillors.
- (e) To undertake pieces of work aimed at improving the democratic function, in line with the ethos of the Local Government Measure 2011.
- (f) To draw up a job description for elected members and improve clarity, transparency and public engagement.
- (g) To review the ICT policy for members.

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## **TERMS OF REFERENCE FOR REGULATORY AND OTHER COMMITTEES**

### **(a) PLANNING**

With delegated powers:

#### **1. Planning and conservation**

Functions relating to town and country planning and development control as specified in Schedule 1 to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 as amended ('the Functions Regulations') save in relation to footpaths and bridleways.

2. Powers relating to the preservation of trees, the protection of important hedgerows and the power to make limestone pavement order.

### **(b) LICENSING AND REGULATORY**

With delegated powers:

To determine traffic orders.

To act as the Licensing Committee designated for the purpose of Section 6 of the Licensing Act 2003.

To carry out all other functions and powers specified in Schedule 1 to the Functions Regulations, save in relation to the duty to approve the Authority's Statement of Accounts etc., the power to make Standing Orders, to appoint staff and to consider adverse reports from the Local Commissioner, all of which shall be reserved to Full Council.

To carry out all other Licensing functions in accordance with Part 2 of the Licensing Act 2003.

### **(c) SUB-COMMITTEES UNDER THE LICENSING ACT 2003**

With delegated powers:

The discharge of all functions relating to licensable activities, as described in the Licensing Act 2003.

### **(d) APPEALS COMMITTEE**

With delegated authority to determine appeals in accordance with the County Councils' constitution, e.g. School Transport Appeals, Discretionary Housing Payments Appeals

### **(e) APPOINTMENT OF LOCAL AUTHORITY GOVERNORS COMMITTEE**

With plenary powers to act in accordance with the Code of Practice set out below:

1. LA Governors are appointed representatives of the LA on a school's governing body. They are not delegates, but can be removed at the discretion of the LA. Appointments are made on merit, irrespective of political persuasion and in the best interests of the children and school. Nominations of elected members will be viewed in exactly the same way as any other nominations.

2. They may represent the LA view, but in all cases the interests of the school are paramount and all governors shall abide by the governing body's rules and code of conduct.

3. A governor appointed by the LA must, like all governors be in a position to:

- Offer time, commitment and energy to the role.
- Become well informed about current educational thinking.
- Know about the needs of the school, its staff and pupils.
- Visit the school with purpose, sensitivity and understanding.
- Undertake training as necessary.
- Attend meetings regularly.
- Conform to agreed procedures at meetings, including the need for confidentiality concerning certain matters discussed in Governing Body meetings especially in relation to individual staff, pupils and parents.
- Undertake appropriate preparation and reading.
- Work co-operatively as a member of a team, accepting collective responsibility for decisions made.
- Share responsibilities including service on committees
- Find out as much as possible about the community served by the school.
- Understand that the position does not offer a personal or political platform.
- Offer commitment to raising education standards to enable every child and young person to reach their full potential

4. When an LA governor vacancy occurs, the school may advise the LA of its needs in terms of balance of skills, gender or other considerations for the good of the school. It shall have the right to submit names for consideration.

5. When an LA Governor vacancy occurs, the County Councillor in whose electoral area the school is situated, will be informed. (All other County Councillors will be advised by e mail of the vacancy for information.) (S)He should consult the school's headteacher and chairman of governors as well as fellow Councillors in cases where pupils are drawn from beyond his/her electoral division. (S)He may recommend names for consideration.

6. The LA will appoint the persons most suitable to be governors according to the criteria set out above. The appointment will be made as soon as possible after the vacancy arises, recognising the serious operational difficulties which may occur when governing bodies are incomplete.

7. The LA is able to remove governors which it has appointed by giving written notice to the clerk to the Governing Body and to the governor who is to be removed. The governor will be given the opportunity to make written

representation before removal. The LA will only remove a governor for a good reason.

8. Whilst it is anticipated that such procedures will be used infrequently, it is important for there to be a mechanism in place, if required, for the removal of local authority governors in order to ensure that difficulties, if they arise, can be dealt with in a consistent way. It is expected that these procedures would be used, for example, where there is evidence that the governor concerned has seriously or persistently breached their Governing Body's Code of Conduct, or there are significant other issues such as those detailed below. Removal of a local authority governor from office will only be used as a last resort after seeking to resolve any difficulties or disputes in a constructive way. Before the LA begins a formal process of removal, LA Officers will offer some form of conciliation, if appropriate, to seek to resolve the situation. Where there is no effective remedy, then the governor may be considered for removal from office.

9. All requests to remove a local authority governor from office would in the first instance be referred to the Chief Officer, Education who will consider the grounds for removal. The Chief Officer will then make a recommendation to the Chair of the LA Governor Appointments Committee on whether there are grounds for removal and he/she will take a decision. If the Chair of the Committee decides that there are no grounds for removal, he/she will write to the proposer and if appropriate, the governor concerned, setting out the reasons for the decision and advising, where appropriate, on a way forward to resolve any remaining difficulties. If the Chair of the LA Governor Appointments Committee decides that there may be grounds for removal, he/she will write to the governor concerned setting out the reasons why the matter has been referred for decision by the Committee and invite the governor to make written representation.

10. Reasons for the removal from office include, but may not be limited to, any of the following:

- Conduct that is inconsistent with the ethos or religious character and has or is likely to bring the school, the governing body or their office as a governor, or the LA into disrepute.
- Serious failure to co-operate with the LA, governors or the governing body as a whole.
- Irretrievable breakdown in relationship between the governor and the governing body and/or local authority.

11. The LA Governor Appointments Committee will meet and make a decision on the matter following receipt of the written representations from both parties. If necessary, both parties may be called to a meeting to give an account of their representation.

12. If a decision to remove is made, the Chair of the LA Governor Appointments Committee will write to the governor dismissing him or her from the Governing Body of the School, setting out the reasons for the decision. A copy of the letter will be copied to the clerk to the Governing

Body. If the proposal is not agreed, the Chair of the LA Governor Appointments Committee will write to the proposer and governor concerned, setting out the reasons for the decision and advising, where appropriate, on a way forward to resolve any remaining difficulties. Any governor who is removed from office may not be appointed to a governing body as a LA governor for a period of twelve months from removal. Should the governor concerned hold office on another governing body, that position would not necessarily be affected by his/her removal from the governing body the removal relates to; however, consideration would be given to this at the same time.

## **(f)STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)**

### 1. Function

- (a) To advise the Local Education Authority (LEA) upon matters connected with religious worship in county schools and religious education (RE) to be given in accordance with an agreed syllabus for the Authority.
- (b) It can require the LEA to review the RE agreed syllabus and establish an agreed syllabus at a formal meeting called an Agreed Syllabus Conference.
- (c) To consider any application made by a head teacher for their school to be released from the requirement that collective worship be wholly or mainly of a broadly Christian character for some or all of the pupils in that school (determination).

The main role, therefore, is to support effective provision of collective worship, and religious education in accordance with the Agreed Syllabus.

Each LEA should work with its SACRE to review the existing provision for RE and consider with the SACRE whether any changes need to be made in the Agreed Syllabus or in the support offered to schools.

Similarly it should work with its SACRE to monitor the provision of daily collective worship and to consider with it any action which might be taken to improve provision.

It is for the LEA to decide what matters it wishes to refer to its SACRE, but these should include methods of teaching, the choice of teaching material and the provision of teacher training.

A SACRE is not confined to advising on matters referred to it by its LEA; it may offer advice on any matters related to its functions as it sees fit.

The advice offered by a SACRE carries no statutory force. However, the LEA or school should always give careful consideration to advice offered.



LEAs are encouraged to keep their SACRE fully informed on all matters relating to RE and collective worship in their schools. This should include, where appropriate, information on individual schools following inspection by Estyn.

2. Annual Reports

SACRE must publish an annual report on its work. This should:

1. specify any matters on which it has advised the LEA
2. broadly describe the nature on that advice; and
3. Set out its reasons for offering advice on any matters which were not referred to it in the first place by the LEA.

A copy of the annual report must be sent to DCELLS (by 30<sup>th</sup> December). LEAs are encouraged to send copies of the annual report to schools and local teacher training institutions.

3. Composition

SACRE shall consist of representation from:

- Christian denominations and other religions and religious denominations, to broadly reflect the proportionate strength of the denomination in the area. It is recognised that there will be occasions when the interests of efficiency override the requirement for directly proportionate representation;
- Such associations representing teachers as, in the opinion of the authority, ought to be represented; and
- The local education authority.

It may also appoint co-opted members if required although these members have no voting rights.

It is for the LEA to appoint the members of the three groups.

Each group has a single vote on any matter to be decided by SACRE.

4. Chair

Legislation does not prescribe how the chair should be appointed. It is open to the authority to appoint the chairperson, or to allow a SACRE to appoint its own chair from its members.

5. Meetings & Business

Monmouthshire SACRE normally meets each term (3 meetings per annum) but meetings can be arranged as required.

A member from each group must be present for SACRE to be quorate.

The LEAs duty to convene a SACRE implies a duty to fund this body satisfactorily. The LEA should provide a clerk and sufficient funds for it to perform its functions.

SACRE is required to provide an annual report of its work which must be submitted to DCELLS (by 30<sup>th</sup> December).

A review of the Agreed Syllabus must be carried within every five year period.

6. Attendance \*

Apologies should be made in advance if a member cannot attend a meeting. Any member who has not attended three consecutive meetings without Apology will lose the right to his/her place. Supply cover will be paid for teachers' attendance at meetings. Religious representatives may claim expenses from their respective Organisations.

7. Membership of WASACRE

Monmouthshire SACRE is a member body of the Welsh Association of SACREs. Four SACRE representatives are nominated for attendance at WASACRE but these may be substituted as required.

The RE Adviser to SACRE shall act for the LEA at WASACRE meetings.\* Supply cover and travel expenses will be paid to teacher representatives attending meetings. Religious representatives may claim expenses from their respective organisations.

**(g) COLLABORATION AGREEMENT WITH COMMUNITY AND TOWN COUNCILS**

To review and update the Collaboration Agreement

**(h) APPOINTMENT COMMITTEE**

Appointed originally to take all decisions relevant to the recruitment of posts created as part of the management restructure 2010 this committee will appoint non-statutory chief officers and deputy chief officers.

**(i) REVIEW OF AREA COMMITTEES**

To develop terms of reference, size of areas, numbers of committees including forums and support staff, and to report back to the County Council.

**(j) COORDINATING BOARD**

- To manage the political business processes and the relationship between the constituent parts of the Council's political machinery.
- To review Council, Cabinet and Committee work programmes with a view to improving co-ordination and avoiding duplication.
- To enable Chairs to keep the Board informed of progress eg on Select Committee and other reviews.
- To share best practice across Committees and identify training and development needs
- To enable the Chief Executive to brief Chairs about forthcoming issues

**(k) REMUNERATION COMMITTEE (CHIEF EXECUTIVE)**

To make recommendations to the Council on pay and remuneration issues relating to the Chief Executive.

The Committee will meet at least annually

**(l) INVESTIGATION COMMITTEE**

Appointed pursuant to the Council's Officer Employment Procedure Rules relating to the Head of Paid Service, Chief Finance Officer and Monitoring Officer

**(m) DISCIPLINARY COMMITTEE**

Appointed pursuant to the Council's Officer Employment Procedure Rules relating to the Head of Paid Service, Chief Finance Officer and Monitoring Office

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## Appendix F

### EXTRACT FROM THE COUNCIL'S CONSTITUTION

#### THE STANDARDS COMMITTEE

##### Chairing the Committee.

- i. Only an independent member of the standards committee may be the Chairman.
- ii. The Chairman will be elected by the members of the standards committee for a period not exceeding one year. The Chairman is eligible for re-election.
- iii. The election of a Chairman will be the first item of business for the standards committee at the commencement of each municipal year.

##### 9.03 Role and Function

The Standards Committee will have the following roles and functions:

(a) promoting and maintaining high standards of conduct by councillors, co-opted members and church and parent governor representatives;

(b) assisting the councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;

(c) advising the Council on the adoption or revision of the Members' Code of Conduct;

(d) monitoring and from time to time reviewing the operation of the Members' Code of Conduct and protocols which apply to members of the Council, employees, contractors and other parties or organisations associated with Council activity;

(e) advising, training or arranging to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;

(f) granting dispensations to councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;

(g) dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Local Commissioner in Wales.

(h) mentoring and supporting the Council's Monitoring Officer in the discharge of his/her role

(i) receiving and investigating (where statute permits) reports and complaints relating to the Members' Code of Conduct and protocols approved by the Council from time to time;

(j) the exercise of (a) to (i) above in relation to the town and community councils wholly or mainly in its area and the members of those town and community councils.

(k) ensuring the Council's whistle blowing procedures operate effectively

(l) ensuring the Council's complaints procedures operate effectively and publishing an annual report on the operation of the system.

As set out in Article 9.3

**Other functions as set out in Part 3**

Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Local Government Act 2000

Other functions delegated to the Committee by the Council in accordance with section 54(3) of the Local Government Act 2000, in accordance with any regulations made under that Act

## Appendix 1

### Proposed Terms of Reference – Investment Committee

Purpose	To hold strategic oversight and responsibility for the implementation of the Asset Investment Strategy.
Membership:	The Committee shall be made up of the Leader, Deputy Leader, Cabinet Member for Resources and the Leaders of the two largest Opposition Parties. This reflects the political balance of the current administration and will be subject to review following a local government election within the Monmouthshire Constituency to ensure that the political balance remains.
Chairman:	The Leader of the Council
In attendance:	Leader of the Liberal Democrats Chief Executive Chief Officer, Resources Head of Legal Services Head of Commercial and Integrated Landlord Services Head of Finance Monmouthshire County Council Officers as required Specialist advisors as required
Voting Rights:	Will be limited to the members of the Investment Committee
Quorum:	Three members of the committee.
Frequency:	The meetings will be convened as investment opportunities arise on an ad hoc basis and will meet a minimum of 2 times a year to review the performance of the investment portfolio.

### Terms of Reference

1. The Committee will take decisions on the acquisition of investment land and property and development opportunities
2. Scrutinise business cases and ensure that they are in accordance with the approved Asset Investment Policy.
3. Keep under review the performance of the asset investment portfolio, ensuring that it meets the agreed financial benchmarks within the Asset Investment Policy and that identified risks are actively managed.
4. Agree mitigation and exit strategies for poorly performing assets.
5. Provide an annual position statement for Audit Committee to review on the asset investment portfolio.
6. To execute the powers of authority delegated by Council.
7. Members will act in the best interest of the corporate entity.





**Monmouthshire County Council – Select Committee Terms of Reference**

<b>No. of Committees:</b>	5
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<b>Frequency of meetings:</b>	Six-weekly (or as required)
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**Committees and Terms of Reference:**

The four thematic Select Committees will undertake overview and scrutiny in line with statutory responsibilities which will include:

- Budget Scrutiny: regular budget monitoring and scrutiny of draft budget proposals
- Performance scrutiny: performance monitoring, scrutiny of complaints, scrutiny of the Corporate Plan and the Improvement Plan and other performance-related scrutiny

They will also review policy and services, providing constructive challenge, holding the Council and other relevant public bodies and partner organisations to account in the planning and delivery of services relevant to their remits.

The fifth Select Committee (Public Services Select Committee) will provide accountability for the Public Service Board and will challenge other organisations on collaborative service delivery to Monmouthshire residents.

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<b>Children &amp; Young People’s Select Committee</b>	<b>Adults Select Committee</b>	<b>Economy and Development Select Committee</b>	<b>Strong Communities Select Committee</b>	<b>Public Services Select Committee</b>
<p>The committee will seek to ensure that services are relevant and responsive to the needs of young people and protect and promote their health and well-being, including the following relevant areas:</p> <ul style="list-style-type: none"> <li>• Safeguarding Children, including social care and health, services</li> </ul>	<p>The committee will seek to ensure that services are relevant and responsive to the needs of Adults and protect and promote health and well-being, including the following relevant areas:</p> <ul style="list-style-type: none"> <li>• Safeguarding Adults, including Mental Health services and Disability services.</li> </ul>	<p>The committee will seek to ensure services are responsive to the needs of businesses, residents and visitors and promote economic activity, including the following relevant areas:</p> <ul style="list-style-type: none"> <li>• Scrutiny of Tourism, Destination Management,</li> </ul>	<p>The committee will seek to ensure services are responsive to the needs of residents and promote community safety and well-being, including the following relevant areas:</p> <ul style="list-style-type: none"> <li>• Sustainable and resilient communities, community safety.</li> <li>• Citizen Engagement.</li> </ul>	<p>The committee will scrutinise and constructively challenge (where powers allow) the work and effectiveness of strategic partnerships (including the Public Service Board) and other public service providers to ensure public accountability of collaborative services and improved outcomes for</p>

<p>for vulnerable children and families, Child Protection, Children in Public Care, Home Finding, Family Centres and Aids &amp; Adaptations for disabled children.</p> <ul style="list-style-type: none"> <li>• Support for Young Carers.</li> <li>• Youth Justice and youth offending service.</li> <li>• Youth clubs and leisure facilities for young people.</li> <li>• Special Support Services, Pupil Support Services.</li> <li>• Education, including School Performance, Scrutiny of the Educational Achievement Service (EAS), Resource Management, Management, Governor Support, Health &amp; Safety, Financial and ICT Services, School Planning, Transport, Admissions, Student</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Social Care, including Domiciliary Care, Residential Care, Nursing Home Care, Community Care, Occupational Therapy, Re-ablement, Assistive Technology, Community Meals Service, Sensory Impairment Services.</li> <li>• Support to Families and Carers, including Respite and Short Breaks.</li> <li>• Adult Education, including Learning Disability Services.</li> <li>• Integrated Adults Services with Health Partners.</li> <li>• Protecting and supporting vulnerable Adults.</li> <li>• "Transition agenda" from young people to Adults.</li> <li>• Protecting vulnerable Adults (POVA) and Supporting People.</li> <li>• Homelessness prevention.</li> </ul>	<p>Regeneration and Culture.</p> <ul style="list-style-type: none"> <li>• Strategic economic development, place shaping and enterprise.</li> <li>• Promoting and sustaining economic growth.</li> <li>• Job creation and ensuring opportunities for skills and vocational training.</li> <li>• Public realm – Culture, libraries, museums and theatre.</li> <li>• The Planning Function – Building Control, Development Control, Local Development Plans, Economic Development and Housing.</li> <li>• Digital Infrastructure and networks.</li> <li>• Estates and Sustainability.</li> <li>• Procurement.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Health, Environmental Health and Trading Standards.</li> <li>• Highways (including SWTRA), Transport and Traffic Management.</li> <li>• Street Lighting.</li> <li>• Environment and Countryside.</li> <li>• Waste and Recycling.</li> <li>• Grounds Maintenance.</li> <li>• Facilities and Accommodation Management.</li> <li>• Chief Executive's Function.</li> <li>• Revenues, Council Tax, Non-Domestic Rates and Finance.</li> <li>• Corporate Costs / Levies.</li> <li>• Appropriations (including external debt costs from earmarked reserves, costs resulting from fixed asset disposal).</li> <li>• Financing (including core funding from WG, council tax income).</li> </ul>	<p>people in Monmouthshire, through;</p> <p>a) considering evidence and different views and perspectives on public service provision in order to make recommendations on improving services delivered to residents.</p> <p>b) influencing the decisions, policy and practice of public service providers by providing a platform for greater accountability and democratic involvement.</p> <p>The Committee will scrutinise:</p> <ul style="list-style-type: none"> <li>• Key services provided in partnership to local communities to ensure effective multi-agency action, such as those delivered by the Regional Partnership Board.</li> </ul>
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<p>Grants and School Meals.</p> <ul style="list-style-type: none"> <li>• Management of Individual Schools Budgets, Schools Delegated Budgets, the Authority's Schools Individually Managed Budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Domestic Violence Service, Drug and Alcohol Services.</li> <li>• Public health and wellbeing promotion.</li> <li>• Leisure services in terms of health outcomes.</li> <li>• Welfare Rights.</li> <li>• Community Legal Service.</li> </ul>			<ul style="list-style-type: none"> <li>• The Council's interface with the Voluntary Sector.</li> <li>• Collaborative initiatives such as the Shared Resource Service (SRS) and any others as appropriate.</li> </ul>
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## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<b>SUBJECT:</b>	<b>APPOINTMENTS TO OUTSIDE BODIES</b>
<b>DIRECTORATE:</b>	<b>Chief Executive</b>
<b>MEETING:</b>	<b>Council</b>
<b>DATE:</b>	<b>10<sup>th</sup> September 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

### 1. **PURPOSE:**

- 1.1 To appoint representatives to serve on outside bodies.

### 2. **RECOMMENDATIONS:**

- 2.1 That the Council make appointments to the outside bodies set out in the attached schedule, with the exception of joint committees listed in Category B, which are Cabinet appointments.

### 3. **REASONS:**

- 3.1 A schedule of appointments to outside bodies is attached. With some exceptions, appointments are normally made for the term of the Council.

### 4. **RESOURCE IMPLICATIONS:**

- 4.1 In most cases members will be able to claim travel allowances from the County Council. In some cases these expenses are payable by the appropriate outside body.

### 5. **CONSULTATION:**

Cabinet, Senior Leadership Team, Monitoring Officer

### 6. **BACKGROUND PAPERS:**

List of Appointments to Outside Bodies

### 7. **AUTHOR:**

#### **CONTACT DETAILS:**

**Telephone:** John Pearson, Local Democracy Manager

**Email:** johnpearson@monmouthshire.gov.uk



**MONMOUTHSHIRE COUNTY COUNCIL**

**REPRESENTATION ON OUTSIDE BODIES (MAY 2019)**

**Appendix A**

**Category A - Regional/National**

<b>No.</b>	<b>Body</b>	<b>Term of Office</b>	<b>Source of Members Allowances / Expenses</b>	<b>No. of Reps</b>	<b>Name of Councillor Appointed</b>	<b>Appointed at Council on</b>
1	Brecon Beacons National Park Authority	Term of Council	National Park	1	Cllr. A.E. Webb	18 <sup>th</sup> May 2017
2	Appointments Panel for East Wales Valuation Tribunal	Term of Council	Council	3	Cllr. R.J. Higginson Cllr. M. Feakins Cllr. R.P. Jordan	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
3	Oldbury Power Station Stakeholder Group	Term of Council	Council	1	Cllr. D.L. Dovey	18 <sup>th</sup> May 2017
4	Gwent Police and Crime Panel	Term of Council	Police & Crime Commissioner	2	Cllr P.R. Clarke Cllr A. Easson	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
5	Joint Council For Wales (Previously Provincial Council for Wales)	1 Year	<b>Council</b>	2 plus 1 Sub.	Cllr. P. Murphy Cllr. R.J.Higginson (Substitute: none appointed )	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
6	Natural Resources Wales / Caldicot and Wentlooge advisory group / Lower Wye advisory group.	Term of Council	<b>Drainage Board</b>	9	Cllr. A.E. Easson Cllr. J. Watkins (substitute) Advisory Group: Cllr. M. Feakins Cllr. A.E. Webb Cllr. L. Jones Cllr. R. Edwards Cllr. J. Watkins	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
7	Cardiff Capital Region Joint Cabinet Committee	1 Year		2	Leader Deputy Leader	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017

No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
8	City Deal Joint Scrutiny Committee	Term of Council		1	Chair of E&D Select (vice-chair in absence)	10 <sup>th</sup> May 2018
9	Regional Transport Authority	1 year		1	Responsible Cabinet Member: Cllr. J. Pratt	16 <sup>th</sup> May 2019
10	Local Government Association	1 Year	L.G.A.	2	Leader Deputy Leader	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
11	Local Government Association-Rural Commission	1 Year	L.G.A	2	Cllr. R. Edwards Cllr A.E. Webb	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
12	South Wales Fire Authority	Term of Council	Council	2	Cllr. V. Smith Cllr. L. Brown	10 <sup>th</sup> May 2018 18 <sup>th</sup> May 2017
13	Wye Valley Area of Outstanding Natural Beauty Joint Committee	Term of Council	Council	4	Cllr. D. Dovey Cllr. M. Lane Cllr. A. Webb Cllr. L. Jones	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
14	Welsh Local Government Association	Term of Council	W.L.G.A.	2	Leader Deputy Leader	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
15	W.L.G.A. Executive Board	Term of Council	Council	1	Leader	18 <sup>th</sup> May 2017
16	Flood Risk Mangt Committee Wales				See Category G-WLGA Appointments	
17	Welsh Centre for International Affairs	Term of Council	Council	1	Chairman of Council	18 <sup>th</sup> May 2017
18	Institute of Welsh Affairs	Term of Council	Council	1	Chairman of Council	18 <sup>th</sup> May 2017
19	Reserve Forces and Cadets Association for Wales	Term of Council	The Association	1	Cllr. L. Jones	10 <sup>th</sup> May 2018
20	S.E. Wales Strategic Planning Group	Term of Council	Council	2	Cllr R. Greenland Chairman of Planning	10 <sup>th</sup> May 2018 18 <sup>th</sup> May 2017
21	Welsh Books Council	Term of Council	Council	1	Cllr. P. Jordan	18 <sup>th</sup> May 2017



No.	Body	Term of Office	Source of Members Allowances / Expenses	No. of Reps	Name of Councillor Appointed	Appointed at Council on
22	Scrutiny Champions Wales Network	Term of Council	Council	1	Cllr L. Jones	18 <sup>th</sup> May 2017
23	Monmouthshire Adoption Panel	Term of Council	Council	1	Cllr. P. Jones	18 <sup>th</sup> May 2017
24	Monmouthshire Fostering Panel	Term of Council	Council	1	Cllr. R.G. Harris	18 <sup>th</sup> May 2017

Category 'B' – Joint Committees - Appointments made by the Cabinet

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Appointed at Cabinet
1	Gwent Joint Records Committee	Term of Council	Council	2	Councillor S. Woodhouse Councillor R.J.Higginson	10 <sup>th</sup> May 2018 10 <sup>th</sup> May 2018
2	Gwent Joint Cremation Committee	Term of Council	Council	2	Councillor J. Pratt Councillor K.G.Williams <i>Note: at least one Cabinet member necessary</i>	6 <sup>th</sup> April 2020 5 <sup>th</sup> June 2013
3	Prosiect Gwyrdd Joint Committee	Term of Council	Council	2	Councillor J. Pratt Councillor P.Murphy	6 <sup>th</sup> June 2017

**Category ‘C’ – Joint Committees and Local Authority Companies – Appointments Made By The Council**

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Pension Fund Management Group (Joint Committee with Torfaen)	Term of Council	Council	3	Cllr. P. Jordan Cllr. P. Clarke Cllr. J. Watkins	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
2	Aneurin Bevan Community Health Council	Term of Council	Council	3	Cllr. A. Davies Cllr. D. Blakebrough Cllr. D Evans	18 <sup>th</sup> May 2017 16 <sup>th</sup> May 2019 18 <sup>th</sup> May 2017
3	Aneurin Bevan Local Health Board-Stakeholder Reference Group	Term of Council	Council	1	Cllr. P. Pavia	18 <sup>th</sup> May 2017
4	Board of Monmouthshire Housing Association	Term of Council		2	Cllr. D. Batrouni Cllr. A.E. Webb	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
5	Education Achievement Service	Term of Council	Council	2	Cllr R. John - Cabinet Member for Schools and Learning-as representative member of JEG. Cllr R. Greenland -to Board of Directors	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
6	SRS Business Solutions Ltd	Term of Council	Council	2	County Councillor P. Murphy (Cabinet Member with portfolio responsibility for finance) appointed as the representative member to the company and County Councillor R.J.W. Greenland to the Company’s Board of Directors.	18 <sup>th</sup> May 2017
7	SRS Public	Term of Council	Council	1	County Councillor P Murphy (Cabinet Member with portfolio for Resources).	18 <sup>th</sup> May 2017
8	Y Prentis	Term of Council	Council	1 member 1 officer	County Councillor R.J.W. Greenland to the Company’s Board of Directors.	18 <sup>th</sup> May 2017

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council

**Category 'D' - Voluntary Organisations**

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Monmouthshire and Brecon Canal Working Party	Term of Council	Council	1	Cllr. R. Roden	18 <sup>th</sup> May 2017
2	Wales Council for the Blind	Term of Council	Council	2	Cllr. J. Treharne Cllr. R.P. Jordan	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
3	Disability Wales (previously known as Wales Council for the Disabled)	Term of Council	Council	2	Cllr. S. Jones Mr. A. James	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
4	Severn Estuary Partnership	Term of Council	Council	2	Note: should have the same two members as ASERA(see above)	

Category 'E' Local Interest

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
5	Monmouthshire County Citizens Advice Bureau	Term of Council	Council	2	Cllr P. Murphy Cllr B. Strong Two observers at trustee board meetings	18 <sup>th</sup> May 2017
6	The Palmer Centre	Term of Council	Council	3	Cllr D. Dovey 2 Vacancies	18 <sup>th</sup> May 2017
8	Llanellen Village Hall Committee	Term of Council	Council	1	Cllr. G. Howard	18 <sup>th</sup> May 2017
9	Llanfoist Villagers Association	Term of Council	Council	1	Cllr. G. Howard	18 <sup>th</sup> May 2017
10	Raglan Community Centre Committee	Term of Council	Council	1	Cllr. P. Jones	18 <sup>th</sup> May 2017
11	Monmouth School and Haberdashers' Monmouth School for Girls	Term of Council	Council	1	Cllr. R. Roden	18 <sup>th</sup> May 2017
12	Abergavenny Educational Foundation of King Henry VIII- Governors	Term of Council	Council	5	Mr. C.D. Woodhouse Cllr. S. Woodhouse Cllr. M. Lane Cllr.R.P. Jordan Cllr. M. Powell	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
13	Wye Navigation Advisory Committee	Term of Council	Council	1	Cllr. A Webb	18 <sup>th</sup> May 2017
15	Pratts Charity, Mathern	4 years from appointment	Council	2	Cllr P. Murphy Vacancy	18th May 2017
16	Monmouthshire Local Access Forum	Term of Council	Council	1	Cllr. A. Webb	18 <sup>th</sup> May 2017
17	Clydach Ebenezer Chapel Fund Committee	Term of Council	Council	1	Cllr J. Pratt	18 <sup>th</sup> May 2017

Category 'F' - Other

No.	Body	Term of Office	Source of Members Allowances	No. of Reps	Name of Councillor Appointed	Date Appointed at Council
1	Best Kept Village Competition	Term of Council	Council	6	Cllr. P.R. Clarke Cllr. D. Evans Cllr. B. Strong Cllr. L. Dymock Cllr. L. Jones Cllr. R. John	18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017 18 <sup>th</sup> May 2017
2	Gwent Association of Voluntary Organisations	Term of Council	Council	1	Cllr. T. Easson	10 <sup>th</sup> May 2018
3	Monmouthshire Sportlot Community Chest Committee	2 years	Council	3	Cllr B. Strong Cllr. P. Pavia Cllr. L. Jones	12 <sup>th</sup> May 2016 10 <sup>th</sup> May 2018 18 <sup>th</sup> May 2017
4	Local Government Flood Forum	Term of Council	Council	1	Cllr. P.R. Clarke	18 <sup>th</sup> May 2017
5	Armed Forces Champion	Term of Council	Council	1	Cllr. L. Jones	18 <sup>th</sup> May 2017

**Category 'G' - Appointments Determined by W.L.G.A**

<b>No.</b>	<b>Body</b>	<b>Term of Office</b>	<b>Source of Members Allowances</b>	<b>No. of Reps</b>	<b>Name of Councillor Appointed</b>	<b>Nominated at Council</b>
1	Flood Risk Management Committee Wales (in rotation with Powys and Torfaen)	Term of Council	WLGA	1	Councillor J. Pratt	18 <sup>th</sup> May 2017



DRAFT 1



**SUBJECT:           AUDIT COMMITTEE  
                          ANNUAL REPORT 2019/20**

**DIRECTORATE: Resources  
MEETING:         Audit Committee  
DATE:             April 2020  
DIVISION/WARDS AFFECTED: All**

## 1.    **PURPOSE**

To present the Chair of the Council's Audit Committee's Annual Report for 2019/2020.

## 2.    **RECOMMENDATION(S)**

On behalf of the Audit Committee I submit this annual report for 2019/2020 for consideration by the Council. I believe that it shows that, over this period, the Committee has fulfilled its role as defined in its terms of reference.

The report shows that the workings of the Committee continue to be both valuable and productive and that it provides assurance to the Council regarding the Committee's activities in the effective governance of financial affairs and other matters by the Authority.

## 3.    **REASONS**

- 3.1    The Council's Audit Committee has responsibility for ensuring that there are procedures in place to guarantee the adequacy and effectiveness of financial control and corporate governance arrangements.

The terms of reference are:

- To review and scrutinize the Authority's financial affairs
- To make reports and recommendations in relation to the Authority's financial affairs
- To review and assess the risk management, internal control and corporate governance arrangements of the Authority
- To make reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements

- To oversee the Authority's internal and external audit arrangements
- To review the financial statements prepared by the Authority

**3.2** The Committee consists of 10 councillors and includes one lay member (co-opted) who is not a councillor. During 2019/20, the lay member was the Chair of the Audit Committee, as in previous years. The Committee's main responsibilities include:

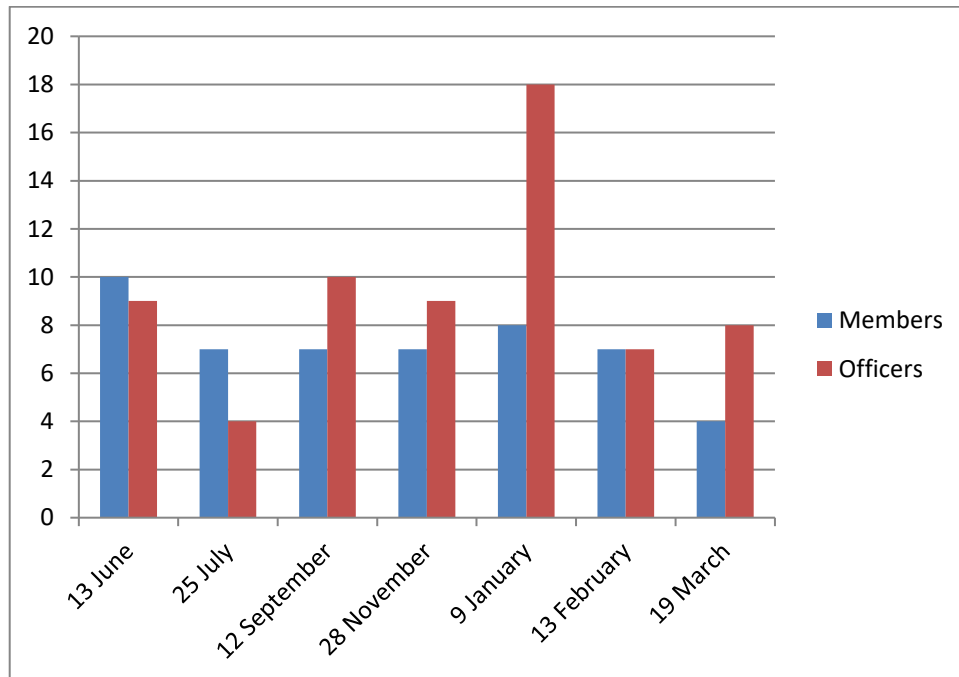
- Approving the internal audit strategy, plan & performance
- Review internal audit reports and seek assurances of change where required
- Consider the reports of external audit and inspection agencies
- Consider the effectiveness of the Authority's risk management arrangements
- Maintain an overview of the Council's Constitution in respect of contract procedure rules and financial regulations
- Make recommendations, as appropriate, to Cabinet and Council on any matters reported through the Audit Committee.

**3.3** The terms and conditions of the Audit Committee are set out in the Council's Constitution amended and agreed by Council in September 2014 which are in accordance with the Local Government (Wales) Measure (2011).

**3.4** The Audit Committee is supported by Democratic Services with the Head of Finance, Head of Resources and the Chief Internal Auditor or, occasionally, representatives, in attendance at most meetings. External Audit (The Wales Audit Office) are invited to all meetings. During 2019/20 the Council's Audit Committee formally met 7 times, with all meetings being quorate. The Wales Audit Office was represented at all meetings.

Audit Committee meetings 2019/20
13 <sup>th</sup> June 2019
25 <sup>th</sup> July 2019
12 <sup>th</sup> September 2019
28 <sup>th</sup> November 2019
9 <sup>th</sup> January 2020
13 <sup>th</sup> February 2020
19 <sup>th</sup> March 2020

### Attendance at Meetings:



**3.5** Regular reports were received by the Audit Committee throughout the year. All Members contributed to the challenge process where officers were held to account for improving identified systems weakness. Members contributed positively to the process and took the responsibility of being on the Audit Committee seriously.

**3.6** A standard agenda item for the Audit Committee is an Action List, where named officers are responsible for updating the Committee on previous matters discussed or questions raised. This ensures appropriate responses are received and accepted by the Committee on issues they felt were important enough to challenge and hold officers to account.

**3.7** The Committee seeks to maintain its effectiveness by taking up opportunities for training. In June 2019 the chair attended a meeting of the Scrutiny Chairs group at which training for Committee members was discussed. In January 2020 the Chair attended the Scrutiny Chairs' training session. In October 2019 the Chair attended an Audit Committee Chairs' networking event, which was well attended by many Chairs of Audit Committees from across Wales.

### **Terms of Reference: To oversee the Authority's internal and external audit arrangements**

**3.8** Reports were received and considered from the Wales Audit Office (WAO). MCC officers were asked to provide responses where

appropriate, and Members of the Committee sought assurances on the process of External Audit. Papers presented included:

- Audited Statement of MCC Accounts 2018/19, WAO 'ISA 260' Response to the Accounts
- WAO Certificate of Compliance for the Audit of MCC's 2019/20 Improvement Plan
- WAO Report: Well-being of Future Generations: An examination of developing a range of options to improve rural transport
- WAO Service Users Perspective Review, Customer Contact plus Managers' Response
- WAO Annual Improvement Report
- Audited Trust Funds Accounts (Welsh Church Fund and Monmouthshire Farm School Endowment Trust Fund)
- WAO Audit of Financial Statements Report and Management Letter for Welsh Church Act Fund
- WAO Independent Examination of Financial Statements Report – Monmouthshire Farm School Endowment Trust Fund
- WAO Review of Whistleblowing and Fairness at Work (Grievance) Arrangements at MCC
- WAO Environmental Health follow-up review for MCC
- WAO Leisure Services follow-up review for MCC
- WAO Annual Audit Plan
- WAO Certification of Grants and Returns 2018/19
- WAO Follow-up Review of Corporate Arrangements for Safeguarding of Children for MCC

**3.9** The Internal Audit annual report for 2018/19 and the annual plan for 2019/20 were presented to and endorsed by the Committee. Members challenged the performance of the Internal Audit Team and robustness of the planned work in order to satisfy themselves that they were being provided with assurances on the adequacy of the Council's internal control environment and that public money was being used effectively, efficiently and economically. Members challenged the information provided to ensure continual improvement.

**3.10** Reports presented for consideration included:

- Internal Audit (IA) Reports on Unfavourable Audit Opinions
- IA Outturn Report on 2018/19
- IA Plan 2019/20
- IA Quarterly Progress Reports
- Contract Procedure Rules and Exemptions
- Implementation of Internal Audit Recommendations 2017/18
- Draft Annual Governance Statement 2018/19

**Terms of Reference: To review and assess the risk management, internal control and corporate governance arrangements of the Authority**

- 3.11** Reports from Internal Audit and from other departments within the Authority and WAO inform the Committee in respect to these terms of reference, for example the regular reports on Unfavourable Audit Opinions (see 3.10, above).
- 3.12** The Committee continues to have an opportunity to comment on and shape the Annual Governance Statement before it is included with the finalised Annual Statement of Accounts.
- 3.13** During the year, the Policy and Performance Manager provided reports for the Committee's consideration. These were:
- An overview of the Council's Performance Management arrangements
  - Progress report on WAO Proposals for Improvement
  - Whole Authority Strategic Risk Assessment
- 3.14** A report on the IT Risk Register was presented in July by the Head of Digital.
- 3.15** The Chief Officer for Resources provided the Committee with a presentation on Anti-bribery Compliance Update and Annual Risk Assessment in September 2019. In January 2020, the Committee received a presentation on Anti Bribery training.
- 3.16** The Chief Internal Auditor presents six monthly progress reports on previously issued unfavourable audit opinions. The intention of these reports is to provide assurance to the Committee that previously identified system weaknesses have been appropriately addressed and improvements made by the operational managers. Where unsatisfactory or very little progress had been made by the operational manager then the Committee, via the Chairman, can invite the operational manager and relevant Head of Service to attend the Audit Committee where Members will hold them to account for future improvements. In 2019/20 operational managers attended the Committee to report on what progress was being made concerning consecutive unsatisfactory Internal Audit reports on the administration of the use of fuel cards by the Authority.
- 3.17** The Audit Committee also receives a six-monthly update from the Chief Internal Auditor on applications for exemptions from the Council's Contract Procedure Rules. The Contract Procedure Rules exist to ensure that the Authority operates a fair, consistent and effective procurement policy to procure works, goods and services on behalf of the Council and to minimise allegations of fraud and corruption against managers. Although exemptions are permissible, Members are given the opportunity to challenge officers where they felt the reasons given were not justifiable.
- 3.18** In March 2020, the Committee received the Annual Performance Review of the Investment Committee.

**Terms of Reference: To review the financial statements prepared by the Authority**

**3.19** The Committee is asked to consider the Council's Statement of Accounts prior to and following the external audit of them; the draft accounts were presented in July with the final audited accounts in September. In addition, the Committee received the annual accounts of Monmouthshire County Council Welsh Church Act Fund and the Monmouthshire Farm School Endowment Trust Fund.

**3.20** The Treasury Outturn Report 2018/19 was presented and noted by the Committee in September with a mid-year Treasury Report for 2019/20 presented in November.

**3.21** Treasury Policy and Strategy was the subject of a paper presented to the Committee in January 2019.

**3.22** The Committee receives quarterly reports on the monitoring of reserves.

**4 RESOURCE IMPLICATIONS**

None.

**5 CONSULTEES**

Chief Internal Auditor.

**6 RESULTS OF CONSULTATION:**

Report agreed.

**7 BACKGROUND PAPERS**

Audit Committee Agendas and Minutes 2019/20

**8 AUTHOR AND CONTACT DETAILS**

Philip White, Chair, on behalf of the Audit Committee

# Public Document Pack Agenda Item 12

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of County Council held  
at Remote Meeting on Thursday, 16th July, 2020 at 2.00 pm**

**PRESENT:** County Councillor S. Woodhouse (Chairman)  
County Councillor S.B. Jones (Vice Chairman)

County Councillors: P. Clarke, D. Batrouni, J.Becker, L.Brown, A.Davies, D. Dovey, L.Dymock, A. Easson, R. Edwards, D. Evans, M.Feakins, P.A. Fox, R.J.W. Greenland, M.Groucutt, L. Guppy, R. Harris, J. Higginson, G. Howard, S. Howarth, R.John, D. Jones, L.Jones, P. Jones, S. Jones, P. Jordan, P. Murphy, P.Pavia, M. Powell, J.Pratt, R.Roden, V. Smith, B. Strong, F. Taylor, T.Thomas, J.Treharne, J.Watkins, A. Watts, A. Webb and K. Williams

### **OFFICERS IN ATTENDANCE:**

Matt Phillips	Head of Law/ Monitoring Officer
Paul Matthews	Chief Executive
Peter Davies	Chief Officer, Resources
Will McLean	Chief Officer for Children and Young People
John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Frances O'Brien	Chief Officer, Enterprise

### **APOLOGIES:**

County Councillors D. Blakebrough and M.Lane

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

On opening the meeting the Chair conducted a minutes silence in respect of those affected by the pandemic.

The Chair thanked everyone for their continued hard work and commitment in supporting Monmouthshire residents, and everyone across Monmouthshire for supporting each other.

County Councillor Tudor Thomas declared a non-prejudicial interest in Agenda Item 8c.

County Councillor Sara Jones declared a prejudicial interest in Agenda Item 8c and removed herself from the meeting during discussion.

#### **2. Public Questions**

None.

#### **3. Receipt of petitions**

County Councillor Richard John presented a petition on behalf of residents of Dingestow in support of a 20mph speed limit through the village.

#### **4. Report of the Chief Executive**

# MONMOUTHSHIRE COUNTY COUNCIL

## Minutes of the meeting of County Council held at Remote Meeting on Thursday, 16th July, 2020 at 2.00 pm

### 4.1. **Call In and Urgency Report**

The Chief Executive presented the report following the decision by Cabinet to deal with an urgent matter on 27<sup>th</sup> May 2020, thus waiving the option of call in, and triggering the constitutional requirement to submit a report to Council explaining the reason for the urgency thereafter.

He explained that every decision taken has been open to call-in and this is the only one that is not for reasons set out in the report.

Current arrangements for meetings will be reflected on over the summer period.

**Council resolved to note the report.**

## 5. Report of the Chief Officer for Resources

### 5.1. **Section 151 Officer Covid 19 Update**

Council received the report to provide an update on the financial impact of COVID-19 on the Council and to outline the timetable for a budget recovery plan to be developed.

The Leader stated this is a grave financial situation, recognised by all Leaders, and hopes all Members recognise the gravity of the position we are in.

The Leader of the Opposition referred to the limited reserves held by the Authority, leaving us in a more precarious state than other authorities. In response Members referred to lack of funding by Welsh Government.

The recommendations were proposed by Councillor Murphy and seconded by Councillor Fox.

**Upon being put to a vote Council resolved to accept the recommendations:**

**To receive an update and recognise the significant uncertainty surrounding the Council's financial position.**

**To recognise the need to limit spending wherever possible until such time that financial uncertainties become clear and a budget recovery plan is agreed.**

## 6. Reports of the Head of Policy and Governance

### 6.1. **Climate Emergency Strategy Update**

Council received the report to provide an update on progress towards the Council's commitment to reduce its carbon emissions to net zero by 2030.

Councillor Groucutt commended the work of the Climate Strategy Committee, in particular, the work of Hazel Clatworthy, Sustainability Officer. He asked that County Council respond positively to the important decisions made in this Committee.

The recommendations were proposed by Councillor Feakins and seconded by Councillor Fox.

**Upon being put to the vote Council resolved to accept the recommendation:**

**That Council notes progress made towards reducing council carbon emissions, including those areas where progress has been slower than anticipated.**



## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held at Remote Meeting on Thursday, 16th July, 2020 at 2.00 pm

#### 6.2. Electoral Review - Council Proposed Scheme

Council received the report to seek approval for the Council's preferred option for submission as part of the consultation being undertaken by the Local Democracy and Boundary Commission for Wales ("the Commission").

The efforts and work undertaken by the Electoral Team were commended.

It was pleasing to see that proposals were put forward by a cross-party panel.

Concerns were raised regarding dual representation; in that it may not be democratic. There was disappointment that we had to fit in with Assembly requirements.

The recommendations were proposed by Councillor Fox and seconded by Councillor Feakins.

**Upon being put to the vote Council resolved to accept the recommendation:**

**That members approve the proposed scheme attached at appendix 1 to be submitted to the Commission as a formal proposal for their consideration into the future electoral arrangements for Monmouthshire.**

#### 7. Notices of Motion:

##### 7.1. Submitted by County Councillor M. Groucutt

*This council notes and welcomes the very well organised and wholly peaceful rallies recently organised by young people in Abergavenny, Monmouth and Chepstow. It reflects a positive engagement in seeking to improve our society. We congratulate the organisers for their efforts in enabling these events to take place. As a consequence, many hundreds of people were able to show that, whatever the era and whatever the place, Black Lives Matter.*

The motion was seconded by County Councillor Tudor Thomas who added that racial equality must be faced head on. He referred to human rights and equality figures and examples of discrimination, including unemployment figures. He commended those who had protested peacefully and brought the issue to the forefront in Abergavenny.

Councillor Easson wished to see recognition of footballer, Eddie Paris, by Monmouthshire County Council within the county.

The Cabinet Member for Social Justice highlighted areas of work being undertaken and took the opportunity to make members aware if an upcoming meeting of the Social Justice Strategy Group.

Members were keen to support the motion and applauded the peaceful protests and thanked those involved in arranging the events.

Upon being put to the vote the motion was carried.

##### 7.2. Submitted by County Councillor V. Smith

*That Monmouthshire County Council should support the construction of a Severn Barrage to ensure security of energy and economic benefit through construction. A transport route across a barrage would benefit area connectivity.*

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held at Remote Meeting on Thursday, 16th July, 2020 at 2.00 pm

The motion was seconded by County Councillor Howarth, who added his support based on the aspirations of the Council.

The Cabinet Member for Infrastructure stated that whilst she is fully supportive of the concept that central government research all opportunities to harness tidal energy, the motion lacks detail and there are currently no projects in place to develop this idea. Great consideration needs to be given to the natural environment and wildlife in the estuary. Consideration also need to be given to a third crossing and how our infrastructure could cope with the increased traffic. For these reasons she did not support the motion.

Councillor Smith amended the wording of her motion to: *That Monmouthshire County Council should support the **concept** of a Severn Barrage to ensure security of energy and economic benefit through construction. A transport route across a barrage would benefit area connectivity.*

The amended motion was seconded by Councillor Feakins and upon being put to the vote was carried.

*Councillor Murphy left the meeting at 16:30pm*

#### **7.3. Submitted by County Councillor D. Batrouni**

*That this Council supports free car parking in all our town centres, in particular Chepstow, Abergavenny and Monmouth, until December 2020. We believe this will give a much-needed boost to our local businesses through this Covid19 pandemic by encouraging residents to shop locally.*

County Councillors Sara Jones, A. Watts and T. Thomas declared an interest. Councillor Jones left the meeting.

The motion was seconded by Councillor Thomas. He added that Abergavenny is a successful town but trade has been decimated and parking is still a major issue. Footfall is light and shoppers want to visit briefly, and the highest complaint is parking charges. As a short term measure a concession should be given to attract people back to the town.

Councillor Becker proposed an amendment to the motion *that this Council makes car parking free for 1 hour until the end of September to help retail with their cash flow troubles.*

Councillor Watkins seconded the amendment, recognising that businesses are struggling. However, it was understood that the Council is in financial difficulty. Debate ensued.

The Cabinet Member highlighted that whilst the administration wants to do everything in their ability to support our town centres and high streets, they are limited by what they can afford to do. Much effort has gone into making town centres safe and welcoming. The idea of free parking has been considered but rejected as it would cost the Council £557,000.

Upon being put to the vote the amended motion was defeated and debate returned to the original motion.

Upon being put to the vote the original motion was defeated.

*Councillor Watkins left the meeting at 17:54pm*

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held at Remote Meeting on Thursday, 16th July, 2020 at 2.00 pm

#### **7.4. Submitted by County Councillor D. Batrouni**

*That this Council opposes the scheme proposed by Cabinet to offer loans to our schools to cover their deficit positions. The Council believes that instead of saddling our schools and future generations with more debt, the Cabinet should properly fund our schools by making a commitment to increase (at the very least) school budgets in line with inflation*

The motion was seconded by County Councillor Thomas who urged the administration to reconsider the scheme.

The Cabinet Member for Resources explained that the loan facility is optional, and some schools will stick to their own recovery plans.

Upon being put to the vote the motion was defeated.

*County Councillors Treharne, Davies and Batrouni left the meeting at 18:22pm,  
County Councillor Becker left the meeting at 18:30pm  
County Councillor Dymock left the meeting at 18:39pm*

## **8. Members' Questions**

### **8.1. From County Councillor P. Pavia to County Councillor J. Pratt, Cabinet Member for Infrastructure and Neighbourhood Services**

*Will the Cabinet Member make a statement on the closure of the Old Wye Bridge in Chepstow?*

The Cabinet Member explained that routine inspections by officers identified structural cracks to the main longitudinal girders of the 200-year-old cast iron Chepstow Bridge. This prompted the commissioning of a detailed assessment and the draft report suggests that the damage may be due to overloading of the structure. The report makes several recommendations which includes restricting overloading on the bridge until repairs have been carried out. It also highlights the need to create a longer term plan to protect the integrity of the structure. Officers are due to meet with consultants to discuss the recommendations.

Councillor Pratt added that it is unlikely that the bridge will be closed as schools are due to return in September but restrictions may need to be implemented. Updates will be provided.

As a supplementary Councillor Pavia asked what assessment work has been done, particularly with the continuation of pedestrianisation of the high street, on the adverse effect of the A48.

The Cabinet Member will ensure that the question is answered by officers.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the meeting of County Council held at Remote Meeting on Thursday, 16th July, 2020 at 2.00 pm

#### **8.2. From County Councillor P. Pavia to County Councillor R. John, Cabinet Member for Children and Young People and MonLife**

*Will the Cabinet Member make a statement about plans to educate Monmouthshire's children from the start of the new academic year 2020-21?*

The Cabinet Member thanked all school-based staff and head teachers for all they have done over recent challenging time. The way the return to school for these three weeks has been planned has provided confidence that the return to school in September will be well managed. Councillor John was pleased to see the announcement from the Education Minister that all pupils of all ages will return to school, with limited social distancing, from 14<sup>th</sup> September 2020. The period since that announcement has been intensive particularly since the education guidance has been published. Through discussions with schools it has been agreed that 1<sup>st</sup> and 2<sup>nd</sup> September will be planning and preparation days, to allow for practical changes. Discussions continue over some areas of school return. We have been clear that we want as many pupils back in school as soon as possible but safety is paramount.

As a supplement Councillor Pavia referred to the offer by Welsh Government to propose 900 additional teaching posts and asked what assessment is being made to identify the need to access and bid for that resource, particularly in relation to our secondary schools.

Councillor John explained we are still at an early stage and are awaiting further details.

#### **8.3. From County Councillor P. Pavia to County Councillor R. Greenland, Cabinet Member for Enterprise**

*Will the Cabinet Member make a statement regarding the review of COVID public-safety proposals implemented by the Council in our towns and village centres the week commencing 22 June 2020?*

The Cabinet Member responded that it was recognised that one of the essentials would be to try and unlock our towns and make them safe for shoppers to return as soon as possible. We did not have the time to plan as we would have liked so we began with meeting initially with town Mayors outlining generic proposals. We then met with representatives of each town and plans were consulted at that point. Due to limited time we had to listen to points raised and reach a decision, getting plans underway. We recently undertook an online survey of all our residents, with nearly 1500 responses. 73% told us they would return to our shops and town centres when they are able to. The remaining 27% who felt unhappy could be the difference between profit and loss so the efforts needed are huge.

Councillor Greenland thanked officers, led by Mark Hand, for their efforts.

The unlocking process is going well, recognising there have been some issues.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of County Council held at Remote Meeting on Thursday, 16th July, 2020 at 2.00 pm**

It was reiterated that these changes are temporary and will be removed when allowed. Where changes bring benefits to the towns and are supported by the stakeholders then some may remain.

As a supplementary Councillor Pavia sought confirmation that there will be regular review gateways with town and community councils and other key stakeholders over the coming months. Also, how will channels of communication be opened with the public to ensure we are agile enough to adapt and change our plans.

Councillor Greenland confirmed that meetings will be ongoing through every stage. He is aware that due to the timeframe not all businesses were aware as much as we would like. We are getting a full set of email addresses and will directly email any changes to as many businesses as we can. He took the opportunity to thank the Communications team for their efforts.

#### **9. To confirm the minutes of the meeting of County Council held on 4th June 2020**

The minutes of the meeting held on 4<sup>th</sup> June were confirmed and signed by the chair.

In doing so it was noted that Councillor Fox had attended the meeting.

#### **10. EXEMPT Report of the Chief Executive**

- 10.1. To exclude the press and public from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, as amended, on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act.**

#### **10.2. Chief Officer Appointment**

Council resolved to accept the recommendation as set out in the report.

**The meeting ended at 6.45 pm**

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