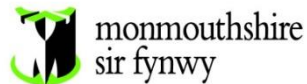


Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 9 June 2021

Notice of meeting

Strong Communities Select Committee

Thursday, 17th June, 2021 at 10.00 am,

Please note that a pre meeting will be held 30 minutes prior to the start of the meeting for members of the committee.

AGENDA

Item No	Item	Pages
PART A: SCRUTINY AND CRIME DISORDER MATTERS		
No matters to discuss.		
PART B STRONG COMMUNITIES SELECT COMMITTEE		
1.	To note the appointment of County Councillor S. Woodhouse as Chair	
2.	To appoint a Vice Chair	
3.	Apologies for absence	
4.	Declarations of Interest	
5.	Open Public Forum	
6.	Climate Change To challenge the Cabinet Member on what the council is doing to address climate change through scrutiny of the Climate Change Action Plan.	1 - 22
7.	Welsh Language To consider the annual report of the council's performance in embedding Welsh language.	23 - 30
8.	To confirm minutes of the previous meeting	To Follow

9.	Strong Communities forward work programme	31 - 32
10.	Cabinet & Council forward work programme	33 - 48
11.	Date and time of next meeting: 29th July 2021	

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillor Peter Clarke	Llangybi Fawr;	Welsh Conservative Party
County Councillor Tony Easson	Dewstow;	Welsh Labour/Llafur Cymru
County Councillor Christopher Edwards	St. Kingsmark;	Welsh Conservative Party
County Councillor Linda Guppy	Rogiet;	Liberal Democrats
County Councillor Val Smith	Llanbadoc;	Independent Group
County Councillor Jamie Treharne	Overmonnow;	Welsh Conservative Party
County Councillor Ann Webb	St Arvans;	Welsh Conservative Party
County Councillor Sheila Woodhouse	Grofield;	Welsh Conservative Party
County Councillor Roger Harris	Croesonen;	Welsh Labour/Llafur Cymru

Public Information

Access to paper copies of agendas and reports

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

Watch this meeting online

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

Welsh Language

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

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

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

Our Values

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

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

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

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

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

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

Questions for the Meeting

Scrutinising Performance

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

Scrutinising Policy

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

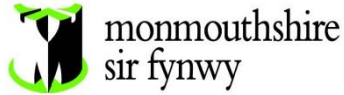
Questions for the Committee to conclude...

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

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...

(iii) Agree further actions to be undertaken within a timescale/future monitoring report...

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SUBJECT:	CLIMATE EMERGENCY AND DECARBONISATION PROGRESS
MEETING:	STRONG COMMUNITIES SELECT COMMITTEE
DATE:	17th JUNE 2021
DIVISION/WARDS AFFECTED:	ALL

1 PURPOSE:

- 1.1 To provide an opportunity to scrutinise the progress being made towards the council's commitment to reduce its carbon emissions in response to the climate emergency declaration in May 2019.

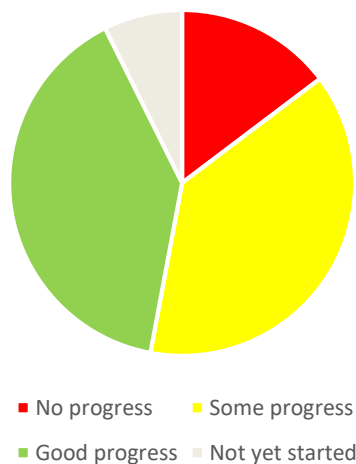
2 RECOMMENDATIONS:

- 2.1 The committee is invited to assess progress made towards reducing the authority's carbon emissions.
- 2.2 The committee identifies any areas of activity that should be considered by officers and the cross-party working group on climate change as it updates the action plan.

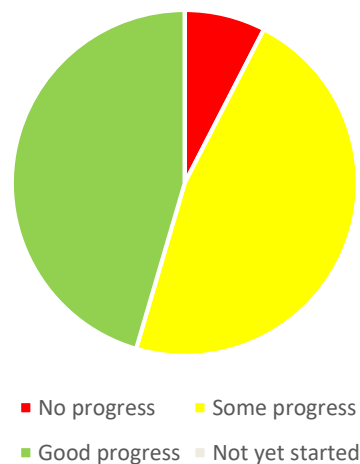
3 KEY ISSUES:

- 3.1 In May 2019 Council voted to declare a climate emergency. A commitment was made to reduce the authority's own emissions to net zero by 2030 and develop a strategy and costed action plan to deliver this commitment. The motion also committed us to encourage, support and enable residents and businesses to take action to reduce their carbon emissions in line with a 2030 target.
- 3.2 The strategy and an associated action plan was subsequently agreed in October 2019 and sets out a series of actions aligned to ten strategic objectives. The member led Climate Emergency Working Group, chaired by the cabinet member with attendance from officers and members of the community has met regularly since January 2020 to ensure that this important agenda is progressed with the necessary pace and ambition.
- 3.3 The strategic direction remain appropriate and it is not proposed that this needs adjustment at this point in time. However, the action plan remains a live and flexible document to which further actions and information can and should be added as technology advances and new opportunities become available.
- 3.4 Appendix one shows progress made to date for each of the current actions. These have been given a colour rating based on progress. Of the 66 actions in the plan, 30 are progressing as planned (green), 31 are showing some progress (yellow) and 5 not progressing as planned (red). Compared with the last report to Council in July 2020, there are more green and yellows, and fewer reds. This report gives an overview of progress, but the full action plan can be seen in Appendix 1

Progress on actions June 2020



Progress on actions May 2021



- 3.5 There is good progress being made on almost half of the actions, with some that had not started last year because of Covid-19 now underway. The reason for the slower progress with some of the actions is mainly because of delays due to the pandemic, caused by competing pressures, closure of venues or services, postponed consultation or engagement or delayed decisions on external funding.
- 3.6 Significant progress has been made against many of the actions. Examples include:
- Purchase of 7 electric vehicles for use by different council teams, with an electric minibus and two electric roadsweepers on order.
 - Establishing Libraries of Things, Repair Cafes and a second Re-use Shop using Welsh Government Circular Economy funding.
 - Developing further active travel routes, trial changes to traffic flows in town centres to allow active travel with social distancing and the purchase of electric bikes to pilot
 - Delivery of Carbon Literacy training to 113 representatives of Monmouthshire PSB partners
 - Nearly 10,000 streetlights converted to LED bulbs which use less energy.
 - 150,000 kg of carbon dioxide saved by reducing business mileage in 2020/21. Although this has been due to lockdown, we are likely to continue to work agilely more often and continue to hold online meetings.
 - Changes to grassland management, including reduced mowing and the purchase of new equipment to cut and collect mowings, all of which has benefited pollinators by allowing wildflowers to thrive.
- 3.7 Although good progress is being made against the actions in the plan, we still don't have enough detailed information about what our baseline emissions are and what the precise carbon savings of the measures we are taking are likely to be, in order to be able to accurately establish whether we are on track to meet the net zero carbon target by 2030. We will look to gather this information in the coming months and use it to inform an update of the action plan. Alongside this any recommendations made by the committee will be used to help shape the development of the plan which will be brought to Council in November.

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

- 4.1 This report is an update on progress, rather than a decision or policy change, so does not need to complete an evaluation. However, the Climate Emergency Action Plan has

significant positive contributions to make to the Well-being Goals with no negative impacts. There are no significant positive or negative impacts on the protected characteristics, safeguarding or corporate parenting. The principles of Long term, Prevention, Integration, Collaboration and Involvement have been used throughout the development of the Action Plan.

5 REASONS:

- 5.1 To ensure that progress towards achieving the council's agreed policy aim is maintained and that the council is open and accountable to the citizens of Monmouthshire in demonstrating the activity that is being undertaken to achieve this important goal.

6 RESOURCE IMPLICATIONS:

- 6.1 The activity within the Climate Emergency Action Plan all have different resource implications and will be funded in different ways. Some are zero cost, some will be grant funded, some will be funded by prudential borrowing and invest to save schemes. It is anticipated that where additional funds are needed these will be subject to subsequent decision making processes.

7 BACKGROUND PAPERS:

[Climate Emergency Strategy and Action Plan, October 2019](#)

8 AUTHORS:

Hazel Clatworthy, Sustainability Policy Officer
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Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
REDUCING ENERGY USE – Reducing the amount of energy that is used for buildings and street lighting					
New council buildings will operate with net zero carbon emissions by 2025 or use carbon offsetting where this cannot be achieved	Head of Commercial Property Fleet & Facilities			The only new build currently being planned is the new secondary school in Abergavenny. The designers for King Henry are currently considering the technology and design solutions necessary to deliver a net zero building. Presentations have been made to the Project Board and Officer team and work remains on-going.	Progressing, but the design is not yet finalised.
Implement energy efficiency improvements across the existing council estate by 2022	Energy Officer	2022	Salix interest-free loans	Salix funding (interest free loans repaid from savings) has been awarded and Phase 1 of the Refit scheme has started. Phase 1 works to begin on site May-21. Majority of Energy Conservation Measures (solar PV, LED lighting, boiler upgrades etc) to be installed by Sep-21. Opportunities for Phase 2 and upscaling of maintenance works being considered for 2021/22.	Progressing as planned
Reduce CO2 emissions from our energy supply	Energy Officer	Electricity: 2020 Heat: 2030		Energy consumption in buildings has reduced as a result of Covid. All electricity supplies either on or moving to 100% green tariffs. New / additional solar PV installations to be delivered at 13 sites in 2021/22 under Re:fit Phase 1. Options to decarbonise heat (heat pumps, district heat, carbon offsetting) being investigated.	Progressing as planned
All bulbs within council owned buildings will be LED	Energy Officer		Salix interest-free loans	LED lighting upgrades to be delivered at 18 sites in 2021/22 under Re:fit Phase 1, including sports pitches and external lighting. Additional sites to be surveyed Q1 2021/22. LED lighting being specified as part of new build and maintenance programme works.	Progressing as planned
Use planning policy to insist on higher energy standards for new buildings	Head of Placemaking, Regeneration, Highways & Flooding		RLDP budget for policy writing, higher build costs to be met	The RLDP is progressing as per the revised Delivery Agreement timetable, following the receipt of updated projected population figures. Consultation on growth and spatial options has been completed and we will be reporting the Preferred Strategy to Council in June 2021 for endorsement to consult. The detailed policies referred to by this action will form part of the Deposit Plan, which is the following stage.	Progressing as planned, although some delay due to Covid19

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
			by developer		
All remaining street lighting will be converted to LED bulbs	Street Lighting Manager			To date we have converted 9651 lanterns to LED and have approximately 500 left to convert.	As planned
Reduce carbon emissions across all public service buildings in the county in partnership with the Public Service Board	Community & Partnerships Manager		£5k NRW funding	JBA consulting have surveyed PSB partners to gauge potential for collaboration around assets, fleet and procurement. A successful bid to Natural Resources Wales plus additional funding from NRW for Gwent has meant that we have delivered Carbon Literacy training in Feb/March 2021. In addition to the 56 MCC officers and members who have done the training, there were also 14 from Gwent Police, 29 from South Wales Fire, 5 from Aneurin Bevan University Health Board, 2 from GAVO, 5 from NRW and 2 from Melin Homes (although these officers work across Gwent, not necessarily just in Monmouthshire)	Progress beginning to be made
USING RENEWABLE ENERGY – Speed up the move from fossil fuels to renewable energy					
Build and operate two new solar farms – subject to national grid capacity	Energy Officer			Welsh Government Energy Service preparing grid application and developing outline design for one potential Local Development Plan (LDP) solar farm site to confirm viability and business case assumptions. Initial feasibility studies for two other potential sites to be reviewed and progressed if and when development / grid connection / business case opportunities can be confirmed.	Progressing as planned
Install photovoltaic canopies at council owned car parks to power electric vehicle charge points with renewable energy	Head of Commercial Property Fleet & Facilities			The County Hall scheme is now being progressed with the support of Welsh Government Energy Service. This will be used as a model that can be rolled out to other sites. Planning applications submitted for 2 smaller solar photovoltaic car port schemes as part of Re:fit Phase 1 with a third being considered, all 3 for delivery 2021/22. (Electric Vehicle Charging Points to be delivered separately.)	Some progress

Red = not progressing as planned, Amber = some progress, Green = progressing as planned

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Require renewable energy on private sector developments	Head of Placemaking, Regeneration, Highways & Flooding		RLDP budget for policy writing, higher build costs to be met by the developer	The RLDP is progressing as per the revised Delivery Agreement timetable, following the receipt of updated projected population figures. Consultation on growth and spatial options has been completed and we will be reporting the Preferred Strategy to Council in June 2021 for endorsement to consult. The detailed policies referred to by this action will form part of the Deposit Plan, which is the following stage.	Progressing as planned, although some delay due to Covid19
Identify areas for renewable generation in the new Local Development Plan	Head of Placemaking, Regeneration, Highways & Flooding		RLDP budget	The Carbon Trust are finalising their report and this will soon be available to inform decision making planning policies with the RLDP.	Progressing as planned, some delay due to Covid19
Develop a Whole System Smart Energy Plan as part of Cardiff Capital Region Approach			Cardiff Capital Region / Welsh Government	Cardiff Capital Region City Deal and Welsh Government have confirmed that they are developing a strategy and action plan to transform the way energy is generated, transported and utilised in South East Wales	Early steps of progress
Develop proposals for a district heating scheme	Rural Programmes Manager		RDP	The heat mapping exercise is now complete, with draft report here . Final report expected end of April 2021.	As planned
MANAGING GREEN SPACES – To reduce energy use, to absorb carbon and be resilient					
Use our county farms as exemplars for sustainable agriculture.	Estates Development Manager			The Estates Development Team continue to assess the different opportunities for diversification of the agricultural portfolio. Areas of farm land have been promoted in Stage 1 of the LDP for this purpose, but there has been no further progress due to RLDP delays and additional constraints due to changes in planning over phosphate discharge.	Some progress

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Use low carbon building technologies like green walls or roofs	Head of Placemaking, Regeneration, Highways & Flooding		Developers	Continued support within existing LDP and within the Council's Green Infrastructure Supplementary Planning Guidance (SPG) to support low carbon technologies and manage green spaces appropriately. A working group is yet to be established due to other work pressures but it is still intended to do this, drawing on expertise from within the Community Climate Champions network.	Some progress
Ensure permeable materials and water storage is incorporated into new car parks	Head of Placemaking, Regeneration, Highways & Flooding		Developer	Sustainable Urban Drainage Schemes (SUDs) regulation fully in force and work is continuing to ensure that planning and colleagues in Highways and Flood Management continue to work collaboratively on development schemes. Robust planning policies within existing LDP and the latest regulations.	Complete – WG regulation in place
Eliminate the use of peat based compost by our grounds maintenance teams	Commercial & Operations Manager, Grounds & Cleansing			Our supplier of bedding material for our external contract does not use peat based composted. We continue to use non peat based composts	As planned
Expand pollinator friendly management work and reduce grass cutting frequency/extent where appropriate and safe	Commercial & Operations Manager, Grounds & Cleansing	ongoing	Funding for new cut collector secured	In 2020/21 all mowing was suspended until June due to Covid. When mowing started in June we left approximately quarter to 1 third of areas within our parks and open spaces uncut, in addition to the original 3 million metres squared already being managed more sustainably with less mowing. Teams have had Nature Isn't Neat training, and are delivering reduced mowing to public open spaces, with cuttings collected. We are promoting "No Mow May" and carbon emissions have reduced due to less mowing. We have worked with the Green Infrastructure team on WG funded grassland management, to manage for biodiversity, and bring back neglected grass land to a more sustainable and resilient form. We have now stopped spraying Glyphosate on all of our open spaces. Our Chepstow Town Team are trialling other methods of weed removal in streets and pavements around Chepstow Town centre, eg hand removal, heat.	Much better than expected
Generate renewable energy from grass cuttings through anaerobic digestion	Green Infrastructure Strategy & Projects Officer	Complete feasibility by 2022	Awaiting funding confirmation	Still not able to continue with site visit to see anaerobic digestion equipment in action due to COVID. We are continually looking at possibility of other more local facilities, however no suitable premises to date	Delays due to Covid 19 and funding announcement still not made

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Plant 10,000 new trees by 2022	Green Infrastructure Strategy & Projects Officer / Environment and Culture Manager MonLife	By 2022	GGGP funding confirmation expected Q1 2021-22	Despite impact of Covid current estimates of around 7,000 trees planted and plans in progress to identify further 3000, however there remains a funding gap to achieve this and these figures do not take account of the impact of Ash Die Back and associated tree loss. We are also looking for suitable sites to start up tree nurseries, one potential location is our Mitchel Troy depot. It is anticipated that we will also be able to benefit from The Queen's Green Canopy, a tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 We are working with approximately 17 schools to provide them with a raised bed each and soil so they can plant tree seeds to be then regrown on sites when more mature. We are also identifying tree planting opportunities in settlements as part of the identification of GI corridors. Need to review the target beyond 2022 in the light of Ash Die Back etc.	Some progress and some remaining uncertainty over funding
Promote sustainable land management and agricultural practices, including nutrient/soil management and natural flood management	Environment and Culture Manager MonLife	2020/21	£80k Local Places for Nature funding, £65k Env Growth grant	Progress in delivering existing Living Levels and Sustainable Management Schemes continues. The changes to grassland management through the purchase of the cut and collect machinery (and communications elements) will have a considerable impact in relation to our estate but it's still quite a limited impact in the county overall. Wider impact is potentially quite limited as progress on wider adoption of natural flood management (NFM) is stalled (although some development work underway). NRW's future stance on these issue is critical	In progress / some uncertainty over wider and longer term partnership action
Maintain & enhance biodiversity & make ecosystems more resilient	Green Infrastructure Manager	20/21 and ongoing	£10k LNP project costs, £28k RGG, £15k Local Places for Nature, £20k Preparatory Grant	Good progress on existing programmes around small scale pollinator projects, sustainable communities project, rivers, invasive non-native species, community nature spaces and educational delivery. A further £88k Local Places for Nature funding received for 21/22	In progress

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Plant more trees and increase area of woodland, improve and increase woodland management and retain existing woodland	Environment and Culture Manager MonLife	2020/21 and ongoing	GGGP funding confirmation expected Q1 2021-22	No Welsh Government decision on Gwent Green Grid Partnership bid to support further tree planting yet; Tree Planting undertaken at Old Station Tintern during Autumn and winter 20/21 following diseased ash felling; Tree planting ; ongoing assessment of ash dieback impact and selective intervention where required on countryside access sites Need to review the tree planting target beyond 2022 in the light of Ash Die Back	Some progress. Some remaining uncertainty over funding
Secure more green infrastructure through development	Green Infrastructure Manager	Ongoing		Ongoing working with Development Management – further refinement of guidance in relation to green infrastructure, open space and biodiversity under development	Ongoing
Promote and support local food growing	Food Development Officer		RDP /WG	Food Data Analysis project underway. Six months in and the system is being tweaked – data added which includes farms data, land, food poverty, food business and categories of use etc. Food Land Action Group has been established. Terms of reference completed and forum for exchange of information has begun. Internal MCC group will move toward combined project development and update forum for relevant projects	As planned
Reduce food miles by work with local farmers to market local food	Food Development Officer			Initial meeting to discuss shared gardens scheme. Town Council Survey undertaken to gauge interest. This will now be taken forward through Our Monmouthshire. Town Council will offer information to the new growers forum. Redefining Green Spaces – consultant in place for pilot project to look at options for redefining under-used areas such a park (Pilot project in Monmouth). RDP project in place which focusses on building resources for farm enterprises, including regenerative farming projects. Success in attaining Sustainable Food Network development grant, co-ordinated by “Our Food” not for profit organisation. The first meeting will be in May with lead stakeholders.	As planned

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
WHAT WE BUY – Reducing carbon by thinking carefully about when and what we buy and whole life costs					
Eliminate single use plastics within the council	Sustainability Policy Officer	Ongoing	None (except c£60k period dignity grant)	Period dignity grant again to be spent on eco-friendly and reusable products. Work underway with Sustainable You, Sustainable Me and Working Families project who are running workshops for residents to promote sustainable period products. Reusable recycling bags only rolled out to around 3500 properties so far as original trial rounds were allowed to revert to single use at the start of covid. We aim to fully roll out the reusable bags in the autumn when we will cease to provide single use plastic bags, dependent on delivery of new vehicles.	Some delays of reusable recycling bag roll out due to Covid.
All tender document will contain criteria to address climate emergency commitments	Strategic Procurement Manager		Currently within existing officer time	Contract Procedure Rules have been approved and came into operation on 1 st April 2021. One of the central themes to the revamped rules is the importance of making sustainable procurement decisions that have a positive impact on the environment as well as the economy. Operationally, where practical carbon reduction measures continue to be a consideration as part of the award criteria of contracts.	Complete
Incorporate climate and decarbonisation into strategic procurement collaborations	Strategic Procurement Manager		Currently within existing officer time	Work has continued at pace with the completion of the Welsh Public Sector Social Value portal which has resulted in a set of social value indicators that are bespoke to Wales and align with the Well-Being of Future Generations Act themes. In parallel has been discussions with Cardiff City Council for the “discharge of procurement services for mutual benefit” which was approved in early April 2021. This means that more resource will be made available to ensure that climate change and decarbonisation are considerations in all outsourced tendering arrangements.	Progressing as planned
Phase out fossil fuel investments from our pension fund	Deputy Chief Executive			Greater Gwent Pension Fund Committee agreed to the recommendations to evolve an ACS Low Carbon Equity Tracker Fund. The proportion of the Gwent fund invested in fossil fuels has reduced from 9.10% to 2.35% since the Council’s 2018 commitment to divest from fossil fuels, with 21.7% of the fund now in the low carbon tracker.	Some progress. Progress governed by Greater Gwent (Torfaen) Pension Fund

Red = not progressing as planned, Amber = some progress, Green = progressing as planned

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
				Further update was provided to the Greater Gwent Pension Fund Committee at its meeting of 7th December 2020 and which confirmed that the Wales Pension Partnership had established a Responsible Investment Sub-Group, with a broad and achievable remit. Cross-reference was to take place with the Greater Gwent Pension Fund's own Responsible Investor Working Group (RIWG) to ensure that the Fund's own objectives were reflected at WPP level. The meeting of the 8th March 2021 noted the momentum around Environmental, Social and Governance (ESG) issues were seen as unstoppable and required ongoing engagement with investment fund managers.	
REDUCING WASTE – By encouraging people to reduce, re-use and recycle more					
Reduce waste and increase recycling in all public spaces including retail centres	Head of Neighbourhood Services			Chepstow Town Council and Town Team are looking to install a new recycling litter bin for on-the-go litter which they will service (our vehicles currently unable to segregate recyclable/non-recyclable litter) and will be a useful trial to assess level of contamination. A limited number of "on-the-go" recycling bins have been placed across the county but difficult to gauge whether successful with behaviours changed with travel restrictions. Increased litter from drive through venues prevalent across the county's verges. WG consultation on litter and fly-tipping may help tackle some of these issues and the introduction of deposit return schemes and extended producer responsibility should have positive impact when implemented.	Early steps have begun
Support, promote and expand the Repair Cafes and Upcycle movement	Head of Neighbourhood Services			A successful Circular Economy bid for £626,000 was announced in Jan 2021. From this we are about to open a new re-use shop at Five Lanes, 4 Benthg Libraries of Things in Abergavenny, Caldicot, Chepstow and Monmouth, with associated Repair Cafes and other repair and reuse projects.	Rapid progress from Jan-March 2021

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Roll out re-use shops at Household Waste sites, and use revenue to fund tree planting	Head of Neighbourhood Services			October 2020 Llanfoist celebrated its anniversary, with pots and tree seeds given away. A successful Circular Economy bid means that we will open a new re-use shop at Five Lanes, Caerwent soon. 4 Bentyg Libraries of Things in Abergavenny, Caldicot, Chepstow and Monmouth, with associated Repair Cafes and other repair and reuse projects.	Rapid progress from Jan-March 2021
Increase 'reduce, re-use and recycling' across the county	Head of Neighbourhood Services			Recycling % has increased again this year and currently projected to be above 66%. This has been helped with the increased recycling at the HWRCs and increased numbers of residents using the kerbside collection system recycling rather than black bagging waste through the HWRCs.	Some progress
Build a new high quality recycling facility in central Monmouthshire	Head of Neighbourhood Services			Costings and drawings for an improved facility in Monmouth were carried out post-covid and funding was due to be applied for. The booking-in system brought in to manage safety on site during lockdown has been very successful in reducing traffic on site and CO2 journeys, increasing recycling by making people think more about the waste they produce. The 3 remaining sites in Llanfoist, Five Lanes and Mitchel Troy provide strategic coverage and the resident permit coupled with the booking system has almost eliminated cross border waste traffic. This Action will be put on hold while the long terms impacts of Covid on waste behaviour are assessed.	On hold
Require all households to recycle	Head of Neighbourhood Services			National campaigns like "Be Mighty" have been launched during the pandemic but are likely to have had less impact with news focussed on Covid and lockdowns. The travel restrictions and stay at home messages have increased kerbside take up and recycling and reduced black bag waste into HWRCs.	Some progress
Reduce food waste in schools	Catering Manager			Primary Schools are now back in full time but most children are eating in the classrooms. We are not able to visit schools to monitor due to Covid restrictions. To be revisited in September 2021	Delayed due to school closures.
Make all of our buildings water refill stations	Sustainability Policy Officer	Ongoing	None	Refill stations will be considered as part of leisure centre site investments at Abergavenny, Caldicot and Chepstow.	

WALKING AND CYCLING – Encouraging and making it easier for people to walk and cycle rather than drive

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Develop schemes that will increase walking and cycling to school	Road Safety Officer / Active Travel Officer		Active travel = £90,000	Excellent progress on Active Travel in a difficult year. Progress made in all areas of the grant. Notice just received of grant next year which means an additional three routes can be investigated Green cone 'school street' scheme currently in operation within two schools, to make area immediately outside school site safer. Road safety training has been delivered to schools virtually, which has worked well. Notice just received of grant next year which builds on this and includes new initiatives such as 'scoot to school'. The 're-opening towns' projects have sought to make our High Streets safer during the pandemic, allowing for social distancing. Trial measures have improved pedestrian and cycle friendly elements of our main towns and provide a starting point for discussing longer term measures.	Progressing as planned on Active Travel routes. Some progress on cycle, scooter training due to virtual training
Introduce no idling near schools, and other appropriate locations	Group Engineer – Highways & Flood Management			Anti-idling video was launched in September 2020 https://www.youtube.com/watch?v=KlbGQFCtrpQ with press releases and social media campaign. Poster competition relaunched with schools and each school has been sent an anti-idling toolkit to use. Winning designs will be made into metal signs and put up round borough with additional publicity. School closures from December to March means that we haven't yet had the signs manufactured and put up at schools and other locations. We aim to do this during April/May 2021, and will organise publicity alongside the signs going up.	Progress impacted by Covid19
Fit bike carriers to buses to encourage cycling	Fleet Manager - Operations			No progress – bus layout is incompatible with bike carriers.	No progress due to vehicle layout
Improve and expand our cycle and footpath network.	Chief Operating Officer, MonLife			The plan that has developed is to ensure that maps for Active Travel are updated to ensure they form a firm foundation for a wider approach to cycling and walking and help link up the leisure network. Excellent progress was made on all AT schemes in very short period of time.	Good progress being made

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
				The Council has just had notice that the Active Travel submission for 2021/22 was successful in all but one scheme. It did not achieve all the funding required for one scheme in Caldicot and this is to be discussed with Welsh Government. This means an additional three new routes have the funding to be investigated. Cycling and walking for leisure purposes will require additional funding. However active travel will help link these agendas and opportunities are being explored for further funding	
Develop e-bike and cycle hire schemes beginning in town centres	Rural Programmes Manager or Active Travel Officer		£20k Covid funding	Considerable progress this quarter. A number of e-bikes purchased via Active Travel and allocated to a local club to trial in Caldicot and two bikes allocated to a charity in Chepstow in relation to the Library of Things to loan out (the Benthylg project) Due to Covid the bikes could not be loaned out as planned currently and a greater level of monitoring is required in the new financial year. A total of four electric Cargo Bikes are also being purchased for loan via the Libraries of Things.	Progressing as planned after initial Covid delays
Maximise opportunities for active travel, ensuring routes are safe and convenient	Chief Operating Officer, MonLife		Circa £1.5m for numerous schemes	Excellent progress was made on all Active Travel schemes in very short period of time. The local authority has just had notice that the Active Travel submission for 2021/22 was successful in all but one scheme. It did not achieve all the funding required for one scheme in Caldicot and this is to be discussed with WG. This means an additional 3 new routes have the funding to be investigated.	Progressing as planned
Reduce business miles travelled by staff 25% by 2023 through use of technology	Chief Officer Enterprise			Officers have developed proposals on the need and future use for office space called 'Changing Spaces'. The expectation is that the "new normal" post-Covid will see a reduction in travel by office staff working more significantly from home on a continued basis. Whilst not captured as business miles there will be a reduction in personal miles travelled by staff that otherwise would have been incurred travelling to and from work. The Changing Spaces project is currently considering potential office design and a hybrid working model for those who are able to utilise this model.	Some progress

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
				Business mileage reduced by 45% last year from nearly 1.7 million to just over 900,000 saving over 150,000 kg of CO2. In terms of reduction in business miles and beyond those naturally caused by the restrictions in place during the pandemic work we will continue to explore options that enable staff to be able to work from locations that are closer to their home and where practicable. Work will continue to look at service design options that enable services to be delivered remotely and without it being at the detriment of the service delivered. Examples of this include the use of assistive and medical technology in a social care setting. Discussions and proposals are being discussed around the development of co-working and remote working spaces in our towns and with other Gwent PSB partners. The Cycle to Work Scheme is run annually for staff to purchase bikes through a salary sacrifice scheme.	
Introduce cycling mileage rates for staff to incentivise active travel over car journeys	Deputy Chief Executive			A review of the mileage expenses policy will now be undertaken during 2021 and in readiness for implementation for 2022/23.	Work on hold due to Covid19
GREENER VEHICLES – Reducing the impact of vehicle use and encouraging use of electric and hydrogen vehicles					
Install EV charging points at all larger council buildings	Head of Commercial Property Fleet & Facilities		OLEV grant possible for some workplace EV CPs	A number of points have been installed at various venues, including EV chargers at two schools. Grant funding has been awarded to develop an EV charging strategy and work will commence on this from April 21.	Progressing as planned, some delay due to Covid19

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Transition the council's transport fleet to hybrid, electric and hydrogen vehicles as these become available	Fleet Manager		Budget for vehicles sits with service managers	A survey has looked at Electric Vehicle Charging capacity at our existing depot sites which showed that we have limited capacity for charging of vehicles. We are in the process of installing EV points for the operational vehicles in the following locations – The One Planet Centre Llanfoist, Troy Depot, Caldicot Waste Depot and Raglan Depot. We have installed EV points in Kymin View and Deri view School, these are for the two new schools catering vehicles, but they are also available to the anyone visiting the school. Vehicles – we have taken delivery of 7 fully electric vehicles for the following sections – 2 x Electric vans for School's catering, based at Kymin View & Deri View School. 3 x Electric vans for Waste Wardens. 1 x Electric van for AONB section 1 x Electric pool car for Waste. We have on order – 1 x fully electric 17-seater low floor wheelchair accessible minibus for the PTU section. 2 x fully electric pedestrian sweepers We have 6 No. Hybrid cars in operation. These are with Social services, Planning and Property services. We currently have no hydrogen refuelling stations within Monmouthshire, so currently not practical to trial or operate hydrogen vehicles.	Some progress
Encourage the use of electric or hybrid taxis	Passenger Transport unit Manager / Principal Licensing Manager		Cardiff Capital Region funding	We have been working with the Regional transport authority on charging points for taxis and through CCR funding we will be piloting the use of 2 Electric taxis, with a charging point in the Abergavenny bus station for the electric taxis. Waiting on Cardiff Capital Region on details of how the electric taxis pilot will be managed.	Some progress

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Launch the Riversimple hydrogen car pilot in Abergavenny	Roger Hoggins			Several meetings have taken place over the last 3 months with Riversimple. We are aiming for May 2021 for the trials to take place with Riversimple, our registrars' section will be assisting with the first trials. We will then aim to trial the vehicle in other sections.	Some progress, delays due to Covid
Develop a business case to move to a Council electric bus fleet	Fleet Manager			We are currently unable to convert the Council's bus fleet due to the lack of energy capacity at the depots. A project has been commenced to identify alternative premises for the south of the county which would enable the installation of EV charging. EV charging points are being installed at Raglan as part of the taxi scheme that will be available for smaller vehicles. A fully electric 17 seater low floor wheelchair accessible minibus has been ordered which will be used on the Grass Routes Service, but we also hope to trial the vehicle on several school runs, which will assist us understand the vehicles range, to enable us to make informed decision for the future.	Progress limited due to grid capacity
Encourage service buses and contract buses to move to electric				We are watching with interest the Newport electric bus pilot and other case studies, and on the basis of this research we will incorporate appropriate clauses in tender documentation when contracts come up for renewal to green the fleet and encourage the move to electric vehicles	No progress yet – too early
Introduce a green travel plan for staff and councillor travel	Transport Projects & Programmes Manager			Green Travel Plan measures are being considered as part of the "Changing Spaces" project looking at when and where staff work. MCC have signed the Gwent Healthy Travel Charter which commits us to reduce staff travel and use more sustainable modes of transport.	Some progress
Develop proposals for EV charging in street lights and new housing developments	Head of Placemaking, Regeneration, Highways & Flooding		Developer/ MCC/grant funding	The RLDP is progressing as per the revised Delivery Agreement timetable, following the receipt of updated projected population figures. We will be reporting the Preferred Strategy to Council in June 2021 for endorsement to consult. The detailed policies referred to by this action will form part of the Deposit Plan, which is the following stage. RLDP progress is as outline above. Welsh Government grant funding has been secured to develop an EV charging strategy for the county, looking at our car parks, on-street charging, our Council sites and our own fleet. Work will commence on this in April '21	Some progress

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Provide free car parking in MCC owned car parks for electric and hydrogen vehicles until 2025	Head of Placemaking, Regeneration, Highways & Flooding			This proposal has challenges for enforceability, desirability and budgets. ULEV vehicles are not always easily recognisable, so enforcement would be difficult. Arguably this proposal will do little to encourage people to buy ULEVs but will encourage those who own one to drive to town, rather than walk, cycle or use public transport. As uptake of ULEVs increases, car park income will reduce having a significant impact on highway improvement budgets.	To be removed from action plan
Increase the mileage rates payable for staff who use electric vehicles relative to petrol and diesel cars	Deputy Chief Executive			A review of the mileage expenses policy will now be undertaken during 2021 and in readiness for implementation for 2022/23. There will need to be consideration to ensure that there is a satisfactory EV charging infrastructure in place to support an update and promotion in the use of electric vehicles.	Work on hold due to Covid19
PUBLIC TRANSPORT – Encouraging people to use public transport rather than cars					
Encourage modal shift through the South Wales Metro	Transport Projects & Programmes Manager			Upgrade of Severn Tunnel Junction with park & ride expansion has faced delays for a number of reasons including Covid. Car park extension & improvement of active travel access across the Station Rd / Station Approach junction should happen in 21/22. Several funding bids prepared and submitted	Delayed due to Covid
Continue to make the case to national governments for improved train frequencies and station provision	Transport Projects & Programmes Manager			Case made to South East Wales Transport Commission and agreed in principle by Welsh Government, issue to be reviewed in Chepstow Transport Study and TfW Metro Enhancement Framework Newport-Chepstow Corridor Study. The Burns Commission report makes helpful recommendations about how to deliver this, which will report at the end of 21/22	Amber – case continues to be made but with limited results
Develop a 'Rural Uber' scheme linked to train stations	Rural Programmes Manager		RDP	The length of the software development cycle will prevent LEADER being involved, however we will look towards the £6.5m rural transport fund that is being set up by the RDP under Welsh Government as a means to develop this project further	Delayed due to Covid19
Trial digital solutions for next generation transport schemes	Head of Policy Performance and Scrutiny	Sept 2021		We are planning for beta testing to take place in Monmouthshire on: i) Public Transport Planner, ii) automated systems for community car share and Grass Routes, and iii) Tag-Along – A secure lift share scheme for residents.	Progress slowed due to Covid

Red = not progressing as planned, Amber = some progress, Green = progressing as planned

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
that make better use of existing transport capacity				However, testing has been delayed due to the social distancing and stay local restrictions in place. We have been able to secure additional funding for the project from UK Government.	
EDUCATION AND INVOLVEMENT – Helping people understand climate change and what they can do to make a difference					
Make energy data available to schools and encourage pupils to get involved in managing energy consumption	Energy Officer	Sep-20 (initial) Ongoing development.	Existing officer resource structure /software licenses.	Set up automated import of half-hourly energy data (where available) into central TEAM software. Users and permissions setup for simplified web browser access to TEAM software. Rolled out to small number of users for initial feedback, but the roll out to all schools has been delayed due to other workloads and school closures.	Delayed due to school closures
Use the One Planet Centre as a focus for climate change education	Head of Neighbourhood Services			Use of the One Planet Centre has been limited due to Covid restrictions. Once open, we have been using the re-use shops as the focus for climate change education and linking profits from the shops into climate change with tree planting "O Fes Bach" "From small acorns" (approximately 7000 trees planted so far in conjunction with grounds and countryside on mostly council owned space). Encouraging residents to grow a garden tree could achieve over 30,000 trees being planted, improving the urban tree canopy, improving air quality and biodiversity in the main towns, this will be the focus of O Fes Bach in 21/22.	Progress limited due to Covid restrictions
Start local growing and cooking schemes in schools	Food Development Officer		RDP	Gilwern and cluster schools project - This has been delayed somewhat by Covid 19 but the schools have now returned and we are re-assessing the project.	Delayed due to Covid 19
Work with community groups to develop an Internet of Things sensor network to inform decisions and educate local communities	Rural Programmes Manager		RDP	Funding has been secured for a Halls Together project where the 80 Monmouthshire halls/community centres will share and collaborate in many ideas, but in particular climate change and what they can do to mitigate its effects. Covid has prevented much progress, however two officers have been allocated to the Halls Together project.	Some progress

Action	Officer Responsible	Timescale (month & year)	Funding	Progress during 2020/21	Progress (red, amber, green, see below)
Introduce carbon literacy training for all council staff	Sustainability Policy Officer	First phase complete by March 2021	£6600 funding from NRW to PSB, plus NRW funding to Gwent	A successful bid to NRW plus additional funding from NRW for Gwent has meant that we have delivered Carbon Literacy training in Feb/March 2021 targeted to different audiences. In total 56 MCC people have done the training (32 catalysts (incl. 4 community reps), 14 catalysts, 5 leaders and 5 elected members). An evaluation is about to be sent out to participants, and more would like to take part if funding is available for 2021/22.	Progressing as planned
Change the council's default internet search engine to Ecosia which plants a tree for every search made	Digital Design & Information Manager		No cost	Since 2019, the Council's default search engine has been Ecosia, so this action can be removed from the subsequent refreshed action plan.	Complete

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Monmouthshire County Council Annual Welsh Language Monitoring Report 2020-2021

The vision for our county is of building sustainable and resilient communities. As part of this it is essential that we promote and protect culture, heritage and the Welsh language, encouraging people to participate fully in their communities. Monmouthshire County Council is committed to ensuring that people can interact with the council through the medium of Welsh.

This report reflects the council's progress on its Welsh language commitments under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards during the financial year 2020-2021.

This report is updated annually on the Council website by 30th June each year in compliance with Standard 158.

Page 23 **Legislative requirements**

The standards as applicable to Monmouthshire County Council under Section 44 of the Welsh Language (Wales) Measure 2011 are to be found on our website at <https://www.monmouthshire.gov.uk/monmouthshire-welsh-language/>

Translations

- Our process for translating documents, forms, leaflets, twitter and Facebook interactions etc. is excellent with a long-standing group of external translators commissioned to work to deadlines determined by clear prioritisation of work.
- We continue to monitor our website to ensure that any new pages come online in both Welsh and English. Monitoring of the website will always remain a priority due to the number of officers with the appropriate permissions to upload information and the sheer volume of work and use the annual Commissioner's audit to inform our conversations. We have also commissioned an external company to carry out an independent audit to complement that of the Commissioners. This identified a small number of areas where translations needed to be improved and it has been agreed that we will commission this piece of work on an annual basis to ensure that we are providing our information through the medium of Welsh and English to the residents of Monmouthshire.
- In the light of pressures on the Welsh Language Budget due to the sheer volume of translation requests council has agreed an increase of £22,000 per annum for 2021 – 2022 taking the overall budget to £81,000.

Workforce

- We continue to be pro-active with our recruitment process and use a Welsh Language skills assessment for all vacancies.
- Welsh Language training is offered to all staff whether as learners or for people with existing skills that have lost confidence in using the language (See Standard 170 (2) (b and c) for more detail). A pilot of the “Say Something in Welsh” (SSIW) fast track course is being organised with a cohort of 10 to evaluate its effectiveness. This complements the existing Cymraeg yn y Gweithle Mynediad, Sylfaen and Canolradd courses that are being funded by the council and attended on- line by officers of the council annually.
- Job vacancies advertised are monitored by the Welsh Language Translation Team to check for completed skills assessments at the point that they are received in the translation email in-box. An additional safety net is that the Welsh Language Officer upon receiving the authority vacancy list on a weekly basis checks on levels of compliance.
- All vacancies are classified as Welsh desirable as a minimum (Information regards recruiting to empty posts (*Standard* 154, 170(c)) detailed below).
- There remains a significant challenge in ensuring sufficient numbers of Welsh speaking front line staff to provide services through the medium of Welsh. There are difficulties of recruiting Welsh speakers to some of these specialist roles. Managers are mindful of the risks of having posts vacant for extended periods through not being able to appoint to Welsh Essential roles due to a low numbers of applicants. We aim to complement our group of fluent Welsh speakers through running the SSIW and running a Clwb Clonc to build the confidence of Canolradd speakers.

Customer Service

Our Welsh language line, established on the 4th July 2017, remains in operation and feedback from users is that is a valuable resource as it allows people to interact with the council through the medium of Welsh.

Between 1st April 2020 – 31st March 2021 there have been 74 calls to the Welsh language line.

The following is a list of the service required or the nature of the phone calls received by the Welsh line in the last financial year. This data will provide the basis to discuss the need for Welsh speaking staff in the areas with the greatest demand.

• Refuse/garden waste	28
• Communications Team	8
• Council Tax/rates/finance	7
• Human Resources	5
• CYP/Education	5
• Elections	3
• Grass Routes/Passenger Transport	3
• Social care	3
• Licensing	2
• Planning	2
• Environmental Health	2
• Highways	2
• Welsh Language Officer	2
• Countryside	2

In addition to telephony we have a fully bilingual App for customers to make payments and request services. We also have a chatbot which is fully bilingual.

Policy Making

Over the years the Council has developed an equality impact assessment procedure to accompany the Council's decision-making process. This document ensures compliance with the Policy Making Standards, equality legislation and the requirements of the Wellbeing of Future Generations (Wales) Act 2015. It is compulsory for it to accompany any report going to cabinet or Council for decision with the intention to support effective decision-making and ensuring compliance with relevant legislation. All impact assessments are regularly monitored by a group of 4 officers to ensure that each assessment is robust and complies with legislation. The questions on the impact on the Welsh language include; opportunities to use Welsh and the negative or increased positive effect the decision may have on the language whilst ensuring that the Welsh language is treated no less favourably than the English Language.

Data required each year from 1 April – 31 March

The report presents data on the required indicators in the following fields in compliance with Standards 158,164 and 170:

- Information on complaints (*Standard 158(2); 164(2); 170(2)(d)*)
- Information on staff language skills (*Standard 170(2)(a)*)
- Welsh medium training for staff (*Standard 170 (2)(b+c)*)
- Recruiting to empty posts (*Standard 154, 170(ch)*).

Complaints relating to the Welsh Language Standards

In 2020-2021 we did not have any formal complaints from members of the public in relation to the Welsh Language Standards. All informal complaints or observations received were addressed by the Welsh Language Officer to a satisfactory conclusion.

Staff Welsh language skills

Welsh Language Skills of Employees as at 31/03/21 (not including school- based staff)

Staff Competency	Mynediad Beginner	Sylfaen Advanced beginner	Canolradd Intermediate	Uwchradd Advanced	Rhugl Fluent	Total
Welsh Language skills	173	32	18	6	35	264

Welsh language spoken skills by service area at 31 March 2021.(Not including school-based staff)

	Mynediad Beginner	Sylfaen Advanced beginner	Canolradd Intermediate	Uwchradd Advanced	Rhugl Fluent	Total
Children and Young People	7	1	2	0	1	8
Social Care and Health	54	9	6	0	17	81
Enterprise	82	16	10	2	8	117
Resources	11	2	0	2	1	17
Chief Executive Officers Dept	19	4	0	2	8	33
Total	173	32	18	6	35	264

Recruitment

Job application processes are fully accessible in Welsh in accordance with the Welsh Language Standards and every single vacancy is advertised bilingually regardless of the Welsh assessment made and thereby goes over and above the requirement set by the standards allocated to us.

Below are the details of advertised posts in 2020 – 2021.

	2019-20	2020-21
vacant/new posts advertised	362	166
vacant/new vacant posts advertised that had 'Welsh language skills essential'	1	1
vacant/new vacant posts advertised that had 'Welsh language skills desirable'	351 (97.0%)	165 (99.4%)
vacant/new posts advertised specified as posts where it is 'necessary to learn Welsh-language skills when someone is appointed to the post';	0	0
The number of vacant/new posts advertised from 1st April 2020 – 31st March 2021 that 'did not require Welsh language skills'	10 (2.8%)	0 (0%)
The number that did not include an assessment	0	0
The number not stated	0	0

Here are the details of schools advertised posts in 2020 – 2021.

	2020-21
Schools vacant/new posts advertised	35
Schools vacant/new vacant posts advertised that had 'Welsh language skills essential';	7
Schools vacant/new vacant posts advertised that had 'Welsh language skills desirable or desirable but not essential'	28
Schools vacant/new posts advertised where it is 'necessary to learn Welsh-language skills when someone is appointed to the post'	0
Number of schools vacant/New posts advertised that did not require Welsh language skills	0
Number that did not include an assessment	0
Number not stated	0

Welsh medium training for staff

In 2020 - 2021, staff have been attending Welsh Language sessions and all are financially supported. This includes fees, books and the time to attend and study:-

- **12** members of staff enrolled for the Cwrs Mynediad Year 1 Cymraeg yn y Gweithle 2 hour 30 week course provided by Coleg Gwent Welsh for Adults.
- **2** members of staff enrolled for Sylfaen 1
- **7** members of staff enrolled for Sylfaen 2
- **3** members of staff enrolled for Canolradd 1
- **1** member of staff enrolled for Uwch part 2 (after work).
- Staff are funded to attend Coleg Gwent Welsh Weekend Courses should they chose to in addition to the normal weekly courses.

More opportunities are to be offered and fully funded from September 2021 or if opportunities arise before. As previously mentioned, we will set up a “Say something in Welsh” fast track pilot with a cohort of 10 fully funded staff. The take up this year has been less than in the previous 9 years due mainly to the pandemic and the need for staff to change roles to provide additional support to the public.

Vocational and community Training

The council has a programme of vocational (external and in-house) training and training provided to members of the public through our Community Education Service. All fluent Welsh speaking staff have been informed that they have the right to have this training provided through the medium of Welsh as have members of the public through the booking procedure but as yet we have not received any requests.

Monmouthshire's Scrutiny Forward Work Programme 2021

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
29 th April 2021	Monmouthshire's Local Toilet Strategy	To scrutinise progress on implementing Monmouthshire's Local Toilet Strategy prior to updating Welsh Government.	David Jones	Performance Monitoring
17 th June 2021	Climate Change	To challenge the Cabinet Member on what the council is doing to address climate change through scrutiny of the Climate Change Action Plan.	Jane Pratt Matthew Gatehouse	Performance Monitoring
	Welsh Language	To consider the annual report of the council's performance in embedding Welsh language.	Alan Burkitt	Performance Monitoring
29 th July 2021	Performance Reporting	Report on the performance against the 5 goals	Richard Jones Frances O'Brien	Performance Monitoring
	Burials and Cremations Member Report ~ To be confirmed	To consider a report produced by Councillor Val Smith in relation to burials and cremations.	Councillor Val Smith	Member Report
30 th September 2021				
18 th November 2021				
6 th January 2022				
10 th February 2022				
24 th March 2022				
19 th May 2022				

Future Agreed Work Programme Items: Dates to be determined

- × Annual monitoring of Public Protection in May, a half year exception report, highlighting any gaps in service delivery, to be scheduled in November of each year.
- × Registrars Service ~ annual monitoring in May
- × Air Pollution Monitoring Report
- × Social Justice Policy
- × Open Space Review
- × Climate change and decarbonisation

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

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

Committee / Decision Maker	Meeting date / Decision due	Subject	Purpose	Author	Date item added to the planner	Date item originally scheduled for decision
Council	01/10/23	LDP for Adoption		Mark Hand	23/01/20	
Council	01/02/23	LDP submission for examination		Mark Hand	23/01/20	
Council	01/07/22	LDP Deposit Plan endorsement for consultation	Endorsement of Deposit Plan	Mark Hand	23/01/20	
Cabinet	06/04/22	Welsh Church Fund Working Group - meeting 9 held on 10th March 2022		Dave Jarrett	27/04/21	
Council	10/03/22	2022/23 Treasury Policy		Jon Davies	07/05/21	
Council	10/03/22	2022/23 Final Budget sign off including Council Tax Resolution		Peter Davies	07/05/21	
Cabinet	02/03/22	Welsh Church Fund Working Group - meeting 8 held on 27th January 2022		Dave Jarrett	27/04/21	
Cabinet	02/03/22	2022/23 WCF/Treasury Fund Investments		Dave Jarrett	27/04/21	

Cabinet	16/02/22	2022/23 Final Revenue and Capital Budget Proposals		Peter Davies	27/04/21	
Cabinet	16/02/22	2021/2 Revenue and Capital Monitoring report - month 9		Jon Davies	27/04/21	
Council	27/01/22	Council Tax Reduction Scheme		Ruth Donovan	07/05/21	
IMCD	12/01/22	2022/23 Community Council and Police Precepts - final		Jon Davies	07/05/21	
Cabinet	05/01/22	Welsh Church Fund Working Group - meeting 7 held on 16th December 2021		Dave Jarrett	27/04/21	
Cabinet	05/01/22	2021/2 Revenue and Capital Monitoring report - month 7		Peter Davies/Jon Davies	27/04/21	
IMCD	18/12/21	2022/23 Community Council and Police Precepts draft		Jon Davies	07/05/21	
Cabinet	15/12/21	2022/23 Draft Revenue and Capital Budget Proposals		Peter Davies	27/04/21	
IMCD	08/12/21	Council Tax Base and associated matters		Ruth Donovan	07/05/21	
Cabinet	01/12/21	Review of Monmouthshire's Destination Management Plan 2017-2020	Purpose: to approve the revised Destination Development Plan	Matthew Lewis	22/09/20	

Cabinet	01/12/21	Welsh Church Fund Working group - meeting 6 held on 4th November 2021		Dave Jarrett	27/04/21	
Council	04/11/21	ISA260 - MCC Accounts				
Council	04/11/2021	Final Statement of Accounts		Peter Davies	07/05/21	
Cabinet	03/11/21	2021/22 Revenue and Capital Monitoring report - month 5		Peter Davies/Jon Davies	27/04/21	
Cabinet	06/10/21	Welsh Church Fund Working Group - meeting 5 held on 23rd September 2021		Dave Jarrett	27/04/21	
Cabinet	06/10/21	Revenue and Capital MTFP update and process		Peter Davies	27/04/21	
Cabinet	01/09/21	Welsh Church Fund Working group - meeting 4 held on 22nd July 2021		Dave Jarrett	27/04/21	
Cabinet	01/09/21	LDP Preferred Strategy endorsement post consultation		Mark Hand	20/05/20	
Cabinet	28/07/21	2021/22 Revenue and Capital Monitoring report		Peter Davies/Jon Davies	27/04/21	
ICMD	14/07/21	Museum Object Disposal		Rachael Rogers	19/05/21	

Cabinet	07/07/21	Welsh Church Fund Working Group - meeting 3 held on 24th June 2021		Dave Jarrett	27/04/21	
Cabinet	07/07/21	Active Travel Network Maps		Paul Sullivan	13/11/20	
Council	24/06/21	LDP Preferred Strategy endorsement for consultation		Mark Hand	21/09/20	
Cabinet	09/06/21	2020/21 Revenue and Capital Monitoring outturn	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2020/21 financial year	Peter Davies/Jon Davies	27/04/21	
Cabinet	09/06/21	Welsh Church Fund Working Group - meeting 1 held on 15th April 2021 and meeting 2 held on 13th May 2021		Dave Jarrett	27/04/21	
Cabinet	07/07/21	Gilwern Site Developments		Marie Bartlett	23/05/21	
Cabinet	09/06/21	Digital and Data	To seek approval for the creation of a new Digital Design and Innovation Team, to strengthen our information governance arrangements and to broaden the remit of the existing performance team to include data analytics'.	Emma Jackson	13/05/21	
Cabinet	09/06/21	Shire Hall / Monmouth Museum – to consider the outcome of the feasibility study		Matthew Lewis/Ian Saunders	05/02/21	
Cabinet	09/06/21	Abergavenny CRC (Racecourse Farm)	CM	Mike Moran	14/10/20	
Council	13/05/21	Outside Bodies		John Pearson		

Council	13/05/21	Appointment to Committees		John Pearson		
Council	13/05/21	Political Balance		Matt Phillips		
Council	13/05/21	Freedom of the Borough		Joe Skidmore	22/04/21	
Council	13/05/21	Climate and Decarbonisation Strategy and Action Plan		Hazel Clatworthy	14/04/21	
ICMD	12/05/21	A Nation of Sanctuary - Asylum Dispersal Scheme - Moved to Cabinet	To provide Council with an progress update on the Climate and Decarbonisation Strategy and Action Plan which was developed following the passing of a motion to declare a climate emergency.	Matt Gatehouse	19/04/21	
ICMD	12/05/21	Play Action Plan	Cabinet Member Richard John Report originally on Cabi	hew Lewis/Mike Moran/Ian Saun	16/03/21	
Cabinet	14/04/21	Leisure Centre Investments		Marie Bartlett	22/03/21	
Cabinet	14/04/21	Statutory Consultation to establish 4-19 school in Abergavenny		Cath Saunders	03/03/21	
Cabinet	14/04/21	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 6 held on 11th March 2021	Dave Jarrett	02/04/20	
Cabinet	14/04/21	Whole Authority Strategic Risk Assessment		Richard Jones	02/03/21	

ICMD	07/04/21	Strategic Procurement		Cath Fallon/P Murphy	09/03/21	
ICMD	24/03/21	SPG S106 Supplementary Planning Guidance	To Clarify how S106 contributions are calculated/ deferred from 13/1/21 and 24/02/21 deferred UFN	Phil Thomas/Mark Hand	01/05/19	
Council	11/03/21	Appointments to outside bodies	To appoint a representative to the Wye Navigation Advisory Committee	Matt Gatehouse	08/02/21	
Council	11/03/21	Council Tax Resolution Report		Ruth Donovan	02/04/20	
Council	11/03/21	Treasury Strategy report		Jon Davies	15/12/20	
Council	11/03/21	Constitution Review		Matt Phillips	14/08/19	
Council	11/03/21	The Annual Pay Policy		Sally Thomas	11/02/21	
ICMD	10/03/21	disposal of land for consideration	Awaiting notification re inclusion DEFERRED UFN	by Cllr Murphy/ Ben Thorpe	09/02/21	
ICMD	10/03/21	Wye Valley AONB Management Plan 2021-26		Matthew Lewis/Richard John	10/02/21	
Cabinet	03/03/21	•EAS Business Plan		Sharon Randall Smith	21/09/20	

Cabinet	03/03/21	Final revenue and capital budget proposals		Peter Davies	21/09/20	
Cabinet	03/03/21	Social Justice Strategy Update		Cath Fallon	17/09/20	
Cabinet	03/02/21	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 5 held on 14th January 2021	Dave Jarrett	02/04/20	
Cabinet	03/02/21	Apprenticeship Pay Rates		Gareth James	08/01/21	
Cabinet	03/02/21	Outdoor Adventure Provision at Gilwern		Marie Bartlett	30/11/20	30/11/20
Cabinet	03/02/21	Proposed Disposal of MCC Cottages		Nicola Howells	15/12/20	
ICMD	27/01/21	Approval on Local Government (Wales) Act 1994 - The Local Authorities (Precepts) (Wales) Regulations 1995	Deferred from 13/1 to 27/1	Jon Davies		
Cabinet	20/01/21	•Draft revenue and capital budget proposals for consultation		Peter Davies	21/09/20	
Cabinet	20/01/21	Chippenham Mead Play Area, Monmouth		Mike Moran	15/12/20	
Cabinet	20/01/21	Play Area Assessments and Future Play Area Policy	to advise members of play area assessments carried out last year and suggest a rationalisation of provision	Matthew Lewis	22/09/20	

Cabinet	20/01/21	BUS EMERGENCY SCHEME (BES) – REQUEST TO ALL COUNCILS TO SIGN UP TO THE BES2 SCHEME		Roger Hoggins	24/12/20	
Council	14/01/21	Council Diary 2021/22		Nicola Perry		
Council	14/01/21	Council Tax Reduction Scheme		Ruth Donovan	07/04/20	
Council	14/01/21	Annual Safeguarding Report		Jane Rodgers	21/09/20	
ICMD	13/01/21	Minerals Regional Technical Statement Second Revision (RTS2)		Rachel Lewis	17/12/20	
ICMD	13/01/21	Museum Service Collection Review	To propose the deaccessioning of and disposal actions for the proposed items in line with Section 4 of the Museums Association Disposal Toolkit	Matthew Lewis/Rachael Rogers	22/09/20	
ICMD	13/01/21	Minimum Energy Efficiency Standards in the Private Rented Sector		Gareth Walters	15/12/21	
ICMD	13/01/21	Staffing Changes: Business Support	To seek approval for the voluntary redundancy of the Chief Executive's Personal Assistant, reducing the cost of administrative support arrangements for the senior management team and contribute to budget savings during the 2021-22 financial year./Paul Jordan	Matt Gatehouse	15/12/21	
Cabinet	06/01/21	Budget Monitoring Report - month 7 (period 2)	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2020/21 financial year.	Peter Davies/Jon Davies	02/04/20	
Cabinet	06/01/21	RIPA Policy		Matt Phillips	21/10/20	

Cabinet	06/01/21	Gypsy Traveller Accommodation Assessment 2020		Mark Hand	23/06/20	
ICMD	23/12/20	Wye Valley AONB Management Plan 2020-2025	To approve the review of the Wye Valley AONB Management Plan 2020-2025 Deferred awaiting new date	Matthew Lewis	22/09/2020/	
Cabinet	16/12/20	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 7 held on 3rd December 2020	Dave Jarrett	02/04/20	
Cabinet	16/12/20	Proposal to pause work on a proposed Development Company		Deb Hill Howells	21/10/20	
Cabinet	16/12/20	Local Housing Market Assessment Update		Mark Hand	04/11/20	
Cabinet	16/12/20	Growth Options to Cabinet for endorsement for non-statutory consultation		Mark Hand	21/09/20	
Cabinet	16/12/20	Review of school places in Caldicot town		Matthew Jones	21/10/20	
ICMD	09/12/20	Shire Hall/Monmouth Museum	Paul Jordan	Matthew Lewis	deferred from 11/11	
IMCD	09/12/20	Consultation on Local Government (Wales) Act 1994 - The Local Authorities (Precepts) (Wales) Regulations 1995	To seek Member approval of the proposals for consultation purposes regarding payments to precepting authorities during the 2021/22 financial year as required by statute.	Jon Davies		
IMCD	09/12/20	Council Tax base and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2021/22 and to make other necessary related statutory decisions	Ruth Donovan	02/04/20	

Council	03/12/20	Corporate Joint Committee: Consultation Response'	To discuss and endorse a council response to consultation about draft regulations which will create four regional Corporate Joint Committees. These are a statutory mechanism for regional collaboration by local government.	Matt Gatehouse	16/10/20	
Council	03/12/20	Updated Asset Investment Policy		Peter Davies	21/09/20	
Council	03/12/20	Statutory Director of Social Services annual report		Julie Boothroyd	14/08/20	
Cabinet	02/12/20	InFuSe		Cath Fallon	10/11/20	
Cabinet	02/12/20	Clydach Ironworks Enhancement Scheme Revision/S106 Funding, Cae Meldon		Matthew Lewis	22/09/20	
ICMD	25/11/20	Homeseach Allocations Policy and Amendments	INCLUDED ON 11/11 AGENDA	Louise Corbett	22/10/20	
ICMD	11/11/20	WELSH LANGUAGE COMMISSIONER'S MONITORING WORK 2019-20		Matt Gatehouse		
ICMD	11/11/20	LDP Annual Monitoring Report/ and Annual Performance Report for Planning Service		Rachel Lewis/Phil Thomas	19/10/20	
ICMD	11/11/20	Housing Register Review		Mark Hand	23/06/20	
Cabinet	04/11/20	Outdoor Adventure Service		Marie Bartlett/Ian Saunders	13/10/20	

Cabinet	04/11/20	Public Service Ombudsman's annual letter	To provide Cabinet with a copy of the Public Service Ombudsman's annual letter to inform understanding of the council's performance in handling complaints	Matt Gatehouse	09/09/20	
Cabinet	04/11/20	Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 4 held on 22nd October 2020	Dave Jarrett	02/04/20	
Cabinet	04/11/20	Three Fields Site Magor – Lease Arrangements		Mike Moran	14/10/20	
Cabinet	04/11/20	Coronavirus Strategic Aims: Progress and Next Steps	To provide an overview of progress against the strategic aims set by Cabinet in July, and communicate an updated version of the plan on a page	Matt Gatehouse	26/08/20	
Cabinet	04/11/20	Section 106 Funding – The Hill, Abergavenny		Mike Moran	20/02/19	
Council	22/10/20	Corporate Plan Annual Report 2019/20		Richard Jones	25/08/20	
Council	22/10/20	MCC Audited Accounts (formal approval)	To notify Council of completed Audit process and resultant accounts - To go to Audit Committee	Peter Davies/Jon Davies	02/04/20	
Council	22/10/20	ISA 260 report - MCC Accounts - attachment above	Deferred from september	Peter Davies/Jon Davies	02/04/20	
Council	22/10/20	Future Data Hall and Data Hosting Arrangements		Peter Davies	16/09/20	
Council	22/10/20	LDP revised Delivery Agreement including LDP timetable and community involvement strategy		Craig O'Connor	03/07/20	

Cabinet	21/10/20	Revenue and Capital Monitoring 2020/21 Forecast Outturn Statement – Month 5		Peter Davies	16/09/20	
Cabinet	21/10/20	MTFP and Budget Process 2021/22 to 2024/25		Peter Davies	16/09/20	
Cabinet	21/10/20	Review of Garden Waste Service		Laura Carter	23/07/20	
ICMD	14/10/20	PUBLIC TOILET PROVISION - GRANTS TO LOCAL COUNCILS AND FUTURE PROVISION IN ABERGAVENTNY	DEFERRED	Roger Hoggins	25/09/20	
ICMD	14/10/20	Closure of Capita Gwent Consultancy and distribution of Reserves		Roger Hoggins	25/09/20	
ICMD	14/10/20	Extension of PSPO	To seek approval to extend three Public Spaces Protection Orders (PSPO) in respect of Bailey Park,	Andrew Mason	23/09/20	
Cabinet	07/10/20	Future Data Hall and Data Hosting Arrangements		Peter Davies	16/09/20	
Cabinet	07/10/20	Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 2 held on 28th July 2020 and meeting 3 held on 10th September 2020.	Dave Jarrett	02/04/20	
Cabinet	07/10/20	Future Provision of HWRCs including the closure of Usk recycling centre		Carl Touhig	14/09/20	
ICMD	23/09/20	SCM Collaboration with TCBC Heritage Services		Amy Longford	24/08/20	

ICMD	23/09/20	SCM Collaboration with TCBC Heritage Services		Amy Longford	24/08/20	
Council	10/09/20	Audit Committee Annual Report		Philip White	11/08/20	
Cabinet	29/07/20	Digital Infrastructure Action Plan		Cath Fallon	08/07/20	
Cabinet	29/07/20	'Revenue and Capital Monitoring 2020/21 Forecast Outturn Statement – Month 2		Jonathan S Davies	12/06/20	
Cabinet	29/07/20	Coronavirus Risk Management Update'		Peter Davies	10/07/20	
Cabinet	29/07/20	Welsh Church Fund Working Group meeting	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2020/21 - meeting 1 held on 30th June 2020	Dave Jarrett	02/04/20	
Cabinet	29/07/20	Outdoor Education - Service Update		Marie Bartlett	09/07/20	
Cabinet	29/07/20	Public Toilets				
Cabinet	29/07/20	5G Rural test bed		Cath Fallon/Frances O'Brien		
Council	16/07/20	Climate Emergency Update		Hazel Clatworthy	10/06/20	

Council	16/07/20	CEx Report		Matt Phillips	18/06/20	
Council	16/07/20	Cabinet decision re Gilwern		Matt Phillips	27/05/20	
ICMD	08/07/20	Archaeology Planning Advice	Adoption post-guidance	Mark Hand	19/09/19	Deferred
Cabinet	01/07/20	COVID-19 Evaluation of Recovery Phase and Establishing Aims for Response Stage			17/06/20	
Cabinet	01/07/20	Home to School Transport Policy	Deferred		20/05/20	
Cabinet	01/07/20	Household Waste Recycling Centres	Deferred		20/05/20	
Cabinet	17/06/20	Revenue and Capital Monitoring Outturn	To provide Members with information on the outturn position of the Authority for the financial year	Peter Davies/Jon Davies	02/02/20	
Council	04/06/20	Licensing Act Policy		Linda O'Gorman		
Council	04/06/20	Estyn Report		Will Mclean		
Council	04/06/20	Safeguarding Covid19 Position Statement		Julie Boothroyd		

Council	04/06/20	Chief Officer, CYP Annual Report'		Will Mclean	11/03/20	
Council	04/06/20	Refit Programme		Ian Hoccom	28/02/20	
Cabinet	27/05/20	Safeguarding		Julie Boothroyd		
Cabinet	27/05/20	Active Travel and Town Centres		Paul Sullivan		

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