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NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 11 November 2025

Dear Councillor

CABINET

You are requested to attend a **Cabinet** meeting to be held at **Steve Greenslade Room, County Hall, Usk** on **Wednesday, 19th November, 2025,** at **4.30 pm.**

AGENDA

1. Apologies for Absence

2. Declarations of Interest

3. To note the minutes from Place Scrutiny Committee 1 - 8

4. MEDIUM TERM FINANCIAL PLAN UPDATE - NOVEMBER 2025 9 - 48

   Division/Wards Affected: All

   Purpose: To provide the latest six-monthly update of the Council's Medium Term Financial Plan (MTFP), reflecting updated assumptions, risks, and strategic context. The report outlines the projected budget gap for 2026/27 and the medium term and outlines the context for developing a balanced budget.

   Authors: Jonathan S. Davies - Head of Finance (Deputy Section 151 Officer)

   Peter Davies - Deputy Chief Executive, Strategic Director Resources (Section 151 Officer)

   Contact Details: jonathandavies2@monmouthshire.gov.uk

5. 2025/26 REVENUE BUDGET - FINANCIAL UPDATE 49 - 98

   Division/Wards Affected: All

   Purpose: To provide Cabinet with an update of the progress against the Councils revenue budget for the 2025/26 financial year.

   Author: Jonathan Davies, Head of Finance (Deputy Section 151 officer)

   Contact Details: jonathandavies2@monmouthshire.gov.uk

6. PANEL PERFORMANCE ASSESSMENT 99 - 102

Division/Wards Affected: All

Purpose: To seek approval for the proposed scope and arrangements for Monmouthshire's forthcoming Panel Performance Assessment (PPA), including confirmation of the panel chair and next steps for panel member appointments.

Author: Matthew Gatehouse, Chief Officer – People, Performance and Partnerships

Contact Details: matthewgatehouse@monmouthshire.gov.uk

7. INCLUSION STRATEGY AND ADDITIONAL LEARNING NEEDS POLICY 103 - 258

Division/Wards Affected: All

Purpose: The Inclusion Service, within the Children, Learning, Skills and Economy (CLSE) Directorate has developed a new Inclusion Strategy and an updated ALN Policy to shape our work with children and young people in schools and settings in Monmouthshire.

The purpose of this report is to provide Cabinet with an opportunity to consider the Inclusion Strategy and the Additional Learning Needs (ALN) Policy to ensure that they are fit for purpose and meet the local priorities as outlined in the Learning Place section of the Community and Corporate Plan.

The EOTAS (education other than at school) Policy is also included as this was being developed at the time scrutiny. The EOTAS Policy sits as an appendix to the ALN
Policy.

Author: Dr Morwenna Wagstaff, Head of Service: Inclusion
Jacquelyn Elias, Principal ALN Officer

Contact Details: morwennawagstaff@monmouthshire.gov.uk
jacquelynelias@monmouthshire.gov.uk

8. MONMOUTHSHIRE CAR PARKING REVIEW 259 - 622

Division/Wards Affected: All

Purpose: This report sets out the key conclusions of the recent review of parking services in Monmouthshire carried out by AtkinsRealis and invites Cabinet to agree the proposed strategic objectives for the Council's parking strategy as well as the proposed actions for the Council in response the review's recommendations.

Author: Daniel Fordham, Regeneration Manager

Contact Details: danielfordham@monmouthshire.gov.uk

9. MONMOUTHSHIRE'S DESTINATION MANAGEMENT PLAN 2025-30 623 - 652

Division/Wards Affected: All

Purpose: To seek approval of Monmouthshire's Draft Destination Management Plan 2025-2030 and proposed Destination Management Partnership arrangements.

Author: Nicola Edwards, J/S Destination Manager

Contact Details: nicolaedwards@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

monmouthshire
sir fynwy

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Ward
Mary Ann Brocklesby	**Leader** Lead Officers – Paul Matthews, Matthew Gatehouse, Peter Davies, Will Mclean Whole Authority Strategy and Direction Whole authority performance review and evaluation, including DDAT Relationships with Welsh Government, UK Government and local government associations Regional Relationships including CJCs. PSBs and cross boarder Emergency Planning	Llanelly
Paul Griffiths	**Cabinet Member for Planning and Economic Development Deputy Leader** Lead Officers – Will McLean, Craig O'Connor Economic Strategy Skills and Employment Replacement Local Development Plan Placemaking and the development of market and affordable housing Placemaking and Transforming Towns Car parking and civil parking enforcement Development Management Building Control	Chepstow Castle & Larkfield
Ben Callard	**Cabinet Member for Resources** Lead Officers – Peter Davies, Matt Gatehouse Finance including MTFP and annual budget cycle Revenue and Benefits Human resources, payroll, health and safety Land and buildings Property maintenance and management Strategic procurement	Llanfoist & Govilon
Laura Wright	**Cabinet Member for Education** Lead Officers – Will McLean, Ian Saunders Early Years Education All age statutory education Additional learning needs/inclusion Post 16 and adult education School standards and improvement	Grofield

	Community learning Sustainable communities for learning Programme Youth service School transport	
Ian Chandler	**Cabinet Member for Social Care, Safeguarding and Accessible Health Services** Lead Officer – Jane Rodgers Children's services Fostering & adoption Youth Offending service Adult services Whole authority safeguarding (children and adults) Disabilities Mental health Wellbeing Relationships with health providers and access to health provision	Llantilio Crossenny
Catrin Maby	**Cabinet Member for Climate Change and the Environment** Lead Officers – Debra Hill-Howells, Craig O'Connor, Ian Saunders Decarbonisation Transport Planning Highways and MCC Fleet Waste management, street care, litter, public spaces and parks Pavements and Back lanes Flood Alleviation Green Infrastructure, Biodiversity and River health	Drybridge
Angela Sandles	**Cabinet Member for Equalities and Engagement** Lead Officers – Matthew Gatehouse, Ian Saunders, Jane Rogers, James Williams Community development, inequality and poverty (health, income, nutrition, disadvantage, discrimination, isolation and cost of living crisis) Citizen engagement and democracy promotion including working with voluntary organisations Citizen experience - community hubs, contact centre, and customer service and registrars, communications, public relations and marketing Leisure centres, play and sport Public conveniences Electoral Services and constitution review Ethics and standards Welsh Language Trading Standards, Environmental Health, Public Protection, and Licencing	Magor East with Undy

Sara Burch	**Cabinet Member for Rural Affairs, Housing & Tourism** Lead Officers – Craig O'Connor, Ian Saunders Local Food production and consumption, including agroforestry and local horticulture Homelessness, Temporary accommodation, private sector housing, (empty homes leasing schemes, home improvement loans, disabled facilities grants and adaptive technology), Allocation of social housing Broadband connectivity Active Travel Countryside Access and Rights of Way Tourism Development and Cultural Services	Cantref

Aims and Values of Monmouthshire County Council

Our purpose

To become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

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.

Kindness: We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.

Place Scrutiny Special 9th October 2025

1. Apologies for absence.

None.

2. Declarations of Interest

None.

3. Public Open Forum

None.

4. Confirmation the minutes of the meeting held on 25th September 2025

The minutes were confirmed, with amendments from Councillors Dymock, Brown and Lucas, which are to be incorporated into the minutes before they are included in the RLDP Deposit Plan report going to Council later in the month.

5. Destination Management Plan

Cabinet Member Sara Burch introduced the report, Nicola Edwards delivered a presentation with Kevin Ford, and they answered the members' questions with Colette Bosley, Craig O' Connor and Nigel Leaworthy:

How will Monmouthshire leverage the Cardiff Capital Region and the Marches Growth Deal for partnership marketing and promoting its visitor offer?

The Cabinet Member confirmed the plan would open opportunities to work regionally, especially with Cardiff Capital Region, as visitors often travel across counties for events and attractions. Strengthening regional networks is a priority.

Did the visitor survey identify critical gaps in tourism assets, such as a dedicated conferencing centre or other infrastructure?

The Cabinet Member stated there are no plans to rival the ICC but to work with existing venues like Celtic Manor. Gaps identified include activities for families during poor weather and more open-air destinations. The Shire Hall renovation and new music venue are expected to help address these gaps.

What insights have been gathered from neighbouring border counties, and how can Monmouthshire differentiate its tourism offer?

The officer explained that global trends show visitors seek local cultural experiences and community connection. Monmouthshire's focus is on sense of place and celebrating unique local culture and traditions to stand out from similar counties.

What stakeholder feedback has been received regarding the proposed Welsh Government tourism levy and the tax/rates treatment for holiday lets?

The officers noted the fast-changing policy environment and that Monmouthshire County Council will not consult on the visitor levy until after the current administration. A Shared Prosperity Fund project will assess policy impacts on businesses and the destination to inform future decisions.

Can you provide further details on Monmouthshire's partnerships with the Marches Partnership and Cardiff Capital Region?

The officer described Monmouthshire's engagement in the Marches Partnership, including a completed tourism feasibility study aligned with local priorities. The Chief Officer added that work with Cardiff Capital Region includes promoting Monmouthshire for economic and tourism development, supporting sustainable tourism, and helping businesses access funding.

How will the Council manage potential tensions between increased visitor numbers and the protection of sensitive environmental areas such as the Wye Valley, River Usk, and Gwent Levels?

The officers explained that collaboration with partners is key, and marketing efforts aim to distribute visitors more evenly and promote less-visited "hidden gems." Sensitive areas are not actively promoted, and events are used to encourage off-season visits. Monmouthshire faces fewer problems than other destinations, but issues are addressed collaboratively.

What steps are being taken to make Monmouthshire's tourism offer more accessible for visitors with disabilities, and how will progress be tracked?

The officer described the "Destination for All" project, which provides grants to improve accessibility and enhances online resources (e.g., audio functionality, 360° tours). Partners like Abergavenny Town Council are also working on accessibility. Progress is tracked through these initiatives and ongoing improvements.

Is there a national site or self-certification system to inform residents about the accessibility of town centres or attractions, similar to difficulty ratings on walking trail apps?

The officers responded that there is no specific system currently, but resources are being invested in community engagement and links to improve accessibility information. Collaboration with the Countryside Access team is ongoing, and further development in this area is planned.

Why is tourism not more prominently emphasised in the RLDP vision, and how will car parking issues be addressed?

The officers clarified that the RLDP vision includes business thriving, which covers tourism, and that there are significant policies supporting sustainable tourism and visitor accommodation. The Destination Management Plan and RLDP have been collaboratively developed.

Is it appropriate to reference the Netflix series "Sex Education" in the tourism plan, and could alternative film references or local attractions be used instead?

The concern was acknowledged and the team noted that the series attracts visitors, but agreed it is a topic for further discussion. The Cabinet Member emphasised the need to consider how to leverage successful media while being mindful of appropriateness.

What effect will the 182-day occupancy rule and proposed licensing for B&Bs have on self-catering providers, and have these providers been consulted?

Officers explained that the market has seen an oversupply of self-catering, partly due to temporary "side hustle" lets. The new registration and licensing requirements aim to create a level playing field and improve standards. A policy impact assessment is planned to gather feedback from businesses, including self-catering providers. The details of licensing (fees, administration) are still being developed.

What support will be provided to established self-catering providers struggling with the 182-day rule and potential additional licensing costs?

The officers acknowledged the short-term challenges and reiterated that the policy impact assessment will address these issues. The aim is to balance market correction, safety, and quality, but details on fees and administration are not yet finalised.

What is the process if a developer submits an outline planning application before the RLDP is adopted?

Officers clarified that no planning applications could be approved until the RLDP is adopted and has gone through the required examination process.

How does the plan to increase tourism by 25% align with concerns about unregulated "side hustle" accommodation and the current level of self-catering provision?

The officer clarified that the oversupply is due to temporary, less-regulated accommodation, which impacts occupancy rates for traditional providers. The new registration and licensing are expected to correct the market and improve standards.

Will farm B&Bs and rural diversification businesses continue to be supported under the new regulations?

The officer confirmed that farm B&Bs and diversification businesses are important for the rural economy and will continue to be supported through the changes.

How was the visitor survey conducted, how were visitors approached, and how can the number of responses be increased in future?

Officers explained the survey was primarily online, promoted through social media and newsletters, and acknowledged the limited number of responses. They plan to implement rolling, annual surveys and use incentives and face-to-face engagement at events to improve participation.

How is the Council promoting responsible tourism and the countryside code, particularly regarding environmental impacts like litter and fly camping?

Officers confirmed that responsible and environmentally sensitive tourism is a core part of their messaging. They promote the countryside code, collaborate with partners, and integrate these values into marketing and community engagement.

Why is the Welsh language not more prominently featured in the tourism plan, and how will this be addressed?

The oversight was acknowledged and the officer agreed that the Welsh language should be more prominent in the plan, committing to address this in future revisions.

Why was Caldicot Castle only briefly mentioned in the report, and what feedback has been gathered from visitors to recent events held there?

Officers explained that they aimed for a diverse range of images and references in the report, acknowledged Caldicot Castle's importance, and noted its popularity among residents. They stated that they would need to check with the culture team for more detailed visitor feedback on recent events and would follow up with additional information.

Could the plan better highlight the castles located within Monmouthshire's market towns such as Chepstow, Caldicot, Abergavenny, and Monmouth?

The officers responded that town centre improvements are addressed through placemaking plans, which are the appropriate venue for such enhancements. The Destination Management Plan feeds into these place-based approaches, and opportunities for town centre improvements would be delivered within that context.

What improvements are planned for the appearance and maintenance of town centres, particularly in Chepstow, and could examples from other towns be used as models?

Town centre improvements, including in Chepstow, are expected to be delivered through placemaking plans, which align with the broader goals of the Destination Management Plan. These plans provide the framework for enhancing town centre appearance and maintenance, potentially drawing on examples from other towns

How many disability-accessible accommodation options are available in Monmouthshire?

It was explained that accessibility varies widely depending on individual needs. They try to provide access statements for all accommodation on their website but rely on operators to supply this information. Some businesses have received grants to improve accessibility, and there is demand in the market for accessible options.

What percentage of jobs in Monmouthshire are supported by tourism?

Officers stated that tourism currently supports 3,422 full-time equivalent jobs, with the plan aiming for a 25% increase over its lifetime.

Was a consultant used to produce the tourism report, who was it, and what was the cost?

Officers confirmed that a consultant (Marie Stevens) was used due to limited in-house capacity. The consultancy cost was £15,000, which they considered good value for the work delivered.

A member emphasised the need for tourism and travel strategies to adapt over time, highlighting a recent example of early collaboration between the town council and tourism development in Abergavenny.

Chair's Summary:

The Chair thanked the Cabinet Member and officers for the report and their responses to the committee's questions. The report was moved.

6. Litter and Flytipping

Cabinet Member Catrin Maby introduced the item. Carl Touhig delivered a presentation and answered the members' questions with Mark Cleaver and Susan Parkinson:

What is being considered to change public behaviour around littering, alongside enforcement strategies?

The team acknowledged the importance of communication alongside enforcement, aiming for positive messaging to improve behaviour rather than just issuing fines. They confirmed that communication would accompany enforcement to raise awareness and encourage responsible behaviour.

How is the Public Spaces Protection Order (PSPO) being applied, particularly in relation to dog fouling on green spaces and sports pitches?

The officers explained that enforcement officers would cover a wide range of areas, including sports pitches, parks, and town centres, with a focus on prevention and awareness, especially for children's play areas.

How can the public be better informed about new dog fouling rules before enforcement is applied?

The officers acknowledged the ongoing problem of dog fouling on pitches, described efforts to directly inform dog owners, and mentioned plans for additional public information, especially as sports seasons begin.

Have "clever bins" (smart bins) been installed, and are they effective in managing overflow?

The officer explained that smart bin technology had faced technical issues but was being resolved, with full deployment expected soon and data to be shared once available.

Could enforcement cases, such as roadside camera footage, be used publicly to deter littering?

The officers agreed that enforcement should be used for its deterrent effect, with publicity around enforcement actions to maximize impact and prevent future offenses.

Can general litter bins be used for dog waste, and how can signage be improved to clarify this?

The officer clarified that bagged dog waste can go in general litter bins, but if bins become too full of dog waste, it creates manual handling issues for staff, so using dedicated dog bins or taking waste home is preferred.

What are the funding amounts, durations, and contributors for EPR, Tidy Towns, Pride in Place, and Enforcement initiatives?

The officer explained EPR funding comes from packaging producers to offset public waste collection costs, with over £4 million secured for the current year and future funding to be clarified soon.

Does Tidy Towns and Pride in Place funding extend to rural areas beyond town centres?

Tidy Towns funding covers a wide range of nuisance issues, not just town centres, and Pride in Place focuses on town centres but may also support improvements to access and footpaths.

Can the council recover costs for cleaning mud left on roads by farmers when responsibility is clear?

Enforcement for mud on roads is primarily an education-first approach, with letters sent to farmers; enforcement is a last resort if cooperation fails.

A member stated that enforcement is contentious but necessary due to the high cost of litter collection, especially on trunk roads suggesting that periodic, targeted enforcement could effectively deter littering and dog fouling, drawing a comparison with parking fines, for which penalties discourage repeat offenses. The suggestion was made to work with fast food businesses to address litter from takeaway packaging, as changing lifestyles contribute to roadside litter.

What support can the council offer to help volunteers clean difficult areas like those affected by grass cutting?

Officers explained that verge mowing is done by local farmers, who are supposed to report littered routes, but communication can lag; area supervisors and frontline staff are empowered to respond when notified. They noted that reduced mowing frequency (now only once per year) makes litter more visible after cuts, and collaboration with local members helps address issues.

What can be done to address weekend litter in Caldicot town centre and encourage community involvement?

Officers highlighted that new Tidy Towns teams will provide extra capacity to respond quickly to such issues, including during road closures or after verge mowing.

Could plastic screens be installed on litter bins to prevent rubbish from blowing out, as seen on the Isle of Wight?

Officers addressed bin design, explaining the trade-off between accessibility and preventing windblown or vermin-scattered litter; closures or flaps can deter use due to hygiene concerns, but they are open to targeted solutions where problems are acute. Officers encouraged the Member to contact them about specific bin locations needing improvement and confirmed that new bins are being considered as part of Tidy Towns funding.

Could the Council formally recognise and thank volunteers who regularly pick litter, such as those in Abergavenny?

The Chair and officers agreed with the suggestion, expressing support for a formal recognition event or message to thank volunteers, or for the committee to join in with a litter picking event, and discussed the success of local groups like Keep Abergavenny Tidy. **– <u>ACTION.</u>** Officers noted similar volunteer groups exist in other towns and encouraged efforts to establish a group in Caldicot, where one does not currently exist, to further improve local cleanliness and collaboration.

Could more blunt signage be used on trunk roads during litter picks to inform drivers and raise awareness about littering?

Officers explained that while the council is responsible for trunk road litter picking, signage would require SWTRA's approval, but they are open to discussing more direct messaging to raise public awareness. **– <u>ACTION: Carl Touhig to speak to SWTRA about more blunt signage</u>**

Can dash cams be encouraged as a tool for reporting littering incidents?

Officers agreed that dash cam reporting, and school-based education, are valuable ideas and can be explored further.

Can councillors request the new sweeper for their wards, and is it effective on pavements, particularly for weed removal?

Officers clarified that there are three mini sweepers equipped for pavements and weed removal, and a larger sweeper rotates through areas, including villages, but resource limitations affect frequency. They noted that community councils can pay for enhanced services, and requests for sweepers in specific areas can be accommodated where possible.

What alternatives to chemical spraying are available for maintaining weed-free town centres?

The team acknowledged the challenge of weed management without chemicals and stated that they are continually seeking effective operational solutions, with new equipment and funding improving capacity.

Chair's Summary:

The Chair thanked the team for the presentation and their responses to the committee's questions. The members all wished to thank the team for its hard work in keeping the county clean, its responsiveness to Members, and thanked the officers, as well as volunteers, for their litter picking efforts.

7. Next Meeting: 6th November 2025

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REPORT

SUBJECT:	**MEDIUM TERM FINANCIAL PLAN UPDATE – NOVEMBER 2025**
MEETING:	**CABINET**
DATE:	**19th November 2025**
DIVISION/WARDS AFFECTED:	**WHOLE AUTHORITY**

1. PURPOSE:

1.1. To provide the latest six-monthly update of the Council's Medium Term Financial Plan (MTFP), reflecting updated assumptions, risks, and strategic context. The report outlines the projected budget gap for 2026/27 and the medium term and outlines the context for developing a balanced budget.

2. RECOMMENDATIONS:

2.1. Note the updated projected revenue budget shortfall of **£11.5 million** for 2026/27 and a cumulative shortfall of **£37.4 million** over the medium term period to 2029/30.

2.2. Note the outline budget setting timetable as outlined in Appendix 1.

2.3. Note the progress against the Medium Term Financial Strategy (MTFS) delivery plan, as detailed in Section 13 of Appendix 1.

3. KEY ISSUES:

Background

3.1. The Council reviews its budgetary position annually and produces a rolling 4-year plan, known as the Medium Term Financial Plan (MTFP). This plan considers the financial context at both the local and national level together with forecast available resources and budgetary pressures in arriving at a forward financial projection.

3.2. This report presents the six-monthly update of the Council's MTFP and outlines the context and framework for the budget for the financial year 2026/27, together with a high-level indication of the financial outlook over the medium term.

3.3. The latest Medium Term Financial Plan (MTFP) estimates a budget gap of £11.5 million for 2026/27, increasing to a cumulative total of £37.4 million by 2029/30. These figures represent a positive change from the previously reported £13.6 million and £38.0 million, respectively.

3.4. This update reflects updated assumptions around pay inflation, non-pay inflation, superannuation rates, and service pressures.

3.5. The prevailing economic climate continues to pose significant challenges for the Council, as persistent inflation, increased service demand and supply chain pressures result in ongoing upward pressure on the cost of delivering council services. Despite a moderation in some cost drivers, issues such as the cost of living crisis and evolving demands within health and social care continue to impact both the community and the Council's financial planning. These factors remain central to shaping the Council's approach to developing a balanced budget for 2026/27 and over the medium-term financial plan (MTFP) window.

3.6. Despite these pressures, the Council has demonstrated robust financial management, successfully navigating previous periods of austerity, recession and the pandemic. The 2025/26 budget addressed over £17 million in additional service pressures, and recent financial updates show an improved in-year position compared to prior years, with a projected balanced budget, and with contingency budgets intact. Should this positive trend continue through to year-end, the Council will be well-placed to stabilise its reserves and lay a solid foundation for next year's budget planning.

Forward Outlook

3.7. The financial outlook for 2026/27 remains highly uncertain, with significant national and local developments expected to shape the Council's operating environment. Key influences include shifting economic conditions, political uncertainty, policy changes, the prospect of new responsibilities, and evolving demographic factors. It is not yet clear how any changes from the forthcoming UK Government Autumn budget, due on 26th November, will impact public service expenditure or Welsh Government settlements up to 2028/29. This uncertainty highlights the necessity of regularly reviewing the assumptions, modelling, and risk assessments that underpin the Medium Term Financial Plan (MTFP).

3.8. Given this challenging context characterised by increased service demands and the ongoing impact of previous efficiency measures, the Council must adopt a strategic and evidence-based approach to budget-setting for 2026/27. Decisions should be guided by robust data analysis, targeted towards areas presenting the greatest need or opportunity, and support broader reforms to ensure the longer-term sustainability of Council services.

External context

3.9. The financial year to date has been characterised by significant global economic uncertainty, largely driven by US trade tariffs, which has led to heightened volatility across equity and bond markets. The UK has grappled with speculation over the autumn Budget and concerns about its fiscal stance, resulting in increases in the cost of government borrowing. Inflationary pressures have persisted above the Bank of England's target, while economic growth remained modest.

3.10. In response to ongoing economic challenges, central banks adjusted their policies, with the Bank of England reducing its Bank Rate, the US Federal Reserve cutting rates in September, and the European Central Bank lowering its refinancing rate. Forecasts indicate that inflation should gradually return to target levels, although near-term growth is expected to remain subdued. Financial markets have stabilised following earlier volatility, with credit conditions remaining broadly consistent.

3.11. These factors all influence the Council's medium term financial planning with impacts upon the costs of good and services, staff pay, utilities prices, interest rates, and levels of funding available to the government to support public sector spending.

Funding context

3.12. The Welsh Government's draft budget indicates an average funding growth of 2.5% for Local Government, with assurances that no Local Authority will receive less than a 2.3% increase in allocations, supported by an £8.9 million funding floor. Additionally, several key funding commitments made in the previous year's budget, including allocations for teachers' pay, National Insurance contributions, social care, and childcare, will be made recurrent, providing greater stability for financial planning.

3.13. Specific grants, which make up around £58 million of Council income for 2025/26, remain predominantly annual and present ongoing challenges for recruitment and long-term budgeting, particularly in the face of inflation. The Welsh Government has acknowledged these challenges and remain committed to reducing administrative burdens, including a review to consider whether some specific grants should be transferred into Aggregate External Funding (AEF). Such changes may influence future headline funding figures, but for planning purposes, the level of specific grants is assumed unchanged unless there is clear evidence to the contrary.

3.14. No major new spending commitments will be introduced in the 2026/27 budget, allowing councils to focus on consolidating and effectively utilising existing funding streams. The provisional Local Government settlement, due for publication on 24th November 2025, is expected to provide further detail and clarity regarding the distribution and impact of these changes for the 2026/27 financial year.

3.15. Fees and charges account for a substantial portion of the Council's budget, with £24.8 million budgeted for 2025/26. Any major adjustments to these fees are considered and approved through the Council's budget-setting process. The standard approach is to increase fees and charges annually in line with the inflation rate recorded in the previous September month.

Reserves and School balances

3.16. The Council's usable revenue reserves have been significantly reduced following their use to support budget proposals and recovery measures in 2022/23 and 2023/24, with partial restoration during the COVID-19 pandemic from Welsh Government funding. Careful decisions to draw on reserves were made to avoid severe impacts on service delivery amid inflationary pressures and increased demand caused by the cost-of-living and public health crises.

3.17. Although there was a modest replenishment of the Council Fund and earmarked reserves in 2024/25, this was offset by a notable increase in the school's reserve deficit, which now stands at £4.1 million. The ongoing trend of reserve depletion weakens the Council's financial resilience and increases risk exposure.

3.18. Current and projected reserve levels indicate stability in the short to medium term, with the Council Fund maintained at 5% of the net revenue budget. However, Monmouthshire holds the lowest reserve cover in Wales, which prompted a revised policy to prioritise the protection

of reserves and strengthen budget management. Most reserves are earmarked, limiting their flexibility for strategic use.

3.19. The most recent financial data shows a worsening deficit situation for schools, with over half predicted to be in deficit by March 2026. There is wide variation in financial health across schools, as some are running down reserves while others maintain surpluses. Pandemic grants provided temporary relief, but underlying structural deficits remain a concern.

3.20. The aftermath of the pandemic continues to present challenges in areas such as attendance, behaviour, wellbeing, and additional learning needs, which has necessitated increased staffing and support. Rising costs due to inflation and higher staff pay awards have added further financial pressure, and not all of these costs have been met through funding. Schools were also being asked to help offset the Council's wider budget shortfalls in a period of sustained financial difficulty.

3.21. Looking ahead, schools must continue to implement significant education reforms initiated by the Welsh Government, alongside efforts to close attainment gaps and reduce absenteeism.

3.22. Given the variability in school finances and the overarching budgetary pressures, decisions about future investment in education will be pivotal. The Council will need to adopt a balanced, evidence-based approach to ensure the development of a sustainable budget for the sector. Alongside this, the successful delivery of school budget recovery plans will be a key aspect of school budgets being put on a sustainable footing.

Budget assumptions and updated budget modelling

3.23. The update of the budget planning assumptions for 2026/27 reflect changes in several key areas, including superannuation rates, service pressures, and income projections. Notable changes include a reduction in superannuation rates, an increase in school service pressures, and adjustments to funding assumptions.

3.24. Incorporating these updated assumptions into the budget model has reduced the projected budget gap for 2026/27 from £13.6 million to £11.5 million. However, this figure represents an early assessment, as individual service areas are still refining their budget models, which will further influence final cost pressures and savings requirements. The budget planning process remains dynamic, with ongoing updates to assumptions expected as new information becomes available.

3.25. The medium term outlook remains uncertain. It is not anticipated that Welsh Government will provide any form of multi-year indicative funding settlements as part of their final budget proposals. The updated medium term budget shortfall of £37.4 million is based on the premise that inflation will remain under control, and that public spending by UK Government and the consequential impact on local government in Wales are in line with independent analysis. The Council will need to remain aware that there are downside risks that could adversely impact further the budget shortfalls modelled over the medium term.

Bridging the gap between expenditure and available resources

3.26. The Council is preparing for the 2026/27 budget amid ongoing financial challenges, requiring Cabinet to carefully assess viable options for further cost savings and identify new funding

streams or income opportunities. In response to sustained austerity since 2010, the Council has already achieved significant efficiencies, with most services now operating at statutory minimum levels. Given the persistent budget shortfall, a strategic and evidence-led approach is needed to maintain service provision within a sustainable financial framework.

3.27. Ongoing cost pressures, funding settlements failing to keep pace with inflation and rising demand, and underfunded additional responsibilities have resulted in increased reliance on savings, efficiencies, and reserves. With reserve levels now low and limited scope for further efficiencies, the Council must pursue longer-term reform, strengthen financial resilience, and transform how services are delivered. Notably, 77% of the £227 million service delivery budget is concentrated in Social Care & Health, Learning, Skills & Economy, and Infrastructure, meaning substantial targeted change in these areas will be essential for achieving financial sustainability.

3.28. It is important that the strategic budget principles approved as part of the MTFS guide the budget approach, and that Community & Corporate plan objectives remain central. The strategy needs to have regard to the whole budget and not just areas that aid in closing the budget gap.

3.29. Over the medium-term this will be guided by the Council's ongoing programme of change which provides a strategic framework for reshaping services to meet resident needs within available resources. This is not just a response to financial pressures but a proactive effort to modernise and improve outcomes. Progress is being made, but further coordination and alignment to existing streams of work is needed to establish strong foundations that will enable better assessment of progress and allow the Council to adapt its approach as needed.

3.30. Key areas of change include digital collaboration, preventative wellbeing strategies, data-driven decision-making, leadership alignment, community-centric service design, workforce development, and asset optimisation. A more centralised approach to assessing the value and alignment of grant funding is also being developed. Robust governance, risk management, and organisational capability will underpin the successful delivery of this programme.

Capital Programme

3.31. Given ongoing financial constraints and rising construction costs, the Council faces significant challenges in delivering its capital investment programme. Demand for capital resources exceeds what is available, requiring careful prioritisation of projects, the pursuit of external funding, and collaboration with partners. Inflation is increasing the price of materials and contracts, while external grants have not kept pace, making affordability a key concern. The need for ongoing investment is heightened by an ageing asset base, and annual allocations are focused on tackling the most urgent maintenance and refurbishment needs, though these efforts are insufficient to fully resolve the backlog.

3.32. The Council's Capital Strategy provides a framework for investment decisions, ensuring alignment with corporate objectives and promoting transparent planning. All projects are being reviewed for timing and strategic relevance, with non-urgent schemes potentially deferred to prioritise critical works or generate capital receipts. The Capital Programme for 2026-2030 will be reassessed during the budget process to ensure affordability and

sustainability, with a refreshed Capital Strategy to be presented alongside the final budget in March 2026.

Budget timetable

3.33. The proposed milestone dates for the next steps in the process are outlined below:

Review of latest of budget modelling using updated assumptions & data	September 2025
High level pressure & saving mandates produced for Cabinet scrutiny	October 2025
MTFP update report - Cabinet	November 2025
Consideration of Welsh Government Provisional settlement	November 2025
Final pressure & saving mandates to be produced	December 2025
Budget assumptions, pressures and savings to undergo further Cabinet scrutiny	December 2025
Set Council tax base - ICMD	December 2025
Consideration of draft revenue & capital budget proposals - Cabinet	January 2026
Scrutiny of Proposals - Select Committees	January & February 2026
Public Consultation for 2026/27 budget	January & February 2026
Consideration of Welsh Government Final settlement	January 2026
Consideration of scrutiny, consultation, final pressures, savings & assumptions	February 2026
Final budget proposals - Cabinet	March 2026
Formal Council Tax Resolution & Budget Proposals - Council	March 2026

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

4.1. This is a contextual report and therefore carries no direct impacts.

5. OPTIONS APPRAISAL

5.1. This report provides an update on the Council's financial planning and provides an overview of the process for the 2026/27 budget setting process. When budget proposals are developed and brought forward for consultation an option appraisal will be completed for each substantive saving and pressure.

5.2. The Council's programme of change is not solely driven by financial constraints, but by a commitment to shaping services that meet the needs of communities and align with the aims set out in the Community and Corporate Plan. It also recognises the importance of designing services for long-term sustainability – that will require a careful balance of choices and priorities.

6. EVALUATION CRITERIA

6.1. Whilst the nature of this report does not require any evaluation, the annual budget process is reviewed on an ongoing basis and based on feedback received from the public, members and officers. Cabinet and the Strategic Leadership Team review the process and feedback and recommendations for improvement.

6.2. The six-monthly MTFP update is part of the evaluation criteria set as part of the MTFS and which includes the reporting of update against the delivery plan as contained in appendix 1.

7. REASONS:

7.1. To provide the latest six-monthly update of the Council's Medium Term Financial Plan (MTFP), reflecting updated assumptions, risks, and strategic context. The report outlines the projected budget gap for 2026/27 and the medium-term and outlines the context for developing a balanced budget.

8. RESOURCE IMPLICATIONS:

8.1. There are no resource implications arising directly from this report.

9. CONSULTEES:

Strategic Leadership Team
All Cabinet Members
Performance and Overview Scrutiny committee

10. BACKGROUND PAPERS:

Appendix 1 – Medium Term Financial Plan update – November 2025

11. AUTHORS:

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Medium term financial plan update – November 2025

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1. Introduction

1.1. The Council's Medium term financial strategy (MTFS) and plan (MTFP) are the link between its long-term policy objectives and its financial capacity. It seeks to ensure that the Council's strategic objectives can be achieved within the confines of the financial resources available.

1.2. The MTFS, as approved, committed to a six-monthly update of the MTFP, including an update of progress against the performance framework and delivery plan embedded within the MTFS. The timeline to of budget updates since the adoption of the MTFS is as follows:

Event	Date	Details
MTFS Approval	July 2024	MTFS approved with commitment to six-monthly MTFP updates
First MTFP Update	October 2024	Received by Cabinet on 16th October
Draft 2025/26 Budget published	January 2024	Draft budget published by Cabinet for consultation and engagement
Final 2025/26 Budget approved	March 2025	Final budget endorsed by Cabinet and approved by full Council that included an updated MTFP forecast
Six monthly MTFP Update	July 2025	Received by P&O Scrutiny and Cabinet in July 2025
Six monthly MTFP Update	November 2025	This document

2. Strategic Financial Context and Outlook

2.1. **Overview**

2.2. The Council's financial planning has been shaped by a consistent and disciplined approach in response to a prolonged period of fiscal constraint. Since the 2009 financial crisis, the Council - like many across Wales and the UK has operated within a challenging financial environment.

2.3. The wider economic context continues to present a challenge, and although there has been a dampening in some of the impacts upon the Council's cost drivers, there remains upward pressure on the cost of delivering council services.

2.4. This report sets out the key factors impacting the Council's financial planning and how the changes in these will be fundamental to developing a balanced budget for 2026/27 and over the MTFS window.

2.5. **Financial Performance and Resilience**

2.6. The Council maintains a strong track record in delivering value for money and managing public resources effectively. It has successfully navigated the impacts of austerity, financial crisis, economic recession, and the COVID-19 pandemic.

2.7. The 2025/26 budget approved in March accommodated over £17m of additional service pressures resulting from increased demands for Council services, and the inflationary impact on both pay and non-pay costs. The budget identified specific areas of financial headwinds, notably:

- Cost of living challenges and the wider socio-economic landscape continue to have an impact on our communities, with a consequential increase in demand for Council services, and reduced demand for income generating services;
- The wider public sector challenges which impact upon Council services, notably within Health where efforts to improve patient pathways impact upon the level and complexity of demand for Social care;
- Headline inflation rates remain above UK Government targets, with some discrete areas of Council services continuing to experience cost pressures on supplies and services alongside supply chain issues;
- In continuing efforts to combat inflation, interest rates have remained higher for longer and above previous UK Government forecasts.

2.8. The first two financial updates received by Cabinet in October and November 2025 demonstrate a much improved forecast performance against budget than has been the case over recent years. Whilst an initial over spend of £533,000 and significant use of budget contingency was forecast in the first financial update in October, this has now been reversed by update two, with a balanced budget outturn now forecast and the £850,000 contingency budget remaining in place.

2.9. If this position continues to hold or can be improved upon through to year-end, it will aid in stabilising the Council's reserves and provide a stronger financial foundation in which to develop the 2026/27 budget.

2.10. **Forward Outlook**

2.11. Looking ahead to 2026/27, the financial outlook remains uncertain. Significant changes at both national and local levels are expected to influence the Council's operating environment, including economic conditions, political uncertainty, policy shifts, additional responsibilities, and changes in demographic trends.

2.12. The UK Government Autumn budget will be published on the 26th November with a potential funding shortfall to be resolved. It is currently unclear whether there will be any impact upon public services expenditure and consequently any impact upon the multi-year settlements made available to Welsh Government through to 2028/29.

2.13. In light of this uncertainty, it is essential that the assumptions, modelling, and risk assessments underpinning the Medium Term Financial Plan (MTFP) remain up to date.

2.14. While the Council's budget process has consistently maintained a medium-term focus, the current funding context, increasing service demands, and the cumulative impact of previous efficiency savings results in a complex environment for setting the 2026/27 budget. The Council's response must therefore be:

- **Strategic and evidence-led**, ensuring decisions are informed by robust data and analysis.
- **Targeted**, focusing on areas of greatest need and opportunity.
- **Reform-oriented**, supporting long-term sustainability through the wider programme of change.

3. External context

3.1. The MTFP is set within the context of the UK economic position and public expenditure plans, with the decisions made by the UK Government and the subsequent funding levels it passes onto Welsh Government having a direct impact upon the expenditure plans of the Council.

3.2. The financial year to date has been marked by considerable global economic uncertainty, primarily stemming from the impact of US trade tariffs. These tariffs led to pronounced volatility in both equity and bond markets, with notable divergence between US and UK government bond yields. The UK has also faced domestic challenges, including speculation surrounding the autumn Budget and concerns about its fiscal position, which contributed to rising yields on medium and long-term gilts and heightened economic uncertainty.

3.3. Inflationary pressures have persisted, as UK headline annual CPI rose significantly above the Bank of England's 2% target, reaching 3.8% in August. Meanwhile, the UK economy showed modest expansion, with GDP growth of 0.7% in the first quarter and 0.3% in the second, although growth stalled in July. The labour market softened, with rising unemployment and slowing earnings growth, but not enough to prompt further aggressive rate cuts from the Bank of England's Monetary Policy Committee (MPC).

3.4. Central banks responded to the evolving economic landscape with policy adjustments. The Bank of England reduced its Bank Rate twice, while the US Federal Reserve held rates steady before a cut in September, and the European Central Bank lowered its refinancing rate in June. Forecasts suggest inflation will gradually return to target levels, supported by increased spare capacity and tighter policy measures, although near-term GDP is expected to remain subdued amid ongoing uncertainty.

3.5. Financial markets have experienced volatility, with bond yields fluctuating and equity markets recovering earlier declines. Credit conditions remained stable, as evidenced by the management of credit default swap prices and rating agency actions, including upgrades and downgrades of several major banks. Overall, market sentiment has improved from initial declines, but persistent volatility and ongoing monitoring of credit stress remain key features shaping financial activity during the year.

3.6. The context outlined above has consequences the Council's medium term financial planning. These are summarised below and are central to the update of the budget assumptions for 2026/27 and over the medium term.

Factor	Planning Implications
Inflation	• Increased costs across supplies and services • Contractual arrangements calculated via CPI/RPI • Impact on pay awards
Labour market	• Availability of staff and external professional expertise • Impact on commissioned services and agency staff • Real living wage implications
Utilities prices	• Impact on energy costs across Schools, Leisure centres, Offices, and Street Lighting • Fuel costs for Council vehicles • Impact on contracted transport providers
Interest Rates	• Implications on the revenue cost of borrowing • Affordability of the capital programme

Economic & political landscape	• The future level of funding for public services • Global events - such as trade tariffs, conflicts, or political unrest can shift UK Government's financial priorities • Domestic policy decisions, such as prioritising spending on healthcare, can also affect how much funding is available for other public services

4. Funding context

4.1. 60.5% of the funding of the Council's revenue budget for 2025/26 came from the Welsh Government settlement (Aggregate External Funding), with the remaining 39.5% through council tax income. Regularly reviewing and updating these funding elements are fundamental in developing robust medium term financial plans.

4.2. **Welsh Government settlement**

4.3. In June 2025, the UK Government's Spending Review set out multi-year settlements for the Welsh Government. It provided resource budgets for the financial years up to 2028/29 and capital budgets up to 2029/30. The longer-term horizon provided additional certainty for the Welsh Government and increased the ability to plan for the future.

4.4. The Welsh Government announced on the 1 July 2025 that it will publish a one-year budget in October 2025, which will increase departmental budgets in line with inflation. This budget will include a pool of unallocated funding, reserved for the next Welsh Government following the 2026 Senedd election.

4.5. The approach is described as responsible and forward-looking, aiming to balance certainty for public services during an election year with flexibility for the next administration.

4.6. The outline Draft Budget was published on 14th October and was supported with more detail on 3rd November. The Final Budget will be released on 20 January 2026, with a debate and vote scheduled for 27 January.

4.7. The main implications resulting from the Welsh Government draft budget that impact upon Local Government are:

- There will be an average growth of 2.5% in Local Government funding
- Local authorities will retain the growth in non-domestic rates income in 2026/27
- Welsh Government are providing £8.9m for a funding floor so that no Local Authority receives less than a 2.3% uplift

- The full-year impact of the additional funding provided for the 2025 teachers' pay award will be made recurrent
- The additional funding to support increases in employers' National Insurance contributions in the public sector will be recurrent
- The additional funding of £30m for social care, £30m for childcare and £8m for the funding floor made at last year's final budget will be recurrent
- The 2026/27 Budget will not introduce major new spending commitments

4.8. In addition to Aggregate External Funding (AEF), Councils receive specific grants subject to defined terms and conditions governing their use. For the 2025/26 financial year, these grants constitute approximately £58 million of Council income. As these funds are typically provided on an annual basis, they present challenges regarding recruitment and financial planning, especially when inflation diminishes their real-term value. The Welsh Government has pledged to alleviate administrative burdens for local authorities, including undertaking a review to consider the potential transfer of certain specific grants into AEF. It is important to recognise that such transfers may impact the reported percentage change in funding during headline announcements. For the purposes of financial planning, the level of specific grants is assumed to remain constant unless there is robust evidence to suggest otherwise.

4.9. The provisional Local Government settlement is scheduled to be published on the 24th November 2025 and will provide further clarity on how the above changes will impact the amount of funding made available for 2026/27.

4.10. **Council Tax**

4.11. The updated Council Tax planning assumption is currently modelled at a 3.95% increase for each year of the MTFP.

4.12. Council tax income accounts for nearly 40% of the Council's overall income, which proportionately is the highest in Wales. The level of Council tax income will consequently always be an important consideration for the Council in being able to support local services.

Financial Year	Band D Council Tax £*	Band D Council Tax (All Wales average) £*	Increase over Previous Year	All Wales average increase
2015/16	1094.98	1087.91	4.95%	4.36%
2016/17	1138.23	1127.40	3.95%	3.63%
2017/18	1183.19	1161.65	3.95%	3.04%
2018/19	1241.76	1219.07	4.95%	4.94%

2019/20	1315.64	1294.22	5.95%	6.16%
2020/21	1380.76	1354.02	4.95%	4.62%
2021/22	1434.47	1402.51	3.89%	3.58%
2022/23	1476.79	1433.42	2.95%	2.20%
2023/24	1564.66	1512.48	5.95%	5.52%
2024/25	1686.70	1630.83	7.80%	7.82%
2025/26	1,818.26	1746.58	7.80%	7.10%
* Council only charge - excludes the Police and Crime Commissioner for South Wales, and Community Council Precepts				

4.13. Consideration of any increase in 2026/27 will need to be given to local context, such as the affordability for communities, balanced against the ongoing need to meet increasing demand and cost pressures of essential services.

4.14. Cabinet have not yet made any consideration of the level at which Council Tax will be set for 2026/27, and the rate of increase used is for illustrative purposes only at this stage.

4.15. **Fees & Charges for services**

4.16. Fees and charges make a significant contribution to the Council's budget, with £24.8m budgeted to be received in 2025/26. Any significant changes to fees and charges are presented for consideration as part of the Council's draft budget proposals and are ultimately approved by Council at final budget setting stage.

4.17. The annual planning assumption is that Fees and charges will normally increase at a minimum of the prevailing inflation rate that is applicable in September in the year preceding the budget year.

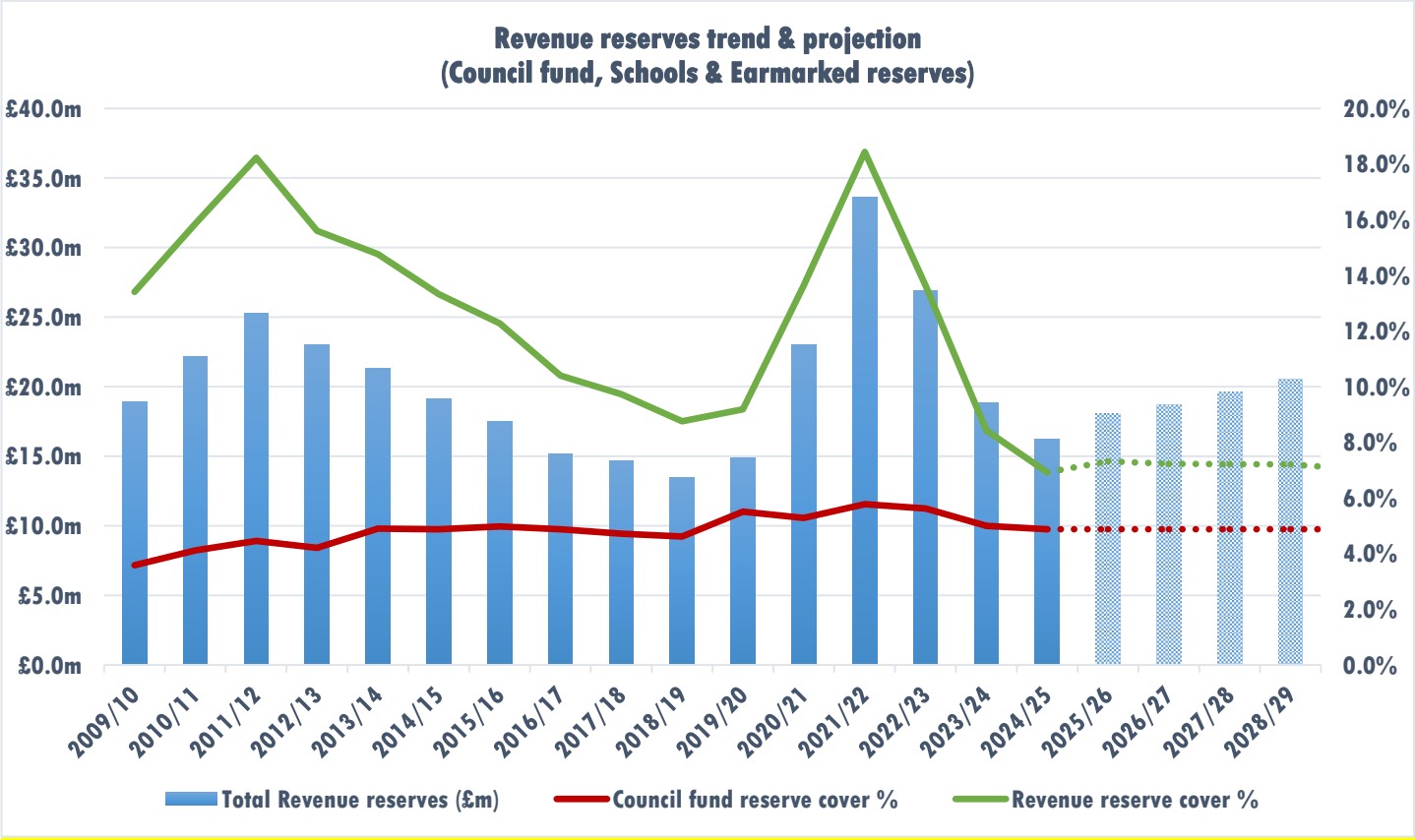
5. Reserves

5.1. The Council's usable revenue reserves were depleted due to the need to support both the budget proposals and subsequent recovery measures during the 2022/23 and 2023/24 financial years. This follows a period during the COVID-19 pandemic when reserves were partially restored through substantial Welsh Government funding.

5.2. The decisions to utilise reserves were made with careful consideration. Without this intervention, the Council would have faced severe and immediate impacts on service delivery. A balanced approach was necessary in light of the inflationary pressures and increased demand arising from the cost-of-living and public health crises.

5.3. Although the 2024/25 financial year saw a modest replenishment of the Council Fund and earmarked reserves, this was outweighed by a £3.187 million increase in the schools reserve deficit, bringing the cumulative schools reserve position to a £4.1 million deficit. Despite additional investment in schools' base budgets for 2025/26, a further draw on reserves is currently forecast. This trend weakens the Council's balance sheet, undermines financial resilience, and heightens risk exposure by reducing available resources.

5.4. The current and projected levels of the Council's usable revenue reserves are detailed below:

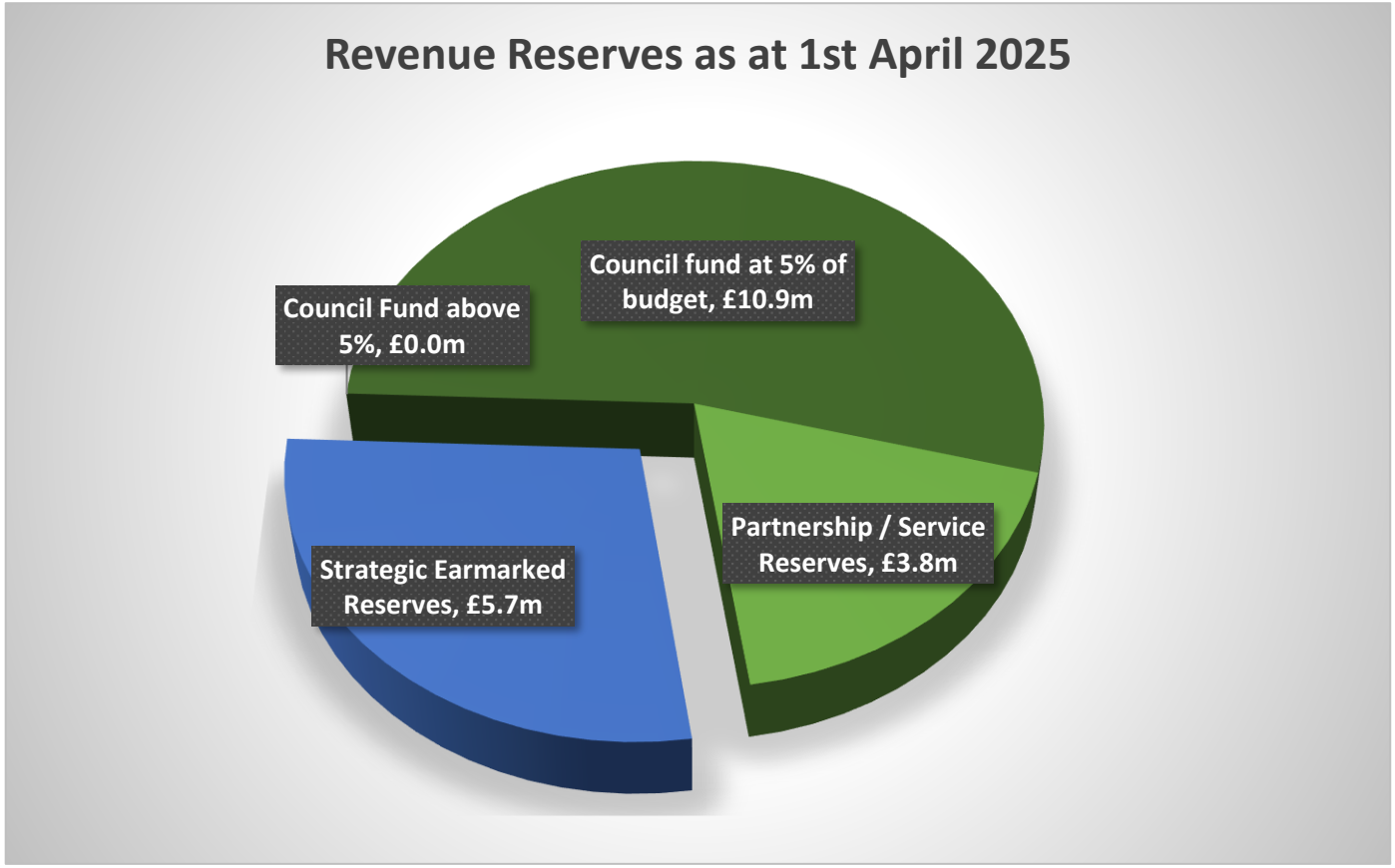


5.5. The Council Fund remains at 5% of the net revenue budget, a level deemed prudent and sufficient to manage short-term financial risks.

5.6. Over the medium term, overall reserve levels are expected to remain relatively stable. However, it is important to note that Monmouthshire currently has the lowest reserve cover as a percentage of net revenue budget in Wales[1]. This necessitates a revised reserves policy that prioritises the protection of revenue reserves to safeguard against both anticipated and unforeseen risks. Strengthened budget management and in-year financial discipline will be essential to promptly identify overspends and implement mitigating actions or savings.

5.7. This challenge is further exacerbated by the fact that many reserves are earmarked for specific services, partnerships, or timing adjustments, leaving a limited proportion available for strategic use, as outlined below:

[1] Audit Wales report on financial sustainability of local government, December 2024 – Table 3



5.8. The 2025/26 budget planning framework emphasised the need to place the Council on a path toward long-term financial sustainability, including the preservation of an appropriate and prudent level of reserves.

5.9. The framework established clear principles for the use of general and earmarked reserves, including a commitment to avoid reliance on revenue reserves to balance the budget.

5.10. The reserves policy will continue to evolve to ensure that revenue reserves are both protected and replenished over the medium term, thereby maintaining the Council's capacity to respond to future financial risks.

6. Schools' budgets and reserve balances

6.1. The Council allocates funding to schools through an annual delegated budget, known as the Individual Schools Budget (ISB), for which each school's governing body holds direct responsibility. However, the Council retains a key oversight role in monitoring the overall financial performance of schools.

6.2. For the 2025/26 financial year, the total ISB delegated to schools amounts to **£60.45 million**, representing approximately **27%** of the Council's net budget.

6.3. The majority of school funding is provided by the Council, which receives resources for pre-16 education through the Welsh Government's local government revenue settlement and local taxation. Post-16 education funding is allocated via specific Welsh Government grants. Schools may also generate supplementary income through voluntary contributions, donations, and the rental of premises to community groups.

6.4. Schools begin each financial year with reserve balances that reflect cumulative surpluses or deficits from previous years.

6.5. The trend in net school reserve balances over recent years is as follows:

Year	Net level of School Balances (Surplus) / Deficit in £000's
2015/16	(1,156)
2016/17	(269)
2017/18	(175)
2018/19	232
2019/20	435
2020/21	(3,418)
2021/22	(6,956)
2022/23	(4,257)
2023/24	905
2024/25	4,092

2025/26 (Forecast)	7,061

6.6. The latest in-year financial information indicates a continued overall increase in the total schools' deficit. As a result, 18 out of 35 schools are now forecast to be in deficit by the end of March 2026.

6.7. There is considerable variation in financial performance across schools. While some continue to deplete their reserves, raising concerns, others maintain relatively healthy surpluses. Whilst pandemic-related grants temporarily boosted school balances, this masked underlying structural deficits in some schools.

6.8. Over the past decade, ISB funding has generally increased at a rate exceeding the Council's own settlement from the Welsh Government. However, during and immediately following the pandemic, this trend reversed, coinciding with a period of substantial grant funding to schools.

6.9. The legacy of the pandemic continues to affect schools, particularly in areas such as attendance, behaviour, wellbeing, and additional learning needs. Addressing these challenges has required increased staffing and specialist support, driving up costs.

6.10. The post-pandemic period has also seen sustained inflation and higher pay awards for teaching and non-teaching staff - costs that have not always been fully funded.

6.11. Schools have also been expected to contribute to addressing the Council's broader budgetary pressures during successive challenging financial years.

6.12. Concurrently, schools are required to implement the Welsh Government's long-term education reform agenda, including the Curriculum for Wales, reducing absenteeism, closing the attainment gap, and meeting the requirements of the Additional Learning Needs and Education Tribunal Act.

6.13. In light of the current funding context and the structural deficits within some schools, the level of future investment in education will be a critical consideration in the upcoming budget process.

6.14. The Council's approach must be evidence-based and strategically balanced, taking into account the variability in school financial positions, the overall budget gap, and the need to develop a sustainable, balanced budget.

7. Budget assumptions and the projected budget gap

7.1. The Authority's medium term budget modelling is reviewed regularly and reported into the Performance & Overview scrutiny committee and Cabinet on a six-monthly basis. The model contains the base budgets of the Authority overlaid with assumptions that are then updated in the light of updated data and information. This allows prudent changes to be made to the modelling to enable the gap between resources and expenditure to be highlighted.

7.2. External data from sources such as the Office for Budget Responsibility (OBR), and the Wales Fiscal Analysis unit support the budget assumptions applied within the modelling.

7.3. This is further supported by the work that Welsh Local Authorities produce through the Welsh Local Government Association (WLGA), that allows validation and challenge of the assumptions made throughout the budget process.

7.4. The latest budget planning assumptions are shown below which reflect the updated assumptions following new data and information coming forward:

Budget assumptions 2026/27	Previous assumption July 2025	Updated Assumption Nov 2025	Impact of 1% change in £000's
Expenditure:			
Pay award (non-teaching staff)	3.00%	3.00%	1,099
Pay award (teaching staff – from September 2026)	3.00%	3.00%	419
Superannuation rates	23.9%	21.90%	668
Non-pay inflation	2.00%	2.00%	1,279
Service pressures (non-schools)	£7.5m	£7.9m	
Service pressures (schools)	£0.0m	£1.0m	
Borrowing cost pressures	£1.0m	£1.0m	
Fire levy	3.95%	3.95%	62
Income and Efficiencies:			
Staff vacancy factor (non-schools)	3.00%	3.00%	659

Fees and charges	2.00%	3.8%	217
Funding:			
Welsh Government Settlement (AEF)	1.3%	2.3%	1,352
Council Tax (MCC) - Band D increase	3.95%	3.95%	786
Capitalisation direction support	£2,708,000	£2,708,000	

7.5. The updated review of the assumptions contained in the modelling suggested a number of prudent proposed changes:

Superannuation rates	**Reduce from 23.9% to 21.9%.** The Council's Local Government Pension Scheme valuation review in 2025 indicated a significant funding surplus that will result in a revision to the Councils contribution rate over the medium term. It is currently anticipated that this will result in a reduction to 21.9% in 2026/27 and each year thereafter in the MTFP. The Teacher's Pension Scheme (TPS) was subject to its actuarial review which increased contributions with effect from 1st April 2024 and funded via Welsh Government grant.
Employers' national insurance	In August Welsh Government confirmed that Monmouthshire will receive £2.56 million to meet the additional employers' NI costs for directly employed staff. This is lower than the actual cost increase the Council faces of £3.32 million and does not take account of any impact on the indirect costs that external providers may pass on through higher fees. Whilst the full £2.56 million will transfer into the Council's funding settlement for 2026/27, the shortfall of £761,000 will need to be considered as a budget pressure.
Service pressures (schools)	**Increase from £0.0m to £1.0m.** Given the funding context as outlined in Section 6 above, and the most up to date financial monitoring for 2025/26, the level of further investment in schools over and above meeting new pay and non-pay pressures, continues to be a key consideration during the budget process.

	At the current stage of the budget process, an increase to £1m is considered prudent. Any investment as part of the budget will need to be carefully balanced with overall funding landscape for the Council, the need to set a balanced budget, and the need for schools to operate within a financially sustainable budget.
Fees and charges	**Increase from 2% to 3.8%.** As a general rule, the council's policy is based on full cost recovery with inflationary uplifts considered annually to ensure that the Council recovers its costs for the services it provides. The inflationary rate applied is the prevailing rate in September preceding the budget year. This has now been confirmed at 3.8%.
Welsh Government Settlement (AEF)	**Increase from 1.3% to 2.3%.** Welsh Government published their draft 2026/27 budget on 14th November which included a commitment to a funding floor for Local Government that will ensure that no Council receives less than a 2.3% increase in core funding. It is currently anticipated that given the roll over nature of the Welsh Government budget, that Monmouthshire will require a contribution from the funding floor. The rate of increase is therefore set at 2.3%.

7.6. The effect of these revised assumptions and pressures being incorporated into the updated modelling is shown below for 2026/27, indicating a reduction in the projected budget shortfall from £13.6m to £11.5m.

7.7. This still represents an early assessment of the budget landscape for 2026/27. Services are currently developing their budget models for 2026/27 which will further inform the level of cost pressures and savings that may need consideration for inclusion. The budget process is always a dynamic one, and all assumptions will continue to be revised and updated during the process.

2026/27 projected budget gap	Current Estimate November 2025 £000's			Previous Estimate July 2025 (£000's	
2025/26 Balanced Budget		**0**			**0**
Pay					
Superannuation rate	-2,004			-668	
Pay inflation - non-teaching	3,243			3,243	
Pay inflation - teaching	1,385			1,385	
		2,624			**3,940**
Non-Pay					
Non-pay inflation	2,558			2,558	
Service pressures (non-schools)	7,910			7,500	
Service pressures (schools)	1,000			0	
Waste Adjustment	2,147			3,035	
Increased employers' national insurance – annualised funding shortfall	761			0	
Indicative budget savings	-1,178			-819	
Treasury, Corporate & Reserves	1,693			1,700	
		14,891			**13,974**
Income					
Council tax increase	-3,106			-3,106	
WG settlement increase	-3,111			-1,758	
Fees & Charges	-791			-434	
Reduction in capitalisation directive support	1,000			1,000	
		-6,008			**-4,298**
Budget Gap		**11,507**			**13,616**

7.8. The medium term outlook remains uncertain. It is not anticipated that Welsh Government will provide any form of multi-year indicative funding settlements as part of their final budget proposals. Therefore, budget assumptions have been based on the premise that inflation

will remain under control, and that public spending by UK Government and the consequential impact on local government in Wales are in line with independent analysis. The Council will need to remain aware that there are downside risks that could adversely impact further the budget shortfalls modelled over the medium term.

7.9. The most up to date modelling indicates significant budget gaps over the medium term:

Budget shortfall	In Year (£m)	Cumulative (£m)
2026/27	11.5	11.5
2027/28	9.1	20.6
2028/29	8.7	29.4
2029/30	8.0	37.4

8 Budgetary Risk

8.1. In preparing the Council's 2026/27 budget, a number of financial uncertainties will continue to be a feature throughout the process. These are driven by limited forward-looking information and a volatile economic environment that continues to place pressure on public services. In this context, it is essential to maintain a robust risk management framework that enables the identification, assessment, and mitigation of financial risks wherever possible.

8.2. The principal risks currently influencing the Council's financial planning are summarised below:

Area	Description	Potential mitigation
Service cost pressures	There is currently limited information available on the level of recurrent service cost pressures that will carry forward, as well as new pressures anticipated for 2026/27. The initial work carried out as part of the budget process in November will aid in providing some clarity, however the nature of the budget process means that uncertainty will continue to feature throughout the budget process.	Robust scrutiny and challenge of any service cost pressures being proposed.

National living wage / Real living wage	The Council's pay structure, particularly at the lower end, is directly influenced by increases in the National Living Wage. Each financial year must begin with the lowest pay scale meeting or exceeding the NLW expected in the following April. Although no forecasts are currently available, historical trends show that even during periods of low inflation, the NLW has typically increased by at least 4%, with the exception of 2021. Additionally, as a Real Living Wage employer, the Council ensures all staff and apprentices are paid at or above this level, which is closely aligned with NLW movements. The NLW also has significant implications for commissioned care services, where the Welsh Government expects local authorities to ensure care workers are paid in line with the NLW.	Ensuring a robust evidence base is provided into Welsh Government of the full cost implications of the Council meeting its pay obligations.
Economic factors	Inflation and interest rate fluctuations continue to impact the cost of goods, services, and borrowing, placing additional pressure on the Council's financial position.	Robust treasury management based on realistic medium term budget projections. Holding a contingency budget to mitigate inflationary risk.
Delivery of budget saving proposals	81.6% of the £10.9 million in-year savings for 2024/25 were delivered - broadly consistent with historical performance. However, this highlights the potential risk in achieving full delivery of any savings targets made for 2026/27.	Robust financial management during the financial year with a key focus on high risk budget areas.
Variations to settlement Assumptions	Each 1% change in the Welsh Government settlement equates to approximately £1.3 million, significantly influencing the Council's ability to plan and deliver services effectively.	Ensuring a robust evidence base is provided into Welsh Government of the Councils overall cost pressures.
Income & Debt recovery	The ongoing cost-of-living crisis continues to affect household disposable income, which in turn impacts demand and collectability for income-generating Council services.	Prudent income targets set that are based on a reliable evidence base.

	The new responsibilities under the Extended Producer Responsibility scheme for Waste are yet to be fully embedded within services, with the corresponding funding levels being based upon future disposal performance.	Robust financial procedures and collection action that ensures recovery of income due.

9. Bridging the gap between expenditure and available resources

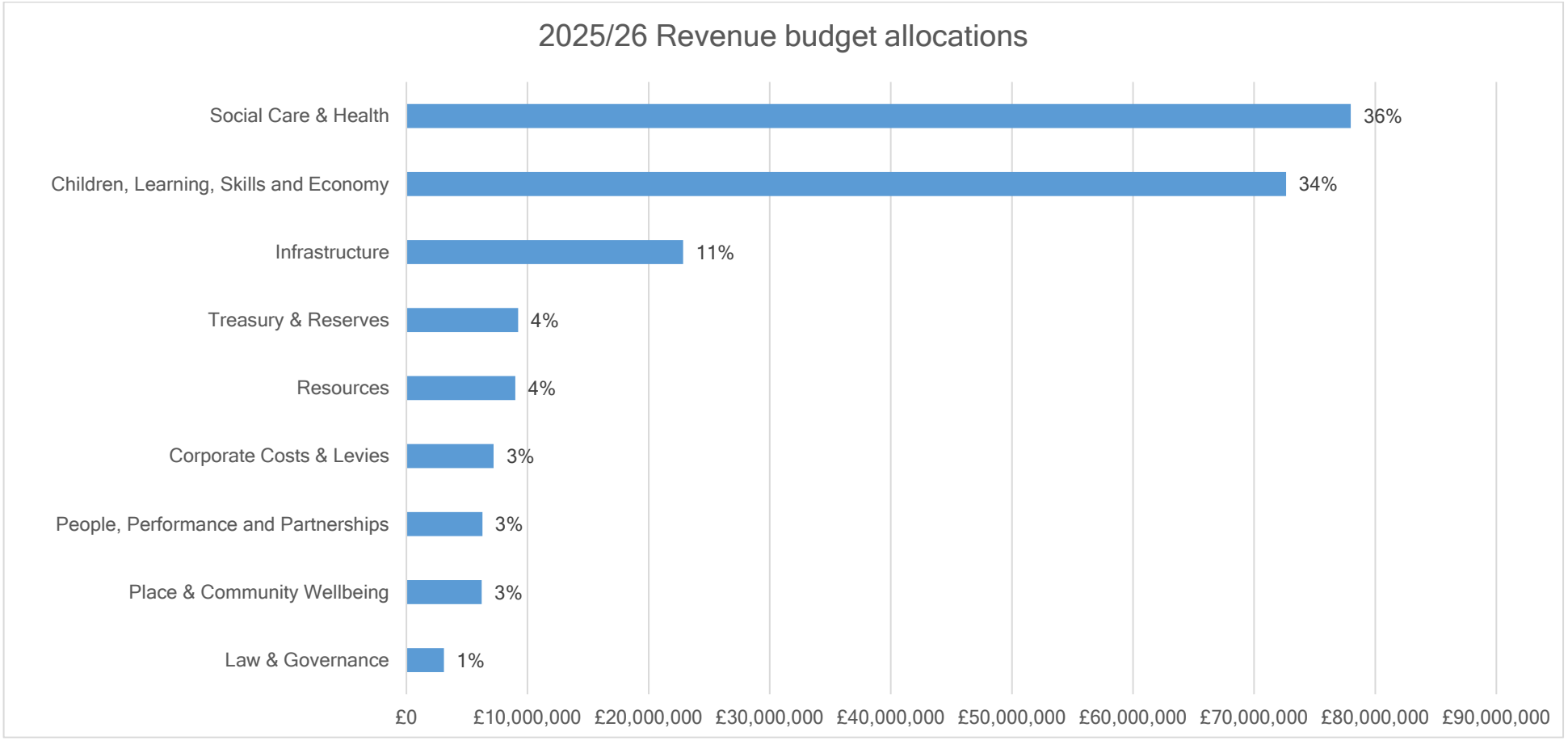
9.1. As the Council prepares for the 2026/27 budget and looks ahead over the medium term, Cabinet must carefully assess the extent to which further cost savings can be achieved through service efficiencies or reductions. This assessment must also consider the potential for mitigating budget shortfalls through additional funding streams or income generation.

9.2. Since 2010, the Council has responded to sustained financial austerity by delivering significant efficiencies across services. Many areas are now operating at the minimum level required to meet statutory obligations. Given the budget shortfall over the medium term, a more strategic, evidence-led approach is essential to ensure that resident needs continue to be met within a financially sustainable framework.

9.3. Persistent cost pressures, coupled with funding settlements that have not kept pace with inflation or rising demand, and the introduction of new, often underfunded responsibilities, have led to a growing reliance on savings, efficiencies, and the use of reserves and capital receipts to balance the budget.

9.4. With reserve levels now comparatively low and the scope for further efficiencies increasingly constrained, the Council faces a significant financial challenge. Addressing this will require a deliberate and forward-looking response - one that prioritises long-term reform, financial resilience, and the transformation of service delivery.

9.5. Of the Council's £214 million service delivery budget, 81% is allocated to three core service areas: Social Care & Health; Children, Learning, Skills & Economy; and Infrastructure (including Waste, Highways, and Transport). Achieving financial sustainability over the medium term will necessitate substantial and targeted programmes of change within these high-expenditure areas.



Budgetary Framework for 2026/27

9.6. It is important that the strategic budget principles approved as part of the MTFS guide the budget approach, and that Community & Corporate plan objectives remain central. The strategy needs to have regard to the whole budget and not just areas that aid in closing the budget gap.

9.7. The approved strategic budget principals, as approved by Council in July 2024 are:

MTFS Strategic Budget Principles
1. To maintain financial management arrangements that will be sufficiently robust to support the delivery of financial plans and mitigate corporate risks.
2. A citizen facing budget focused on mitigating any potential impacts of inequality or climate change.
3. A balanced budget reflecting objectives, priorities and commitments set out in the Council's Community and Corporate Plan.
4. Council budgets to be continually reviewed to ensure resource allocations are delivering value money and continue to align to the delivery of priority outcomes.
5. Budgets set without budget shortfalls having general recourse to reserve funding. In year spending will be met by in year funding.
6. The Council Fund (general reserve) will be maintained at a minimum of 5% of Net Revenue Expenditure (excluding the Schools Delegated budget) over the period of the MTFS.
7. An affordable and acceptable level of council tax increase with qualifying households being encouraged to access all dispensations they are entitled to receive.
8. To increase existing fees and charges. As a minimum fees and charges will be increased to match cost inflation. The Council will review opportunities to introduce new fees as appropriate.
9. To manage, wherever possible, any necessary reduction in the workforce through turnover rather than through specific voluntary or compulsory redundancy programmes.
10. To optimise the use of specific grant funding across the Council, taking advantage of legitimate opportunity to offset existing core cost through direct charge to the funding stream.
11. To sustain services through the development of strategic partnering arrangements with other local authorities, public sector partners, town and community councils, and third sector organisations.
12. Informed estimates will be factored into the MTFP for cost pressures anticipated to result from inflation, demand increases, growth and investment.

MTFS Strategic Budget Principles
13. To maintain a budget contingency budget of no less than £1m with specific criteria for its use. No reduction in the budget is permissible unless there is a clear and realistic plan for reinstating the budget within the Medium Term.
14. To optimise the use of land and buildings and consider alternate uses or disposal where there is not a clear ongoing case for continued use.
15. To be open to using capital receipt balances to support one-off revenue expenditure associated with service reform and to reviewing existing capital programme commitments not yet entered into.
16. Capital investment decisions will support the Council's corporate priorities and mitigate any statutory risks taking account of the return on investment and robust business cases.
17. Prudential borrowing will only be used to support the capital programme where it is affordable and sustainable within the Council's overall borrowing limits and the revenue budget over the long term.
18. To act in accordance with council's risk appetite in determining the amount of risk that the council is willing to seek or accept in the pursuit of its objectives.

10. Medium-term approach

10.1. The Council's evolving programme of change, underpinned by strong financial governance, provides the strategic framework through which services will be reshaped to meet resident needs within available resources. This programme is not simply a response to financial pressures but also a proactive effort to modernise and improve outcomes.

10.2. Positive progress continues across the programme of change. To maximise its impact, there is a requirement for coordination and discipline to how this work is captured, aligned, and reported. Doing so will help create a more coherent and connected picture of the overall programme, even though different elements are at varying stages of development.

10.3. By putting strong foundations in place, better assessment can be made of the quality and direction of the work underway, ensuring that the outcomes being achieved are moving the Council in the right direction. This will also allow the Council to quickly adapt and refine approach as needed.

10.4. Equally important is identifying what the Council is not doing or may need to stop doing, given the limits on capacity, resources, and funding. Making these choices will be key to delivering meaningful and sustainable change.

10.5. The key areas of development include:

- **Digital Collaboration**: Leveraging technology to streamline operations, improve service accessibility, and reduce costs.
- **Whole-Authority Strategy for Wellbeing and Prevention**: Shifting focus from reactive services to preventative approaches that improve long-term outcomes and reduce demand.
- **Data-Driven Decision Making**: Embedding the systematic use of data and evidence in policy development and service planning.
- **Leadership Alignment**: Ensuring senior leadership is fully engaged and aligned with transformation objectives to drive cultural and operational change.
- **Community-Centric Service Design**: Enhancing resident engagement and co-design to ensure services are responsive, inclusive, and locally relevant.
- **Workforce and Organisational Culture**: Investing in staff development, fostering innovation, and embedding a culture of continuous improvement.
- **Asset optimisation**: The strategic asset management plan is building on identifying underutilised or surplus assets and transforming for new, more effective uses that align with community needs and policy goals.
- A more centralised co-ordination and **assessment of value/outcome/alignment of specific grant funding** streams with our future direction of travel.
- **Appropriate and fit for purpose governance, risk management and capability** – ensuring that all of the above and below is underpinning with sound arrangements to keep the business safe and secure, for delivery and implementation to be overseen, and impacts and outcomes successfully delivered.

10.6. This integrated approach to change is essential to bridging the gap between expenditure and available resources, while maintaining the Council's commitment to delivering high-quality, resident-focused services.

10.7. Given the more medium-term nature of this work, it is not considered prudent include any financial impact within the 2026/27 budget proposals. As the programme continues to develop, consideration will be given to the implications this will have on shaping the budgetary framework for 2027/28 and beyond.

11. Capital programme

11.1. In the current climate of financial constraint, capital investment must remain within affordable limits. Demand for capital resources continues to exceed availability, making the prioritisation of projects, securing external funding, and collaboration with partners essential to meeting investment needs.

11.2. Rising construction and material costs are impacting the capital programme and wider asset management. Inflation is driving up prices, creating capacity constraints, affecting contract tenders and risk pricing. External grants have tended not to match these increases, raising affordability risks for ongoing and proposed projects.

11.3. While ongoing condition surveys and monitoring help identify and manage risks, the ageing asset base will inevitably require increasing levels of investment to maintain or refurbish infrastructure to acceptable standards.

11.4. Annual capital allocations for asset maintenance and refurbishment are targeted at the highest-priority backlog issues, focusing on assets in the poorest condition and associated risks. Estate optimisation, asset disposals, transfers, and strategic capital projects will also be used to mitigate risk, although these measures will not fully address the total backlog.

11.5. The current draft capital MTFP is outlined below:

Scheme	Final Budget 2025/26	Indicative Budget 2026/27	Indicative Budget 2027/28	Indicative Budget 2028/29	Indicative Budget 2029/30
Expenditure	**£000's**	**£000's**	**£000's**	**£000's**	**£000's**
Property Maintenance	1,872	1,653	1,653	1,653	1,653
Property Maintenance Fees	236	236	236	236	236
County Farms Maintenance	301	301	301	301	301
Upgrade School Kitchens	40	40	40	40	40
Asset Management Schemes	**2,449**	**2,230**	**2,230**	**2,230**	**2,230**
Abergavenny 3-19 school	12,232	0	0	0	0
School Development Schemes	**12,232**	**0**	**0**	**0**	**0**
Carriageway major works	1,137	1,137	1,137	1,137	1,137

Carriageways & Structures – additional improvements	2,743	1,312	1,312	1,312	1,312
Safety fence upgrades	76	76	76	76	76
Footway Reconstruction	197	197	197	197	197
Reconstruction of bridges & retaining walls	449	449	449	449	449
Road safety & trafficman programme	162	130	130	130	130
Signing upgrades & disabled facilities	38	38	38	38	38
Street Lighting Defect Column Programme	171	171	171	171	171
Flood Alleviation Schemes	30	11	11	11	11
Drainage & Gully works	375	375	375	375	375
Structural Repairs - Public rights of way	437	118	118	118	118
Surveys and Closures - Public rights of way	90	90	90	90	90
Ash Dieback/Dangerous Trees works	170	100	100	100	100
Infrastructure & Transport Schemes	**6,076**	**4,205**	**4,205**	**4,205**	**4,205**
Capital Region City Deal	730	730	730	730	730
S106 Schemes	288	0	0	0	0
Regeneration Schemes	**1,018**	**730**	**730**	**730**	**730**
Disabled Facilities Grant	900	900	900	900	900
Access for all - Schools	50	50	50	50	50
Access For All	250	250	250	250	250
Inclusion Schemes	**1,200**	**1,200**	**1,200**	**1,200**	**1,200**
ICT Hardware replacement	126	260	260	260	260
Network Estate replacement	100	50	50	50	50
SRS capital reserve contribution	61	61	61	61	61
Business world upgrade transition	40	0	0	0	0
Asset Management software transition	51	0	0	0	0
Ransomware & security	85	42	42	42	42
ICT Schemes	**463**	**413**	**413**	**413**	**413**
Vehicle Leasing	1,500	1,500	1,500	1,500	1,500
Vehicles Leasing	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**
Capitalisation Directive	3,708	2,358	1,358	0	0

Capitalisation Directive	**3,708**	**2,358**	**1,358**	**0**	**0**
Fixed Asset Disposal Costs	50	50	50	50	50
Match Funding of Grant applications	500	500	500	500	500
Contingency budget	0	560	560	560	560
Other Schemes	**550**	**1,110**	**1,110**	**1,110**	**1,110**
Total Expenditure	**29,195**	**13,745**	**12,745**	**11,388**	**11,388**
Funding	**£**	**£**	**£**	**£**	**£**
Supported Borrowing	(2,432)	(2,432)	(2,432)	(2,432)	(2,432)
Unsupported Borrowing	(18,069)	(4,257)	(4,257)	(4,257)	(4,257)
Grants & Contributions	(3,334)	(3,046)	(3,046)	(3,046)	(3,046)
Reserve Funded	(103)	(103)	(103)	(103)	(103)
Capital Receipts	(3,758)	(2,408)	(1,408)	(50)	(50)
Vehicle Lease Financing	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Total Funding	**(29,195)**	**(13,745)**	**(12,745)**	**(11,388)**	**(11,388)**
(Surplus) / Deficit	**0**	**0**	**0**	**0**	**0**

11.6. The Council's Capital Strategy sets out the framework for making and managing capital investment decisions aligned with corporate objectives. It ensures a consistent, informed, and transparent approach to investment planning. The Capital Strategy will be refreshed and presented alongside final budget proposals to Council in March 2026.

11.7. While the core capital programme remains in place and supports infrastructure investment, significant backlog pressures persist outside the programme due to affordability constraints. These pressures carry varying levels of risk that must be actively managed and mitigated.

11.8. All schemes within the indicative programme will be reviewed for timing and alignment with strategic priorities. Non-urgent projects may be deferred to focus resources on priority schemes or to release capital receipts for wider service redesign.

11.9. The Capital Programme for 2026-2030 will be reviewed during the budget-setting process to ensure revenue implications are accurately reflected and that capital plans remain affordable, prudent, and sustainable.

11.10. The capital receipts summary below shows the expected level of receipts and planned usage, highlighting the balances available in the next few years. Future investment in capital schemes, is in part dependent on future success of achieving capital receipts as it mitigates the requirement for borrowing.

Capital receipt balances	2025/26	2026/27	2027/28	2028/29	2029/30
	£000's	£000's	£000's	£000's	£000's
Balance as at 1st April	6,083	1,810	1,330	375	428
Capital receipts used to finance capital expenditure	(606)	(50)	(50)	(50)	(50)
Capital receipts used to support capitalisation direction	(3,770)	(2,708)	(1,708)	0	0
Capital receipts Received	0	0	0	0	0
Capital receipts Forecast	103	2,278	803	103	103
Forecast Balance as at 31st March	**1,810**	**1,330**	**375**	**428**	**481**

12. Budget Process and Timetable

12.1. In the context of all the above, setting a balanced budget for 2026/27 will be significantly challenging and will involve difficult decisions that will allow Cabinet to align and deliver the aims and aspirations set out in its revised Corporate and Community plan, and within the confines of available funding. The work required needs to involve Members and Monmouthshire communities as early in the process as possible.

12.2. The milestone dates in developing the budgetary process for 2026/27 is as follows:

Review of latest of budget modelling using updated assumptions & data	September 2025
High level pressure & saving mandates produced for Cabinet scrutiny	October 2025
MTFP update report - Cabinet	November 2025
Consideration of Welsh Government Provisional settlement	November 2025
Final pressure & saving mandates to be produced	December 2025
Budget assumptions, pressures and savings to undergo further Cabinet scrutiny	December 2025

Set Council tax base - ICMD	December 2025
Consideration of draft revenue & capital budget proposals - Cabinet	January 2026
Scrutiny of Proposals - Select Committees	January & February 2026
Public Consultation for 2026/27 budget	January & February 2026
Consideration of Welsh Government Final settlement	January 2026
Consideration of scrutiny, consultation, final pressures, savings & assumptions	February 2026
Final budget proposals - Cabinet	March 2026
Formal Council Tax Resolution & Budget Proposals - Council	March 2026

13. Progress against the MTFS Delivery plan

13.1. The medium term financial strategy (MTFS) approved by Council in July 2024 outlined the delivery plan that will convert the MTFS into practice. The plan contains the actions proposed in accordance with the strategy document. These align to the strategy's key aims and objectives.

13.2. There was a commitment made to provide a six-monthly update on progress against the delivery plan to monitor progress of the plan against the core objectives. The latest update of progress is outlined below:

Action No.	Action/Description	Outcome/Output	Milestones			Timescale for completion	Responsible Officer/Body	Progress update November 2025
			25/26	26/27	27/28			
1	Develop a Change and Improvement plan to enable delivery of required savings over the medium term	Programme of work developed with overarching governance to enable delivery to be co-ordinated	✓	✓	✓	Ongoing – will embed into MTFP as outcomes become clear	Cabinet/SLT	Programmes of work continuing be shaped with consideration of resourcing required and outcomes expected, both financial and non-financial.
2	Delivery of budget holder training	Refresh and rollout of training to all budget holders	✓	✓	✓	Spring 2026	Head of Finance	Appointment of vacant finance manager post will

Action No.	Action/Description	Outcome/Output	Milestones			Timescale for completion	Responsible Officer/Body	Progress update November 2025
								enable timely rollout of training
3	Self-assessment of compliance with CIPFA Financial Management Code	Self-assessment to identify further actions to improve the Council's financial management		✓	✓	March 2026	Deputy Chief Executive	
4	Independent financial resilience review to be undertaken	Independent review to highlight and further areas for improvement		✓		March 2026	Deputy Chief Executive	
5	Enhance approach to modelling future growth, demand, demographic and inflationary pressures in the MTFP		✓	✓	✓	Ongoing	Head of Finance	Developing as part of the budget process.
6	Revenue reserves (including school balances) and useable capital receipt review to be undertaken in line with the revised reserves policy	Rationalisation of revenue reserves	✓			July 2026	Deputy Chief Executive; Head of Finance	2024/25 review completed as part of financial outturn. Next update will take place as part of the same process in July 2026.
7	Financial risk register to be maintained and regularly updated	To ensure that suitable mitigations are in place against key financial risks	✓	✓	✓	Ongoing	Head of Finance	Risks have currently been identified and updated as part of this plan update. Also captured through various risk registers.

Action No.	Action/Description	Outcome/Output	Milestones			Timescale for completion	Responsible Officer/Body	Progress update November 2025
8	Annual review of fees and charges	To benchmark and assess fees and charges to ascertain scope for further income potential	✓	✓	✓	December 2025 and annually	Head of Finance	Will be completed as part of annual review of fees and charges on a service by service basis.

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monmouthshire
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SUBJECT:	**2025/26 REVENUE BUDGET – FINANCIAL UPDATE**
MEETING:	**CABINET**
DATE:	**19th November 2025**
DIVISION/WARDS AFFECTED:	**ALL**

1. PURPOSE:

1.1 To provide Cabinet with an update of the progress against the Councils revenue budget for the 2025/26 financial year.

2. RECOMMENDATIONS:

3.1 That Cabinet note a forecast revenue budget underspend of £29,000 at update 2.

3.2 This represents a £1.323 million improvement since the initial financial update, reversing a previously forecast overspend of £533,000 and restoring £761,000 of the Council's budget contingency.

3.3 The improvement is primarily driven by changes in Social Care where the ability to maximise the impact of grant funding to meet core expenditure has benefited the forecast.

3.4 That Cabinet note the budgetary risks that are inbuilt into this forecast, namely;

- Demand for high-cost services such as Social Care and Additional Learning Needs remains volatile.
- Inflation continues to be higher than anticipated.
- Only 90.4% of the £10.7m saving targets are expected to be met, down from the previously forecast 92.1%.
- Debt recovery rates are declining, especially in Council Tax and Social Care.
- The growing cumulative schools' reserves deficit that weakens the Council's financial resilience.

3.5 The Cabinet notes the projected increase in the deficit on cumulative schools' reserves, as detailed in ***Appendix 4*** of this report, amounting to £2,970,000, an increase of £135,000 compared to the previous forecast. School balances are expected to close the financial year at a deficit of £7,061,000, with eighteen out of thirty-five schools anticipated to have a deficit balance.

3.6 That Cabinet note that schools which are budgeting to end the 2025/26 financial year in a deficit balance are required to bring forward recovery plans by October half term to ensure that the proposed actions to address their budget shortfalls are instigated.

3.7 The Cabinet note the forecast Capital budget expenditure for the year of £59.79 million, alongside projected slippage of £8.14 million. No significant variances are anticipated at the current time with a minor underspend of £19k reported.

4 KEY ISSUES:

4.1 Context

4.2 The 2025/26 budget round reflected the sustained period of increased demand, complexity, and costs within School ALN provision, and Adults and Children's social care, which were addressed through significant base budget increases.

4.3 The budget set by Council in March also needed to consider other headwinds which continue to impact the Councils service operating environment:

- The wider socio-economic landscape and cost of living challenges that continue to have an impact on our communities, with a consequential increase in demand for Council services, and impact upon income generating services.
- The wider public sector challenges which impact upon Council services, notably within Health where efforts to improve patient pathways impact upon the level and complexity of demand for Social care.
- Headline inflation rates remain above UK Government targets, with some discrete areas of Council services continuing to experience cost pressures on supplies and services.
- In continuing efforts to combat inflation, interest rates have remained higher for longer and above previous UK Government forecasts.

4.4 The above results in a growing need for supportive Council services, pressure on income generating services, increased risks around debt recovery, and a higher-cost operating environment.

4.5 Revenue budget forecast

4.6 Full Council approved a revenue expenditure budget of £236,778,000 for the 2025/26 financial year. At the first financial update in July a forecast overspend of £533,000 was reported against this budget.

4.7 This position has improved significantly at update 2 by £1.323 million, reversing the previously forecast overspend of £533,000 and also restoring £761,000 of the Council's budget contingency which had originally been used to mitigate overspends within the first forecast.

Table 1: Revenue budget forecast by directorate

Directorate	Budget £000's	Forecast £000's	Forecast Overspend / (Underspend) £000's	% Variance to budget
Social Care, Health & Safeguarding	77,982	78,131	**149**	0.2%
Learning, Skills & Economy	72,635	72,804	**169**	0.2%
Infrastructure	21,462	21,148	**(314)**	-1.5%
Place & Community Wellbeing	6,223	6,202	**(21)**	-0.3%
People, Performance & Partnerships	6,275	6,323	**48**	0.8%
Legal & Governance	3,089	3,158	**69**	2.2%
Resources	9,006	8,861	**(145)**	-1.6%
Corporate & Treasury management	40,106	41,326	1,221	3.0%
Expenditure to be financed	**236,778**	**237,954**	**1,176**	**0.5%**
Financing	(236,778)	(237,983)	(1,205)	-0.5%
Total	**0**	**(29)**	**(29)**	**0.0%**

4.8 Despite the improving position with Social care, there remain specific underlying cost pressures. In Adult services this is driven by the rising demand for high-cost care packages, particularly in residential placements. While reablement efforts are expanding, they are not yet sufficient to offset the overall need for care. Service and practice changes are beginning to mitigate costs, but further progress is

needed. Annually allocated grants are helping to offset these pressures, but also bring expectations for faster hospital discharges, potentially increasing the need for expensive care packages.

4.9 In children's services the financial position has improved due to successful negotiations limiting annual uplifts for external placements, but significant pressures remain, notably linked to increased use of external counsel and barristers in family court cases, reflecting the necessity to ensure children's safety and welfare. Additionally, a reduction in Welsh Government grant funding has created a pressure on Family Support services, which, despite funding challenges, continue to play a vital role in preventing children from entering care and supporting safe family reunification. Maintaining these services is crucial to cost avoidance and promoting positive outcomes for children and families, as most children involved with children's services benefit from some level of family or community-based support, and any reduction could lead to increased care admissions.

4.10 Both Adults and Children's services are vulnerable to fluctuations in demand, especially as winter approaches. In housing and homelessness, the opening of Severn View offers some immediate cost mitigation, but pressures continue within private leasing through increased void and repair costs and rental debt arrears. Encouragingly, reliance on B&B accommodation is currently at a historic low.

4.11 An overspend of £169,000 within Learning, Skills & Economy is largely driven by increased costs in Early Years where grant income does not fully meet the cost of provision, and in Breakfast clubs where additional catering and staffing provision has been required.

4.12 Facilities and Fleet is forecasting a £385k overspend, driven by pressures in School transport against the catchment area savings planned for 2025/26. Changes in pupil numbers and route safety have limited the ability to fully realise expected savings. Internal operations are also under strain due to reduced income from contract changes and delays in adjusting vehicle and staffing costs. Within Fleet, increased hire charges and EV charger inspection and maintenance is adding to cost pressures.

4.13 Funding for the increased cost of Employers' National Insurance Contributions (NIC's) was not included within the final Welsh Government grant settlement. For the purposes of budget setting, it was assumed that the additional £3.32m pressure relating to the increase in employers' NIC's for directly employed staff would be fully funded. Confirmation was received in July that Monmouthshire will receive £2.56m of funding, a shortfall of £761k or 23%. Whilst it has been confirmed that the funding will transfer into the Welsh Government grant base for 2026/27, the recurrent cost pressure will need to be considered as part of the budget process for 2026/27.

4.14 The National Joint Council (NJC) pay award for 2025/26 was agreed in July at 3.2% which is marginally above the budgeted assumption of 3.1%. The resultant additional cost pressure of £0.1m will need to be met from within existing service budgets, with an increase in

base budget pressure considered for 2026/27. Welsh Government are currently considering if further in-year grant support can be given to Councils to support pay pressures, and a further update will be given at update 3.

4.15 Welsh Government have confirmed a 4% pay award will be implemented for teaching staff from September 2025. Whilst this increase is above the Councils budget assumption of 3.1% increase, Welsh Government have confirmed they will continue with their recent commitment of providing additional grant funding in-year to meet the increased costs falling to local government and no budget cost pressure is reported.

4.16 Underspends within Waste and Decarbonisation, alongside ongoing staff vacancies across some services, and out-performance of Council tax income targets have all helped fully mitigate the overspends reported.

4.17 ***Appendix 1*** to this report outlines the summary reasons for the service budget variances, with a more detailed explanation outlined in ***Appendix 2***.

4.18 **Budgeted service savings**

4.19 As part of the approved revenue budget, services were required to bring forward and deliver savings totalling £10,701,000. The current forecast indicates a projected shortfall of £1,032,000 (9.6%) in meeting this target – a deterioration from the £847,000 (7.9%) reported at update 1.

4.20 Full details of progress against individual savings targets can be found at ***Appendix 3*** to this report. The main variances are as follows:

Table 2: Progress against budgeted savings targets

Savings proposals by Directorate	Budgeted Saving	Current Forecast	Variance	Percentage met	Comment
	£000	£000	£000	%	
Social Care, Health & Safeguarding	(2,950)	(2,548)	402	86.4	£232k Adult's services - Too early in the year to ascertain if the full £250k of savings will be delivered from practice change, given the complexity and level of demand for care presenting. £170k Homelessness – Delay in Severn view opening that impacts on 4 months of savings being generated.

Learning, Skills and Economy	(745)	(745)	0	100%	No variance forecast
Infrastructure	(5,679)	(5,185)	494	91.3%	£334k Passenger Transport routes - Pupil figures have changed, and some routes are unsafe, requiring continued transport. £160k Waste funding – the final extended producer responsibility funding has been confirmed as slightly lower than anticipated.
Place & Community Wellbeing	(606)	(531)	75	87.6%	£75k Planning application fee increase – Fees will be increased from 1st December, meaning full £100k based on October start cannot be achieved.
People, Performance and Partnerships	(165)	(104)	61	63.0%	Savings anticipated from further structure changes are not deemed achievable following further review. Savings in subscriptions has not been achieved.
Legal & Governance	(1)	(1)	0	100%	No variance forecast
Resources	(555)	(555)	0	100%	No variance forecast
Totals	**(10,701)**	**(9,669)**	**1,032**	**90.4%**	

4.21 Schools' budgets and reserves

4.22 The overall level of school reserves are currently forecast to move further into deficit by £2,970,000 by the end of the 2025/26 financial year, to a collective deficit balance of £7,061,000. This is a deterioration of £135,000 since the first update, and £255,000 above the budgets schools have collectively set for the year.

School reserve balances at 31st March (Surplus) / Deficit	**2022 £000**	**2023 £000**	**2024 £000**	**2025 £000**	**2026 (Forecast) £000**
Comprehensive schools	(2,253)	(1,259)	976	1,366	1,806
Middle schools	0	0	329	1,386	2,033
Primary schools	(4,622)	(3,027)	(1,142)	(306)	616

Special schools	(79)	31	742	1,645	2,606
Total	**(6,955)**	**(4,255)**	**905**	**4,091**	**7,061**

4.23 The legacy impact of the pandemic continues within the school environment, particularly in respect of attendance, behaviours and increased additional learning needs. This has required increased staff and specialist resources to tackle the issues presenting and increased overall costs of provision. Higher than budgeted pay awards for both teaching and non-teaching staff have also impacted upon budgets in recent years.

4.24 All schools that forecast a deficit balance at the financial year-end are required to bring forward budget recovery plans. Close monitoring and support continues to be given to these schools, as well as those at risk of entering a deficit position over the medium term, to ensure that the proposed actions to address medium term budget challenges are instigated.

4.25 **Capital Programme**

4.26 Capital expenditure of £59.79 million is forecast for the year, with no significant variances anticipated at the current time. A marginal under spend of £19k is currently reported. The £1.3m capital contingency budget remains unallocated.

4.27 Capital schemes by nature are usually multi-year, and some slippage is to be expected as expenditure profiles change based on flex in project circumstances. A total of 16 capital schemes are indicating that slippage will be required into 2025/26 totalling £8.14 million, representing 12% of the total budget for the year. Recent experience suggests that the final amount of schemes requiring slippage will increase as the year progresses as scheme progress becomes clearer.

4.28 **Capital receipts** – The table below outlines the latest forecast of capital receipts balances available to meet future capital commitments. The full balance of capital receipts is committed to future capital investment meaning there is little scope to support additional capital investment. This also means that the level of capitalisation direction support to the revenue budget is profiled to taper down to zero over the medium term.

Table 5: Capital receipts balances

Capital receipt balances	**2025/26**	**2026/27**	**2027/28**	**2028/29**	**2029/30**
	£000's	**£000's**	**£000's**	**£000's**	**£000's**
Balance as at 1st April	6,083	1,810	1,330	375	428

Capital receipts used for financing	(606)	(50)	(50)	(50)	(50)
Capital receipts used to support capitalisation direction	(3,770)	(2,708)	(1,708)	0	0
Capital receipts Received	0	0	0	0	0
Capital receipts Forecast	103	2,278	803	103	103
Forecast Balance as at 31st March	**1,810**	**1,330**	**375**	**428**	**481**

4.29 **Financial implications and future focus**

4.30 The budget planning framework for 2025/26 reaffirmed the need to progress the Council on a path towards financial sustainability including conserving an appropriate and prudent level of financial resilience, of which the Council's reserves are a key component. As a consequence, the final revenue budget proposals for 2025/26 did not include any use of reserves to meet recurrent revenue expenditure.

4.31 The delivery of at least a balanced budget position for 2025/26, alongside substantial budget recovery action within schools will be fundamental in maintaining financial stability and limiting any further impact upon the Council's reserves.

4.32 The continuing financial headwinds, increasing demand for services, funding uncertainty, and the need for £10.7m of service savings to be delivered still present tangible ongoing budget risks for the year.

4.33 The service commentaries provided indicate that there remain underlying cost pressures that will be recurrent into 2026/27 unless successfully reversed or mitigated. Conversely the mitigations that are offsetting those cost pressures during 2025/26 are less likely to be recurrent, such as annually allocated grants, one-off income, and staff vacancies that are gradually being filled.

4.34 When this is considered alongside the existing budget gap to be resolved for 2026/27, and a challenging and uncertain funding outlook over the medium term, the need for strong financial discipline remains paramount.

4.35 As we move towards the next formal monitoring period, work will continue to deliver on the structured approach to tackling the underlying cost pressures, with particular importance assigned to tackling costs which have the ability to be recurrent for 2026/27 and beyond.

4.36 In order to deliver this, a range of measures will continue to be implemented, including, but not limited to:

- Maximising all grant and income opportunities, including the transfer of core costs into grant where conditions allow

- Vacancy management with a strategic and thoughtful approach to the filling vacant posts that is in line with the needs of the service, and the longer term objectives of the Council through its Community & Corporate plan.
- Maximising the opportunity to meet the costs of organisational reform from capital receipts where regulations allow

4.37 **Remaining budgetary risks**

4.38 There remain specific budgetary risks that have the ability to further impact upon the revenue budget during 2025/26:

- **Further non-delivery of budget savings targets**, especially where these involve income generation, changes to structures, alternative delivery models or those involving community or other partners.
- The trend of **reducing debt recovery**, particularly within Council tax and Social Care where there has been a slowing down in collection rates, and where there are increasing numbers of discounts and exemptions being awarded.
- **The recruitment market** remains challenging, with some services encountering difficulty hiring and retaining suitably qualified and skilled staff. Whilst this will result in a reduction in immediate expenditure, it will impact the ability to deliver services in line with the Councils objectives.
- **Inflation** rose by 3.8% in the 12 months to September 2025 and remains well above government targets and above budgeted assumptions. Current projections suggest that inflation could rise further over the coming months before easing. This has the consequence of increasing costs and contracts agreed over the remainder of the financial year.
- **Schools reserve balances** – the further forecast draw on balances for 2025/26 of £2.97m would significantly increase the cumulative schools reserve deficit that is being carried on the Council's balance sheet. This consequently impacts upon the Council's overall financial resilience and increases it risk exposure by reducing available balance sheet resources.

5 RESOURCE IMPLICATIONS:

5.1 The report itself covers the resource implications of the entirety of the revenue budget activity during the year. There are no further resource implications as a result of the recommendations in this report.

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

6.1 This report provides Members with an update on the progress being made against the revenue budget of the Authority and carries no decisions. There are therefore no equality and future generations' implications directly arising from this report.

CONSULTEES:

Senior Leadership Team
Cabinet
Performance and overview committee

BACKGROUND PAPERS:

Appendix 1 – Summary service variances
Appendix 2 – Detailed service variances and commentary, Schools reserves, Capital programme
Appendix 3 – Progress against budgeted savings
Appendix 4 – Individual school balance forecasts

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Appendix 1 – Summary of service variances forecast

Directorate	Update 2 Forecast Overspend / (Underspend) (£000s)	% Variance to budget	Overspend	Underspend
Social Care, Health & Safeguarding	**149**	0.2%	**Children's services** £83k – Primarily additional Counsel costs of £368k and reduction in WG grant £274k offset by ability to contain annual fees uplifts for external placements	**Adult services** £326k – ability to meet core costs from available grant funding
			Housing & Homelessness £366k – Delay in opening of Severn view, void and repair costs, rent arrears	
Children, Learning, Skills & Economy	**169**	0.2%	**Central budgets** £114k – Various smaller over spends relating to staff costs, income reductions and ICT costs	**ALN costs** £59k – primarily due to a reduction in independent placements
			Early years £73k – WG grant does not fully cover cost of provision	
			Breakfast clubs £41k – Additional staffing and catering costs	
Infrastructure	**(314)**	-1.5%	**Passenger transport** £315k – Shortfall in meeting pupil transport route savings £334k, reduced income on internal operations £75k offset by additional grant	**Grounds Maintenance** £76k - staff savings and increased fee income
			Fleet Maintenance £70k – hire charges and EV charging inspection and maintenance	**Decarbonisation** £157k – increased income from the Solar farm, staff vacancies, offset by inability to meet corporate mileage savings
				Schools catering £88k – increased grant and staff vacancies

Directorate	Update 2 Forecast Overspend / (Underspend) (£000s)	% Variance to budget	Overspend	Underspend
				Waste £299k – one-off dividend from incineration partnership alongside savings in disposal and recycling contracts, and some staff savings
				Highways design, flooding & road safety £85k – savings in professional fees, supplies & services and some staff vacancies
Place & Community Wellbeing	**(21)**	-0.3%	**Car parking** £74k – under recovery of fixed penalty charges and higher than anticipated publication costs	**Performance, Finance and Resources** £80k – staff vacancies
People, Performance and Partnerships	**48**	0.8%	**Communications** £60k - Staffing structure changes and reduction in income.	**Payroll & System Support** - £73k – reduction in system and supplies & services spend and staff vacancy
			People Management - £44k – unachievable staff vacancy factor and extra staff resource being put in place to bolster team capacity	
Legal & Governance	**69**	2.2%	**Members -** £37k – overspend against superannuation contributions plus an inability to achieve vacancy factor savings, coupled with an increase in Mod Gov system charges.	**Staff savings** - £15k
			Legal - £56k – inability to achieve staff vacancy factor savings and an anticipated reduction in court fee income	
Resources	**(145)**	-1.6%	**Newport leisure park** £47k – the income surplus of £276k is £44k below budget due to unbudgeted utility costs associated with a vacant unit	**Building cleaning & Public conveniences** £125k – part-year staff vacancies as the service implements a restructure, as well as savings on maintenance and business rates in public conveniences.
			Castlegate £93k - increased operating costs associated with vacant units that fall to the authority to manage	**Landlord services** £215k - staff vacancies offset by a shortfall in other rental income

Directorate	Update 2 Forecast Overspend / (Underspend) (£000s)	% Variance to budget	Overspend	Underspend
			County Farms £65k – Void Property Costs (£50k) from covering running costs of vacant farms and cottages. Professional Fees (£20k) for valuations and succession reports needed for tenancy management	
			Finance £24k – a mixture of smaller overspends relating to Benefits, Council tax and systems support	
Corporate & Treasury Management	**1,221**	3.0%	**Earmarked reserves** £576k – unbudgeted contribution to Council Tax Premium reserve is forecast. This will be mirrored by a corresponding underspend within Council tax	**Lower net borrowing costs** £35k - reflective of higher than anticipated cash balances, forward starting loans, and capital slippage.
			Employers' national insurance £761k – Funding shortfall from Welsh Government to cover increased costs incurred	
Financing	**(1,205)**	-0.5%		**Council tax reduction scheme** £420k - cases have tracked slightly lower than budgeted for the year
				Council tax £209k – changes in the domestic registration list of properties chargeable has resulted in an increase of income forecast
				Council tax premiums £576k – The collection rate is currently higher than anticipated when setting the budget
Total	**(29)**	0.0%		

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Section 1 Revenue budget summary forecast
Section 2 Detailed service commentary
Section 3 School balances update
Section 4 Capital programme update

Section 1 - Overall Revenue Position

Table 1: 2025/26 Revenue budget forecast by directorate

Service Area	Original Budget 2025/26	Budget Adjust-ments	Revised Annual Budget	Forecast	Forecast (Under) / Over Spend @ Update 2	Forecast (Under) / Over Spend @ Update 1	Variance from Update 1
	'000's	**'000's**	**'000's**	**'000's**	**'000's**	**'000's**	**'000's**
Social Care, Health & Safeguarding	77,916	66	77,982	78,131	**149**	1,074	(925)
Learning, Skills & Economy	73,030	(395)	72,635	72,804	**169**	40	129
Infrastructure	21,442	20	21,462	21,148	**(314)**	(61)	(253)
Place & Community Wellbeing	6,009	213	6,223	6,202	**(21)**	141	(162)
People, Performance & Partnerships	6,317	(41)	6,275	6,323	**48**	99	(50)
Legal & Governance	3,050	39	3,089	3,158	**69**	64	6
Resources	9,083	(77)	9,006	8,861	**(145)**	(95)	(50)
Corporate	29,147	350	29,497	30,176	**680**	(27)	706
Net Cost of Services	**225,994**	**175**	**226,169**	**226,804**	**635**	**1,234**	**(599)**
Appropriations	10,784	(175)	10,609	11,150	**541**	484	56
Expenditure to be Financed	**236,778**	**0**	**236,778**	**237,954**	**1,176**	**1,719**	**(542)**
Financing	(236,778)	0	(236,778)	(237,984)	**(1,205)**	(1,185)	(20)
Net General Fund (Surplus) / Deficit	**0**	**0**	**0**	**(29)**	**(29)**	**533**	**(562)**

Table 2: ***2025/26 Revenue budget forecast by service***

Service Area	Original Budget 2025/26	Budget Adjust-ments	Revised Annual Budget	Forecast	Forecast (Under) / Over Spend @ Update 2	Forecast (Under) / Over Spend @ Update 1	Variance from Update 1
	'000's	'000's	'000's	'000's	'000's	'000's	'000's
Adult Services	47,536	284	47,821	47,495	**(326)**	201	(527)
Children Services	24,105	202	24,306	24,389	**83**	598	(515)
Housing & Homelessness	2,512	(21)	2,491	2,856	**366**	238	128
Public Protection	1,886	45	1,931	1,931	**0**	(5)	5
SCH Support	1,877	(444)	1,433	1,459	**26**	42	(16)
Social Care, Health & Safeguarding	**77,916**	**66**	**77,982**	**78,131**	**149**	**1,074**	**(925)**
Economy, Employment & Skills	853	(48)	805	817	**12**	0	12
Emergency Planning	178	0	178	195	**16**	0	16
Individual Schools Budget	58,790	0	58,790	58,796	**6**	6	0
Resources	1,217	(50)	1,167	1,226	**59**	31	28
Standards	11,992	(297)	11,695	11,772	**77**	3	73
Learning, Skills & Economy	**73,030**	**(395)**	**72,635**	**72,804**	**169**	**40**	**129**
Enterprise, Housing & Community Animation	559	(213)	345	351	**5**	2	3
Facilities, Fleet & Decarbonisation	11,739	84	11,823	12,208	**385**	563	(178)
Neighbourhood Services	8,668	(34)	8,634	8,174	**(460)**	(381)	(79)
Operations	476	183	659	415	**(244)**	(245)	1
Infrastructure	**21,442**	**20**	**21,462**	**21,148**	**(314)**	**(61)**	**(253)**
Culture and Community Learning	943	(82)	861	879	**18**	38	(20)
Countryside, Destination and Environment	1,149	(75)	1,074	1,038	**(36)**	(14)	(21)
Leisure and Wellbeing	1,764	(121)	1,643	1,641	**(2)**	0	(2)
Performance, Finance and Resources	1,639	316	1,954	1,874	**(80)**	(5)	(75)
Placemaking, Highways & Flooding	515	175	691	769	**78**	123	(44)
Place & Community Wellbeing	**6,009**	**213**	**6,223**	**6,202**	**(21)**	**141**	**(162)**
Chief Executives Office	2,917	(30)	2,888	2,935	**48**	117	(69)
People	1,934	(10)	1,924	1,910	**(14)**	(14)	0
Policy, Scrutiny & Customer Service	1,466	(2)	1,464	1,478	**14**	(4)	19

Service Area	Original Budget 2025/26	Budget Adjust-ments	Revised Annual Budget	Forecast	Forecast (Under) / Over Spend @ Update 2	Forecast (Under) / Over Spend @ Update 1	Variance from Update 1
People, Performance & Partnerships	**6,317**	**(41)**	**6,275**	**6,323**	**48**	**99**	**(50)**
Democratic Services	1,957	39	1,996	2,023	**27**	39	(12)
Legal and Land Charges	1,093	0	1,093	1,135	**42**	25	17
Legal & Governance	**3,050**	**39**	**3,089**	**3,158**	**69**	**64**	**6**
Commercial, Corporate & landlord Services	2,133	(58)	2,075	1,924	**(151)**	(27)	(124)
Corporate Health & Safety	163	0	163	163	**0**	0	0
Finance	3,791	(19)	3,772	3,796	**24**	(58)	82
Information Communication Technology	2,996	0	2,996	2,978	**(18)**	(10)	(8)
Resources	**9,083**	**(77)**	**9,006**	**8,861**	**(145)**	**(95)**	**(50)**
Precepts & Levies	28,699	0	28,699	28,666	**(33)**	(33)	0
Coroner's	278	0	278	296	**18**	19	(1)
Archives	228	0	228	228	**0**	0	0
Corporate Management	452	0	452	385	**(67)**	(13)	(54)
Non Distributed Costs (NDC)	387	0	387	387	**0**	0	0
Strategic Initiatives	(2,820)	350	(2,470)	(1,709)	**761**	0	761
Insurance	1,923	0	1,923	1,923	**0**	0	0
Corporate Costs & Levies	**29,147**	**350**	**29,497**	**30,176**	**680**	**(27)**	**706**
Net Cost of Services	**225,994**	**175**	**226,169**	**226,804**	**635**	**1,234**	**(599)**
Interest & Investment Income	(788)	0	(788)	(1,045)	**(257)**	(257)	0
Interest Payable & Similar Charges	7,624	0	7,624	8,053	**429**	423	6
Charges Required under Regulation	6,158	0	6,158	5,943	**(215)**	(215)	0
Other Investment Income	0	0	0	(1)	**(1)**	(1)	0
Borrowing Cost Recoupment	(3,918)	0	(3,918)	(3,910)	**8**	0	8
Contributions to Reserves	2,483	0	2,483	3,059	**576**	535	42
Contributions from reserves	(775)	(175)	(950)	(950)	**0**	0	0
Contribution from Council Fund	0	0	0	0	**0**	0	0
Appropriations	**10,784**	**(175)**	**10,609**	**11,150**	**541**	**484**	**56**

Service Area	Original Budget 2025/26	Budget Adjust-ments	Revised Annual Budget	Forecast	Forecast (Under) / Over Spend @ Update 2	Forecast (Under) / Over Spend @ Update 1	Variance from Update 1
Expenditure to be Financed	**236,778**	**0**	**236,778**	**237,954**	**1,176**	1,719	**(542)**
General Government Grants	(100,637)	0	(100,637)	(100,637)	**0**	0	0
Non Domestic Rates	(34,612)	0	(34,612)	(34,612)	**0**	0	0
Council tax	(110,596)	0	(110,596)	(111,381)	**(785)**	(785)	0
Council Tax Benefit Support	9,066	0	9,066	8,646	**(420)**	(400)	(20)
Financing	**(236,778)**	**0**	**(236,778)**	**(237,983)**	**(1,205)**	**(1,185)**	**(20)**
Net General Fund (Surplus) / Deficit	**0**	**0**	**0**	**(29)**	**(29)**	533	**(562)**

Section 2 - Directorate – Service Variance Comments

SOCIAL CARE, HEALTH & SAFEGUARDING	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	1,074	149	0	0

CHIEF OFFICER COMMENTARY

The overall position at halfway into the financial year for the directorate is a predicted forecast overspend of £149K, a considerable improvement by £925K since update 1.

This improvement is attributable to the confirmation of a £900K grant related to Pathways of Care Transformation (hospital discharge) which has helped support the costs of care and service provision within adult services, along with the continuation of the £1.1M Social Care Workforce Sustainability grant. The directorate is also benefitting for Regional Integration funding which helps to support core costs. There remain significant underlying pressures within adult social care particularly given that we are approaching the winter months. Of particular concern is the on-going increased demand for residential placements.

In itself, the new grant allocation, whilst positive, will bring with it increased expectation of speeding up hospital discharge processes which can result in the need for costly packages of care. Whilst progress is being made in increasing the numbers of people benefitting from reablement, this is not able to fully mitigate the need for longer term residential care or care at home. The service and practice changes that have been put in place are starting to take effect in terms of mitigated costs, such as the care at home contracts in the south, but there is still more to do.

The improved position has also been supported by managing to contain the cost of annual uplifts within external placements within Children's Services. However, pressure continues to arise through more children requiring care, the cost of legal proceedings and through the need to maintain family support despite the loss of some WG grants. Family support is essential to avoid the need for placements as well as securing better outcomes for children.

Both adults and children services are predicated on demand rates holding steady – which is not easy to predict, particularly heading into the winter period [for adult social care].

Housing and homelessness services show a deteriorated position by £128k. The opening of Severn View should help mitigate pressure moving forward. However, the service is seeing rising operating costs, voids, and rent and debt arrears across emergency and temporary housing provision - this needs to be explored further for potential mitigation. On a positive note, the usage of B&B accommodation is at its lowest for many years.

On the backdrop of the positive improvements during update 2, debt due to unpaid Adult social care charges remains a challenge and we are looking at an action plan moving forward.

Adult Services				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	201	(326)	0	0

The position at update 2 highlights a projected underspend at year end of £326k, which is a considerably improved position of just over £500K since update 1.

It is a somewhat complicated picture across the service with a number of over and underspends against different service areas, reflecting both changing patterns of demand and the on-going impact of service re-organisation.

The improved position has largely been achieved through an allocation of £900k via the Pathways of Care Transformation Grant, and through ensuring full spend against the Regional Integration Fund revenue grant. We also benefit from the continuation of the £1.1M Social Care Workforce Sustainability grant. Savings are also being made against the internal care at home staffing salary with increasing amounts of care being commissioned through external providers.

The main pressure includes the full year effect of care provision and adult placements made at the end of the previous financial year and the ongoing rise in residential placements. There have been an additional 8 residential placements since update 1. Across the County there are a total of 360 residential placements demonstrating the increase in demand even over the summer months. This is in keeping with the aging demographic of the county together with the complexity of needs experienced by our older residents. Residential placements for people living with later stage dementia are generating a particular budgetary pressure. The demand for care at home is also showing an increase since update 1.

This picture of on-going increased demand reflects the underlying budgetary pressure within adult social care, with the improved position largely being attributable to additional grant money. Furthermore, the current position is predicated on maintaining stable demand; however, winter is a notoriously unpredictable and challenging time for the service. During the next period, it is likely that additional pressure will arise from both community and hospital settings with a particular emphasis on hospital discharge.

The savings target of £250k is not yet fully evidenced; however, our review activity has significantly increased. For the first time we met our 70% target of the number of care and support plans reviewed at the end of 2024/25 increasing to 74% at the end of the first quarter of 2025/26. Savings achieved by reducing packages of care via the review process are already captured in this forecast and we are still validating the data to demonstrate actual impact. Work is underway to ensure that this data is available at update 3.

We are still experiencing difficulties in progressing CHC cases for younger people with mental health and learning disabilities that is impacting on our ability to move eligible adults into health service budgets. This is an issue for all Welsh Local Authorities. The regional team are in the process of appointing a CHC lead to act on behalf of the Gwent region to address our concerns and gather information with a view to progressing a legal challenge.

Our service transformation plan to expand reablement is moving forward with the number of people receiving reablement increasing. This represents cost avoidance for the Local Authority as we continue to reduce the number of people who do not need care and support at the end of a period of reablement.

Despite the unpredictability of the coming months, the service continues to take every opportunity to adopt cost avoidance approaches to care. Our information advice and assistance service (IAA) will be implemented during the latter part of this year with 6 new IAA workers now recruited. This allows us to

develop our preventative offer and will feed our new intake model where reablement is the first consideration to mitigate or prevent care. The new domiciliary care contracts have been implemented in the South, and we are now looking to ensure that we gain maximum value out of these contracts in order to stabilise cost and improve capacity in the area of most demand.

Debt due to unpaid Adult social care charges remains a challenge and we are looking at an action plan moving forward, which will sit aside our current discussions and actions that are already established and in place.

Children's Services				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**598**	**83**	**0**	**0**

At the end of update 1 there were 190 children looked after including 15 unaccompanied asylum-seeking children. At the end of October this has increased to 199 with 16 unaccompanied asylum-seeking children. This is the first significant increase for some time, although the underlying trend remains relatively stable at the moment.

The service activity of assessment, family support and risk management remains intense. During this first 6 months of the year 28 children became looked after and 23 children left care.

The service is currently showing an improved position at Update 2 because through successful negotiation, we have been able to contain the costs related to annual uplifts of external placements.

There remains a significant pressure related to the use of external counsel / barrister costs for children who are in a public law process in the family courts. This represents a pressure of £368K based on current activity which is a deterioration of £75K. As at update 1 there were 22 children (16 families) within the family courts. The service only refers children to the family court if it is the only way to secure a child's safety and long-term stability / welfare. The costs associated with a court process are high, and the use of barristers is often unavoidable. In terms of corrective action, the service will continue to liaise with the legal team to explore any potential to reduce the costs associated with court.

The other element of the reported overspend relates to pressure that has arisen through a reduction in the Welsh Government grant that supports our Family Support services. This is a pressure of £274k. Family support is critical to supporting children to remain safely at home wherever possible and helps both to safely reduce the numbers of children who need to come into care and safely return children to their families and communities at the earliest opportunity. Although it represents a cost pressure, the service has maintained family support despite the significant reduction in the WG grant. Family support is fundamental to cost avoidance (particularly given the cost of placements) and helps us to secure best outcomes for children and families. The majority of children open to children's services (normally around 550 at any one time) will be receiving family support of some description, with many others receiving services through early help and community-based support. If these services were disrupted or reduced more children would need to come into care.

At update 2 the service is on track to achieve 100% of its £1.9M savings related to practice change in care planning for children and placement development.

The current position is predicated on there being no new high-cost demand into the service, something which is not always predictable.

HOUSING & HOMELESSNESS				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'s	**238**	**366**	**0**	**0**

Housing services is showing an overspend of £366k a deterioration of £128K since update 1.

The main reasons are:
- the delay in the opening of Severn View giving rise to additional costs within B & B provision
- a number of voids within existing provision
- costs associated with the maintenance and repair of existing provision
- making-good following hand-back of B & B provision
- costs within private leasing arrangements driven by increased repair, maintenance, and cleaning costs.
- reduced income due to rent arrears and bad debt
- staffing costs.

These issues are indicative of providing emergency and temporary housing for people who have high support needs. The bottom-line position within housing has benefitted from £242K due to the Housing benefit clawback reduction; however, this has not been sufficient to off-set the current costs.

The service is looking at potential mitigating actions including reducing voids where possible. As the new temporary accommodation service in Severn View beds-in, this should help alleviate future budgetary pressure, dependant on demand patterns. On a positive note, the usage of B&B accommodation is at its lowest for many years.

Public Protection				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'s	**(5)**	**0**	**0**	**0**

At update 2 the division is forecast to spend its allocated budget.

SCH Support				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'s	**42**	**26**	**0**	**0**

There is a £26k budget pressure currently forecast in SCH support due to changes in payroll costings following the Chief officer pay review, changes to employer national insurance contribution rates, and from pay awards.

Learning, Skills & Economy DIRECTORATE	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**40**	**169**	**0**	**0**

CHIEF OFFICER COMMENTARY

The Directorate's current position is a forecasted overspend of £169,000. This would be higher, but has been mitigated by releasing part of the ALN Independents Budget, due to several pupils leaving independent placements.

Economy, Employment & Skills				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'s	**0**	**12**	**0**	**0**

Economy, Employment & Skills are currently reporting an overspend of £12k due to not being able to meet employee related savings. However, this can be offset by releasing part of the ALN Independents Budget (which is shown in the Standards section below)

Emergency Planning				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'s	**0**	**16**	**0**	**0**

Emergency Planning are currently reporting an overspend of £16k due to not being able to meet employee related savings. However, this can be offset by the releasing part of the ALN Independents Budget (which is shown in the Standards section below)

Individual Schools Budget				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**6**	**6**	**0**	**0**

There is currently a small forecasted overspend due to several small, unexpected costs relating to schools

Resources				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**31**	**59**	**0**	**0**

The current forecasted overspend of £59k is due to the following:

- £25k increase in management staff costs, due to the restructure, and not being able to meet employee related savings
- £14k increase in School & Student Access staff costs, due to a secondment continuing for the remainder of the financial year, and not being able to meet employee related savings
- £9k reduction in income, as we no longer receive income for the administration of the EIG, now that it is part of the LA Education Grant
- £6k SIMS costs not budgeted
- £5k unable to meet employee related savings in the Financial Management Services Team

£28k of the overspend can be offset by releasing part of the ALN Independents Budget (which is shown in the Standards section below)

Standards				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**3**	**77**	**0**	**0**

The current forecasted overspend of £77k, is due to the following

- £89k increased costs across Early Years, as WG are not fully covering the costs of the provision
- £41k increased catering and staff costs regarding Breakfast Clubs
- £6k Agency costs covering an absence
- £10k increase in ALN Equipment Budget
- £22k increase in MoST staff costs, due to absence, and loss of SLA income for Autumn & Spring Terms
- £27k less ALN Recoupment Income due to a pupil moving from a neighbouring LA to Monmouthshire
- £193k overspend on the LA IDP and Contingency Pot 2 Budgets
- -£311k saving on the ALN Independents Budget, due to several pupils leaving Independent Placements

INFRASTRUCTURE DIRECTORATE	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(61)**	**(315)**	**0**	**0**

CHIEF OFFICER COMMENTARY
The Directorate's forecast underspend has increased to £315k. This can be attributed to one off income from our waste partnership, increased income from our solar farm, staff vacancies and a reduction in the forecast overspend in fleet and passenger transport. The service has been unable to achieve the forecast home to school budget saving from the catchment review but continues to seek contract efficiencies where possible.

Enterprise				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**2**	**5**	**0**	**0**

Small overspend due to the inability to fully meet staff vacancy savings.

Facilities & Fleet				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**563**	**385**	**0**	**0**

Facilities and Fleet is forecasting a projecting a £385k overspend, due to:

- **Fleet Maintenance** - £70k overspend – due to in-year pressures including an increase in hire charges, EVCI maintenance expenses and software costs. Increased fuel charges that were projected at update 1 have not materialised and this has helped reduce the overspend and is the main reason for the swing since we last reported.
- **Passenger Transport** – net £315k overspend – we are currently projecting a £423k overspend on external operator costs, this is mainly due to a £334k shortfall against the £447k catchment area saving built into the 2025/26 budget. As reported at update 1 pupil figures have changed since original projections were prepared and some routes have been deemed unsafe meaning transport still has to be provided. In addition to this we have had to provide additional PRS contracts (increasing costs by £52k since update 1) and have had to pay £18k for external safer walking route assessments.

  Internal operations is projecting a £75k overspend due to contract reductions impacting income, although the unit has been awarded 3 ALN contracts since we last reported which has helped reduce the overspend (and is the reason for the positive swing since update 1).

  These overspends have been offset by transport admin grant income of £115k and a staff saving in our regional transport section (£51k) through passporting core staff costs to capital.

Neighbourhood Services				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(381)**	**(460)**	**0**	**0**

Neighbourhood services is forecasting to return a £460k underspend, broken down as follows:

- **Waste Services** - £299k underspend – as reported at update 1 this is primarily driven by a one-off gain share receipt from Cardiff CC in relation to our waste incineration partnership alongside an improvement in green and trade waste income, savings on disposal & recycling contracts and staff savings due to part-year vacant posts. Recyclate prices are volatile so there is potential for contract costs to change before now and year end, in addition we are awaiting notice from WG on our Sustainable Waste Grant award, a lower than budgeted allocation could reduce the underspend. The service will continue to monitor these variables and update forecasts accordingly.
- **Grounds Maintenance** - £76k underspend – mainly due to staff savings from part-year vacant posts and a projected increase in grant and fee income.
- **Highways Operations & External Clients** – On Budget
- **StreetLighting** – On Budget
- **Highways Design, Flooding & Road Safety** – £85k net underspend – The service is projecting a net underspend of £85k, primarily due to savings on professional fees, software costs, supplies & services and staff vacancies across the department. These savings are partially offset by additional costs incurred in response to flooding events, including tide watches and sandbagging provision.

Operations				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**

Deficit /(Surplus) £'000s	**(245)**	**(245)**	**0**	**0**

Operations is forecasting to underspend by £245k, due to:

- **Schools Catering** - £88k underspend – primarily due to part-year staff vacancy savings.
- **Decarbonisation** - £157k underspend – due to improved income from our solar farm and renewables portfolio due to improved ROC rates, favourable weather and improved invertor performance and a staff saving in the decarbonisation team due to a part year vacant post (will be filled in Nov). This has been offset by an overspend in a prior year corporate mileage saving of £102k, the proposal has been delayed by procurement issues, and no saving will be achievable this financial year.

PLACE & COMMUNITY WELLBEING	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**142**	**(21)**	**0**	**0**

CHIEF OFFICER COMMENTARY

The Place and Community Wellbeing Directorate is presently forecasting an underspend £21k. This favourable variance is principally attributable to increased income generation within Leisure and Wellbeing, as well as the delayed recruitment to vacant posts, which has helped to offset pressures arising from the under-recovery of parking penalty charges and building control fees.

The directorate continues to closely monitor areas exposed to income volatility and has proactively implemented mitigation strategies wherever feasible to strengthen the financial position since update 1. The improvement observed is largely a result of higher than anticipated leisure income, improvements to car parking income and deferred filling of vacant positions, all of which have contributed to the overall positive outturn.

Culture and Community Learning				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'000s	**38**	**18**	**0**	**0**

The Culture and Community Learning division is projected to experience an overspend of £18k. This is primarily due to higher than budgeted staffing costs, inflationary pressures and increased expenses relating to supplies and services contracts. Improvement from update 1 to update 2 relates predominately due to higher income.

Countryside, Destination and Environment				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(14)**	**(36)**	**0**	**0**

The Countryside, Destination and Environment division is forecast to underspend by £36k due to higher than budgeted income relating to increased grants.

Leisure and Wellbeing				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**

Deficit /(Surplus) £'000s	**0**	**(2)**	**0**	**0**

The Leisure and Wellbeing division expects a marginal underspend, as higher income from leisure facilities has offset the £89k loss of income due to Abergavenny LC's closure and reduced service agreement income.

Performance, Finance and Resources				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(5)**	**(80)**	**0**	**0**

The Performance, Finance and Resources division is forecasting to underspend by £80k due to staff vacancies. The variance from update 1 to update 2 relates to the delayed implementation of the support services restructure.

Placemaking, Highways & Flooding				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**123**	**78**	**0**	**0**

The Placemaking, Highways and Flooding division is forecasting to overspend by £78k due to:

- **Development Management and Building Control** – The section is forecasting an overspend of £4k, relating to under-recovery of building control fees and increased software costs.
- **Planning Policy –** This section is currently on budget. Spending levels will be closely monitored and aligned with the approval of the RDLP.
- **Highways Development and Car Parks –** The section is forecast to overspend by £74k. This is mainly due to the under recovery of fixed penalty charges and higher than anticipated publication costs associated with the implementation of the new fees and charges.
- **Strategic Projects** – This area is currently on budget

The variance from update 1 to update 2 relates predominately to delayed implementation of vacant posts withing the carparks and enforcement service area and a slight improvement in car parking fees.

PEOPLE, PERFORMANCE & PARTNERSHIPS	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**99**	**48**	**0**	**0**

CHIEF OFFICER COMMENTARY

People, Performance & Partnerships and the Chief Executives Office are forecasting a combined overspend by £48k. There remains a degree of risk associated with the implementation of changes to the Welsh language translation service, which are scheduled for completion in the second half of the

financial year. Staffing savings achieved within HR during 2024-25 have proven difficult to sustain, resulting in an overspend in 2025-26 as additional capacity has been bolstered.

Within the CEO's Office, the overall forecast reflects a mixed financial position. Overspends are primarily driven by staffing pressures and reduction in income. Whilst some overspends are offset by other service area underspends, pressures persist and officers will continue to seek mitigation strategies as the year progresses.

Chief Executives Office				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**117**	**48**	**0**	**0**

The Chief Executives Office is currently forecasting an overspend of £48k. The principal factors contributing to this position are as follows:

- **Communications** - **£60k overspend** – The overspend is primarily attributable to a budget pressure of £56k arising from the creation of the Head of Communications and Active Travel post, coupled with a reduction in active travel income of £25k. These pressures have been partially offset by a contribution from Welsh Government relating to the secondment of the Head of Communications.
- **Contact Centre** - **£21k underspend** – An underspend has been achieved due to system and licence spend coming in below budgeted levels.
- **Strategic Change & Programme Assurance** - **£20k underspend** – The underspend is due to the capitalisation of the change management program.
- **Libraries, Hubs, and Community Learning** – This area is forecast to balance, with no significant variances expected.
- **Procurement - £27k overspend** – The overspend is due to higher than anticipated contract costs.

People				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(14)**	**(14)**	**0**	**0**

The People sections is forecasting an underspend of £14k for the financial year. The principal factors contributing to this position area as follows: -

- **Organisational Development** - £15k overspend – The overspend is attributable to staff costs exceeding budget, primarily due to the inability to achieve vacancy factor savings.
- **Payroll & System Support** - £73k underspend – An underspend has been achieved as a result of a reduction in system and supplies & services expenditure of £39k alongside net staff saving of £27k arising from changes in hours and a payroll technician post being held vacant.
- **People Management** - £44k overspend – Additional costs have been incurred due to unachievable staff vacancy factor and extra staff resource being put in place to bolster team capacity.

Policy, Scrutiny & Customer Service				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(4)**	**14**	**0**	**0**

Policy, Scrutiny & Customer Services is forecasting to overspend by £14k, broken down as follows:

- **Corporate** - £27k overspend – mainly due to the inability to achieve staff vacancy factor savings, SLT Pay award and an increase in subscription costs.
- **Scrutiny** - £4k overspend – unable to achieve staff vacancy savings.
- **GIS** - £21k underspend – saving in system and supplies & services spend.
- **Levies & Subscriptions** - £32k overspend – corporate subscription costs (WLGA, LGA) have exceeded available budget, in addition the authority has made the decision to renew the membership of New Local causing a further pressure as this budget was removed as part of 25/26 budget savings.
- **Performance & Data** - £12k underspend – due to staff savings from part year vacant posts.
- **Equalities & Welsh Language** - £3k underspend – the authority is due to enter into a new translation SLA with Torfaen Council in October, with current projections indicating that this will generate a 3k saving.
- **Community Safety** – Net £13k underspend – due to staff savings from part year vacant posts.

LAW & GOVERNANCE DIRECTORATE	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**64**	**69**	**0**	**0**

CHIEF OFFICER COMMENTARY

Law & Governance is forecasting a £69k overspend, consistent with Update 1. The variance is mainly due to staffing pressures and income shortfalls across service areas. Officers are exploring measures to reduce the deficit and will report further at Update 3.

Democratic Services				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**39**	**27**	**0**	**0**

Democratic services is forecasting to overspend by £27k, this is due to:

- **Members** - £37k overspend – primarily due to staffing costs where there is an overspend against superannuation contributions plus an inability to achieve vacancy factor savings, coupled with an increase in Mod Gov system charges.
- **Committee & Election services** - £10k underspend – due to part year staff vacancy savings in Elections partially offset by increased licence costs within the committee section.

Legal and Land Charges				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'s	**25**	**42**	**0**	**0**

Legal & Land Charges is forecasting to overspend by £42k, due to:

- **Legal** - £56k overspend – This is due to a projected reduction in fee income and the inability to achieve staff vacancy factor savings.
- **Land Charges** - £15k underspend – due to savings from a vacant part-time post.

RESOURCES DIRECTORATE	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	(95)	(145)	0	0

CHIEF OFFICER COMMENTARY

At update 2, the Resources Directorate is forecasting a £145k underspend, increasing from the £95k underspend reported at update 1.

Within this forecast Commercial, Corporate & Landlord Services projects a £151k underspend, primarily due to staff vacancies, though this is offset by overspends in Investment Properties (£140k) and County Farms (£65k). Ongoing tenant and market engagement continues with the aim of reducing the level of vacant units. A detailed update on commercial and investment property performance will be provided to the Performance and Overview Scrutiny committee at the end of the financial year.

Finance forecasts a £24k overspend, mainly from increased bad debt provisions in Benefits (£23k) and Council Tax (£32k), partially offset by grant income and staff savings. ICT is forecasting a £18k underspend, driven by vacancy savings and managed costs.

Whilst the forecast overall is a positive one assurance is provided that all areas of overspend are subject to active and ongoing management. The directorate remains committed to robust financial stewardship and outperforming against budget by year-end such as to contribute to authority wide budget recovery efforts.

Commercial, Corporate & landlord Services				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	(27)	(151)	0	0

Commercial, Corporate and Landlord services is forecasting to underspend by £151k, due to:

- **Investment Properties** - £140k overspend, due to:
  - **Newport Leisure Park** - £47k overspend – NLP is projecting a surplus of £276k in 25/26, however this is £47k below budget due to unbudgeted costs (such as electricity and rates) associated with a vacant unit. There is potential for this position to improve if a tenant can be found for the unit during the year.
  - **Castlegate Business Park** - £93k overspend – primarily due to increased operating costs associated with vacant units that fall to the authority to manage, including higher-than-expected rates, electricity charges, and one-off fees. As above there is potential for this position to improve if tenants can be found during the year.

- **Landlord Services** – £215k underspend – The underspend is primarily driven by staff savings from in-year vacancies, partially offset by a shortfall in rental income. The increase in underspend compared to update 1 is due to further staffing savings as our original forecast assumed two manager posts would be filled in October; however, these appointments have been delayed until January. In addition, three other vacant posts are now not expected to be filled this financial year, resulting in an additional £121k improvement in the underspend.
- **County Farms -** £65k overspend - Mainly due to void property costs of £50k from covering the running costs of vacant farms and cottages, which aren't included in the base budget (this issue is expected to resolve next year as a farm has been re-let and cottage disposals are being considered), and an increase in professional fees of £20k due to increased demand for valuations and succession reports needed for tenancy management. These have partially been offset by improved income of £5k.
- **Cemeteries** – £17k under spend primarily due to savings on supplies and services. There is potential that this could change if any unforeseen repairs or emergency tree works are required later in the year.
- **Building Cleaning & Public Conveniences** - £125k underspend – due to full and part-year staff vacancies as the service implements a restructure, as well as savings on maintenance and business rates in public conveniences.
- **Property Services** – On Budget – maintenance and rates overspend within office accommodation and a shortfall in external fees have been offset by employee underspends due to managed staff vacancies.

Corporate Health & Safety				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'000s	**0**	**0**	**0**	**0**

Corporate Health & Safety – Break Even – No change from update 1 - all costs incurred in response to directorate H&S matters will be accommodated from within services and reported as part of their outturn position.

Finance				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'000s	**(58)**	**24**	**0**	**0**

The Finance division is forecasting to over spend by £24k, this is mainly due to:

- **Revenues, Systems & Exchequer** - £34k net overspend:
  - **Benefits** - £23k overspend - Housing Benefit subsidy is currently forecast to overspend by £64k, which represents an adverse movement of £73k compared to the position reported at update 1. This variance is primarily due to movements in the bad debt provision which reflects the current level of write offs and aged debt profile. This

overspend is partially offset by a reduction in non-pay costs and additional grant income totalling £41k, which has increased by £10k since update 1.

- **Council Tax** - £32k overspend – due to £16k of additional estimated service running costs, a £14k estimated top up of the bad debt provision for unpaid court cost, an £11k overspend relating to a residual budget pressure from the Finance restructure left against this cost centre and £3k unmet vacancy factor savings. These pressures are offset by one off Welsh Government grant income of £12k for the administration of this year's Retail Rate Relief scheme. The £20k increase since update 1 is largely attributable to the inclusion of the bad debt provision top up.
- **Charity Relief** - £3k underspend – projections indicate that 25/26 awards will be lower than budget.
- **Debtors** - £4k overspend - Unmet vacancy factor savings and additional National Insurance costs.
- **Cashiers** - £6k underspend – over spend on card payment fees of £26k have been offset by savings through reduced security carrier costs, holding off system developments and holding open, for a time, a cashier vacancy to generate an overall saving against this cost centre.
- **Revenues System Administration** - £18k overspend - no change from update 1, primarily due to increased annual contract costs for the Northgate system.
- **Financial Systems Support & Vat** - £35k underspend – mainly due to a £20k saving from vacant posts plus a £5k saving against the non-pay budget and £10k additional recharge income.

- **Finance** - £9k under spent - due to part year staff vacancies.

Information, Communication & Technology				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(10)**	**(18)**	**0**	**0**

The ICT division is forecasting to underspend by £18k, this is due to:

- **SRS** – On Budget – a projected overspend on our SRS contribution of £15k due to increased O365 licence costs and PSBA line rental costs has been offset by a managed underspend on supplies & equipment.
- **Digital, Design & Innovation** – On budget – No Change from Update 1 - As of August 2025, the team moved under the Shared Resource Service (SRS) via the Cabinet-approved Digital, Data and Technology agreement. This caused a forecasted £33,000 overspend due to higher collaboration costs, exceeding the current budget. In line with Cabinet's decision, this shortfall will be covered by the IT reserve, so there is no negative effect on the Directorate's overall financial position.
- **Cyber Security Partnership -** £12k underspend - the Cyber Security Partnership has now transferred to SRS (from 1st September 2025), early projections indicate an in-year underspend of £12,000 due to vacancy savings.

- **Telephony -** £6k underspend – no change from update 1 – saving due to a reduction in call charges.

CORPORATE COSTS & LEVIES DIRECTORATE	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	(27)	680	0	0

Coroners				
Outturn Forecast	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	18	18	0	0

Final levy is expected to be higher than budgeted due to additional requirements of the services following Chief Coroner review.

Precepts & Levies				
Outturn Forecast	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	(33)	(33)	0	0

Forecast saving due to the South Wales Fire Service precept being lower than originally anticipated for the financial year.

Archives				
Outturn Forecast	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	0	0	0	0

No variance forecast

Corporate Management				
Outturn Forecast	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	(13)	(67)	0	0

Unbudgeted income that cannot be attributed to services

Non-Distributed Costs				
Outturn Forecast	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	0	0	0	0

No variance forecast

Strategic Initiatives				
Outturn Forecast	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	0	761	0	0

Funding shortfall in relation to increased employer's national insurance contributions. The final funding allocation received from Welsh Government was considerably short of the increased costs incurred.				
Insurance				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**0**	**0**	**0**	**0**
No variance forecast				
TREASURY & RESERVES	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**486**	**541**	**0**	**0**
Interest & Investment Income				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(257)**	**(257)**	**0**	**0**
Cash balances have remainder high for a longer period than anticipated increasing investment balances and increasing underspend to £257k.				
Interest Payable & Similar Charges				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**423**	**429**	**0**	**0**
The rate payable on new borrowing has remainder at a higher rate than anticipated. Some additional longer term borrowing has also been taken slightly increasing overspend to £429k.				
Charges Required Under Regulation				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(215)**	**(215)**	**0**	**0**
Capital slippage funded from borrowing was higher than anticipated at the end of the previous year which has resulted in lower than anticipated charges.				
Other Investment Income				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'000s	**(1)**	**(1)**	**0**	**0**
Minor income received.				
Borrowing Cost Recoupment				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**0**	**8**	**0**	**0**

Minor unbudgeted variance that is offset by charges required under regulation

Contributions to / from Reserves				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit / (Surplus) £'000s	**535**	**576**	**0**	**0**

An unbudgeted contribution to Council Tax Premium reserve is forecast and has increased since update 1. This will be mirrored by a corresponding underspend within Council tax.

FINANCING	Update 1	Update 2	Update 3	Update 4
Deficit /(Surplus) £'000s	**(1,185)**	**(1,205)**	**0**	**0**

Council Tax Reduction Scheme				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(400)**	**(420)**	**0**	**0**

Anticipated underspend as in year caseloads are lower than the budget set.

Council Tax				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**(785)**	**(785)**	**0**	**0**

The Council Tax Premium collection rate is currently higher than anticipated when setting the budget which results in forecast additional income of £576,000. Alongside this, the changes in the domestic registration list of properties chargeable has resulted in an increase of income forecast of £209,000.

General Government Grants				
Outturn Forecast	**Update 1**	**Update 2**	**Update 3**	**Update 4**
Deficit /(Surplus) £'000s	**0**	**0**	**0**	**0**

No Variance forecast

2. School Balances

2.1. A Board of Governors who are responsible for managing the school's finances, directly governs each of the Authority's Schools. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools. Below is a table showing the forecast Schools' balances position, for each Educational Cluster.

School Reserves	(A) Opening Balances (Surplus) / Deficit Position 2025/26	(B) Draw / (Contribution) on School Balances @ Update 1	(C) Draw / (Contribution) on School Balances @ Update 2	(A+B) Forecast 2025/26 Balances
	£000's	£'000	£'000	£'000
Cluster				
Abergavenny	**1,351**	635	**817**	**2,168**
Caldicot	**(37)**	641	**826**	**789**
Chepstow	**989**	26	**(27)**	**961**
Monmouth	**144**	407	**392**	**537**
Special	**1,645**	1,126	**961**	**2,606**

Total	**4,092**	**2,835**	**2,970**	**7,061**

2.2. Collective School balances at the beginning of the Financial Year amounted to a deficit of £4,091,578. The anticipated further draw on reserves at Update 1 was £2,834,735, against a budgeted draw on reserves of £2,714,668, which resulted in a forecast deficit balance of £6,926,313 by year end. At Update 2, the draw on reserves has increased to £2,969,737, resulting in a forecast deficit balance of £7,061,052 by year end.

2.3. The movement of individual schools forecast to be in deficit at the end of the year is shown below:

Start of year	Update 1	Update 2	Update 3	Update 4
Total: 15	**Total: 18**	**Total: 18**	**Total:**	**Total: 0**
KHS VIII 3-19	KHS VIII 3-19	KHS VIII 3-19		
Gilwern	Gilwern	Gilwern		
Our Lady & St Michael's	Our Lady & St Michael's	Our Lady & St Michael's		
Ysgol y Fenni	Ysgol y Fenni	Ysgol y Fenni		
Caldicot School	Caldicot School	Caldicot School		
Rogiet	Rogiet	Rogiet		
Ysgol y Ffin	Ysgol y Ffin	Ysgol y Ffin		

Chepstow School	Chepstow School	Chepstow		
The Dell	The Dell	The Dell		
Thornwell	Thornwell	Thornwell		
Kymin View		Kymin View		
Osbaston	Osbaston	Osbaston		
Overmonnow	Overmonnow	Overmonnow		
Ysgol y Trefynwy	Ysgol y Trefynwy	Ysgol y Trefynwy		
PRS	PRS	PRS		
	Castle Park	Castle Park		
	Monmouth Comprehensive	Monmouth Comprehensive		
	Cross Ash	Cross Ash		
	Llandogo			

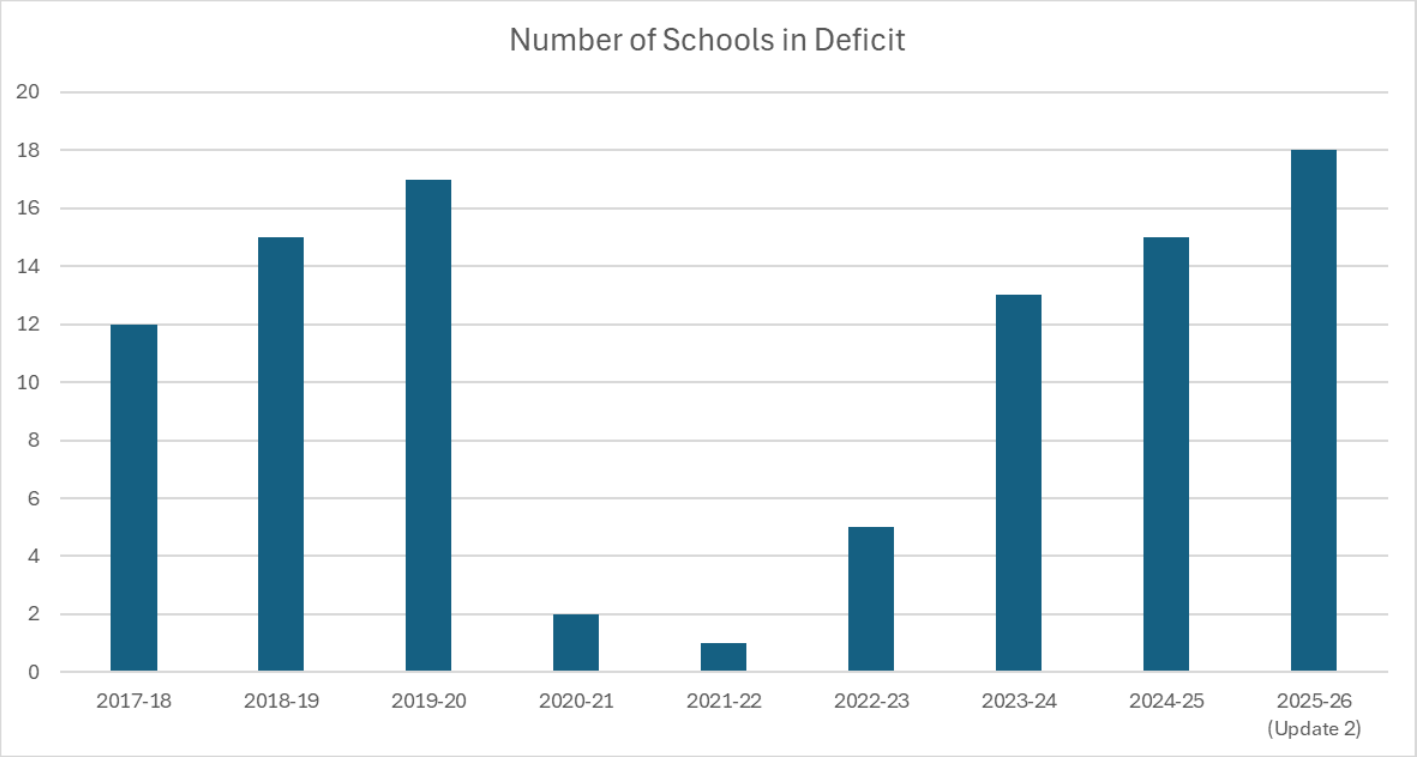
2.4. The legacy impact of the pandemic continues within the school environment, particularly in respect of attendance, behaviours and increased additional learning needs. This has required increased staff and specialist resources to tackle the issues presenting and increased overall costs of provision. Higher than budgeted pay awards have also impacted upon budgets.

2.5. All schools that are budgeting to register a deficit balance at the end of the 2025/26 financial year are required to bring forward budget recovery plans. These recovery plans will be confirmed with both the Local Education Authority, each School's Governing Body and, in some cases, the plans will need to be agreed by the relevant Cabinet Member. All recovery plans are expected to be received by October Half Term.

Financial Year-end	**Net level of School Balances (Surplus) / Deficit in £000's**
2015-16	(1,156)
2016-17	(269)
2017-18	(175)
2018-19	232
2019-20	435
2020-21	(3,418)

2021-22	(6,956)
2022-23	(4,257)
2023-24	904
2024-25	4,092
2025-26 (forecast)	7,061

2.6. The decrease in school balances has resulted in an increase in the number of schools in deficit, as illustrated in the following table:



3. Forecast Capital Budget Outturn

3.1 The summary Capital forecast outturn position at Update 2 is as follows:

Category	Slippage B/F	Original Budget	Budget Adjust-ments	Slippage to 2025/26	Revised Budget 2025/26	Forecast Outturn	Over / (Under) spend

	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Expenditure							
Capitalisation Directive	63	3,708	0	0	3,770	3,770	0
Development Schemes Over £250k	9,083	730	1,354	(4,073)	7,093	7,093	0
Development Schemes Under £250k	2,004	340	0	(1,163)	1,181	1,181	0
School modernisation programme	33	12,282	277	0	12,592	12,592	0
Infrastructure	3,958	6,076	829	(2,560)	8,303	8,303	0
ICT Schemes	272	463	(24)	0	710	715	6
Property Maintenance	1,967	2,409	579	0	4,955	4,955	0
Renovation Grants	192	900	341	0	1,432	1,432	0
LCHO	0	0	0	0	0	0	0
Section 106	1,454	288	0	(347)	1,394	1,394	0
Regeneration - Specific Grant Funded	6,009	500	10,369	0	16,878	16,853	(25)
Vehicles	0	1,500	0	0	1,500	1,500	0
Other	0	0	0		0		0
Total Expenditure	**25,033**	**29,195**	**13,724**	**(8,143)**	**59,808**	**59,789**	**(19)**
Financing							
Supported Borrowing	0	(2,432)	0	0	(2,432)	(2,432)	0
General Capital Grant	0	(3,046)	0	0	(3,046)	(3,046)	0
Grants and Contributions	(8,860)	0	(13,899)	0	(22,759)	(22,759)	0
S106 Contributions	(1,621)	(288)	0	347	(1,562)	(1,562)	0
Unsupported Borrowing	(13,661)	(18,069)	150	7,646	(23,933)	(23,914)	19
Earmarked Reserve & Revenue Funding	(272)	(103)	24	150	(201)	(201)	0
Capital Receipts	(619)	(3,758)	0	0	(4,376)	(4,376)	0
Leasing	0	(1,500)	0	0	(1,500)	(1,500)	0
Total Financing	**(25,033)**	**(29,195)**	**(13,724)**	**8,143**	**(59,808)**	**(59,789)**	**19**

3.2 The capital expenditure forecasted at outturn demonstrates a net underspend £19,000 this is primarily due to the following schemes:

Scheme	Budget £000's	Over / (Under) spend £000's	
IT Schemes	710	6	Businessworld upgrade over spend
Grant Schemes	16,878	(25)	An auxiliary power scheme for EV Meals on Wheels vehicles not required due to the specification of vehicles purchased

3.3 **Capital Slippage**

3.4 Capital slippage forecast for the year is £8.141 million. The principal schemes reporting slippage are:

Scheme Category	Scheme Name	Slippage £000's	Comment
Infrastructure	Wye Bridge Monmouth works	2,133	Design / Survey stage progressing, main construction works 2026/27.
Development schemes	Capital City Region	1,948	Confirmation awaited from SEWCJC of future capital funding profile.
Development schemes	Asset Investment Fund	1,781	Budget remains available to support any requirement for further capital investment at existing commercial investment sites.
Development schemes	Housing Provision Borrowing Headroom	779	Further housing purchases are unlikely to complete in 2025/26.
Infrastructure	Reconstruction of Bridges & Retaining Walls	359	Chainbridge Refurbishment - construction works for diversion routes need to be undertaken before the bridge is closed for refurbishment.
Development schemes	RE:FIT Programme	246	Delay to planned equipment replacement relating to de-carbonisation works.
Development schemes	Shire Hall/Monmouth Museum Move	234	Multi-year project due for completion in 2026/27.
Development schemes	Solar Farm Development Cost	150	Initial feasibility works have yet to be progressed.
Development schemes	Decarbonisation Investment	98	Delay to planned de-carbonisation works in energy management systems.
Infrastructure	Structural Repairs - PROW	68	Public Rights of Way bridge repair delays due to contractor procurement and internal resource availability.
Section 106 Schemes	Various S106 Schemes	347	Various community recreational improvement schemes are delayed.
Total		**8,143**	

3.5 **Useable Capital Receipts Available**

3.6 The table below outlines the latest forecast of capital receipts balances available to meet future capital commitments. Whilst overall balances remain healthy, it should be noted that all banked capital receipts have been committed to funding the indicative forward capital programme. Any further use will be dependent upon forecast capital receipts being realised.

Capital receipt balances	2025/26	2026/27	2027/28	2028/29	2029/30
	£000's	£000's	£000's	£000's	£000's
Balance as at 1st April	6,083	1,810	1,330	375	428

Capital receipts used for financing	(606)	(50)	(50)	(50)	(50)
Capital receipts used to support capitalisation direction	(3,770)	(2,708)	(1,708)	0	0
Capital receipts Received	0	0	0	0	0
Capital receipts Forecast	103	2,278	803	103	103
Forecast Balance as at 31st March	**1,810**	**1,330**	**375**	**428**	**481**

Appendix 3 - Budget savings progress

	Savings proposals by Directorate	Budgeted Saving	Update 2 Forecast	Variance	% Met	
		£000	£000	£000		
	Social Care, Health & Safeguarding	(2,950)	(2,548)	402	86.4%	
	Learning, Skills and Economy	(745)	(745)	0	100.0%	
	Infrastructure	(5,679)	(5,185)	494	91.3%	
	Place & Community Wellbeing	(606)	(531)	75	87.6%	
	People, Performance and Partnerships	(165)	(104)	61	63.0%	
	Legal & Governance	(1)	(1)	0	100.0%	
	Resources	(555)	(555)	0	100.0%	
	Totals	**(10,701)**	**(9,669)**	**1,032**	**90.4%**	

Ref	Social Care, Health & Safeguarding	Budgeted Saving	Update 2 Forecast	Variance		Comment
		£000	£000	£000		
SCH S2	Community Meals - cost neutral or cease	(15)	(15)	0		
SCH S3	Adults Practice Change	(250)	(18)	232		To date only identifiable savings, however more work is ongoing to fully identify savings made as we progress into update 3
SCH S4	Fees and Charges	(336)	(336)	0		
SCH S5	Public protection Workforce reduction	(100)	(100)	0		
SCH S6	Wedding fees (registrars)	(30)	(30)	0		
SCH S7	Childens Practice Change	(1,887)	(1,887)	0		
SCH S10	Adults workforce review	(125)	(125)	0		

C&P S20	Savings driven from the reduction of B&B usage and full year effect of Severn View	(207)	(37)	170		Saving assumed Severn View would be open from 1st April, but due to building delays tenants did not move in fully until early August - this meant we had to incur 4 months of additional of B&B costs that were not budgeted. This has been mitigated in part by the overall use of B&B reducing over and above the target set.
Total	**Social Care, Health & Safeguarding**	**(2,950)**	**(2,548)**	**402**		

Ref	**Learning, Skills and Economy**	**Budgeted Saving**	**Update 2 Forecast**	**Variance**		**Comment**
		£000	**£000**	**£000**		
CYP S1	Reduce 0.6 FTE Most (Monmouthshire Specialist Teachers) team	(40)	(40)	0		
CYP S3	Grant funding increase to meet costs of EWS post	(51)	(51)	0		EWS has not been reduced by 1 FTE, a grant funding increase was able to meet the costs of
CYP S4	Bring ALN MCC pupils from OOC back to MCC	(100)	(100)	0		
CYP S5	KH8 Maintenance costs	(40)	(40)	0		
C&P S21	Youth Service - Passport more core service costs to grant funding.	(45)	(45)	0		
C&P S14	Reduction in utility costs for education estate	(429)	(429)	0		
ML S4	Reduction in Youth Service Provision (delete 1 FTE post)	(40)	(40)	0		
Total	**Learning, Skills and Economy**	**(745)**	**(745)**	**0**		

Ref	Infrastructure	Budgeted Saving	Update 2 Forecast	Variance		Comment
		£000	£000	£000		
C&P S4	Passenger Transport Commissioning - We revert to the statutory distances of 2 miles for primary and 3 miles for secondary - Subject to political approval - will commence from 01/09/2025	(447)	(113)	334		Numbers have changed since original projections were prepared and some routes have been deemed unsafe meaning transport still has to be provided to pupils impacting on the amount of saving achievable.
C&P S7	Savings in C&P senior Mgt costs as a result of SLT restructure	(170)	(170)	0		Achieved - restructure completed - posts deleted.
C&P S8	Grass routes - Introduce an annual £10 membership charge for users	(3)	(3)	0		Achieved
C&P S9	Reduce gritter fleet by extending the working hours of each vehicle	(20)	(20)	0		Fleet reduced - achieved
C&P S10	Reduction in utility prices for the corporate estate	(136)	(136)	0		Early year projections are indicating that this saving will be achieved.
C&P S11	Undertake energy audit of invoices to identify discrepancies and potential savings	(20)	(20)	0		Currently in process of appointing firm to undertake audit - assume achievable for now but potential for to drift into next year but will update
C&P S22	PTU Increase the cost of concessionary season tickets by 10%	(6)	(6)	0		Fees have been uplifted - saving will be achieved.
C&P S23	Increase in Highways fee income to external clients to reflect recovery of pay award and inflation.	(52)	(52)	0		Fees have been uplifted - saving will be achieved.
C&P S24	Indicative EPR funding	(4,825)	(4,665)	160		Final award was confirmed to be £160k under original figure - this has been managed by other
Total	**Infrastructure**	**(5,679)**	**(5,185)**	**494**		

Ref	Place & Community Wellbeing	Budgeted Saving	Update 2 Forecast	Variance		Comment
		£000	£000	£000		
ML S1	Borough Theatre - Reduced production days (3 days a week)	(50)	(50)	0		
ML S5	Increase Income across the four Leisure Centres	(150)	(150)	0		
ML S7	Lease Old Station Tintern	(30)	(30)	0		
ML S9	Externalise Markets Waste Collection	(20)	(20)	0		
ML S13	S106 - Increase office time recharge	(24)	(24)	0		
ML S14	Rights of way - Charge officer time to capital	(20)	(20)	0		
C&P S2	Request to WG to increase statutory planning application fees by 25% - Consultation Autumn - potential uplift for 1st April or 1st October	(100)	(25)	75		Fees will be uplifited from 1st December 2025
C&P S3	Increase car park fees by 10%	(180)	(180)	0		Carparking fees have been increased and delivering the saving the income pressure
C&P S15	Increase Building Control Fees	(32)	(32)	0		Fees have been uplifted.
Total	**Place & Community Wellbeing**	**(606)**	**(531)**	**75**		

Ref	People, Performance and Partnerships	Budgeted Saving	Update 2 Forecast	Variance		Comment
		£000	£000	£000		
CEO S2	Welsh Language translation	(82)	(82)	0		Entered SLA with Torfaen in October - current forecasts project that this saving will be
CEO S4	New staffing model in Systems and Payroll	(22)	(22)	0		Achieved

CEO S5	Implement Apprentice First approach	(8)	0	8		Currently no progress on this initiative - further update to be provided at Update 3
CEO S8	End membership of New Local from June 2025	(15)	0	15		Not achieved - decision made by senior leadership to continue with membership.
ML S12	Phase 2 - Restructure	(38)	0	38		Not Achievable
Total	**People, Performance and Partnerships**	**(165)**	**(104)**	**61**		

Ref	**Legal & Governance**	**Budgeted Saving**	**Update 2 Forecast**	**Variance**		**Comment**
		£000	**£000**	**£000**		
LG S1	Cancellation of LLG Training	(1)	(1)	0		Achieved
Total	**Legal & Governance**	**(1)**	**(1)**	**0**		

Ref	**Resources**	**Budgeted Saving**	**Update 2 Forecast**	**Variance**		**Comment**
		£000	**£000**	**£000**		
RES S1	Cease our Cyber Security Insurance provision	(98)	(98)	0		Achieved - insurance cover has ceased.
C&P S13	Building Cleaning - Release of recurrent service saving	(20)	(20)	0		Achieved
RES S3	Freeze/Remove Head of Digital, Design & Innovation Post (Net of cover/honoraria arrangements)	(64)	(64)	0		Achieved - Post deleted
RES S5	Finance - HB penalty will reduce as Severn view comes online and temporary accommodation reduces	(250)	(250)	0		Reduction in B&B usage down to 5 has had a beneficial impact on reducing the HB subsidy

RES S6	Finance - HB penalty reduction as a result of a further reduction in the remaining B&B portfolio.	(100)	(100)	0		penalty - forecasts project that this saving will be made in full.
RES S7	Reduction in Chief officer admin Support (0.6 FTE)	(23)	(23)	0		Achieved - Post deleted
Total	**Resources**	**(555)**	**(555)**	**0**		

Appendix 4 - Forecast movement in school balances

	Opening Reserves 2025-26 (Surplus)/Deficit	In Year position Forecast (Surplus)/Deficit Update 2	Projected carry forward at year end 2025-26 (Surplus)/Deficit	Risk Category
Abergavenny cluster				
King Henry V111 3-19 School	1,386,169	647,053	2,033,222	
Cantref Primary School	(101,495)	(9,315)	(110,810)	
Gilwern Primary School	15,717	80,518	96,235	
Goytre Fawr Primary School	(43,645)	31,414	(12,231)	
Llanfoist Fawr Primary School	(87,620)	64,677	(22,943)	
Llantillio Pertholey CiW Primary School (VC)	(74,764)	49,306	(25,458)	
Llanvihangel Crucorney Primary School	(83,609)	29,683	(53,926)	
Our Lady and St Michael´s RC Primary School (VA)	53,889	(6,883)	47,006	
Ysgol Gymraeg Y Fenni	286,080	(69,377)	216,703	
Caldicot cluster				
Caldicot School	267,256	335,695	602,951	
Archbishop Rowan Williams CiW Primary School (VA)	(82,144)	52,834	(29,310)	
Castle Park Primary School	(18,741)	61,053	42,312	
Dewstow Primary School	(6,305)	(31,051)	(37,356)	
Durand Primary School	(93,396)	55,898	(37,498)	
Magor CiW Primary School (VA)	(206,124)	32,111	(174,013)	
Rogiet Primary School	169,213	60,972	230,185	
Undy Primary School	(142,211)	128,276	(13,935)	
Ysgol Gymraeg Y Ffin	75,216	130,537	205,753	
Chepstow cluster				
Chepstow School	1,130,990	(124,930)	1,006,060	
Pembroke Primary School	(268,044)	47,534	(220,510)	
Shirenewton Primary School	(130,917)	41,038	(89,879)	
St Mary´s Chepstow RC Primary School (VA)	(70,363)	69,448	(915)	
The Dell Primary School	158,181	(26,920)	131,261	
Thornwell Primary School	168,782	(33,025)	135,757	

	Opening Reserves 2025-26 (Surplus)/Deficit	In Year position Forecast (Surplus)/Deficit Update 2	Projected carry forward at year end 2025-26 (Surplus)/Deficit	Risk Category
Monmouth cluster				
Monmouth Comprehensive	(31,922)	229,360	197,438	
Cross Ash Primary School	(14,677)	41,252	26,575	
Kymin View Primary School	63,486	(1,136)	62,350	
Llandogo Primary School	(7,412)	(2,820)	(10,232)	
Osbaston CiW Primary School (VC)	63,807	(7,680)	56,127	
Overmonnow Primary School	255,229	17,976	273,205	
Raglan CiW Primary School (VC)	(161,289)	58,137	(103,152)	
Trellech Primary School	(92,530)	8,233	(84,297)	
Usk CiW Primary School (VC)	(19,112)	(9,173)	(28,285)	
Ysgol y Trefynwy	88,855	58,262	147,117	
Special School				
Pupil referral unit	1,645,026	960,780	2,605,806	
Total	**4,091,578**	**2,969,737**	**7,061,315**	

SUBJECT:	**PANEL PERFORMANCE ASSESSMENT**
MEETING:	**Cabinet**
DATE:	**19 November 2025**
DIVISION/WARDS AFFECTED:	**All**

1. PURPOSE:

1.1 To seek approval for the proposed scope and arrangements for Monmouthshire's forthcoming Panel Performance Assessment (PPA), including confirmation of the panel chair and next steps for panel member appointments.

2. RECOMMENDATIONS:

2.1 Approve the draft scope for the Panel Performance Assessment as set out in this report.

2.2 To confirm the appointment of Beverley Smith as Chair of the Panel, and instruct the Chief Officer for People, Performance & Partnerships to finalise the remaining panel membership in consultation with the Leader and WLGA.

2.3 To agree the proposed timing for the assessment as the week commencing 23rd February 2026.

3. KEY ISSUES:

3.1 Commissioning an external Panel Performance Assessment is part of the Council's ongoing commitment to transparency, improvement, and assurance for both councillors and residents. The assessment is a requirement of the Local Government and Elections (Wales) Act 2021. The Act requires councils to make arrangements for an independent panel, appointed by the council, to assess the extent to which the council is meeting the performance requirements. Namely:

- exercising its functions effectively;
- using its resources economically, efficiently and effectively; and
- having effective governance in place for securing the above.

3.2 This must take place at least once every electoral cycle and supplements the annual self-assessment, the most recent of which was approved by Council on 18th

September. Monmouthshire's assessment will take place during the week commencing 23rd February 2026

3.3 The panel will be made up of:

- An independent panel chair – not currently serving in an official or political capacity within local government.
- A peer from the wider public, private or voluntary sectors.
- A serving local government senior officer, likely to be equivalent to chief executive or director.
- A senior elected member.
- Staff from the Welsh Local Government Association (WLGA).

3.4 Beverley Smith has agreed to chair our panel. Bev is the former Chief Executive of North West Leicestershire District Council and current holds a number of Board roles including chair of the Local Democracy and Boundary Commission for Wales. Discussions are underway to appoint the other panel members. These will bring a range of knowledge and experience which is relevant to the scope of the review. There is a commitment to ensuring a gender balance on the panel.

3.5 The purpose of the assessment is to support the council to achieve our aspirations through developing and deepening our understanding about how we are operating, and how we can ensure effective services for the long term. It is for the Council to determine the scope of the review. This needs to be realistic for a panel of 4-6 people to undertake in a week including writing up and feeding back conclusions. The proposed scope has been developed following informal discussions and cabinet and SLT with subsequent input from the WLGA:

- How well does the council align across directorates to optimise delivery of the priorities set out in the Community and Corporate Plan?
- What opportunities are there to further develop the council's emerging person-centred and preventative approaches to working with its communities, local businesses and other stakeholders, (including town and community councils)?
- How well are we able to demonstrate the intended outcomes and emerging impacts of our Community and Corporate Plan and, how well do we communicate them to councillors, residents and other stakeholders, including town and community councils and local businesses?

The panel will be asked to review the above and offer positive suggestions on how the above facets of our work can be improved.

3.6 The panel will be guided in the ways of working and corporate governance headings set out in the Well-being of Future Generations Act: Corporate planning; Financial planning; Workforce planning (people); Procurement; Assets; Risk management and Performance management

3.7 It is for the panel to decide how it will consult with groups such as staff, local people and trade unions. They can use existing engagement mechanisms to achieve this. For example, they could make use of our staff survey and residents surveys. Both of these are being conducted for a second time ahead of the assessment taking place.

3.8 The panel's findings must be published. The authority cannot amend the panel's report but does get the opportunity to publish a response. Both the report and response be presented to Governance and Audit Committee. The panel must send the report to The Auditor General for Wales, Estyn, CCIW and Welsh Ministers.

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

4.1 A full impact assessment is not required for this decision. The Panel Performance Assessment is expected to have a positive impact by strengthening accountability and supporting better outcomes for all residents, including future generations.

5. OPTIONS APPRAISAL

5.1 Not conducting a Panel Performance Assessment is not an option as it is a statutory requirement. The process is likely to identify learning that will enable the generation of options related to both performance management and service delivery which would be the subject of separate future decisions.

6. EVALUATION CRITERIA

Completion of the Panel Performance Assessment within the agreed timeframe.
Quality and relevance of panel recommendations.
Evidence of improved delivery against the Community and Corporate Plan priorities.
Feedback from councillors, residents, and external partner

7. REASONS:

7.1 To provide independent assurance on the Council's ambitions and delivery, support continuous improvement, and meet the statutory requirements of the Local Government and Elections (Wales) Act 2021.

8. RESOURCE IMPLICATIONS:

8.1 The costs associated with the panel will be met by The Welsh Local Government Association. There are no direct costs associated with the assessment. The preparation work will be carried out officers.

9. CONSULTEES:

Cabinet
Strategic Leadership Team
WLGA

10. BACKGROUND PAPERS:

None

11. AUTHOR:

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monmouthshire sir fynwy

SUBJECT: Inclusion Strategy and Additional Learning Needs Policy

MEETING: Cabinet
DATE: 19th November 2025
DIVISION/ WARDS AFFECTED: All

1. PURPOSE:

1.1. The Inclusion Service, within the Children, Learning, Skills and Economy (CLSE) Directorate has developed a new Inclusion Strategy and an updated ALN Policy to shape our work with children and young people in schools and settings in Monmouthshire.

1.2. The purpose of this report is to provide Cabinet with an opportunity to consider the Inclusion Strategy and the Additional Learning Needs (ALN) Policy to ensure that they are fit for purpose and meet the local priorities as outlined in the Learning Place section of the Community and Corporate Plan.

1.2.1. The EOTAS (education other than at school) Policy is also included as this was being developed at the time scrutiny. The EOTAS Policy sits as an appendix to the ALN Policy.

2. RECOMMENDATIONS:

2.1. That Cabinet provide their feedback and give permission for publication and wider dissemination.

3. KEY ISSUES:

3.1. Monmouthshire's last Estyn report published in April 2020, recognised that a number of appropriate actions have been taken by Monmouthshire's Children and Young People's Directorate, to improve the identification and provision for pupils with special educational needs (SEN) and that there was a passion and commitment to further improve this. However, a main recommendation of the Estyn report, stated that Monmouthshire should 'articulate a clear strategy for Special Educational Needs (SEN) provision'.

3.2. The implementation of the Additional Learning Needs and Tribunal Act (Wales) 2018 and the creation of a broader Inclusion Service, has meant that the articulation of an Inclusion (rather than SEN) strategy, supported by a broader suite of interconnected strategies and related policies, including an Additional Learning Needs Policy, will now provide a response to this recommendation.

3.3. The Inclusion Strategy aims to set out Monmouthshire's priorities to improve outcomes for children and young people in vulnerable groups and their families; this directly aligns with Monmouthshire's Community and Corporate Plan which outlines certain key deliverables to shape this Inclusion Strategy within the 'Learning Place', including:

- Improved school attendance and reduced levels of exclusion which remove barriers to learning for vulnerable pupils.
- A truly inclusive educational system that recognises learners' starting points, strengths and educational needs.

3.4. The Additional Learning Needs (ALN) Policy outlines Monmouthshire's approach to supporting children and young people with barriers to learning and additional learning needs, ensuring they receive the necessary support, resources, and opportunities to thrive academically, socially, and emotionally.

3.5. The EOTAS Policy outlines how Monmouthshire, through the Pupil Referral Service (PRS), makes arrangements for the provision of suitable education otherwise than at school (EOTAS) for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not receive suitable education unless such arrangements are made for them. This policy outlines the pathways, provision and support for learners receiving EOTAS in Monmouthshire, ensuring they receive a suitable, high-quality, education that meets their individual needs.

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

4.1. The Integrated Impact Assessment (attached) anticipates that the positive impact of the Inclusion Strategy and ALN Policy are;

- Inclusive and supportive educational settings, support keeping pupils close to their communities,
- High quality local specialist educational provision means there is less reliance on expensive, out of county specialist provision,
- An inclusive culture advances equality of opportunity between those who share a relevant protected characteristic and those who do not,
- An inclusive and tolerant culture fosters good relations between those who share a protected characteristic and those who do not,
- High quality successful schools, support recruitment and retention of highly qualified staff and the development of best inclusive/ ALN practice across specialist settings,
- Educating vulnerable children, including those with ALN, close to their communities will result in a reduction in travel time and transport costs and associated pollution.

5. OPTIONS APPRAISAL

5.1. There are no options presented.

6. EVALUATION CRITERIA

6.1. The Inclusion Service will continue to review and monitor the performance of the Inclusion Strategy and the ALN Policy (and the EOTAS Policy) and report regularly and as required to the CLSE Directorate Management Team and appropriate committees.

7. REASONS:

7.1. Monmouthshire requires an Inclusion Strategy and associated ALN Policy in order to meet the recommendations included in the 2020 Estyn Inspection.

7.2. The EOTAS Policy is required to guide practice.

8. RESOURCE IMPLICATIONS:

8.1. There are no resource implications

9. CONSULTEES:

9.1. The consultation period for the Inclusion Strategy and ALN Policy was from 18th October 2024 to 20th December 2024. The following is a list of consultees for both the Inclusion Strategy and ALN Policy. Consultees were provided with a link to both documents and asked to complete an online response form (MSForms). In addition, parents and carers and school staff were offered on-line feedback discussion sessions with the Head of Inclusion and Principal Officer for ALN.

- Head Teachers all MCC schools
- ALNCOs in all MCC schools
- Inclusion Service Officers
- Learning, Skills and Economy (LSE) Directorate Management Team

- Cabinet Member for Education
- Educational Achievement Service (EAS)
- SNAP Cymru
- Gwent Parent Network Group

9.2. All consultation responses were considered and where appropriate, amendments made to the relevant documents.

9.3. These documents and associated documents paperwork were taken to People Committee for scrutiny on 18th February 2025.

9.4. The consultation for the **EOTAS Policy** took place between 12th February 2025 and 4th April 2025. Consultees were provided with a link to the document and asked to complete an online response form (MSForms). In addition, parents and carers and schools and PRS staff were offered on-line feedback discussion sessions with the Head of Inclusion and Principal Officer for ALN. All consultation responses were considered and amendments made as appropriate.

9.5. Consultees included

- Head Teachers in all MCC schools
- PRS Management Committee
- PRS staff
- Parents/Carers of children receiving EOTAS provision,
- Local Authority Officers
- CLSE Directorate Management Team
- Cabinet Member for Education
- Regional school improvement service (EAS)
- SNAP Cymru.

10. **BACKGROUND PAPERS:**

10.1. Inclusion Strategy, with associated Appendices *(shared/ common documents are italicised)***:**

Appendix 1. *Monmouthshire's Participation Guidance*
Appendix 2. *Information about specialist provision in Monmouthshire (SRB Handbook)*
Appendix 3. Children Looked After Policy
Appendix 4. *Monmouthshire's ALN Post 16 Strategy*

ALN Policy, with associated Appendices:

Appendix 1. *Monmouthshire's Participation Guidance*
Appendix 2. ALN Identification Flowchart for Schools
Appendix 3. EOTAS Policy
Appendix 4. *Specialist Resource Base Policy and Handbook*
Appendix 5. Monmouthshire's ALN Post 16 Strategy
Appendix 6. Quality Assurance System and Review Cycle
Appendix 7. Information about Outreach and Education Support Team
Appendix 8. Dispute Resolution

11. **AUTHOR:**

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This document is also available in Welsh

Monmouthshire County Council

Policy Guidance for Schools to Support Children who are Looked After (CLA) and formerly Looked After Children.

Context

The local authority (LA), including all Monmouthshire County Council (MCC) schools promote the educational achievement and promote the well-being of the children and young people they look after. This is part of the concept of being the Corporate Parent for Children and Young People who are looked after.

"The Welsh Government has a national mission to ensure that all our children and young people have an equal opportunity to reach the highest standards. Underpinning this is a belief that someone's ability to benefit from education should not be determined by their personal circumstances and a drive to reduce inequalities and remove barriers to education."
Making a difference - A guide for the designated person for looked after children in schools' Welsh Gov 2017

In Monmouthshire the LA designated Looked after Children in Education officer (LACE) remit is held by the Vulnerable Learners Lead who sits within the Inclusion team who support the delivery of its aims/ principles. The LA will work with school Designated Child Looked After Leads (Designated CLA Leads) to ensure that:

- the learner's out of school life is understood and responded to safely and sensitively.
- that support is in place to avoid home circumstances or adverse life experiences creating any form of barrier or obstacle to learning or inclusion in school life.

All learners who are CLA must have a Personal Education Plan (PEP). The PEP forms part of the child's overall care and support plan and should establish how to meet the learner's need. It should be upheld as an important and meaningful plan which is reviewed regularly by social workers and education professionals using person

centred principles to ensure that the child's voice is held central and that there is appropriate multi-agency input to ensure the broad range of the learner's need and support are understood and met.

The LA has a role in supporting schools to ensure designated CLA leads are trained in their role and that each school also has a designated CLA Governor to oversee this aspect of the school. The LA and schools use a range of training forums and approaches to meet the needs of CLA and former CLA learners. These include but are not limited to:

- Bespoke advice, guidance and support to schools and other teams as needed.
- Training and support for designated CLA leads via the Educational Achievement Service (EAS) consortia.
- Termly CLA leads forum for information sharing, 'Q and A' and sharing of best practice.
- Attendance at PEP reviews and LAC reviews where appropriate. Monitoring and quality assurance of PEPs to ensure that they comply to expectations outlined in *Making a difference - A guide for the designated person for looked after children in schools' Welsh Gov 2017*
- Support regarding Additional Learning Needs (ALN) with LA Individual Development Plans (IDPs) as appropriate.
- Monitoring of CLA learners to ensure their special status is understood in relation to admissions and exclusion matters
- Reporting to cabinet and the corporate parenting board as required to maintain their awareness of the support of CLA and former CLA learners by the Children and Young Peoples Directorate (CYP).

Key Documents for the Support of CLA learners:

- Making a Difference: A Guide for the Designated Person for Looked After Children in Schools (Welsh Government, 2017)
- School Admissions Code (Welsh Government, 2013)
- Exclusion from schools and pupil referral units (Welsh Government, 2019)
- Additional Learning Needs and Education Tribunal (Wales) Act (Welsh Government, 2021)
- Framework on embedding a whole-school approach to emotional and mental wellbeing (Welsh Government, 2021)
- Towards a stable life and a brighter future (Welsh Government, 2007)

The LA endorses the policy below for the use of MCC schools.

Example School's Child Looked After (CLA) and former CLA

Policy - April 2023

Context

We are an inclusive school, and we want all our learners to thrive both as people and as learners.

We want them to be able to achieve the goals of the Curriculum for Wales of being:

- Ambitious, capable learners who are ready to learn throughout their lives.
- Enterprising, creative contributors who are ready to play a full part in life and work.
- Ethical, informed citizens who are ready to be citizens of Wales and the world.
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

We recognise that due to home circumstances, and a range of negative or adverse life experiences, some of our learners will have faced, and may continue to face, challenging situations.

Learners who are, or who have at any point been looked after, may need additional understanding and support to ensure our school operates in a truly inclusive and equitable way.

The Social Services and Well-being (Wales) Act (National Assembly for Wales, 2014) defines a 'child looked after' as:

- In care, which is subject to a care or interim care order. Provided with accommodation by the local authority, for a continuous period of more than 24 hours.

A 'previously looked after child' is:

- a child or young person who has been looked after but is no longer looked after in England and Wales. This is because the child is the subject of an adoption, special guardianship, or child arrangement order. Schools may not know if a child is adopted since the adoptive parent(s) are under no obligation to share this information with school.

Our School Context:

As at the Pupil Census in January 2023 (PLASC) there were X children on roll who were recorded as looked after. This number can change from day to day.

We as a school community are mindful of the fact that some of our learners may be adopted and adoptive parents may not wish for their child's adoptive status to be known or recorded and there is no obligation upon adoptive parents to do so. We are also mindful that a current or former looked after learner could join our school at any point in the school year. The aim of the LA and our school is to ensure that we, like all MCC schools are 'CLA friendly' and 'CLA ready' at any point in the school year.

We are sensitive to the fact that both current and former CLA learners may not want any additional support to be apparent to others in school, which could include both adults and their peers. We will always endeavour to work in a child focused and person centred way and to ensure their voice is listened to and acted upon, in terms of the way they are offered, and can access, any bespoke or targeted support.

We believe that although current and previously looked after learners may need and benefit most from the understanding that underpins both Adverse Childhood Experiences (ACEs) and Trauma Informed Schools (TIS) training, these approaches are likely to greatly benefit the wider school population too. Such approaches are very much part of the ethos of the school and the LA which aim to ensure an embedded approach to support emotional and mental wellbeing which promote a sense of belonging and encourage both positive behaviours and attendance at school for all. We especially believe this to be the case knowing that the difficult home circumstances of some learners may not come to the attention of professionals for some time. Other learners may never reach the threshold of becoming looked after but their home life could still be challenging and difficult in many ways.

Although the support given to CLA learners relies upon a whole school and whole LA approach we also have designated strategic leads to ensure that CLA learners have their needs understood and met.

The Designated CLA lead is X

The Designated CLA governor is X .

The Designated CLA lead:

1. Promotes a whole school approach to being always 'CLA friendly' and 'CLA' ready.
2. Promotes a whole school approach to understanding that not all former CLA will be known as such, and which therefore recognises that adverse childhood experiences (ACE) and trauma informed schools (TIS) aware approaches are of potential benefit to the whole school community.
3. Promotes a whole school ethos of removing seen and unseen barriers to high aspiration and high achievement for all CLA and former CLA learners at all stages of their school life.
4. Sensitively identifies children who are looked after through several methods, including admissions and referral forms; contact with parents/carers, social workers, and the LA ALN, Inclusion team (LACE remit) and admissions teams.

5. Works in partnership with the LA Inclusion, Admissions and ALN teams as well as EAS consortia, parents/carers, and social workers to improve the educational outcomes for children in care.
6. Works in partnership with parent/carers and social workers to improve the educational outcomes for previously CLA.
7. Builds effective relationships with parent/carers and social workers.
8. Promotes strong pastoral support systems, including emotional literacy support assistants (ELSAs) TIS and ACE approaches and nurture provision.
9. Maintains (with the support of electronic systems) an up-to-date record of all CLA on the school roll.
10. Tracks and monitors the progress of individual CLA pupils.
11. Ensures educational information is transferred securely and in good time between agencies, new schools and relevant professionals.
12. Ensures that CLA have an effective PEP that includes an effective One Page Profile (OPP). The PEP is reviewed regularly with the child, their parent/carer and social worker, in a person-centred way.
13. Ensures that children who are previously CLA have an effective One Page Profile (OPP). The school regularly reviews the OPP with the child, their parent/ carer and social worker, in a person-centred way.
14. Respects former CLA's right to privacy and will only share information with people who need to know.
15. Informs staff about former CLA status, where agreed with the parent/carer and social worker, so that the school can provide appropriate support and monitoring.
16. Respects CLA learner's right to privacy and will only share information with people who need to know.
17. Recognises that care can be temporary, short term or long term and that children can come in and out of care during their educational career.
18. Informs staff about learners who are CLA, where agreed with the parent/carer and social worker, so that they can be supported and monitored appropriately.
19. Recognises that these children, *may* need additional support and guidance to succeed. Therefore, ensuring that there are appropriate mechanisms for this to happen.

The nominated governor should support the work of the designated CLA lead in:

Having empathy with the complexity of the lives of looked after children. Promoting high aspirations for looked after children

- Monitoring learning outcomes.

- Empowering school staff to contribute to the teaching and wider learning experiences of children in care.
- Ensuring that the interests of CLA and former CLA are championed in line with Welsh Government guidance on exclusions and restrictive practices as well as in line with inclusion and equity of access to all school core and enrichment opportunities.
- Reporting to the governing body on the support in place for CLA and former CLA learners in the school.
- Being satisfied that the designated person appointed by the Headteacher prioritises education for the looked after child. The decision on who should fulfil the designated person role should be based on several factors such as the existing management structures within the school, the size of the school and the number of looked after children and their specific needs, which may vary markedly. The Headteacher should consult with the appointed governor about this appointment.

The School Community:

1. Understands that children who are CLA are often likely to have practical and cultural barriers to learning or to feeling and being fully included in school life.
2. Builds effective multi agency relationships with parents/carers and social workers.
3. Implements strong pastoral support systems and whole school approaches to emotional health and wellbeing, such as the use of TIS and ACE approaches, as well as having appropriately trained staff (such as ELSAs).
4. Tracks the attainment, attendance and exclusions of children who are CLA and is aware of why these learners may need additional support.
5. Ensures that there is a smooth transition from one school to another and that the receiving school has relevant information before a child moves, and proactively seeks this information when a CLA learner is due to join the schools. As a result, the school can plan for a CLA learner's transition more effectively.
6. Understand that CLA and former CLA learners may need extra support in both practical and pastoral ways to enable them to have ambitious, high expectations and to enable them to fulfil these at all education phases.

Additional Support

Additional support for a CLA or former CLA learner may look like this:

- Direct and indirect support is outlined and agreed for CLA learners through their PEP plan.

  Providing a welcoming admission process which seeks the input of social workers and LACE officers as appropriate to ensure successful intake with

enhanced transition into school when agreed to be in the best interests of the CLA learner.

- Working with the LA ALN Statutory Officer supporting CLA learners to identify the ALN needs of learners as appropriate and develop a good understanding of the additional learning provision (ALP) required to meet these needs.
- Working with the LA if a CLA learner is determined to have an ALN that needs ALP for the LA to create an LA individual development plan (LA IDP).
- Working together with the ALN team and relevant officers for CLA in other LAs in instances where a CLA learner is at an MCC school but is looked after by another LA, to ensure their ALN needs are identified, met and incorporated into the LA IDP and PEP as needed.
- Ensuring that appropriate targets and outcome measures are set for learners who are CLA, that these are recorded on the child's PEP or PEP/IDP where appropriate and are regularly reviewed with the child, the social worker, and their parent/carer.
- Ensuring that all staff are aware of the need to work to 'close the (attainment) gap' for CLA learners[1].
- Seeking to avoid reduced timetables, unless a multi-agency professional PSP meeting has clearly set out why this is in the best interests of the learner, during which the process to support the learner back into full time education as soon as possible is outlined and agreed.
- Seeking to avoid the exclusion of CLA learners by trying every practicable means to maintain the learner in school[2] by ensuring schools seek appropriate LA and/ other professional advice at the earliest opportunity.
- Maintaining the professional learning of school staff to enable them to be confident in supporting the needs of CLA and former CLA learners at any point in time.
- Ensuring that there is dedicated time to enable the designated CLA lead to collate, analyse and feedback on progress information on of CLA and former CLA learners to ensure individual and strategic oversight and to present this at least annually, to governors to enable the progress of CLA and former CLA learners to be part of school development planning.
- Using of LA self-audit CLA tool to identify areas of strength and areas for development with regards to being a school that is always 'CLA friendly' and 'CLA ready'.

Name: **Name:**

[1] https://www.gov.wales/sites/default/files/publications/2018-03/education-in-wales-our-national-mission.pdf
[2] https://www.gov.wales/sites/default/files/publications/2019-11/exclusion-from-schools-pupil-referral-units.pdf

Chair of Governing Body	**Headteacher**
Name	**Name**
Chair of Governing Body	**Headteacher**

Date:

Review Date (annually):

This document is also available in Welsh

Appendix One
School Self Audit Tool for CLA and former CLA

MCC APRIL 2023 Inclusion Team

monmouthshire
sir fynwy

Inclusion Strategy

Monmouthshire's Children, Learning, Skills and Economy Directorate

Inclusion Strategy (January 2025)

This policy sets out Monmouthshire Local Authority's Strategy for Inclusion.

Date of issue	September 2025
Updated	
Review frequency	Every 3 years
Name of person responsible for maintaining this policy	Dr Morwenna Wagstaff
Contact details	MorwennaWagstaff@monmouthshire.gov.uk

This document is available in English and Welsh.

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Introduction

Monmouthshire's last Estyn report, published in April 2020, recognised that a number of appropriate actions have been taken by Monmouthshire's Children and Young People's (CYP) Directorate to improve the identification and provision for pupils with special educational needs (SEN) and that there is a passion and commitment to improve this further. However, a primary recommendation of the Estyn report stated that Monmouthshire must 'articulate a clear strategy for Special Educational Needs (SEN) provision'.

The creation of a broader Inclusion Service has meant that the articulation of an Inclusion (rather than SEN) strategy, supported by a broader suite of interconnected strategies and related policies, will now respond to this recommendation.

This document sets out Monmouthshire's Inclusion Strategy for children and young people. It establishes our vision and framework for developing an inclusive education system that gives all children the best start in life. Our Inclusion Strategy intends to bind together and develop various areas of work currently being undertaken across the authority to support Monmouthshire's corporate aim to have *'...a truly inclusive educational system that recognises learners' starting points, strengths and educational needs'*[1].

Within this strategy, 'inclusion' means, at its most simple level, children and young people belonging to and being included in their school or setting. In Monmouthshire, a truly inclusive education system is one where every child or young person, regardless of their abilities or differences, feels valued, supported, and enabled to succeed. By working collaboratively with schools, families, health and social care, and other stakeholders, we strive for a culture of inclusion where every child is valued for who they are and what they can achieve.

In Monmouthshire, inclusion is about understanding, from the child or young person's point of view, what they need to be included in education successfully, and actively creating the conditions for this to happen. The Welsh Government shares the view that inclusion benefits all within our schools and communities. This is outlined in the ALN Code[2], which states that inclusive education, where all pupils access common opportunities in ways relevant to their needs and ensure they fully belong to the school community, is of benefit to all. This crucial central notion highlights how inclusion is a continuous process "*...through which all pupils access common opportunities in ways relevant to their needs, and which ensures that they fully belong to the school community*[2].

[1] 'Taking Monmouthshire Forward' (Monmouthshire's Community and Corporate Plan 2022-28)
[2] Inclusion and Pupil Support (Welsh Government, 2016)

Monmouthshire local authority has high aspirations for all its children and young people in vulnerable groups, including those with additional learning needs (ALN), and wants to ensure that they are central to everything we do and part of every decision we make. We are keen to ensure that all our children and young people are in a school or setting where they feel included, valued and invested in as individuals, and where their emotional and mental wellbeing, as well as their learning needs, are well met. We cannot achieve this in isolation; working collaboratively with our schools and partners is key to the success of our vision, as reflected in the Welsh Government Statutory Framework.

The way that education, health and care services are delivered to children, young people and their families has undergone significant changes, both nationally and locally. Education in Wales is in one of its most challenging periods. The Welsh Government has advanced an ambitious reform agenda, which includes, alongside the new Curriculum for Wales (CfW)[3], the Additional Learning Needs (ALN) and Educational Tribunal Act, 2018, and the associated Code, which has driven the need to redesign services and review working practices. These changes have come at a time when demand, both in numbers and in the complexity of need, is being placed on services.

The impact of the pandemic on our children, young people, their families and our communities, whilst predictable, has been more intense and extensive than many envisaged. The post-pandemic return to school has ensured an increased focus on the wellbeing of both staff and pupils. We now better recognise and understand the significant impact of poor emotional and mental wellbeing on attendance, engagement, and achievement.

There is much to be proud of in Monmouthshire regarding what has been achieved for children and young people in vulnerable groups and with ALN. However, improvements in outcomes, experience, engagement, timeliness, and attainment are set against several challenges and opportunities for the local authority and its partners. Recognising our role in working together to reduce inequalities in childhood and build a healthier, fairer Gwent, where everyone can live healthy, fulfilled lives, is central to our approach and acknowledges the broader social context of the challenges and change many families in Monmouthshire face.

This strategy aims to set out Monmouthshire's priorities to improve outcomes for children and young people in vulnerable groups and their families; this directly aligns with Monmouthshire's Community and Corporate Plan, which outlines specific key deliverables to shape this inclusion strategy within the 'Learning Place', including for:

- Improved school attendance and reduced levels of exclusion, which remove barriers to learning for vulnerable pupils.

- A truly inclusive educational system that recognises learners' starting points, strengths and educational needs.

Vulnerable Learners

In Monmouthshire, we aim to provide high-quality support and provision for vulnerable learners, working together with children, young people and their families to coordinate inclusive and equitable policies and practices. For this report and to reflect the context within Monmouthshire County Council, the use of the term 'vulnerable learners' has been adopted. Vulnerable learners are defined as those who may be more likely to experience emotional, social and developmental barriers to learning. Vulnerable groups, therefore, include[3] but are not limited to:

- pupils with additional learning needs (ALN)
- children who are looked-after (CLA) or care-experienced
- children and young people living in poverty
- excluded pupils, and those at risk of exclusion
- pupils with behaviour and attendance issues
- Gypsy, Roma and Traveller pupils (GRT)
- asylum seekers, refugees and new migrants
- minority ethnic pupils
- pupils from minority ethnic groups who have English or Welsh as an additional language (EAL/WAL)
- young carers
- pupils who are young offenders and children of offenders
- pupils with mental health issues and medical needs, including those learners Educated Other Than At School (EOTAS)
- pupils who have had adverse childhood experiences (ACEs)
- pupils of service families / armed forces parents.

Estyn also outlines that 'disadvantaged pupils' are those who may face barriers to succeeding in school due to detrimental circumstances beyond their control. These may include financial and social hardships within their families, including:

- pupils eligible for free school meals (eFSM)

[3] This list is based on Estyn's 2020 report 'Effective school support for disadvantaged and vulnerable pupils' and the Welsh Government guidance 2020 'Guidance for supporting vulnerable and disadvantaged learners'.

- pupils from low-income families

Not all learners from these groups will face barriers to learning or be at risk of underachievement. Learners from these groups may face a range of barriers and will therefore require different approaches, solutions, and support targeted to meet each learner's individual needs. In addition, learners may belong to one or more of the above groups simultaneously, depending on their individual circumstances.

> *'Inclusive education focuses on the full and effective participation, accessibility, attendance and achievement of all students, especially those who, for different reasons, are excluded or at risk of being marginalised.' (UNESCO[4], 2020)*

Local and National Context

Monmouthshire County Council currently carries out its statutory duties by adhering to the current legislation, including;

- United Nations Convention on the Rights of the Child (UNCRC) ratified by the UK in 1992,
- United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) ratified by the UK in 2009,
- Equality Act (2010),
- Social Services & Well Being Act (2014),
- Wellbeing of Future Generations (Wales) Act (2015),
- Inclusion and Pupil Support (National Assembly for Wales Circular No: 203/2016).
- The Additional Learning Needs and Tribunal (2018) Act, Wales
- The Curriculum and Assessment (Wales) Act 2021

In 2023, the Welsh Government published its national mission[5] , which outlined a key objective of 'breaking down barriers so that excellent education opportunities and outcomes can be achieved by all learners' and highlighted the importance of the additional learning needs (ALN) reform of systems, provision and practices around person-centred practice and inclusive education.

The Additional Learning Needs and Education Tribunal (Wales) Act 2018 provides a statutory framework for supporting learners with additional learning needs (ALN) and is accompanied by a mandatory Code. The aim, as stated in the Code, is:

[4] Global education monitoring report: Inclusion and education: all means all (2020)
[5] 'Our National Mission - High standards and aspirations for all' (Welsh Government, 2023).

'To support the creation of a fully inclusive education system where all learners are given the opportunity to succeed and have access to an education that meets their needs and enables them to participate in, benefit from, and enjoy learning'.

The views, wishes and aspirations of children and young people, and their parents/carers, are at the heart of the system and require a culture change in how professionals work with families and with each other.

Importance of Participation – A Children's Rights Approach.

Local Authorities need to have due regard to the United Nations Convention on the Rights of the Child (UNCRC) and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). Chapter 5 of the ALN Code outlines the five principles of the Children's Commissioner's Right Way[6] approach, as a way for local authorities to ensure they are paying regard to the human rights of children. These are;

- Embedding children's human rights
- Equality and Non-discrimination
- Empowering children
- Participation
- Accountability

Monmouthshire is committed to adopting a children's rights approach and embedding all five principles into its work with children and young people. Our strategic priorities are informed by Monmouthshire's pupils, parents and carers, schools and settings, and feedback from groups and individuals. The notion of participation means listening to children and young people, including those in vulnerable groups, and their parents and carers and taking their views into account. Participation should be understood as a process that is safe, enabling and inclusive, and that supports dialogue between children, young people, their families and professionals. Monmouthshire's Participation Guidance (Appendix 1) sets out the approach to active engagement with these vital stakeholders.

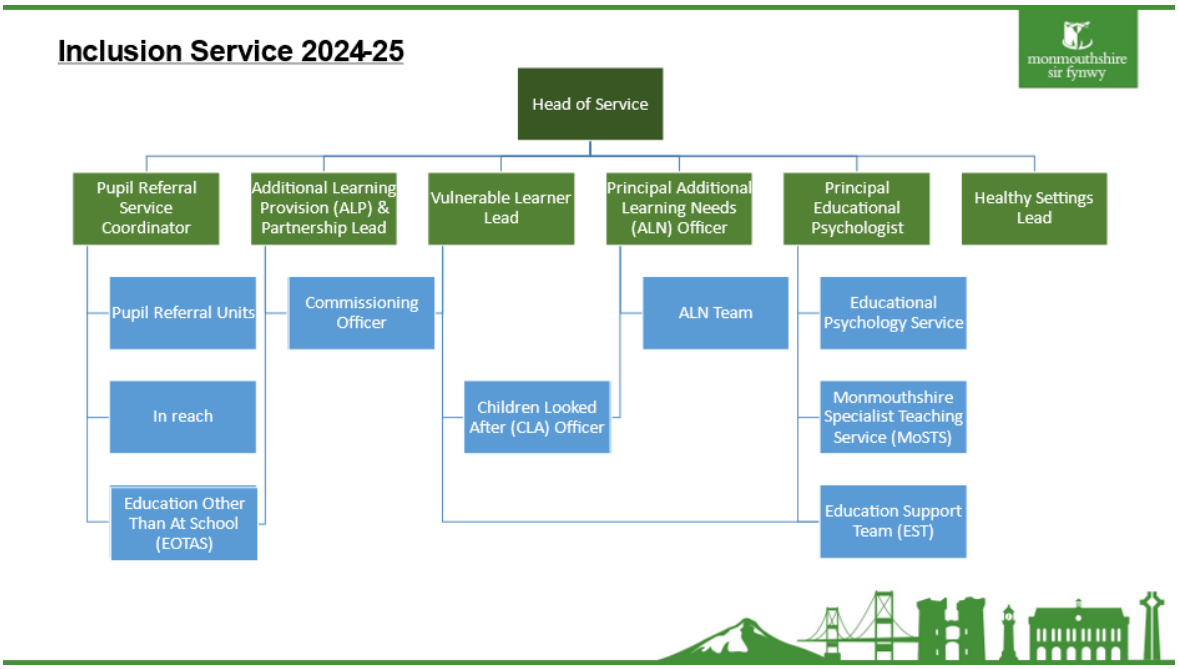
Monmouthshire Children and Young People's Directorate is committed to ensuring that these principles are embedded in all aspects of its work with children, young people, their families, schools and settings to support a fully inclusive education system.

[6] The Right Way: A Children's Human Rights Approach to Additional Learning Needs (2022)

Monmouthshire's Inclusion Service

The creation of a Head of Service for Inclusion post in Autumn 2022 reaffirmed Monmouthshire's commitment to being an inclusive local authority, with the aspiration that all children and young people remain in their local communities and schools. The restructuring of the Inclusion Service allowed bringing together key professionals and teams supporting our most vulnerable children and young people, as shown in Figure 1 below.

Figure 1 MCC Inclusion Service structure chart



The Vulnerable Learner Lead post, created in April 2023, included the remit and responsibility of the LACE officer (Looked after Children in Education) to promote the interests of Children Looked After (CLA) in education. The Vulnerable Learner Lead role also has responsibilities to promote the inclusion of all children and young people, including those at risk of exclusion. This role supports the management and reduction of exclusions by ensuring safer risk management for learner behaviours and reintegration support that promotes the use of trauma-informed practices and principles, ensuring that children, young people and staff remain safe.

The restructuring of the Inclusion Service strengthened collaboration and increased capacity to support schools and settings in Monmouthshire and to meet the varied, often entwined, complex needs of vulnerable children and young people.

Principles

The Inclusion Service is continually evolving to meet the changing needs of children and young people. The principles underpinning the Additional Learning Needs (ALN) system, as outlined in the ALN Code (3.2), also guide the broader inclusion agenda. These principles form the foundation of Monmouthshire's Inclusion Strategy and include:

- Inclusive education
- A rights-based approach
- Person-centred practice
- Early identification, intervention and prevention
- Collaboration and integration
- Equity: a celebration of difference and diversity
- A bilingual system

The structure of Monmouthshire's Inclusion services and associated systems ensures that inclusive and equitable practices are in place to encourage the presence, participation and achievement of all children and young people from their local community, and to provide support for those at risk of underachievement, disengagement and exclusion.

The Inclusion and Pupil Support guidance (2016, Welsh Government) highlights a demographic of pupils who 'require extra support'. It states that 'pupils who are at risk of disengagement and social exclusion are more vulnerable, have more diverse needs and require more support than their peer group' (p. 30). Monmouthshire's Inclusion Strategy supports the following essential principles highlighted in this guidance:

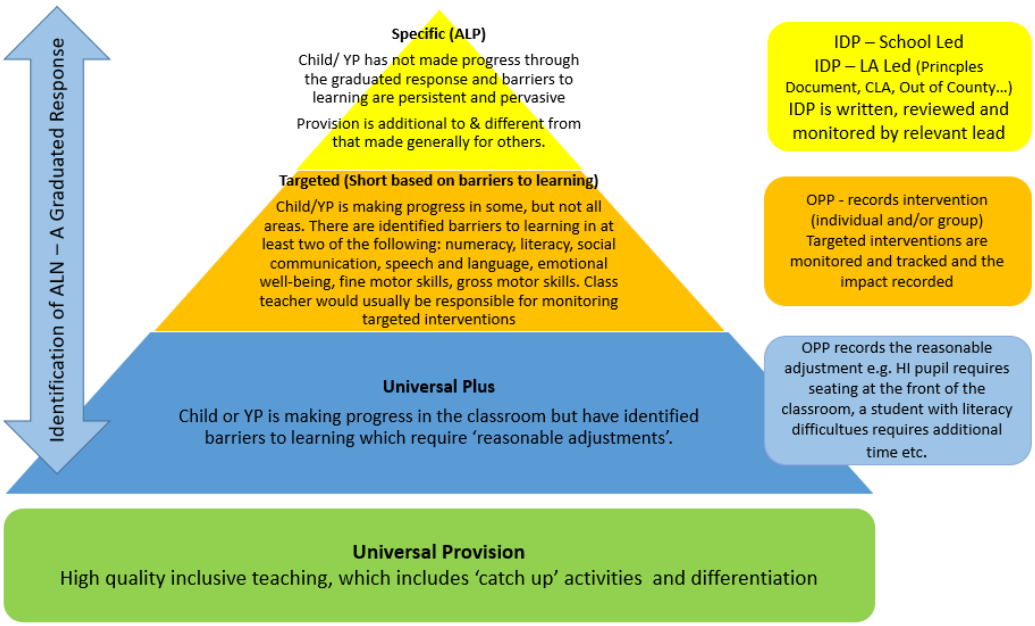
- Inclusion is a process by which schools, local authorities and others develop their cultures, policies and practices to include all children and young people.
- All children and young people should have access to an appropriate education that provides them with the opportunity to achieve their personal potential.
- An inclusive education service offers excellence and choice and seeks and responds to the views of parents, carers, children and young people.
- The interests of all children and young people are safeguarded.
- With the proper training, strategies and support, nearly all children and young people who require extra support can be successfully included in mainstream education.
- Mainstream education is not always right for every child or young person, but if it is not right at a particular stage, this should not prevent the child or young person from being included successfully at a later stage.

- Pupils not in mainstream education should have links with their peers in mainstream schools.

A Graduated Response to Need and Provision Pyramids

Monmouthshire's approach to inclusion is usefully illustrated and clearly outlined using our Provision Pyramid (Fig. 2).

Figure 2: Provision Pyramid template for identification of Additional Learning Need (ALN)



The provision pyramid was developed to illustrate the graduated response to the needs of vulnerable learners, including those with ALN, that schools and settings need to adopt to identify and secure provision and/or interventions to meet the continuum of need. Although initially created for use within the ALN system, Monmouthshire has extended the use of the provision pyramid across all areas of inclusion services to enable a consistent approach for schools and settings to understand expectations and the support offered along the graduated response to meeting the needs of all children and young people.

The majority of children/ young people who are vulnerable, including those with ALN, will be educated in their local mainstream setting, with access to local health services and a range of leisure facilities that allow them to live their lives alongside their peers and achieve the best possible outcomes. A smaller number of children and young people will require more

targeted, specialised support and intervention to meet their complex needs. For these children and young people, a more flexible and creative approach is required, with education, health and social care working together to provide an integrated package of support.

Monmouthshire's Specialist Provision

In Monmouthshire, our model of specialist provision places Specialist Resource Bases (SRBs) at the heart of identified mainstream schools. This model;

- Ensures that children and young people remain close to their communities.
- Provides opportunities for integration and inclusion with mainstream peers during both structured and unstructured times, as is appropriate to their individual needs. This benefits all children and young people and fosters a greater sense of valuing diversity and difference within schools and communities.
- Supports the development of social relationships, which can create long-lasting friendships that can give pupils the skills to navigate social relationships later in life.
- Promotes an inclusive culture in which the families of learners with ALN benefit from easier integration into the broader school community. Having an SRB within a mainstream school can reduce stigma about ALN and positively contribute to a society that is more accepting of differences and people with disabilities.

The focus on inclusion is clear in the continued development of a closer network and consistent model of specialist provision across the SRBs in Monmouthshire, alongside the expectations of the ALN reforms. The work in this area consists of improvements in SRB learning environments, continual workforce development (such as the Monmouthshire Autism in Schools and Settings Project – see Monmouthshire Autism in Schools and Settings for more information) and an improved curriculum offer.

Information about specialist provision in Monmouthshire is outlined in Appendix 2 (SRB Policy and Handbook).

The Inclusion Strategy Framework

This Inclusion Strategy is the framework for a suite of interconnected strategies, policies, training and interventions. Inclusion and equity are overarching principles that guide all education policies, plans and practices.

Figure 3: Examples of key policies within the Inclusion Service

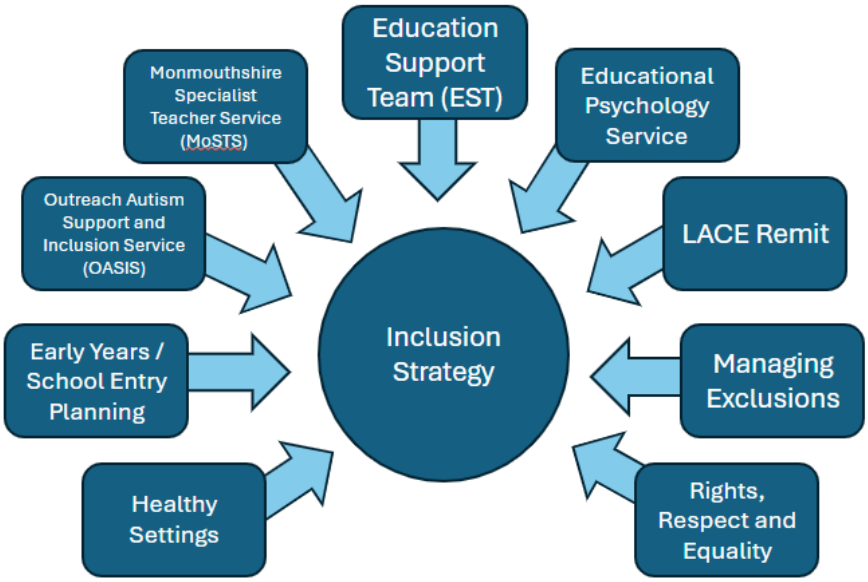


See Key Document 1 (ALN Policy) and Appendices 1 (Participation Guidance), 3 (Children Looked After Policy) and 4 (ALN Post 16 Strategy) for more details.

Early Intervention and Outreach

To adhere to the core principles of early identification, intervention, and prevention, the Inclusion Service provides a range of early intervention and outreach services. The core purpose of early intervention and outreach is to build capacity within schools to meet a range of identified needs, aiming to maintain children and young people in mainstream school placements and local communities wherever possible, and to upskill our wider workforce.

Figure 4: Early Intervention and Outreach Support



Professional Learning and Core Training

Having a robust professional learning and core training offer is a key element of the Inclusion Strategy, which aims to support more inclusive, equitable, enabling, and compassionate learning environments. In Monmouthshire, the Inclusion Service provides a wide range of professional learning to reinforce and support our approach to inclusion for all children and young people. This complements other professional learning and training offers provided by the regional Education Achievement Service (EAS), which address the impact of poverty and inequality on attainment, such as the Raising the Attainment of Disadvantaged Youngsters (RADY) programme.

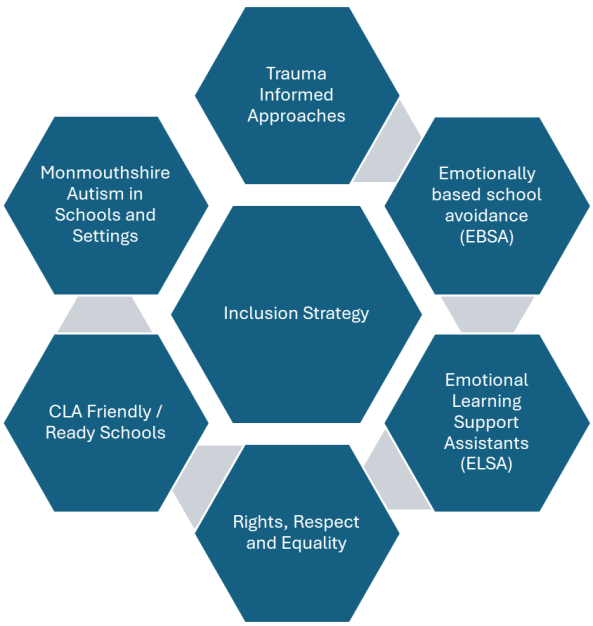
Our ongoing cycle of high-quality professional learning and training will:

- Build workforce capacity and skills to ensure all staff are equipped to support vulnerable learners effectively through a common understanding of language and skills that support inclusive practice in mainstream and specialist provision.
- Ensure consistency and quality, and help deliver equitable services to all children and young people regardless of their needs.

- Support the emotional and mental wellbeing of children and young people and staff and enhance understanding of behaviours that challenge, through trauma-informed and relational approaches.
- Promote equality and diversity to ensure that all children and young people feel valued and included through the 'rights, respect, equality'[7] and anti-racism work.
- Enhance collaborative working between education services and other stakeholders, including health, social care, parents /carers.

As well as access to the annual cycle of professional learning and training offered from across the Inclusion Service, our schools have access to a high-quality suite of training portal pages that have been developed and reflect the broader offer of information, resources and recorded training. This training portal sits on the Monmouthshire internal SharePoint site and is accessible to all school staff and Monmouthshire professionals via this link (Inclusion Training Portal Pages (SharePoint).

Figure 5 Core Professional Learning for Schools and Settings



[7] Rights, Respect, Equality (RRE) Guidance for Local Authorities (Welsh Gov 2019) and RRE Guidance for Schools (Welsh Gov 2019)

Monmouthshire's Strategic Vision

Our Community and Corporate Plan outlines our aim to develop a 'truly inclusive educational system that recognises learners' starting points, strengths and educational needs'.

What do we hope to achieve?

- A consistent, high-quality, inclusive educational offer that can meet the needs of children and young people from vulnerable groups, including those with ALN in pre-school, mainstream and specialist provision.
- More effective and equitable services which aim to reduce the impact of poverty and inequality.
- Provision that places clear emphasis on early intervention and preventive work, including in the early years.
- Specialist provision which is appropriately staffed and resourced and has the capacity to meet Monmouthshire's current and projected needs for children and young people.

How do we achieve this?

To achieve our vision of a truly inclusive education system, we need to continue to

- Build capacity in our schools and settings to meet a broader range of complex needs.
- Keep children and young people within their local schools and communities, as far as is possible.
- Collaborate closely and ensure the right people are working creatively to meet the needs of children and young people from vulnerable groups.
- Focus on person-centred practice where the strengths and needs of children and young people are well understood and informed by those who know them best.
- Focus on early intervention and preventative work.
- Utilise data, information and evidence to inform the services and provision provided and to shape those needed for the future.
- Offer a range of ongoing professional learning and support at all levels regarding inclusive and equitable practices to enable excellent teaching, high-quality intervention and sufficient provision in schools and settings.
- Promote the emotional and wellbeing needs of pupils, using a relational and trauma-informed framework to enhance the understanding of behaviour as a form of communication.
- Challenge non-inclusive, discriminatory and inequitable practices at all levels.

- Invest to save to achieve best practice and build sustainability for our current and future children and young people from vulnerable groups.
- Develop our high-quality specialist services and provision for children and young people that are delivered in a cohesive and consistent way and that are responsive, flexible, and agile.
- Develop an ongoing evaluation programme and utilise the data to inform and shape service delivery.

How will we know if the strategy has been successful?

- Children/ young people are attending, engaging and succeeding within their school or setting.
- Parent/carers will have a high level of confidence in Monmouthshire's ability to identify and meet their children's needs.
- The views, wishes, and feelings of children and young people, and their families, will be at the heart of all education planning and delivery.
- Schools and settings will demonstrate an increased ability to meet the needs of a broader range of vulnerable learners through engaging with the building capacity initiatives identified in this strategy. This would be evidenced by measures such as a reduction in the exclusions for learners from vulnerable groups, including those with ALN, those who are Children Looked After (CLA) and those eligible for Free School Meals (FSM); the number of vulnerable learners maintained in mainstream settings, staff confidence, knowledge and skills to meet a range of needs.
- Monmouthshire will have sufficient provision, with the capacity and infrastructure, to meet the current and projected needs of learners, providing high-quality outreach, advice and support to schools and settings across the local authority. Measures of success could include individual learner progress, a more skilled and specialist workforce and improved access to targeted and specialist resources.

Service Business Plans: Inclusion Service

Actions to support the implementation of the Inclusion Strategy are included in individual service Business Plans (see Figure 6 below), which are updated quarterly. Business Plans are monitored by the Children and Young People Directorate Management Team and also by the Corporate Performance and Data Team.

Figure 6 Inclusion Service Business Plans



Evaluation and Review

The Inclusion Strategy will be evaluated annually to ensure its effectiveness and identify areas for improvement. Progress towards meeting its objectives will be achieved through the following:

- Quarterly monitoring of Inclusion Service Business Plans and an end-of-year analysis of actions that have been achieved, partially achieved, and not achieved.
- Annual evaluation of professional learning delivered and the impact of training, through case studies or data analysis.
- Annual review of quality assurance processes.
- Service-specific termly or annual reports to the Directorate Management Team (DMT).

Key Document Links

Key Document 1. Additional Learning Needs Policy – ALN Policy 2025 Final

Some Key Documents rely on internal Monmouthshire links. If these do not work for you, or you would like a copy of any of these documents (in Welsh or English), please email ALN@monmouthshire.gov.uk.

Appendices

Appendix 1. Monmouthshire's Participation Guidance
Appendix 2. Information about specialist provision in Monmouthshire (SRB Handbook)
Appendix 3. Children Looked After Policy
Appendix 4. Monmouthshire's ALN Post 16 Strategy

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Additional Learning Needs Policy

Monmouthshire's Children, Learning, Skills and Economy Directorate

Additional Learning Needs Policy (January 2025)

This policy sets out Monmouthshire Local Authority's approach and provision for learners with barriers to learning and additional learning needs (ALN).

Date of issue	September 2025
Updated	
Review frequency	Every 3 years
Name of person responsible for maintaining this policy	Jacquelyn Elias
Contact details	JacquelynElias@monmouthshire.gov.uk

This document is available in English and Welsh.

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Introduction

In Monmouthshire we believe that every child or young person has the right to receive an education that meets their individual needs and enables them to reach their full potential. As such, we are committed to providing inclusive, high-quality education for all children and young people, including those with barriers to learning and additional learning needs. This Additional Learning Needs (ALN) Policy outlines Monmouthshire's approach to supporting children and young people with barriers to learning and additional learning needs, ensuring they receive the necessary support, resources, and opportunities to thrive academically, socially, and emotionally.

Monmouthshire local authority (LA) recognises that barriers to learning, and additional learning needs can encompass a wide range of challenges, including but not limited to, learning disabilities, neurodevelopmental needs, sensory impairments, and social, emotional, and mental health needs.

This policy is guided by our commitment to:

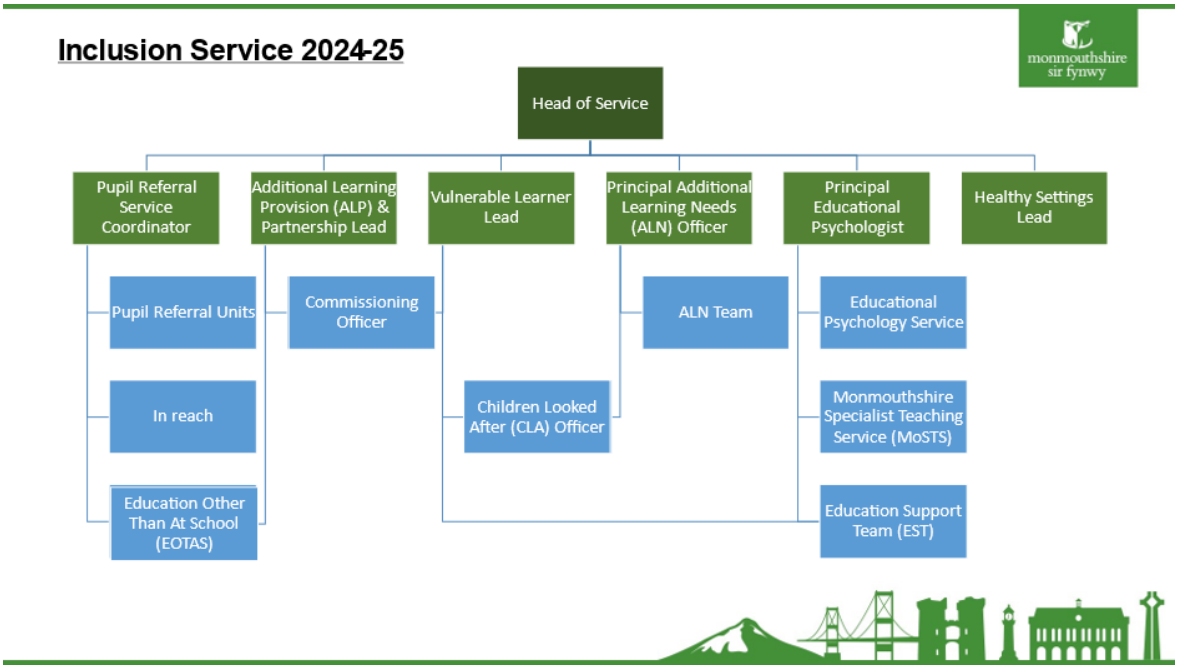
a. **Equality and Inclusion**: Ensuring that all children and young people, regardless of their background or abilities, have equal access to education and opportunities for success.
b. **Person-Centred Approaches** Recognising the unique needs of each child or young person and providing personalised support tailored to their specific requirements.
c. **Early Intervention**: Identifying and addressing barriers to learning and additional learning needs at the earliest possible stage to prevent difficulties from escalating.
d. **Partnership Working**: Collaborating with schools, parents/carers, and external agencies to provide comprehensive support and services for children and young people with barriers to learning and additional learning needs.
e. **Continuous Improvement**: Regularly reviewing and evaluating our practices to ensure they are effective, responsive, and reflective of best practice.
f. **A bilingual system**: Ensuring that specialist training, interventions, and resources are available in Welsh for children and young people in Welsh medium schools and settings.

Definition and Scope

This policy will refer to children and young people who are experiencing barriers to learning as well as additional learning needs as defined by the Additional Learning Needs (ALN) and Educational Tribunal Act[1], 2018 and associated Code[2]**.** The LA's responsibilities under the ALNET Act and Code applies to children from birth to 25 years. For the purposes of the Code and the Act, and this ALN Policy a 'child' is anyone not over compulsory school age and a 'young person' means a person over compulsory school age, but under the age of 25.

Monmouthshire's ALN Service

The ALN Service is part of Monmouthshire's wider Inclusion Service.



The ALN Service provides information and assistance to schools and parents/carers on all aspects of ALN provision. It also co-ordinates the local authority Inclusion Panel and Contingency Funding Panel (further details included below).

The ALN Service is responsible for undertaking statutory assessments for children and young people and maintaining LA Individual Development Plans (IDPs). Statutory Officers are

[1] Additional Learning Needs and Education Tribunal (Wales) Act 2018 (legislation.gov.uk)
[2] The Additional Learning Needs Code for Wales (Welsh Gov, 2021)

responsible for writing LA IDPs and also provide advice and support to schools, children, and young people their families and carers.

The ALN section of Monmouthshire's webpage (Additional Learning Needs - Monmouthshire) provides further information on ALN Service functions and the ALN team.

Early Years

Monmouthshire has an Early Years Additional Learning Needs Lead Officer (Early Years ALNLO) who has responsibility for co-ordinating the local authority's functions under Part 2 of the Act in relation to children under compulsory school age who are not attending maintained schools. Contact details of the ALNLO and information on support for children under compulsory school age who may have barriers to learning or additional learning needs can be found via the following link Monmouthshire Early Years ALN Handbook.

Designated Education Clinical Lead Officer

The designated education clinical lead officer or DECLO is the person in the Aneurin Bevan University Health Board, who has responsibility for co-ordinating the Board's functions in relation to children and young people with ALN. More information about the DECLO's roles and responsibilities can be found in Chapter 9 of the ALN Code 2021[3].

Promoting Inclusive Education

An inclusive education system is one where every child or young person, regardless of their abilities or differences, feels valued, supported, and empowered to succeed. By working collaboratively with schools, families, healthcare professionals, and other stakeholders, we aim to continue to develop a culture of inclusion and support within schools and settings in Monmouthshire, where every child is valued for who they are and what they can achieve.

As indicated in the ALN Code (3.18, 3.19) meeting the needs of learners with ALN ought to be part of a whole school or setting's approach to school improvement. Consequently, improvements in the teaching and learning of children and young people with barriers to learning or ALN cannot be isolated from improvements in the teaching and learning for children and young people across a school or setting as a whole.

[3] The Additional Learning Needs Code for Wales (Welsh Gov, 2021)

This policy is designed to promote the inclusion of children with barriers to learning and additional learning needs in mainstream schools, wherever possible. We recognise that for many children, mainstream education provides the best opportunities for social integration, academic progress, and long-term success. Therefore, we are committed to ensuring that mainstream schools and settings have the training and resources to support the diverse needs of all learners.

To promote inclusion in all our schools and settings, we are committed to the following:

- **Person-Centred Practice**: Person-centred practice (PCP) puts the child or young person at the centre of decisions around their education. A person-centred approach will inform a one-page profile (OPP), which provides key information about the child or young person's gifts and talents, what is important to them, and the best way to support them. We will work with schools and settings to ensure that person centred practice is used to inform discussions around statutory and non-statutory educational plans for children and young people with barriers to learning and ALN and that all children with barriers to learning or ALN have a one-page profile (OPP).
- **Graduated Response:** The importance of timely identification and of providing appropriate provision as soon as possible for a child or young person with barriers to learning or ALN cannot be overemphasised (ALN Code 3.13.). This may include differentiated learning, targeted interventions, use of assistive technologies, modified assessments, and peer support strategies to ensure that every child can access the curriculum and participate fully in learning activities. We will work with schools and settings to ensure they have identified a graduated response to barriers to learning and ALN, which provide timely access to interventions and support.
- **Training and Support**: Ongoing training and support will be provided for teachers and teaching assistants to develop their capacity to differentiate instruction, create inclusive learning environments, and meet the diverse needs of children and young people with barriers to learning and additional learning needs.
- **Learner and Parent/Carer Participation:** Central to a rights-based approach and to the ALNET Act, is the principle of participation – listening to children, their parents/carers and young people and taking their views meaningfully into account (ALN Code 3.5). The local authority will ensure that the views of children and young people and their families are actively sought in relation to ALN policy and practice and in the evaluation of ALN services. For more information see Appendix 1, MCC's Participation Guidance.

- **Equality and Accessibility:** By prioritising equality and accessibility, schools can create a welcoming and supportive environment that supports all children and young people to thrive. Schools and settings have a legal obligation under the Equalities Act (2010)[4] to provide equal opportunities for all children and young people, including those with disabilities and to ensure that they are not subjected to discrimination or harassment based on their disability. Schools and settings must strive to eliminate barriers to learning and ensure that every child and young person can fully participate in educational activities. This includes making reasonable adjustments for children and young people with disabilities, offering support for students from diverse cultural and linguistic backgrounds and promoting a culture of respect and acceptance among the school community.

The Legal Framework: Responsibilities for Statutory Assessments and Plans

Barriers to Learning

The ALN Code (Section 20.9) indicates that slow progress and low attainment do not necessarily mean that a child or young person has ALN and would not automatically lead to a decision that the learner has ALN. Equally, it ought not to be assumed that attainment in line with chronological age means that there is no ALN.

The ALN Code recognises that children and young people will inevitably progress at different rates so the fact that a child or young person is apparently underperforming by comparison with others of the same age is not, on its own, proof of ALN. Where progress is not adequate, it will be necessary for the school or setting to take some additional or different action to enable the learner to learn more effectively. Section 20.14 of the ALN Code states that;

> '*The first response to inadequate progress would often be teaching targeted specifically at a learner's areas of weakness. All education settings are expected to put in place differentiated teaching or other targeted interventions designed to secure better progress where appropriate, for all learners. Indeed, most children and young people will require a differentiated approach in some aspect of their education at some point. This is a fundamental element of high quality – but routine – teaching.*'

[4] Equality Act 2010 Guidance (Gov.Uk)

Differentiated teaching does not, itself, constitute Additional Learning Provision (ALP) and just because a child or young person requires a differentiated approach does not mean that they have ALN. Monmouthshire LA is committed to ensuring that all schools and settings adopt a graduated response', to ensure that the needs of learners experiencing barriers to learning are appropriately met (see Appendix 2 ALN Identification Flowchart for Schools).

Additional Learning Needs: Legal Definition

Section 2 of the ALNET Act, 2018 defines the term 'additional learning needs' (ALN), as,

> *(1) A person has additional learning needs if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision.*
>
> *(2) A child of compulsory school age or person over that age has a learning difficulty or disability if he or she— (a) has a significantly greater difficulty in learning than the majority of others of the same age, or (b) has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools or mainstream institutions in the further education sector.*
>
> *(3) A child under compulsory school age has a learning difficulty or disability if he or she is or would be if no additional learning provision were made, likely to be within subsection (2) when of compulsory school age.*
>
> *(4) A person does not have a learning difficulty or disability solely because the language (or form of language) in which he or she is or will be taught is different from a language (or form of language) which is or has been used at home. (ALN Code 2.3)*

Identification and Assessment

The ALN Code describes the duties on maintained schools, local authorities, and further education institutions (FEIs) to decide whether a child or young person has ALN, which requires additional learning provision (ALP). ALP encompasses additional or different educational or training provision, which goes beyond that generally made available. An Individual Development Plan (IDP) will be provided for a child or young person identified as having ALN requiring ALP; this statutory document will include a description of the child or young person's needs, their one-page profile (OPP) and ALP deemed necessary to meet their

needs. Once an IDP is issued, it should be reviewed on at least an annual basis. The ALN Identification Flowchart for Schools, is included as Appendix 2.

Statutory Responsibilities of Maintained Schools

Maintained schools are responsible for identifying whether a child or young person may have ALN and the subsequent decision as to whether the child or young person requires an IDP. This will include children attending nursery provision in a maintained school and young people attending post-16 provision in a maintained school. Schools have 35 days to complete an IDP assessment. The process schools have to follow should be available on the school website. The LA flow diagram for schools is included as Appendix 2.

Statutory Responsibilities of the Local Authority

The local authority (LA) is responsible for identifying whether a child or young person may have ALN and the subsequent decision as to whether requires an IDP for the following groups of children/ young people.

- Children attending non-maintained Nursery settings.
- Children or young people looked after (CLA).
- Children or young people attending Monmouthshire's Specialist Resource Base Provision (SRBs).
- Children or young people attending out of county maintained special schools, independent schools or independent special post-16 institutions (ISPIs).
- Children or young people who are Electively Home Educated (EHE).

The LA has 12 weeks to complete an IDP Assessment.

The LA can, in certain circumstances, take responsibility for IDPs for children and young people attending maintained schools. **Monmouthshire's Principles Document** is available via the website (www.monmouthshire.gov.uk/MCC-Principles-Document-2022) and describes the process that maintained schools would need to follow to request that the LA takes responsibility for a child or young person's IDP.

Admission to School or Nursery

The School Admission Code (2013)[5] gives parents /carers the right to express a preference for their child to be admitted to any school maintained by public funds. The following link, Applying for a school place - Monmouthshire provides detailed information on admission arrangements for children and young people who will be attending a maintained Nursery, Primary or Secondary school in Monmouthshire.

If a School or Nursery setting is oversubscribed, an oversubscription criteria will be applied. This indicates that a school must admit a child /young person to the school specified in their Individual Development Plan (IDP).

There is a separate process for parents/ carers who would like their child to be considered for a place in Monmouthshire Specialist Resource Base (SRB) provision, (see below). Parents/carers should note that until they have confirmation that their child has a place in a specialist provision, they need to continue to engage with admission arrangements as described in Monmouthshire's School Admission's Policy.

ALN Transport

Transport for children with ALN will only be funded by the LA:

- To take a child/ young person to their local school or nearest suitable school if he or she has major mobility problems, or
- If a child attends specialist provision (a special school or specialist resource base), that is not attached to their local school.

Transport will not be provided for children with additional learning needs if the child is attending a school due to parental preference, i.e. a school that is not considered by the LA to be the nearest suitable school.

Request for a child or young person to be educated out of their chronological year group

The local authority will consider requests to educate a child or young person out of their chronological year, on a case-by-case basis, taking into account the individual needs and

[5] School Admissions Code (Welsh Gov, 2013)

circumstances of the child or young person. Schools should work closely with parents/carers and relevant educational professionals to assess the potential impact of educating a child / young person, out of their chronological year on their academic, social and emotional well-being. Monmouthshire's 'Placing Pupils Outside Their Chronological Year Group: Guidance' is available.

Attendance and Exclusions

In addressing attendance and exclusions for children and young people with barriers to learning or additional learning needs, it is crucial that schools and settings adopt a holistic and inclusive approach that recognises and supports the unique requirements of each individual child or young person. Schools and settings should prioritise early intervention and support mechanisms to address attendance issues, working collaboratively with parents/carers and relevant professionals to identify and address any barriers that may be contributing to poor attendance.

Exclusions should only be considered as a last resort and when a school has exhausted all avenues to support the child or young person's needs within the school setting. It is essential for all schools and settings to ensure that children and young people with barriers to learning and ALN are included, valued and supported by promoting a culture of understanding, acceptance and empowerment within the school community.

Monmouthshire's Inclusion Service provides training and support for children and young people who are experiencing emotionally based school avoidance (EBSA) and training related to trauma informed practice**.** Information about and links to professional learning and training opportunities available to staff in schools and settings is regularly communicated to senior leaders and ALNCos. A range of information, resources and recorded training is also available via a training portal, which is located on the Monmouthshire internal SharePoint site and is accessible to all school staff or Monmouthshire professionals via this link (Inclusion Training Portal Pages (SharePoint).

Further information on attendance and engagement can be found in Welsh Government's guidance on improving learner engagement and attendance, 'Belonging, engaging and participating'[6] and in Monmouthshire's Attendance and Engagement Policy.

[6] Belonging, engaging and participating: Guidance on improving learner engagement and attendance (Welsh Gov, 2023)

The Welsh Government guidance on exclusions[7] focuses on addressing the high rates of absenteeism that have persisted since the COVID-19 pandemic. Monmouthshire's Exclusions Guidance for Schools (Key Document 1) provides further guidance for schools and settings.

Children and Young People with Visual, Hearing or Multi-Sensory Impairments

The local authority has a statutory duty to establish and maintain a register of those in their area who are sight (VI) or hearing impaired (HI) or have a combination of both (Multi-Sensory Impairment - MSI), such that it has a significant effect on their day-to-day lives (ALN Code section 2.27). The regional Sensory and Communication Service (SENCOM) provide Monmouthshire LA with information on children and young people with HI, VI, and MSI. This information is cross-referenced with school PLASC[8] data to ensure that information included the register is accurate. The register is maintained by the ALN Service and updated bi-annually.

Children and Young People with Complex Health Needs

Welsh Government provides guidance for children and young people with complex health care needs in its guidance document[9]. This guidance emphasises the importance of collaboration between health and education professionals as well as the involvement of parents and carers, to develop individual health care plans (IHCP).

Monmouthshire's Education Other than at School (EOTAS) Policy (Appendix 3) provides information regarding the referral process for children and young people who may require EOTAS due to short-term illnesses/injuries or longer-term complex health or mental health needs.

Children Looked After (CLA)

Monmouthshire local authority has statutory responsibility to maintain IDPs for all children and young people for whom Monmouthshire is the Corporate Parent. This means that

[7] Exclusion from schools and pupil referral units (Welsh Gov, 2024)
[8] Pupil level annual school census (PLASC) | GOV.WALES
[9] Supporting Learners with Healthcare Needs (Welsh Gov, 2017)

whether a child or young person looked after by Monmouthshire lives in the county or in another local authority in Wales, the responsibility for writing and maintaining the IDP remains with Monmouthshire. The local authority has a Statutory Officer with specific responsibilities for CLA, who works across both the ALN Statutory and Vulnerable Learners Services to ensure a consistent and cohesive approach.

If a looked after child or young person has an IDP, it will also include the child or young person's Personal Education Plan (PEP). The ALN Code makes it clear that both statutory documents should be reviewed at the same time.

If a school is concerned that a Monmouthshire child who is looked after has additional learning needs, they need to follow a graduated response and if following a period of intervention and review, concerns remain, the school ALNCo should make the local authority aware of this and provide information to the LA Panel, where consideration will be given to whether a statutory assessment is appropriate. Chapter 14 of the ALN Code provides detailed information on the duties, maintained schools have in relation to children and young people who are looked after and who have ALN.

ALN Statutory and Inclusion Panel

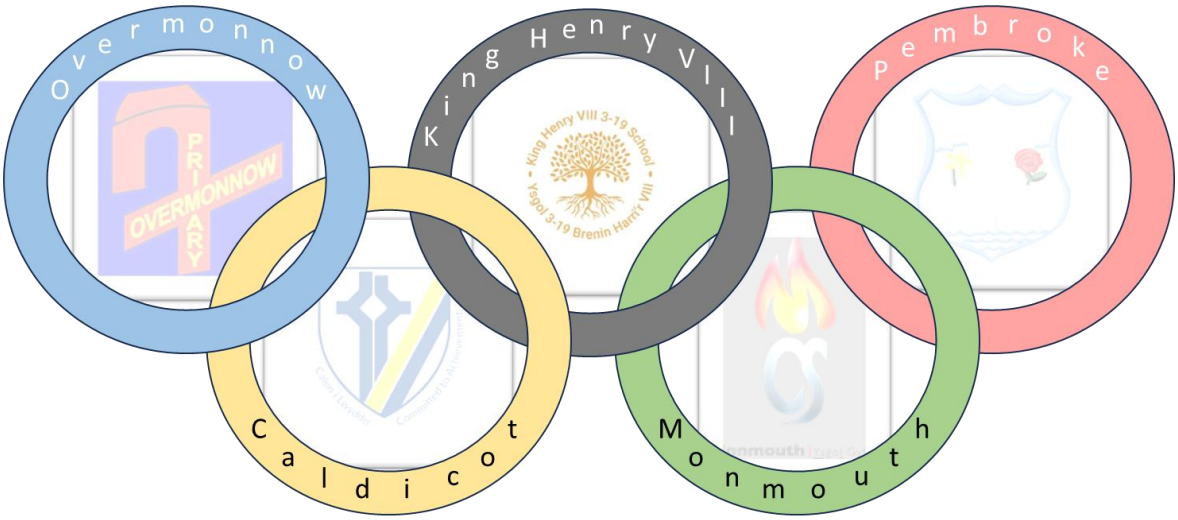
All decisions relating to commencing a local authority IDP assessment or agreeing to a local authority IDP being written, are taken at the ALN Statutory Panel. The ALN Statutory Panel is part of a wider Inclusion Panel, which takes place every three weeks. The function of the Inclusion Panel and terms of reference are included in Key Document 2.

Specialist Provision

Monmouthshire local authority does not have a discrete special school catering for children and young people with significant and complex ALN. Since local government reorganisation in 1996, Monmouthshire developed a model of specialist provision, which places special education at the heart of identified mainstream schools. This model ensures that children and young people remain as close to their communities as possible and have meaningful inclusion opportunities with their mainstream peers, whilst also benefitting from specialist teaching and resources.

Two primary Specialist Resource Bases (SRB), two secondary SRBs and one 3-19 through school provide additional learning provision (ALP) for children and young people with highly complex learning and neurodevelopmental needs. Lead Teachers from the SRBs and

officers from the local authority Inclusion Service, work collaboratively through a Specialist Provision and Outreach Team (SPOT) network to ensure that there is equity of provision and consistent practice across Monmouthshire's specialist settings. See Appendix 4 Specialist Resource Base Policy and Handbook.



A Panel approach is taken to all admission to the SRBs. Learners will have an IDP, and their attainment will be significantly below that of their age-appropriate peers, despite significant differentiation and intervention.

The following website link will provide more information on specialist provision in Monmouthshire, Specialist Resource Bases - Monmouthshire.

ALN Funding for Schools

Following a full consultation with headteachers and agreement by Council, ALN Funding has been delegated to schools since 1st April 2022.

The agreed funding formula bases 70% of the allocation of ALN funding on the numbers of pupils on roll of the school with 30% of the funding allocated to children or young people with IDPs or to pupils with highly complex medical needs as evidenced by their Individual Health Care Plan.

In addition to ALN delegated funding, schools are expected to use 5% of their Age Weighted Pupil Unit (AWPU) funding to support children who have barriers to learning or ALN in their school.

A Contingency Fund has been reserved to support exceptional and unanticipated ALN needs. A Contingency Panel meets on a half termly basis to consider requests from schools for additional funding. Further details of the Contingency Funding Panel criteria are included in Key Document 3.

Support for Children and Young People

Monmouthshire LA recognises the importance and value of trusting relationships with key adults for children and young people, particularly for those with attachment and trauma related difficulties. The LA supports the 'team around the child' approach which provides a child with a small group of adults, who can provide support for a child as necessary, throughout a school day. Our approach aims to develop independence, resilience and friendships in a modelled, scaffolded and supported way.

The LA does not endorse using 'one-to-one support' terminology in IDPs or one-page profiles. The reason for this is that identifying direct support from a named adult can make children feel separated from their peers and can make them feel stigmatised or singled out. Additionally, some children may get very attached or dependent on their named adult, usually a teaching assistant (TA), which can have a negative impact on a child should the TA be absent, leave their post or be allocated to another pupil. Over-dependence on one TA can also be a significant barrier to a child becoming independent and resilient in the school setting.

For some children, a risk assessment may identify times during a school day when individual support may be necessary e.g. individual supervision during lunchtime due to risk of choking. Where a risk assessment identifies the need for individual support, this should be reviewed regularly and a 'step-back' approach taken, where progress has been made.

The local authority aims to support schools to develop resilient, independent, successful and engaged (RISE) learners. We believe this is essential to support progress as children and young people move through education and beyond. We recognise that the approach we take to developing this will be individualised and person centred based on pupil need.

Schools can access whole staff RISE training, which focuses on the role of adults working with children and young people to teach, model and support the rehearsal and practice of the skills needed to access and make progress in core aspects of learning.

Post-16 Provision

Young people with an identified ALN and attending SRB provision can remain in their setting until they are 19 years old. The local authority remains responsible for maintaining their IDP until they leave school or if they transition to an independent special post-16 institution (ISPIs), until they leave that setting.

Under the ALNET Act and Code, young people with ALN transferring to Further Education Institutions (FEIs) for post-16 education, will usually have their IDPs transferred to the FEI, who would then maintain the IDP in line with guidance set out in the ALN Code. For young people with ALN transferring to an ISPIs, the local authority will continue to maintain the IDP. Further information is included in MCC's ALN Post 16 Strategy (Appendix 5).

Quality Assurance of Additional Learning Provision (ALP)

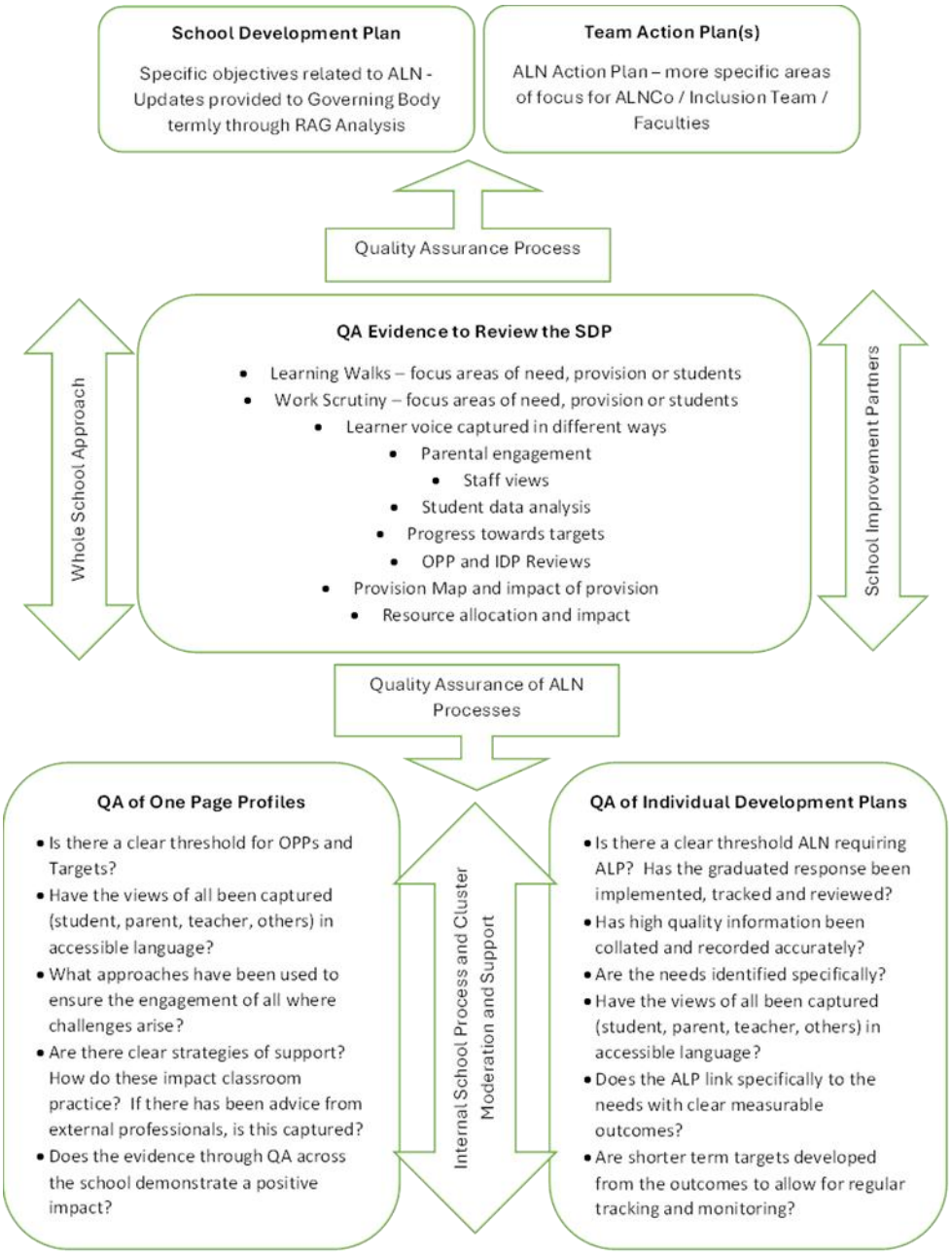
Chapter 7 of the ALN Code indicates that local authorities must keep under review the arrangements made both by the authority, and by the governing bodies of the maintained schools in its area, for children and young people who have ALN. Keeping ALP and other arrangements under review, is a key part of local strategic planning and decision making. It will enable local authorities to assess current and likely future needs and secure sufficient provision and services to meet those needs.

The duty involves the local authority considering, at a strategic level, what provision there is to meet needs; whether that provision is sufficient and if insufficient in any respects, considering what to do to remedy the matter; and consulting as the authority considers appropriate during that process.

As part of the review process the ALN Code indicates that a local authority should also review data and evidence on the effectiveness of current provision in meeting children and young people's needs and improving the outcomes they achieve.

Monmouthshire local authority has developed a robust quality assurance (QA) system for both specialist and mainstream provision (see figure 2 below).

Figure 2 Quality Assurance System for ALN



Further information on Monmouthshire's quality assurance system and review cycle can be found in Appendix 6.

Support Services for Schools, Children and Young People

Schools and Settings in Monmouthshire have access to a number of services and specialist teams who support schools, children and young people and their families. Follow the links below for more information on each service or team.

- Educational Psychology Service (EPS) - Monmouthshire
- Monmouthshire Specialist Teaching Service (MoSTS)
- Outreach, Autism Support and Inclusion Service (OASIS) (Appendix 7)
- Education Support Team (EST) - Monmouthshire
- Monmouthshire Autism in Schools and Settings

Partnerships and Collaboration

Monmouthshire LA works with partners with the region and nationally to develop training, resources and provision for schools and settings, and for children and young people with barriers to learning and ALN. Follow the links below for more information on these organisations.

- SENCOM - Sensory & Communication Support Service
- CALDS - Child and Adolescent Learning Disability Service
- AET- Autism Education Trust

Dispute Resolution

Wherever possible every effort should be made to resolve any disputes relating to ALN identification and provision at the earliest opportunity (see Appendix 8).

Where disagreements cannot be resolved, parents/ carers and young people can lodge an appeal with the Education Tribunal for Wales (ETW). The ETW deals with disputes to do with Individual development plans (IDP) and claims of disability discrimination. Their website provides detailed guidance on both these areas for appeal - Welcome to the Education Tribunal for Wales.

SNAP Cymru is the regional independent parent partnership service provider (see website Home - Snap Cymru).

Complaints Procedure

Parents /carers or young people wishing to make a complaint about matters relating to ALN that have been managed by a school, should follow the school's complaints procedure. Parents /carers or young people wishing to make a complaint about matters relating to ALN that have been managed by the local authority should follow the local authority complaints procedure - Complaints, Comments, Feedback and Compliment - Monmouthshire.

A copy of Monmouthshire's Complaints and Compliments Policy is available via their website (link here - Whole Authority Complaints and Compliments Policy, 2016).

Monitoring and Evaluation

This ALN Policy will be monitored and evaluated on an annual basis to ensure its effectiveness and to identify areas for improvement.

Key Document Links

Key Document 1.	Monmouthshire's Exclusion Guidance for Schools - MCC Exclusions Guidance to Schools.pdf
Key Document 2.	Inclusion Panel Terms of Reference
Key Document 3.	Contingency Funding Information

Some of the Key Document rely on internal Monmouthshire links. If these do not work for you, or you would like a copy of any of these documents (in Welsh or English) please email ALN@monmouthshire.gov.uk.

Appendices

Appendix 1.	Monmouthshire's Participation Guidance
Appendix 2.	ALN Identification Flowchart for Schools
Appendix 3.	Monmouthshire's EOTAS Policy
Appendix 4.	Specialist Resource Base Policy and Handbook
Appendix 5.	Monmouthshire's ALN Post 16 Strategy
Appendix 6.	Quality Assurance System and Review Cycle
Appendix 7.	Information about Outreach and Education Support Team
Appendix 8.	Dispute Resolution

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Education Other Than At School (EOTAS) Policy

Monmouthshire's Children, Learning, Skills and Economy Directorate

Education Other Than At School (EOTAS) Policy (July 2025)

This policy sets out Monmouthshire Local Authority's approach and provision for EOTAS learners, including those attending the Pupil Referral Unit and those with healthcare needs.

Date of issue	July 2025
Updated	
Review frequency	Every 2 years
Name of person responsible for maintaining this policy	Jake Parkinson
Contact details	JacobParkinson@monmouthshire.gov.uk

This document is available in English and Welsh.

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Introduction

Monmouthshire local authority (LA) is committed to ensuring that all learners have equality of opportunity and recognises the right of all children and young people, to receive high quality education, no matter where that education may be delivered. (United Nations Convention on the Rights of the Child, 1989; Article 28)[1].

Education otherwise than at school (EOTAS) refers to education provision to meet specific needs of pupils who, for whatever reason, cannot attend a mainstream or special school[2]. For some learners and for a range of reasons, education at a mainstream school may not be appropriate. Therefore, section 19(1) of the Education Act (the 1996 Act)[3] gives local authorities the power to make: arrangements for the provision of suitable education at school or otherwise than at school (EOTAS) for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them.

In Monmouthshire pupils receiving EOTAS provision will be dual registered, wherever possible, to enable ongoing collaborative working with mainstream schools. EOTAS medical provision will only be implemented when a child is on a school roll. This is because as a Local Authority, we have an aspiration that EOTAS learners, following a period of intervention, will be able to re-join mainstream education and benefit from the social and academic opportunities.

In Monmouthshire the Pupil Referral Service (PRS) has responsibility for providing EOTAS provision in the Pupil Referral Unit (PRU) and for children and young people who are not able to attend school because of illness, injury or social, emotional and mental health reasons.

In Monmouthshire the 'Head of PRS' refers to the role of 'Teacher-in-Charge' as reflected in the regulations where the 'Teacher in Charge' is responsible for the internal organisation, management and control of the PRU, and for advising on and implementing the strategic plan (Guidance PRU Management Committees Regulations, 2014[4]).

[1] UN Convention on Rights of a Child (UNCRC) - UNICEF UK
[2] Belonging, engaging and participating: Guidance on improving learner engagement and attendance (Welsh Gov, 2023)
[3] Education Act 1996 (legislation.gov.uk)
[4] Guidance for PRU Management Committees, Regulations (Welsh Gov, 2014)

This policy is guided by our commitment to:

a. **Participation:** Monmouthshire LA will take a person-centred approach to planning learning pathways for individual learners and actively seek and include pupil and parent/carer views and involvement in this process.

b. **Well-being:** Monmouthshire LA will prioritise the social, emotional, mental health and well-being needs of learners receiving EOTAS.

c. **Collaboration:** Monmouthshire PRS will take a multiagency approach to provide a person-centred collaboration between learners, parents/carers, schools and external agencies supporting the child.

d. **Flexibility:** Monmouthshire PRS will provide flexible learning opportunities that allow EOTAS learners to benefit from a wider range of learning experiences.

e. **Progression:** Monmouthshire PRS will support learners to make progress through their learning pathways and, where appropriate, support their transition back into mainstream education or into further education, training or employment

Definition and Scope

This policy outlines the pathways, provision and support for learners receiving EOTAS in Monmouthshire, ensuring they receive a suitable, high-quality, education that meets their individual needs.

This policy applies to all learners attending Monmouthshire schools, receiving EOTAS, including those in pupil referral units (PRUs).

This policy is not relevant to children who are electively home educated (EHE) as defined in the Elective Home Education Guidance[5]. In section 1.9 home education is a term used to describe when parent/carers educate their children at home instead of sending them to school. The guidance states that LAs can assess suitability of home education, however the responsibility for delivering it remains solely with the parent/carer.

Pupil Voice and Participation

Participation means listening to children and young people and taking their views into account. Participation should be understood as a process, which is safe, enabling and inclusive, and which supports dialogue between children, young people, their families and professionals.

Learners receiving EOTAS provision will be encouraged to participate in all the decision-making processes that shape their education through a person-centred approach. This will include contributing to:

- The setting of learning targets/actions and contributing to One Page Profiles, Individual Development Plans (IDPs) and Pastoral Support Plans (PSPs) (with parent/carer consent).
- Decisions about future pathways including choices of courses, vocational options, and transitions.
- The assessment of their needs, the ongoing and annual reviews of progress, transition processes and plans for their future education or employment.

[5] Elective home education guidance, 2025 Welsh Government

Parent/carer Partnership

- The LA is committed to working in partnership with parents/carers and recognises that the role of parents/carers is crucial in ensuring that EOTAS learners make suitable and sufficient progress.
- The LA recognises that mainstream schools allow most children and young people a breadth of learning and wider experiences and therefore will always work with families to support children to access suitable, longer-term educational provision.
- The LA will work collaboratively with parents and carers to support positive attendance and engagement in EOTAS provisions so that learners can achieve their agreed targets and outcomes.
- All referrals and PSPs (Pastoral Support Plans) must be agreed by parents/carers.

The Legal Framework

Section 19 (2) of the Education Act 1996[6] states that any school established which is specially organised to provide education for children who for reasons of exclusion or illness may not receive education and is not a county school or a special school, shall be known as a Pupil Referral Unit (PRU). PRUs are legally both a type of school and EOTAS. They can provide short or medium-term placements with learners reintegrating to a primary, secondary or special school, or to prepare learners for further education, training or employment.

Under the Education Act 1996, local authorities have functions in relation to the provision of EOTAS services. They have a duty to make arrangements for the provision of suitable education for children of compulsory school age who, for whatever reason, may not receive suitable education in the absence of such arrangements. 'Suitable education' means an efficient education suitable to the child's age, ability and aptitude and to any additional learning needs (ALN) the child may have. They also have a power to do the same in relation to young people. The child or young person may be ill or injured or have been excluded (ALN Code[7], section 18.9).

[6] Education Act 1996 (legislation.gov.uk)
[7] The Additional Learning Needs Code (Welsh Gov, 2021)

Welsh Government's guidance document 'Belonging, Engaging and Participating'[8] is aimed at maintained schools, PRUs, EOTAS settings, parents/carers and local authorities. It is a practical document for leaders, teachers and other practitioners which sets out the approaches and resources that can be used by schools, PRUs and EOTAS settings to help ensure high levels of learner engagement and attendance.

The requirements of the Curriculum and Assessment (Wales) Act 2021[9] set out the steps the LA, PRU Management Committee and Head of PRS, need to take to design a curriculum for the PRU that meets the following requirements, namely that it:

- Secures curriculum provision that enables learners to develop in the ways described in the four purposes; that is broad and balanced, suitable for the learners' ages, abilities and aptitudes, and offers appropriate progression.
- Secures, for the individual learner, learning that develops the cross-curricular skills, encompasses developmentally-appropriate Relationships and Sexuality Education (RSE), and encompasses the Health and Well-being Area of Learning and Experience (AoLE).
- Ensures that curriculum provision, if it is reasonably possible and appropriate to do so, includes teaching and learning in the other AoLEs and in the other mandatory elements (Welsh, English, and Religion, Values and Ethics).

The Additional Learning Needs (ALN) Code for Wales (2021)[10] provides statutory guidance on how to support children and young people with additional learning needs, including those receiving EOTAS. Section 53 of the Additional Learning Needs and Education Tribunal (Wales) (ALNET) Act 2018[11], states that:

> *(1) A local authority may arrange for the additional learning provision described in an individual development plan it maintains for a child, or any part of that additional learning provision, to be made otherwise than in a school.*
>
> *(2) But a local authority may only do so if it is satisfied that it would be inappropriate for the additional learning provision to be made in a school.*

[8] Belonging, engaging and participating (Welsh Gov, 2023)
[9] Curriculum and Assessment (Wales) Act 2021
[10] The Additional Learning Needs Code (Welsh Gov, 2021)
[11] Additional Learning Needs and Education Tribunal (Wales) Act 2018

Registration

Pupils who receive their education other than at school can be single registered with the EOTAS provider and not registered at any school, or dual registered with both the EOTAS provider and the school. Where pupils are dual registered, one of the providers will register the pupil as dual-main registration and the other will register the pupil as dual-subsidiary. Dual-main is the provision at which a pupil spends the majority of their time.

- In Monmouthshire learners will remain on the school roll, unless there are exceptional circumstances, for example a pupil has received two permanent exclusions or multiple special school placements have been unsuccessful.

- EOTAS Medical pupils will be dual registered and PRS will be regarded as the main provision and the school will be registered as subsidiary provision.

- Pupils who have been permanently excluded will be single registered to Monmouthshire PRS.

- Pupils who have not been permanently excluded or are accessing bespoke provision from the PRS, will be dual registered unless it is decided by Monmouthshire's Inclusion Panel that it is not in the learner's best interest to remain on the school roll.

- For children or young people who are on a school roll but accessing EOTAS provision, the registration certificates should correlate, showing the same rates of attendance. EOTAS providers would mark the register and record attendance using /\ or other codes as appropriate in line with the offer for the individual pupil and then the school would code the pupil using D code (attending other establishment.) Further information on recording and analysing attendance in relation to EOTAS learners, can be found in Welsh Government's guidance documents 'School attendance code: guidance',[12] 'Belonging, Engaging and Participating'[13] , and Monmouthshire's Attendance Policy.

[12] School attendance codes: guidance | GOV.WALES
[13] Belonging, engaging and participating (Welsh Gov, 2023)

EOTAS Curriculum

As indicated in Estyn's June 2023[14] report, the Curriculum for Wales[15], with its focus on the four purposes and pupil progression, offers increased curriculum flexibility allowing more pupils to benefit from a wider range of learning experiences. The curriculum for those accessing EOTAS must prioritise the mental, emotional, physical, and social well-being of learners, within a supportive environment.

Monmouthshire's PRS provides learners with a varied and appropriate curriculum, taking account of, and recognising, the diverse nature of needs that children and young people may have.

The LA is committed to supporting all PRS provisions to raise the attainments and achievement of all learners who are educated outside the mainstream setting. PRS self-evaluation and quality assurance processes and documents also provide information as to how providers are rigorously monitored by the LA.

EOTAS Learners with Additional Learning Needs

Under the ALNET Act (2018)[16] a PRU is defined as a maintained school for the purposes of the ALN system. The Management Committee has responsibility for the functions placed on governing bodies of maintained schools under the ALN system. Therefore, if it comes to the attention of, or otherwise appears to, the Management Committee/Head of PRS, that a pupil (other than a Child Looked After) may have ALN, a decision has to be made as to whether the pupil has ALN. Details relating to the ALN assessment process and Individual Development Plans (IDPs) are included The ALN Code (2021)[17].

If a child or young person already has an IDP prior to EOTAS being arranged, and if it is maintained by a school, the school's duty to maintain the IDP will cease if the child or young person ceases to be a registered pupil. In this case the LA, via its Inclusion Panel, has the duty to decide whether the child or young person has ALN, and if it decides that the child/ young person does have ALN, it will have the duty to prepare and maintain the IDP.

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[14] Equity of curriculum experiences for pupils who are educated other than at school (EOTAS), Estyn, 2023.
[15] Curriculum for Wales - Hwb (gov.wales)
[16] Additional Learning Needs and Education Tribunal (Wales) Act, 2021 | GOV.WALES
[17] The Additional Learning Needs Code (Welsh Gov, 2021)

However, if the child or young person immediately becomes a sole registered pupil at a PRU, then the Management Committee/ Head of PRS, will become responsible for maintaining the IDP.

A child or young person may remain registered as a pupil at their original school. Dual registered pupils (for example, receiving EOTAS Medical input and remaining on their school roll to access some curriculum) then the LA will become responsible for maintaining the IDP.

Alternative Provision Commissioning Officer

To ensure that any EOTAS provision delivered by providers external to the PRS is of a high quality and appropriately monitored, Monmouthshire LA's Inclusion Service has a Commissioning Officer who has responsibility for:

- Securing alternative provision to meet individual learner needs.
- Collaborative monitoring attendance and progress for learners receiving bespoke EOTAS provision.
- Working with alternative providers to ensure a clear and consistent agreement around provision and practice for individual learners.
- Monitoring and checking key policy and practice of alternative providers, including health and safety practice, risk assessments and safeguarding processes and procedures.
- Supporting professional learning and training needs and embedding of a robust quality assurance system around any alternative providers used across Monmouthshire.

Training and Development

- **Staff Training:** All staff involved in providing teaching / support to PRS learners will be provided with core induction training any additional training necessary to ensure they are equipped to meet learners' needs.

- **Professional Learning:** PRS staff will be provided with professional learning opportunities through the Professional Development and Review cycle, and Inclusion Services professional learning offer.

Safeguarding

- PRS staff must complete appropriate child protection and other relevant safeguarding training.
- PRS staff will adhere to Monmouthshire's policy on lone working and teaching on-line.
- PRS staff, including agency staff, must follow national and local safeguarding processes if there are any safeguarding concerns. This could involve PRS staff completing Duty to Report (DTR) form. If a child or young person remains on a school roll and has dual registration, PRS staff will inform both the PRS Designated Safeguarding Lead and the Designated Safeguarding Lead in the school.
- The PRS has a Designated Safeguarding Lead and Deputy Safeguarding Leads.

Governance and Accountability

The PRS Management Committee, with support from the LA, oversees PRS provision and ensure compliance with this policy.

Monitoring, Evaluation and Review

This EOTAS Policy will be monitored and evaluated on an annual basis to ensure its effectiveness and to identify areas for improvement.

The LA has a statutory duty to ensure the quality of educational provision, and as part of this to ensure that the needs of individual children and young people are met. This will be achieved through the following:

- Details of all learners accessing LA led EOTAS provisions are maintained by PRS with oversight from the Head of PRS.

- Learners with LA Individual Development Plans (IDPs) will be monitored in line with ALNET Act and Code and through the Inclusion Panel monitoring processes.
- Learners receiving less than a full-time provision do so based on a Pastoral Support Plan (PSP). The LA supports schools and the PRS in the review and monitoring of these to ensure the needs of these pupils are met.
- The Head of PRS provides a Headteacher's report to the Management Committee three times a year as well as reporting annually to the Management Committee and the LA on the percentage of learners receiving accredited qualifications and on pupils' destinations post-16.
- Learners on EOTAS are included within the annual Welsh Government EOTAS return, within these protected characteristics are captured and reported upon.

Monmouthshire's Pupil Referral Unit (PRU) Provision

PRUs are legally a type of school. Within Monmouthshire the PRUs sit within the broader portfolio of the Pupil Referral Service (PRS). PRUs fall within the scope of the Education (Pupil Registration) (Wales) Regulations 2010 which place a duty on the LA to keep accurate admission and attendance registers for pupils registered at the school. A Management Committee plays a crucial role in the governance and strategic direction of PRUs. The Management Committee's key functions include:

1. **Strategic Oversight**: They set the strategic framework for the PRU, including its aims and objectives
2. **Accountability**: They hold the PRU accountable for its performance and ensure it meets the needs of its learners
3. **Advisory Role**: They provide advice and support to the PRU, working closely with the LA and other stakeholders
4. **Governance**: They are responsible for the conduct of the PRU, ensuring it operates within the legal and regulatory framework

PRU Provision

In Monmouthshire, PRU provision is provided in the north and the south of the county at the following locations,

- PRU North is in Abergavenny.
- PRU South is in Chepstow.

Criteria and Referral Pathway

To access a place in the PRU, the LA requires one of the following criteria to be met:

- A learner is permanently excluded from school.
- A learner is at risk of exclusion or requires support for re-integration to mainstream or alternative provision.

The Inclusion Panel Requests for EOTAS Form is included as Appendix 1 (or via link Inclusion Panel Request for EOTAS), this outlines all the evidence required to support an application. All applications for EOTAS provision will be considered by the Inclusion Panel. The outcome of Panel will be communicated to schools, within seven days of Panel taking place. Panel will indicate whether PRS or school communicates the outcome to parents /carers.

- Learners who attend a Monmouthshire school but who live in another county in Wales or England, and who require consideration for EOTAS, will need to be referred to their home LA for EOTAS provision.
- Learners who live in Monmouthshire, but who attend a school in another county in Wales or in England and who wish to be considered for EOTAS provision, should be referred to Monmouthshire's Inclusion Panel using the Requests for EOTAS Form (Appendix 1).

Curriculum Offer and Delivery

The PRU curriculum engages individual learners in relevant knowledge and skills-based learning and training. This systematically builds on their previous learning experiences to ensure the development and application of key skills in a range of contexts. Developing the social and emotional well-being of learners in PRU provision is critical; there is a strong emphasis on developing and creating supportive, inclusive environments that foster resilience, self-esteem, and positive relationships.

The curriculum is constantly monitored, especially when alternative pathways are devised. Learners' needs are central to curriculum delivery to ensure that they feel part of

the identification, assessment, and provision for meeting their needs. Where appropriate, the curriculum acknowledges, supports, and promotes awareness of cultural diversity in Wales and the wider community. There are also close links to Careers Wales to ensure aspirations for post-16 education can be supported, which reduces the risk of learners becoming NEET (not in education employment or training).

The delivery of the PRU curriculum is adapted to individual need and may include:

- Direct teaching
- 'E-learning' provision using ICT and web-based resources
- Vocational / work-related education
- Alternative Education / training providers

Assessment Arrangements

PRUs are required to put in place assessment arrangements that:

- Consider the individual starting points of learners as they enter the PRU
- Assess the progress made by learners in relation to the curriculum that has been devised for them

Consider the next steps in the learners' progression and the teaching and learning needed to make that progression Curriculum and assessment arrangements must be kept under review. In the PRU, assessment arrangements include a protocol for induction which includes assessing learners' starting points, and regular review of key documentation such as One Page Profiles, Pastoral Support Plans and Individual Development Plans.

EOTAS Provision for Learners with Healthcare Needs

Children or young people who are unable to access full time school provision and are out of school due to medical reasons, including social emotional mental health and wellbeing needs that impact on their ability to attend school and long-term illness, may be referred for EOTAS Medical provision due to their healthcare needs.

Monmouthshire LA follows Welsh Government guidance 'Supporting learners with healthcare needs'[18] in relation to provision of support available to learners of compulsory

[18] Supporting Learners with Healthcare Needs (Welsh Gov, 2017)

school age who, due to their healthcare needs, may not for any period attend a mainstream education setting. Local authorities have a duty (sections 19(1) and 19(4) of the Education Act 1996) to make arrangements for the provision of suitable education for all children and young people of compulsory school age. The support learners receive during an episode of illness could be in hospital, an external venue or at home.

Welsh Government guidance indicates that learners who are unable to attend their education setting because of their healthcare needs should have their educational needs identified and receive educational support quickly so they continue to be provided with a suitable education. This means education suitable to the age, ability, aptitude of the learner and any additional learning needs they may have. The nature of the provision should be responsive, reflecting the needs of what may be a changing health status. Duties under the ALNET Act 2018[19] apply equally in respect of a child or young person with ALN who has healthcare needs, including if they experience an interruption to their education as a result, for example because of admission to hospital for a sustained period. This includes compulsory admission to hospital under Part 2 of the Mental Health Act 1983[20]. Depending on the circumstance the LA or school may need to consider reviewing the child or young person's IDP.

Learners with healthcare needs may also require support from other LA teams, which could include, Educational Psychologists and Educational Welfare Officers.

Provision in Monmouthshire for Learners with Healthcare Needs

Many learners will have a short-term healthcare need at some point, however, with appropriate support they should be able to regularly attend and take part in most activities. However, some learners may have significant or long-term healthcare needs affecting their cognitive or physical abilities, their behaviour or their emotional state, which may require additional support.

Short term absences

Welsh Government guidance indicates that for learners who are ill for very short periods of time (i.e. for less than 15 days) their education setting should be able to provide appropriate support. This could include work to be completed at home or via school-based virtual education platforms, if the learner's condition permits. Education settings should take into account the way in which the absence is likely to affect the learner on their return to

[19] Additional Learning Needs and Education Tribunal (Wales) Act | GOV.WALES
[20] Mental Health Act 2007 (legislation.gov.uk)

education and support the learner to catch up on their return. However, the LA might still need to make arrangements if a shorter absence is anticipated, depending upon the circumstances, for example,

a. Medical Appointments: Regular or frequent medical appointments that require the learner to miss school.

b. Recovery Periods: Short-term recovery periods following surgery or medical treatments.

c. Infectious Diseases: Situations where a learner needs to stay home to prevent the spread of infectious diseases or has a compromised immune system and needs to avoid infections.

d. Mental Health Needs: Short-term absences due to mental health crises or the need for mental health support.

e. Family Emergencies: Situations where a family emergency impacts the learner's ability to attend school temporarily.

Longer term absences

Where it is clear that a learner is likely to be absent from school for a significant period (e.g. more than 15 school days) whether consecutive or cumulative over the course of an academic year, the LA should be ready to make arrangements for learners. In Monmouthshire, EOTAS provision for cumulative absences of more than 15 days, would begin to be considered if the absences are anticipated because of a health condition or treatment that regularly disrupts the learner's education, supported by evidence provided, as outlined below. For example, the learner is undergoing planned, regular treatment for a health condition, such as chemotherapy, post operative therapies etc.

Criteria and Referral Pathway

To access EOTAS provision relating to healthcare/medical needs, the LA requires one of the following criteria to be met:

a. Clinical evidence of any planned surgery and recovery periods and medical confirmation why a return to school isn't appropriate by the 16th day post-surgery

b. Clinical evidence of a chronic illness, which has a significant and sustained impact on school attendance

c. Written evidence from a Child and Adolescent Mental Health Services (CAMHS) specialist indicating that a learner is not able to attend school at all, due to their health or mental health needs

d. A placement in hospital school due to planned surgery or mental health needs

e. In exceptional circumstances, where a learner is on a waiting list for specialist CAMHS involvement, then written evidence from an Educational Psychologist indicating that a learner is not able to attend school at all at the current time, due to their social, emotional, mental health needs. This written evidence would need to be supported by additional written evidence from the school, which demonstrates school interventions /graduated response.

For children experiencing emotionally school avoidance (EBSA) resulting in prolonged absence from school, it is important to take time to complete assessments and carefully plan the return to school and associated support[21]. In Monmouthshire as part of the school-based interventions and graduated response, we would expect an EBSA Support Plan[22] to be developed with pupil and family and any reasonable adjustments to be made by school to support the pupil's return to school as soon as possible.

Where absences are anticipated or known in advance, close liaison between the school and LA should enable the EOTAS service to be provided from the start of absence.
All Requests for EOTAS provision will be considered by Inclusion Panel. The outcome of Panel will be communicated to schools and parent/carers within seven working days of a Panel taking place.

- Learners who attend a Monmouthshire school but who live in another county in Wales or England, and who require consideration for EOTAS, will need to be referred to their home LA to request EOTAS provision.

- Learners who live in Monmouthshire, but who attend a school in another county in Wales or in England and who wish to be considered for EOTAS provision, should be referred to Monmouthshire's Inclusion Panel using the Requests for EOTAS Form (Appendix 1).

[21] Page 42 in Belonging, engaging and participating: Guidance on improving learner engagement and attendance _

- Learners who are accepted for EOTAS Medical provision, will become dual registered with the Pupil Referral Service (PRS). Staff from the PRS will liaise with the learner's school to identify, develop and assist in the planning and delivery of education through the EOTAS service that meets the learner's current health needs.

In Monmouthshire it is our expectation that for learners to receive any EOTAS Medical provision that they are dual registered with the PRS and a school. The LA will work with parent/ carers to ensure ongoing collaborative working with the identified school. EOTAS provision is not intended to be a fixed or permanent provision, this should be made clear to the learner and their family at the point of referral. The aim of EOTAS Medical provision, in line with best practice and legal obligations, is to eventually reintegrate the learner back into the school environment so that they can access a full curriculum offer, wider school opportunities and community inclusion. The process of reintegration will be gradual, in line with the learner's individual needs and at a pace that is conducive to them.

EOTAS Medical provision is a collaboration between the PRS and the school. It is therefore a shared responsibility to regularly meet to review the needs of the learner and their provision. At the heart of the EOTAS provision is the Pastoral Support Plan (PSP) document and review process, often alongside this is also a learner behaviour Risk Assessment and risk management planning, both of which school would be expected to support. Generally, a PSP should be reviewed regularly, at least every half term. The responsibility for arranging the PSP review and communicating this to parents/carers and others, should be agreed when the PSP is written.

Ongoing support and collaboration from multi-agency colleagues into the PSP, and any other associated documents (such as a learner behaviour Risk Assessment or an Individual Healthcare Plan, if appropriate), will ensure that the reintegration into any school-based sessions will be well planned and in line with relevant professional input and advice.

If the learner has an Individual Development Plan (IDP) or their needs suggest that they have additional learning needs (ALN) and may require an IDP, this should become an LA IDP. If the learner has a School IDP, it must be referred to Inclusion Panel for agreement that the LA maintain the IDP at least while the learner is dual registered (a legal requirement of the ALN Code). Schools should complete the Request for the LA to Maintain IDP form (Appendix 2 or via link Inclusion Panel Form B Request LA to Maintain IDP). It is expected that school collaborate with the PRS to arrange and complete annual review meetings for the period of dual registration.

Monmouthshire's EOTAS Medical offer includes online learning that is rooted in the Health and Wellbeing AoLE, cross-curricular skills (Literacy, Numeracy, Digital Competency) and Relationships and Sexuality Education (RSE) and GCSE qualifications for KS4 learners, as well as access to small group learning and wellbeing sessions. Pupil Engagement Officers (PEO) linked to the PRS provide pastoral support and input leading to vocational qualifications which complement the formal curriculum offer. Further information on the curriculum for the PRS can be found on the website - Monmouthshire Pupil Referral Service (PRS).

Appendix 1 - Inclusion Panel Requests for EOTAS Form

Request EOTAS (education other than at school) for pupils who have been Permanently Excluded, for provision at a Pupil Referral Unit (PRU) and for EOTAS Medical provision.

Please complete this form in collaboration with the child/young person and their family.

SECTION 1: PERSONAL INFORMATION		
Surname:	**First name(s):**	
Previous or Preferred Names:	**Gender Identity:**	**Pronouns:**
Date of Birth:	**Child Looked After:** No/ Yes*/ care experienced*/ other* *Include any further details i.e. social worker's name & contact details:	
Eligible Free School Meals (eFSM): Yes/ No	**Language spoken at home:**	
Parent/Carer name:	**Home address:**	
Contact number:	**Email address:**	
Additional Parent/Carer name:	**Home address:**	
Contact number:	**Email address:**	

SECTION 2: SCHOOL INFORMATION		
Current School:	**Admission Date:**	**Year Group:**
Previous School/s:	**Details of move (if outside phase transition):**	
Permanent Exclusion (PEx): Yes*/ No	***If Yes - Date PEx issued:**	

<table>
<tr><td colspan="4">*If yes - Brief outline of reason for PEx:
(including whether one off/ cumulative incident/s. Further detailed information should be shared directly with the Vulnerable Learner Lead.)</td></tr>
<tr><td rowspan="2">Current Attendance (%):</td><td rowspan="2">Attendance last year (%):</td><td colspan="2">Number of Fixed Term Exclusions (days & episodes)</td></tr>
<tr><td>This year:</td><td>Last academic year:</td></tr>
<tr><td colspan="2">Name of Person Completing this form:</td><td colspan="2">Role:</td></tr>
<tr><td colspan="2">Date completed:</td><td colspan="2">Email:</td></tr>
<tr><td colspan="2">Unique Pupil Number (UPN):</td><td colspan="2"></td></tr>
<tr><td colspan="4">LEARNING INFORMATION</td></tr>
<tr><td colspan="4">Detail any recent assessments and provide dates:
e.g. CATS, National Test Data, GL assessments, predicted grades, current levels/ predicted grades or attach most recent school report.</td></tr>
<tr><td colspan="4">BARRIERS TO LEARNING/ ADDITIONAL LEARNING NEEDS (ALN)</td></tr>
<tr><td colspan="4">Level of need: Universal Plus / Targeted / Individual Development Plan (IDP) or Statement or EHCP</td></tr>
<tr><td colspan="4">Outline all areas of need:
e.g. ALN, emotional and mental health / wellbeing needs, physical health challenges, adverse childhood experiences (ACEs), risk of child criminal or sexual exploitation etc.</td></tr>
<tr><td colspan="4">Details of the impact on the pupil's learning and wellbeing:
e.g. attendance in lessons, engagement and participation, self-esteem, confidence, behaviours of concern etc.</td></tr>
<tr><td colspan="4">Detail of school-based interventions, including their duration and impact.</td></tr>
<tr><td colspan="4">What support/ outcome are you hoping for from this referral to the Inclusion Panel?</td></tr>
<tr><td colspan="4"></td></tr>
</table>

Evidence:		
Please tick to confirm if the pupil has the following and if so they are attached:	Yes they have one	It is attached
• One Page Profile		
• Current SMART targets		
• Individual Development Plan (IDP)		
• Pastoral Support Plan (PSP)		
• Risk Assessment		
• Positive Handling Plan		
• Personal Education Plan (PEP) *if CLA*		

SECTION 3: AGENCY INVOLEMENT	
Current Social Services Involvement: *Yes/ No	If *yes, name of social worker:
Previous Involvement: *Yes/ No	Contact details:
*If yes, outline the reasons and status (i.e. CASP/ Child Protection):	Date of last involvement:
Vulnerable Learner Lead: Yes/ No	**Date of last involvement:**
Education Welfare Service (EWS): Yes/ No	**If yes, name of EWO:** **Date of last involvement:**
Educational Psychologist (EP): Yes/ No	**If yes, name of EP:** **Date of last involvement:**
Education Support Team (EST): Yes/ No	**If yes, name of EST:** **Date of last involvement:**

Outline below any other agency involvement, current or previous including contact name/ details:
e.g. CAMHS, Inspire, Youth Offending Service, School Based Counselling, Drug & alcohol Services etc.

Agency/ Service	**Contact Name/ Details**	**Nature of Involvement**

SECTION 4: PUPIL & PARENT/ CARER VIEWS

Pupil's Views:

Views of Parents/Carers:

PARENT/ CARER CONSENT	
Privacy Notice ***The sharing of information between agencies is an important part of identifying the support your child may need, as it provides a full picture of your child's strengths and needs to ensure that we work in a person-centred way.*** The information that you provide will be used to consult with other agencies to make sure we have all the relevant information to make this plan a success. In fulfilling its data protection obligations, Monmouthshire County Council (MCC) will treat all personal data submitted by you, held manually and/or on a computer database with security, confidentiality, and care. By giving your consent, information may be shared with other agencies that are directly involved in the provision of the education, health and welfare of your child. This may also involve discussions within MCC's Inclusion Panel where decisions around educational placements or additional learning provision may be made. This includes officers employed by MCC including the Educational Psychology Service and members of the Inclusion Service, representatives from schools attending panel and external services including SNAP Cymru. Panel may need to share information with other professionals known to your child (e.g. Education Welfare Service, social services, Educational Psychology, health representatives, Education Support Team). • *I agree to Inclusion Panel sharing information with relevant professionals within Monmouthshire County Council (MCC) with regards to their educational placement.* • *I agree to Inclusion Panel seeking information from other professionals known to my child.* • *I agree to Inclusion Panel securely storing & processing my child's personal data to complete work relating to my child.* • *I am aware that I have the right of access to information MCC hold about my child and the right to complain if unhappy with the way the information is being processed. I can find further information at www.monmouthshire.gov.uk/your-privacy . If I need to make a complaint about the way the data has been processed, I can contact dataprotection@monmouthsire.go.uk or if not fully satisfied I can contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline 0303 123 1113.*	
Please sign below if you consent to the above.	
Parent/ Carer Signature:	**Please print your name:**
Relationship to child:	**Date:**

Thank you for completing this form. Please scan/ email to Pupilreferralservice@monmouthshire.gov.uk AND ALN@monmouthshire.gov.uk

Appendix 2 - Inclusion Panel Form B: Request for LA to maintain an IDP

FORM B: Request for LA to maintain an Individual Development Plan (IDP)

(Please refer to the Principles Document / ALN Code 12.43)

Pupil Details	
Name:	**Date of Birth**:
School:	**Year Group**:
IDP: *(please specify)* **No / Yes, draft / Yes, final**	**Primary Need**:
Associated Needs:	

Funding 2024-25 *(this will be considered alongside your finance evaluation form from 23-24)* ONLY complete if the referral is for reasons 1,2 or 3.			
ALN Delegated Funding		5% AWPU	
ALN Total Spends			
Use of ALN Budget			
No IDPs January 2024		IDPs Leaving August 2024	
Other IDP leavers since Jan 2024		New IDPs since January 2024	

Reason for Referral from School		**Evidence**	**Tick**
1	*A school considers that a child has ALN that may call for ALP it would not be reasonable for the school to secure*	• IDP (ALN identified, ALP suggested)	
		• Individual Provision Map - costed	
		• Appendix A-D complete (Duty to Decide or annual review)	
		• Professional advice around the ALP required (health, EPS, EST / OASIS…)	
		• Tribunal direction	
2	*A school considers that a child has ALN the extent or nature of which it cannot adequately determine*	• IDP (in part)	
		• Appendix A-D complete (Duty to Decide or annual review)	
		• Recent relevant referrals to external professionals – outcomes / reports	
		• Evidence of PCP / MDT meetings	
3	*A school considers that a child has ALN for which it cannot adequately determine ALP.*	• IDP (ALN identified, ALP likely incomplete)	
		• Appendix A-D complete (Duty to Decide or annual review)	
		• Evidence of PCP / MDT meetings	
		• Individual Provision Map with reviews demonstrating what has been tried and the outcomes	
4		• IDP	

	A child with a school based IDP becomes looked after (CLA).	• Personal Education Plan (PEP) with associated documentation such as any risk assessment, PSP, PHP that exist.	
5	*A child has become dual roll with EOTAS or has a specialist placement.*	• School maintained IDP • Date of specialist placement or EOTAS registration	
Additional information Provided (*Please specify – i.e. Pastoral Support Plan (PSP), Risk Assessment, Positive Handling Plan (PHP), fixed term exclusions (FTEs),exam access arrangements, restrictive practice records, attendance records*)			
Any further specificity around the request - *Consider costs of ALP here or requested actions to be considered*			
Name of Person Completing this form:		**Role:**	
Date completed:		**Email:**	

Parent/ Carer Consent

Privacy Notice

The sharing of information between agencies is an important part of identifying the support your child may need, as it provides a full picture of your child's strengths and needs to ensure that we work in a person-centred way.

The information that you provide will be used to consult with other agencies to make sure we have all the relevant information to make this plan a success. In fulfilling its data protection obligations, Monmouthshire County Council (MCC) will treat all personal data submitted by you, held manually and/or on a computer database with security, confidentiality, and care.

By giving your consent, information may be shared with other agencies that are directly involved in the provision of the education, health and welfare of your child.

This may also involve discussions within MCC's Inclusion Panel where decisions around educational placements or additional learning provision may be made. This includes officers employed by MCC including the Educational Psychology Service and members of the Inclusion Service, representatives from schools attending panel and external services including SNAP Cymru. Panel may need to share information with other professionals known to your child (e.g. Education Welfare Service, social services, Educational Psychology, health representatives, Education Support Team).

- *I agree to Inclusion Panel sharing information with relevant professionals within Monmouthshire County Council (MCC) with regards to their educational placement.*
- *I agree to Inclusion Panel seeking information from other professionals known to my child.*
- *I agree to Inclusion Panel securely storing & processing my child's personal data to complete work relating to my child.*
- *I am aware that I have the right of access to information MCC hold about my child and the right to complain if unhappy with the way the information is being processed. I can find further information at www.monmouthshire.gov.uk/your-privacy . If I need to make a complaint about the way the data has been processed, I can contact dataprotection@monmouthsire.go.uk or if not fully satisfied I can contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline 0303 123 1113.*

Please sign below if you consent to the above.	
Parent/ Carer Signature:	**Please print your name:**
Relationship to child:	**Date:**

Thank you for completing this form. Please scan/ email to ALN@monmouthshire.gov.uk

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Monmouthshire Inclusion Service Participation Guidance

Document history			
Version	**Date**	**Reviewer**	**Note of revisions**
V1			
V2			
V3			

Associated documents
United Nations Conventions for the Rights of the Child United Nations Convention on the Rights of Persons with Disabilities Additional Learning Needs Code for Wales 2021 / ALNET Act 2018 Monmouthshire Inclusion Strategy Equality Act 2010

DRAFT

Aims

Our aim is to support all children and young people, their families and other partners supporting to contribute positively to the development of the Inclusion Service across Monmouthshire. We want to build and maintain relationships with partners to ensure that when we carry out engagement activities, it is clear what we are trying to achieve and that all voices are heard. We aim to give members of our school communities opportunities to impact and shape the decisions made.

Our core aims through our participation are:

- To place children and young people and their families at the centre of what we do, learning from them about what matters, their thoughts, wishes and opinions, the services they access and any barriers they face.
- To build relationships and empower our children and young people and families by giving them a voice to influence decisions which impact them.
- To learn from those who use our Inclusion Service and those who are directly impacted.
- To pursue best practice to improve participation of our children and young people, their families and wider partners.
- To provide appropriate approaches, methods and environments for participation to be accessible and purposeful, supporting those who may find it more difficult to participate to share their views, wishes and feelings.
- To use the information captured through participation to inform the decision making, striving to continuously improve what we do and how we work.

This policy has been written to ensure everyone working in the Inclusion Service has a common understanding and is confident in their approach to capturing the views of all partners, including children and young people, ensuring our work is rights-based, inclusive and respective. This confirms the commitment of the Inclusion Service to focus on the needs of our children and young people and reviewing the current services and the development of new services, informed by the views of children and young people, their families, and other partners.

By embedding participation, we will create opportunities for children and young people, their families, and other partners to actively contribute to matters that are important to them by cultivating an environment in which involvement and participation is acknowledged, supported, encouraged, listened to, understood, and actioned.

Rationale

Inclusion of children and young people in decisions which impact their lives is a fundamental right. Article 12 of the United Nations Convention on the Rights of the Child (UNCRC) states that every child has the right to express their views on matters which affect them and for their views to be given due weight in accordance with their age, understanding and maturity. This is echoes in the Additional Learning Needs Code for Wales 2021, which also considers the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). Chapter 3 of the Code highlights that central to the ALNET Act 2018 is the rights-based approach - listening to children, their parents and young people and taking their views into account.

The Inclusion Service is committed to working towards the key outcomes of the Corporate Plan with a focus on ensuring a truly inclusive educational system that recognises learners starting points, strengths and educational needs. In order to achieve this, engagement and participation of partners is vital.

Implementation

What is participation?

Participation is involving children and young people, their families and any other partners in making decisions planning and reviewing any actions which might impact them. It is a process by which we capture the views of those involved through listening to and learning about individuals and encouraging them to give their views, wishes and opinions, appropriately to their need and developmental stage, about what should happen. This may be in relation to a specific issue, a service they receive of the development of a new service, provision or initiative.

Participation does not necessary mean that those who have engaged receive or experience their desired outcome, but those involved should see that their views have been heard and considered. Any decisions made or outcomes will be a balance between the views, wishes and opinions of those involved, the risks, resources and what is possible.

The Inclusion Service makes decisions which impact individuals, groups of children and young people, as well as the services provided and the policies, procedures and practices which inform how we work. The Inclusion Service aims to actively seek the views, wishes and opinions of children and young people, their families and wider partners to evaluate and further develop practice, provision and service delivery.

Legislation and Policy

The Welsh Government is committed to ensuring that the UNCRC becomes a reality in Wales and this is at the heart of Welsh Government legislation including:

- The Children Act 2004[1] which states that when a local authority is making a decision relating to a child, it should as far as is reasonably practicable and consistent with the child's welfare: ascertain and give due consideration to the child's wishes and feelings in any decisions being taken.
- The Rights of Children and Young Persons (Wales) Measure 2011[2] which places a duty on Welsh Ministers to have 'due regard' to children's rights when making decisions.
- The Children and Families' (Wales) Measure 2010[3] which places a statutory duty on Local Authorities to promote and facilitate participation by children and young people in decisions of the Local Authority that affect them.

[1] https://www.legislation.gov.uk/ukpga/2004/31/contents
[2] https://www.legislation.gov.uk/mwa/2011/2/contents
[3] https://www.legislation.gov.uk/mwa/2010/1/contents

- The Social Services and Wellbeing (Wales) Act 2014[4] places a duty on Local Authorities to work in partnership with the person's wishes and feelings as far as is reasonable, practicable and in-line with the person's welfare and must have regard to children, young people and families participating as fully as possible in decisions that affect them and having the information and support to do this.
- The Well-being of Future Generations (Wales) Act 2015[5] which outlines key ways of working, in order to achieve the 'well-being goals'. The participation of children and young people is at the heart of this legislation including involvement in identifying problems before they arise, hearing the views of the most vulnerable and involvement in developing and improving services.
- The ALNET Act (Wales) 2018[6] and Additional learning Needs Code for Wales 2021[7] outline the importance of a rights-based approach, with collaboration and integration being central. Those working with children and young people must have due regard to the views, wishes and feelings of a child and their parents or the young person and place an importance participating as fully as possible in decisions related to them.
- The anti-racist Wales Plan[8] outlines a commitment to work with a wide range of communities to jointly shape goals and actions. It is fundamental that the lived experiences of Black, Asian and Minority Ethic people underpin the plan.

Benefits of Participation

A well as being a legal right for children and young people and their families, participation has a positive impact on improving our service delivery. Wider perspectives can be captured which influence change and development to better meet need. Through capturing the views of those who use our service, ownership becomes shared and the positive impact increased.

The positive impacts include:

- People feel that they are valued and heard.
- There is an investment in the decisions which are made.
- Experience positive achievements.
- Improved relationships for all.
- Empowering children and young people, increasing confidence and self-esteem.

Wider benefits to service development and delivery include:

- Improved decision making – we improve our understanding of the views and needs of children and young people.
- Improved services – children, young people and their families can share what works and does not work to allow us to improve services.
- Improved use of resources – we can develop new approaches and services which are relevant to the current needs of children and young people.

[4] https://www.legislation.gov.uk/anaw/2014/4/contents
[5] https://www.futuregenerations.wales/about-us/future-generations-act/
[6] https://www.legislation.gov.uk/anaw/2018/2/contents
[7] https://www.gov.wales/sites/default/files/publications/2022-06/220622-the-additional-learning-needs-code-for-wales-2021.pdf
[8] An introduction to an Anti-racist Wales [HTML] | GOV.WALES

- Improved practice – we are able to refine existing practice.

Participation of Children and Young People

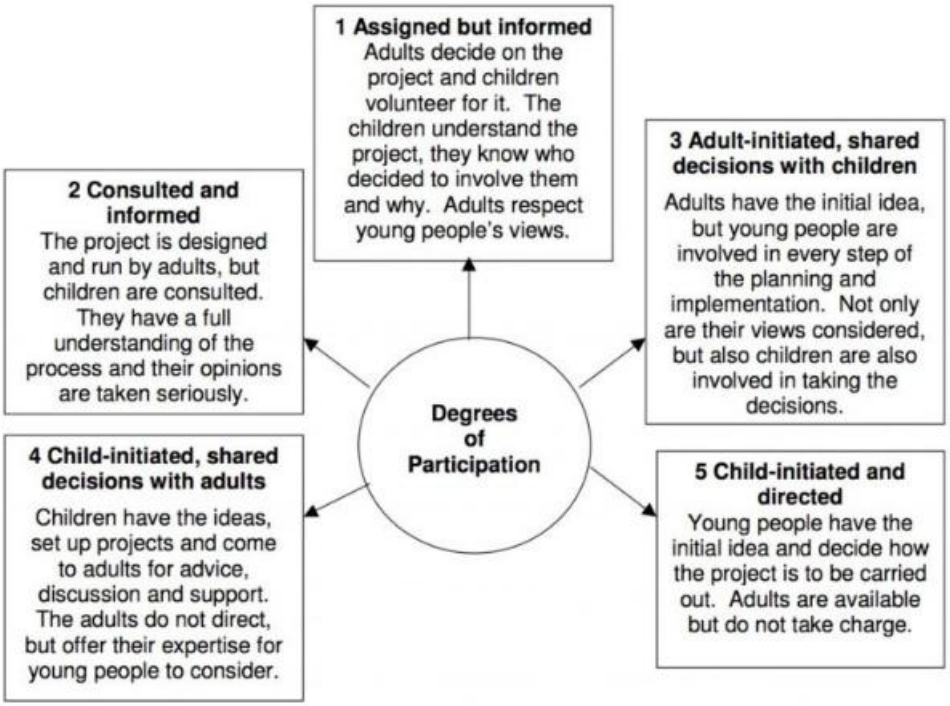
Participation will form part of the review and development of all aspects of the Inclusion Service, however will be completed in different ways according to the purpose of the participation and the needs of those engaging. Key to participation is empowering those who are sharing their views, wishes and feelings.

Careful consideration is taken to the approach taken when engaging with children and young people, following Lundy's Voice Model Checklist for Participation (2007)[9], which focuses on space, voice, audience and influence.



[9] https://commission.europa.eu/system/files/2022-12/lundy_model_of_participation.pdf

Not all participation will happen in the same way. Engagement with children and young people will be adapted to the situation using Treseder's model of Degrees of Participation (1997)[10].



No one degree of participation allows for more participation than the next. For each engagement, the degree of participation will be carefully considered to determine the most appropriate approach.

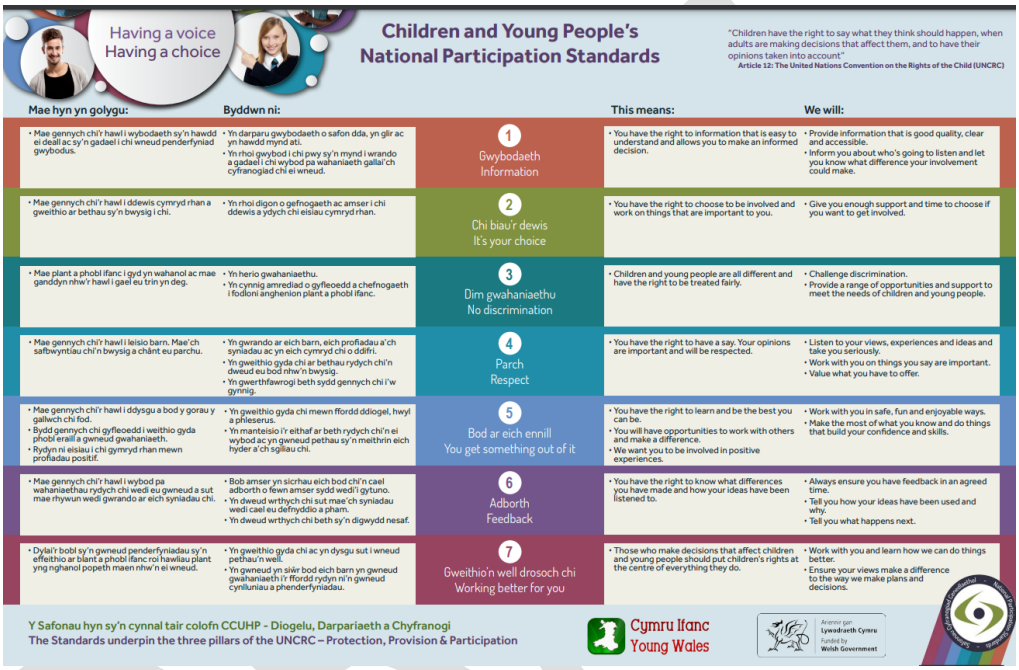
[10] https://360participation.com/models-of-participation/

Degree	Explanation	Examples
Assigned but Informed	This is a description of an adult-chosen and led project where it is clear that children and young people can volunteer and be involved but that the direction and governance of the project is owned by the adults within the dynamic. The children and young people are clear that this is an adult-owned project, and they understand the requirements of their volunteering. It is important to stress that they also know that their views, thoughts and impressions will be listened to and respected.	Autistic Young People Panels have been developed to support the Monmouthshire in Schools and Setting Project. Young people have been supported to contribute to the project, share their lived experiences, including films and quotes to add to the training materials.
Adult-initiated, shared decisions with children	Although adults generate the initial ideas, the subsequent phases of planning and implementation actively involve children. At this level, children's views are considered and they take part in making decisions.	Uniform reviews in schools often begin with adults generating the ideas and children and young people being actively involved in the decision-making process.
Consulted and Informed	With a project or programme designed and run by adults there remains only consultation as a way of involving children. Being consulted requires comprehension of the proposals and an expectation that views expressed are taken seriously. Consultation differs from participation; it is based on asking, not involving.	Review of policies and processes are developed by adults and the concepts consulted on with children and young people to capture their views.
Child-initiated and directed	This stage represents a shift in the power balance; children have the original idea and determine what will happen, when, and how. Adults are available but do not control.	Young people within schools have established their own projects around period poverty, developing their own plans to present to school staff and determine ways forward.
Child-initiated, shared decisions with adults	At this stage it is the children who have the ideas, establish the project, and determine when to seek support, advice, and consultation, but not direction, from adults. Roles and Responsibilities	Charity Committees sit across schools with projects developed by children and young people and support provided by the adults around them.

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Participation Standards

For participation to be impactful, purposeful and meaningful, there must be a genuine interest in the views and pinions of children and young people. They need a clear overview of their role within the participation and the impact it will have. The seven National Participation Standards in Wales (2016)[11] are used to support those who are working with children and young people, and to make sure that participation is developed appropriately, ensuring that children and young people are part of the design, delivery and evaluation of services.



The approach taken by the Inclusion Service will be underpinned by the seven National Participation Standards:

1. Information – Information is provided in an easy and accessible way allowing children and young people to make an informed decision.
2. Choice – There is a right for children and young people to choose to be involved and work on things which matter to them.
3. No discrimination – Children and young people are all different and have the right to be treated fairly, what they share will be listened to, valued and taken seriously.
4. Respect – Children and young people have a right to share their views, experiences and opinions, these are important and will be respected.
5. You get something out of it – Children and young people have the right to learn and be the best they can be, having opportunities to work with others and make a difference. Participation is deigned to be a positive experience.
6. Feedback – Children and young people have the right to know what differences they have made and how ideas have been listened to and used.

[11] https://www.gov.wales/sites/default/files/publications/2018-02/Bilingual-Participation-Standards-poster2016.pdf

7. Working better – The rights of children and young people remain central to all of the work we do, therefore their views can shape the way we can do things better.

Methods of Participation

Different methods of participation will be used to capture the views, wishes and opinions of children and young people, their families and wider partners. There are resources available to support these engagement processes. Many of these approaches will link to person centred practice.

Approach	Explanation
Individual	Direct conversations with children, young people, families and other partners happen through service delivery. These can be focused on individual children or young people and the decisions which impact them personally which help inform and evaluate provision and support as a whole.
Consultation Events	Awareness raising and gaining feedback on a specific issue, change in provision or a document. This can provide an opportunity for a range of partners to share their views to develop a way forward and contribute towards action planning.
Formal Groups	A participation group allows the on-going exploration and engagement with the same group of people around a project area or service, capturing their views and opinions over a period of time.
Focus Groups	When evaluating or creating a project/service, a small group of partners can be brought together capture views. This also creates an opportunity for co-production.
Consultation and feedback Forms	Accessible forms can be used to capture valuable information about a specific area of the service, its impact and ways forward.

There are times when verbal input to these approaches is not possible linked to self-esteem and confidence or an identified additional learning need. On these occasions, every effort will be made to capture the views, wishes and opinions of those individuals. Use of Person-Centred Practice in Education: a guide for early years, schools and colleges in Wales[12] will be used to support our approaches, alongside the associated person-centred thinking tools[13].

When engaging in one of the methods of participation, those capturing the views will have planned accordingly, considering:

- Those who are engaging in the participation activity – nature, inclusive, impact.
- Information sharing – key information having been shared with the participants.
- The outcomes intended - whether these have been communicated to those involved.
- Approaches to meet need and any adjustments required.
- Resources required – time, space, equipment.

[12] https://www.gov.wales/person-centred-practice-education
[13] http://helensandersonassociates.co.uk/person-centred-practice/person-centred-thinking-tools/

Feedback will be provided to those partners involved in participation, ensuring they have information on the outcomes of decisions. The service will also evaluate key elements of participation with those involved, as well as evaluating the impact participation has on shaping service development.

Key areas of participation

- All service areas will have methods and approaches to capture feedback outlining the views of children and young people and their families to evaluate their service on at least an annual basis.
- The development of new projects and initiatives will include the use of focus groups to capture the views of partners.
- All significant new policies and changes in provision will be consulted on with groups of children and young people and families.
  Data from participation will be analysed and shared with the Senior Inclusion Officers supporting the development of specific Action Plans.

Monitoring and Evaluation

An annual review of the approaches taken to monitor levels of participation and effectiveness will take place. This will consider:

- Uptake in engagement.
- Inclusivity of protected characteristics.
- Method of participation – range, accessibility.
- Outcomes of participation – Information captured and link to next steps.
- Feedback shared with participants.

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Additional Learning Needs (ALN) Post 16 Strategy

Monmouthshire's Children, Learning, Skills and Economy Directorate

ALN Post 16 Strategy

This strategy sets out Monmouthshire Local Authority's approach to post 16 transition for children/ young people with additional learning needs (ALN).

Date of issue	March 2025
Updated	
Review frequency	Every 2 years
Name of person responsible for maintaining this policy	Hayley Page, Additional Learning Provision and Partnership Lead
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This document is available in English and Welsh.

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Introduction

In Monmouthshire we believe that children/ young people have the right to suitable post 16 provision which meets their individualised needs and supports their transition to adulthood. As such we are committed to working with a range of schools, colleges and providers to support access to inclusive, high-quality education and training for young people with additional learning needs (ALN). This strategy outlines Monmouthshire's vision and approach to supporting young people with ALN in accessing the necessary support, resources and opportunities to be successful in their post 16 provision.

Our aim is to support all children/ young people with ALN to secure an appropriate placement for post 16 learning / training. We recognise that this is a key transition in the lives of children/ young people with ALN and planning should begin well before the completion of compulsory schooling (usually Year 11). Wherever possible, young people should be able to attend their post 16 education or training locally, whether in their current school, a local college or work placement.

Our core aims of our Additional Learning Needs Post 16 Strategy are:

- To place children / young people and their parents/ carers at the centre of the decision-making process.
- To ensure information around options and placements remains accessible to children / young people and their parents/ carers.
- To begin transition planning through person centred annual reviews from Year 9 onwards.
- To support schools and settings to follow enhanced transition processes to support movement between schools and post 16 providers.
- To secure appropriate post 16 provision, with an effective pathway to secure appropriate levels of independence and resilience, alongside formal qualifications.
- To support all children/ young people with ALN to develop the skills required for their progression into adulthood.

This strategy has been written to ensure children/ young people, their parents/ carers, schools and settings, as well as other professionals supporting, have a clear understanding of the approach to post 16 transition for children/ young people with ALN. This confirms the commitment of the Inclusion Service to focus on the needs of our children/ young people with ALN and continue to review the processes and systems around post 16 transition.

Definition and Scope

The Additional Learning Needs Educational Tribunal Act Wales 2018[1] and the associated Code[2] (Additional Learning Needs Code for Wales, Welsh Government 2021) provide the statutory guidance and mandatory requirements which impact planning for post 16 transitions in education. It creates a unified system for supporting learners from birth to 25 years with ALN. The common language used and the use of the Individual Development Plan (IDP) across pre-16 and post 16 settings, including further education institutions (FEIs), aims to improve consistency across phases. This provides the capacity for greatly improving the effectiveness of transition planning. The responsibilities on FEIs in relation to maintaining IDPs outlined in the Act and the Code supports increased collaboration between post 16 providers and schools.

For the purposes of the Code and the Act, and this ALN Policy a 'child' is anyone not over compulsory school age and a 'young person' means a person over compulsory school age, but under the age of 25.

Inclusion of children/ young people in decisions which impact their lives is a fundamental right and crucial to our strategy. The United Nations Convention on the Rights of the Child (UNCRC) states that every child has the right to express their views on matters which affect them and for their views to be given due weight in accordance with their age, understanding and maturity[3] . Central to the ALNET Act 2018 and Code is the rights-based approach - listening to children/ young people and their parents/ carers and taking their views into account[4].

The Inclusion Service is committed to working towards the key outcomes of the Community and Corporate Plan with a focus on ensuring a truly inclusive educational system that recognises learners starting points, strengths and educational needs. In order to achieve this, we must consider the steps taken from compulsory education to post 16 provision.

This strategy should be read in conjunction with Monmouthshire's Additional Learning Needs Policy.

[1] Additional Learning Needs and Education Tribunal (Wales) Act 2018
[2] The Additional Learning Needs Code for Wales 2021
[3] United Nations Conventions of the Rights of the Child – Article 12
[4] Additional Learning Needs Code for Wales 2021 – Chapter 3

Implementation

This strategy relates to children/ young people with ALN who require additional learning provision (ALP). The definitions of ALN and ALP are taken from the Code[5]:

Additional Learning Needs (ALN)

A child/ young person has an ALN if an individual:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools or mainstream institutions in the further education sector.

Additional Learning Provision (ALP)

Additional learning provision for a person aged three or over means educational or training provision that is additional to, or different from, that made generally for others of the same age.

If a child/ young person has an ALN requiring ALP, an Individual Development Plan (IDP) will be drafted and maintained by the responsible body.

Transitions

Monmouthshire Local Authority and schools recognise that transitions for children/ young people with ALN can be challenging. Planning ahead can help to deliver smooth transitions which enhance well-being, learning and social outcomes[6]. Additional support may be required to support the transition from school to a post 16 provision. The most successful transitions are those which are person centred in nature, are planned thoroughly and include key partners.

Monmouthshire schools will utilise the best practice guidance in the Code[7], including:

[5] Additional Learning Needs Code for Wales 2021 – Chapter 2 (2.3 and 2.4)
[6] Additional Learning Needs Code for Wales 2021 – Chapter 27 (27.4 – 27.5)
[7] Additional Learning Needs Code for Wales 2021 – Chapter 27 (27.13 – 27.28)

- capturing the views of the child/ young person through person-centred practice and the use of person thinking tools where appropriate.
- identifying a key person to co-ordinate the transition planning and multi-agency meetings, usually a member of school staff.
- early transition planning, taking an ongoing approach rather than focusing on one single event, ensuring continuity throughout the transition.
- consider the IDP review as a vehicle for on-going transition planning, considering the ALP required at each stage of learning, recording the additional support requirements for transition in Section 3C.
- taking an individualised approach to the transition itself, the timing, amount and length of any enhanced transition planning.

Preparing for Post 16 Transition

Transition planning begins from Year 9, where children/ young people with ALN have opportunities to find out more about the choices available during person centred annual review meetings. Careers Wales and local college providers are invited to attend review meetings during the transition planning process[8]. Annual reviews at Key Stage 4 and 5 will likely be held earlier than the IDP date to discuss and begin planning for transitions (for example the Autumn Term to support visits to open evenings and applications to providers). During these review meetings, children/ young people and parents/ carers will share their views on placement and these views will be taken into consideration by the school and, where relevant, the local authority. The support requirements and a summary of the discussion around transition should be recorded in Section 3C of the IDP.

Alongside the annual review process, schools provide learning opportunities through the curriculum on planning ahead. Schools arrange opportunities for college visits and careers fairs to allow all children/ young people to explore the options available to them in the future.

There will likely need to be further transition planning meetings during Year 11, in addition to the annual review, to ensure any wider support required can be put in place ahead of the transition.

[8] Additional Learning Needs Code for Wales 021 – Chapter 27 (27.41 – 27.44)

Leaving school

Young people can legally leave school at the end of June in the school year of their 16th birthday (usually, year 11). This means that they have completed their compulsory education and are no longer required to attend school by law.

Each of our maintained secondary schools have a Sixth Form. There may be opportunities for young people to remain within this setting until 18. Sixth Form prospectus information will provide an overview of the courses available; this will be A Level courses in the main. It is important that course choices are explored, with careful consideration of the entry criteria which is set by individual schools based on an evidence basis.

Three of our schools have Specialist Resource Bases (SRBs), which provide for children/ young people with complex additional learning needs until the age of 19[9]. The SRBs build their qualification pathways based on cohort needs, with a focus on functional skill development and community inclusion, where appropriate, including work experience opportunities. See appendix 2 for information on curriculum and qualification routes.

Options available at Post 16

There are options to consider:

- Further education in a school
- Continuing their education in a further education college (FEI) e.g. Coleg Gwent
- Employment
- Get ready for Work – Jobs Growth Wales +/Training
- Apprenticeships
- Voluntary Work

For young people remaining in education, there is universal provision available and most young people will have their needs met in this way. For young people with ALN the IDP to help them transition from school to post 16 education and training. The IDP will usually be in place at school and through review processes, will be amended to reflect the support requirements in a college setting.

ALN and IDPs

Post 16 options will always be considered on an individual basis, taking into account the desired outcomes of the individual and their interests/ motivators, as well as their individual needs and abilities. Schools will work with individuals with ALN to support their planning and decision making, usually from Year 9 onwards. When planning for the future, it is

[9] Specialist Resource Bases - Monmouthshire

essential that the views, wishes and future goals are explored in order to determine the secured outcomes.

This could include:

- completing a vocational qualification
- developing independent living skills
- getting involved with the local community
- preparing for work
- progressing to other education or training opportunities
- developing social relationships
- supporting emotional stability
- developing other skills or qualities for adulthood

The school Additional Learning Needs Coordinator (ALNCo) will provide information about how decisions regarding ALN are made from the end of statutory education. They will explain all about the Individual Development Plan (IDP), who will maintain it, and the child/ young person's rights including their right to consent or object to ALN decisions and their IDP. For some individuals, the choice may be the leave formal education and embark on a work placement or paid employment. In these cases, the IDP will cease.

The ALNCo will give information and help to ensure that the child/ young person is able to understand the possible consequence of decisions so that they can make an informed decision about their ALN and IDP.

They will give information and help to ensure that the child/ young person is able to understand the possible consequence of decisions so that they can make an informed decision about their ALN and IDP.

Schools will ask the child/ young person:

- What do you think about your IDP?
- Do you agree with the plan?
- Do you consent to the plan going ahead?
- Who are you happy to share your information with?

From the end of statutory education, if the young person does not consent to a decision about ALN being made or a plan being prepared or maintained, the school or local authority must take all reasonable steps to secure the additional learning provision (ALP) called for by

the young person's ALN. This means the extra support needed to help the young person learn.

Everybody involved must do everything they can to help the young person to make their own decision.

Where the young person is not able to (doesn't have capacity to) make decisions about their IDP, parent/carers can act as their 'representative'. This means parent/carers can exercise the young person's rights under the ALN Code. Where this is the case, it is important to involve the young person as much as possible in decisions being made, taking into account their thoughts, wishes and feelings before making a decision on their behalf. *Please see Page 15 – Capacity Assessment for further information on how decisions around capacity are made.*

If the young person or their representative needs support to express their views and wishes, and exercise their rights they can ask an advocate to help. An advocate is someone who speaks up for someone else. They can make sure people know what the young person thinks and how they are feeling.

Local authorities have partnership services which give independent support to parents/ carers and any young person can access the support of an independent advocate to support them throughout the transition process. These can be accessed through Information, advice & advocacy for children and young people with ALN - Monmouthshire .

The Transfer of IDPs

Children/ young people who have ALN will be able to discuss future transition from Year 9 onwards, during their annual IDP review meeting. Careers Wales and college staff may also attend to support children/ young people and their parents/ carers at these meetings. The school and LA will advise on the available pathways for the individual. Children/ young people with ALN should continue to make applications to their chosen providers as part of the usual process.

Where children/ young people consent for the IDP to continue to post 16, the IDP will transfer to college with them. There is a duty through the ALNET Act 2018 for any IDP to transfer to the FEI at the start of an academic year when it has been maintained by the school in the previous year[10].

[10] Additional Learning Needs Code for Wales 2021 – Chapter 28 (28.3, 28.9-28.10)

There will be occasions where the additional learning provision (ALP) is provided by an alternative provider, for example the local health board or SenCom (Sensory and Communication Support Service). In these cases, school will ensure the ALP provider is given the opportunity to contribute to the person-centred review meeting to determine whether the ALP will be required in its current form on transition to Post 16.

If any ALP needs to be commissioned (in any form) from a provider external to the LA or the local health board, to the post 16 provider (for example SenCom), the Inclusion Panel will consider the request and if agreed, the ALP secured. Once agreed, the ALP will be added to Section 2 of the IDP.

The organisation which maintains the IDP (school or the local authority) will formally consult with the post 16 provider to ensure they are able to provide the ALP outlined in the IDP. The consultation process will include a copy of the IDP and any other appropriate documents/ information. The local providers will always be consulted with, even if not the preference, to determine whether they can provide the ALP outlined in the IDP. If there is a request for a specialist or independent placement, this will be considered by Monmouthshire's Inclusion Panel, before a consultation process begins.

Once the transition has been made, the college / further education setting will work with each young person to make sure the plan is suitable for them within their chosen course.

Should a young person choose to no longer engage in education at 16, the IDP will cease. A formal letter will be issued by the body (LA or school) who maintains the IDP. This will provide the rights to appeal the decision.

Suitable placements

When advising on a suitable college for a child/ young person with ALN, schools and LAs will use the ALN Code as their guide. The Code states that, wherever possible, young people should be able to attend their post 16 education and training locally.

The local authority maintains an inclusive approach to educational provision. All young people with an ALN should be provided with equitable access to further education (FE) provision, through the inclusive approach available locally. It is the expectation that usually the local FE will be able to meet the needs of the majority of young people with an ALN. FEIs have provision for young people with ALN. Colleges often provide discrete additional support through independent living skills, which prepare young people for work or to move

onto a mainstream vocational programme in a chosen area. A range of support can be offered through FEIs, including access to additional adult support and intervention, which allows young people to be educated alongside their peers.

Where a child/ young person has been electively home educated (EHE) or received education other than at school (EOTAS), consideration will be given to the suitability of provision available. This will include the suitability of the time allocation of the course. The LA will work with families to determine the appropriate options available.

The ALN Pathfinder website provides more information on college provision - ALN Pathfinder

Careers Wales provide an overview of the options available at Post 16 and advice around how to access these opportunities - Careers Wales | Careers Wales

Independent Specialist Post 16 Institutions (ISPI)

In some cases, a young person may not be able to achieve their desired education and training outcomes locally, following a consultation process with local providers. This might be because their needs are so complex that appropriate local provision cannot be found. The LA may then consider an Independent Specialist Post-16 Institution (ISPI). ISPI placements will be a full-time provision, so where part time provision is required, the LA will work with the family to explore appropriate options. Where a young person has health or social care needs, local authority education officers will work in partnership with health board and social care to secure the appropriate care and support.

When considering an ISPI placement, the following questions will always be explored:

- Does the young person have reasonable needs for education and training?
- What are the young person's goals?
- What provision or programme of study is available which would help the young person meet their desired outcomes?

All specialist placements are agreed through the Inclusion Panel. The Inclusion Panel will consider the current IDP, recent annual review paperwork (including the views of parents/carers and the child / young person) and any evidence / advice from professionals supporting the learning.

The panel approach is based on the following principles:

- Meeting the LA statutory obligations outlined in the ALNET Act 2018 and code 2021.
- Young people will be treated fairly and equitably on a case-by-case basis.
- The best interests of the young person will be considered.
- The local provision will be prioritised, where it is appropriate and reasonable to do so.
- Consideration for the efficient education and effective deployment of resources.
- A balanced decision based on the advice and evidence provided.
- Decisions will be communicated in full to the young person.
- Decisions will be made in a timely way.

Whilst the views and wishes of the child/ young person and their parents/ carers will be taken into account, there is no legal obligation to fund the specialist placement of choice or for the duration of choice. Funding for an alternative placement may be offered, this may include additional support arrangements at a local mainstream FE.

Following this, a thorough consultation with any provider would be required. Any place offered by a FEI or ISPI would be accompanied by a personalised and costed provision map, which outlines how the ALN and ALP will be provided for and the intended impact. This can often involve an assessment at the post 16 location or in the current educational establishment.

For the majority of young people attending a specialist placement, the agreed duration of the provision will be comparable with the duration of the provision available within mainstream FE establishments, at two years. There are a few circumstances when the LA would consider a request for more than two years:

- If the programme of study is meant to last for more than 2 years from the beginning.
- If an extension is needed to a programme of study the young person is already undertaking.
- If the young person undertakes a course which did not benefit them in a meaningful way or there is a significant change in their circumstances.
- An essential or substantial element of further education or training to meet their desired outcomes could not be delivered as part of previous training or education.
- There are other exceptional circumstances to suggest the young person has not received effective access to further education or training.

The LA will monitor engagement and progress of young people in ISPI placements. This includes attendance of young people; where attendance dops below 95% a review of placement will take place and an attendance plan developed and monitored over an agreed period of time.

The IDP will cease if the LA decides that there is no longer a reasonable need for further education and training.

Enhanced Transition

Enhanced transition is where additional activities are implemented to support the transition to the new provider. They are available for any child / young person who may require this approach, they are not specific to learners with ALN[11].

This is usually planned for in a person-centred way with the child/ young person, parents/ carers, staff from the current and new setting and any professionals working with the young person or the family[12].

A person-centred meeting will take place to support planning for transition.

Figure 1: Person centred enhanced transition planning meeting agenda

Key Areas for discussion:

- Personal Information and identified ALN
- PCP key areas:
  - What we like and admire
  - What is important to and for
  - What is working / not working
  - How to support well
- Plans already in place – IDP, one page profile (OPP), risk assessment, individual healthcare plan (IHP), pastoral support plan (PSP), positive handling plan (PHP)
- The thoughts / queries / concerns we have around transition
- Development of an action plan as part of the enhanced transition
- Date for the next meeting

[11] MCC Training and Support - Post 16 Enhanced Transition - All Documents (sharepoint.com)
[12] MCC Training and Support - Enhanced Transition - All Documents (sharepoint.com)

Figure 2: Enhanced transition plan

Developing the enhanced transition plan:

- Develop a clear action plan which provides specificity:
  - What do we need to do?
  - Who needs to do this?
  - When will this be completed?
- Ideally provide the dates for any additional visits and the purpose of these, alongside who will attend.
- If there is movement between settings, who is transporting the child young person and are current school staff supporting.
- All parties can have actions, including the child/ young person, parents/ carers and settings.
- Avoid any ambiguity which may lead to confusion.
- Consider any referrals or re-referrals to agencies required.

Enhanced transition can include a range of activities, based on the needs of an individual child/ young person, for example:

- Sharing knowledge of the child/ young person
- Visiting the current setting to gain the full picture (observations and information sharing)
- New staff to meet the child/ young person in the current setting
- Child/ young person to visit the new setting at a quiet time (i.e. after school)
- Child/ young person to visit at quieter time with current staff / parents, building the time and confidence
- Child/ young person to attend a smaller group lesson, intervention, break, lunch, building the experiences
- Child/ young person to attend group-based visits and follow an enhanced transition programme
- Child/ young person to attend a full day
- Use of photos and visuals to support the child/ young person in sharing and explaining the changes in their current setting and at home (need dependent, the learner can create their own photo book)

- Ideally the new setting will provide the child/ young person and parents/ carers with the photos, names and roles of key staff, as well as photos of the key spaces accessed
- Where the start date is September, an opportunity to touch base with the family over the summer
- Developing a relationship with a 'key person / people'
- Use of social stories
- Storyboarding the day of activities and transitions
- Photobooks with key adults and spaces that can be accessed
- Provide key items which may help preparation for the child/ young person to use in the current setting or at home – i.e. timetables, homework recording, clothing
- Providing parents/ carers and the young person with a key worker in the new setting to go to with any worries or queries

It is vital that the enhanced transition plan remains under review. This allows identification of concerns and a collective approach to developing actions to overcome these.

Figure 3: Keeping the enhanced transition plan under review

Keeping transition under review:

- Ongoing communication with parents/ carers and prepare for any unavoidable changes to the plan.
- Sharing feedback with parents/ carers – determine whether this will be the current or new school before the transition.
- Adapt the plan if things are not working, communicating this effectively to all parties, holding a further PCP meeting if needed.
- Review the Enhanced Transition – this could be October / November for usual transition points.
- Best practice would suggest an annual review of an IDP within three months of a change of placement.

Transition Timeline

Year 9	• The person-centred annual review takes place and will consider transition to Key Stage 4 and moving forward to Post 16. This will be recorded in Section 3 of the IDP. • Careers Wales are available to offer support and advice around pathways and possible Post 16 provision. • School continues to provide curriculum provision around pathways and the world of work.
Year 10	• The person-centred annual review will likely take place in the Autumn Term. • Careers Wales and local college providers will be invited to the annual review, alongside the child, parent/ carer and other professionals. • The child and parent/ carer will be signposted towards opportunities available which will allow exploration of the options available (for example college open evenings, the career and higher education fair). • Consideration will be given to outcomes which will focus on independence and transition for Section 2 of the IDP (for example, access to travel). • School will consider any referrals / re-referrals required to agencies in order to support the transition. • If required, enhanced transition activities will take place in the Summer Term, with ongoing review.
Year 11	• The person-centred annual review will take place in the Autumn Term. • Transition will be a key factor of the review meeting, considering options available and applications needed, as well as possible enhanced transition options. • Enhanced transition activities will be implemented as required, with a review held in the Spring/ Summer Term as appropriate. • Referrals / re-referrals to other agencies will be considered to support transition. • Outcomes will be reviewed and will consider any specific areas of focus to support independence and resilience at transition. • Consent will be obtained from the child to share key information, as well as determining whether the child currently wants the IDP to transfer to the Post 16 provider. • If there are recommendations from the annual review for funded provision, these will be shared with the LA for discussion at Inclusion Panel.

Post 16	• Annual reviews will continue to take place during Post 16 provision. • Transition discussions will be focused on preparing for adulthood – this may link to work placements or further courses to support in securing employment. • Where there are other professionals supporting, they will be invited to annual reviews. • Consideration will be given to any additional support requirements or further advice needed.

Independent Support

SNAP Cymru offers free and independent information, advice, and support to help get the right education for children and young people with ALN and will help them through the transition process. More information is available on their website - Home - Snap Cymru

Policy and Practice

Decision Making

All discussions for provision which sits outside of the mainstream offer will be considered at Inclusion Panel.

This includes:

- Funding for additional learning provision (for example equipment, therapies not provided by the NHS, SenCom input)
- Funding for specific support / intervention
- Funding for specialist placements

The Inclusion Panel comprises of the Head of Service - Inclusion, ALN Principal Officer, an educational psychologist and a member of SNAP Cymru, independent parent partnership. Panel consider the IDP, annual review paperwork and any advice / evidence from professionals. Outcomes and decisions from the panel will be shared in writing with the child/ young person (and where appropriate the parents/ carers) in a timely manner.

The child/ young person and parents/ carers have the right to appeal any decision made by the Inclusion Panel. It is expected that any appeal be put in writing with clear reasons for the appeal within 15 days of receipt of the decision. Appeals will be made to the Inclusion Panel. Monmouthshire Inclusion Service is committed to working with children/ young people and parents/ carers to avoid disagreement.

Following receipt of the final IDP, the child/ young person and parents/ carers have the right to appeal to the Education Tribunal for Wales if they do not agree with the ALP and placement outlined in Section 2 of the IDP.

Advice and support for children/ young people and parents/ carers can be accessed - Information, advice & advocacy for children and young people with ALN - Monmouthshire

Transport

Learners Travel Measures 2008

There is no legal obligation on the Education Department to provide free transport for post 16 young people, whether they attend school or college placements. Developing travel skills is a crucial part of planning for a young person's development and independence in adult life, and during transition reviews for children/ young people with ALN, discussions about developing these skills will be extremely important. In considering further education placements, it will be equally as important to consider the route and how the young person will be able to get there.

Please see appendix 1 for further information.

Data Sharing

Successful transitions between settings are proven to increase progression. Effective data management and information sharing is therefore paramount. This supports the development of an enhanced transition and leads to increased retention rates, as well as improved wellbeing and learning outcomes. Transitions should be properly planned in a timely manner13. We have a Data Disclosure Agreement in place with Coleg Gwent, secondary schools have data sharing agreements signed at the point of admission which cover key information sharing. The educational record of a child/ young person can be requested by the setting considering admission of a child/ young person and must be provided within 15 days[14]. For Post 16 providers, this includes the child/ young person's achievements, information about behaviour and wellbeing (not evaluative) and attendance information.

[13] effective-post-16-transitions-and-data-sharing-a-short-guide-for-schools-and-post-16-learning-providers.pdf (gov.wales)

[14] Pupil Information (Wales) Regulations 2011 - Regulation 5(3) - The Pupil Information (Wales) Regulations 2011 (legislation.gov.uk)

For children/ young people with ALN, it is expected that schools seek consent around sharing the IDP and associated paperwork (for example health reports, access arrangements for examinations, risk assessments). Post 16 providers will also request information around children/ young people with barriers to learning or medical needs. It is critical that these key documents are shared in the planning stages of transition. Potential post 16 providers should be invited to attend Annual Reviews from at least Year 10, with the consent of the parents/ carers and child/ young person to support information sharing.

Capacity Assessment

The Mental Capacity Act 2005 is a law that protects vulnerable people over the age of 16 around decision-making. It says that:

> *Every adult, whatever their disability, has the right to make their own decisions wherever possible.*

We recognise that the team of people around an individual should always support a person to make their own decisions if they can. This might mean giving them information in a format that they can understand (for example this might be easy read information for a person with a learning disability) or explaining something in a different way. If a decision is too big or complicated for a person to make, even with appropriate information and support, then people supporting them must make a 'best interests' decision for them.

In most cases, teachers in the school attended will know whether or not a child/ young person has capacity, as they work with them on a daily basis[15]. Schools will work with NHS and / or social care colleagues to determine whether the child/ young person has capacity to make a particular decision, if there is disagreement in whether the child/ young person has capacity to make the decision. Chapter 30 of the Code provides the guide where there is a continued disagreement. The local authority can reconsider any decision made by a school. Parents/ carers or the child/ young person are able to refer to the Tribunal for a declaration[16].

We follow the 5 main principles of the Mental Capacity Act[17] when determining whether a young person has capacity to make a specified decision. This will be followed in collaboration with other professionals who work with the young person.

[15] Additional Learning Needs Code for Wales 2021 – Chapter 30 (30.8)
[16] Additional Learning Needs Code for Wales 2021 – Chapter 30 (30.8 – 30.12)
[17] Mental Capacity Act 2005 – Section 1

1. Always assume the person is able to make the decision until you have proof they are not.

2. Try everything possible to support the person make the decision themselves.

3. Do not assume the person does not have capacity to make a decision just because they make a decision that you think is unwise or wrong.

4. If you make a decision for someone who cannot make it themselves, the decision must always be in their best interests.

5. Any decisions, treatment or care for someone who lacks capacity must always follow the path that is the least restrictive of their basic rights and freedoms.

It is also important to remember that a person may have capacity for some decisions but not others, or they may not have capacity right now but may regain it in the future with support. This means all capacity decisions should be regularly reviewed to make sure they still reflect the person's ability to make decisions. Representatives or case friends are able to act on behalf of someone who does not have capacity to make a specific decision.

Whether a young person has capacity or not, they can continue to make significant contributions to the decision-making process. We will continue to have due regard their views, wishes and feelings; the importance of them participating as fully as possible in decisions and the importance of them being provided with the information and support necessary to enable participation in those decisions[18].

Monitoring and Evaluation

There will be an annual review of the approaches to Post 16.

This will consider:

- Views of children/ young people and parents/ carers
- Retention in further education establishments
- Learners remaining in school post 16 provision and outcomes
- Development of SRB post 16 provision
- Engagement with providers and supporting agencies (including Careers Wales)

[18] Additional Learning Needs Code for Wales 2021 – Chapter 31 (31.3)

Appendix 1 - Further advice for young people and families

Transport

Many young people with ALN are entitled to a concessionary bus pass which means that they are eligible to travel on all buses throughout Wales at no cost. 2 To find out more information and how to apply online - TfW - Your Concessionary Travel Card

The Orange Wallet Scheme is a project funded by the Welsh Government as part of the All Wales ASD strategy. It's for anyone who may find it difficult to communicate their needs when travelling on public transport, and can support communication with staff when travelling by bus or train. It's particularly designed for autistic passengers. However, it can be used by anyone with a hidden disability who may like to communicate to staff non-verbally. The wallet has plastic pockets where you can put words and pictures to help communicate your needs to transport staff across Wales. Show it to the station and on board staff when you're travelling or buying a ticket. They're trained to recognise the wallet and provide appropriate help. For more information - Orange Wallet Scheme | TfW

Mobility Allowance

Some young people with ALN may be receiving Personal Independence Payments (PIP). Part of this payment includes a mobility allowance which helps towards covering the cost of transport if the young person has mobility issues. See the articles below for more information Personal Independence Payment (PIP): What PIP is for - Personal Independence Payment (PIP): What PIP is for - GOV.UK (www.gov.uk)
PIP mobility component in 2022: everything you need to know (your-benefits.co.uk) PIP mobility component in 2022: everything you need to know (your-benefits.co.uk)

Appendix 2 - Qualification Routes

There are a range of levels of qualification available for young people at Post 16. A needs-led approach is taken to support young people to determine the qualification level and focus of learning.

There are a range of qualification pathways available across our schools and college providers.

These take a pre-formal, semi-formal and formal approach to learning:

- Pre-formal - the curriculum is designed to meet the needs of pupils through a personalised and adapted approach, valuing the process as much as the achievement and offering flexibility in order to be responsive to the needs of the individual learner. This is usually grounded in multi-sensory approaches.
- Semi formal – the curriculum is highly bespoke and personalised. It focuses on key areas of need, for example communication, interaction and emotional regulation. It aims to promote life skills, independence and communication.
- Formal – the curriculum follows formal qualification routes aligned to key areas of the curriculum.

Schools would typically provide BTEC and GCSE awards in Years 10 and 11 and A levels at Post 16.

Our SRBs offer a range of pre-formal and semi-formal pathways, as well as opportunities for Entry Level pathways as part of the formal learning offer.
Local mainstream colleges offer a range of qualifications which can be located on their websites...

Qualification Level	Possible Offer
Pre- Entry Level	• Certificates through key providers, focused on evidencing practical learning, for example: ○ ASDAN ○ Agored Cymru ○ AQA Awards

Entry Level	• Entry Level 1, 2 and 3 – often include assessments, both practical and theory based with prescribed assessments and examination • BTECs at an Entry Level – focused on key areas of learning and developing independence, typically assessed through portfolios of evidence
Level 1	• GCSE – grades D-G – assessed through examination routes and controlled tasks. • BTEC Level 1 – assessed through a portfolio of evidence and typically controlled tasks. • NVQ level 1 – a vocational, practical work-based award.
Level 2	• GCSE – grades A*-C - assessed through examination routes and controlled tasks. • BTEC level 2 - assessed through a portfolio of evidence and typically controlled tasks. • NVQ level 2 - a vocational, practical work-based award.
Level 3	• A Levels – assessed through examination routes and controlled tasks. • BTEC Level 3 – assessed through a portfolio of evidence and controlled tasks. • NVQ level 3 - a vocational, practical work-based award.

MCC Flow Diagram for Requests for ALN

School alerted that a pupil has ALN (professional, parent, family member, pupil)

Actions – School create an individual pupil file, record date of request, contact parents and arrange a meeting – send letter 1 acknowledging request

Day 1

Parent declined meeting (consent provided)

School initiate 35 Day Process

(15 days to receive evidence – date set)

Meeting agreed

PCP Meeting takes place and captures views of all – consent signed in meeting

School initiate 35 Day Process

(15 days to receive evidence – date set)

Actions – Letter 2 to confirm consent to parents, Letter 3 sent to professionals with end date for advice, Letter 4 to parents – timeline and named contact

Evidence Collation

Actions – School capture a range of evidence – see School Capture Form, consider the evidence received from pupil, parents and other professionals

School Panel – consider as SLT - Cluster Panel

Days 20-25

School do not feel they can determine ALN or secure appropriate ALP

School to consider the following questions to determine whether to refer to the LA or continue the school based process

1. The pupil has ALN that may call for ALP it would not be reasonable for the school to secure:
- Has the pupil got a low incidence or rare condition which requires a specialism which school cannot provide?
- Is regular advice and support from external agencies required above that which school can reasonably arrange?
- Does the pupil require equipment which only they are able to access / it cannot be reused / school cannot reasonably resource?
2. The pupil has ALN, the extent or nature of which cannot be adequately determined:
- Have all avenues of advice and support been explored and none have been able to determine the extent or nature of the ALN?
3. A school considers that the pupil has ALN for which it cannot adequately determine the ALP:
- Have external professionals been unable to determine the precise ALP required and needs are not currently being met?

Child does not have ALN requiring ALP

Actions – Letter 6, offer meeting

Child has ALN requiring ALP

Actions – Letter 7, offer meeting

No – School to decide

Yes – School refer to the LA

Actions – Refer to LA, Letter 6a to parent

Evidence Basis for Referrals

All evidence captured – data capture forms, external agency reports, updated school evaluation form

1. Costed provision map for the individual pupil, external professional advice for the ALP (including any requests for equipment), Tribunal direction for ALP that school cannot reasonably provide (services not available to school)
2. Evidence of referrals to external professionals and outcomes / reports, Evidence of MDT meetings
3. As above and evidence that recommendations from external professionals have been implemented and the outcomes of these

Days 25-35

School Prepare a Draft IDP

Actions – Circulate the draft, letter 8 to parent and child, offer a meeting to discuss, 7 working days to agree the draft

School Finalise IDP and Distribute

Actions - Letter 9 to parent and child

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MCC ALN Quality Assurance Process

See Task and Finish Group Terms of Reference for develop of the process.

School → Cluster → Local Authority

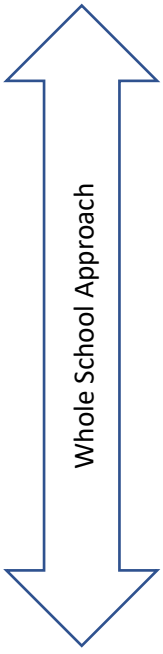
School Based QA

School Development Plan (SDP) / Team Action Plans

All SDPs should have objectives linked to ALN. These should be reviewed in-line with the SDP review process within the setting and shared with the Governing Body. The method of review may take a RAG Analysis approach. In larger settings, Team Action Plans (linked to specific co-ordinators or faculties / subject areas) should have a line of sight to the SDP. This also links to Performance Management processes within settings. The on-going review of staff objectives linked to ALN feeds into the quality assurance (QA) process.

Graduated Response

Universal	Learning Walks, Work Scrutiny, Learner Voice, Data analysis – impact at a departmental level, learner review / summit meetings, catch up / waves of intervention impact and tracking.
Universal Plus Provision	As above, include ALN Lead / Team Learning Walk and work scrutiny – focused by areas of need / year group, OPP PCP Reviews with student and parents, data analysis on an individual level – rate of progress from baseline
Targeted	As above, Fortnightly meetings tracking learner progress with ALNCo, baseline (qualitative / quantitative) and review at 'end' point, SMART targets reviewed, impact on progress in lessons (determine transference of skills), PCP review, transference of skills – teacher views, number of students meeting the 'exit' criteria
Specific ALP	As above, formal annual reviews, short term SMART target review, tracking and monitoring of progress through SIMS or B-Squared where appropriate, impact on independence and resilience, parental / professional views, student views



This should lead to the review of the Provision Map for the setting and the training delivered to support.

One Page Profiles – explore as a school team – at least twice annually based on review period

- Case Study examples of best practice shared
- Development of the OPP
    - Has the child / young person's voice been captured? How if unable to verbally commit?
    - Have the parents' views been included? What is the percentage of parental engagement in the process of developing and reviewing OPPs?
- Key question focus:
    - Are they specific?
    - Do they reflect the views of the child, parents and professionals?
    - Does the 'how to support me well' provide specificity to teachers and can it be implemented consistently?
    - Is the language accessible to all?
- Impact on learning in mainstream lessons:
    - Are the OPP used in planning and delivery? Is this evidenced through learning walks, staff feedback, learner voice and work scrutiny?
    - Is the content relevant to lessons?

Individual Development Plans – explore as a team – focus areas of need at least annually (size of school and number of IDPs development)

- Case Study examples of best practice shared
- Threshold:
    - Does this meet the threshold for ALN and ALP? (Use the two tests)
    - How does this link to the school provision map? (Refer to individual areas of need and thresholds)
    - What approaches in-line with the graduated response have been taken?
- Key question focus:
    - Are the ALN needs identified in a clear and specific manner?
    - Does the document take into account learner voice?
    - Are parents' views, wishes and feelings recorded accurately?
    - Is the provision identified linked to the barriers to learning?
    - Are the outcomes clear and specific?
- Monitoring and Tracking:
    - Do we have short-term targets which allow us to work towards the longer term outcomes identified in the IDP?
    - What evidence are we using to track and monitor progress?
    - If progress is not evident, what steps can we can to ensure progress can be made?

Cluster Based QA

Graduated Response – annual review of provision across settings

- Sharing of Provision Maps across the cluster
- Discussion around findings of graduated response QA in each setting – Where are there positive impacts? Wheat are the areas for development? What can we learn from each other?
- Opportunities for ALN Learning Reviews across settings to collectively conduct learning walks, work scrutiny, data

Cluster Based Panel - Requests for ALN – as needed, at least termly reviews

- What evidence has been collated? Use tick list provided
- What does this show?
- Where does the child / young person sit on the provision map?
- Does the child / young person have an ALN requiring ALP in the setting?

One Page Profiles and Individual Development Plans – Termly QA across settings

Share examples and use the focus questions above

- Do these meet the expected threshold in the graduated response?
- Is there consistency of approaches across the cluster?
- What works well? What does not work well?

Clusters will share best practice and provide support across the cluster.

Local Authority QA

Annual QA Sessions, to include EPS, ALN Statutory Team, Health / Social Care / SNAP representatives

Group based approaches exploring examples in all key areas

EAS and School Improvement Partners support the whole school QA process, this should include ALN

Provision Maps and Graduated Response

- Share provision maps from each setting
- Explore content – entry and exit criteria, impact of provision
- Are all areas of support available? Are there any gaps? If so, what training needs can be identified?
- Link to LA ALP and thresholds
- Consider number of children / young people at each stage

OPP

- Share examples
- Consider consistency across the LA
- Explore content and questions, as above
- Consider any targets recorded on OPP – are these SMART?

IDPs

Annual LA moderation session, ALNCos, ALN Statutory Team and Inclusion Team members invited

- Share examples, discuss content, threshold and process – link to the agreed template demonstrating the requirements of an IDP
- Explore the steps taken to come to the IDP through case study information
- Explore content and questions, as above
- Consider consistency across the LA – threshold, process and content

LA based report to be issued following the meeting – what is working, what is not working, training requirements, actions moving forward.

Review

- The terms of reference will be reviewed on an annual basis.

Chapter 7 – LA duty to keep ALP under review

ALP Review – Clusters

Primary Schools – within the four clusters
Secondary Schools and PRS – secondary cluster

Rationale
To work with ALNCo colleagues to develop a collaborative quality assurance process around the graduated response to barriers to learning and ALP in schools. This will allow a collective sharing of best practice and identification of the areas requiring development.

Purpose
Chapter 7 of the Additional Learning Code outlines the duty on Local Authorities to keep the ALP across the schools under review, in order to identify any insufficiencies. The system of delegated budgets means the majority of ALP is provided for within the school and therefore this requires exploration and evaluation. Alongside this, in nearly all of our schools, the ALNCo is a lone role and can feel quite isolating, with a significant responsibility and workload. Working in collaboration with other ALNCos in a similar position will allow identification and sharing of best practice to further develop and refine our systems and processes around ALN.

Process
Over the course of a two-year period, a date will be identified by each setting for a QA visit – this visit will include a senior LA Officer from the Inclusion Service and members of the cluster of ALNCos. The focus will be on the support schools have in place to enhance progress of pupils with barriers to learning and ALN.
Prior to the visit, key paperwork will be prepared, shared and explored by the support self-evaluation team. This may identify specific areas of exploration for the school visit.

- Exploration of key paperwork, including:
    - Self-evaluation document
    - ALN Policy
    - ALN Action Plan / ALN Areas in the SDP
    - Finance Evaluation Form
    - Staffing Structure
    - Provision Pyramid
    - Graduated response register
    - Pupils with a disability register

- Identify any further specific areas of focus around BtL, ALN and ALP, for example:
    - Role of TAs in enhancing progress
    - Tracking and monitoring of intervention outcomes
    - Impact of targeted support
    - Areas of need identified and addressed

- Collaborative school visit (at least a half day visit), including activities to QA the agreed areas:
    - Learning Walk
    - Pupil Voice
    - Work Scrutiny
    - Staff engagement

- Exploration of OPPs and IDPs
- Exploration of the inclusive and accessible environment

Outcome
Mid-point review of ALN Action Plan / SDP areas connected and refine further actions required. Development of a shared bank of best practice, including resources, policy and practice, systems and processes, training opportunities.

ALP Review – SRB

Rationale

To work with SRB Lead Teachers to develop a collaborative quality assurance process around the ALP provided across Monmouthshire's SRBs. This will allow the continued review of ALP through a collective sharing of best practice and identification of the areas requiring development.

Purpose

Chapter 7 indicates that local authorities (LAs) must keep under review the arrangements made both by the authority, and by the governing bodies of the maintained schools in its area, for CYP who have ALN. Keeping ALP and other arrangements under review, is a key part of local strategic planning and decision making. It will enable LAs to assess current and likely future needs and secure sufficient provision and services to meet those needs. The duty involves the LA considering, at a strategic level, what provision there is to meet needs; whether that provision is sufficient and if insufficient in any respects, considering what to do to remedy the matter; and consulting as the authority considers appropriate during that process. As part of the review process the ALN Code indicates that a LA should also review data and evidence on the effectiveness of current provision in meeting children and young people's needs and improving the outcomes they achieve. SRBs remain LA ALP and our aim is to ensure there is a consistent and equitable approach to meeting the needs of children and young people with complex ALN in our SRBs.

Process

Over the course of a two-year period, a date will be identified by each setting for an ALP Review visit – this visit will include a senior LA Officer from the Inclusion Service and members of the SPOT Network. The focus will be on the ALP provided in the SRB and the impact this has on learner progress.

Prior to the visit, key paperwork will be prepared, shared and explored by the supported self-evaluation team. This may identify specific areas of exploration for the SRB visit.

- Exploration of key paperwork, including:
  - SDP / SRB Action Plan and updates
  - Staffing Structure
  - Staff PM Objectives, CPD Policy and processes
  - SRB Register with primary needs, class allocations, OPPs and Action Plans
  - Provision Pyramid
  - Curriculum offer and planning
  - Assessment information and pupil progress data
  - Community Links
  - Collaboration with other professionals

- Collaborative school visit (at least a full day visit), including activities to QA the agreed areas:
    - Meet with SRB Lead teacher, Headteacher
    - Learning Walk
    - Pupil Voice
    - Work Scrutiny
    - Staff engagement
    - Exploration of the inclusive and accessible indoor and outdoor environment

Outcome

Mid-point review of ALN Action Plan / SDP areas connected and refine further actions required.

Development of a shared bank of best practice, including resources, policy and practice, systems and processes, training opportunities.

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MCC Dispute Resolution

The ALNET Act 2018 aims to create a fair and transparent system for providing information and advice and for resolving concerns and appeals.

Avoiding disagreements and earlier disagreement resolution

Schools should ensure that children, their parents/carers and young people are offered opportunities to raise concerns and have their questions answered at an early stage to prevent disagreements arising. This approach is embedded in person-centred practice and approaches.

At all stages of the process, parents should be reminded of their support options - Information, Advice, Advocacy - Monmouthshire

There is a leaflet you can provide - Leaflet 2 Dispute resolution.docx

If a parent has a concern, the first action would be to hold a person-centred planning meeting in school, with the key professionals who are involved attending. Using the person-centred thinking tools can help to specify the area of concern (working / not working, 4+1). PCP Tools are available MCC Training and Support - Annual Reviews and PCP - All Documents (sharepoint.com).

If the concern is around school delivery of an agreed provision, a School maintained IDP or school process / practice or decision, meetings should sit with school staff, involving the relevant staff (ALNCo, SLT etc.) and any professionals supporting. Parents should be directed to the School's Complaint's Policy.

If, having followed the school's complaint process, parents remain unhappy, they can make a request to the Local Authority to reconsider the school's decision making.

Where the concern is around the content of an LA maintained IDP, an annual review should be arranged by school and the Statutory Officer invited to attend. Any further concerns / appeals around what is recorded in the IDP would be through the LA. If a parent remains unhappy with the IDP identified needs and provision in Section 2 or the named placement in Section 4, they can appeal to the tribunal.

Appeal to tribunal.

If the LA upholds the school's decision, the parents can appeal to the tribunal on the following points:
The decision regarding whether a child/young person has ALN

- The decision regarding whether a child or young person needs an Individual Development Plan (IDP).
- The Additional Learning Provision (ALP) outlined in the IDP
- The school the IDP indicates the child or young person should attend.
- No school being named in the plan.
- A decision to cease the IDP

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Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

Name of the Officer Morwenna Wagstaff **Phone no:** 01633 644032 **E-mail:** MorwennaWagstaff@Monmouthshire.gov.uk	**Please give a brief description of the aims of the proposal** To outline Monmouthshire's Strategy for Inclusion and Additional Learning Needs (ALN) Policy
Name of Service area Inclusion Service, Children, Learning, Skills and Economy (CLSE)	**Date** 25th October 2025

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The Inclusion Strategy and ALN Policy will have a positive impact on children and young people aged 0-25 who have additional learning needs (ALN) or who are in vulnerable groups by promoting their inclusion in all Monmouthshire schools and settings.	There would be no negative impacts.	N/A
Disability	Children with disabilities, as defined by law, living in Monmouthshire, will benefit from having an Inclusion Strategy and ALN Policy which promotes their inclusion and well being.	There are no negative impacts	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment	The Inclusion Strategy and ALN Policy promote equality and diversity in all schools and settings in Monmouthshire.	There are no negative impacts	N/A
Marriage or civil partnership	N/A	N/A	N/A
Pregnancy or maternity	N/A	N/A	N/A
Race	.The Inclusion Strategy and ALN Policy promotes inclusion for all learners in vulnerable or minority groups and equality for opportunity for all in every school and setting in Monmouthshire. The Inclusion Strategy and ALN Policy support the promotion of good relationships between all children, young people, their families and communities including those from the global majority. Where necessary translation and interpretation services will be provided to ensure equal access to education services and provision.	N/A	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Religion or Belief	.The Inclusion Strategy and ALN Policy fosters tolerance and acceptance that stems from promoting person centered practice in all schools and settings.	N/A	N/A
Sex	The Inclusion Strategy and ALN Policy are of equal benefit to both male and female children and employees.	N/A	N/A
Sexual Orientation	.Principles embedded in the The Inclusion Strategy and ALN Policy will ensure that schools and settings respond appropriately and sensitively to any gender orientation issues that children / young people may present with.	N/A	N/A

2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

Socio-economic Duty and Social Justice	The Inclusion Strategy and ALN Policy actively promote strategies and approaches that address children / young people who are experiencing socio-economic disadvantage and who are in vulnerable groups. Adoption of the Inclusion Strategy and ALN Policy will support reducing inequalities and have a positive impact on these groups of children /young people in terms of social and academic outcomes.	N/A	N/A

3. Policy making and the Welsh language.

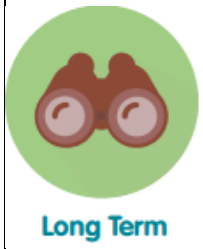
How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
Policy Making Effects on the use of the Welsh language, Promoting Welsh language Treating the Welsh language no less favourably	The Inclusion Strategy and ALN Policy are available in Welsh and are relevant to supporting vulnerable children including those with additional learning need and disabilities in Monmouthshire's Welsh medium Primary Schools.	N/A	N/A
Operational Recruitment & Training of workforce	Recruitment to all posts in the Inclusion Service always includes the ability to communicate in Welsh as desirable in the job descriptions. Staff are made aware of and encouraged to take up the opportunity to learn Welsh through MCC supported training.	N/A	N/A
Service delivery Use of Welsh language in service delivery Promoting use of the language	Parents/carers contacting all Inclusion Service teams are informed that they can deal with the relevant services in Welsh. All letters /forms/ documentation are available in Welsh and English as is all information on the website about Incusion and ALN.		

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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The Inclusion Strategy and ALN Policy will contribute to the efficient use of resources by creating positive and inclusive schools and settings. This will keep vulnerable children including those with additional needs in county, therefore decreasing the number of out of county/ independent specialist provision places needed.	N/A
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Ensuring that vulnerable children, including those with complex additional needs can remain in Monmouthshire's schools and settings, and close to their communities will reduce transport times and costs. This will have a positive impact in relation to reducing emissions and promoting active travel.	N/A
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Promoting a more inclusive culture in schools and settings including access to specialist provision within local communities, will have a positive impact on the well being of children / young people with additional learning needs and their families.	N/A
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The Inclusion Strategy and ALN Policy contributes to a cohesive, inclusive model of education which ensures that most children / young people with ALN or in vulnerable groups can remain close to their local community.	N/A
A globally responsible Wales	More local, inclusive provision will mean that home to school transport may not be necessary, or	N/A

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	distances travelled significantly reduced thereby contributing to a reduction in harmful nitrogen dioxide emissions	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The Inclusion Strategy and ALN Policy promotes and supports the opportunity of all children with ALN or in vulnerable groups to learn Welsh and be encouraged to participate in sport, art and recreation activities related to Welsh culture.	N/A
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The Inclusion Strategy and ALN Policy promotes equal and inclusive educational provision for children with disabilities and with other support needs regardless of their background or circumstances.	N/A

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Balancing short term need with long term and planning for the future	The Inclusion Strategy and ALN Policy sets out how investment in developing inclusive education and equality of opportunity in all Monmouthshire's schools will benefit children with ALN and in vulnerable groups through improved attendance and reduced exclusions. In the longer term this will have an impact on learner outcomes and positive engagement in education.	N/A

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Working together with other partners to deliver objectives	Implementing the aims and objectives of the Inclusion Strategy and ALN Policy will involve working closely with a range of partners in schools and other services to deliver improved educational facilities, targeted interventions and to ensure better access to specialist provision for children with ALN and those in vulnerable groups.	N/A
 Involving those with an interest and seeking their views	The principle stakeholders are parents/carers of children and young people with ALN and in vulnerable groups who remain central through person-centred practice and approaches. Other stakeholders include schools, governing bodies, social care and health services. The Participation guidance referenced in the Inclusion Strategy sets out the ways in which the Inclusion Service gains the views and engages with these groups.	N/A
 Putting resources into preventing problems occurring or getting worse	The Inclusion Service is committed to the development of more local specialist provision through our strong Specialist Resource Base (SRB) model. The investment in our SRBs continues to improve existing provision and provide more local specialist educational environments for children with complex needs. This will help prevent possible requests for expensive specialist out of county provision.	N/A

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Considering impact on all wellbeing goals together and on other bodies	.More inclusive local provision for children with ALN or in vulnerable groups will have a positive impact on the health and well-being of children living in Monmouthshire as they will have access to more local specialist provision that can meet their educational and social emotional needs	N/A

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

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	All Inclusion Service staff are guided by All Wales Safeguarding Procedures at all times and the Inclusion Strategy ensures everything necessary is in place to ensure the well-being of children at risk of harm or neglect..	.N/A	N/A
Corporate Parenting	The Inclusion Strategy and ALN Policy refer directly to the importance of ensuring the welfare of children who are looked after (CLA) and care experienced as a priority. The Inclusion and ALN Service have officers dedicated to supporting CLA and working with other supporting agencies.	N/A	N/A

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

- Quantitative data from ALN Statutory Service Reports to the directorate management team, which includes information from the Early Years ALN Team
- Inclusion Service evaluation reports
- Service User Data, from ONE
- PLASC data

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

This section should summarise the key issues arising from the evaluation. This summary must be included in the Committee report template

- Inclusive and supportive educational settings, support keeping pupils close to their communities and peers
- High quality local specialist provision means there is less reliance on expensive, out of county specialist provision
- An inclusive culture advances equality of opportunity between people who share a relevant protected characteristic and those who do not
- An inclusive and tolerant culture fosters good relations between people who share a protected characteristic and those who do not
- High quality successful schools, support recruitment and retention of highly qualified staff and the development of best ALN practice across specialist settings
- Educating children in vulnerable groups, including those with ALN, close to their communities will result in a reduction in travel time and transport costs and associated pollution

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

What are you going to do	When are you going to do it?	Who is responsible
Implement the Inclusion Strategy & ALN Policy	Ongoing	Dr M Wagstaff

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	LSE DMT *e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc*	3.2.25	
2	People Scruitiny Committee	18.2.25	
3	Business Cabinet meeting	4.3.25	

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Specialist Resource Base Guidance

Monmouthshire's Children, Learning, Skills and Economy Directorate

Specialist Resource Base (SRB) Guidance (September 2025)

This guidance sets out Monmouthshire Local Authority's model of Specialist Resource Bases.

Date of issue	October 2023
Updated	September 2025
Review frequency	Every 2 years
Name of person responsible for maintaining this policy	Hayley Page
Contact details	HayleyPage@monmouthshire.gov.uk

This document is available in English and Welsh.

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Introduction

Monmouthshire's model of specialist resource base (SRB) provision is underpinned by the following principles:

- ...the creation of a fully inclusive education system where all learners are given the opportunity to succeed and have access to an education that meets their needs and enables them to participate in, benefit from, and enjoy learning. (ALN Code 3:1)
- ...an inclusive education, where all pupils access common opportunities in ways relevant to their needs, and which ensures that they fully belong to the school community. (ALN Code 3:18)
- an inclusive system where parents of disabled children have increasing access to mainstream schools and staff, which have the capacity to meet the needs of disabled children. (United Nations Convention on the Rights of Persons with
- Disabilities. Education – Convention Article 24 Clause 2 (a) and (b)
- ...a truly inclusive educational system that recognises learners' starting points, strengths and educational needs. (MCC Community & Corporate Plan 2022-28)

What's important to us?	• Children and young people with complex additional learning needs have positive learning experiences in specialist resource base settings as close to their communities as possible. • Children and young people with complex additional learning needs and their families feel recognised and supported by teaching and support staff and the wider education team in Monmouthshire. • Children and young people in our specialist resource base settings feel energised and motivated to be the best that they can be.

What's important for us?	• That we have an inclusive culture that focuses on the person and what makes sense in their life. • That the views of children, young people with complex additional learning needs and their families contribute to Monmouthshire's policies and plans relating to additional needs and specialist resource base provision • That all staff supporting children and young people in specialist resource base settings are provided with high quality training and resources.

Monmouthshire prides itself on being an inclusive authority and aims to support all children and young people to be educated within their local community. As such our model of specialist support is through specialist resource bases (SRBs) hosted by mainstream schools. SRB host schools work alongside the local authority in order to develop, monitor and review the additional learning provision available within the SRBs.

Our SRBs are at the heart of our host schools and are led by experienced Lead Teachers who oversee the day-to-day operational aspects of the SRBs. The strategic development of our SRBs is overseen by the Specialist Teacher and Outreach Team (SPOT Network), comprising of senior LA officers from the Inclusion service and SRB lead teachers. The SRBs are supported by a team of specialist teachers, alongside skilled and experienced teaching assistants. An approved Partnership Agreement is in place between the LA and each of the host schools providing an overview of the expectations for each partner.

Designation of SRBs

It is expected that learners placed in the SRB have an Individual Development Plan (or another statutory plan, if residing outside of Wales) maintained by the LA in which they reside, which outlines their additional learning needs and the additional learning provision required. Learners would typically be at least three years below age related expectations in their learning and development.

The designation of each SRB is:

- Autism
- Speech, language and communication difficulties
- Severe learning difficulties
- Physical/ medical difficulties

Admission Process

Learners are placed in the SRB by the LA through an admission panel comprising of Senior LA Officers from the Inclusion service, representatives from the Educational Psychology Service and SRB lead teachers.

Generally, there is one admission point planned for each year.

Forecast meetings allow for planning of placements and ongoing projection of placement numbers:

- Primary forecast in December
- Secondary forecast in July (Year 5 pupils raised)

Admission panels determine placement:

- Primary admission panel takes place in March
- Secondary admission panel takes place in December

Aims of the SRBs

SRBs are committed to promoting high standards and appropriate achievements and progress for all learners with additional learning needs.

Our aims include:

- Ensuring a broad, balanced and relevant curriculum, with appropriate qualification pathways.
- Embedding a person-centred and holistic approach to develop, review and refine provision and support.
- Monitoring and tracking learner progress to inform reviews and ensure success.
- Benefiting from being hosted in mainstream schools by accessing learning and facilities as appropriate.
- Capturing the views, wishes and opinions of learners and families to inform practice.
- Providing continuity of provision and successful enhanced transitions.
- Effective communication and collaboration between all stakeholders, including external professionals.
- Maximising the available support from the LA and wider external partners to inform policy, practice and provision.

SRB Model

Staffing Structure

The SRB is funded by the local authority, directly to the school. The recruitment of the staff is the responsibility of the governing body and senior leadership team (SLT) of the school, alongside the LA. The school has the responsibility for the day-to-day management of the SRB.

- SLT Link – Strategic overview for the SRB, providing oversight of policy, provision and practice to meet statutory obligations and the needs of learners with ALN.
- Lead for SRB – Operational and strategic development of the SRB, including the line management of SRB staff.
- Specialist teachers (based on admission number and need) - supporting the development of practice and provision across the curriculum areas to meet the needs of learners placed within the SRB, their expertise will ensure the implementation of the individual agreed provision programmes, whilst working alongside subject specialist teachers.
- Teaching Assistants (based on admission number and need) - day to day support for small groups of learners as they move around and through the school community, allowing inclusion.
- The LA will provide additional Educational Psychology provision. The school will work with health and third sector providers as appropriate to learner needs.

Grouping of Learners

As a developing inclusive provision, learners will be taught in groupings linked to their stage of development, with consideration of their chronological age, in order to access the appropriate curriculum, learning and experiences. This will access to a suitable peer group and if appropriate, access to mainstream provision. Any access to mainstream will be supported by TAs assigned to the SRB.

Classes will generally be up to 8 learners and will be led by a specialist teacher and have the support of two TAs (unless under 6 students). Additional staffing will be allocated based on a matrix of need and agreed by a panel. It will be expected that a clear provision plan and supporting documentation is available should additional adult support be required.

Guideline for Placements

The ALN Code (Wales) 2021 places a duty on the local authority to focus on education for children at mainstream maintained schools.

23.97 of the Code states:
'Local authorities, in exercising their functions under Part 2 of the Act in relation to a child of compulsory school age who should be educated in a school, must secure that the child is educated in a mainstream maintained school (namely, a maintained school which is not a special school or a pupil referral unit (PRU). This reflects the principle that mainstream schooling will be in the best interests of the child in most cases.'

For a very few children and young people with severe and complex ALN, their needs and current context may require more specialist provision:

a) where educating the child in a mainstream maintained school is incompatible with the provision of efficient education for other children.
b) where educating the child otherwise than in a mainstream maintained school is appropriate in the child's best interests and compatible with the provision of efficient education for other children.
c) where the child's parent wishes the child to be educated otherwise than in a mainstream maintained school.

Key factors around placement will be:

- Involvement of external professionals, with the suggested strategies and approaches embedded, monitored and reviewed (this may include the Educational Psychology Service or outreach), which results in minimal progress.
- A recommendation from the LA Inclusion Panel as part of the information gathering process, resulting in exploration of SRB suitability, which may involve SRB staff observing the learner in their present placement.
- A school referral to forecast with supporting paperwork to request exploration of SRB suitability and an outcome of forecast that the designation of the SRB is met and to proceed to SRB Admission Panel.

For any admission to a SRB, an initial planning meeting with the SRB lead teacher, parents and other professionals will take place to map provision and consider the enhanced transition required.

Criteria for Placements

Specialist placement may be appropriate for learners who have long term additional learning need arising from a learning difficulty or disability aligned with the designation of the SRBs. There should be prolonged multi-agency involvement and evidence of a systematic cycle of planning, action and review within the school/ setting.

Learners will hold an IDP / statutory plan, and their attainment will be significantly below that of their age-appropriate peers, despite significant adaptation and targeted support.

The learner's primary area of need will link with the designation of the SRB:

- Severe speech, language and communication needs; learners will require a total communication approach that encompasses the need for speech, symbols and signing.
- Severe learning difficulties characterised by levels of learning that are in excess of three years below their chronological age.
- Autism (functioning below average); learners will require support in all aspects of both learning and social interactions. The learner's presentation of autism will have a significant impact on their ability to operate independently within the mainstream of the school and will require support.
- Physical and medical difficulties; Physical and medical needs will cause a significant barrier to learning and will require staff to have specialised training to support throughout the school day, alongside other identified needs.

It is expected that learners will experience complex challenges in more than one of the areas outlined above to require a placement in an SRB.

Transition from Mainstream Schools to SRBs

When considering a transition from a mainstream school to an SRB, the following is expected:

- An IDP has been reviewed and shows that the additional learning provision is not resulting in appropriate progress for the individual learner.
- Limited measurable progress has been made over time despite appropriate tailored intervention and support as outlined in the IDP, evidenced assessment / attainment information, examples of work, timetables outlining intervention and / or support in place.
- Person centred planning meetings have taken place to explore a potential change of placement, with representation from parents and other professionals involved.

- Involvement from one or more external agencies (outreach, EPS, Sensory Communication Team (SenCom), health professionals) within the last six months. The involvement of a specialist service will include evidence of any changes in strategies and programmes as a result of the specialist input and monitoring of progress.
- All relevant reports are provided along with the most recent IDP review documentation, person centred planning (PCP) review / meeting notes.
- A detailed chronology of school based and targeted support, strategies and interventions.
- Information regarding family context has been obtained and any specific relevant factors likely to have had a significant impact on the learner's emotional wellbeing or learning progress have been considered such as low attendance.
- The views of the learner must be represented. This could include their expressed or ascertainable views captured through person centred practice, in relation to:
    - What they enjoy
    - what works and does not work
    - what is important to them and for them
    - what support they need to help them be successful
    - where possible, their views around a change of school
- The parents' / carers' views on any change of placement will be considered, taking into account schedule 27 of the Education Act 1996 around a placement '*it would not meet the needs of the child, be incompatible with the efficient education of other children, or be an inefficient use of resources'*.

This information is presented to the SRB admission panel. The panel is made up of representatives from the Inclusion Service, including the EPS and SRB Lead Teachers.

Exit Guidelines

The person-centred annual review of IDP / statutory plan is a forum for discussion between SRB staff and parents/ carers, as well as any other professionals supporting the family or the learner (i.e. Social Services, Health) to agree the placement is no longer required to meet individual needs. It is vital that the learner's views are represented as part of this discussion.

Learners will make the transition into the agreed mainstream provision or alternative provision when one or more of the following criteria have been met:

- The learner has prepared for the next phase of education or employment.
- Progress is such that a learner would benefit from a supported mainstream placement.

- Mainstream inclusion has already occurred for at least 80% within the core subjects
- On-going assessment shows that the learner's needs would be better met by another setting.
- Clear evidence is provided which illustrates the barriers to learning are reduced and the learner is able to access the curriculum, and this does not impede their social, emotional or behavioural development.

Once an agreement has been made to make a transition to mainstream, an enhanced transition plan will be put in place with the team around the learner. The specialist staff will liaise with the mainstream school to discuss the learner's needs and strategies to support their development and progress.

Roles and Responsibilities

The approach to providing for all learners with additional learning needs will be whole school. Teaching staff within mainstream are able to welcome learners from the SRB and their assigned SRB staff to mainstream lessons and offer appropriate support to ensure inclusion and access to learning at an appropriate level. On-going support and training remains in place for these areas of the curriculum, with regular communication from the SRB Team.

Specialist Teacher

- To provide high quality teaching and learning.
- To ensure a clear knowledge an understanding of IDPs/ statutory plans and develop approaches and action plans to ensure longer term outcomes can be achieved.
- To implement the school's ALN and SRB policy and practice.
- To ensure that the resources, targets and curriculum are appropriate to enhance progress.
- Track and monitor progress through the agreed assessment system with a clear evidence basis of achievements.
- Develop appropriate provision maps for individual learners as required.
- Lead teaching assistants (TAs) to support the planning and delivery of learning and intervention and provide appropriate feedback.
- Contribute to reviews and discussions on learner progress, including the preparation and completion of the appropriate paperwork, as required.
- Record and report any concerns on learner progress to the SRB lead teacher.
- Communicate with parent/carers, raising concerns and celebrating progress, including ensuring daily communication is effective and appropriate.

- Work alongside external professionals to agree and implement provision, with regular review and evaluation.
- Work with the SRB lead teacher to develop specific plans around need – this includes One Page Profiles, Risk Assessments, Positive Handling Plans, Consistent Approach Planners/ Behaviour Plans and Individual Healthcare Plans.
- Support the effective handover of information to ensure successful transitions between year groups, phases and settings.
- Contribute to the development of specific support across the school through the developing in-reach model of support.

Teaching Assistant

- Ensure the daily implementation of the school Additional Learning Needs and SRB policies.
- Work as a cohesive team within assigned class team(s), putting the needs of the learners at the centre of all provision and practice, sharing any concerns with the class teacher.
- Have a full knowledge of the learners' needs, provision and targets set out in the One Page Profiles and target sheets and the annual outcomes within IDPs to implement the agreed provision and plans.
- Work with the class teacher to keep records on learner targets / annual outcomes and their progress.
- Contribute to the planning for reviews and attend reviews / discussions on learners' progress as appropriate.
- Support the progress of learners by adapting approaches, linked to teacher planning.
- Provide communication with home and external professionals, as agreed with the class teacher.
- Support in the development of self-care / self-help skills, including support of intimate care.

SRB Lead Teacher

- Work with the SLT link to ensure the daily oversight and implementation of the school Additional Learning Needs and SRB policies, SDP development and SRB action planning.
- Contribute to the develop and review of LA SRB policies and practices.
- Co-ordinate the work of teachers and teaching assistants across the SRB.
- Liaise with and advise teaching and support staff on approaches, strategies and ways forward, including the development of an 'in-reach' model of support to mainstream colleagues.

- Support the monitoring, review and development of provision to meet needs across the SRB.
- Work effectively with external professionals and the SPOT Network to provide staff with advice, support and professional learning where appropriate.
- Co-ordinate the completion of appropriate paperwork (One Page Profiles, Annual Reviews, Risk Assessments, Positive Handling Plans, Consistent Approach Planners/ Behaviour Plans and Individual Healthcare Plans) embedding any advice from external professionals.
- Ensure statutory processes around IDPs are maintained.
- Embed clear systems for monitoring, review and the quality assurance of SRB practice and provision.
- Monitor and track learner progress and take appropriate actions when progress is not as expected, including referrals to external agencies.
- Provide an on-going model of professional learning linked to the SDP and SRB Action Plan.
- Implement the whole school performance management for teaching and support staff.
- Identify the learners requiring access arrangements and ensure the Joint Council for Qualifications process if completed where required.
- Liaise with parents / carers.
- Provide oversight of information sharing at transition points within the setting and supporting the transfer of information between settings and agencies.
- Attend LA meetings and implement agreed practices across the SRB Network. This will include SPOT Network, forecast/ admission panels and support of the OASIS Outreach model of support to Monmouthshire Schools.
- Continue to develop the model of SRBs alongside the LA.

ALN Governor

The governing body have responsibility for Additional Learning Needs and through the named Additional Learning Needs Governor who will report back to the full governing body.

Support Agencies

Various support agencies, including speech therapists, physiotherapists, occupational therapists, educational psychologists, sensory impairment specialists, literacy and numeracy basic skills staff and medical staff will represent the seventh tier of staffing provision. Their role will be primarily to support and guide subject teachers in providing appropriately for learners in their assessment, lesson planning, methods, strategies and delivery styles. They may, if absolutely necessary to the success of the learner, withdraw

learners for one to one or small group sessions where this can be shown to improve access to and achievement in the full curriculum entitlement. All agencies supporting an individual are invited to attend and contribute to the person-centred review meeting held each year.

Transition and Induction

Where forecast planning has agreed the possible entry to SRB at any point of transition, a member of the local SRB staff team will be invited to the person-centred annual review meeting (or school entry planning for pre-school learners). Parents will be invited to visit the local SRB to explore the environment and provision. Robust information sharing will happen through these processes to support preparation for placement. Once placement in an SRB is agreed, person-centred enhanced transition plans are created with current school/ setting, parents and external professionals involved.

Provision

Each SRB has a bespoke curriculum, designed to meet the needs of their cohort of learners, this will include appropriate qualification pathways in secondary SRBs (see curriculum and assessment policy). The strategies and approaches are adapted based on individual learner need, which may include appropriate therapeutic input and appropriate liaison with health professionals.

All SRBs take a total communication approach, making use of signing, symbols, expression/ gesture and specific/ clear language. The environment is designed to provide a low sensory, purposeful approach to learning. Each SRB has a sensory room and sensory garden space.

The SRB assessment, recording and reporting system allows for the collection of quantitative and qualitative data through appropriate assessment systems. Learners within the SRB are tracked carefully against the baseline and the target areas to ensure an appropriate level of support and provision.

Therapeutic provision

The SRB are guided by external professionals in relation to therapeutic input, based on accepted referrals for involvement with health (ABUHB). The two key stakeholders engaged with at present are occupational therapy and speech and language therapy services. Advice is usually provided by professionals and implemented by school staff in-line with the plan developed, this allows for a consistent and daily approach to the agreed programmes.

Individualised Support

For all learners placed in the SRB, One Page Profiles are created with individuals, where appropriate and families to gauge and record their views on approaches to support in making progress and achieving success. One Page Profiles are working documents accessible to all staff, which will be formally reviewed at least once each year, through person centred approaches.

Individual Development Plans / statutory plans are stored securely and are accessible on the school computer system for all staff to assess as required (support and teaching staff); staff are prompted to access the relevant information by the Lead for the SRB. Statutory plans are reviewed through person centred practice annually, or where there is a significant change in need. A review of a statutory plan can be requested at any point by the learner or the parent.

In addition to these plans, there will be occasions where the following plans are needed:

- Risk Assessment
- Positive Handling Plans
- Individual Healthcare Plans
- Emergency Medical Plans
- Behaviour Support Plans
- Pastoral Support Programmes
- Personal Emergency Evacuation Plan

These are developed alongside key stakeholders, including health professionals where appropriate. On-going monitoring and review of the plans is vital.

Learner, parental/carer and other stakeholder engagement at each stage of the process is fundamental in the construction, review and development of additional learning provision. The school welcomes and listens to parental concerns and acts with agreed actions to determine individual need and provision required to meet the needs identified through its systems and structures. Parent/carers are able to discuss any specific ALN / SRB concerns with the SRB team. The Complaints Policy is accessible through the school website.

Monitoring and Evaluation

The success of the school's SRB policy and practice is evaluated through:

- analysis of learner tracking data and standardised test results where appropriate
- monitoring of procedures and practice by the Lead for the SRB and SLT link
- reviewing target sheets and statutory plan outcomes
- learner voice
- parental engagement
- lesson observation and learning walks
- work scrutiny
- LA SPOT Network and ALP Review visits / monitoring visits (developing)
- School Development Plan/SRB Action Plan

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SUBJECT:	**MONMOUTHSHIRE CAR PARKING REVIEW**
MEETING:	**CABINET**
DATE:	**19 NOVEMBER 2025**
DIVISION/WARDS AFFECTED:	**ALL**

1. PURPOSE:

1.1. This report sets out the key conclusions of the recent review of parking services in Monmouthshire carried out by AtkinsRealis and invites Cabinet to agree the proposed strategic objectives for the Council's parking strategy as well as the proposed actions for the Council in response the review's recommendations.

2. RECOMMENDATIONS:

2.1. Cabinet is recommended to:

2.1.1. Agree the strategic objectives for the Council's parking strategy as set out in paragraphs 3.7 and 3.8.

2.1.2. Agree the proposed MCC actions in response to the recommendations made in the Monmouthshire car parking review, as set out in table 1.

3. KEY ISSUES:

3.1. Monmouthshire County Council provides a range of facilities and services across the county to support on and off-street parking. This includes 38 car parks, which comprise a mix of short stay pay and display, long stay pay and display, free of charge, and season permit only. In the pay and display car parks, users have three options for paying for their stay: cash, card or payment via the PayByPhone app. Season permits are available for long stay car parks for nearby residents who qualify.

3.2. The Council's civil enforcement team provides management and enforcement functions in MCC car parks. In addition, since 2019 the Council has been responsible for parking enforcement on the majority of the highway network across the county. Parking enforcement on trunk roads currently remains the responsibility of the Welsh Government, with enforcement carried out by the police.

3.3. Responsibility for enforcement of pavement parking currently rests with the police. It is expected that this will be transferred to local authorities in early 2026.

3.4. AtkinsRealis were commissioned in 2024 to carry out an evidence-based review of Monmouthshire's parking services. The brief included:

- Analysis of car park usage patterns and pay and display sales trends
- Recommendations for improved/amended charging schedules
- Assessment of civil enforcement functions and capacity
- Impact of potential additional enforcement functions including pavement parking
- Review of potential technologies to support parking and and enforcement functions
- Benchmarking against neighbouring local authorities.

3.5. The AtkinsRealis review followed a parking strategy commissioned from Capita in 2020, which set out the Council's policy framework for managing parking across a variety of aspects including parking tariffs, enforcement and parking standards.

3.6. The AtkinsRealis report is provided at Appendix 1 and the Capita report at Appendix 2

3.7. The 2020 Capita study set out eight proposed strategic objectives for the Council's parking strategy, which have been carried through to the AtkinsRealis report. It is recommended that those are now formally adopted to guide the provision of parking and enforcement services and facilities in Monmouthshire. The proposed objectives are to:

- Support the local economy
- Provide access to key services and facilities for groups of individuals with different sets of requirements
- Encourage sustainable travel modes and help reduce reliance on the private vehicle
- Meet residents' parking needs
- Improve journey time reliability for road users
- Make Monmouthshire a safer place
- Enhance the built and natural environment
- Reduce competition between towns in the wider region

3.8. A further strategic objective for the Council's parking strategy is now also proposed, recognising the importance of revenue generated by parking in meeting the costs of providing parking facilities and services and related provision:

- Maintain a revenue stream to support the ongoing provision of parking services and enforcement, as well as wider highway and transport services.

3.9. The AtkinsRealis parking review makes a number of recommendations, based on data analysis, literature review, and the consultants' specialist knowledge. The review notes that further work (including additional data gathering, options appraisal, and consultation with relevant stakeholders) would be required before taking forward any of these recommendations.

3.10. The recommendations are set out in table 1 below, along with proposed actions for MCC in response to each of the recommendations.

3.11. Business groups were briefed on the emerging parking review via Monmouthshire's business resilience forum and have expressed a wish for further engagement in the development of the Council's parking strategy. It is proposed that further engagement with relevant stakeholders, including but not limited to business groups, town councils and local placemaking partnership groups, will be a key element in taking forward the actions set out in table 1, to ensure that any changes take into account local circumstances and need.

Table 1: AtkinsRealis Monmouthshire Car Parking Review: recommendations and proposed MCC actions

	AtkinsRealis recommendation	Summary explanation	Proposed MCC actions
Parking charges			
1	Existing charging structure remains	No change to existing position on interim basis.	Agree in interim pending outcome of recommendation 3
2	Retain season ticket/permit tariff structure	No change to existing position on interim basis.	Agree in interim pending outcome of recommendation 3
3	Undertake a future review of parking charge variations and charge inconsistencies	Review identifies lack of consistency in existing parking charges, as well as changes in local context and need since existing charging structure was introduced in 2014. However, data required to make specific recommendations on this is not currently available. Review process would begin with data collection as per recommendation 4, and along with other steps as per section 8.1.1 of AtkinsRealis report.	Take forward, beginning with next steps recommended in section 8.1.1 of AtkinsRealis report, and in consultation with local stakeholders (see paragraph 3.11). Review to consider pay and display, season tickets and residential permits.
4	Comprehensive Data Collection Programme	Collection of data to understand existing use of car parks and inform review of parking charges	Take forward to inform review of parking charges as per recommendation 3
Technology			
5	Live information and wayfinding on capacity of car parks	Installation of sensors and cameras in car parks to monitor real-time occupancy could be implemented to direct people to car parks with available space. This may be implemented in	Explore impact and costs as part of wider assessment of potential for technology to support parking and enforcement functions.

		certain towns / car parks with higher occupancy levels.	
6	Expansion of Smart Town Technology	Use of Smart Town and other technologies to support parking functions.	Take forward as part of wider assessment of potential for technology to support parking and enforcement functions
Enforcement			
7	Review of Civil Enforcement Officer (CEO) Operations	Detailed and comprehensive assessment of civil enforcement capacity vs existing and future service demand.	Take forward to ensure that CEO capacity reflects service demand
Parking provision			
8	Review of Overall Parking Provision and Stay Duration Strategy	Assess balance and distribution of short-stay and long-stay car parks to ensure meet current needs.	Take forward as part of review of parking charge structure as per recommendation 3
9	Reallocation of Spaces for Specific User Groups	Recommendation to meet best practice standards: • 3-6% of spaces for Blue Badge holders • 10-20% for electric vehicle charging • 5-10% for parent and toddler parking	Assess impact and cost of recommended reallocation and consult stakeholders prior to decision

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

4.1. An Integrated Impact Assessment (incorporating equalities, future generations, Welsh language and socio-economic duty) is attached at Appendix 3.

4.2 The main impacts of the proposals identified in this impact assessment are:

- Potential positive impacts on the protected characteristics of age, disability and pregnancy/maternity.
- Identification of the need to consider the impact on people suffering socioeconomic disadvantage of any changes in parking charges arising from the report's recommendations.
- Potential positive impacts on the well-being goals of a prosperous Wales, a resilient Wales, a healthier Wales, a globally responsible Wales and a Wales of vibrant culture and thriving Welsh language.
- Identification of the need to embed and prioritise the sustainable development principles in taking forward any of the actions for MCC proposed in the report in response the consultants' recommendations.
- No impact on safeguarding or corporate parenting.

5. OPTIONS APPRAISAL

5.1. The table below provides an options appraisal in relation to the parking review.

Options	Benefits	Risks
Do nothing – continue with delivery of parking and enforcement functions with no change.	• No additional investment required in developing or implementing new ways of working. • Avoids risk that some changes may be unpopular with some stakeholders.	• Existing gaps in data on use of car parks will remain. • Does not address issues identified in review in relation to inconsistency in parking charges. • Risk that without review, enforcement capacity does not meet demand. • Missed opportunity to use new technologies to support parking and enforcement functions.
Explore alternative strategic objectives and/or develop	• Allows for further engagement with stakeholders in developing proposals.	• Would incur additional cost and delay implementation of change if required. • Not clear that further exploration of potential

alternative recommendations for changes to delivery		objectives and options for service change would reach significantly different conclusions.
Adopt strategic objectives and take forward actions in response to AtkinsRealis recommendations as set out in this report.	• Responds to evidence-led recommendations of report commissioned. • Opportunity to improve understanding of car park usage and consider identified issues in relation to parking charges. • Opportunity to review enforcement capacity in relation to demand. • Opportunity to explore potential for new technologies to support parking and enforcement functions	• Further work required to take forward most recommendations – likely to incur some additional cost. • If future review of parking charges recommends changes to charging structure, this may be unpopular with some stakeholders.

6. EVALUATION CRITERIA

6.1. Detailed evaluation criteria will be developed as part of the process of taking forward actions as recommended in table 1 above. It is likely that these will include:

- Impact on parking revenue
- Compliance with relevant laws and regulations for on and off street parking
- Customer satisfaction with MCC parking and enforcement services
- Return on investment in technologies to support parking and enforcement functions

7. REASONS:

7.1. The car parking review and associated recommendations are required in order to ensure that the Council continues to deliver high quality parking and enforcement functions which meet the needs and expectations of communities and stakeholders.

8. RESOURCE IMPLICATIONS:

8.1. Table 1 above sets out proposed actions for MCC in response to the recommendations in the AtkinRealis review. Some of these will require further investment, both in the short term in developing proposals for change and in the long term in implementing any agreed change.

8.2. In particular, the proposed actions in responses to AtkinsRealis's recommendations include a review of enforcement capacity against demand, and exploration of the potential for technology to support parking and enforcement functions. If taken forward, the implementation of any change arising from these actions may require investment, for example in additional enforcement capacity or to implement recommended technologies. However in the long term this investment may result in an increase in revenue, for example through improved compliance with parking charges in pay and display car parks.

8.3. It is not possible at this stage to quantify the level of investment required to take forward these actions. Appropriate authorisation will be sought before incurring further expenditure in relation to these actions.

9. CONSULTEES:

9.1. Business groups were briefed on the emerging parking review via Monmouthshire's business resilience forum as noted above. Business groups and other local stakeholders including town councils and local placemaking partnership groups will be consulted further as part of the process of taking forward the actions recommended in this report, particularly in relation to the review of parking charges.

9.2. The parking review was considered by the Council's Place Scrutiny Committee on 10 July 2025, and made comments in relation to:

- Parking charges
- The condition and safety of some MCC car parks
- Parking enforcement capacity and demand
- EV charging in car parks
- The need for additional data to inform decisions about parking charges
- The potential to provide overnight parking spaces for motorhomes
- Potential risks in the use of ANPR to support

9.3. The proposed actions set out in Table 1 will provide opportunities to consider and address the issues raised by Place Scrutiny Committee members.

9.4. In addition the following have consulted:

- Cabinet
- SLT

10. BACKGROUND PAPERS:

10.1. Relevant papers are attached as appendices as follows:

Appendix 1: AtkinsRealis, Monmouthshire Car Park Review (2025)
Appendix 2: Capita, Monmouthshire Parking Strategy (2020)

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AtkinsRéalis

Car Park Review

Monmouthshire County Council

June 2025

MONMOUTHSHIRE CAR PARK REVIEW

Notice

This document and its contents have been prepared and are intended solely as information for Monmouthshire County Council and use in relation to Monmouthshire Car Park Review

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This document has 307 pages including the cover.

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2.0	Update with client comments	HH	CLC	PY	CLC	June 2025

Client signoff

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C. Policy and Benchmarking
D. Parking Payment Equipment and EV Charging
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1. Introduction

Monmouthshire County Council (MCC) are looking to review and update their previous Parking Strategy (2020-2030), undertaken in April 2020. As such, AtkinsRéalis have been commissioned to carry out an evidence led review of the existing operation and management of car parks under MCC control. Subsequently, recommendations for change will be considered in respect of updating the extant MCC Parking Strategy to ensure a forward thinking approach is developed to achieve an effective parking management regime.

AtkinsRéalis have completed a review of the Monmouthshire County Council Parking Strategy 2020-2030 looking at the recommendations that affect car parks. In total 44 car parks have been examined, located in Abergavenny, Caldicot, Chepstow, Monmouth, Usk, Gilwern, Goytre, Magor, Rogiet, Raglan and Tintern. These car parks range from long stay and short stay to leisure centre and visitor attraction car parks. Payable car parks are located in Monmouthshire's main towns including Abergavenny, Chepstow and Monmouth.

The existing charging regime for the MCC provision of parking in each town and village across Monmouthshire, both free / chargeable and short / long stay has been in place for over 10 years ever since the MCC Cabinet decision in September 2014. However, the price charged for car parking and permits within the regime has been set and agreed annually as part of the MCC budget review.

1.1 Background

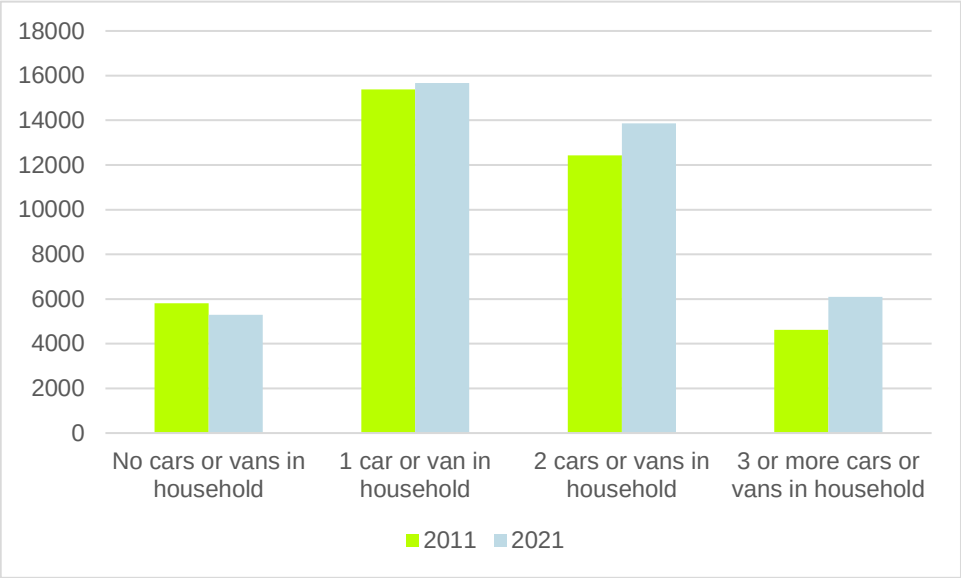
Monmouthshire is a rural county in south-east Wales, bordering England to the east and providing a gateway to Bannau Brycheiniog (Brecon Beacons) National Park to the north. Monmouthshire attracted 2.3 million visitors in 2023, who contributed significantly to the economy of the county[1]. The county's popularity among tourists, coupled with a sparse public transport network, supports the suggestion that MCCs car parks are essential to support local residents who use these car parks for daily activities, shopping, and commuting, as well as the visitor economy.

1.1.1 Car Ownership in Monmouthshire

Table 1-1 shows that the number of cars/vans per household has increased in Monmouthshire between 2011 and 2021. There was a decrease of 9% in the number of households with no cars of vans between 2011 and 2021, an increase of 2% in the number of households with 1 car or van, 12% increase of those with 2 cars of vans and 32% increase of those with 3 or more cars or vans.

[1] Destination Intelligence - Visit Monmouthshire

Table 1-1 - Car or Van Availability in Monmouthshire, 2011 to 2021 Comparison



(Source: Nomis and Office for National Statistics)

1.1.2 Monmouthshire County Council Parking Strategy 2020-2030

The existing Monmouthshire County Council Parking Strategy 2020-2030 was developed in April 2020, but was not formally adopted due to the impact of the Pandemic which disrupted travel patterns which have subsequently returned to a 'new normal'. The vision for parking recommended by the strategy is outlined below.

- Support the local economy (e.g. making it easier for people to visit towns in the County);
- Provide access to key services and facilities for groups of individuals with different sets of requirements (e.g. by providing appropriate Blue Badge parking provision);
- Encourage sustainable travel modes and help reduce reliance on the private vehicle (e.g. provision cycle storage and setting tariffs at appropriate levels);
- Meet residents' parking needs (e.g. reviewing Resident Parking Permits);
- Improve journey time reliability for road users (e.g. by designing and managing on-street and off-street parking to reduce traffic conflict and delays);
- Make Monmouthshire a safer place (e.g. by ensuring that parking is 'safer by design');
- Enhance the built and natural environment (e.g. reducing the amount of land required for parking and by improving the streetscape through civil parking enforcement); and
- Reduce competition between towns in the wider region (e.g. by setting car parking charges and standards that are consistent with surrounding local authorities).

This vision leads to the following overarching objective for the review of the parking provision in Monmouthshire:-

To support the economy by ensuring appropriately priced parking is available for all visitors, residents and commuters including Blue Badge holders and those using public Electric Vehicle charging points. Monmouthshire will provide safety and parking features to encourage modal shift.

Any recommendations proposed will be evidence led, where possible, or vision led to help support the overarching review objective, with appropriate refinement to support specific localised issues observed or concerns raised.

The 2020 Strategy made 16 recommendations of which 9 specifically relate to car parking provision and parking enforcement. The relevant recommendations from the 2020-2030 Parking Strategy that have been reviewed in 2024 are summarised below:-

R1 – Data Collection and Management

Undertake comprehensive data collection every three years to effectively review tariffs, maintenance, supply and enforcement of both on and off-street parking across Monmouthshire.

R2 - Technology

Explore a variety of technological improvements that will enhance the parking 'experience' for users; and advance the Council's capability to effectively and efficiently manage all Council owned parking facilities.

Explore the introduction of technology.

Review whether the contactless and cash systems are effectively meeting the needs of users of parking facilities across Monmouthshire.

R2a – Technology – Electric Vehicle Charging

The Council is committed to providing electric vehicle charging facilities in accordance with the Council's Climate Emergency Strategy. The Council will explore the introduction of charging points and tariffs.

R3 – Parking Tariff

On an ongoing basis review parking tariffs.

R4 – Tourist Parking Facilities

Evaluate the availability of coach parking, and tariffs, through consultation with tourist attractions and coach providers.

R5 – Short and Long Stay Provision

Encourage long-stay parking outside of the 'core' of town centres, market towns and villages throughout Monmouthshire through tariffs and/or availability of long-stay spaces.

Prioritise short-stay parking in 'core' areas through tariffs and availability of short-stay spaces.

Review and where necessary, re-allocate parking provision to meet demand or to encourage modal shift such as removing parking for private motorised transport for bicycle parking.

R6 – On-street parking

The Council will continue to review the provision of on-street parking through exploring the reallocation of spaces to sustainable forms of transport or for leisure uses in accordance with the town centre regeneration strategies.

A review will be undertaken into charging for on-street parking in-line with off-street parking and residential permit areas.

R7 – Residential Parking Permit

Investigate, where appropriate, resident parking permit schemes or resident parking zones in consultation with residents affected by on-street parking problems, to ensure a consistent approach to issuing permit parking.

R8 – Blue Badge Parking

Ensure parking standards for disabled motorists (Blue Badge holders) is provided in line with recognised national guidance (as a minimum) and the Council's Parking Standards to ensure spaces are efficiently and effectively utilised.

On an ongoing basis explore the introduction and implementation of disabled parking tariffs.

R12 – Parking Enforcement

To ensure the Council enforce parking restrictions effectively and efficiently under its civil parking enforcement regime,

1.1.3 2024 Technical Review Data Sources

Since 2020 there has been a significant period of local and national lockdown due to Covid 19 restrictions which prevented unrestricted travel. Consequently, this 2024 data review will collate and analyse the evidence to progress the 2020 recommendations and where required, enhancement or refine the 2020 recommendations as appropriate. Any additional recommendations identified from the evidence will highlight advantages and disadvantages for their consideration for implementation. The 2024 review has been developed through a series of workstreams and discussions which include:-:

- An analysis of car parking data including ticket transactions and occupancy data;
- A review of relevant MCC and Welsh policies;
- Benchmarking of MCC's existing parking regime against similar and neighbouring local authorities;
- A review of parking payment equipment;
- A review of the approach to electric vehicle charging provision;
- A review of the management of enforcement;
- A review of the car parking fee structure;
- A review of MCC's parking estate and consideration of the potential for asset transfer based on existing utilisation; and
- An investigation of how behavioural change analysis could be used to influence changes in parking behaviour.

Data Analysis – Occupancy

MCC provided data collected by Severnside Transportation Data Collection for 34 car parks covering a one-week period in January, March and June of 2022, as well as September/October of 2024. Data for 2024 covered a one-week period in either September or October, and included data for additional visitor attraction and leisure centre car parks, which were not previously surveyed in 2022. A total of 44 car parks were surveyed in 2024 using fixed video cameras to captured vehicle access/egress movements over a week and the data analysed. Data at three additional sites[2] was analysed, but excluded from further review due to anomalies identified in the data.

The data collected by Severnside Transportation Data Collection detailed the number of cars accessing and egressing each car park within each 15-minute interval surveyed, along with the corresponding hourly totals. AtkinsRéalis have utilised these hourly totals to calculate parking accumulation in each car park at each hour of the day.

Data Analysis – Transactions

MCC provided data for tickets purchased at (payable) council-owned car parks through both physical machines and digital tickets purchased via the PayByPhone app. Data for tickets purchased at physical machines covered the period from February to November 2024, and data for digital tickets covered the period from January to November 2024. The transaction analysis therefore focused on the 10-month period from February to November 2024 to capture the full transactions for each month.

The ticket machine data provided the total monthly revenue for each ticket type. However, the PayByPhone data revenue from each type of ticket sale was calculated by multiplying the ticket price by the number of tickets sold. The analysis was carried out in two stages from February to March and from April to November, making sure to capture the price changes before and after April 2024.

Benchmarking

Research into authorities of a similar character and/or bordering Monmouthshire was undertaken to examine their car parking strategies and tariff structure. This information was obtained from the relevant council's website in December 2024 and confirmed, where possible, on site. Where the parking strategy for particular local authorities was not in the public domain other relevant information was noted from each Council's website.

[2] Sports Ground in Monmouth (private car park), Severn Tunnel Junction in Rogiet (TfW car park) and Jubilee Way in Caldicot (Jubilee Way site video camera locations captured movement into/out of both the private land adjacent to the council-owned car park and the car park itself without being able to identify the car park utilisation).

Enforcement

Information regarding enforcement of car parking in Monmouthshire was provided by MCC for activities currently carried out by their staff. Investigation of concerns and issues regarding civil enforcement in Monmouthshire was carried out through discussion with Councillors, Business Forum and MCC Officers.

2. Baseline Position

This section presents an overview of the baseline information for MCC owned car parks in a series of maps that show the detail of

a) the maximum available capacity of parking spaces by town and individual car park

b) the type of car park (paid, free, leisure centre, etc.) overlaid on a map showing the Welsh Index of Multiple Deprivation (WIMD) for each area. These also include the free supermarket car park locations, where appropriate, which are not manged by MCC.

c) the availability of Electric Vehicle (EV) charging facilities in car parks.

A summary of the occupancy and transaction analysis is then presented for each of the MCC managed car parks, with the full detailed analysis attached in Appendix A.

2.1 Car Park Capacity

Figure 2-1 and Table 2-1 excludes leisure centre, visitor attraction and season permit only spaces. It should be noted that Abergavenny has the most spaces (1381 of which 297 free).

Table 2-1 - Total number of spaces by town[3]

Place	Number of free spaces	Number of payable spaces	Total number of spaces
Abergavenny	297[4]	858	**1381**
Caldicot	175		**175**
Chepstow	98	502	**600**
Gilwern	24		**24**
Goytre	22		**22**
Magor	92		**92**
Monmouth	477	202	**679**
Raglan		54	**54**
Rogiet		244	**244**
Usk	254		**254**

[3] This does not include leisure centre, visitor attraction or season permit only spaces.
[4] Abergavenny's only free car park – Byefield Lane, is chargeable on Tuesdays.

Figure 2-1 - Total number of spaces by place

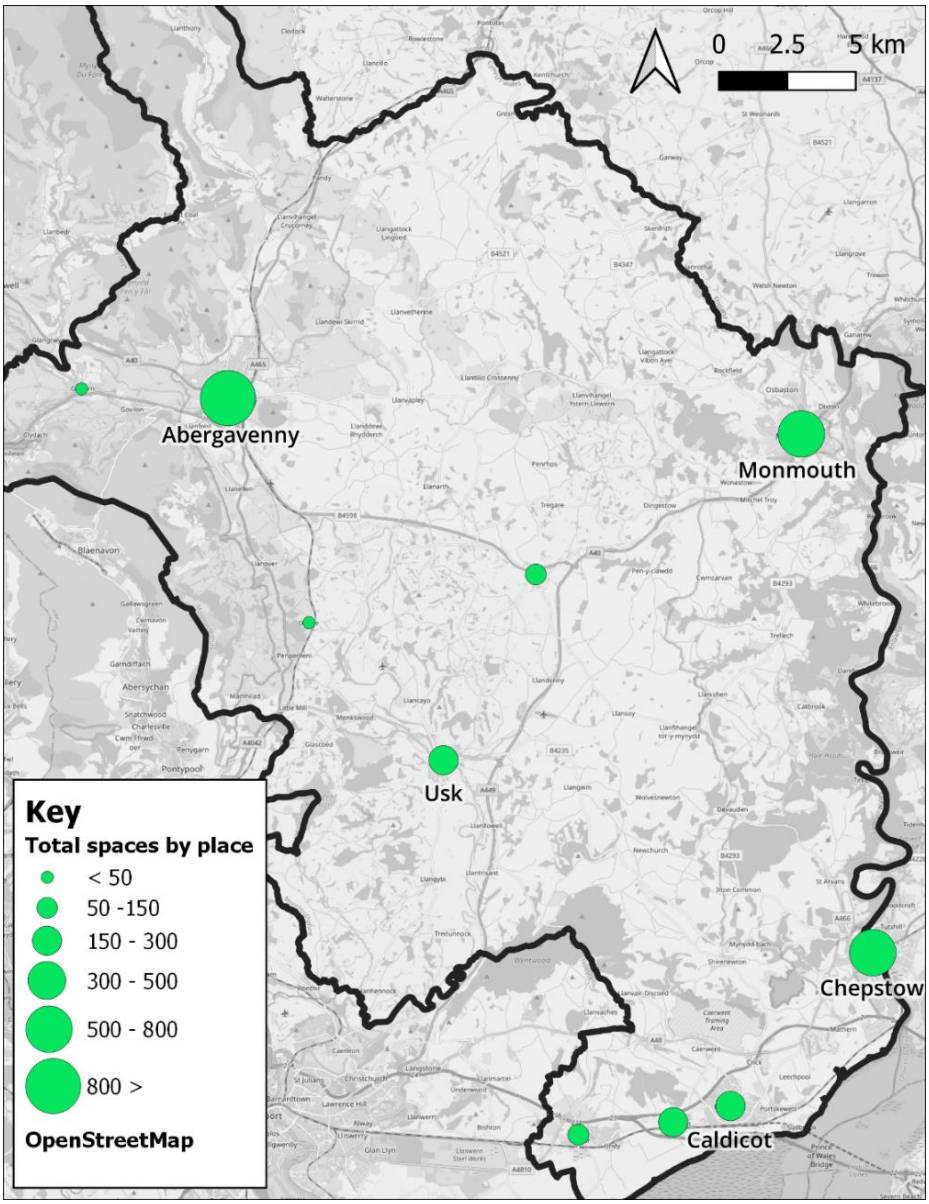


Figure 2-2 to Figure 2-6 show the capacity of individual car parks in each of Monmouthshire's main towns, showing the total number of spaces by car park, including leisure centre, visitor attraction and season permit only spaces.

Figure 2-2 - Abergavenny car park capacity

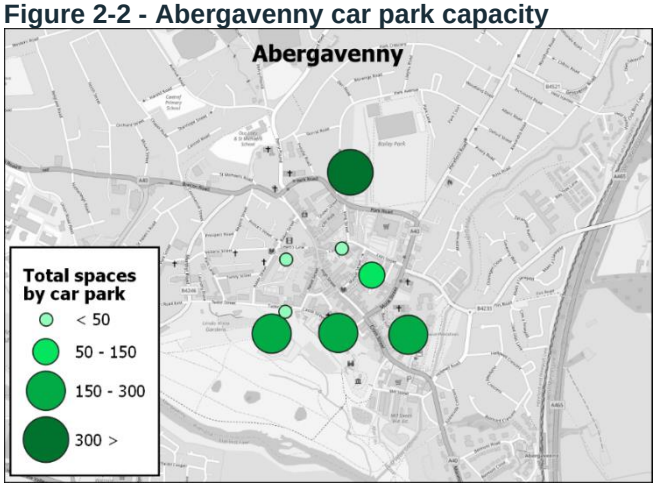


Figure 2-3 - Monmouth car park capacity

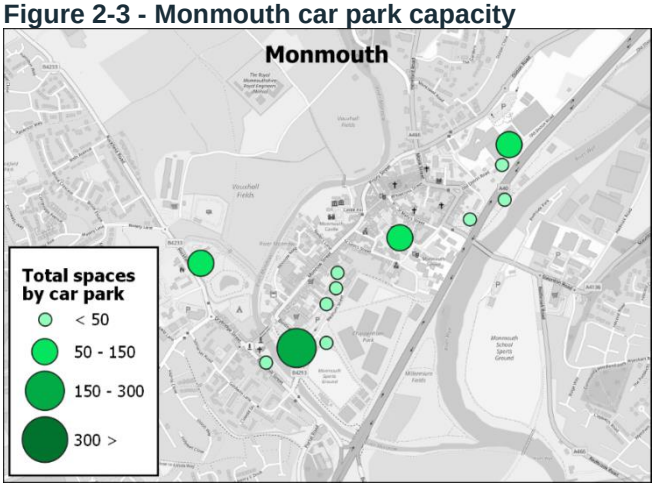


Figure 2-4 - Usk car park capacity

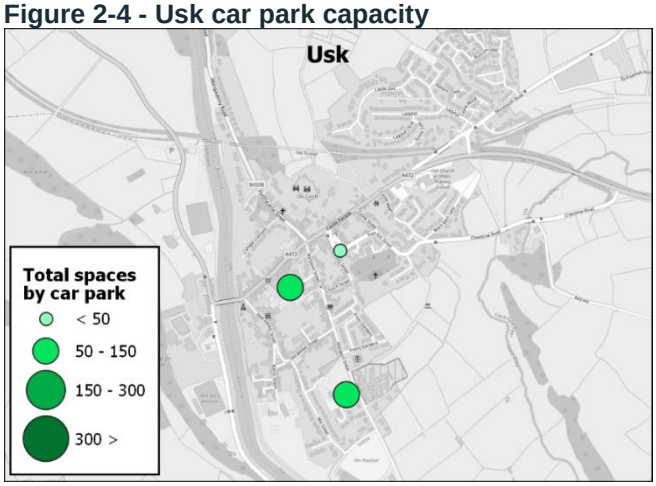


Figure 2-5 - Chepstow car park capacity

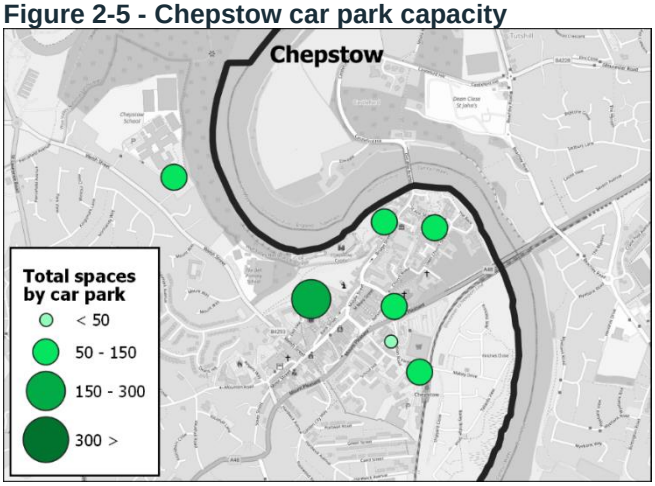
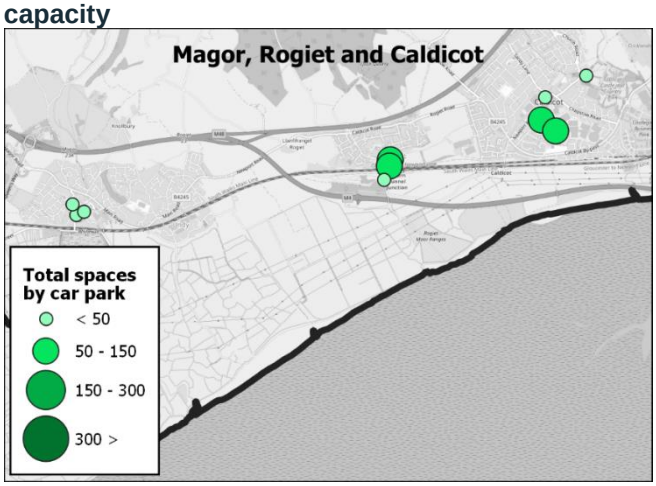


Figure 2-6 - Magor, Rogiet and Caldicot car park capacity



2.2 Cost of Parking

Figure 2-7 to Figure 2-12 present the cost of parking in Monmouthshire overlayed on a map showing overall WIMD 2019 data to show areas where there are some higher deprivation rates in relation to parking charges and possible availability of income to pay those charges. It can be seen that in Abergavenny (Figure 2-8) only 1 out of its 8 car parks is free of charge (Byefield Lane – excluding Tuesday Market days), despite there being a pocket of deprivation within the town. Usk only has free car parks, despite being within the 50% least deprived area. Also shown on these figures are town centre supermarket car parks which are free to customers with the associated allowed parking time limits.

Figure 2-7 - Monmouthshire cost of parking and WIMD 2019 data (overall domain)

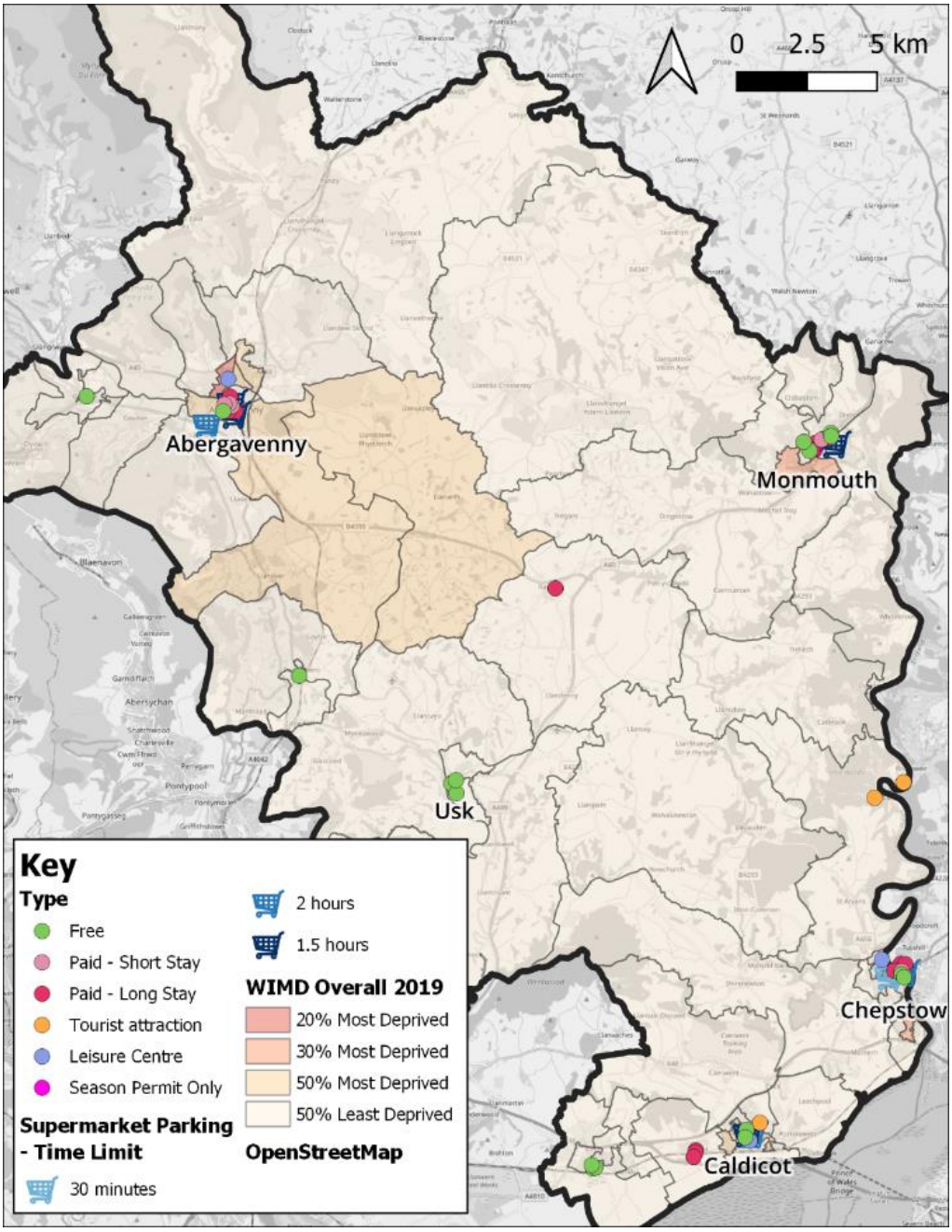


Figure 2-8 - Abergavenny cost of parking and WIMD data (Byefield Lane shown as 'Free')

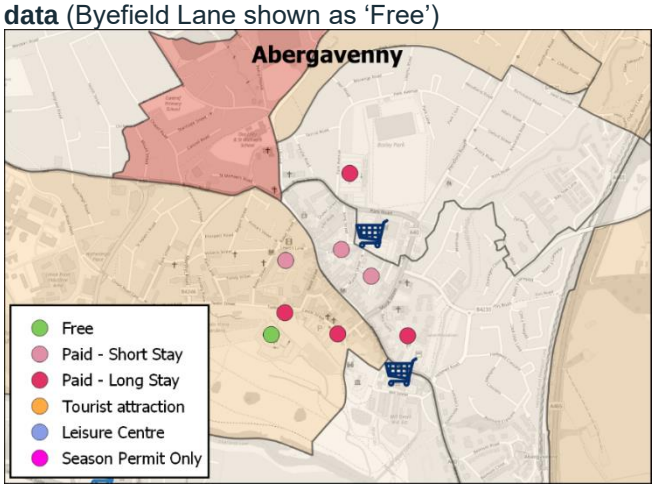


Figure 2-9 - Monmouth cost of parking and WIMD data

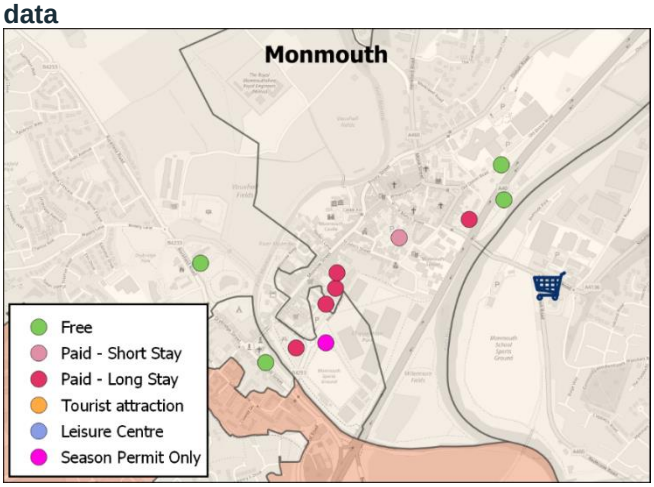


Figure 2-10 - Usk cost of parking and WIMD data

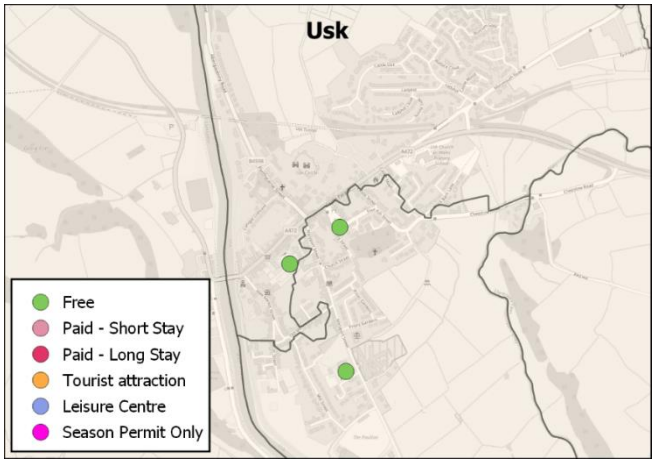


Figure 2-11 - Chepstow cost of parking and WIMD data

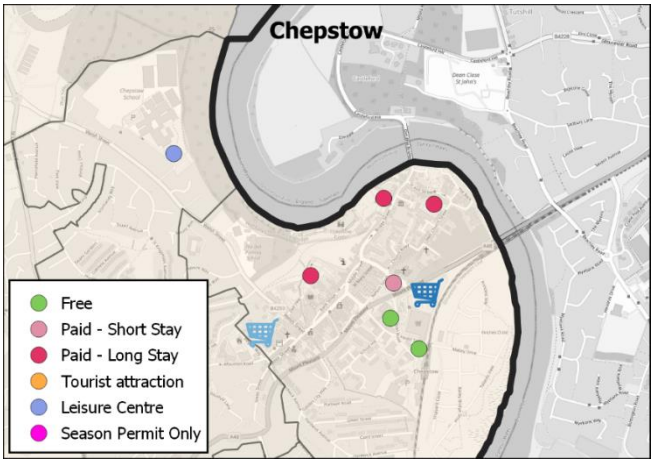
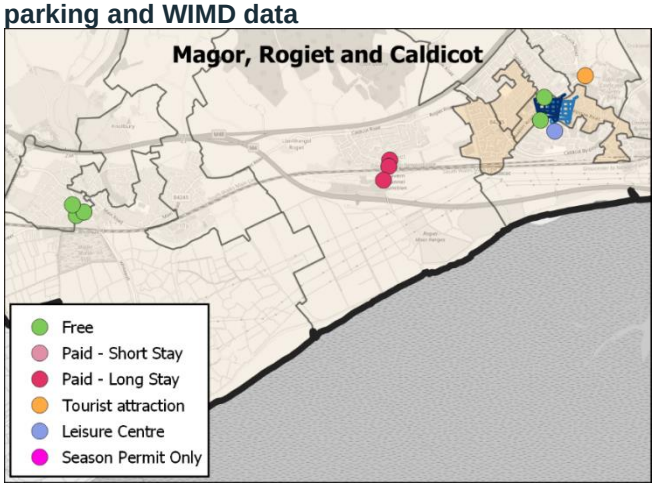


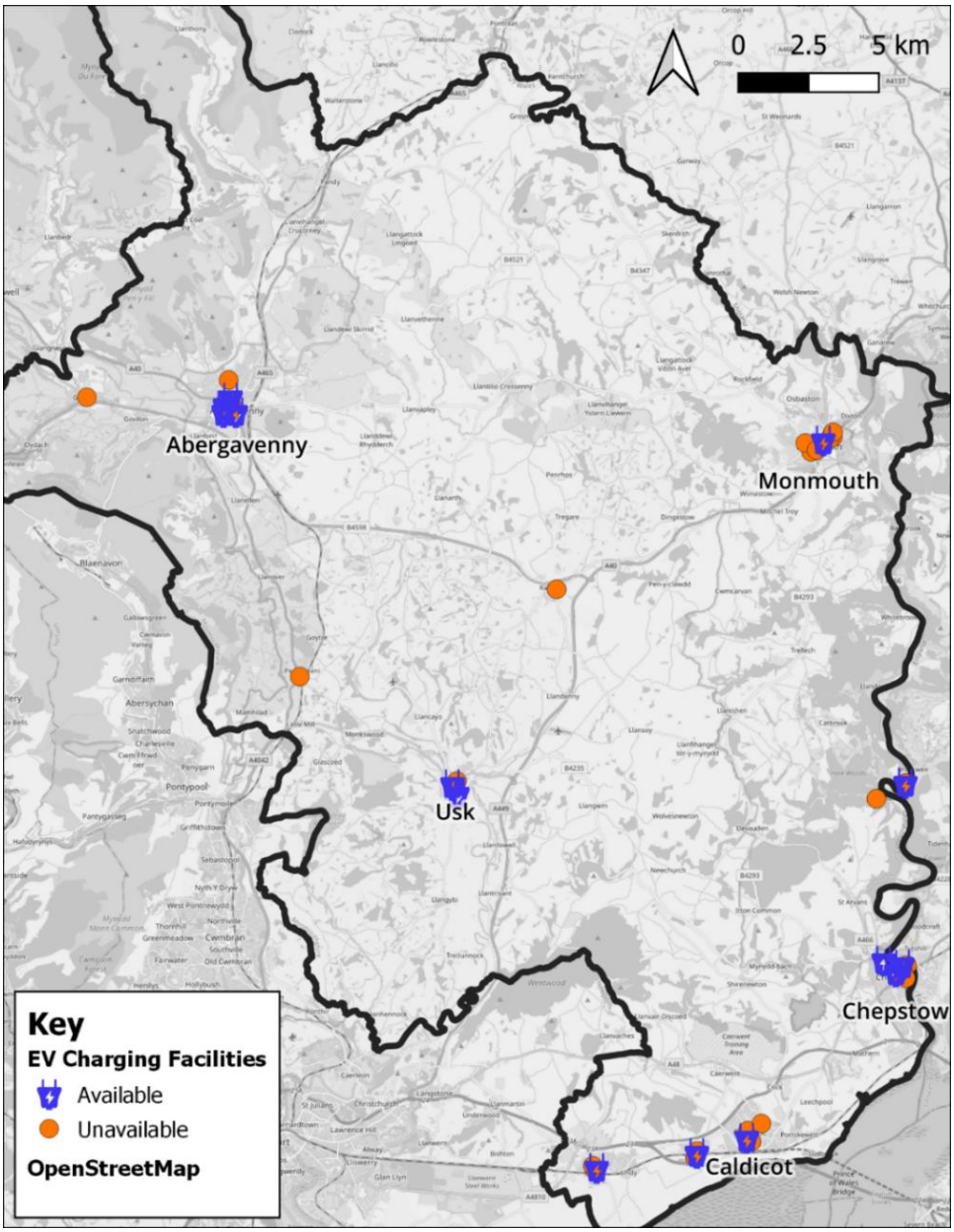
Figure 2-12 - Magor, Rogiet and Caldicot cost of parking and WIMD data



2.3 EV Charging Availability

Figure 2-13 to Figure 2-17 present the availability of EV charging facilities in Monmouthshire within Council owned and managed car park. Each of the main towns; Abergavenny, Monmouth, Usk, Chepstow and Caldicot all have EV charging options available for public use in some of their car parks.

Figure 2-13 - Monmouthshire EV charging availability[5]



[5] Source: Electric Vehicle Charge Points - Monmouthshire

Figure 2-14 - Abergavenny EV charging availability

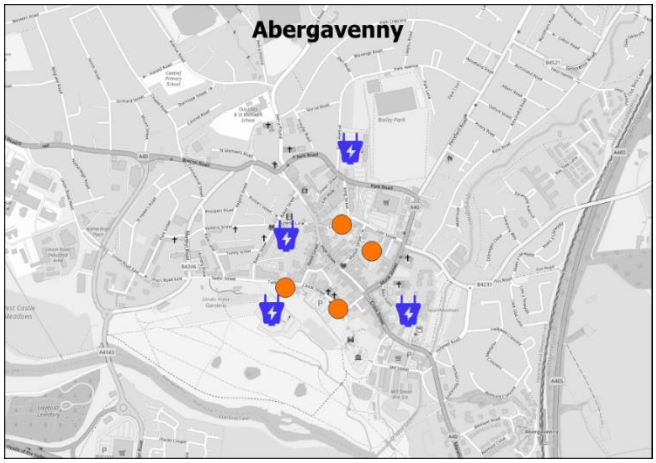


Figure 2-15 - Monmouth EV charging availability

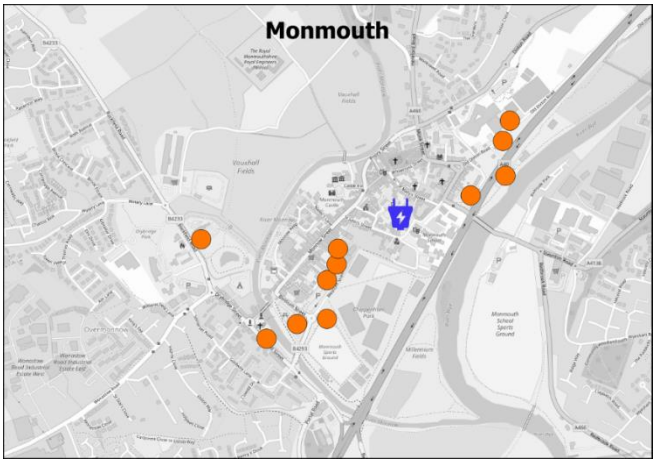


Figure 2-16 - Usk EV charging availability

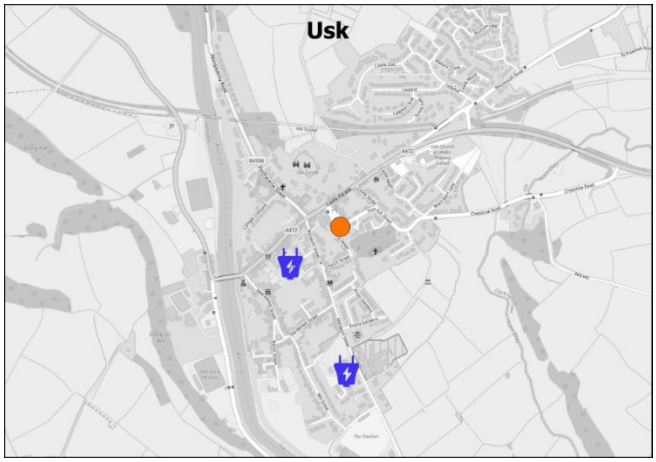


Figure 2-17 - Chepstow EV charging availability

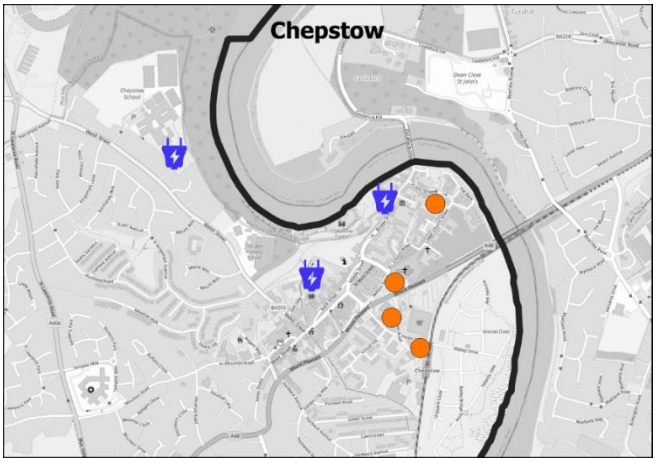
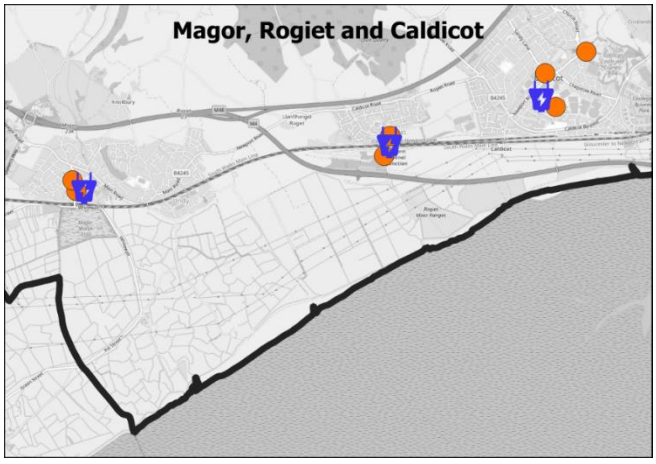


Figure 2-18 - Magor, Rogiet and Caldicot EV charging availability



2.4 Occupancy Analysis

Data was provided by MCC (collected by Severnside Transportation Data Collection) which detailed the number of cars accessing and egressing each car park and the corresponding hourly totals. The data available for analysis is not continuous, but covers a number of 'snap-shot' data collection weeks in different years which may not be fully representative of the annual picture. However, the total number of vehicles in a car park at each hour was determined from this data by summing the number of cars accessing and deducting the number egressing each car park to provide a reasonable measure of the likely occupancy levels. The percentage (%) occupancy of each car park, where the limited data was available, was then determined by dividing the total number of vehicles in a car park, with the total number of spaces[6].

The highest percentage occupancy for weekdays, Saturdays and Sundays in both 2022 and 2024, as well as the time of day that the occupancy reaches its peak(s) has been presented Appendix A, alongside detailed graphs for car park and week where data was available. These highest occupancy percentages are used to determine the average peak occupancies for each car park by year. Where data was available, the occupancy levels along with the car park type and total number of spaces are shown in Table 2-2.

Using the data currently available, we have been able to gain a broad understanding of car park occupancy levels, identifying general usage patterns and peak periods. While this provides a useful starting point, a more detailed and systematic data collection process would be beneficial. Enhanced data granularity would support more accurate analysis, enabling a clearer and more robust picture of occupancy trends to inform future planning and operational decisions.

The full analytical methodology is provided within Appendix A.

Table 2-2 - Average Peak Occupancy

Place	Name	Type	Total Spaces	Average Peak Occupancy	
				2022	2024
Abergavenny	Brewery Yard	Short Stay Pay and Display	91	63%	78%
	Bus Station	Long Stay Pay and Display	160	89%	100%
	Byefield Lane	Other - Pay and Display on Tuesday	297	113%	107%
	Castle Street	Long Stay Pay and Display	226	98%	89%
	Fairfield	Long Stay Pay and Display	482	63%	63%
	Tiverton Place	Short Stay Pay and Display	65	90%	102%
	Trinity Terrace	Short Stay Pay and Display	38	75%	64%
	Tudor Street	Long Stay Pay and Display	22	-	78%
	Abergavenny Leisure Centre	Leisure Centre	48[7]	-	-

[6] Including disabled, EV and parent and child spaces.
[7] Uncertainty around total number of spaces at time of survey

Place	Name	Type	Total Spaces	Average Peak Occupancy	
				2022	2024
Caldicot	Jubilee Way	Free	57	89%	-
	Woodstock Way	Free	118	17%	38%
	Caldicot Leisure Centre	Leisure Centre	70	-	109%
	Caldicot Castle (Small car park off Church Road)	Visitor attraction	18	-	-
	Caldicot Castle (Main car park)	Visitor attraction	65	-	81%
Chepstow	Castle Dell	Long Stay Pay and Display	101	44%	43%
	Drill Hall	Other - Long Stay Pay and Display	83	36%	18%
	Nelson Street	Short Stay Pay and Display	92	72%	74%
	Station Road	Free	43	47%	59%
	Welsh Street	Long Stay Pay and Display	226	61%	73%
	The Station Car Park	Free	55	83%	78%
	Chepstow Leisure Centre	Leisure Centre		-	77%
Monmouth	Chippenham	Long Stay Pay and Display	35	113%	126%
	Cornwall House[8]	Long Stay Pay and Display	46	39%	53%
	Glendower Street	Short Stay Pay and Display	134	60%	43%
	Monnow Street	Long Stay Pay and Display	41	59%	41%
	Cattle Market	Long Stay Pay and Display	188	77%	86%
	Cinderhill Street	Free	41	44%	57%
	Old Dixton Road	Free	32	65%	47%
	Rockfield Road	Free	109	72%	80%
	Rowing Club	Free	20	-	230%
	Sports Ground	Season Permit Only	9	-	-
	Wyebridge Street[9]	Long Stay Pay and Display	33	-	39%

[8] Note that Cornwall House offered free parking over July/August to assist with school pupils attending exams and offset the disruption caused by Welsh Water works in Monmouth Town

[9] Note that Wyebridge Street offered free parking over July/August to assist with school pupils attending exams and offset the disruption caused by Welsh Water works in Monmouth Town

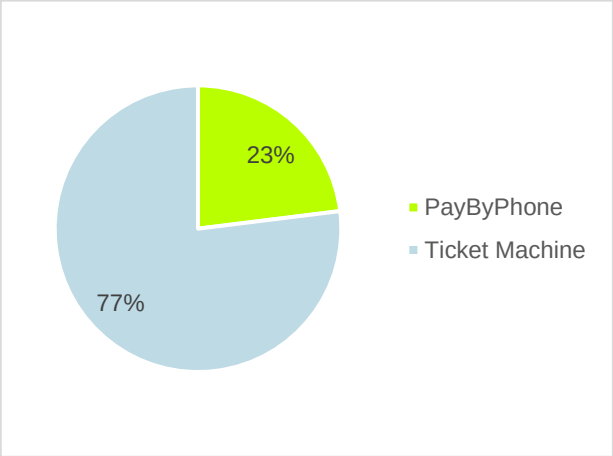
Place	Name	Type	Total Spaces	Average Peak Occupancy	
				2022	2024
	Monmouth Leisure Centre	Leisure Centre	76	-	112%
Usk	Maryport Street North	Free	153	97%	91%
	Maryport Street South	Free	86	70%	74%
	Twyn Square	Free	15	-	47%
Gilwern	Main Road	Free	24	-	32%
Goytre	Goytre Village	Free	22	-	36%
Magor	Magor Square	Free	34	77%	85%
	Sycamore Terrace	Free	32	-	71%
	Withy Close	Free	26	-	58%
Rogiet	Playing Fields	Other - Long Stay Pay and Display	70	-	53%
	Severn Tunnel Junction	Other - Long Stay Pay and Display	144	-	-
	Country Park	Other - Long Stay Pay and Display	30	-	-
Raglan	Chepstow Road	Long Stay Pay and Display	54	52%	51%
Tintern	Wireworks	Visitor attraction	34	-	47%
	Old Station (including overflow)	Visitor attraction	46	-	75%

It should be noted that the castle was closed during the November/December survey period, leading to significantly less visitors in the ‘visitor attraction’ car park.

2.5 Transaction Analysis

Transaction data was received separately from MCC for tickets purchased at physical ticket machines in MCC car parks and digital tickets purchased via the PayByPhone app. The split between tickets purchased via the ticket machines and the PayByPhone app is presented in Figure 2-19. However, this graph has only included ticket types which were available to purchase at both ticket machines and using the PayByPhone app.

Figure 2-19 - Method of Purchase



Graphs detailing the total ticket sales and total ticket revenue for short stay, long stay and 'other' car parks are provided in Appendix A. While the physical ticket machine data provided the monthly revenue for each ticket type, the PayByPhone all did not. Therefore, the revenue from each type of ticket sale was calculated by multiplying the ticket price by the number of tickets sold, whilst making sure to capture the price changes before and after April 2024.

Table 2-3 provides a summary of the general ticket types available at short stay and long stay MCC car parks, the percentage of the total ticket sales, and the percentage of the total revenue from ticket sales that these made up.

Table 2-3 - Ticket Type Percentage of Sales/Revenue

Car Park Type	Ticket Type	% of Total Ticket Sales	% of Total Revenue from Ticket Sales
Short Stay	2 hour	67%	60%
	3 hour	19%	20%
	4 hour	15%	20%
Long Stay	2 hour	55%	42%
	3 hour	23%	21%
	4 hour	15%	18%
	All day	8%	19%

3. Estate Review and Asset Transfer

This section considers the utilisation of car parks based on the detailed data analysis provided within Appendix A and the full Estate Review and Asset Transfer analysis provided within Appendix B. The data has been analysed for both total ticket sales and total revenue from the ticket sale records for each month for the chargeable car parks.

3.1 Underutilised Car Parks

The following car parks have an average peak occupancy of under 40% and these are car parks where there may be opportunities to intensify use, in particular to relieve pressure on other car parks nearby. It is worth noting that some of these car parks only have occupancy data available in one year and therefore they would require further analysis before any final decisions are made.

The car parks with an average peak occupancy less than 40%, where there are options to use other car parks, are:

- Drill Hall, Chepstow
- Woodstock Way, Caldicot
- Wyebridge Street, Monmouth

Despite having an average peak occupancy of 35% in November/December 2024, Caldicot Castle and Country Park car park has been excluded from this list as the castle itself was closed during the survey period[10] leading to much reduced footfall. A survey conducted during the high season when the castle is open (summer holidays for example) would capture a more accurate the true utilisation of the car park, which provides an important function to the County's visitor economy. In addition, it should also be noted that, Main Road in Gilwern and Goytre Village in Goytre are the only car parks in these two villages and therefore have also been excluded from the above list.

For underutilised car parks asset transfer could also be explored. However, no car parks have been identified that have an average peak occupancy of under 15% where this could be a consideration based on engineering judgement, so no asset transfer is recommended at this time. However, the reallocation of some space within underutilised car parks could be explored for use by other sustainable modes, such as car clubs, bike storage and public transport etc.

3.2 Overutilised Car Parks

These are car parks which could potentially be explored to be expanded, although there would be significant challenges to this, and therefore signage to nearby car parks could be improved as a first step to provide a better distribution of parking demand to other nearby and less utilised car parks. It is worth noting that some of these car parks only had occupancy data available in one year, and there should be further analysis before any final decisions are made. It should also be noted that occupancy levels over 100% will sometimes reflect cars entering the car park and waiting for spaces to become available and/or cars parking outside of the formal marked bays.

The car parks identified as overutilised are:

- Chippenham, Monmouth
- Monmouth Leisure Centre, Monmouth
- Caldicot Leisure Centre, Caldicot

[10] Open from 26th March to 3rd November in 2024 (Caldicot Castle Pre-Visit Information.pdf)

- Byefield Lane, Abergavenny
- Tiverton Place, Abergavenny
- Bus Station, Abergavenny

The Rowing Club site in Monmouthshire has not been highlighted here, despite an average occupancy rate recorded as 230%. This occupancy rate has been observed when cars are utilising all the available space which exceeds the number of marked parking bays. MCC Officers have confirmed this is a regularly observed occurrence without causing any significant issues, but additional marked spaces could be considered although it is noted that the area is prone to flooding and as such it would be increase the risk of complaints to MCC if additional formal parking bays were marked out for use.

Monmouth and Caldicot Leisure Centre car parks have been identified to have an average peak occupancy rate over capacity. To ease this congestion, it is recommended that MCC ensures that leisure centre car parks are clearly marked for customer use only..

3.3 Next steps

Of the eleven car parks presented as either under or over utilised, five were either missing 2022 data, or the available data was identified to be incorrect. Therefore, these should be re-surveyed prior to any final decisions being made.

Pilot schemes for initiatives like strategic or dynamic pricing with improved signage could be developed to manage over and underutilised car parks. Prior to any rollout to the targeted car parks a full assessment of the impacts on revenue, customer (shoppers, residents, commuters and local businesses) should be carried out. In addition to engagement with stakeholders mostly likely to be impacted.

3.4 Summary of Estate Review and Asset Transfer

This section has identified both underutilised and overutilised car parks across MCC's parking estate, highlighting opportunities for improved efficiency and better distribution of parking demand. While no car parks currently meet a threshold for asset transfer, there is scope to explore alternative uses for space within underutilised sites, such as sustainable transport initiatives. For overutilised car parks, particularly those near leisure centres, measures to prioritise customer use could be considered. Additionally, to alleviate pressure on high-demand sites and improve traffic flow, the introduction of live capacity information and wayfinding could be explored. Given the variation in usage and charging across the estate, further data collection and stakeholder engagement could also be undertaken to review the consistency and rationale of current parking charges. Further data collection and stakeholder engagement will be essential before implementing any changes.

4. Policy and Benchmarking

A literature review of policy, parking strategies (where available) and parking charge regimes has been used to inform a benchmarking exercise against other areas, including neighbouring local authorities, and local authorities of a similar character to Monmouthshire. This is provided in full within Appendix B and is summarised below for the 11 local authorities identified, including:

- Torfaen;
- Newport;
- Blaenau Gwent;
- Herefordshire;
- Powys;
- Forest of Dean District Council, Gloucestershire;
- Neath Port Talbot;
- Carmarthenshire;
- Ceredigion;
- Gwynedd; and
- Shropshire.

4.1 Policy Overview

This section provides an overview of key national policies in Wales, with relevance to car parking. The full review of relevant policy and a summary of 'Transport in Rural Areas: Local Authority Toolkit' developed by the Department for Transport is included in a supporting Technical Note in Appendix B.

Llwybr Newydd: the Wales Transport Strategy 2021[11]

The Wales Transport Strategy (WTS) is the core document for all decision making in respect of transport initiatives in Wales. The strategy calls for a transport system fit for future generations which integrates with the Well-being of Future Generations (2015) Act. In reference to parking, the WTS identifies the need to tackle illegal pavement parking, encourage behavioural change of individuals from private cars to more sustainable transport modes, expanding EV charging facilities and developing parking areas than can serve multiple purposes, such as including spaces for bicycles and EVs.

WTS also sets out transport responsibilities in Wales, detailing that local authorities, like MCC will lead on transport policy/planning for roads, streets and parking.

Under the WTS's roads, streets and parking mini-plans, set out by Welsh Government (WG) to be achieved by 2040, all transport initiative will have made a significant positive contribution to each of the four well-being ambitions, including people and communities, the environment, economy and places and culture and the Welsh language. Notably, ensuring the optimum location of parking and effective parking management will have a positive impact on economy and places.

[11] Llwybr Newydd A New Wales Transport Strategy 2021: full strategy

National Transport Delivery Plan 2022-2027 (Wales)[12]

The National Transport Delivery Plan calls for local authorities in Wales to address pavement parking, consider shifts away from private car use, deliver EV charging facilities (with the support of WG) and develop policies on parking for all vehicle types to drive mode shift to more sustainable transport.

Notable programmes, projects and interventions in relation to parking, set out in the National Transport Delivery Plan include the continuation of developing parking policies that are in support equality and modal shift (timescale 2022-2025).

Electric Vehicle Charging Strategy for Wales[13]

Notable points from the Electrical Vehicle Charging Strategy include:

- **Integration of Charging Infrastructure**: Local authorities are encouraged to incorporate electric vehicle (EV) charging points in parking areas, supporting the transition to EVs and ensuring accessibility for users.
- **Sustainable Transport Goals**: The strategy aligns with broader goals of decarbonisation and sustainable transport.
- **Public and Private Sector Collaboration**: Local authorities are key partners in implementing the strategy, working with the Welsh Government and the private sector to enhance charging infrastructure.
- **Regulatory and Planning Levers**: Local authorities will use planning guidance and regulations to facilitate the installation of EV charging points, ensuring they meet local needs and standards.
- **Localised Benefits**: The strategy aims to deliver local social, environmental, and economic benefits, which can be integrated into local parking reviews to support community well-being and economic growth.

4.2 Parking Charges overview

An overview of the parking charges for neighbouring local authorities has been provided within Table 4-1. The information summarised in the table is based on publicly available information taken from each Authority's website during December 2024. This table focuses particularly on ticket types which are also available in Monmouthshire as well as the commonly available 1-hour ticket, which is not available under MCC's current tariff structure. The full benchmarking table is provided within Appendix B.

It should be noted that Torfaen and Blaenau Gwent County Borough Councils, which additionally border Monmouthshire, have no fee charges for their council-owned car parks.

[12] National Transport Delivery Plan 2022 to 2027
[13] Electric vehicle charging strategy for Wales: action plan | GOV.WALES

Table 4-1 - Comparison of Charges against Neighbouring Authorities

	MCC	Newport	Herefordshire					Powys
Location	General tariff structure (some car parks follow different structures)	General tariff structure	Hereford	Leominster	Ledbury	Ross-on-Wye	Knighton	County-wide tariff structure
Charging hours	Charges apply Mon - Sat: 8am to 6pm Sunday: Free 2 hours, £1.30 for remainder of day	Charges apply Mon - Sun: 8am to 8pm (and some 24 hour car parks)	Charges apply Mon - Sat: 8am to 8pm in Hereford, and until 6pm elsewhere Sunday: Reduced tariffs for 2+ hours in Hereford, and free elsewhere Charges shown are the highest per type/town					
Free council-owned car park	✓	✓	✓					✓
1 hour			Zone 1: £1.80 Zone 2: £1.60 Zone 3: £1.00	Zone 1: £1.20 Zone 2: £1.00 Zone 3: £1.00	Zone 1: £1.40 Zone 2: £0.70 Zone 3: £1.00	Zone 1: £1.40 Zone 2: £1.20 Zone 3: £1.00	£0.70	Short Stay: £1.40
2 hours	£2.00		Zone 1: £3.60 Zone 2: £3.20 Zone 3: £2.00	Zone 1: £2.40 Zone 2: £2.00 Zone 3: £2.00	Zone 1: £2.80 Zone 2: £1.90 Zone 3: £2.50	Zone 1: £2.80 Zone 2: £2.40 Zone 3: £2.00	£1.40	Short Stay: £2.50 Long Stay: £2.50

Location	General tariff structure (some car parks follow different structures)	General tariff structure	Hereford	Leominster	Ledbury	Ross-on-Wye	Knighton	General tariff structure
3 hours	£2.40	£2.80	Zone 1: £5.40 Zone 2: £4.80 Zone 3: £3.00	Zone 2: £2.70	Zone 1: £4.20 Zone 2: £3.10	Zone 1: £4.20 Zone 2: £3.60	£2.10	
4 hours	£3.00		Zone 1: £7.20 Zone 2: £6.40 Zone 3: £4.00	Zone 2: £3.60	Zone 1: £5.60	Zone 2: £4.80		Long Stay: £3.25
All day/24 hours	£6.20	£6.70	Zone 1: £16.20 Zone 2: £8.00 Zone 3: £5.00	Zone 2: £4.50 Zone 3: £3.00	Zone 1: £7 Zone 2: £4.30 Zone 3: £2.50	Zone 2: £6.00 Zone 3: £2.50	£2.80	Long Stay £4.00

4.3 Summary of Policy and Benchmarking

This section has reviewed relevant national policy and benchmarked Monmouthshire County Council's (MCC) parking approach against neighbouring and comparable local authorities. The findings underscore a growing national emphasis on sustainable transport, the integration of electric vehicle (EV) charging infrastructure, and the need for adaptable, multi-functional parking provision that supports broader mobility goals.

Benchmarking indicates that MCC's current charging structure remains broadly competitive, particularly given the popularity of the 2-hour ticket and the absence of significant underutilisation across the estate. However, to ensure that parking continues to support the economic vitality of town centres, while also funding the essential management and maintenance of the parking estate, a strategic review of parking charges is warranted.

Such a review should assess whether current tariffs remain fit for purpose in light of evolving travel behaviours, inflationary pressures, and the increasing costs associated with maintaining a high-quality parking offer. It should also consider how income from parking can be more effectively aligned with the delivery of sustainable transport objectives, including the rollout of EV infrastructure and improved user experience.

In the short term, retaining the existing tariff structure may be appropriate. However, to ensure long-term resilience and transparency, MCC should explore a more coherent and consistent approach to charge variations across locations. This would support both operational efficiency and public understanding, while reinforcing the role of parking as a strategic tool in shaping sustainable, economically vibrant communities.

5. Equipment

This section provides an overview of the different revenue collection mechanisms and EV charging equipment that can be deployed. It summarises and highlights the key information presented within Appendix D.

5.1 Payment Mechanisms

A literature review has been completed that provides an insight into the different methods of parking payment mechanisms and the technology available and utilised within Wales, alongside costs (where available), opportunities, potential risks and possible suppliers. In summary, commonly used payment mechanisms in Wales include:

- Pay and display;
- Payment by app;
- Pay on foot and pay on exit;
- Free parking within a time limit (ticketed); and
- Pre-purchased vouchers.

MCC owned car parks currently offer pay and display and payment by app (using the PayByPhone app).

The benefits of pay and display mechanisms are that they are well-established and generally well understood by the public, however they do require parking enforcement officers to validate tickets and maintain equipment.

Parking apps like PayByPhone offer the benefit of customer convenience, and as we continue into the digital age, it reduces the reliance on cash. There is however a risk regarding poor mobile data coverage restricting usage, people not having smartphones (a reducing frequency), and instances where fraudulent QR codes directing users to scam websites have been applied over the correct instructions.

A full overview of the opportunities and risks for each payment mechanism is detailed in Appendix D. The current blended approach that MCC to allow car parking tickets to be purchased, cash, card or PayByPhone, remains a sound option and no changes are recommended.

5.2 Electric Vehicle Charging

EVs have been becoming more popular in Monmouthshire and Wales, with the number of electric vehicles registered in Monmouthshire growing by around 50% in 2023[14]. As of March 2023, there were over 4,500 low-emission vehicles registered at addresses in Monmouthshire.

In total, there are 3525 spaces in MCC owned car parks (Table 2-1), of which there are only 46 publicly available EV charging spaces, accounting for approximately 1% of all spaces. The locations of these spaces are shown in Figures 2.13 to 2.18.

[14] Number of electric cars in Monmouthshire rose by more than 50% last year | monmouthshirebeacon.co.uk

In order to continue to promote EV uptake in Monmouthshire, in line with the climate emergency declared by MCC in 2019 and the Local Transport Plan (2024-2029) which includes interventions designed to deliver the vision for EVs, the following steps are recommended:

- Continue engagement with businesses, including retail, workplaces, tourism attractions, fleet managers and other stakeholders to understand barriers, encourage adoption and promote synergies.
- Engage with Distribution Network Operators (DNOs) to ensure there is sufficient grid capacity available for the deployment of proposed chargers.
- Activities to promote EV adoption and address misinformation that is spreading with regards to EVs. This includes perceptions on safety risk, range anxiety, charging availability as well as improved awareness of the technology to assist the public to become more comfortable with this new technology.

5.3 Summary of Equipment

This section has reviewed the current payment mechanisms and EV charging provision across MCC's car parks. The existing blended approach (offering payment by cash, card, and PayByPhone) is considered appropriate at this time, balancing the familiarity and accessibility of traditional pay-and-display systems with the convenience and efficiency of digital options.

To future-proof MCC's parking offer and enhance operational effectiveness, a review of implementing alternative payment methods could be undertaken. This should include an assessment of more advanced systems such as pay-on-exit or barrier-controlled solutions, which could not only improve the user experience but also strengthen enforcement by reducing instances of non-compliance and enabling more accurate monitoring of parking durations.

In parallel, and in line with MCC's declared climate emergency and Local Transport Plan, further expansion of EV charging infrastructure should be explored. Enhancing the availability and visibility of EV charging points across the estate would support the growing uptake of electric vehicles, contribute to national decarbonisation targets, and reinforce MCC's commitment to sustainable transport.

6. Enforcement

The enforcement team in MCC includes six full time staff working 37-hour weeks and they are currently paired together to travel to either Chepstow, Monmouth and/or Abergavenny on a randomised daily basis which has been confirmed following a review of their work timetable records. Shift patterns may vary and are dependent on location and day, with more detail provided on this within Appendix E.

Appendix E.1 sets out the current proactive and reactive tasks undertaken by MCC enforcement officers, as well as other information regarding timetabling, occurrence and approximate number of hours per week spent on these tasks.

Where activities are not currently carried out by the MCC Enforcement Team (CEO's) these have also been included for information, as these are activities that could be likely to come into scope following the ongoing Welsh Government review of Local Authority responsibilities. These additional tasks could include Pavement Parking and PSPO orders, but these are now scheduled for finalisation in late 2025/26, following delays while clarification is sought of which duties could, and then would, transfer from the Police or Trunk Road Agents to Local Authority Enforcement Teams.

MCC is partnered with 6 other local authorities as part of the South Wales Parking Group (SWPG) to jointly process Penalty Charge Notifications (PCNs). There are no recommendations to change the working relationship with the SWPG, as this is currently working well for the enforcement team at Monmouthshire; it enables the officers to ensure their time is allocated to patrolling throughout Monmouthshire, either on-street or in car parks, rather than being office based completing the administrative side of the PCN process. It also ensures that there is an independent assessment of PCNs issued.

The enforcement team also address concerns and issues raised by members of the public directly with MCC. More detail on this is provided within Appendix E. In summary, these issues relate to a lack of free parking, a desire for a short amount of time to be free in payable car parks, complaints regarding payment methods (PayByPhone and ticket machines) for both ease of use and functionality as well as car parks being misused by students and workers. Although many are general comments, there are also specific complaints aimed at certain car parks.

The future requirements for parking enforcement in Wales, which do not already sit within local authority CEO responsibilities, and which are currently the responsibility of the police and / or the Trunk Road Traffic Officers, employed by Welsh Government are still under discussion. The 2023 consultation response from the Welsh Government identifying the proposed changes was delayed to 2024 and has now been further delayed to 2025. Any changes in responsibility would require accompanying legislative changes by Welsh Government. The need to provide moving camera enforcement from a vehicle could be linked to these proposed changes but is not currently a requirement for MCC. The initial outlay for this would be significant, unless an existing MCC owned vehicle can be adapted with the necessary enforcement equipment (camera). It may also be necessary to update the back-office administrative actions to enable the PCN notices raised from this activity to be issued. Enforcement cars are more effective for supporting the enforcement of on-street parking restrictions across large and often remote areas.

As previously mentioned, the introduction of barrier-controlled access and egress to car parks—using Automatic Number Plate Recognition (ANPR) and payment machines—could be considered as a future option. This approach may become increasingly relevant if the Welsh Government places additional enforcement responsibilities on MCC's Civil Enforcement Officers (CEOs), as it could help free up their time to focus on these expanded duties.

Such systems can often be implemented on a cost-neutral basis through partnerships with private parking enforcement companies. However, it is important to note that any existing parking revenue from sites where this model is adopted would typically be retained by the private operator, resulting in a loss of direct income to MCC.

6.1 Summary of Enforcement

This section has outlined the current enforcement operations across MCC's car parks, including proactive and reactive duties, staffing arrangements, and partnership working through the South Wales Parking Group. The existing enforcement model enables coverage across key towns and supports administrative efficiency through regional collaboration. While no immediate changes are proposed, future responsibilities (such as pavement parking enforcement) may be transferred to local authorities, potentially requiring additional resources or operational adjustments. In anticipation of this, options such as ANPR-based enforcement and barriered access systems could be explored to support capacity and efficiency. Additionally, feedback from the public regarding misuse of car parks and payment methods highlights the importance of ongoing monitoring and engagement. A broader review of parking charge consistency and stakeholder perspectives could also support enforcement by ensuring clarity and fairness across MCC.

To strengthen the effectiveness of parking management, further work is needed to better understand the relationship between enforcement activity, compliance levels, and the overall performance of parking controls. At present, there is insufficient data to draw firm conclusions about how enforcement influences user behaviour or the extent to which it supports compliance and effective control. A more detailed and systematic approach to data collection and analysis would help to fill this gap, enabling the development of more targeted, proportionate, and evidence-based enforcement strategies. This would ensure fair access, reduce misuse, and enhance the efficiency and responsiveness of MCC's parking services.

7. Fee Structure

This section details the general structure of parking charges in (chargeable) MCC owned car parks. For the most part, car parks are either short or long stay, with a general tariff structure for 2-hour, 3-hour and 4-hour tickets, alongside all day and multiple day charges for the long stay car parks. Short and long stay car parks also have a set Sunday charge where the first 2 hours are free, with a small charge being payable for the remainder of the day.

Table 7-1 details these charges, as well as those for 'other' car parks, which do not follow this general structure..

Table 7-1 - Ticket Prices

Car Park Type		Ticket Type	Ticket Price		
			Pre April 2024	Post April 2024	Post April 2025
Short Stay		2 hour	£1.80	£2.00	£2.20
		3 hour	£2.20	£2.40	£2.60
		4 hour	£2.80	£3.00	£3.30
		Sunday first 2 hours free		-	
		Sunday remainder day	£1.00	£1.30	£1.40
Long Stay		2 hour	£1.80	£2.00	£2.20
		3 hour	£2.20	£2.40	£2.60
		4 hour	£2.80	£3.00	£3.30
		Sunday first 2 hours free	-		
		Sunday remainder day	£1.00	£1.30	£1.40
		All day	£5.60	£6.20	£6.80
		5 day	£21.00	£23.00	£25.00
		6 day	£25.00	£27.50	£30.00
Other	Byefield Lane	Tues all day	£5.60	£6.20	£6.80
	Drill Hall	Mon - Sat all day	£1.80	£2.00	£2.20
		Sunday first 2 hours free		-	
		Sunday remainder day	£1.00	£1.30	£1.40
	Country Park	First 3 hours free		-	
		Remainder of day	£5.00	£5.50	£6.00

Permits

In addition to the above fees, permits are available at a discounted price which can be allocated to a specific car park or residential area and these are priced (2024 price base) as follows

Resident Permits.

- Resident permit cost: £76.00 per annum, but restricted. Only 1 permit allocated per household.

Car Parks Season Permits.

- Long Stay car park Season Permit cost: £545.00 per annum, £275.00 per 6 months, £143 per 3 months.
- Short Stay car park Season Permit Cost: £682.00 per annum, £347.00 per 6 months, £176.00 per 3 months.

7.1 Summary of Parking Charges

This section outlines the current structure of parking charges across MCC owned car parks. Car parks are generally designated as either short stay or long stay, with a consistent tariff structure offering 2-hour, 3-hour, and 4-hour tickets. Long stay car parks additionally provide all-day and multi-day options (5-day and 6-day tickets). Both short and long stay car parks apply a Sunday tariff, offering the first two hours free followed by a nominal charge for the remainder of the day.

Despite the distinction between short and long stay designations, the pricing and duration structures are currently identical for both types, which may limit the effectiveness of demand management and user choice. Additionally, a small number of car parks operate under alternative pricing models, and discounted permits are available for residents and regular users.

It is recommendation that to better align parking provision with user needs and town centre objectives, a further review of the pricing and duration structure is recommended. This should explore opportunities to:

- Differentiate short stay and long stay tariffs more clearly to encourage turnover in high-demand areas while supporting longer visits where appropriate.
- Assess whether current durations meet the needs of different user groups (e.g. shoppers, commuters, visitors).
- Evaluate the impact of Sunday charges on town centre footfall and business activity.
- Consider harmonising or rationalising pricing across “other” car parks to improve transparency and consistency.

8. Recommendations

Following the data analysis for the usage of the Car Parks in MCC, supplemented by the literature review and specialist knowledge, a number of options have been considered which could help improve and support the Parking Strategy for MCC and its fee charging structure. As MCC enters the midpoint of the unpublished 2020-2030 Parking Strategy, a series of considerations and additional actions for improvement have been developed to help improve the existing Car Parking Strategy. Each of these has been assessed against a range of criteria that have been developed to help inform the decision-making process. The criteria are:

- Strength of the evidence for a change/retention of the existing based on the data analysis
- The strategic fit to the Wales Transport Strategy (WTS) ambitions ***An accessible, sustainable and efficient transport system;***
- The strategic fit to the MCC Transport Strategy ***We want to develop a future facing integrated transport network that meets the transport needs of our communities in a sustainable way. Our network must address the climate emergency, be attractive to residents and visitors, and responsive to changing technology;***
- Likely positive acceptability to the public;
- Deliverability of the change by MCC; and
- Cost of implementing the proposed change to MCC.

Which will help support the Welsh Government's three priorities as set out in the WTS:

- to bring services to people in order to reduce the need to travel;
- to allow people and goods to move easily from to door by accessible, sustainable and efficient transport services and infrastructure; and
- to encourage people to make the change to more sustainable transport.

Key to any changes will be the need to collect robust data at locations that will enable decisions for change to be clearly supported by the evidence. From the data analysis that has been carried out there is no clear rational to change the level of provision of free or chargeable car parks across Monmouthshire as all locations have free car parking provision.

A list of options to change were considered and scored against the identified criteria utilising a 3-point scale (where -1 is negative, 0 neutral and 1 positive). The combined score across all 5 criteria has then been used to enable positive scoring schemes to be taken forward as recommendations for MCC to consider progressing further to trial and / or implementation. The full list of positive scoring schemes has been presented within Appendix F, including detailed scores, actions for implementation, justification for change, the advantages and disadvantages of the recommended change and the timescales for possible implementation. These have also been broken down in to two themes, Parking Charges and Use of Technology, and are summarised in Table 8-1 and Table 8-3.

It should be noted that none of the recommendations have been packaged together at this stage as further stakeholder engagement would be needed to refined the options before implementation, and in some cases, if there are a number of proposals which would be contradictory only one option could be progressed.

In addition to the four specific recommendations detailed in Table 8-1 and Table 8-3 a number of more generic small-scale options which could also be considered to improve the general operation of all MCC carparks have been included:

- Maintain a blended approach to ticket purchasing – cash, credit card and PayByPhone, ensuring information is clear in each car park location.

- Consider formalising currently used ‘ad-hoc and overflows spaces’ in carparks and surrounding areas, through the introduction of white lines to mark ‘formal’ bays.
- Clearer signage to direct occasional visitors and commuters towards the less utilised car parks.

Recommendations presented within this section are not intended to be implemented as a single package. Instead, they are presented as a selection of options, some of which may be more relevant or feasible than others depending on priorities and available resources. They are intended to be considered individually or in combination, allowing decision makers to adopt the desired approach based on evolving needs and stakeholder input.

The recommendations are structured around two key sub-themes: Parking Charges and Use of Technology where additional research or stakeholder engagement may be required to fully evaluate their feasibility and potential impact next steps have been proposed.

8.1 Parking Charges

The recommendations for the Parking Charges are detailed in Table 8-1 with actions for implementation, justification for change, the advantages and disadvantages of the recommended change and the timescales for possible implementation.

Recommendations for Parking Charges in MCC are as follows:

Recommendation 1: Existing charging structure remains

Recommendation 2: Retain season ticket/permit tariff structure

Recommendation 3: Undertake a future review of parking charge variations and charge inconsistencies

Justification for change as well as the advantages and disadvantages for undertaking a future review of parking charge variations and charge inconsistencies have been provided separately within this subsection.

Table 8-1 - Recommendations: Parking Charges

Recommendation	Implementation	Justification	Advantages	Disadvantages	Possible Time Scale
Existing charging structure remains	No change	Transaction data highlights that the 2-hour ticket is the most popular choice in all car parks where it is offered. Occupancy data shows there are no car parks which are greatly underutilised, thus supporting keeping the existing pricing structure in place.	Stability: provides consistency for users already familiar with the current system Low cost: in comparison to implementing other recommendations	Limited improvement: does not address any existing public perceptions raised that free parking for initial hour or 2 hours would increase footfall and parking behaviour	Short Term
Retain season ticket/permit tariff structure	No change	This is a cost effective solution with minimal disruption. No issues regarding season ticket/permit tariff structures have been identified.	Stability: provides consistency for users already familiar with the current system Low cost: in comparison to implementing other recommendations	Limited improvement: does not address any existing issues or inefficiencies in the current system	Short Term

8.1.1 Next Steps to undertake data collection and stakeholder engagement to review possible parking charge variations and inconsistencies

There is currently a lack of consistency in parking charges across MCC, with some towns applying charges while others do not (Usk, for example, where there are no payable spaces), and varying tariff structures in place as presented within Section 2. The existing parking regime is based on a review conducted in 2014, which acknowledged the local context and needs of each town in Monmouthshire. However, ten years on, these factors have likely changed substantially, particularly due to the rise of home-working and increased environmental considerations. Additionally, the current variations in parking charges can cause frustration among residents, visitors, and businesses, potentially leading to inequalities between Monmouthshire's towns.

At present, there is insufficient data available to support a detailed recommendation regarding changes to the existing parking charge structure. While the current arrangements reflect historical decisions, the lack of robust, up-to-date evidence limits the ability to assess how well these structures serve current needs. Recognising the challenges posed by inconsistent charging; such as confusion, perceived unfairness, and potential impacts on town centre vitality; it is suggested that a more detailed review be undertaken. This should aim to assess the potential benefits and most suitable approach to a harmonised pricing structure, taking into account local context, user behaviour, and stakeholder perspectives.

It is therefore recommended that the issue be explored in greater depth as part of a dedicated investigation which should aim to better understand the origins and impacts of the current arrangement and consider the potential benefits of a more coherent and transparent parking strategy.

To support a more up-to-date, informed, and strategic approach to parking charges across MCC, a future review may be undertaken with the following areas of focus:

Data Collection and Analysis

▫ Conduct additional and targeted data collection on the usage patterns of currently free car parks, including capturing how long vehicles remain parked.

▫ Parking data may be analysed alongside indicators such as footfall, retail activity, and business feedback to assess the broader economic impact of current charging arrangements.

Stakeholder Engagement

▫ Engage with local businesses, residents, and councils to gather insights on how current parking arrangements and / or a change in these would affect them.

▫ Facilitate workshops or surveys to understand local priorities and ensure that any proposed changes to parking charges are responsive to community needs.

Policy and Strategic Considerations

▫ Explore the feasibility and implications of introducing a more consistent, equitable, and transparent charging structure across the authority.

▫ Consider how any changes could be phased in, communicated, and monitored to ensure a smooth transition and measurable outcomes.

As a recommendation for further review / research, this has not been scored against the identified criteria, however its justification, advantages and disadvantages are summarised in Table 8-2.

Table 8-2 - Analysis of recommendation to undertake a future review of parking charge variations and charge inconsistencies

Justification	Advantages	Disadvantages
▪ To provide an up-to-date rationale with transparency and data driven decisions about future parking tariffs within Monmouthshire. ▪ Inconsistent provision: Some towns only have free parking (Caldicot and Usk for example) whereas in others, some car parks are free and others payable. This may cause frustration among residents and businesses if, for example, free car parks within towns with a mixed provision, are full. ▪ Changing local context and needs: Over the past 10+ years, the retail landscape of town centres has changed drastically given the rise of online shopping, with town centre footfall generally decreasing across Wales. Post Covid-19 recovery has also changed how people travel and shop locally in addition to an increase in the number of people working from home. ▪ Revenue: A more consistent approach with payable car parks in all towns could increase MCC's parking revenue and ensures revenue from income is not perceived among 'payable' towns having to provide revenue to 'free' parking within other towns	▪ A transparent rationale can reduce frustration among residents and businesses. ▪ Data-driven decision making can provide support for local economies by implementing a fairer tariff across all towns.	▪ If a future review were to recommend changes in the tariff structure, especially increases or new charges in previously free areas, it may face opposition. ▪ Stakeholders may have conflicting views and could highlight tensions between economic, environmental and social priorities. ▪ Conducting a thorough review into each individual town to better understand needs would require time and extensive data collection.

8.2 Use of Technology

The recommendation for the Use of Technology is detailed in Table 8-3 with actions for implementation, justification for change, the advantages and disadvantages of the recommended change and the timescales for possible implementation.

Recommendations for Use of Technology in MCC is as follows:

Recommendation 4: Live information and wayfinding on capacity of car parks

Table 8-3 - Recommendations: Use of Technology

Recommendation	Implementation	Justification	Advantages	Disadvantages	Possible Time Scale
Live information and wayfinding on capacity of car parks	The installation of sensors and cameras in car parks to monitor real-time occupancy could be implemented to direct people to car parks with available space. This may be implemented in certain towns / car parks with higher occupancy levels.	This recommendation would maximise the efficiency for drivers, reducing the time spent searching for parking and improving traffic flow. It could be of particular use in towns where car parks are reaching capacity, but nearby ones are underutilised.	Enhanced user experience: makes parking more convenient for users Improved use of underutilised car parks	Implementation costs: high initial investment required for technology and system set ups Maintenance: ongoing costs for maintaining technology Technical issues: risk of system failures	Long Term

The use of technology to help wayfinding would help drivers locate underutilised Car Parks and reduce traffic circulation while searching for spaces. In addition, with appropriate active smart technology in place, wayfinding could be used to change driver behaviour and direct commuters to edge of town car parks and visitors to the more central ones to encourage their dwell time in the town centres. However, this would need to be done in conjunction with an altered car pricing structure and retuning policy to ensure the desire change is achieved.

Although not currently recommended for further action a long-term technology-based solution for managing car parking could be to link all Council monitoring technology to form a Smart Town – a Smart Town is an urban area that uses different types of electronic methods and sensors to collect data and uses the information analysed to gain insight into the use of assets, resources and services in order to use the collected information to improve operations and services with a long term goal to improve prosperity across the smart town. The six-stage process progresses from identifying a problem; through exploring solutions; planning and procurement; installation of equipment and software; collecting, analysing and sharing data; and finally continuously monitoring and evaluating the scheme. Introducing Smart Town technology into MCC's management of the car park spaces and on-street parking would need a comprehensive review of the monitoring technology that MCC has available across all departments to ensure that the systems could be linked and would be likely to include installation of ANPR monitoring of car parks and parking sensors for all parking spaces both within car parks and on-street and real-time signage to be installed for all car parks.

8.3 Next Steps to consider in the short term

Initial Next Steps and Recommendations

To address the current challenges around inconsistent charging, limited data, and evolving enforcement responsibilities, the following initial steps are recommended. These actions are intended to support a more strategic, equitable, and future-ready approach to parking management across Monmouthshire:

Reallocation of Spaces for Specific User Groups

Reallocation of spaces should be considered in all car parks with over 100 spaces, aiming to meet good practice standards by 2030. This includes providing:

- 3%–6% of spaces for Blue Badge holders,
- 10%–20% for electric vehicle (EV) charging,
- 5%–10% for parent and toddler parking.

These spaces should be located to minimise walking distances for those with mobility impairments, with higher provision in car parks closer to town centres. This supports inclusive access and aligns with evolving user needs.

Comprehensive Data Collection Programme

A robust data collection effort is essential to inform future decisions, particularly around the review of free parking provision and the potential for a harmonised charging structure. This should include:

- 16-hour (06:00–22:00) parking beat surveys and / or 24/7 video surveys to analyse vehicle dwell times, parking accumulation, and duration of stay.
- Mapping of all special parking allocations (motorcycles, Blue Badge, EV, parent and toddler).
- Mobile phone signal strength assessments in all car parks to ensure reliable use of parking apps.
- A cross-departmental inventory of existing and planned smart technologies to assess readiness for a potential Smart Towns rollout.

These efforts will address current data gaps and support evidence-based policy development.

Review of Civil Enforcement Officer (CEO) Operations

A review of current CEO operations including staffing levels, enforcement beats, vacancies and duties, is necessary to assess the adequacy of enforcement capacity. This is particularly important in light of:

- Potential expansion of paid parking areas,
- Anticipated new responsibilities (e.g. pavement parking enforcement),
- Expected Welsh Government consultation in late 2025 on expanding local enforcement duties.

Any increase in enforcement scope may require additional CEO hours or recruitment to maintain effective monitoring and compliance.

Expansion of Smart Town Technology

Consideration should be given to the wider deployment of Smart Town technologies across Monmouthshire. This would enable:

- Real-time monitoring and management of parking assets,
- Development of a dynamic pricing strategy for both car parks and on-street parking, if adopted as a long-term goal.

This approach would support more responsive and efficient parking management, improve user experience, and provide a foundation for future innovation.

Review of Overall Parking Provision and Stay Duration Strategy

As part of the wider review, it is recommended that MCC undertakes a strategic assessment of the overall parking provision, with particular attention to the balance and distribution of short-stay and long-stay car parks. This should include:

- Analysis of duration of stay patterns across all car parks to determine whether current designations (short-stay vs. long-stay) align with actual usage and demand.
- Assessment of car park locations in relation to town centres, key destinations, and public transport links, to ensure that short-stay parking is prioritised in more central, high-demand areas, while long-stay parking is directed to peripheral or less congested locations.
- Consideration of pricing structures that support this approach, encouraging turnover in central areas and promoting sustainable travel options for longer stays.
- Evaluation of signage and user information, to ensure that the purpose and intended use of each car park is clearly communicated to users.

This review will help ensure that the parking offer is not only efficient and user-friendly but also supports wider goals such as town centre vitality, accessibility, and environmental sustainability.

APPENDICES

Appendix A. Baseline Position (Data Analysis)

TECHNICAL NOTE

Monmouthshire Car Park Review

SUBJECT	PROJECT NO.	DATE
Data Analysis	5230879	May 2025

AUTHOR	DISTRIBUTION	REPRESENTING
HH	Monmouthshire County Council	AtkinsRéalis

Document history

Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
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1.1	Updated Draft	HH	CLC	CLC	CLC	December 2024
2.0	Final	HH	CLC	SL	CLC	May 2025

Client signoff

Client	Monmouthshire County Council		
Project	Monmouthshire Car Park Review	**Project No.**	5230879
Client signature / date			

TECHNICAL NOTE

1. Introduction

This Technical Note presents background information and data analysis completed for the Monmouthshire County Council (MCC) owned and managed car parks in Monmouthshire; including free, pay-and-display, leisure centre and visitor attraction car parks.

Maps have been used to present baseline information for all the car parks, detailing their capacity (by town and individual car park), the type of car park (paid, free, leisure centre, etc.), overlaid on a map showing the Welsh Index of Multiple Deprivation (WIMD), and the availability of Electric Vehicle (EV) charging facilities

Findings from the 2024 transaction data from February to November is presented. This details the split of transactions made by the PayByPhone app, in comparison to physical ticket machines within MCC car parks. The transactions also show the total tickets sold and total revenue subsequently generated by each car park.

The findings of the video survey data analysis, conducted by Severnside Transportation Data Collection on behalf of MCC, is then presented. Using this data, AtkinsRéalis calculated the variation of occupancy levels within each car park throughout the day and seasons. All types of council-owned car parks have been explored, and whilst there are some gaps within the data there is sufficient information to draw conclusions on the current parking behaviour in Monmouthshire. Each car park is either covered by 2022 or 2024 data and in each case for more than one day in those years.

The findings are presented in summary in Section 2:

- Table 3-2 - outlines the Occupancy Summary, detailing the peak percentages on Weekdays, Saturday and Sundays for January, March and June of 2022, and September/October of 2024.
- Table 3-3 and Table 3-4 presents the car parks with the highest and lowest average percentage occupancies over Weekdays and Saturdays.

Section 4 presents the Detailed Data Analysis, with graphs for each car park by month and year.

In total 46 carparks have been analysed, located in Abergavenny, Caldicot, Chepstow, Monmouth, Usk, Gilwern, Goytre, Magor, Rogiet, Raglan and Tintern, with outcome recommendations to be considered on a case-by-case basis in the final MCC Parking Review Report.

1.1 Car Park Capacity

Figure 1-1 and Table 1-1 presents the total number of spaces by location in Monmouthshire, including both free and payable spaces. Figure 1-1 and Table 1-1 excludes leisure centre, visitor attraction and season permit only spaces. It should be noted that Abergavenny has the most spaces (1,381 of which 297 are free).

Figure 1-2 to Figure 1-6 present the capacity of individual car parks in Monmouthshire, showing the total number of spaces by car park, including leisure centre, visitor attraction and season permit only spaces.

Figure 1-1 - Monmouthshire car park spaces by place

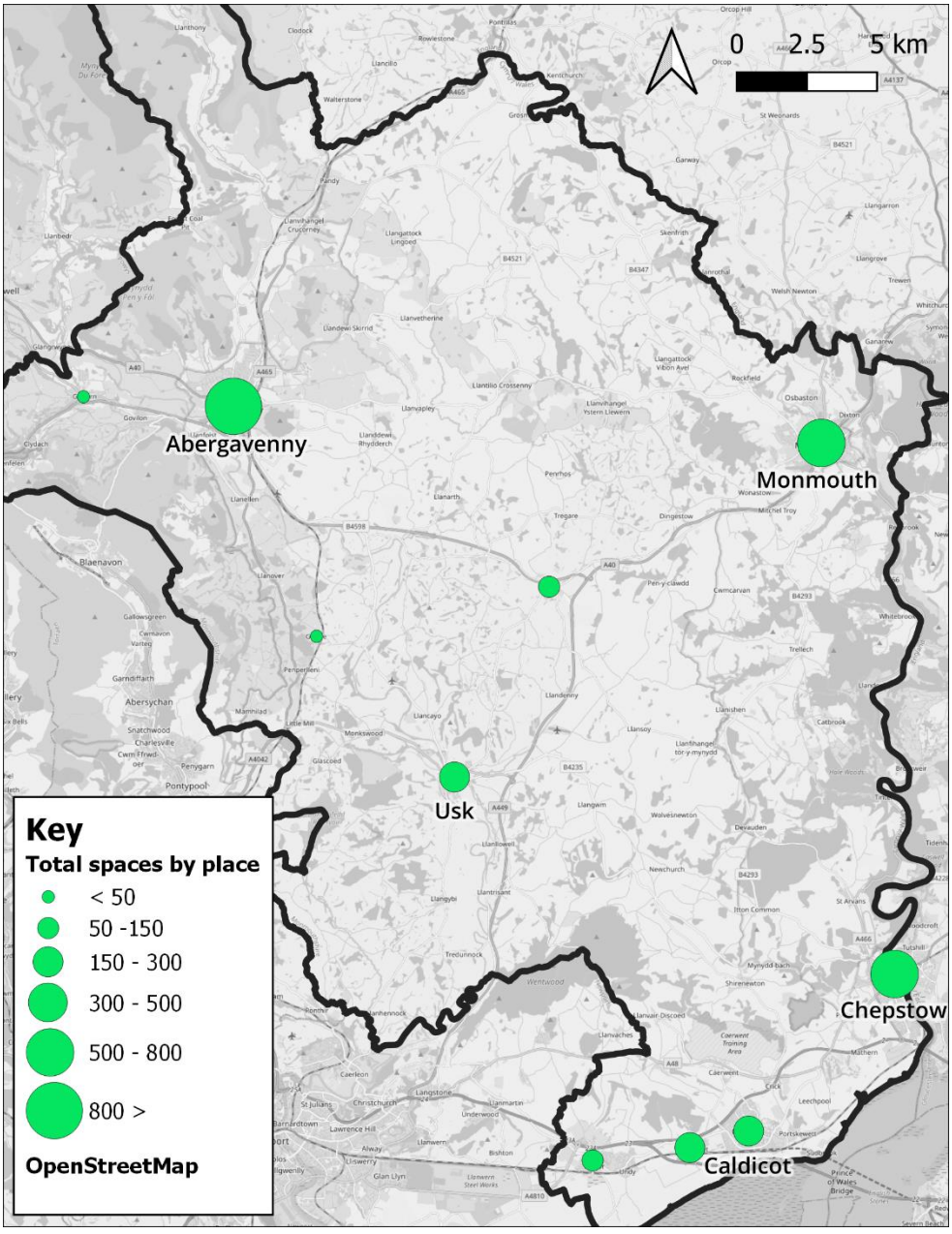


Table 1-1 - Total number of spaces by town[1]

Place	Number of free spaces	Number of payable spaces	Total number of spaces
Abergavenny	297[2]	858	**1381**
Caldicot	175		**175**
Chepstow	98	502	**600**
Gilwern	24		**24**
Goytre	22		**22**
Magor	92		**92**
Monmouth	477	202	**679**
Raglan		54	**54**
Rogiet		244	**244**
Usk	254		**254**

[1] This does not include leisure centre, visitor attraction or season permit only spaces.
[2] Abergavenny's only free car park – Byefield Lane, is chargeable on Tuesdays.

Figure 1-2 - Abergavenny car park capacity

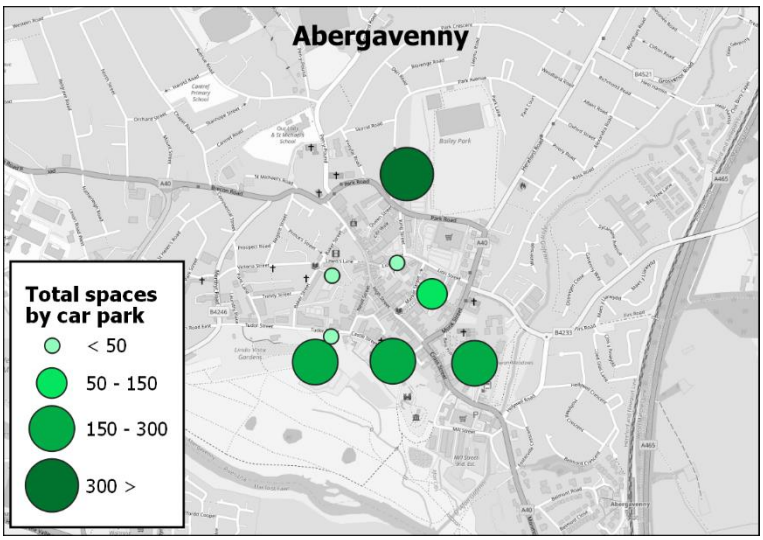


Figure 1-3 - Monmouth car park capacity

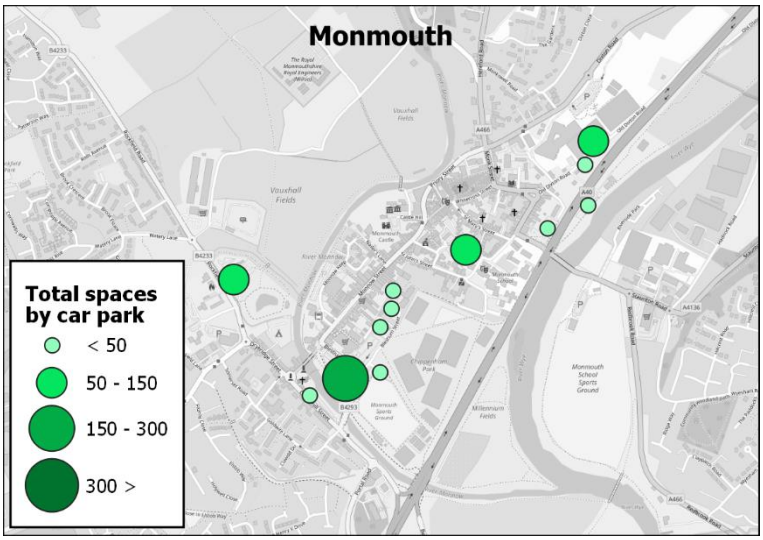


Figure 1-4 - Usk car park capacity

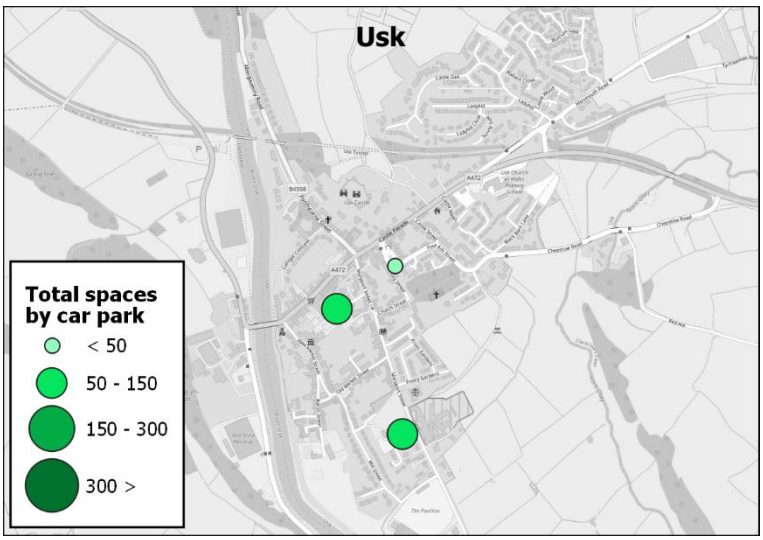


Figure 1-5 - Chepstow car park capacity

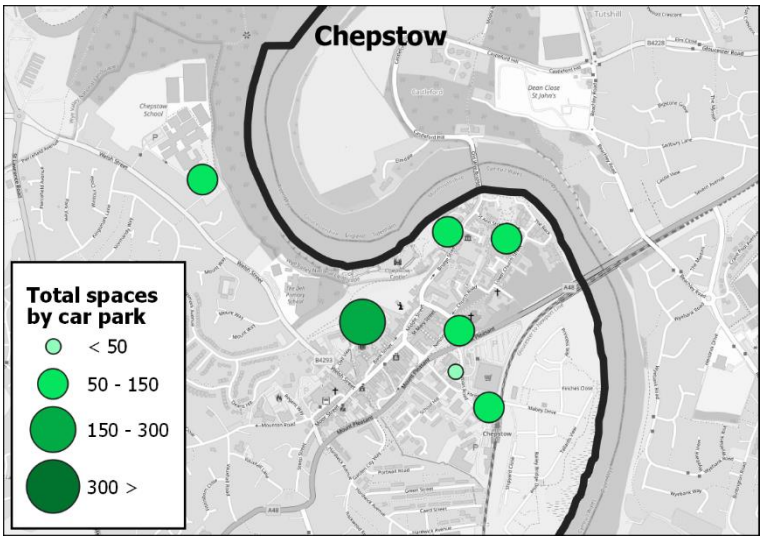
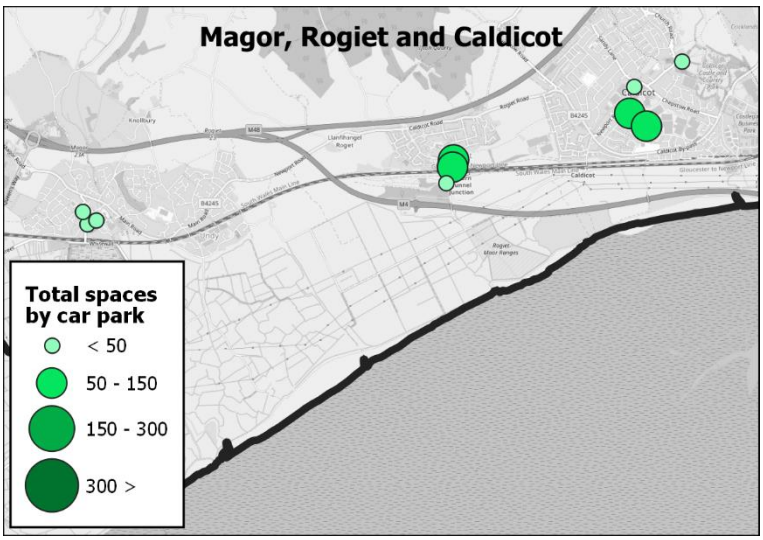


Figure 1-6 - Magor, Rogiet and Caldicot car park capacity



1.2 Cost of Parking

Figure 1-7 to Figure 1-12 present the cost of parking in Monmouthshire, by type. This has been overlayed on a map showing WIMD 2019 data (overall) to show areas where there are some higher deprivation rates. It is worth noting that Abergavenny (Figure 1-8) has 1 out of its 8 car parks free of charge (Byefield Lane – excluding Tuesday), despite there being a pocket of deprivation within the town. Whereas Usk only has free car parks, despite being within the 50% least deprived area. Also shown on these figures are town centre supermarket car parks with the time limits for parking that customers are allowed. Despite these car parks being reserved for customer use, there is anecdotal evidence that they are often used by members of the public when visiting town centres without making use of the supermarket.

Figure 1-7 - Monmouthshire cost of parking and WIMD 2019 data (overall domain)

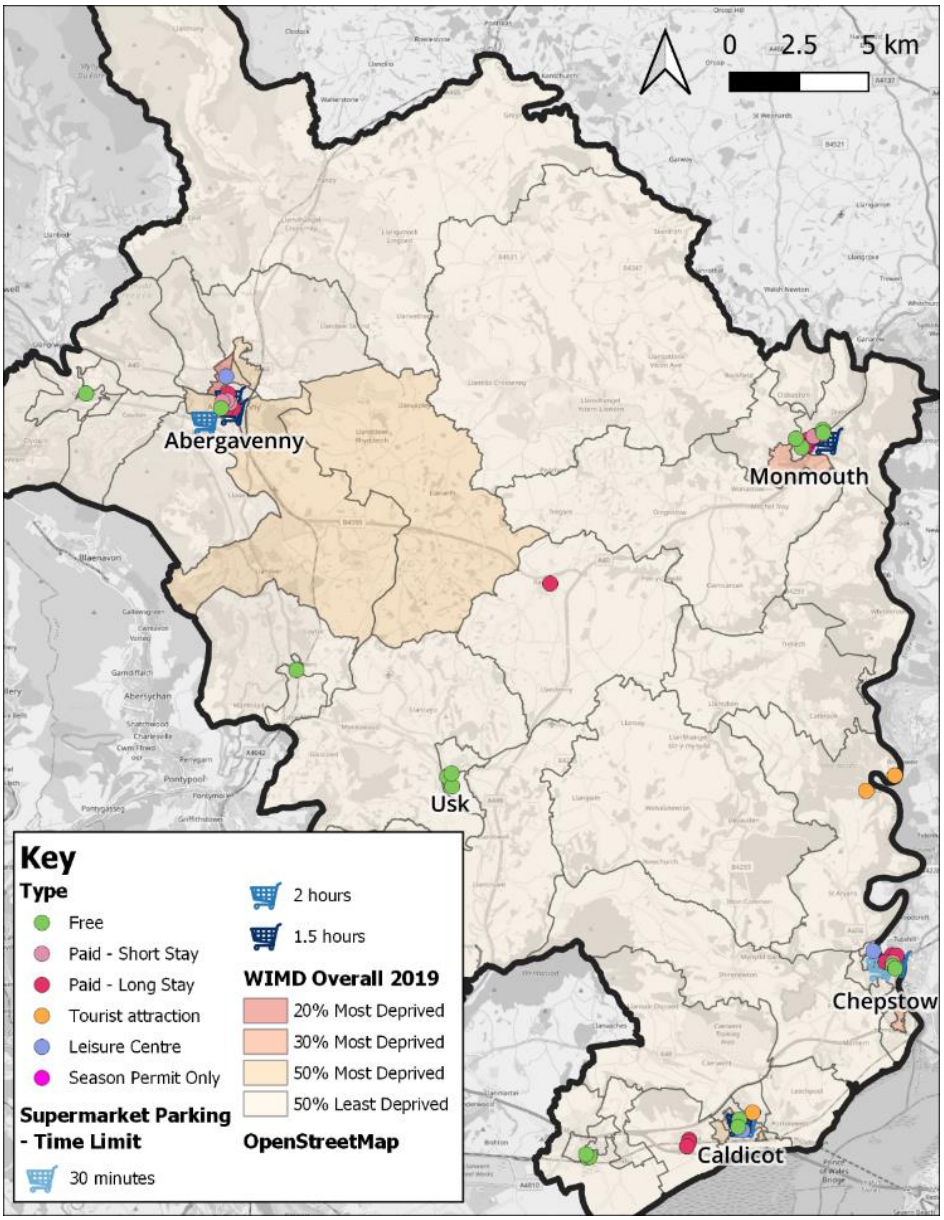
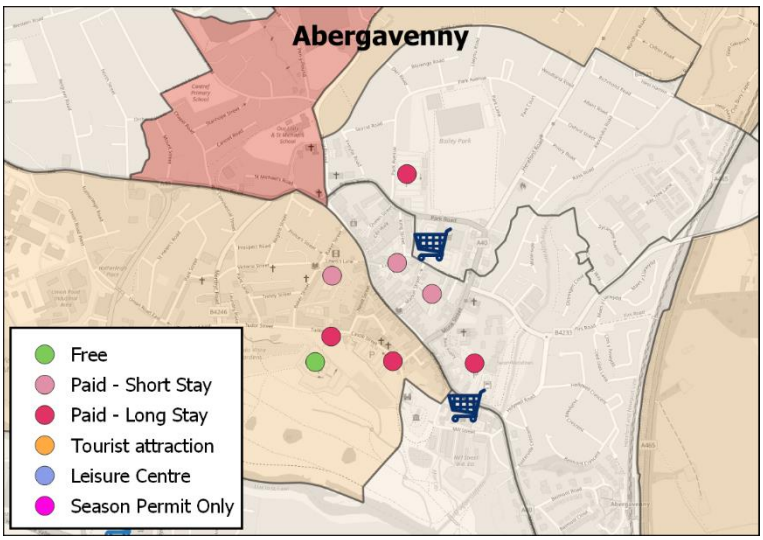
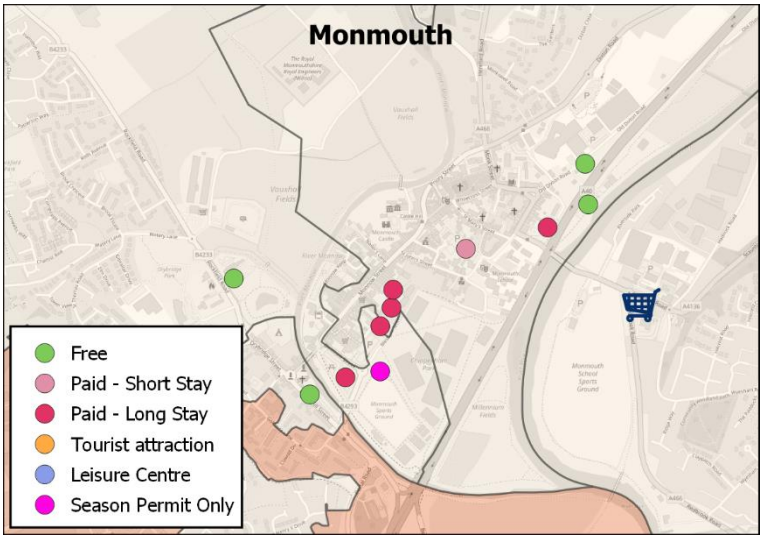


Figure 1-8 - Abergavenny cost of parking and WIMD data[3]



(for full key see Figure 1-7)

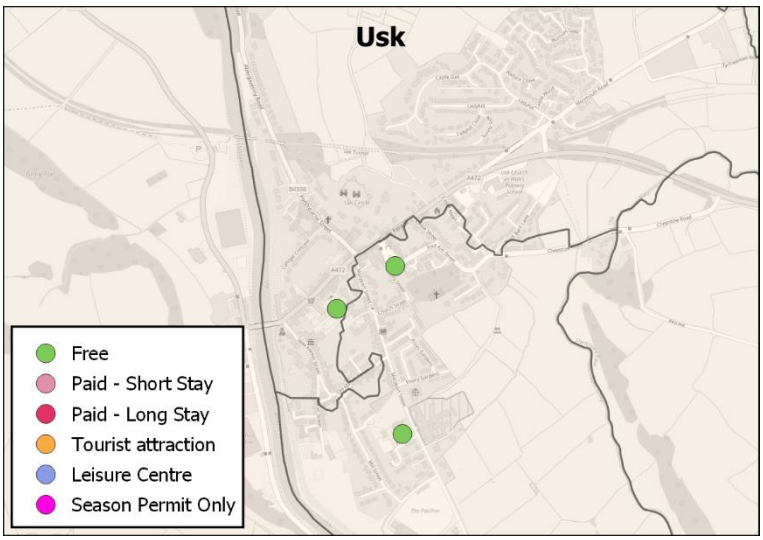
Figure 1-9 - Monmouth cost of parking and WIMD data



(for full key see Figure 1-7)

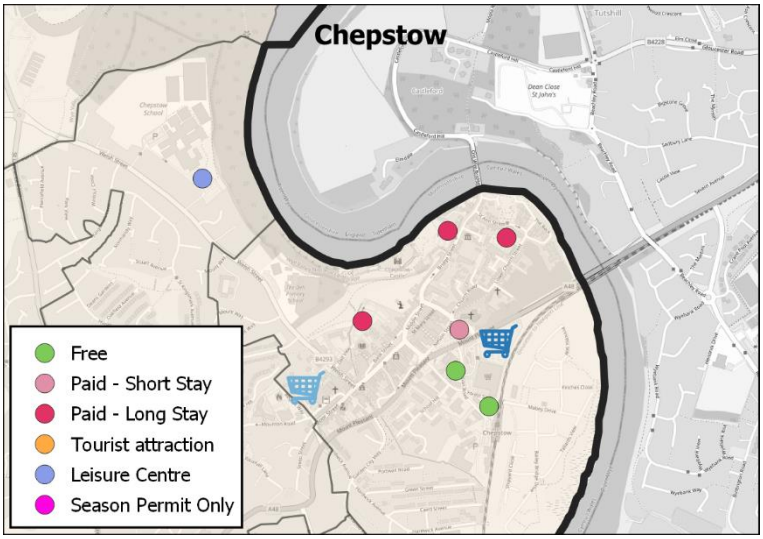
[3] Byefield Lane (Abergavenny) is chargeable on Tuesdays. This car park has been shown as 'free' within the figure 1.8.

Figure 1-10 - Usk cost of parking and WIMD data



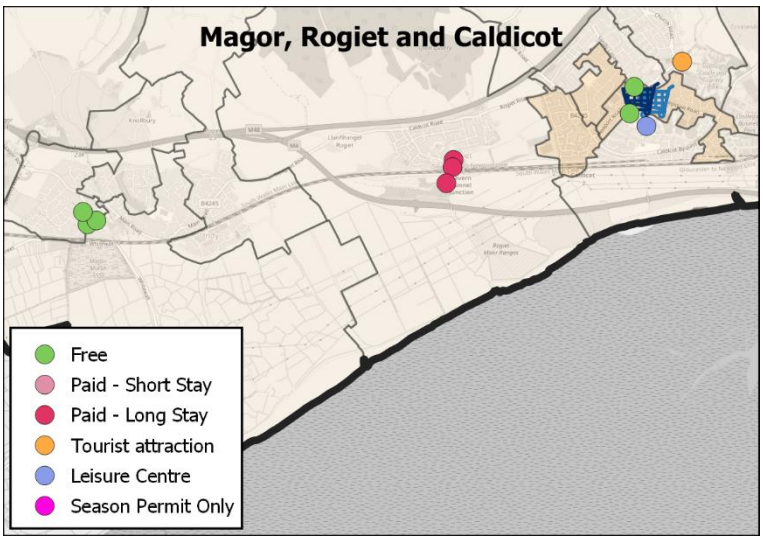
(for full key see Figure 1-7)

Figure 1-11 - Chepstow cost of parking and WIMD data



(for full key see Figure 1-7)

Figure 1-12 - Magor, Rogiet and Caldicot cost of parking and WIMD data

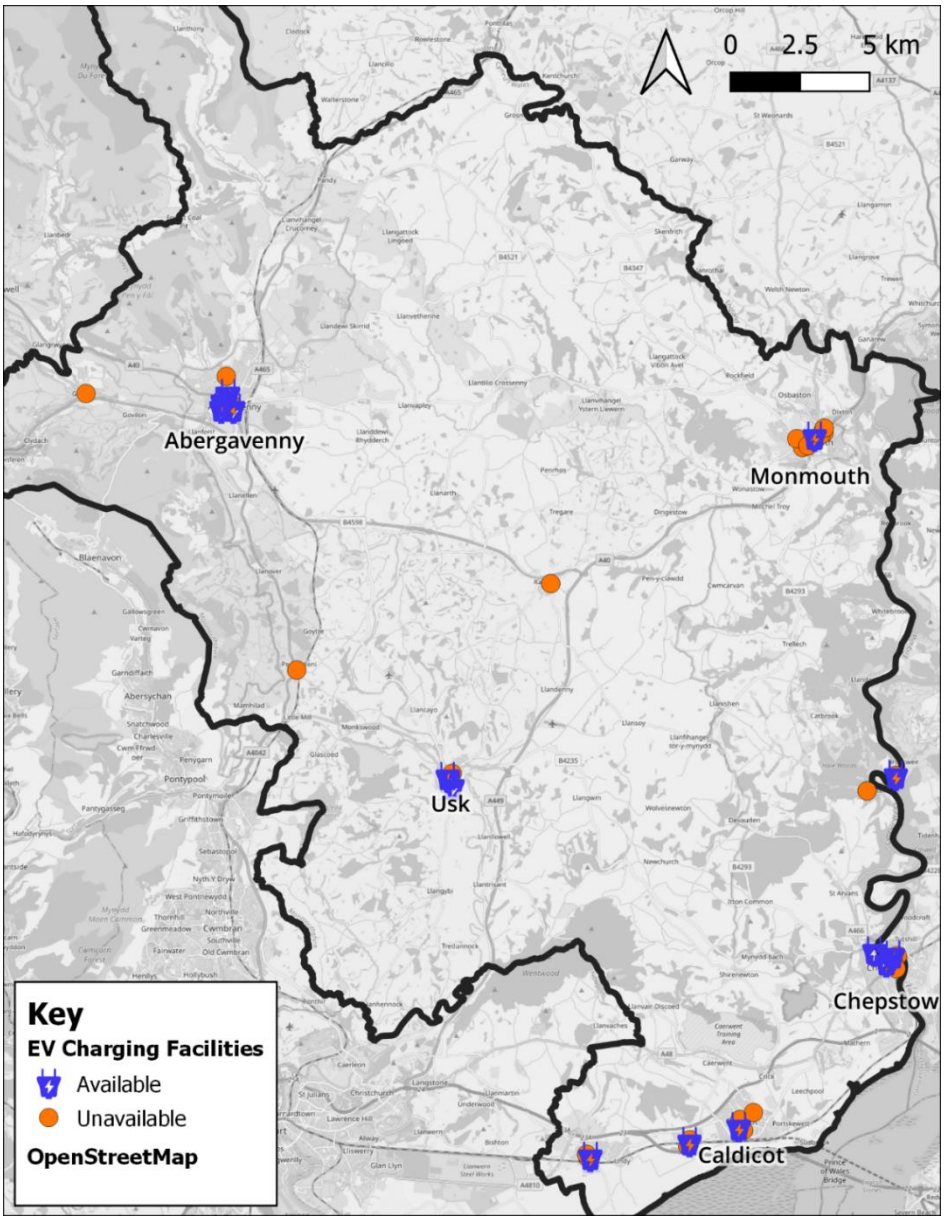


(for full key see Figure 1-7)

1.3 EV Charging Availability

Figure 1-13 to Figure 1-17 present the availability of EV charging facilities in Monmouthshire (within Council owned and managed car parks). Each of the main towns; Abergavenny, Monmouth, Usk, Chepstow and Caldicot, have some EV charging options available for public use.

Figure 1-13 - Monmouthshire EV charging availability[4]



[4] Source: Electric Vehicle Charge Points - Monmouthshire

Figure 1-14 - Abergavenny EV charging availability

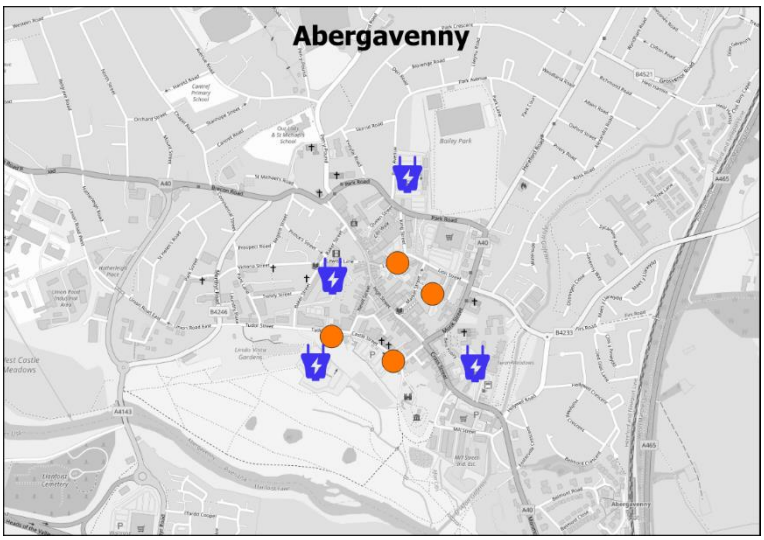


Figure 1-15 - Monmouth EV charging availability

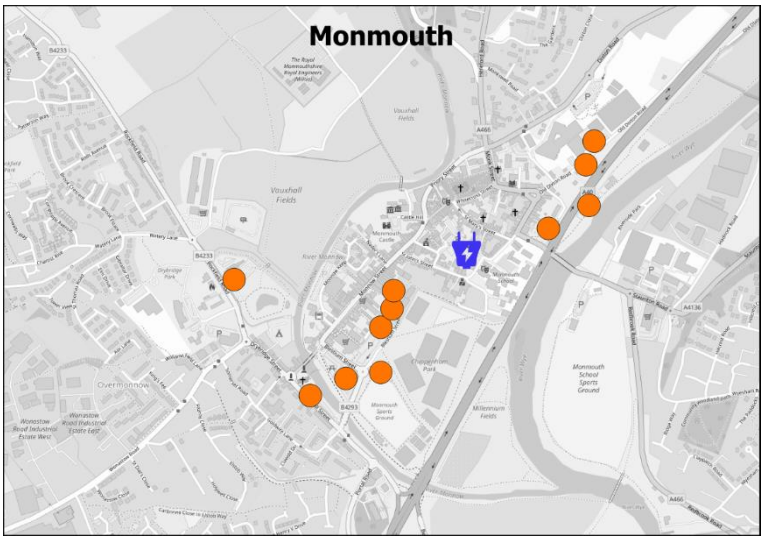


Figure 1-16 - Usk EV charging availability

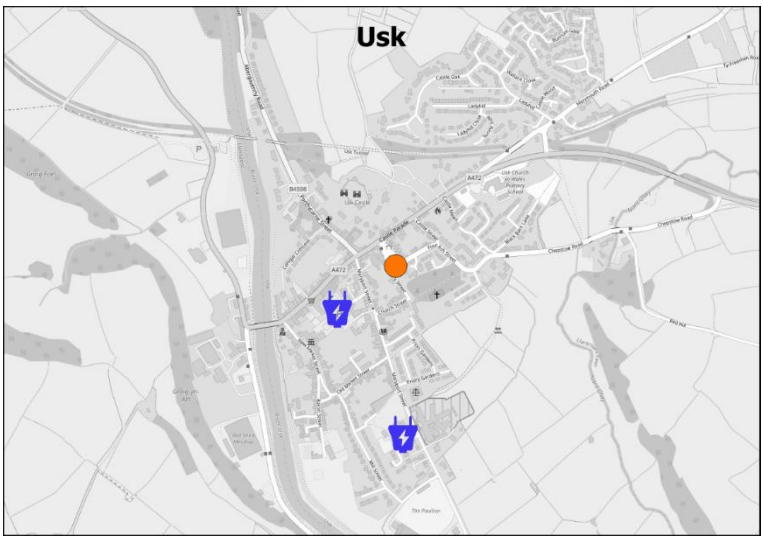


Figure 1-17 - Chepstow EV charging availability

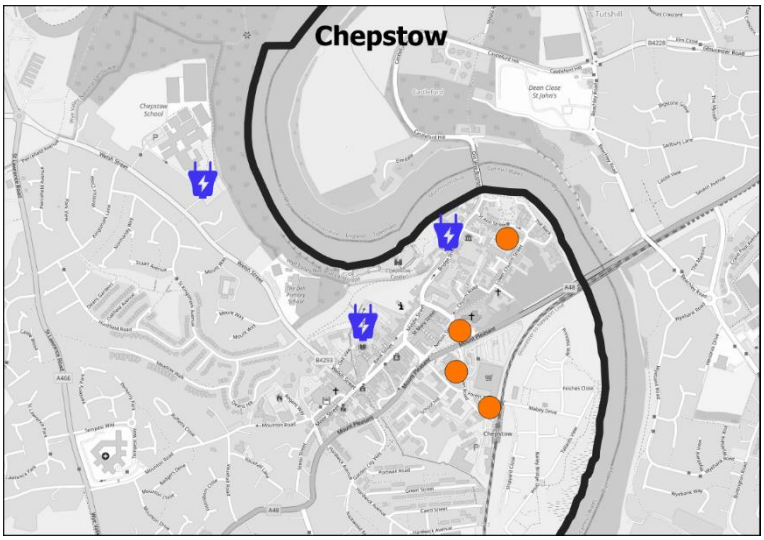
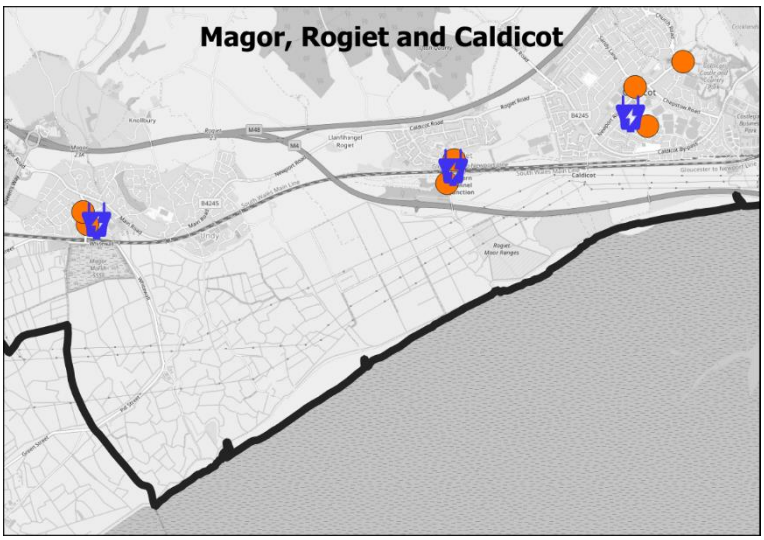


Figure 1-18 - Magor, Rogiet and Caldicot EV charging availability



2. Transaction Analysis

This section details the analysis of the transaction data received from MCC. Data for tickets purchased at physical ticket machines in MCC car parks and digital tickets purchased via the PayByPhone app was received separately. PayByPhone data covered January to November 2024, and ticket machine data covered February to November 2024; data presented within this section has therefore displayed the total ticket sales and total revenue from ticket sales for a 10 month period (February to November 2024).

While the ticket machine data provided the total monthly revenue for each ticket type, the PayByPhone data did not. Therefore, the revenue from each type of ticket sale was calculated by multiplying the ticket price by the number of tickets sold, whilst making sure to capture the price changes before and after April 2024. The prices for each ticket type are detailed in Table 2-1.

Table 2-1 - Ticket Prices

Car Park Type		Ticket Type	Ticket Price	
			Pre April 2024	Post April 2024
Short Stay		2 hour	£1.80	£2.00
		3 hour	£2.20	£2.40
		4 hour	£2.80	£3.00
		Sunday first 2 hours free	-	
		Sunday remainder day	£1.00	£1.30
Long Stay		2 hour	£1.80	£2.00
		3 hour	£2.20	£2.40
		4 hour	£2.80	£3.00
		Sunday first 2 hours free	-	
		Sunday remainder day	£1.00	£1.30
		All day	£5.60	£6.20
		5 day	£21.00	£23.00
		6 day	£25.00	£27.50
Other	Byefield Lane	Tues all day	£5.60	£6.20
	Drill Hall	Mon - Sat all day	£1.80	£2.00
		Sunday first 2 hours free	-	
		Sunday remainder day	£1.00	£1.30
	Country Park	First 3 hours free	-	
		Remainder of day	£5.00	£5.50

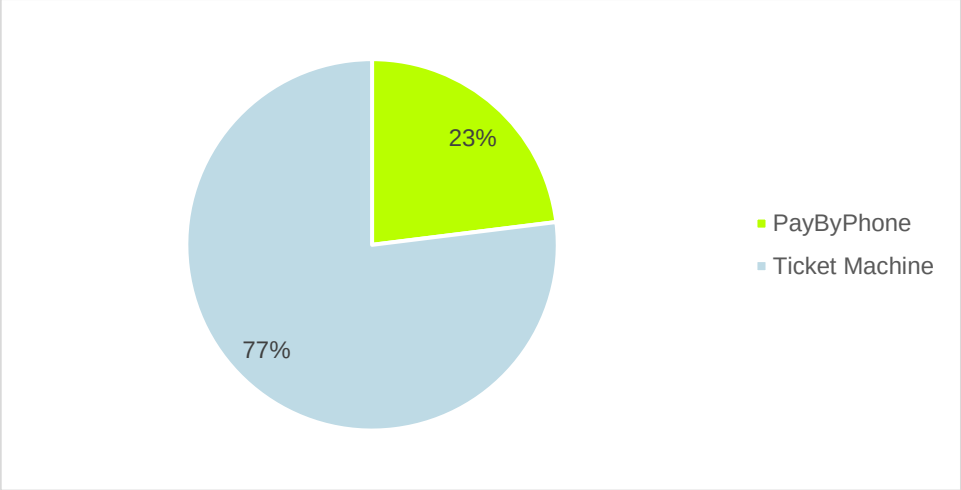
Playing Fields	Mon - Fri all day	£2.20	
Severn Tunnel Junction	All day/24 hour	£3.00	£3.30

The PayByPhone data revealed that there were some purchases of tickets not under the general structure of short and long stay car parks (2 day/3 day etc). For consistency with the ticket machine data where these ticket types were not available for purchase, these sales have not been presented in this data analysis Technical Note.

2.1 Method of Ticket Purchase

The split between tickets purchased via ticket machines and the PayByPhone app is presented in Figure 2-1. This has only included ticket types which were available to purchase at both ticket machines and using the PayByPhone app.

Figure 2-1 - Method of Purchase



2.2 Total Ticket Sales and Total Ticket Revenue

Figure 2-2 to Figure 2-11 present the detailed transaction analysis, showing the total ticket sales and total revenue from ticket sales from February to November 2024.

For short and long stay car parks (where the ticket type was available), the 2-hour ticket made up 52% of the total ticket sales, and 45% of the total revenue from ticket sales[5]. Figure 2-2 presents the percentage that 2, 3, 4-hour and all-day tickets make up of the total sales and total revenue in short stay and long stay car parks.

[5] Including 2, 3, 4 hour, all day, Sunday first 2 hours free, Sunday remainder of day and 5/6 day tickets.

Table 2-2 - Ticket Type Percentage of Sales/Revenue

Car Park Type	Ticket Type	% of Total Ticket Sales	% of Total Revenue from Ticket Sales
Short Stay	2 hour	67%	60%
	3 hour	19%	20%
	4 hour	15%	20%
Long Stay	2 hour	55%	42%
	3 hour	23%	21%
	4 hour	15%	18%
	All day	8%	19%

2.3 Short Stay Car Parks

Figure 2-2 - Total Ticket Sales: Short Stay

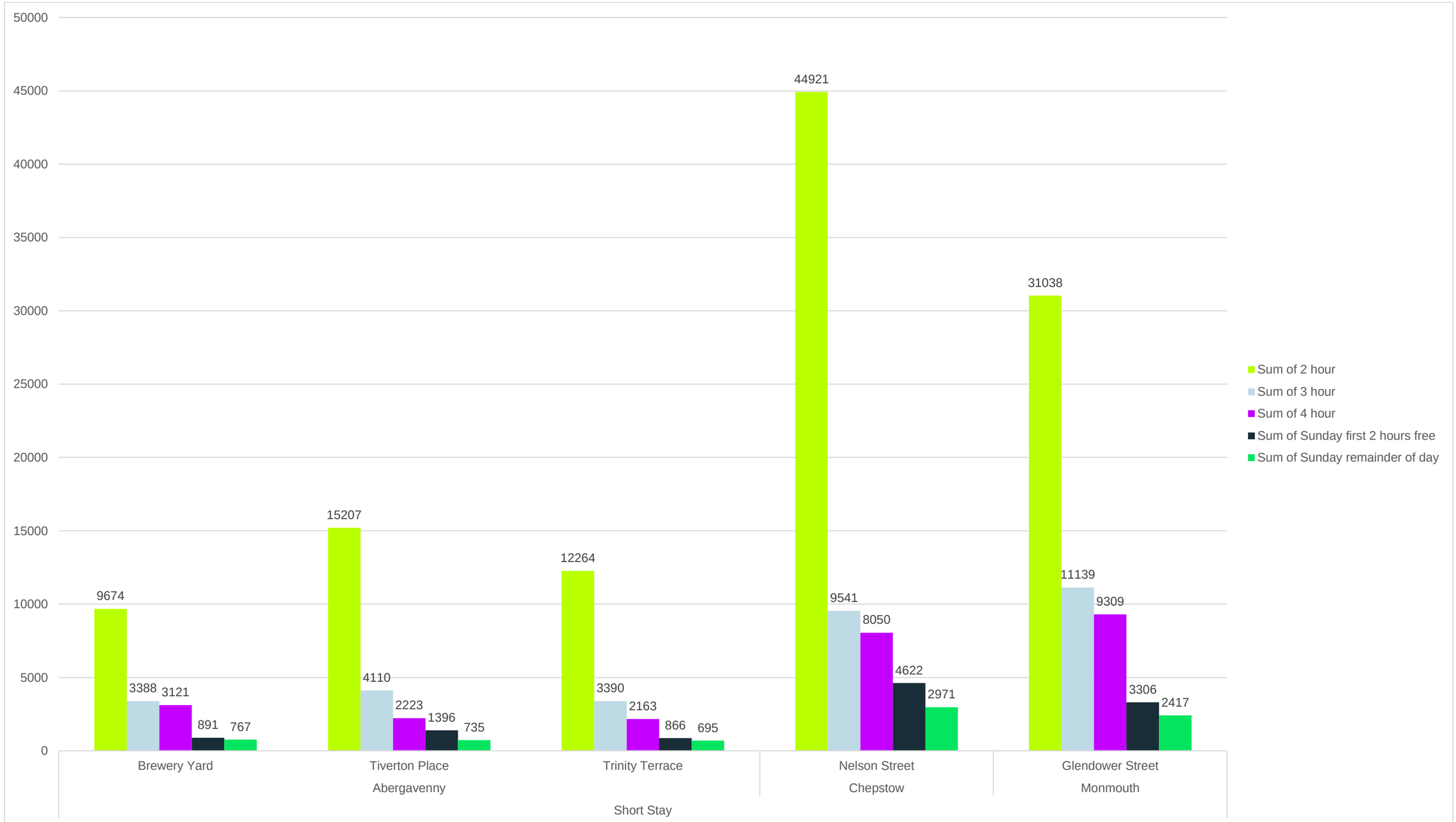
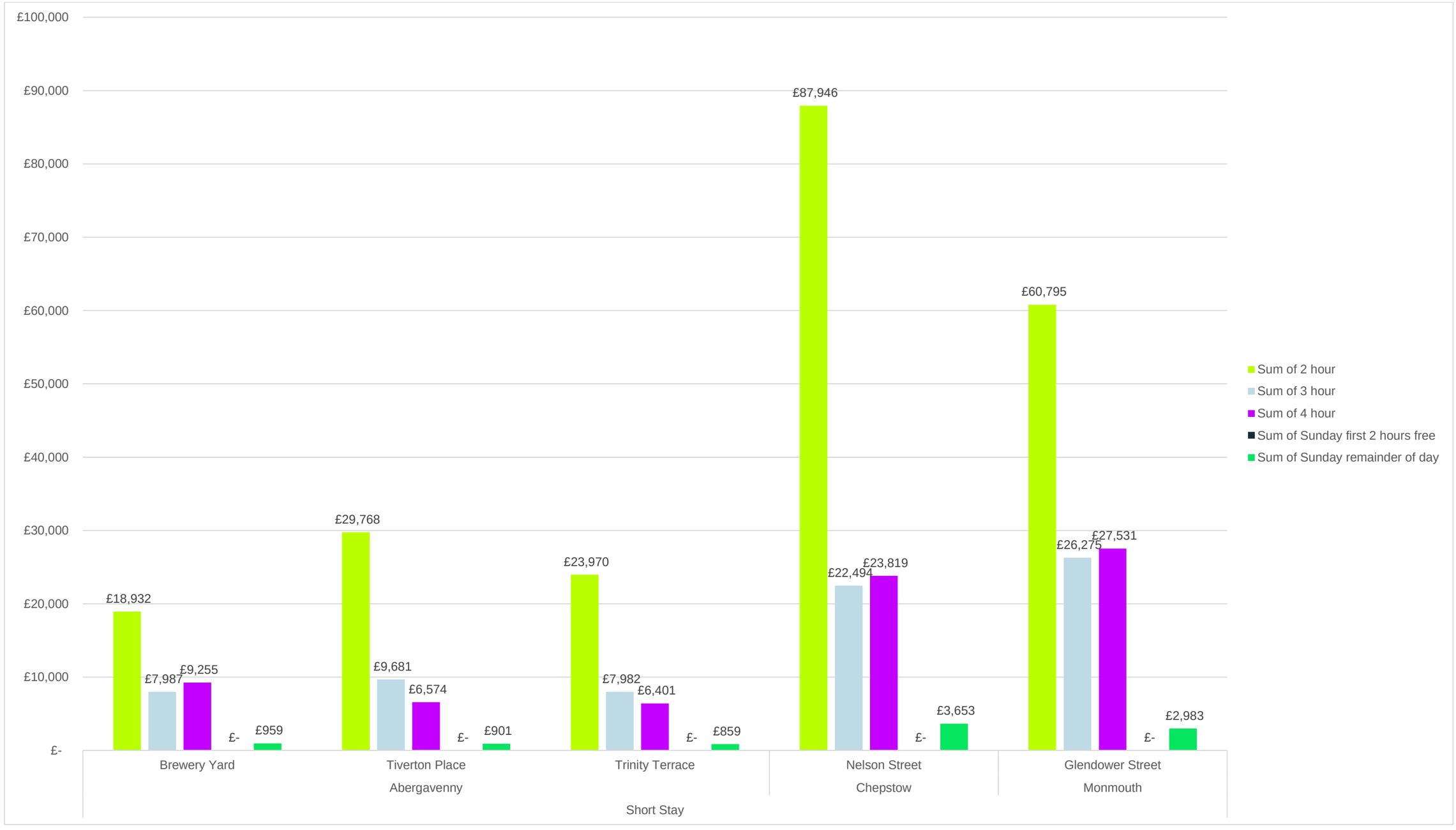


Figure 2-3 - Total Revenue from Ticket Sales: Short Stay



2.4 Long Stay Car Parks

Figure 2-4 - Total Ticket Sales: Long Stay

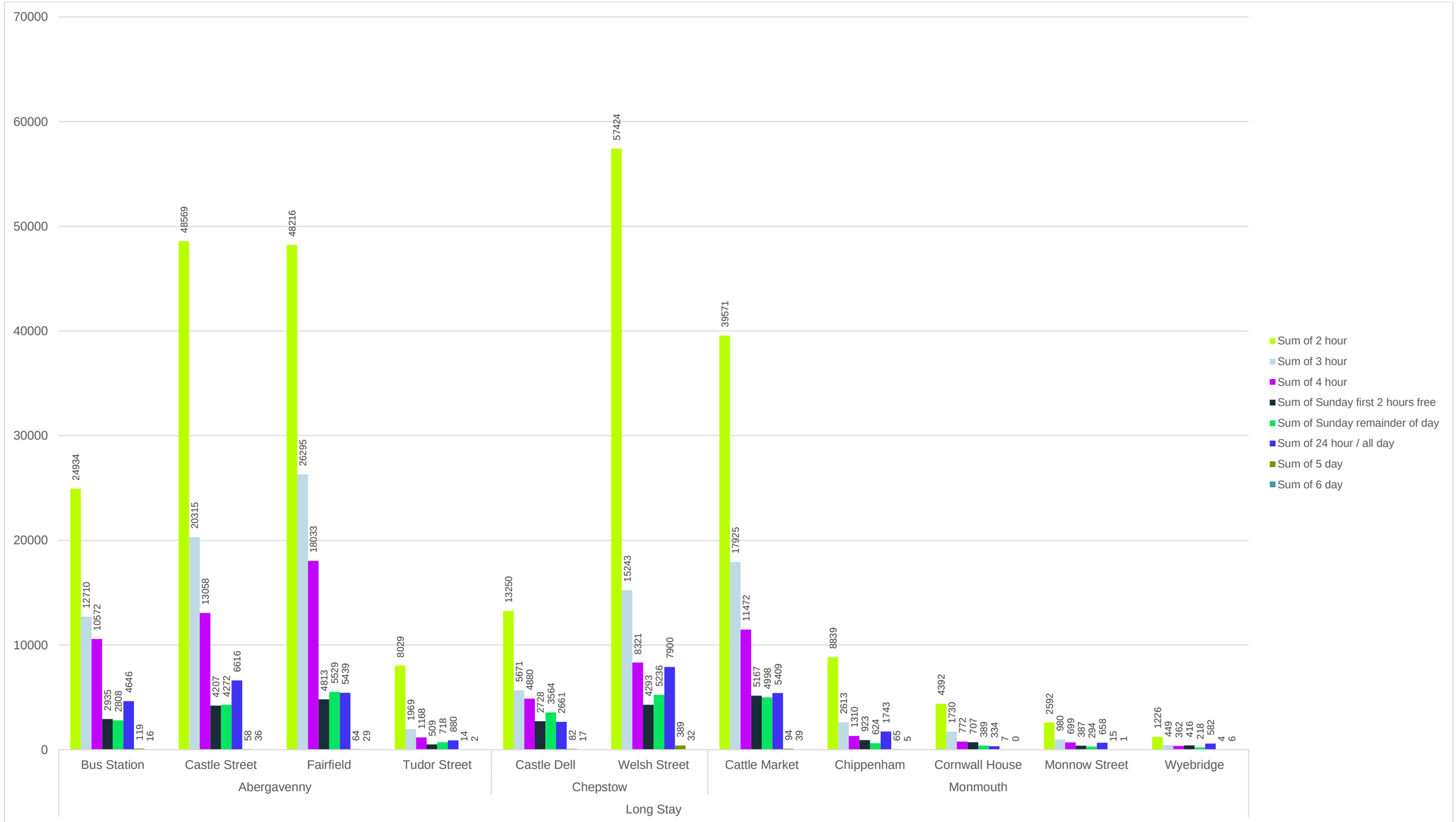
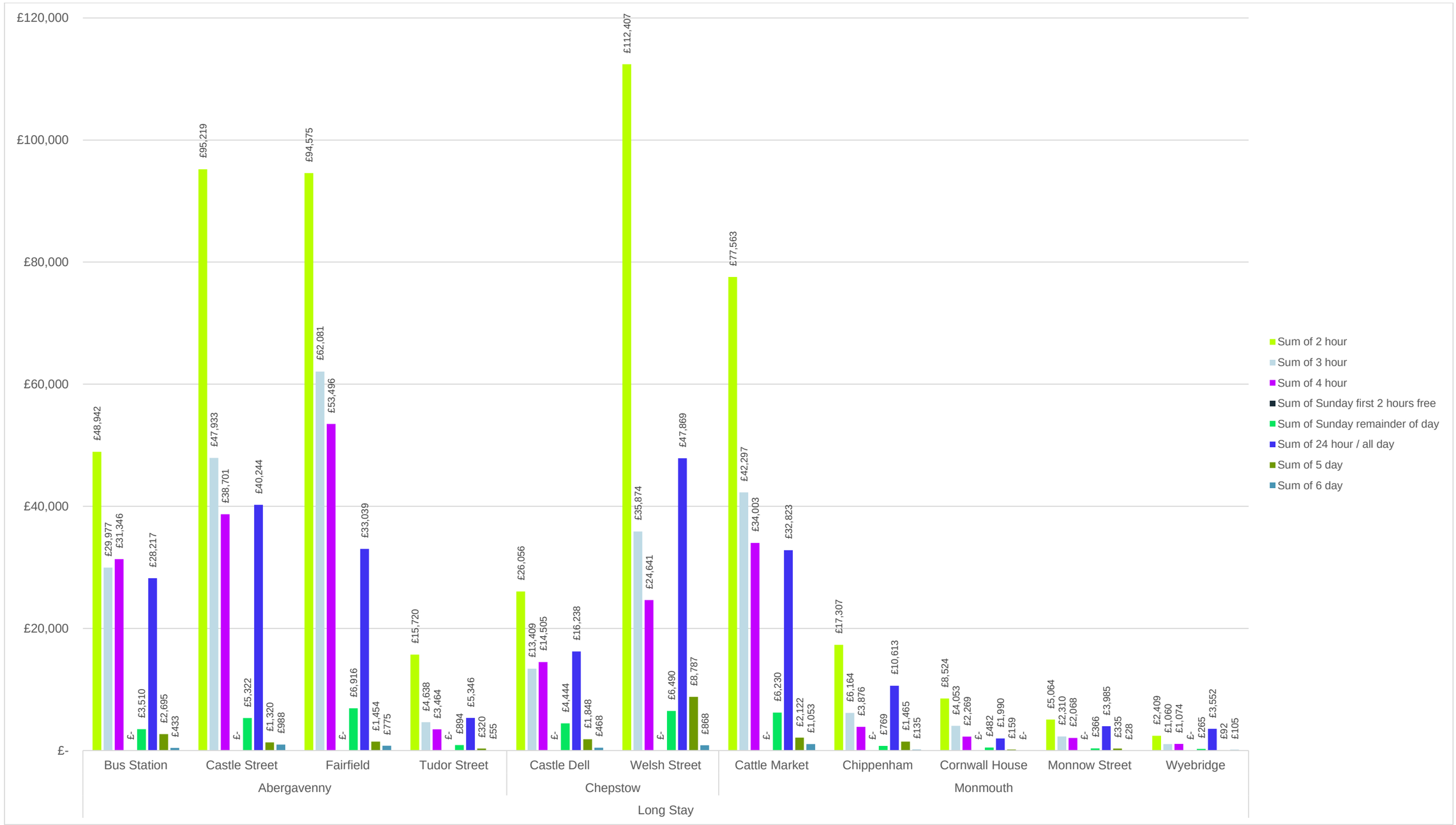


Figure 2-5 - Total Revenue from Ticket Sales: Long Stay



2.5 Other Car Parks

2.5.1 Abergavenny – Byefield Lane

Figure 2-6 - Total Ticket Sales: Byefield Lane, Abergavenny

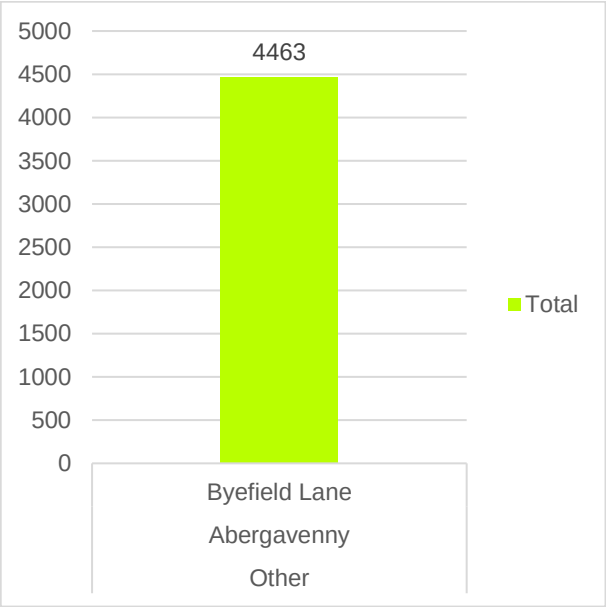
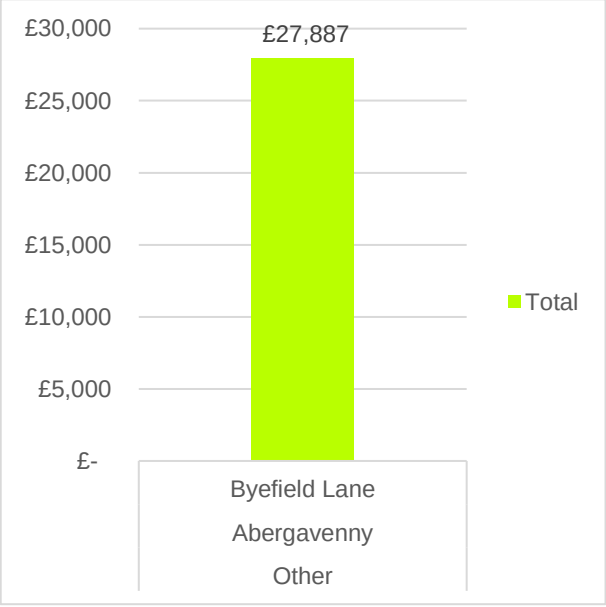


Figure 2-7 - Total Revenue from Ticket Sales: Byefield Lane, Abergavenny



2.5.2 Chepstow – Drill Hall

Figure 2-8 - Total Ticket Sales: Drill Hall, Chepstow

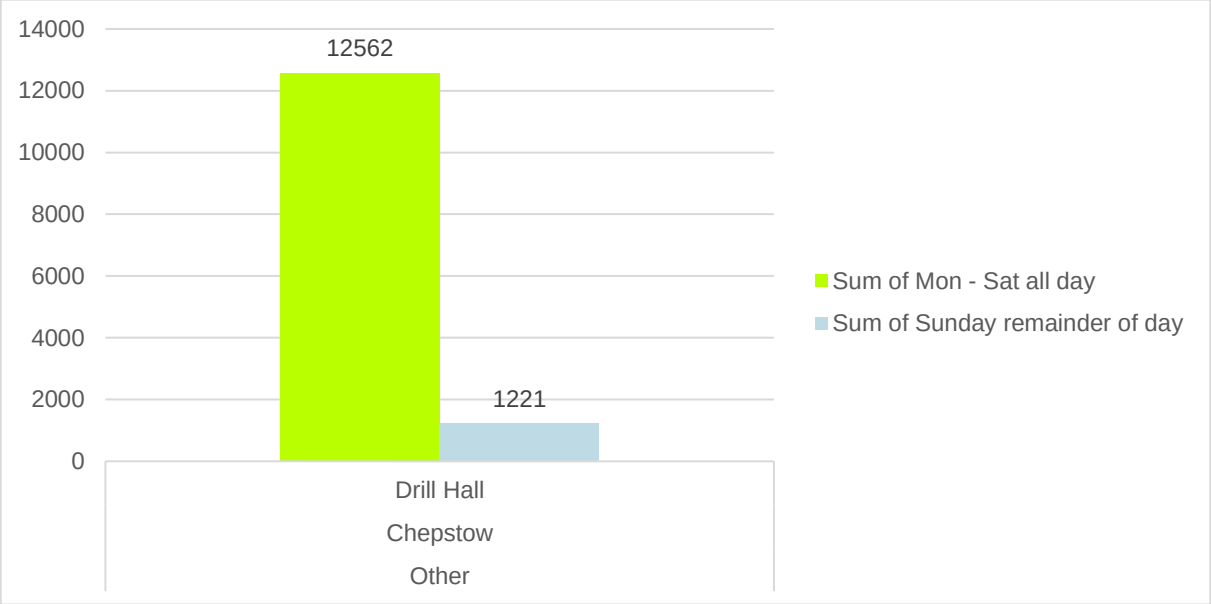
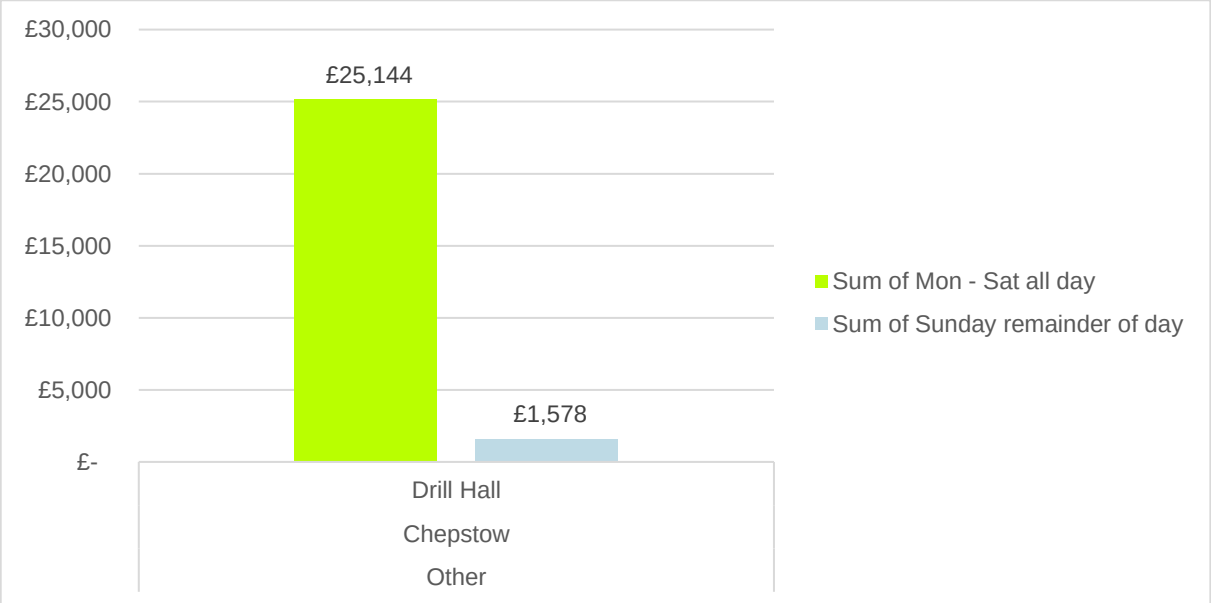


Figure 2-9 - Total Revenue from Ticket Sales: Drill Hall, Chepstow



2.5.3 Rogiet

Figure 2-10 - Total Ticket Sales: Other Car Parks in Rogiet

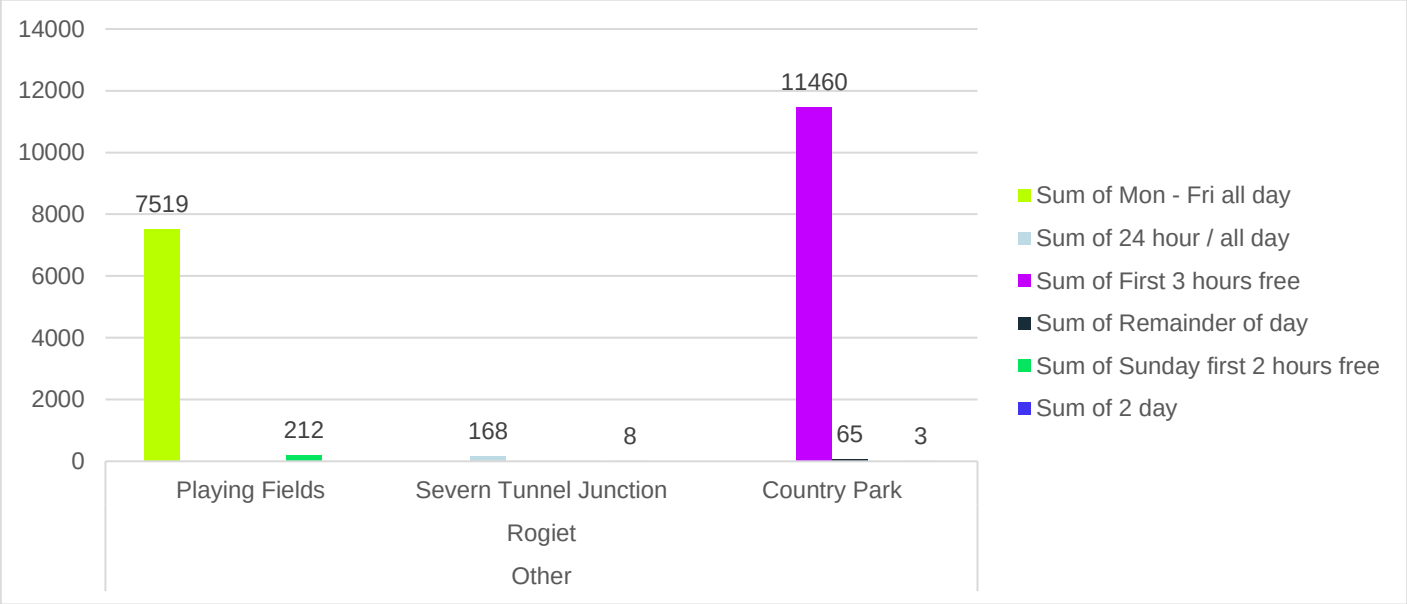
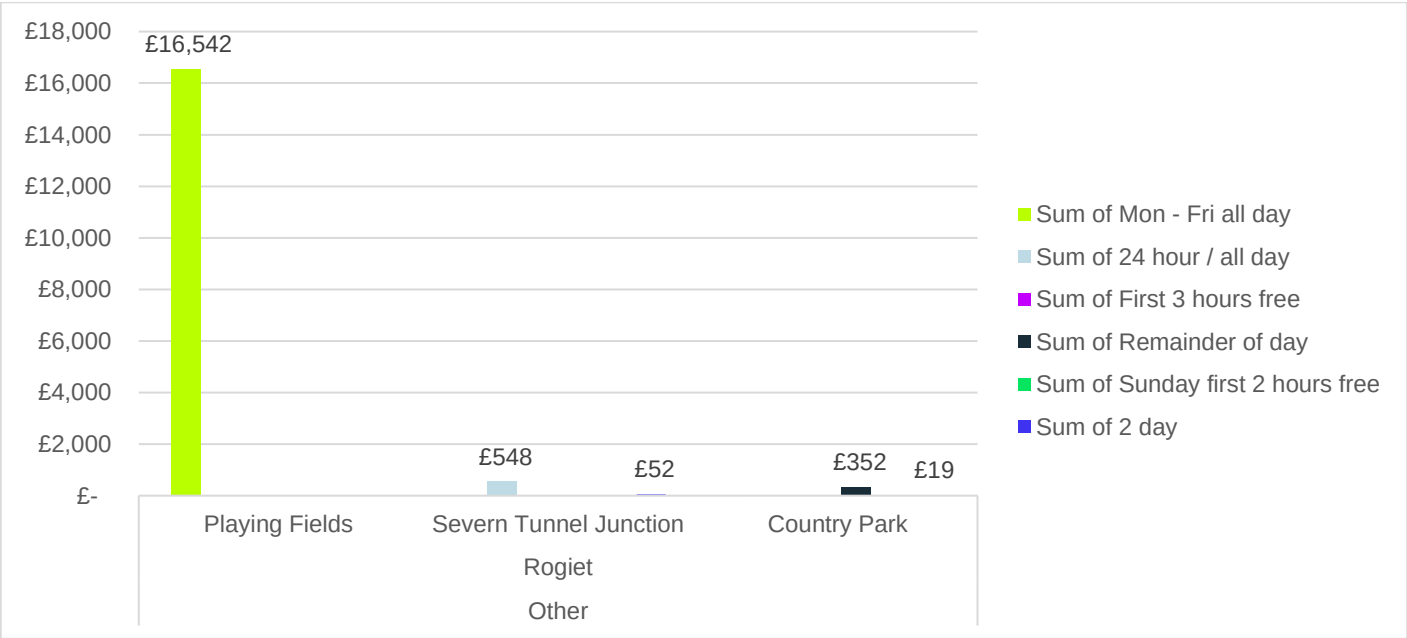


Figure 2-11 - Total Revenue from Ticket Sales: Other Car Parks in Rogiet



3. Occupancy Analysis

This section details the analysis of the Car Park data received from MCC. This data covered one-week periods in January, March and June of 2022, as well as September/October of 2024. Data for 2024 covered a one-week period in September or October and included data visitor attraction and leisure centre car parks, which were not previously surveyed in 2022. The extended 2024 period of data collection, in October, was due to some film equipment failures which necessitated refilming of some sites, and it should be noted that data for Caldicot Castle and Country Park (main car park) was collected over a week in November/December 2024.

The data provided to AtkinsRéalis by MCC and was collected by Severnside Transportation Data Collection and detailed the number of cars accessing and egressing each car park within each 15-minute interval surveyed, along with the corresponding hourly totals. AtkinsRéalis have utilised these hourly totals to calculate the number of vehicles in a car park at each hour of the day. The following formula was then applied to determine % occupancy:

$$\%\ \text{occupancy} = \frac{\text{Number of vehicles in car park}}{\text{Total number of spaces}^{6}}$$

Table 3-1 details the type of each car park (payable or not) and the availability of EV charging facilities. Within the analysis some data was determined to be erroneous, due to significant anomalies which were not possible to correct manually, and some car parks had missing data which is detailed below. In Table 3-2 and within the detailed car park analysis (Section 3.2) the data was analysed and included if only a select few days of data were impacted and the impact on the results was deemed not to be significant.

Table 3-1 - Car Park Details

Place	Name	Type	EV Availability	Total Spaces	Additional Information
Abergavenny	Brewery Yard	Short Stay Pay and Display		91	
	Bus Station	Long Stay Pay and Display	Available	160	
	Byefield Lane	Free	Available	297	Pay and Display on Tuesday (all day charge)
	Castle Street	Long Stay Pay and Display		226	
	Fairfield	Long Stay Pay and Display	Available	482	

[6] Including disabled, EV and parent and Child spaces

Place	Name	Type	EV Availability	Total Spaces	Additional Information
	Tiverton Place	Short Stay Pay and Display		65	
	Trinity Terrace	Short Stay Pay and Display	Available	38	
	Tudor Street	Long Stay Pay and Display		22	
	Abergavenny Leisure Centre	Leisure Centre		48	Total number of spaces changing on a weekly basis, based on the work programme of the school
Caldicot	Jubilee Way	Free		57	Access road at the back of this car park where some people park - this could reflect occupancy over capacity
	Woodstock Way	Free	Available	118	
	Caldicot Leisure Centre	Leisure Centre		70	
	Caldicot Castle (Small car park off Church Road	Visitor Attraction		18	Used for school drop off/pick up
	Caldicot Castle and Country Park (Main Car Park)	Visitor Attraction		65	
Chepstow	Castle Dell	Long Stay Pay and Display	Available	101	
	Drill Hall	Long Stay Pay and Display		83	
	Nelson Street	Short Stay Pay and Display		92	
	Station Road	Free		43	
	Welsh Street	Long Stay Pay and Display	Available	226	

Place	Name	Type	EV Availability	Total Spaces	Additional Information
	The Station Car Park	Free		55	
	Chepstow Leisure Centre	Leisure Centre	Available	123	
Monmouth	Chippenham	Long Stay Pay and Display		35	
	Cornwall House	Long Stay Pay and Display		46	
	Glendower Street	Short Stay Pay and Display	Available	134	
	Monnow Street	Long Stay Pay and Display		41	
	Cattle Market	Long Stay Pay and Display		188	
	Cinderhill Street	Free		41	
	Old Dixton Road	Free		32	
	Rockfield Road	Free		109	
	Rowing Club	Free		20	
	Sports Ground	Season Permit Only		9	
	Wyebridge Street	Long Stay Pay and Display		33	
	Monmouth Leisure Centre	Leisure Centre		76	
Usk	Maryport Street North	Free	Available	153	
	Maryport Street South	Free	Available	86	
	Twyn Square	Free		15	
Gilwern	Main Road	Free	Available	24	

Place	Name	Type	EV Availability	Total Spaces	Additional Information
Goytre	Goytre Village	Free	Available	22	
Magor	Magor Square	Free		34	
	Sycamore Terrace	Free	Available	32	
	Withy Close	Free		26	
Rogiet	Playing Fields	Long Stay Pay and Display		70	
	Severn Tunnel Junction	Long Stay Pay and Display	Available	144	
	Country Park	Long Stay Pay and Display		30	
Raglan	Chepstow Road	Long Stay Pay and Display		54	
Tintern	Wireworks	Visitor Attraction		34	
	Old Station	Visitor Attraction	Available	16	Seasonal difference - overflow car park (extra 30 spaces open from 31st April to October). This Overflow car park was assumed to be open for the analysis of October data.
	Old Station (including overflow	Visitor Attraction		46	

3.1 Occupancy Overview

Table 3-2 summarises the data analysis, detailing the highest percentage occupancy for weekdays, Saturdays and Sundays in both 2022 and 2024, and the time of day that occupancy reaches its peak(s). The car parks in this table have been colour coded based on their type, which clarifies some variations in occupancy percentages which show in excess of 100%:

- Green = Free
- Pink = Paid
- Blue = Leisure Centre or Visitor Attraction

NB: Sports Ground, Monmouth is a season permit only car park and has been left without colour.

TECHNICAL NOTE

Table 3-2 - Highest Percentage Occupancy Summary

	Name	2022 Peak																				2024 Peak						
		Weekday									Saturday						Sunday						Weekday			Saturday		Sunday	
		January			March			June			January		March		June		January		March		June		September/October						
		%	Time	Day	%	Time	Day	%	Time	Day	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	Day	%	Time	%	Time
Abergavenny	Brewery Yard	77%	11:00	Wed	63%	18:00	Thurs	*Assumed incorrect data*			57%	13:00	55%	13:00	*Assumed incorrect data*		21%	09:00	24%	13:00	*Assumed incorrect data*		76%	13:00	Fri	79%	11:00	36%	10:00
	Bus Station	74%	11:00	Tues	82%	11:00	Tues	101%	12:00	Thurs	94%	13:00	107%	12:00	74%	12:00	48%	12:00	58%	10:00 & 11:00	36%	11:00 & 13:00	81%	11:00	Thurs	119%	12:00	35%	11:00
	Byefield Lane	109%	10:00	Wed	115%	10:00 & 11:00	Wed	118%	12:00	Wed	113%	11:00	108%	11:00	113%	11:00	6%	09:00	41%	14:00	43%	13:00	110%	10:00 & 12:00	Wed	103%	11:00 & 14:00	28%	14:00
	Castle Street	98%	11:00	Tues	129%	12:00	Mon	97%	11:00	Tues	85%	12:00	88%	13:00	92%	11:00	26%	10:00 & 11:00	47%	13:00	43%	13:00	82%	11:00	Tues	95%	12:00	24%	12:00
	Fairfield	53%	10:00	Tues	*Assumed incorrect data*			77%	11:00	Tues	63%	14:00	*Assumed incorrect data*		57%	12:00	26%	10:00 - 12:00	*Assumed incorrect data*		20%	13:00	50%	11:00	Tues	75%	13:00	62%	10:00
	Tiverton Place	111%	11:00	Tues	109%	10:00	Tues	102%	09:00 & 11:00	Tues	80%	11:00	68%	10:00	71%	13:00	40%	12:00	*Assumed incorrect data*		29%	11:00	106%	11:00	Tues	97%	13:00	38%	13:00
	Trinity Terrace	82%	11:00 & 12:00	Tues	84%	09:00	Wed	71%	10:00 & 12:00	Thurs	79%	13:00	79%	12:00	53%	13:00	21%	13:00	50%	14:00	39%	17:00	66%	11:00 - 12:00	Fri	61%	12:00	26%	13:00
	Tudor Street	No 2022 data																					82%	09:00 - 12:00 ; 12:00	Tues & Fri	73%	11:00 - 12:00	45%	12:00
	Abergavenny Leisure Centre	No 2022 data																					*Uncertainty around number of spaces prevents accurate calculation of % occupancy*						
Caldicot	Jubilee Way	89%	12:00 ; 10:00 & 11:00	Mon; Tues	102%	13:00	Fri	109%	11:00	Tues	82%	12:00	81%	13:00	72%	10:00	26%	09:00	51%	13:00	*Assumed incorrect data*		*Assumed incorrect data: Survey camera capturing movement in/out private land*						

TECHNICAL NOTE

	Name	2022 Peak																					2024 Peak						
		Weekday									Saturday						Sunday						Weekday			Saturday		Sunday	
		January			March			June			January		March		June		January		March		June		September/October						
		%	Time	Day	%	Time	Day	%	Time	Day	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	Day	%	Time	%	Time
Chepstow	Woodstock Way	31%	11:00	Tues	28%	11:00	Tues	27%	10:00	Wed	7%	13:00	7%	10:00	3%		5%	09:00	*Assumed incorrect data*		*Assumed incorrect data*		27%	09:00 ; 10:00	Mon & Tues	49%	10:00	3%	10:00
	Caldicot Leisure Centre	No 2022 data																					107%	19:00	Mon	110%	09:00	69%	09:00
	Caldicot Castle (Small car park off Church Road)	No 2022 data																					78%	18:00	Wed	83%	11:00	39%	13:00
	Caldicot Castle and Country Park (Main car park)[7]	No 2022 data																					28%	11:00 - 12:00	Mon	42%	12:00	8%	09:00 ; 12:00
	Castle Dell	17%	11:00	Thurs	35%	13:00	Mon	51%	19:00	Fri	62%	12:00	60%	14:00	41%	14:00	25%	12:00	61%	13:00	43%	12:00	43%	12:00	Thurs	No 2024 data			
	Drill Hall	30%	18:00	Wed	54%	19:00	Fri	43%	18:00	Wed	16%	11:00 - 15:00	49%	13:00	22%	19:00	13%	12:00	31%	15:00	34%	13:00	*Assumed incorrect data*			36%	13:00	25%	13:00
	Nelson Street	76%	13:00 ; 12:00	Wed; Thurs	78%	12:00 & 19:00	Fri	77%	19:00	Fri	74%	12:00 & 19:00	58%	13:00	71%	19:00	41%	10:00 & 11:00	51%	13:00	47%	10:00	88%	19:00	Fri	60%	11:00	52%	10:00
	Station Road	60%	10:00	Tues	49%	08:00 & 11:00 ; 08:00 , 10:00 & 11:00	Tues; Wed	65%	10:00 - 12:00	Tues	44%	12:00	21%	06:00 - 11:00	40%	10:00 & 12:00	26%	12:00	19%	13:00	26%	14:00	70%	09:00 ; 12:00 ; 11:00	Tues, Wed & Thurs	47%	10:00 & 13:00	28%	14:00
	Welsh Street	*Assumed incorrect data*			65%	12:00	Fri	73%	11:00	Fri	*Assumed incorrect data*		52%	13:00	52%	11:00	*Assumed incorrect data*		46%	13:00	23%	12:00	79%	11:00	Fri	66%	11:00	30%	13:00

[7] November/December 2024 data

TECHNICAL NOTE

	Name	2022 Peak																				2024 Peak						
		Weekday									Saturday						Sunday							Weekday			Saturday		Sunday	
		January			March			June			January		March		June		January		March		June		September/October						
		%	Time	Day	%	Time	Day	%	Time	Day	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	Day	%	Time	%	Time
	The Station Car Park	96%	10:00 ; 12:00 & 13:00	Tues; Wed	89%	09:00 & 11:00	Thurs	87%	11:00 & 12:00	Mon	82%	11:00	75%	10:00	67%	11:00	9%	10:00 & 11:00	2%	10:00 & 12:00	*Assumed incorrect data*		104%	10:00	Tues	51%	10:00	9%	10:00
	Chepstow Leisure Centre	No 2022 data																					72%	10:00 & 17:00	Wed	81%	10:00	45%	09:00
Monmouth	Chippenham	126%	10:00	Thurs	111%	13:00	Tues	114%	11:00	Tues	111%	11:00	103%	12:00	114%	11:00	80%	08:00	49%	13:00	60%	10:00	126%	12:00	Tues	No 2024 data			
	Cornwall House	*Missing parts of data*			30%	11:00	Thurs	30%	11:00	Fri	37%	12:00	48%	12:00	52%	12:00	28%	09:00	24%	14:00	22%	13:00	52%	11:00	Fri	54%	13:00	76%	11:00
	Glendower Street	75%	18:00	Fri	73%	12:00	Tues	67%	18:00	Fri	54%	12:00	56%	10:00 & 11:00	37%	11:00 & 13:00	26%	09:00	35%	13:00	18%	12:00	51%	19:00	Wed	35%	14:00	22%	11:00
	Monnow Street	34%	10:00 & 11:00 ; 13:00	Mon; Tues	46%	14:00	Fri	*Assumed incorrect data*			88%	13:00	66%	12:00	*Assumed incorrect data*		66%	09:00	15%	13:00	*Assumed incorrect data*		32%	12:00	Fri	49%	14:00	59%	10:00
	Cattle Market	73%	11:00	Fri	76%	12:00	Fri	77%	12:00	Fri	83%	12:00	86%	11:00	65%	11:00 & 12:00	61%	09:00	51%	11:00 & 12:00	53%	13:00	*Assumed incorrect data*			86%	13:00	65%	11:00
	Cinderhill Street	44%	10:00	Tues	51%	12:00 & 13:00	Tues	61%	09:00	Mon	44%	12:00	27%	07:00 - 10:00	34%	10:00	24%	08:00	17%	09:00	15%	09:00	59%	08:00 - 09:00 ; 11:00 ; 08:00 &13:00	Tues, Wed & Thurs	54%	10:00	41%	14:00
	Old Dixton Road	84%	11:00 & 12:00	Tues	59%	10:00 & 11:00	Sat	75%	09:00 & 12:00	Fri	59%	10:00 & 11:00	66%	12:00	47%	10:00	22%	09:00	*Assumed incorrect data*		47%	12:00	*Assumed incorrect data*			47%	11:00	16%	11:00

TECHNICAL NOTE

	Name	2022 Peak																				2024 Peak						
		Weekday									Saturday						Sunday					Weekday			Saturday		Sunday	
		January			March			June			January		March		June		January		March		June		September/October					
		%	Time	Day	%	Time	Day	%	Time	Day	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	Day	%	Time	%	Time
	Rockfield Road	*Assumed incorrect data*			**85%**	11:00	Fri	**74%**	10:00	Wed	*Assumed incorrect data*		**69%**	11:00	**61%**	11:00	*Assumed incorrect data*		**15%**	12:00	**28%**	14:00	**86%**	11:00	Wed	**73%**	13:00	**43%**	11:00
	Rowing Club	*Occupancy greatly exceeds capacity, see page 134*																					*Occupancy greatly exceeds capacity, see page 134*						
	Sports Ground	No 2022 data																					*Incorrect survey site*						
	Wyebridge Street	No 2022 data																					**30%**	13:00	Mon	**48%**	14:00	**18%**	10:00 - 11:00
	Monmouth Leisure Centre	No 2022 data																					*Assumed incorrect data*			**112%**	10:00	**91%**	12:00
Usk	Maryport Street North	**103%**	12:00	Fri	**107%**	12:00	Thurs	**95%**	11:00	Tues	**91%**	11:00	**103%**	11:00 & 12:00	**80%**	14:00	**31%**	10:00 & 11:00	**44%**	12:00	**38%**	12:00	**92%**	12:00	Thurs	**90%**	13:00	**19%**	12:00 - 13:00
Usk	Maryport Street South	**90%**	10:00	Wed	***Car Park Closed***			**102%**	13:00	Wed	**35%**	11:00	***Car Park Closed***		**51%**	10:00	**17%**	12:00	***Car Park Closed***		**27%**	14:00 & 15:00	**97%**	10:00	Mon	**51%**	09:00	**53%**	12:00
Usk	Twyn Square	*Assumed incorrect data*																					**60%**	12:00 - 13:00 ; 15:00	Mon & Thurs	**33%**	18:00	**40%**	12:00 - 13:00
Gilwern	Main Road	*Assumed incorrect data*																					**38%**	17:00 %	Tues	**25%**	11:00 - 12:00	**25%**	17:00 - 18:00
Goytre	Goytre Village	*Assumed incorrect data*																					**45%**	14:00 ; 10:00	Mon % Fri	**27%**	14:00	**9%**	09:00 - 10:00

TECHNICAL NOTE

	Name	2022 Peak																				2024 Peak						
		Weekday									Saturday						Sunday					Weekday			Saturday		Sunday	
		January			March			June			January		March		June		January		March		June		September/October						
		%	Time	Day	%	Time	Day	%	Time	Day	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	%	Time	Day	%	Time	%	Time
Magor	Magor Square	88%	14:00	Wed, Thurs & Fri	91%	13:00	Wed	82%	12:00	Tues	62%	20:00	62%	11:00 & 19:00	76%	11:00	65%	14:00	25%	10:00	41%	09:00	91%	12:00 - 13:00	Fri	79%	14:00	53%	11:00
	Sycamore Terrace	*Assumed incorrect data*																					103%	14:00	Fri	38%	10:00	13%	13:00 - 14:00
	Withy Close	*Assumed incorrect data*																					69%	10:00 - 11:00	Fri	46%	10:00	58%	10:00
Rogiet	Playing Fields	*Assumed incorrect data*																					69%	10:00 - 12:00	Tues	36%	14:00 - 15:00	17%	13:00
	Severn Tunnel Junction	No 2022 data																					*Incorrect survey site*						
	Country Park	No 2022 data																					*Assumed incorrect data*						
Raglan	Chepstow Road	39%	Mon	11:00	50%	14:00	Tues & Fri	94%	13:00	Wed	*Assumed incorrect data*		33%	09:00	43%	15:00	*Assumed incorrect data*		13%	11:00 , 12:00 &14:00	7%	10:00 - 12:00	81%	19:00	Wed	20%	11:00	43%	10:00 - 11:00
Tintern	Wireworks	No 2022 data																					32%	13:00	Fri	62%	13:00	62%	12:00
	Old Station	No 2022 data																					*Overflow car park was assumed to be open*						
	Old Station (including overflow																						70%	11:00	Fri	80%	14:00	65%	12:00

3.2 Highest and Lowest Peak Occupancy

To determine the car parks with the highest and lowest average occupancy percentages, the peak occupancy for Weekdays and Saturdays within January, March and June were used for 2022.

For car parks with complete data, the six peak occupancy figures were summed and divided by six to give the Monday to Saturday average.

If data for a specific period, for example a Saturday in March, was missing, the calculation was adjusted by summing the available figures and dividing by the number of available data points.

The peak occupancy for September or October 2024 was calculated using the same method above.

Table 3-3 and Table 3-4 display the average occupancy findings for both 2022 and 2024. It should be noted that if a car park was missing data for the entire period, it has not been included. Car parks with occupancy above capacity may be partially explained by cars being parked outside of set spaces; for example, at the Jubilee Way Car Park (Caldicot) it has been noted that some cars were parked along an access road at the back of the car park.

Table 3-3 - 2022 Average % Occupancy for Weekdays and Saturdays

Place	Name	Type	2022
Monmouth	Chippenham	Long Stay Pay and Display	113%
Abergavenny	Byefield Lane	Free	113%
Abergavenny	Castle Street	Long Stay Pay and Display	98%
Usk	Maryport Street North	Free	97%
Abergavenny	Tiverton Place	Short Stay Pay and Display	90%
Caldicot	Jubilee Way	Free	89%
Abergavenny	Bus Station	Long Stay Pay and Display	89%
Chepstow	The Station Car Park	Free	83%
Magor	Magor Square	Free	77%
Monmouth	Cattle Market	Long Stay Pay and Display	77%
Abergavenny	Trinity Terrace	Short Stay Pay and Display	75%
Chepstow	Nelson Street	Short Stay Pay and Display	72%
Monmouth	Rockfield Road	Free	72%
Usk	Maryport Street South	Free	70%
Monmouth	Old Dixton Road	Free	65%
Abergavenny	Brewery Yard	Short Stay Pay and Display	63%
Abergavenny	Fairfield	Long Stay Pay and Display	63%

Chepstow	Welsh Street	Long Stay Pay and Display	61%
Monmouth	Glendower Street	Short Stay Pay and Display	60%
Monmouth	Monnow Street	Long Stay Pay and Display	59%
Raglan	Chepstow Road	Long Stay Pay and Display	52%
Chepstow	Station Road	Free	47%
Chepstow	Castle Dell	Long Stay Pay and Display	44%
Monmouth	Cinderhill Street	Free	44%
Monmouth	Cornwall House	Long Stay Pay and Display	39%
Chepstow	Drill Hall	Long Stay Pay and Display	36%
Caldicot	Woodstock Way	Free	17%

Table 3-4 - 2024 Average % Occupancy for Weekdays and Saturdays

Place	Name	Type	2024
Monmouth	Rowing Club	Free	230%[8]
Monmouth	Chippenham	Long Stay Pay and Display	126%
Monmouth	Monmouth Leisure Centre	Leisure Centre	112%
Caldicot	Caldicot Leisure Centre	Leisure Centre	109%
Abergavenny	Byefield Lane	Free	107%
Abergavenny	Tiverton Place	Short Stay Pay and Display	102%
Abergavenny	Bus Station	Long Stay Pay and Display	100%
Usk	Maryport Street North	Free	91%
Abergavenny	Castle Street	Long Stay Pay and Display	89%
Monmouth	Cattle Market	Long Stay Pay and Display	86%
Magor	Magor Square	Free	85%
Caldicot	Caldicot Castle (Small car park off Church Road	Visitor Attraction	81%
Monmouth	Rockfield Road	Free	80%
Abergavenny	Brewery Yard	Short Stay Pay and Display	78%
Chepstow	The Station Car Park	Free	78%

[8] Likely due to parking outside of formal bays.

Abergavenny	Tudor Street	Long Stay Pay and Display	78%
Chepstow	Chepstow Leisure Centre	Leisure Centre	77%
Tintern	Old Station (including overflow	Visitor Attraction	75%
Chepstow	Nelson Street	Short Stay Pay and Display	74%
Usk	Maryport Street South	Free	74%
Chepstow	Welsh Street	Long Stay Pay and Display	73%
Magor	Sycamore Terrace	Free	71%
Abergavenny	Trinity Terrace	Short Stay Pay and Display	64%
Abergavenny	Fairfield	Long Stay Pay and Display	63%
Chepstow	Station Road	Free	59%
Magor	Withy Close	Free	58%
Monmouth	Cinderhill Street	Free	57%
Monmouth	Cornwall House	Long Stay Pay and Display	53%
Rogiet	Playing Fields	Long Stay Pay and Display	53%
Raglan	Chepstow Road	Long Stay Pay and Display	51%
Monmouth	Old Dixton Road	Free	47%
Tintern	Wireworks	Visitor Attraction	47%
Usk	Twyn Square	Free	47%
Chepstow	Castle Dell	Long Stay Pay and Display	43%
Monmouth	Glendower Street	Short Stay Pay and Display	43%
Monmouth	Monnow Street	Long Stay Pay and Display	41%
Monmouth	Wyebridge Street	Long Stay Pay and Display	39%
Caldicot	Woodstock Way	Free	38%
Goytre	Goytre Village	Free	36%
Caldicot	Caldicot Castle and Country Park	Visitor Attraction	35%
Gilwern	Main Road	Free	32%
Chepstow	Drill Hall	Long Stay Pay and Display	18%

4. Detailed Occupancy Data Analysis

This section provides the detailed data analysis from where the peak occupancy summary data was drawn. The graphs within this section show the number of cars within each car park for each hour on each day of the week surveyed, and each car parks total amount of spaces. This data has then been used to determine the percentage occupancy at each hour, as outlined by the methodology detailed in Section 3. Where car parks were missing a month/year of data, or it was identified to be incorrect, the graph has been omitted. Anomalies for certain days of data, which were identified to be incorrect, have been noted appropriately throughout the section.

The detailed analysis is split by town, available on the following pages:

4.1 Abergavenny 39

4.2 Caldicot 66

4.3 Chepstow 77

4.4 Monmouth 102

4.5 Usk 140

4.6 Gilwern 151

4.7 Goytre 155

4.8 Magor 159

4.9 Rogiet 171

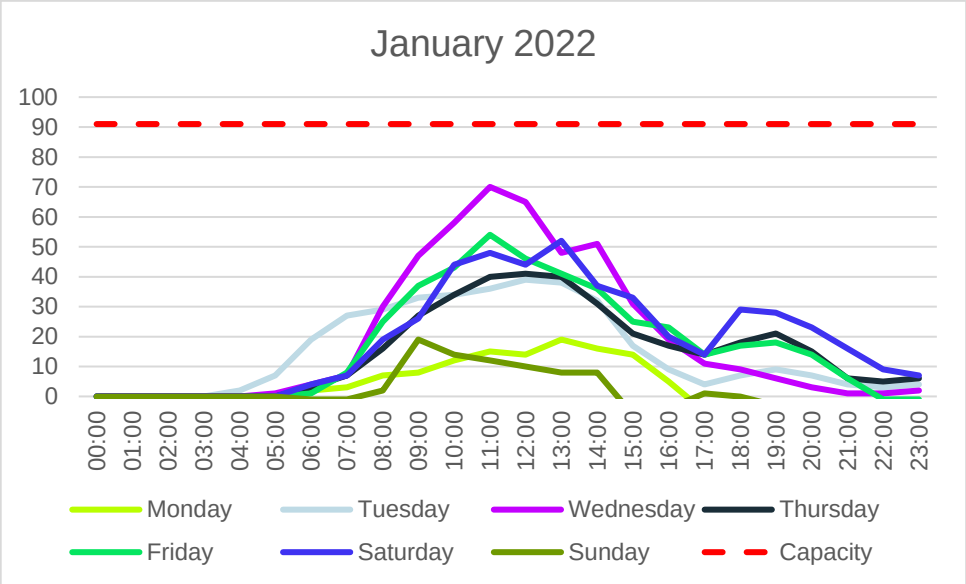
4.10 Raglan 176

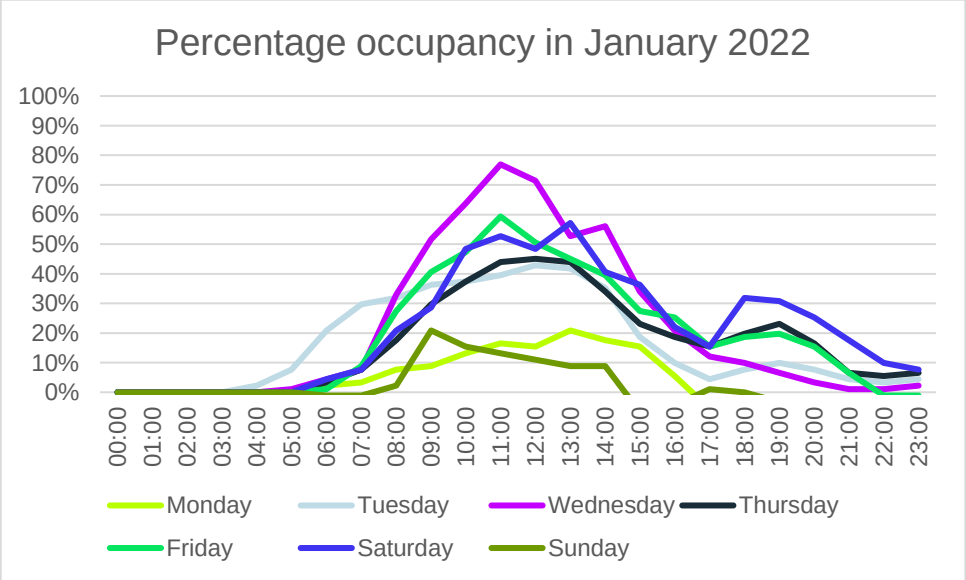
4.11 Tintern 180

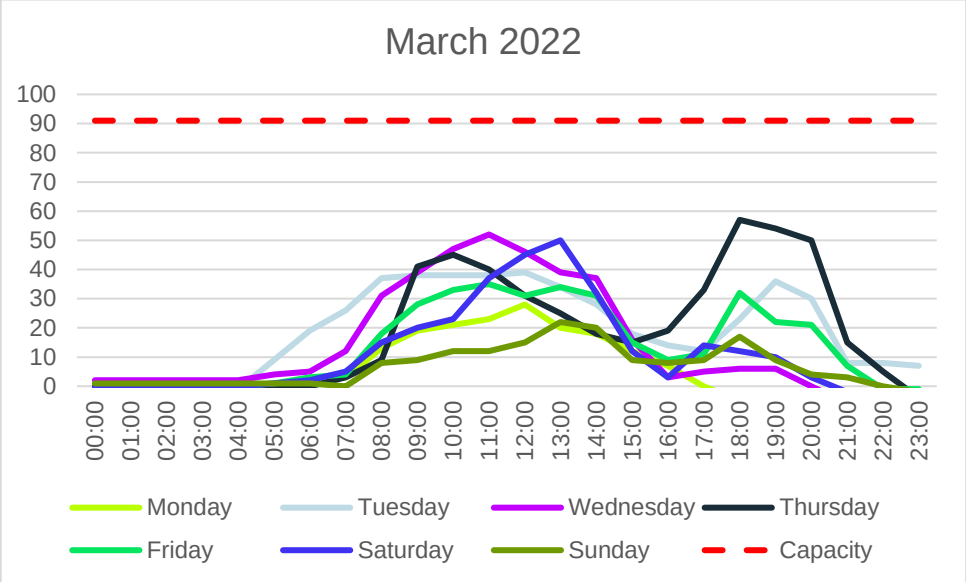
4.1 Abergavenny

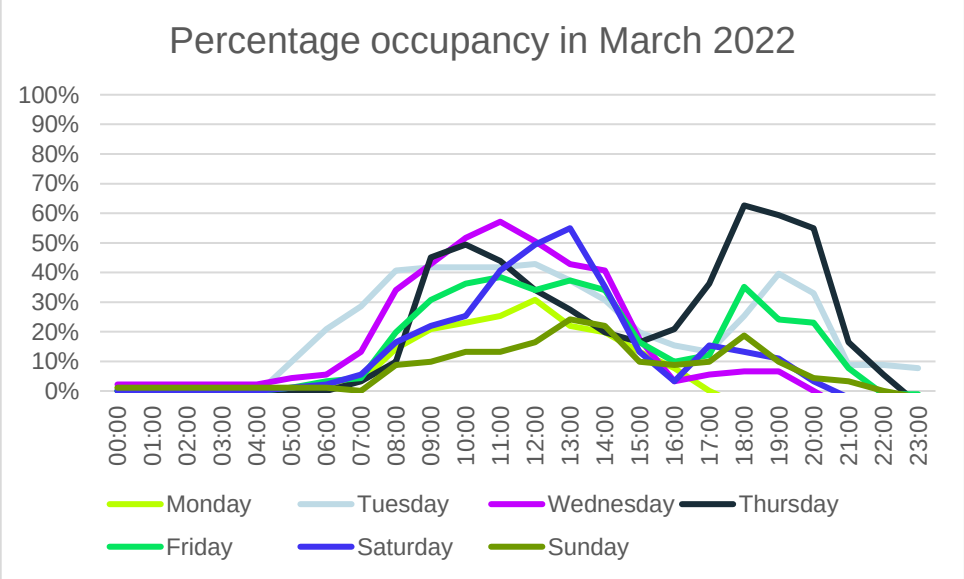
4.1.1 Brewery Yard

2022 Analysis

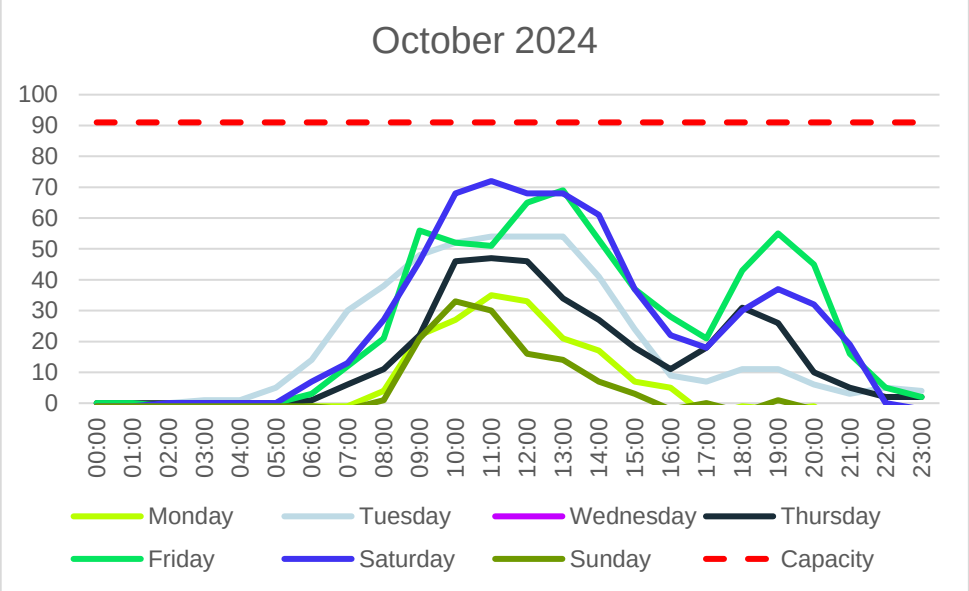


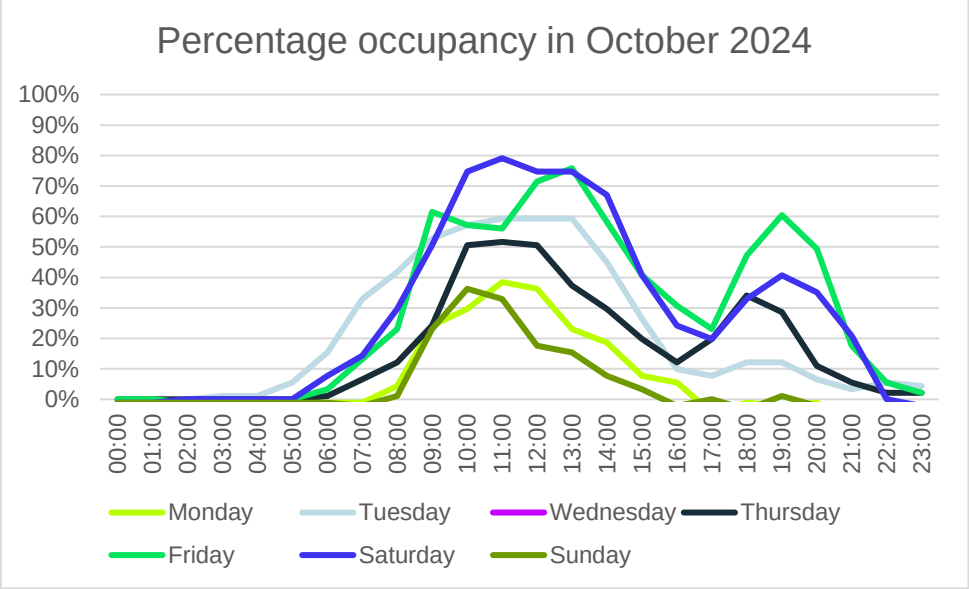



March 2022
100
90
80
70
60
50
40
30
20
10
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in March 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

2024 Analysis[9]

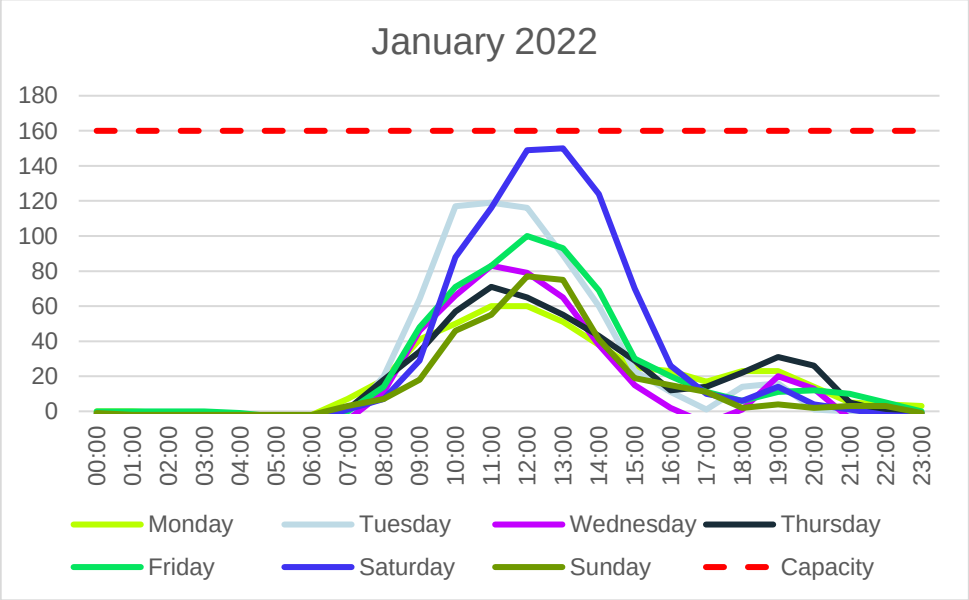


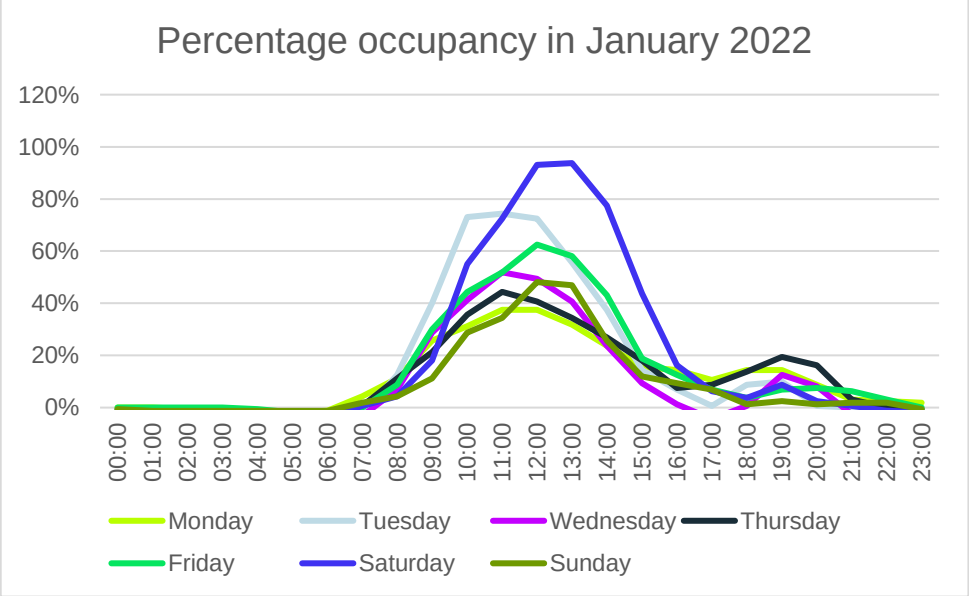


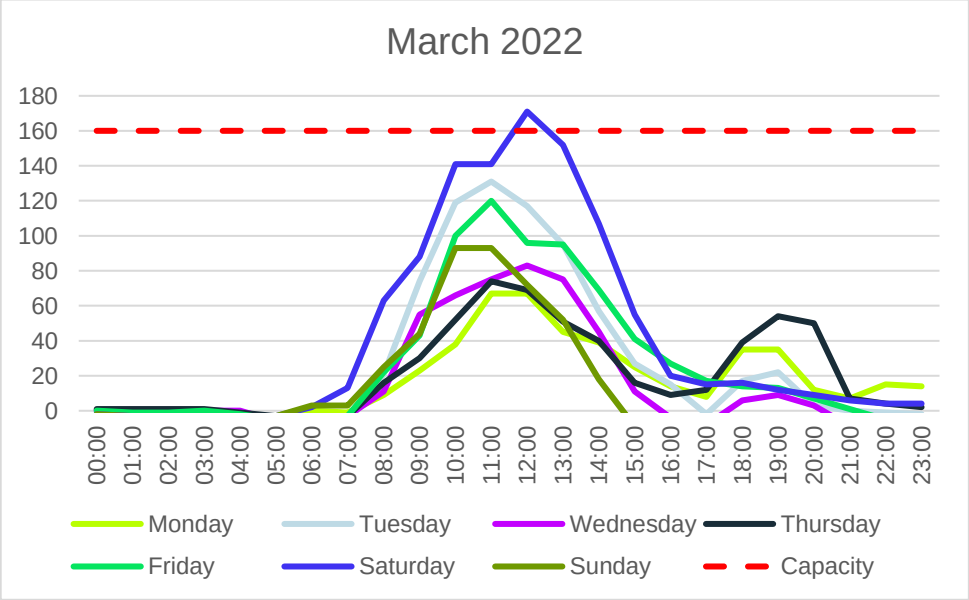
[9] Wednesday data for October was identified to be incorrect and has therefore been removed from the graph.

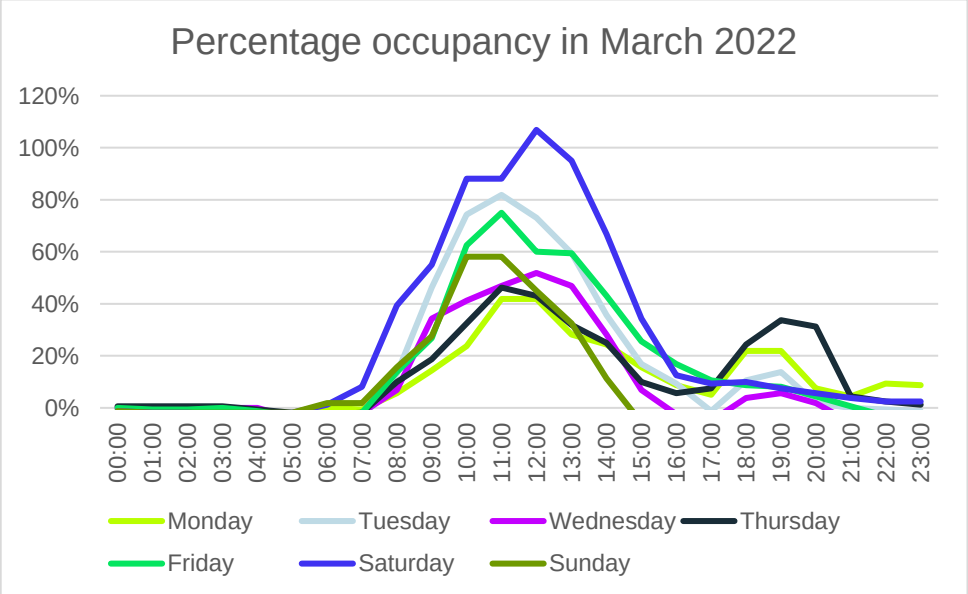
4.1.2 Bus Station

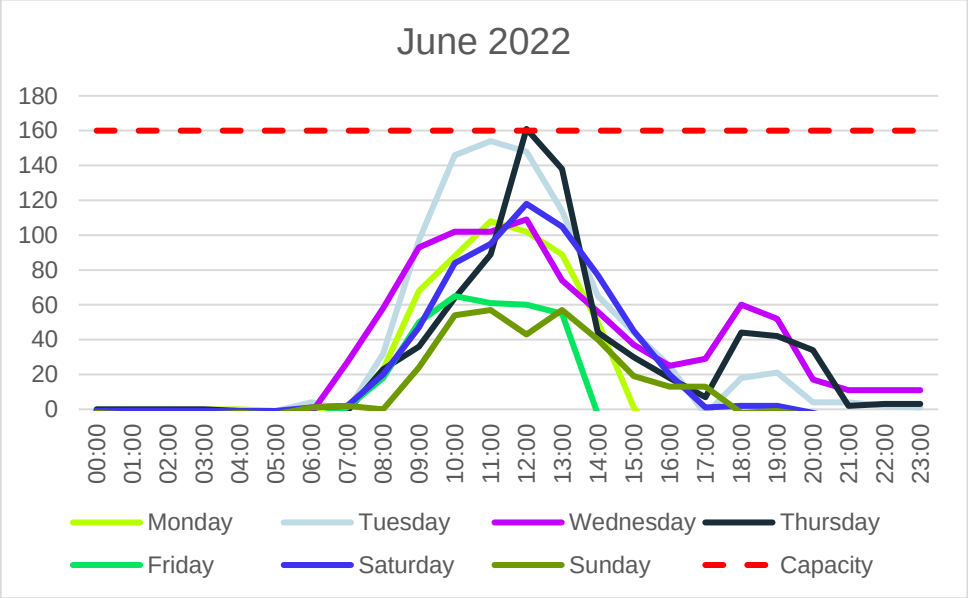
2022 Analysis

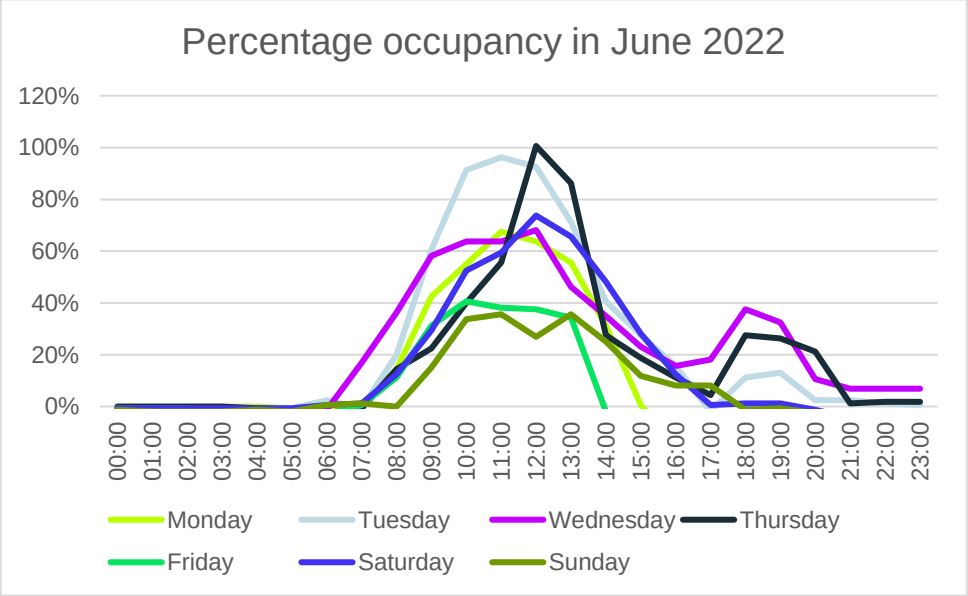




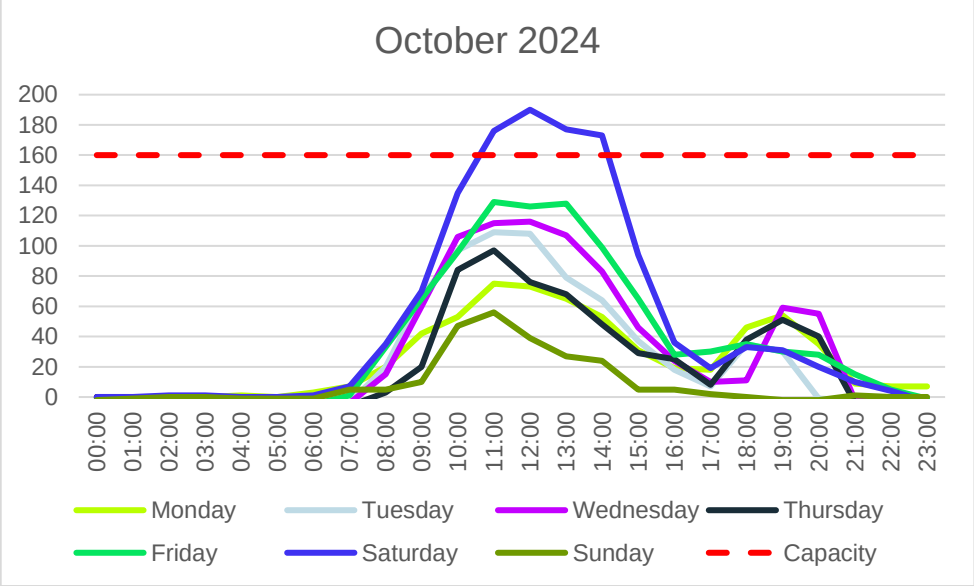

March 2022
180
160
140
120
100
80
60
40
20
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity

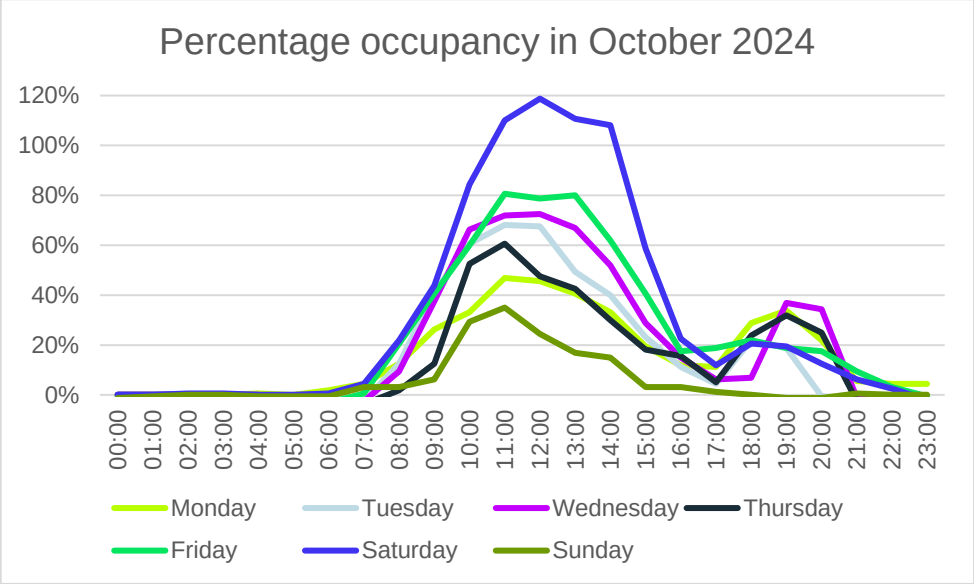

Percentage occupancy in March 2022
120%
100%
80%
60%
40%
20%
0%
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday


June 2022
180
160
140
120
100
80
60
40
20
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
120%
100%
80%
60%
40%
20%
0%
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
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21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

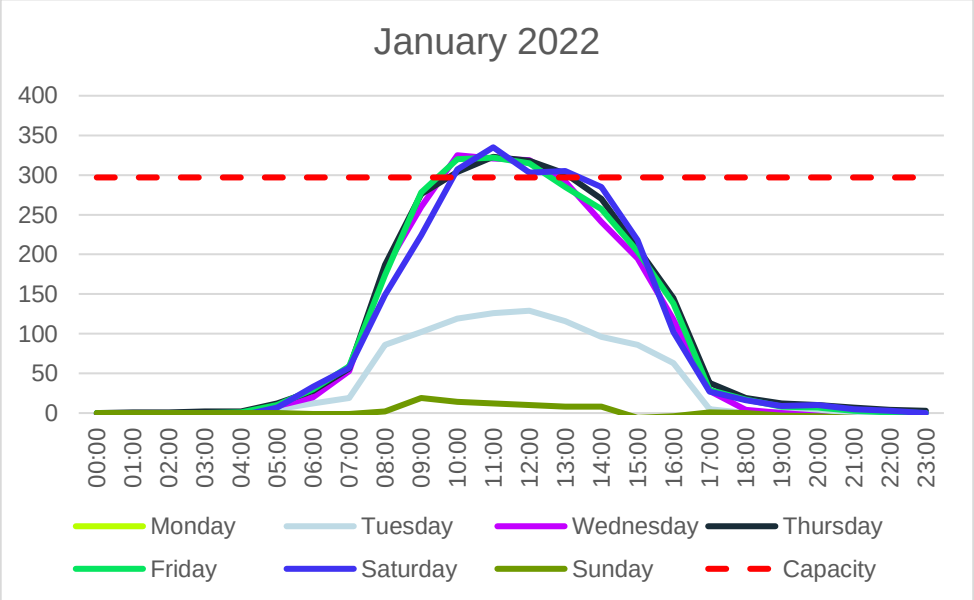
2024 Analysis

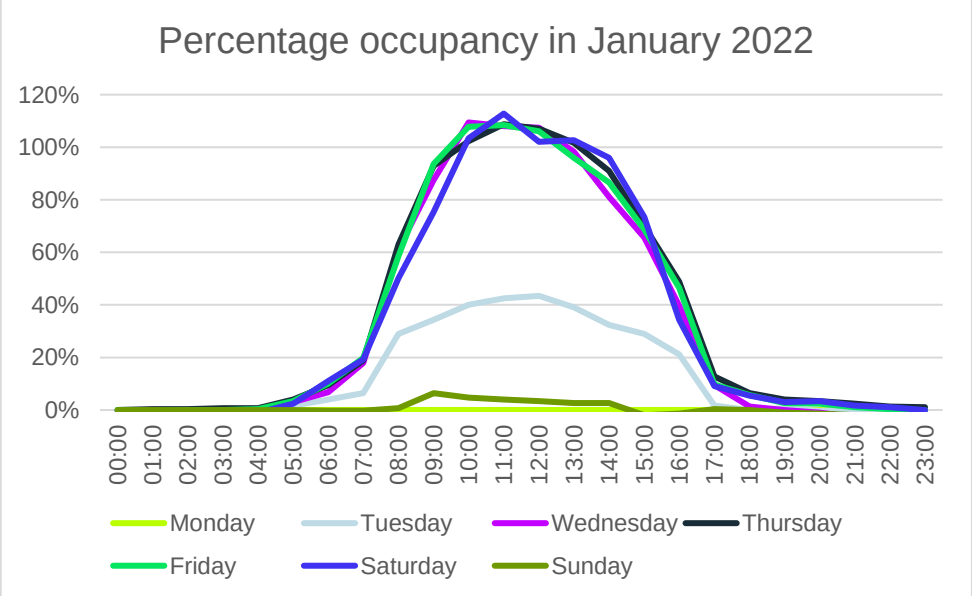


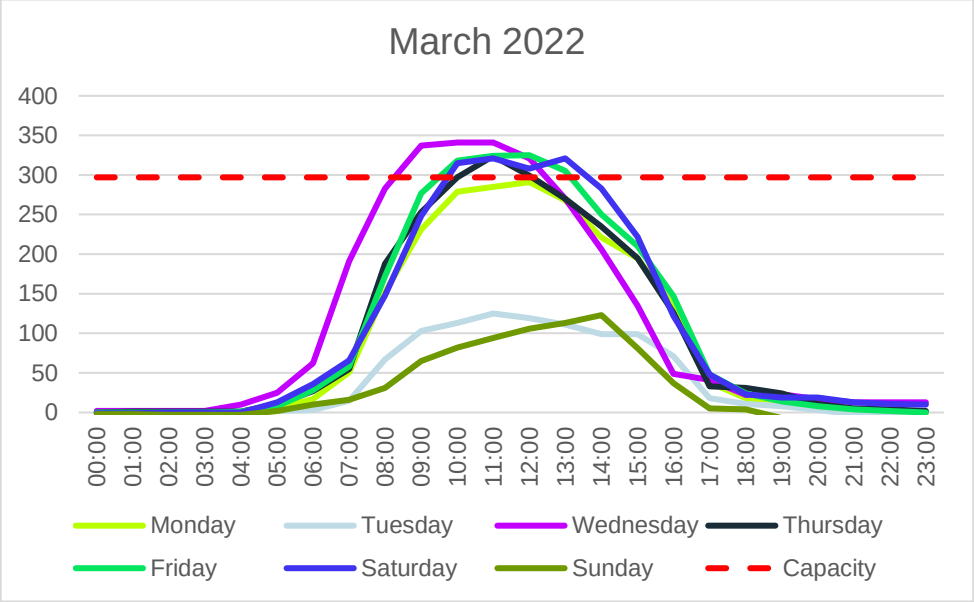


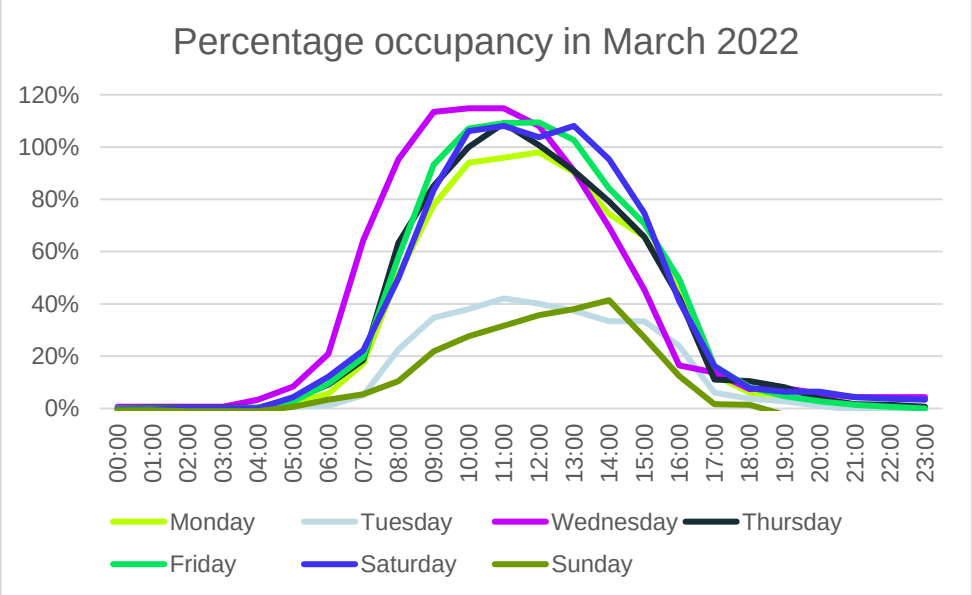
4.1.3 Byefield Lane

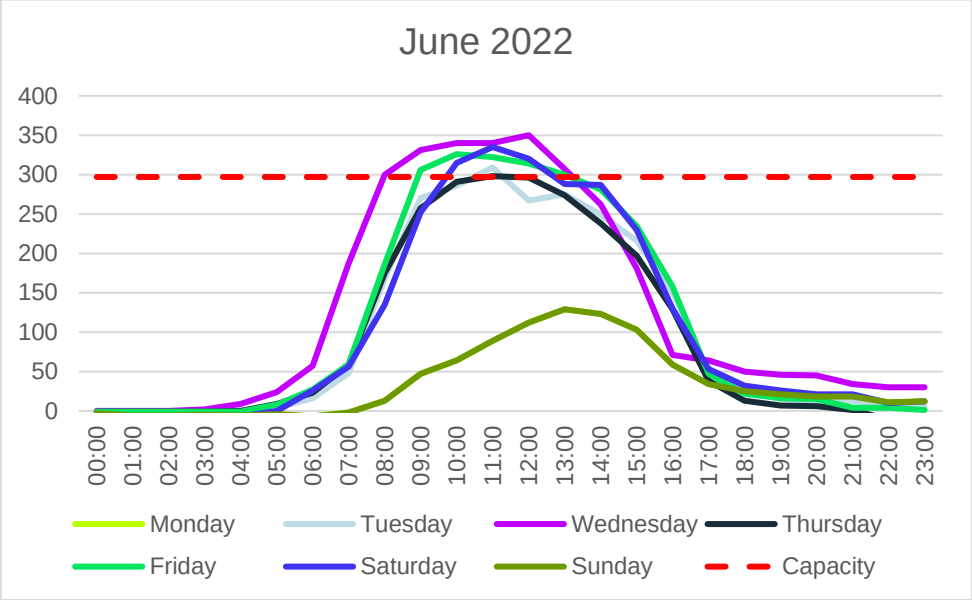
2022 Analysis

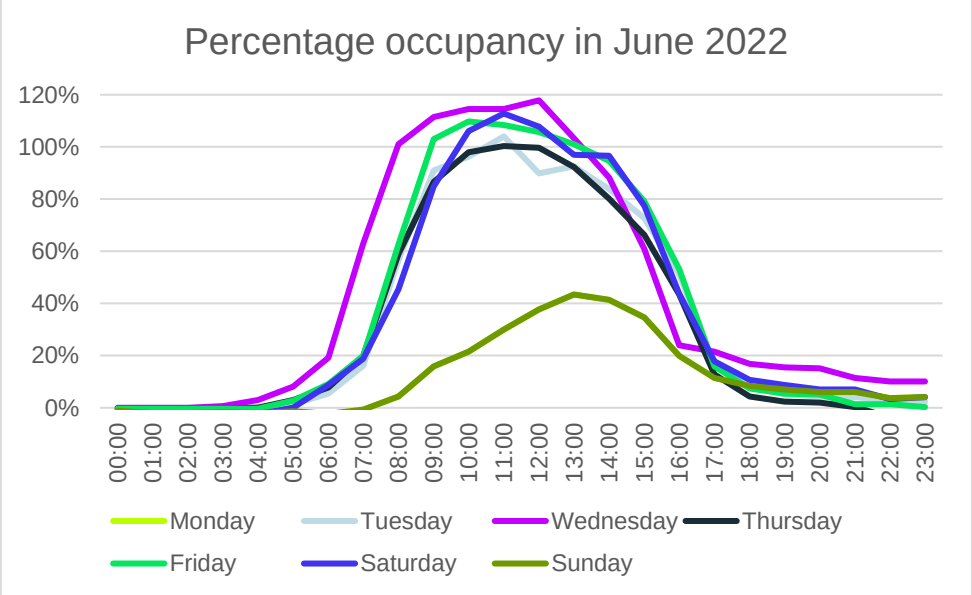




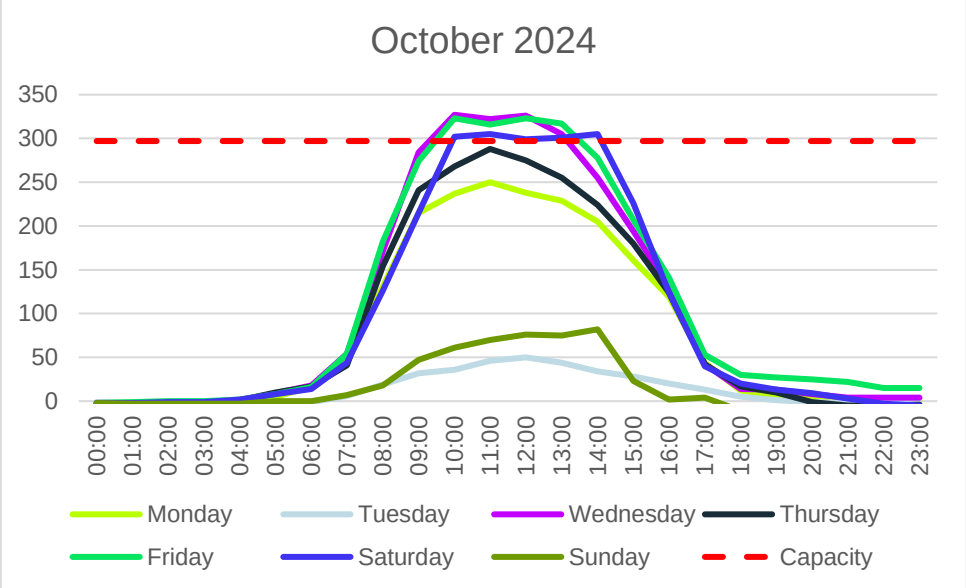

March 2022
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Capacity

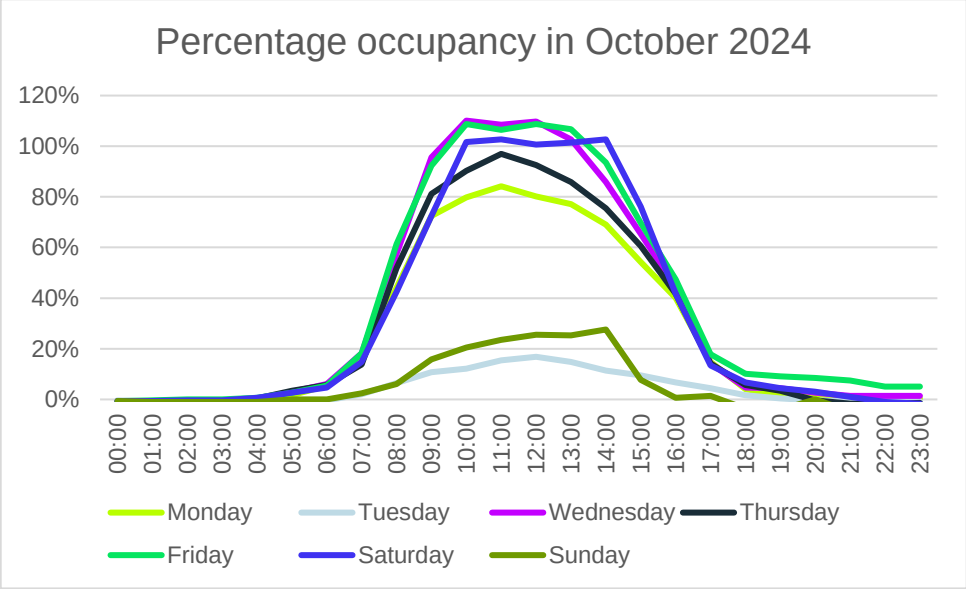

Percentage occupancy in March 2022
120%
100%
80%
60%
40%
20%
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Saturday
Sunday


June 2022
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Sunday
Capacity


Percentage occupancy in June 2022
120%
100%
80%
60%
40%
20%
0%
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05:00
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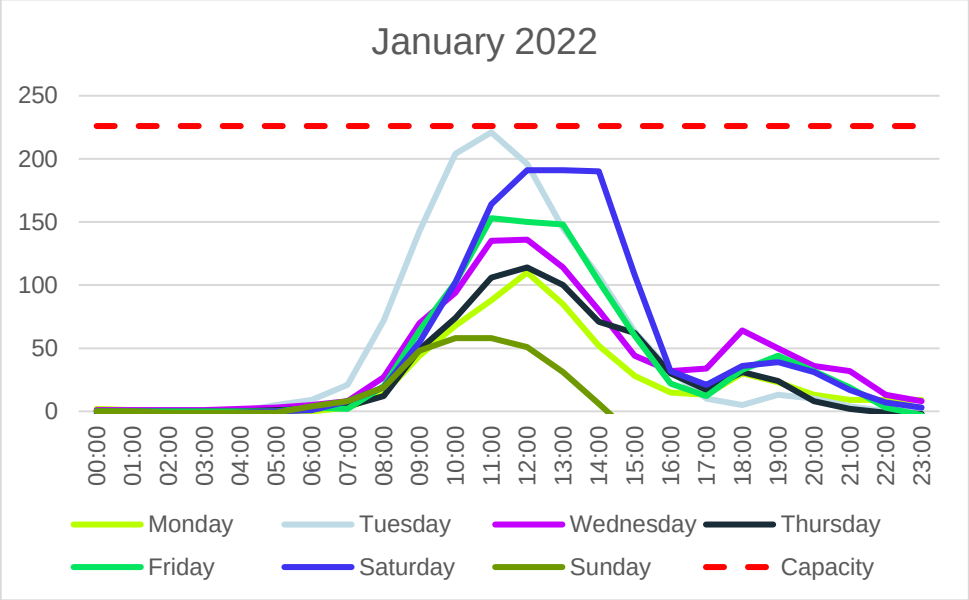
2024 Analysis

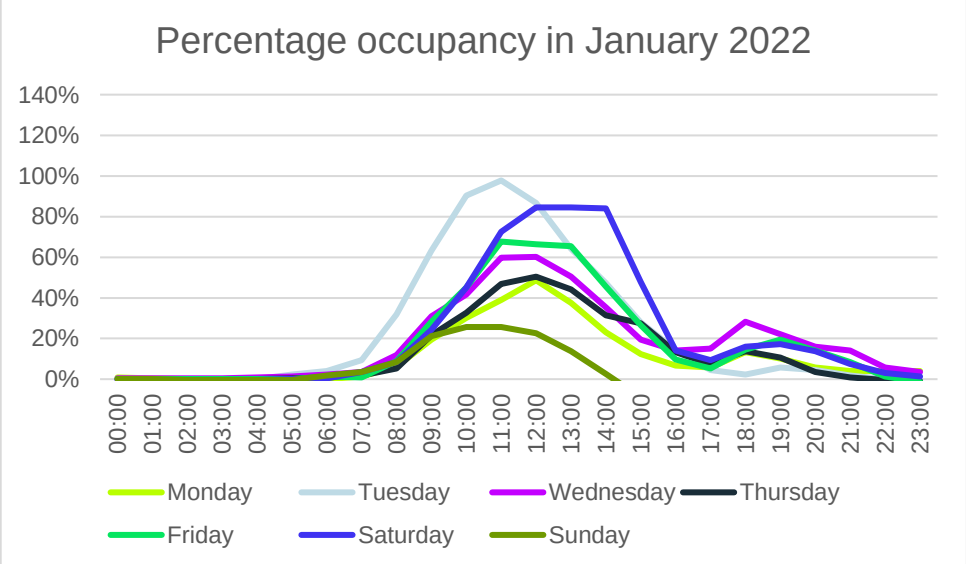


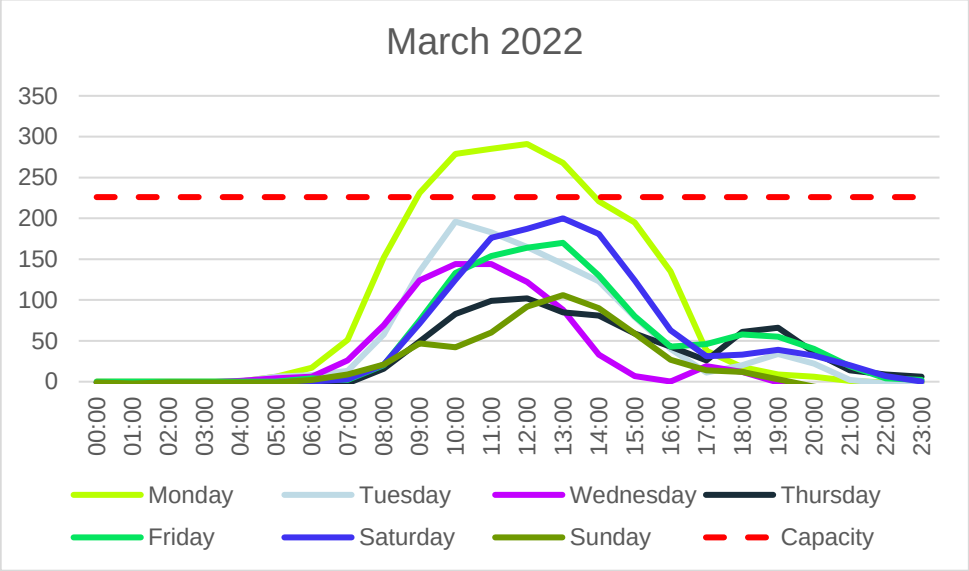


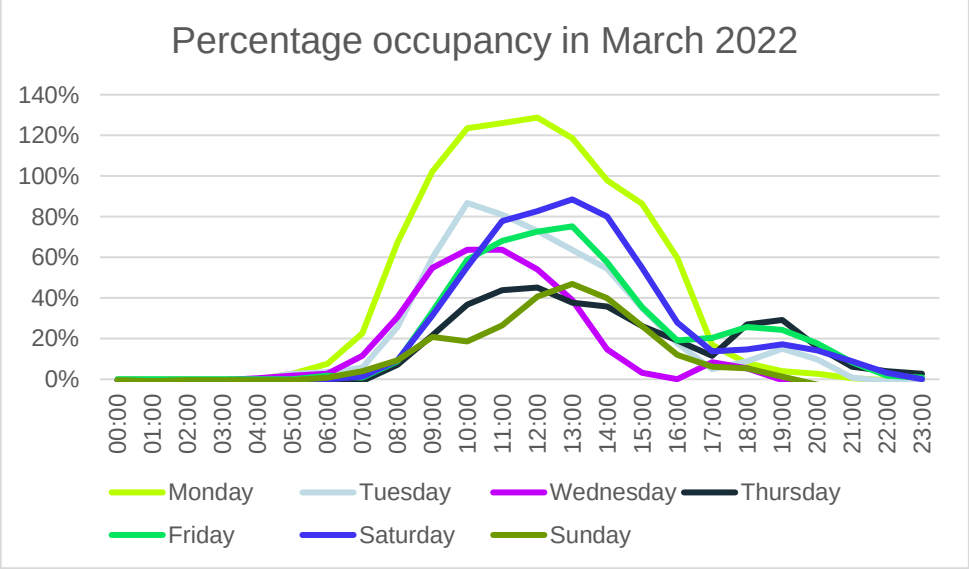
4.1.4 Castle Street

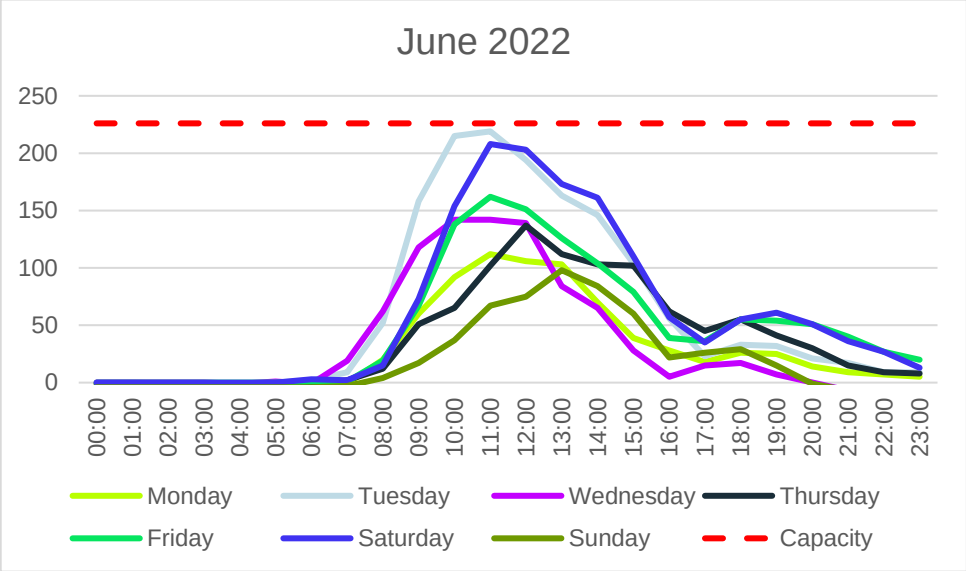
2022 Analysis

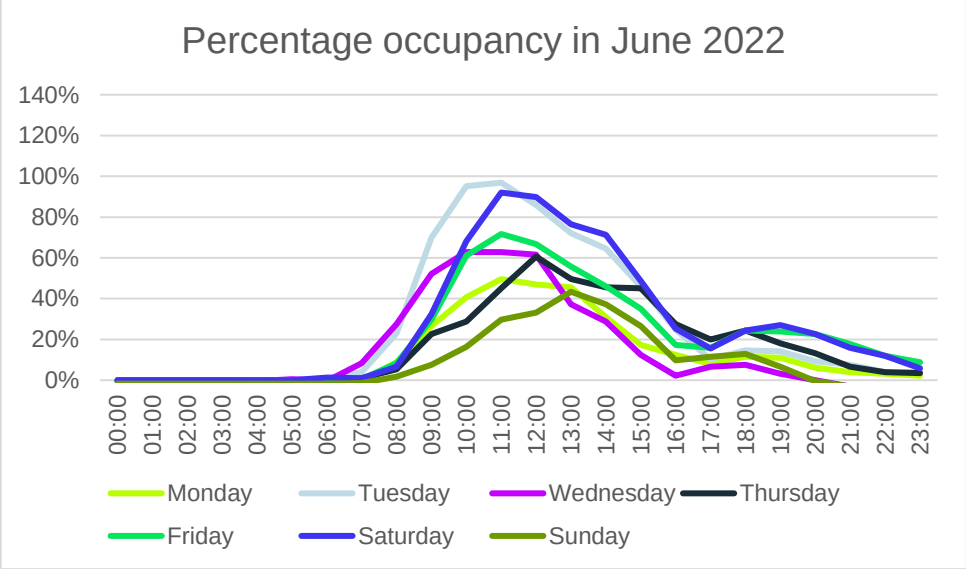




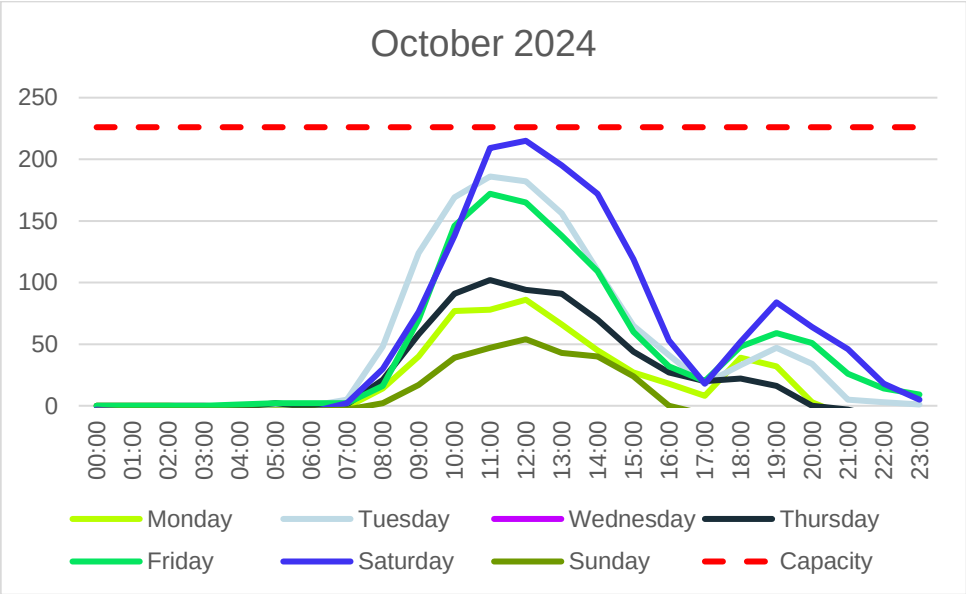

March 2022
350
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Capacity

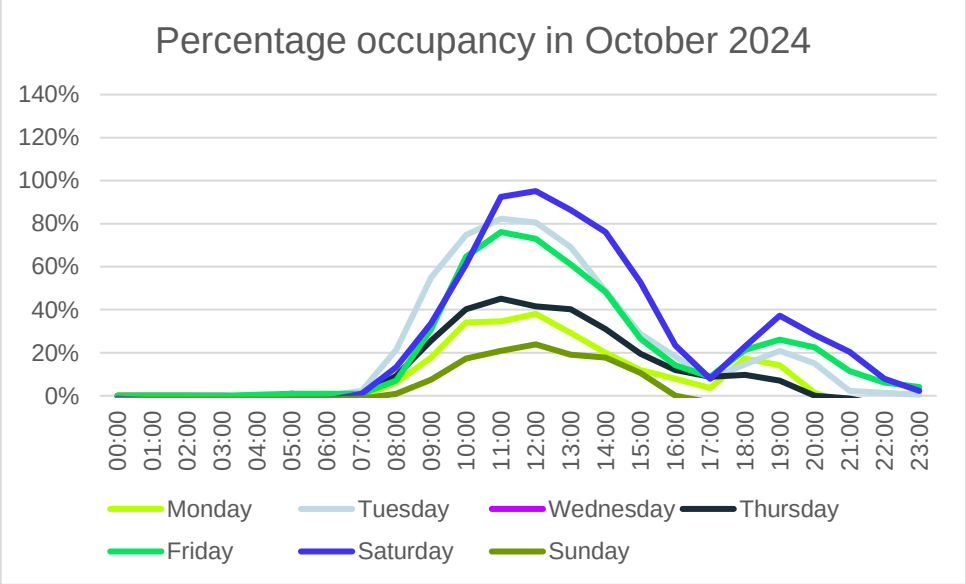

Percentage occupancy in March 2022
140%
120%
100%
80%
60%
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Thursday
Friday
Saturday
Sunday


June 2022
250
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Monday
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Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
140%
120%
100%
80%
60%
40%
20%
0%
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04:00
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Sunday

2024 Analysis[10]

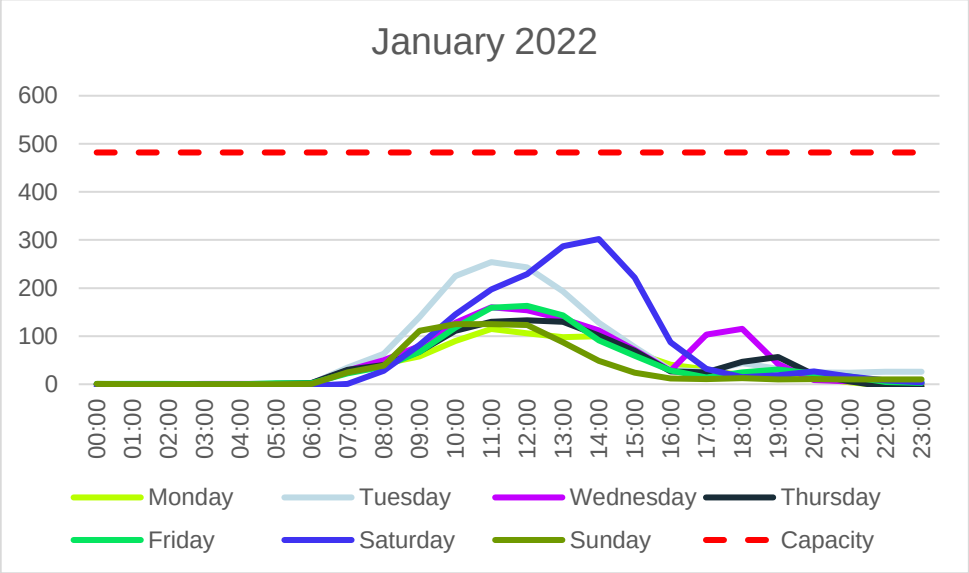


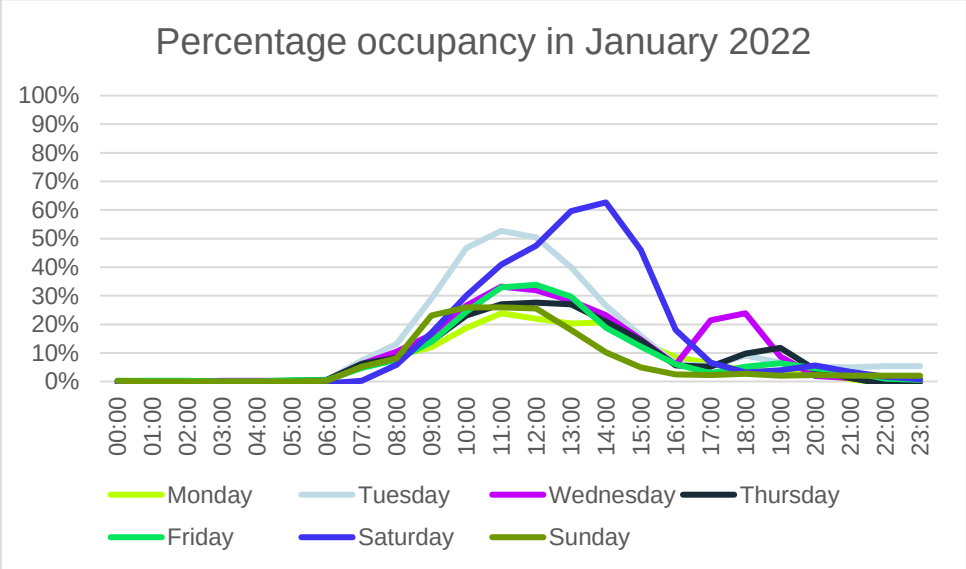


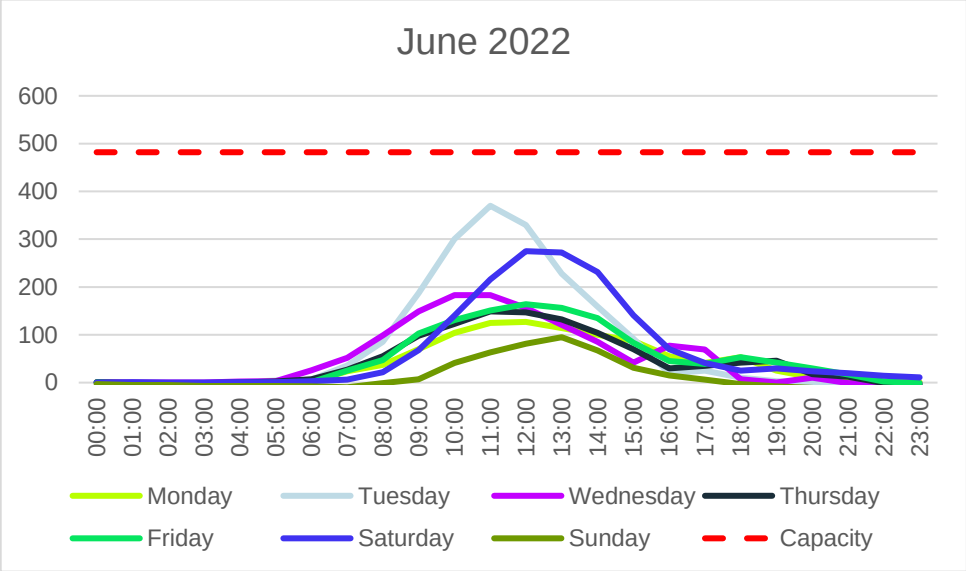
[10] Wednesday data was identified to be incorrect and has therefore been removed from the 2024 graph.

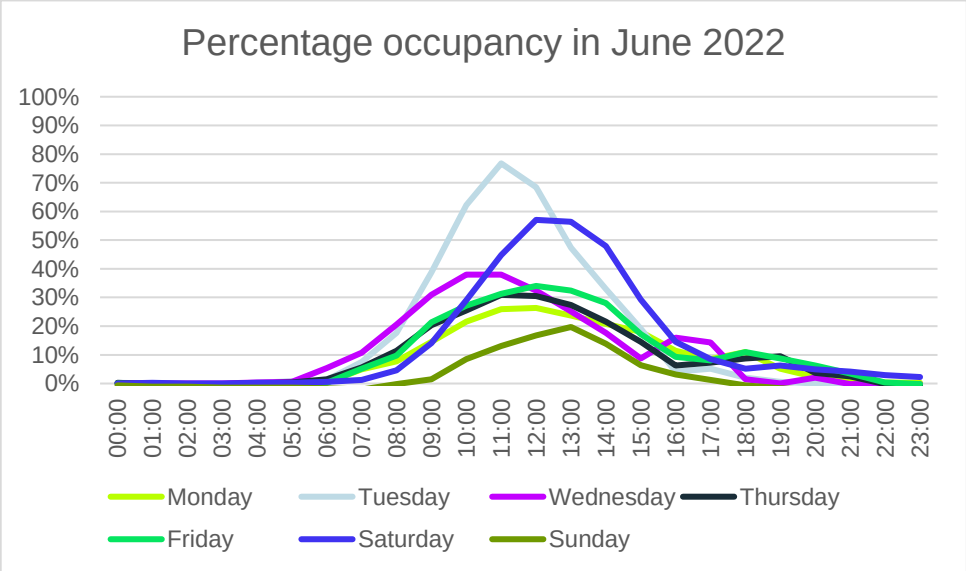
4.1.5 Fairfield

2022 Analysis

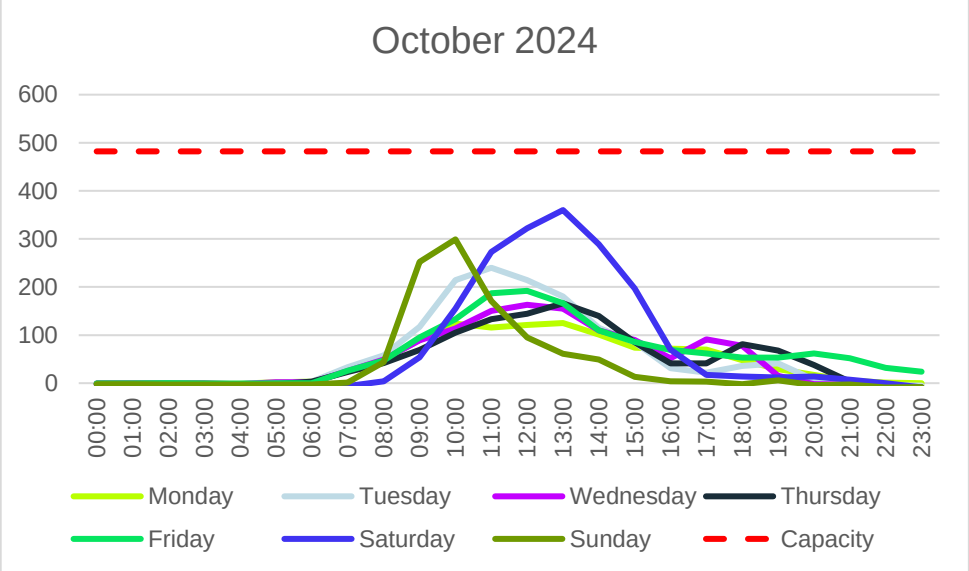


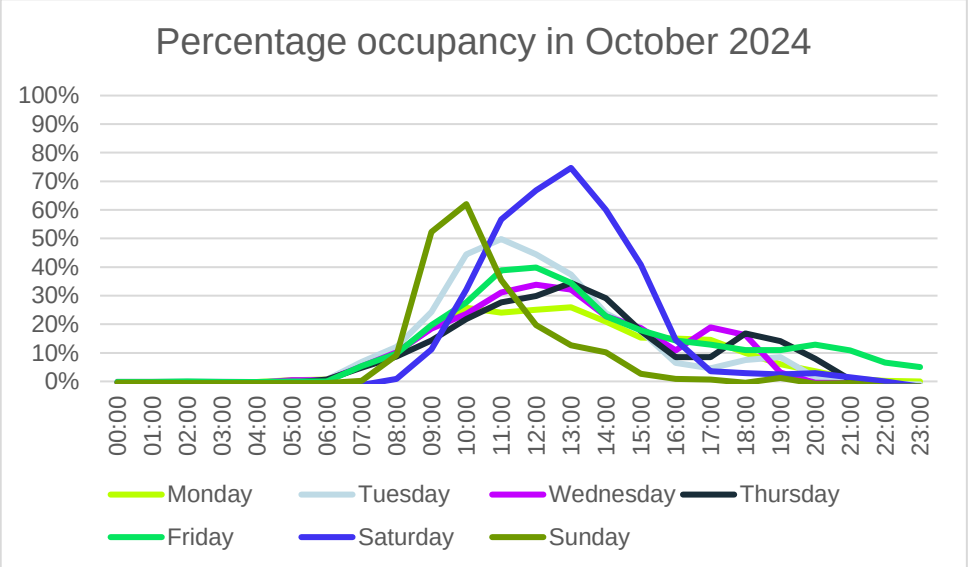



June 2022
600
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Monday
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Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
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01:00
02:00
03:00
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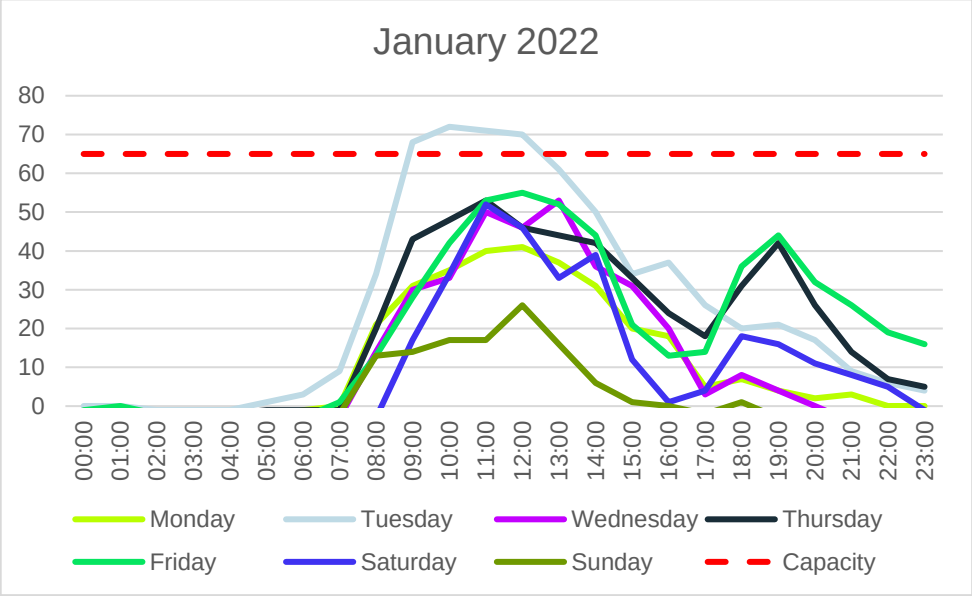
2024 Analysis

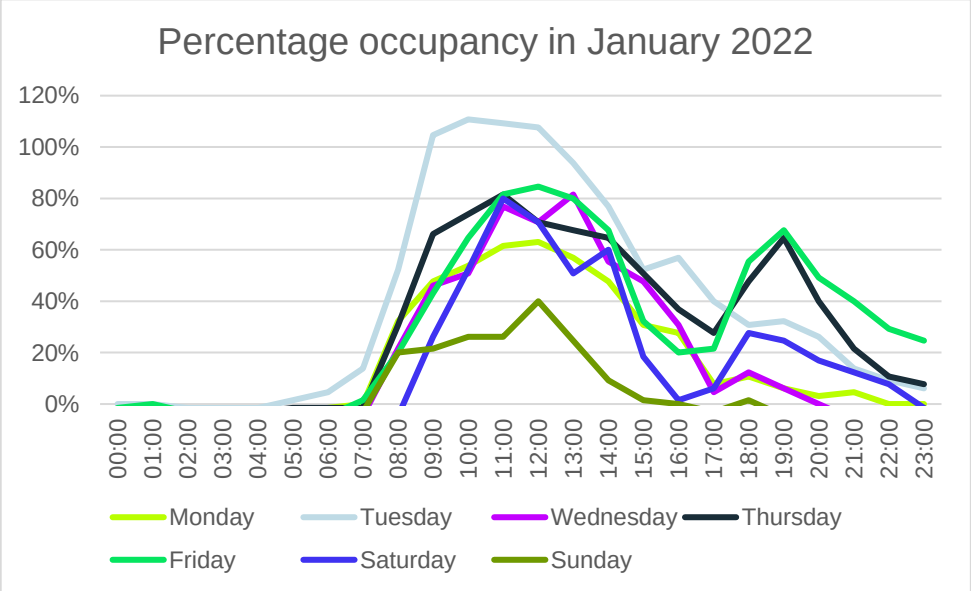


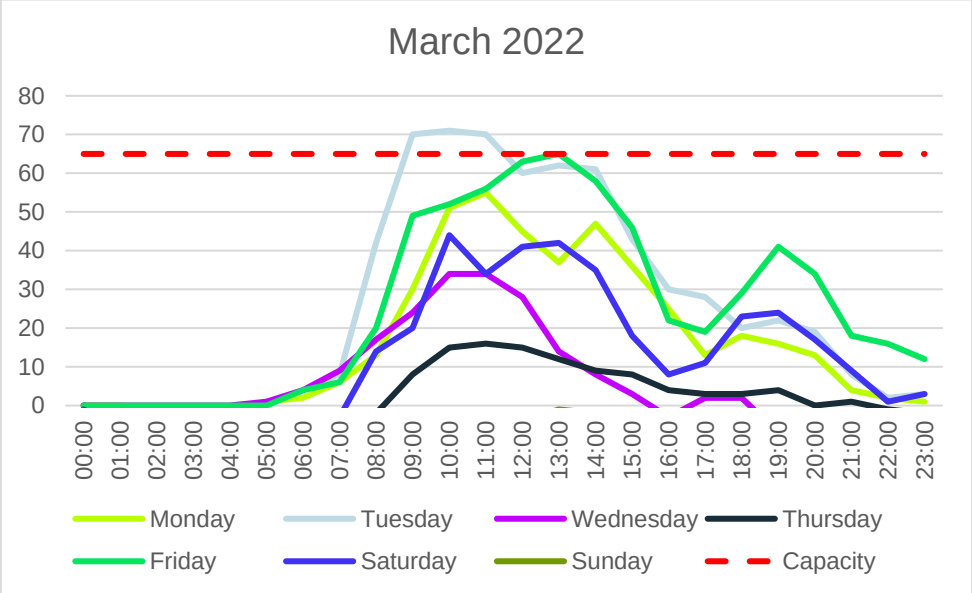


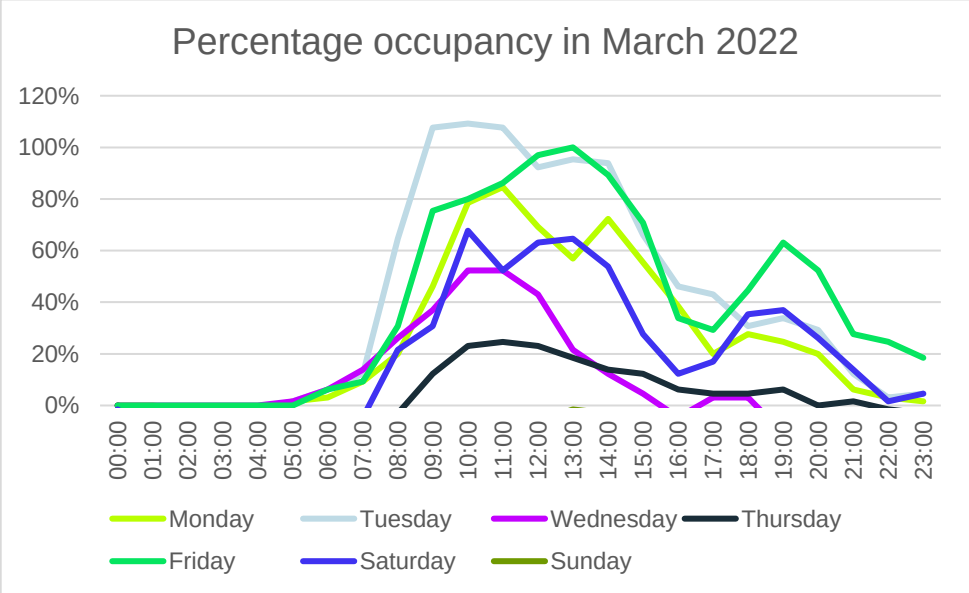
4.1.6 Tiverton Place

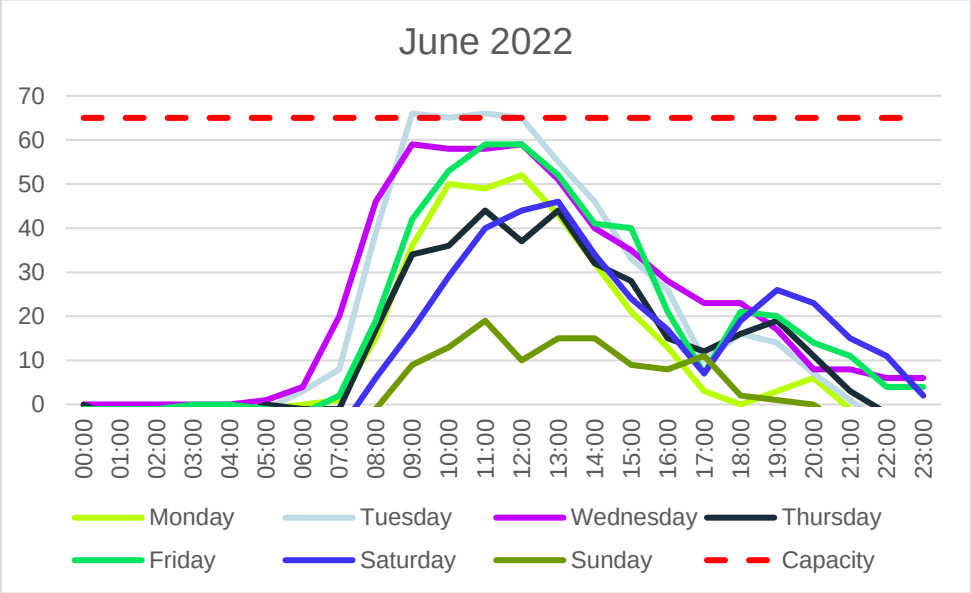
2022 Analysis

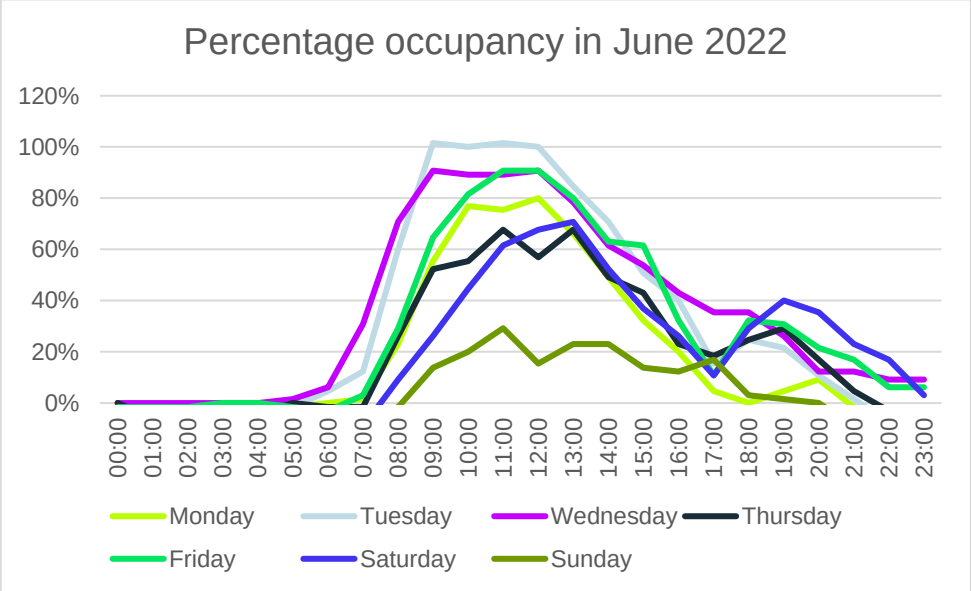




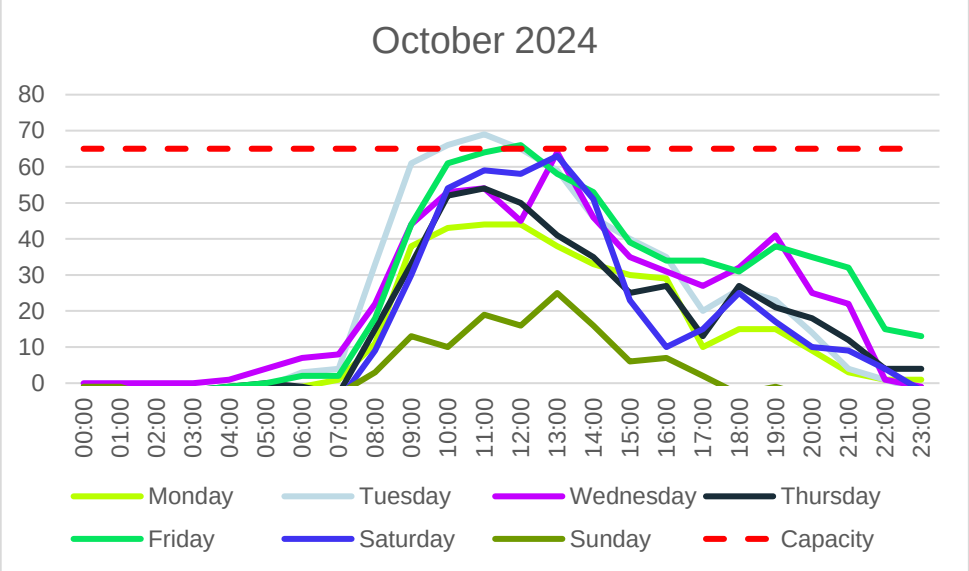

March 2022
80
70
60
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Capacity

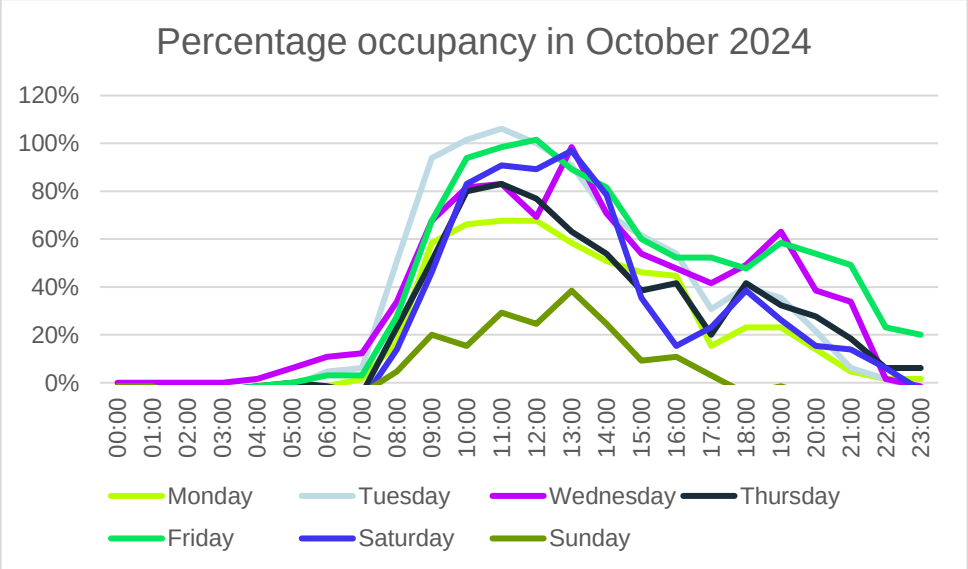

Percentage occupancy in March 2022
120%
100%
80%
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40%
20%
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Wednesday
Thursday
Friday
Saturday
Sunday


June 2022
70
60
50
40
30
20
10
0
00:00
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Monday
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Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
120%
100%
80%
60%
40%
20%
0%
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Sunday

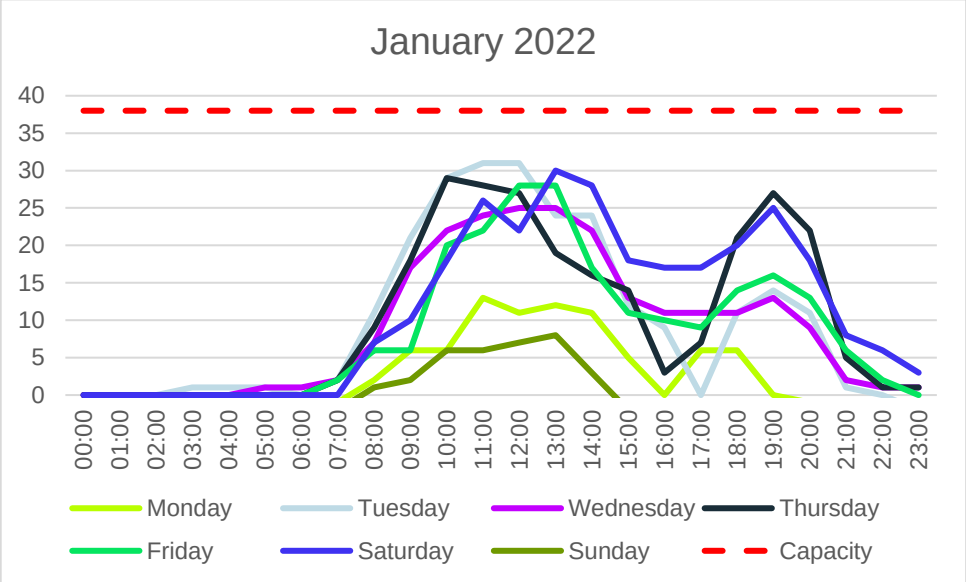
2024 Analysis

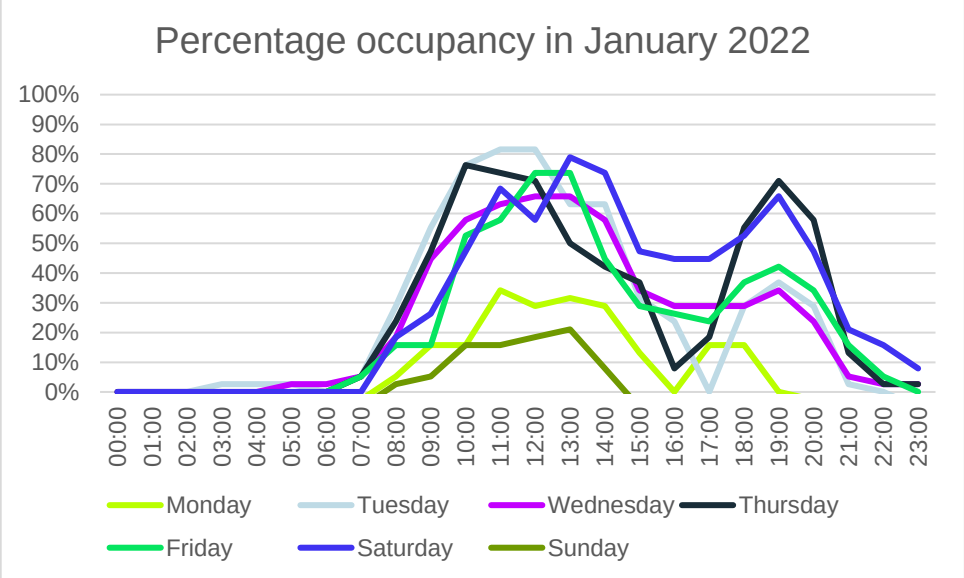


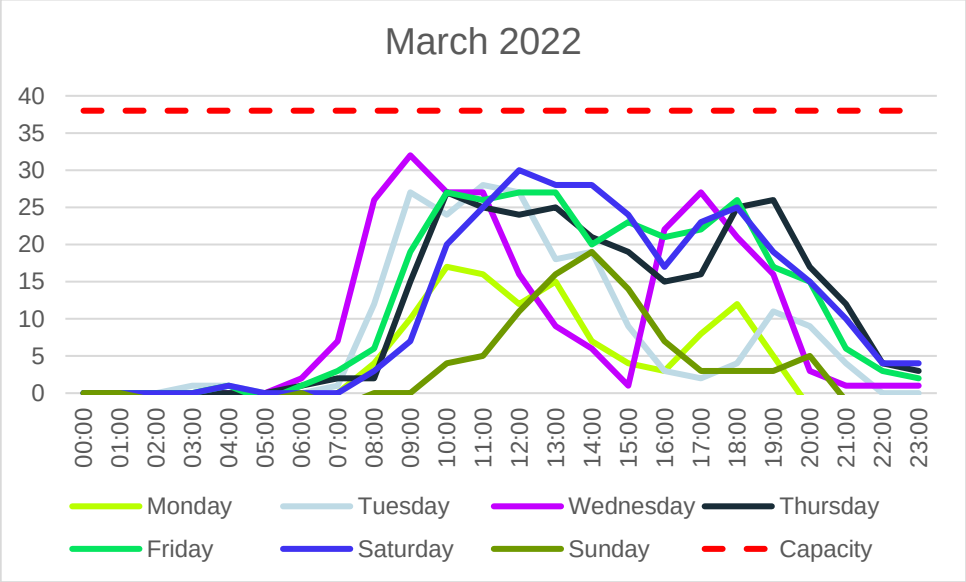


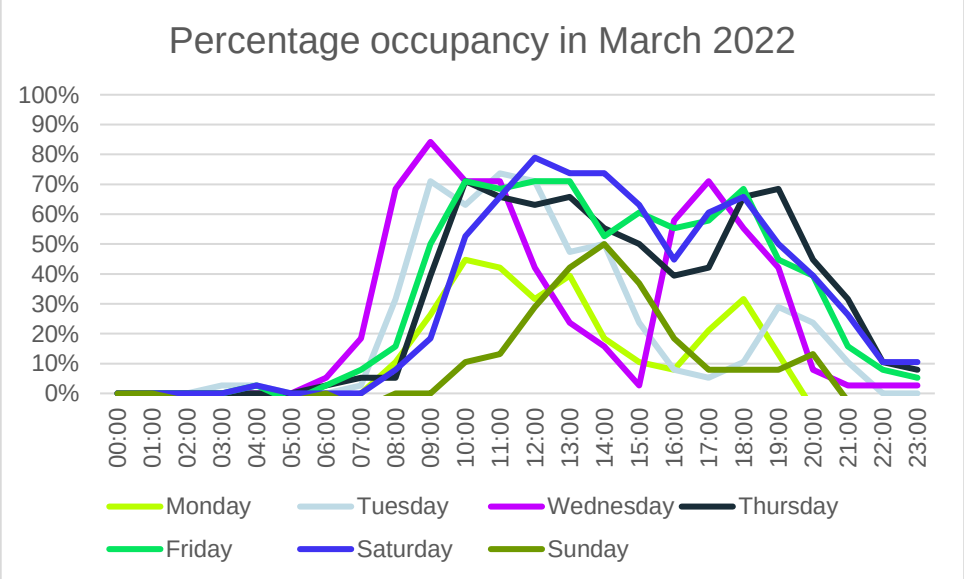
4.1.7 Trinity Terrace

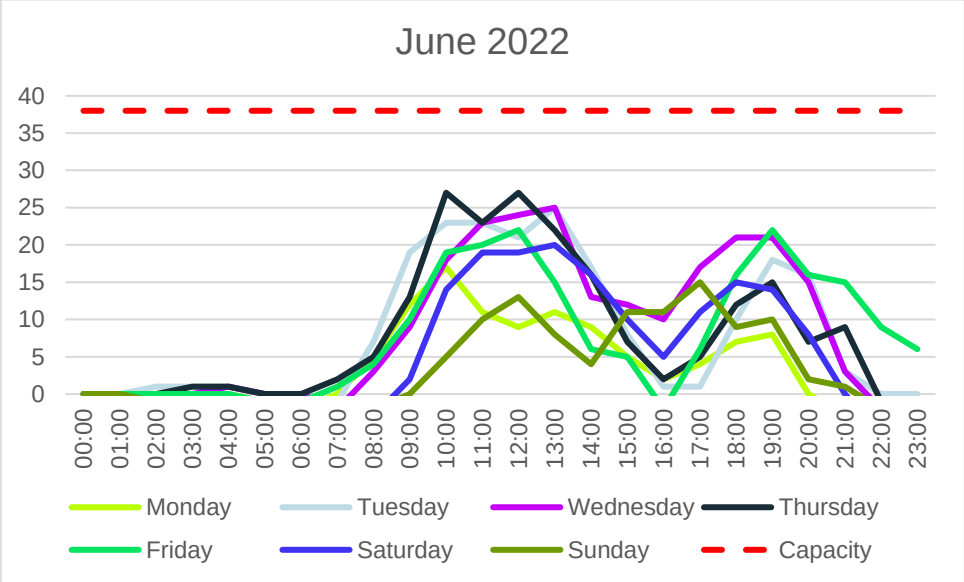
2022 Analysis

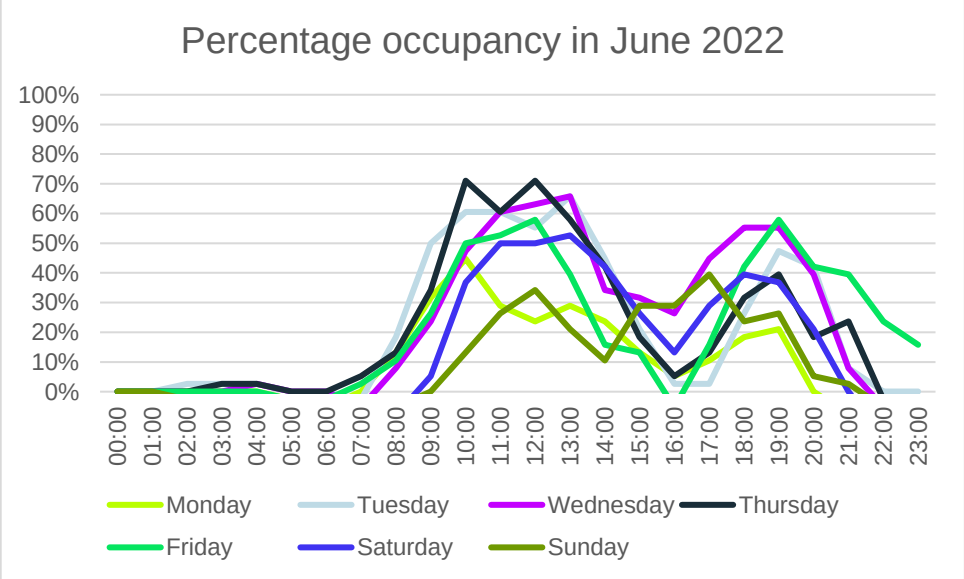




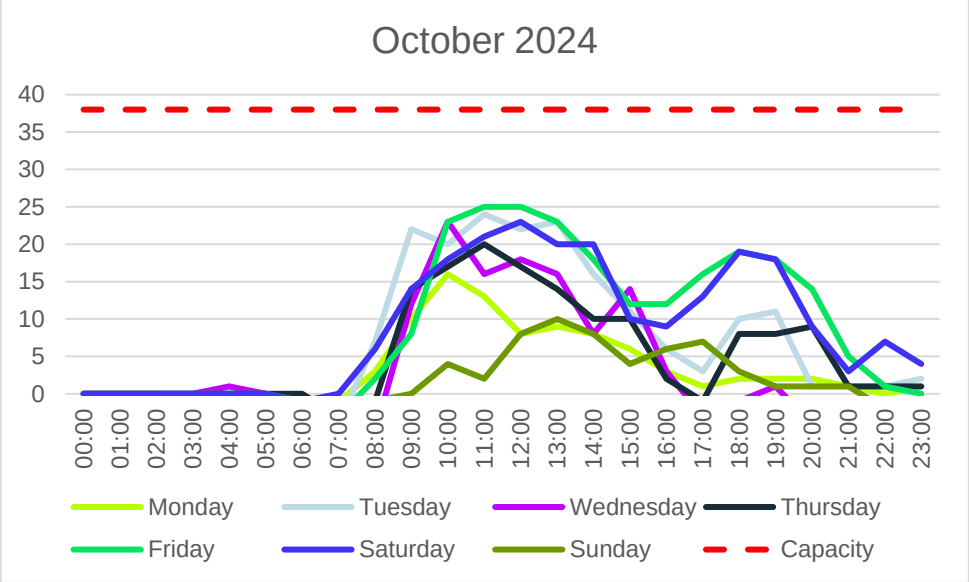

March 2022
40
35
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Monday
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Saturday
Sunday
Capacity

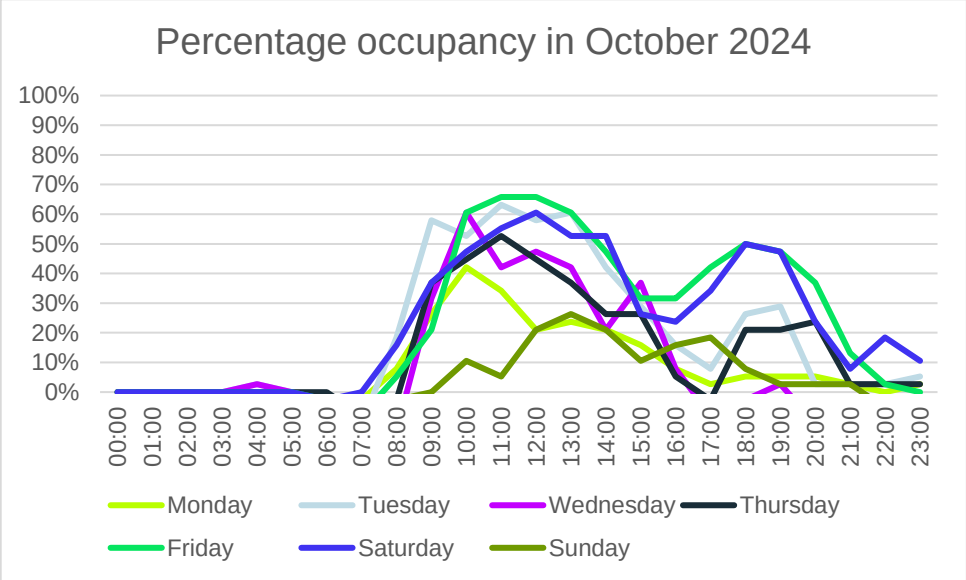

Percentage occupancy in March 2022
100%
90%
80%
70%
60%
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10%
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June 2022
40
35
30
25
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15
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Saturday
Sunday
Capacity


Percentage occupancy in June 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
00:00
01:00
02:00
03:00
04:00
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Thursday
Friday
Saturday
Sunday

2024 Analysis

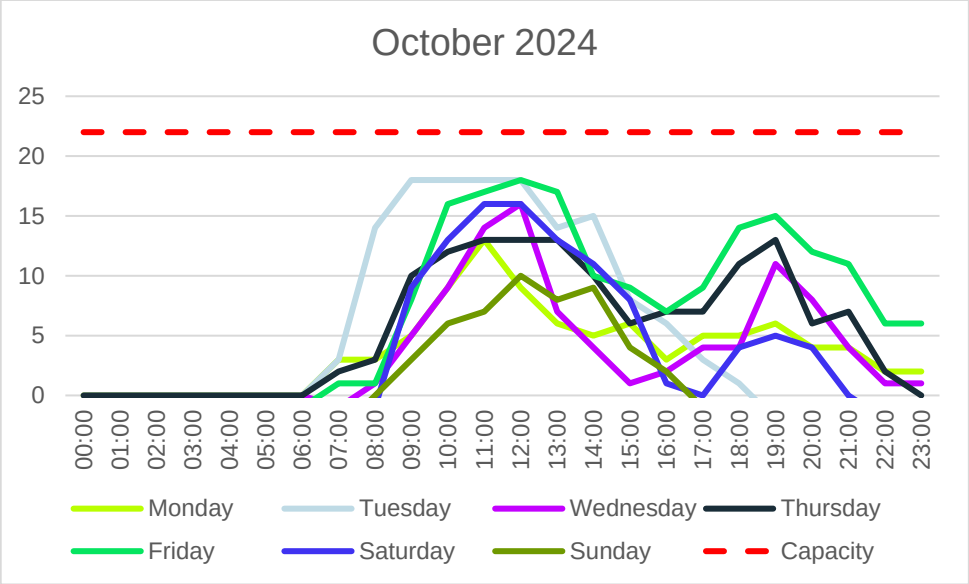


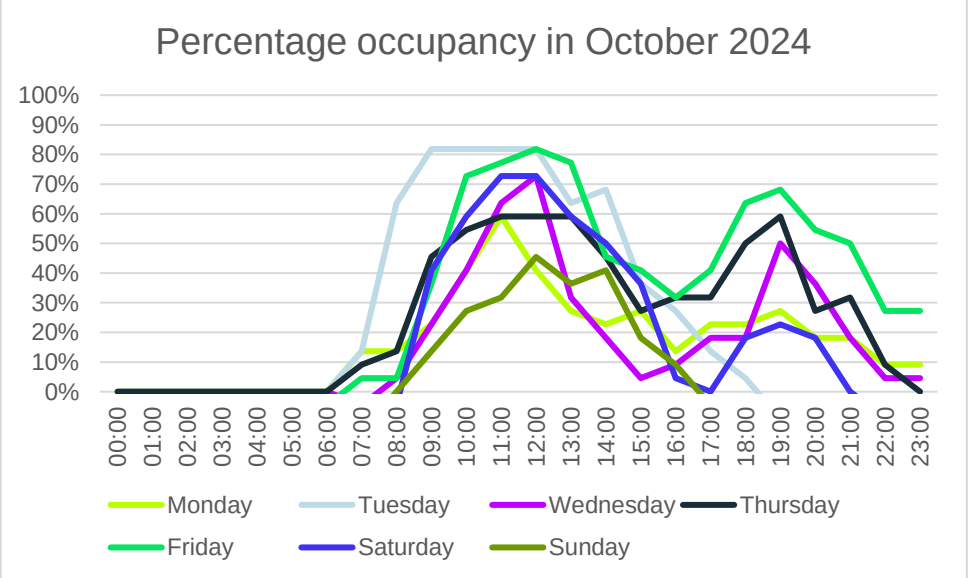


4.1.8 Tudor Street

No 2022 data for analysis

2024 Analysis

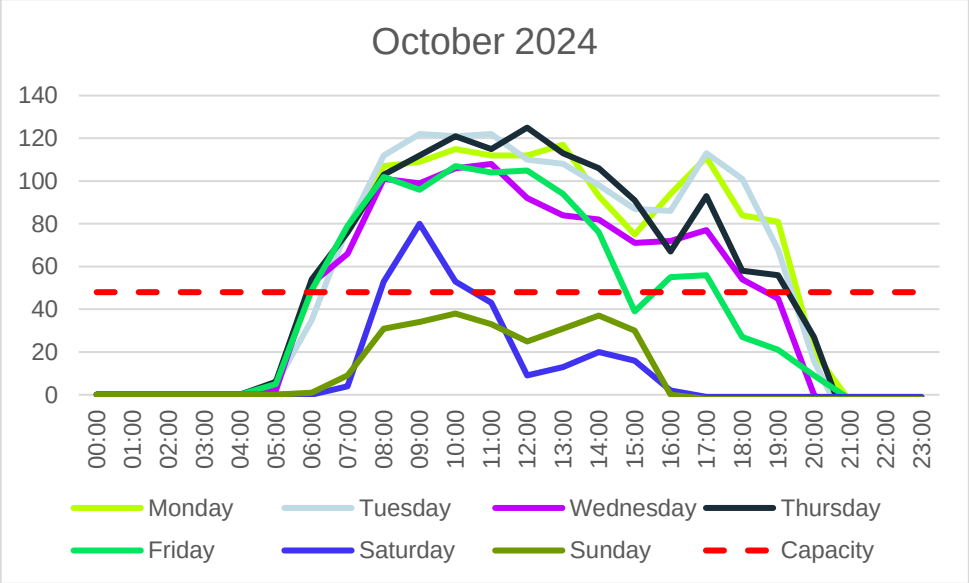




4.1.9 Abergavenny Leisure Centre

No 2022 data for analysis

2024 Analysis[11]

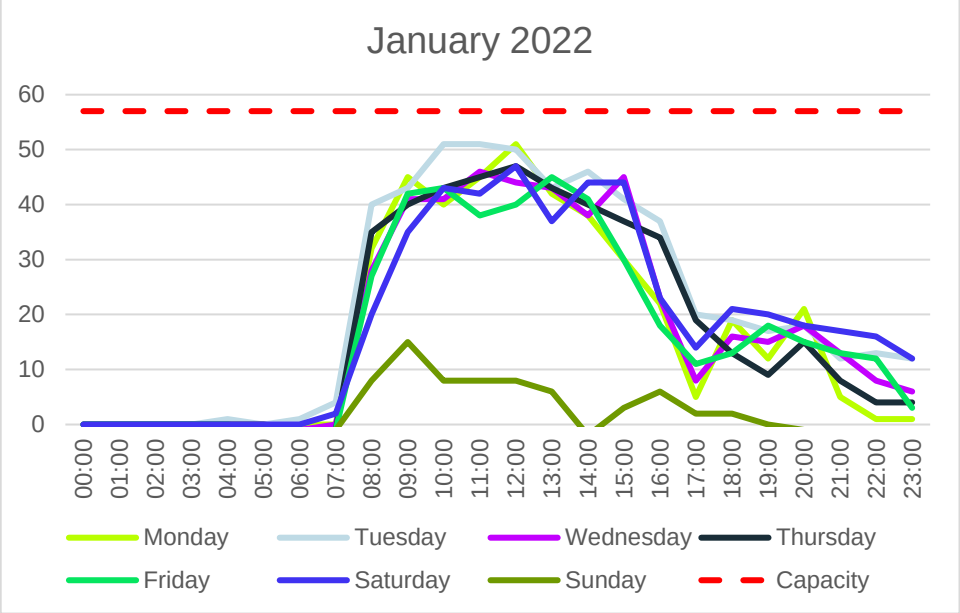


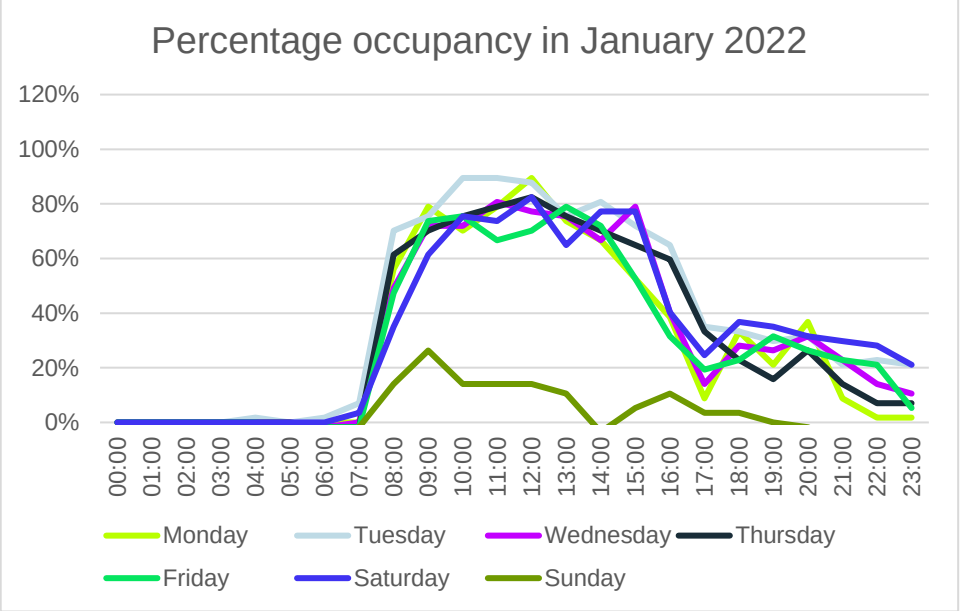
4.2 Caldicot

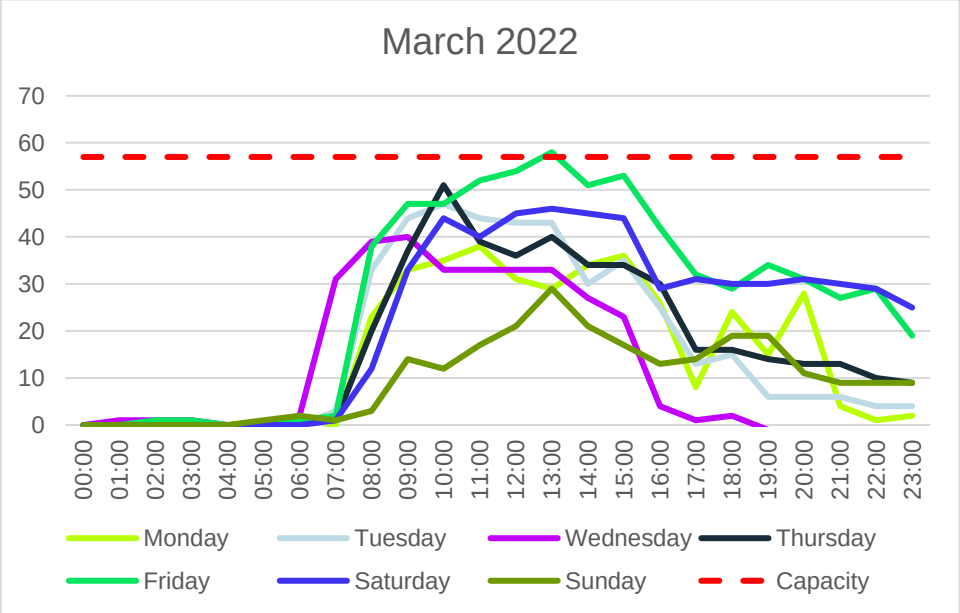
4.2.1 Jubilee Way

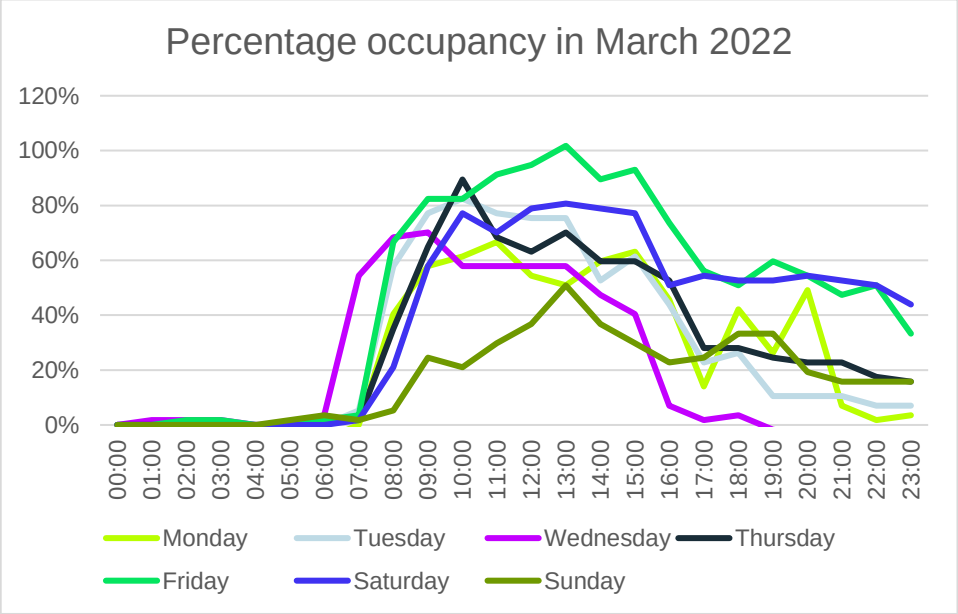
[11] Uncertainty around number of spaces prevents accurate calculation of % occupancy

2022 Analysis



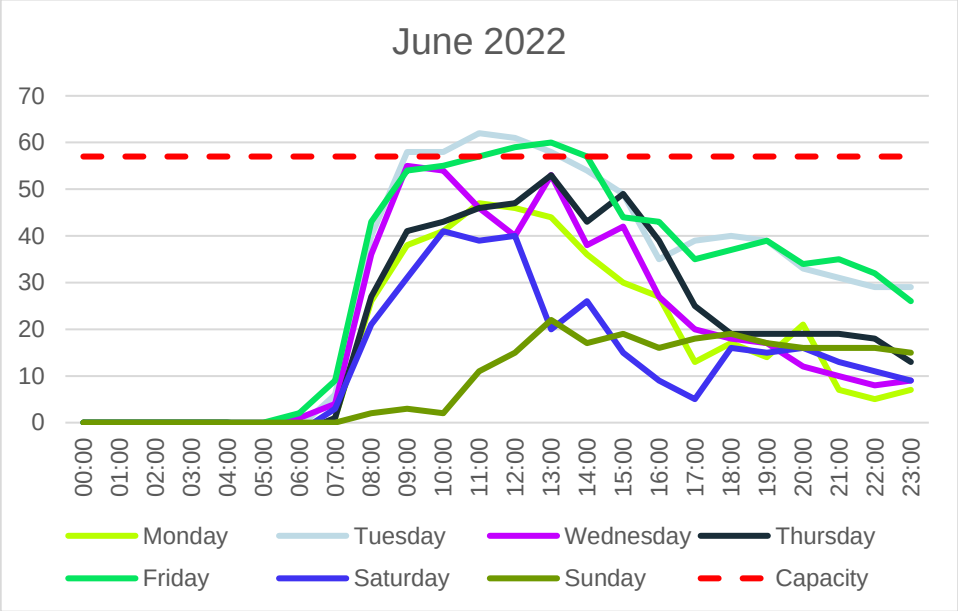


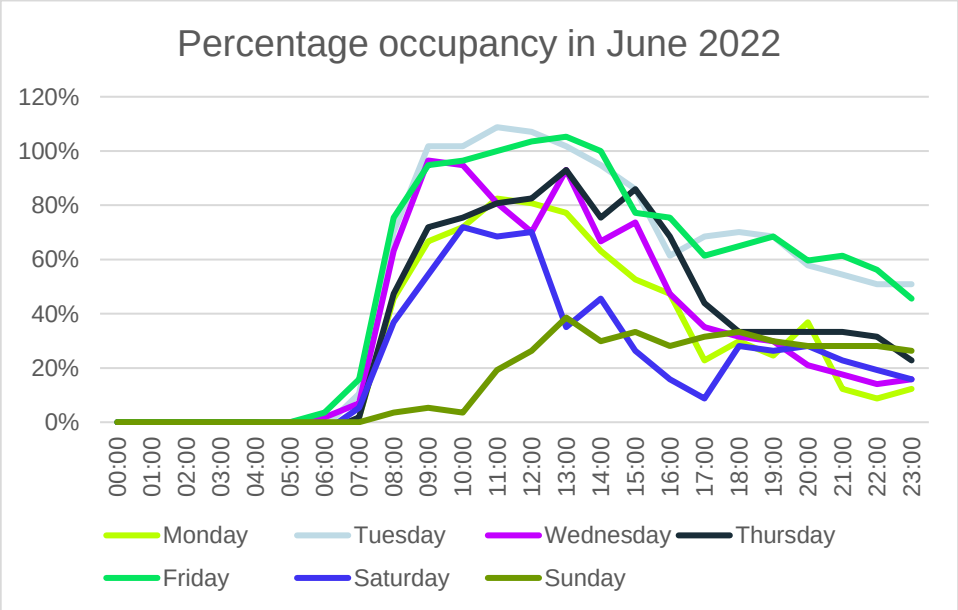




No 2024 data for analysis[12]

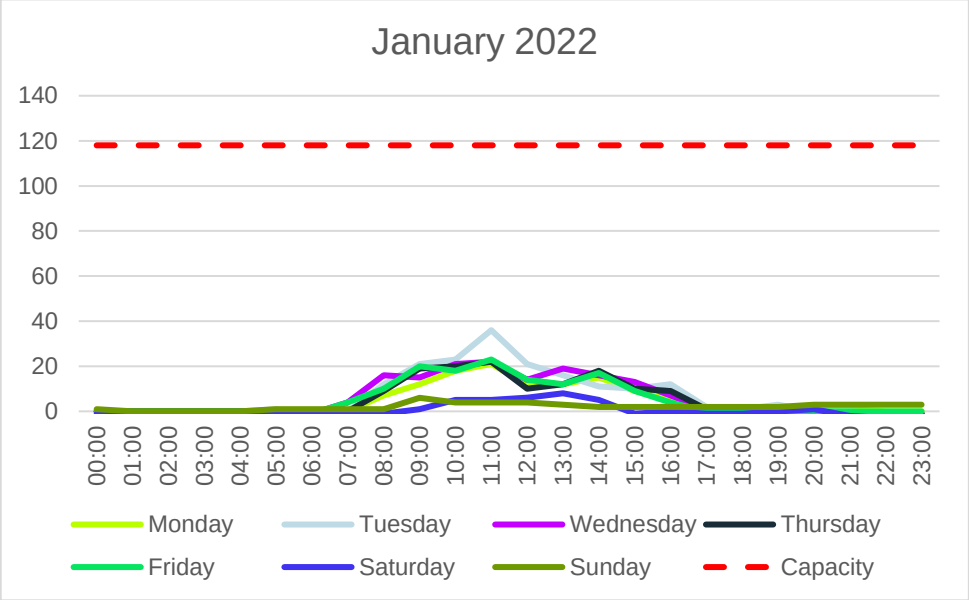
[12] Survey site location issue

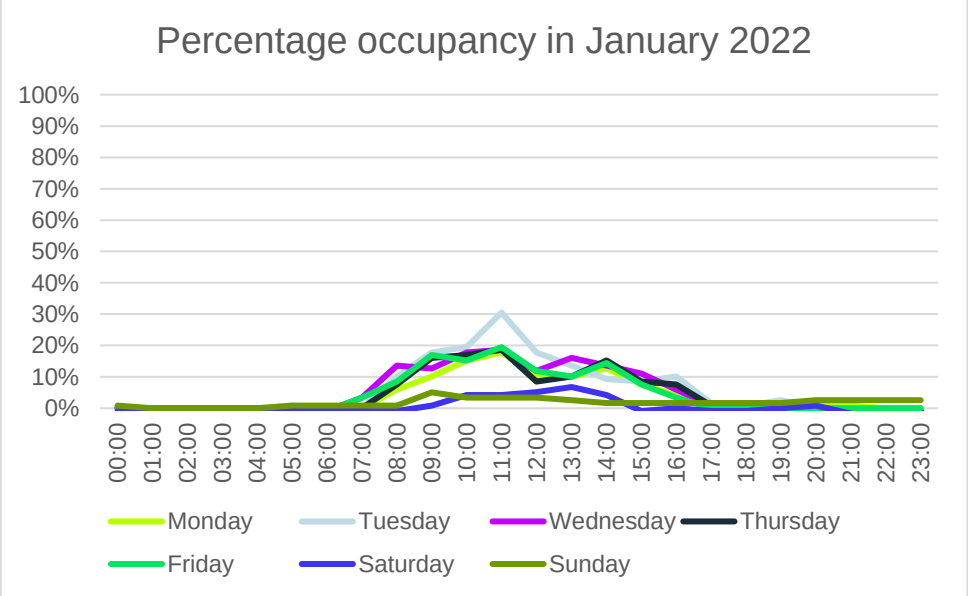

June 2022
70
60
50
40
30
20
10
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
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Thursday
Friday
Saturday
Sunday
Capacity

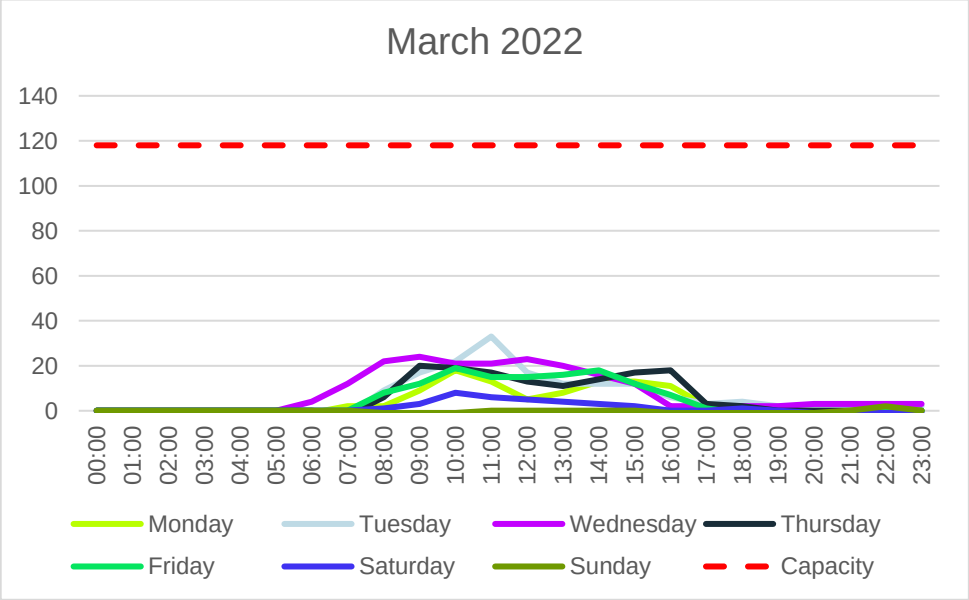

Percentage occupancy in June 2022
120%
100%
80%
60%
40%
20%
0%
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
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Monday
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Thursday
Friday
Saturday
Sunday

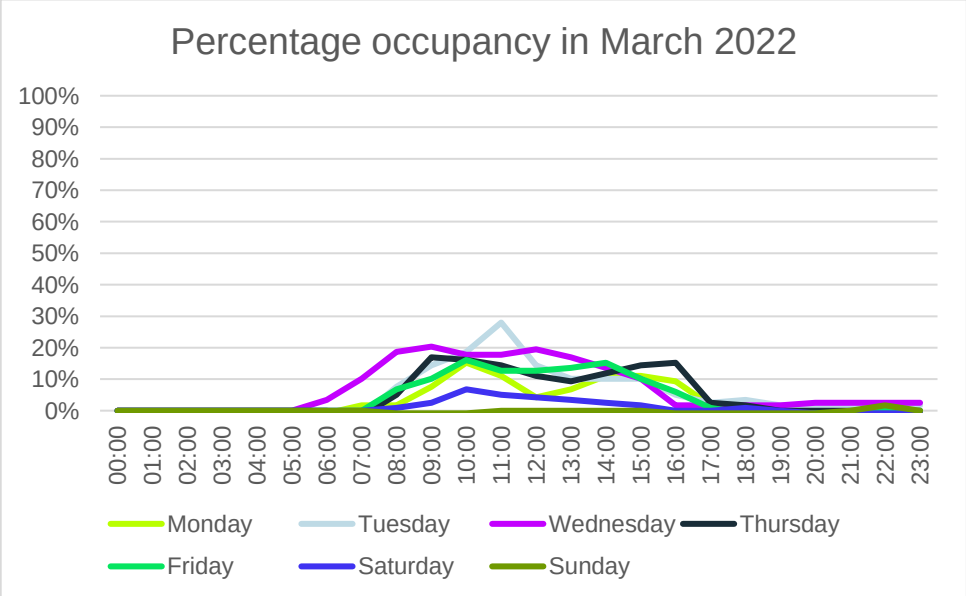
4.2.2 Woodstock Way

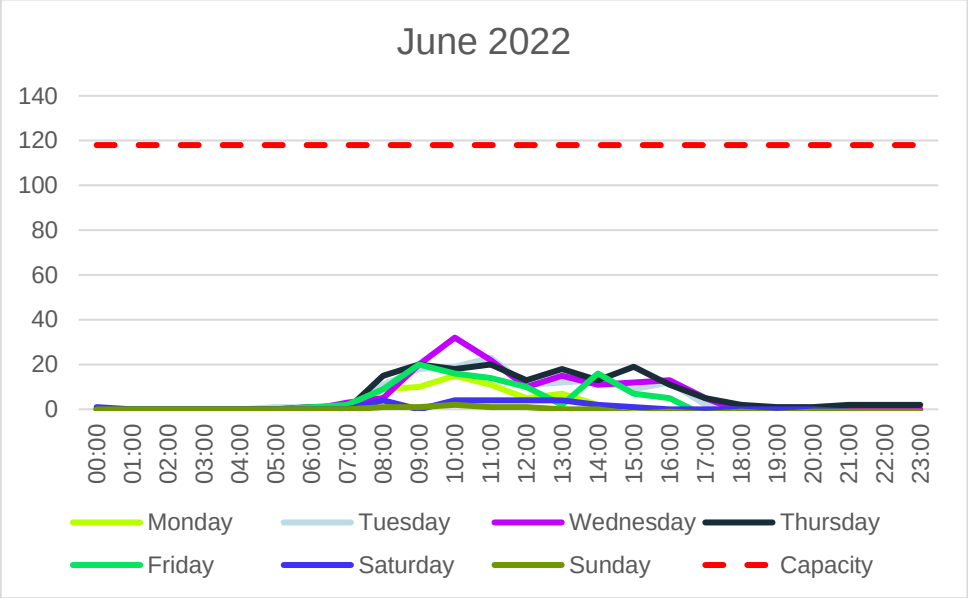
2022 Analysis

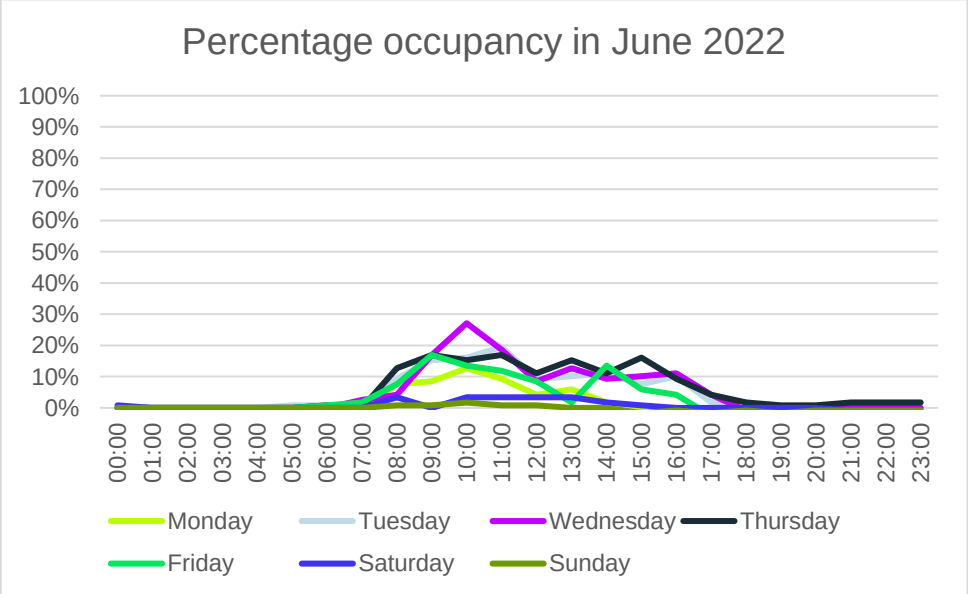




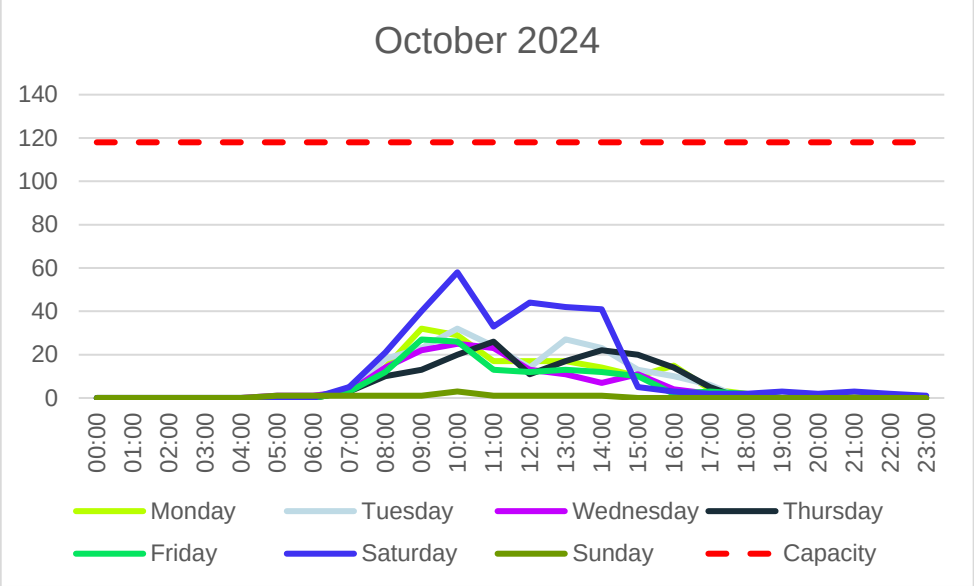

March 2022
140
120
100
80
60
40
20
0
00:00
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04:00
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06:00
07:00
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Saturday
Sunday
Capacity

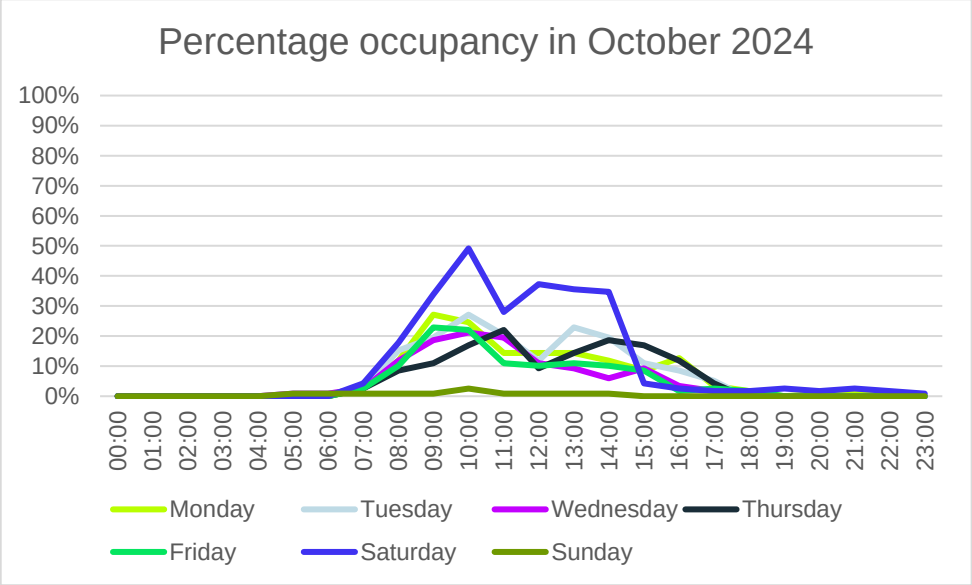

Percentage occupancy in March 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
00:00
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Monday
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Wednesday
Thursday
Friday
Saturday
Sunday


June 2022
140
120
100
80
60
40
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03:00
04:00
05:00
06:00
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08:00
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23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
00:00
01:00
02:00
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Saturday
Sunday

2024 Analysis

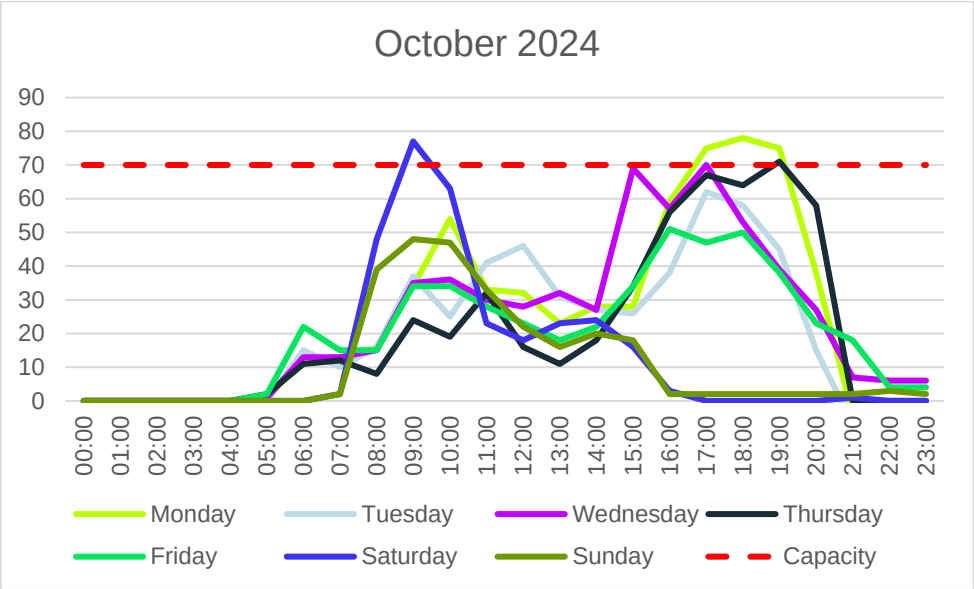


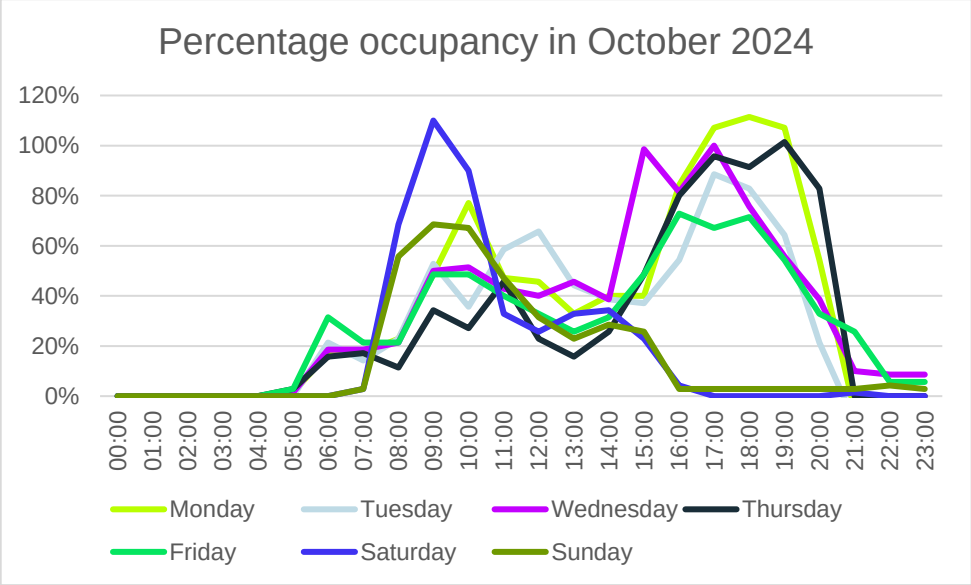


4.2.3 Caldicot Leisure Centre

No 2022 data for analysis

2024 Analysis

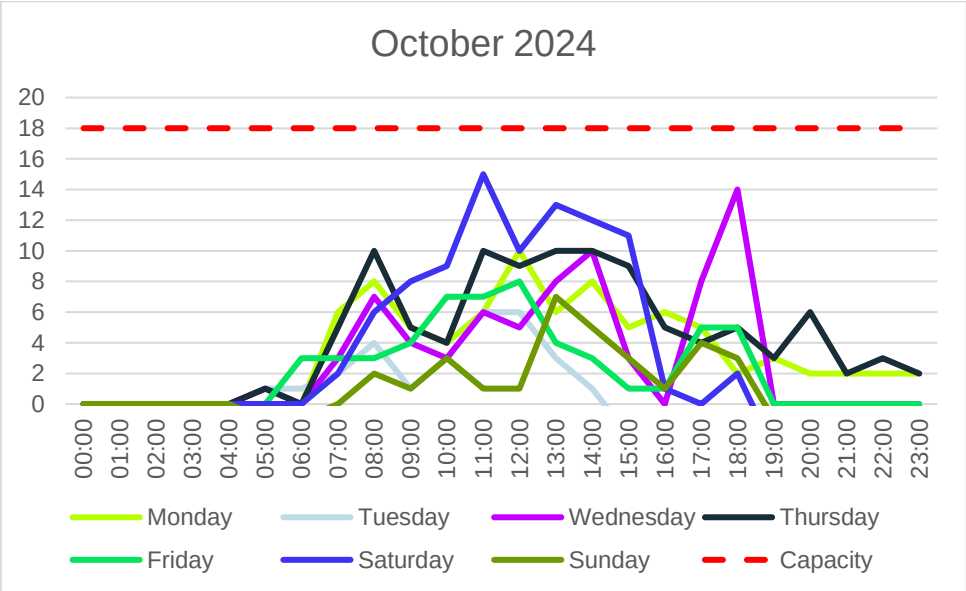


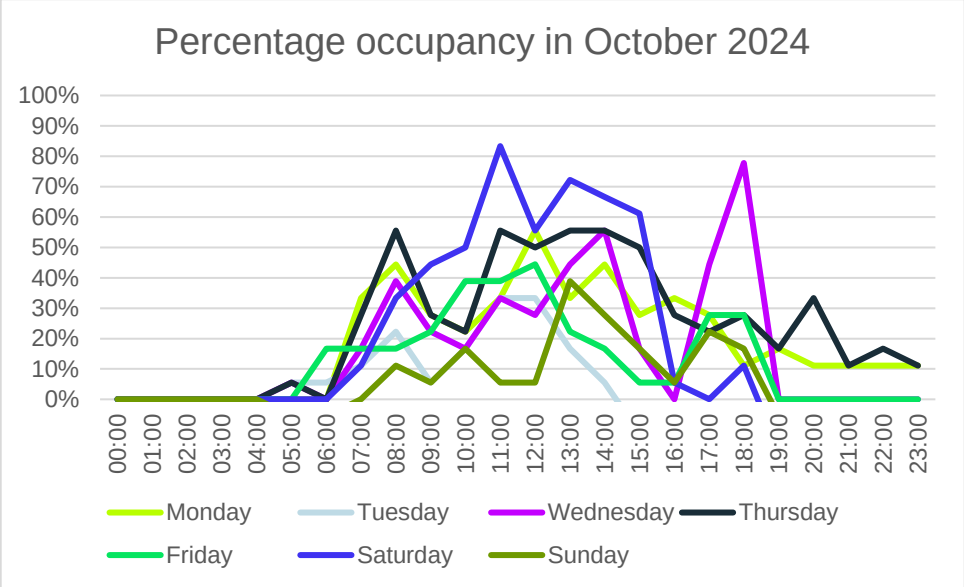


4.2.4 Caldicot Castle (small car park off Church Road)

No 2022 data for analysis

2024 Analysis

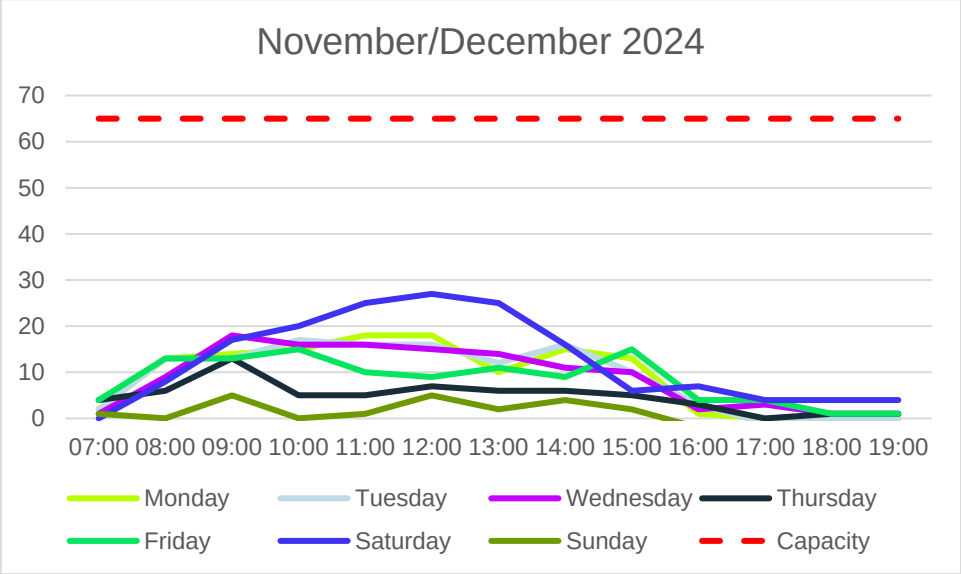


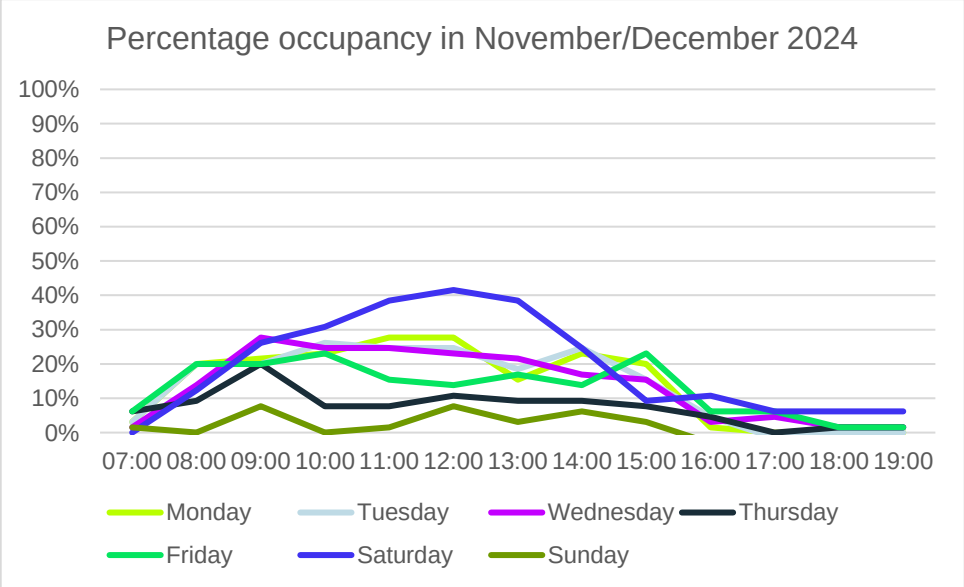


4.2.5 Caldicot Castle (main car park) – Awaiting data for analysis.

No 2022 data for analysis

2024 Analysis

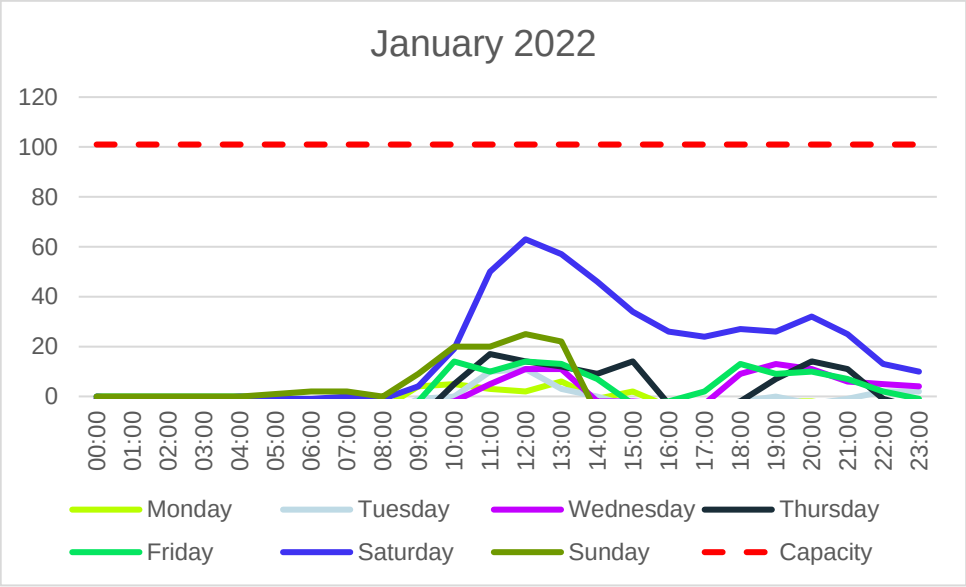


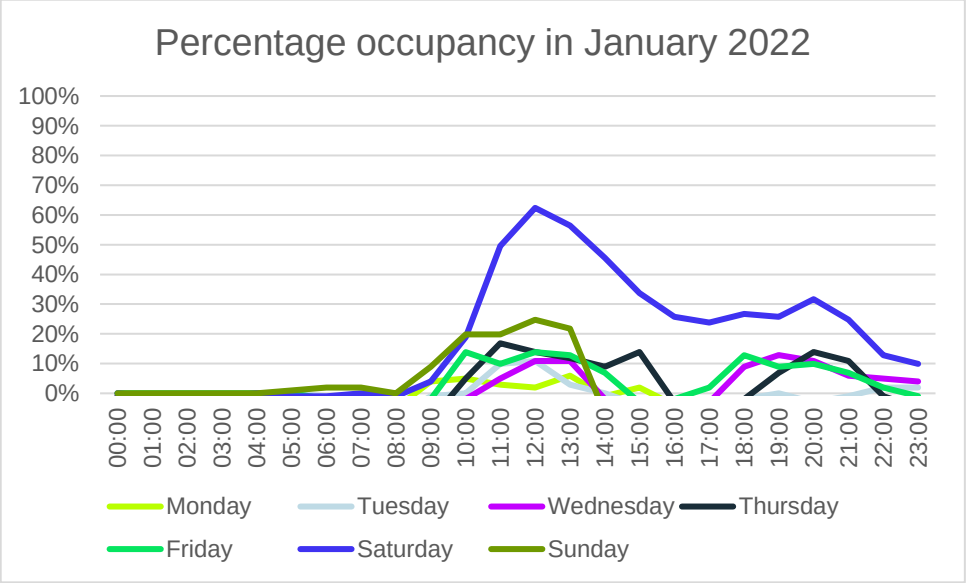


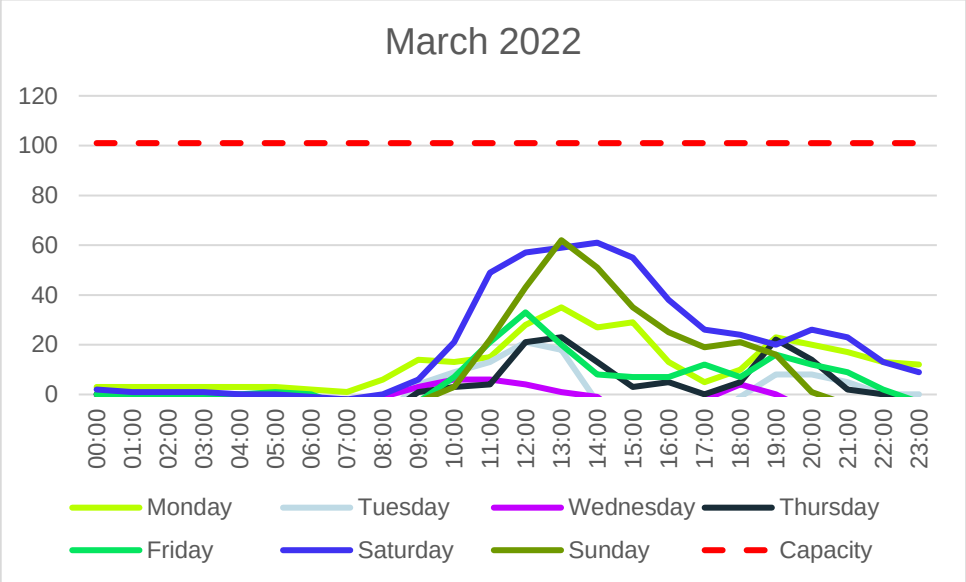
4.3 Chepstow

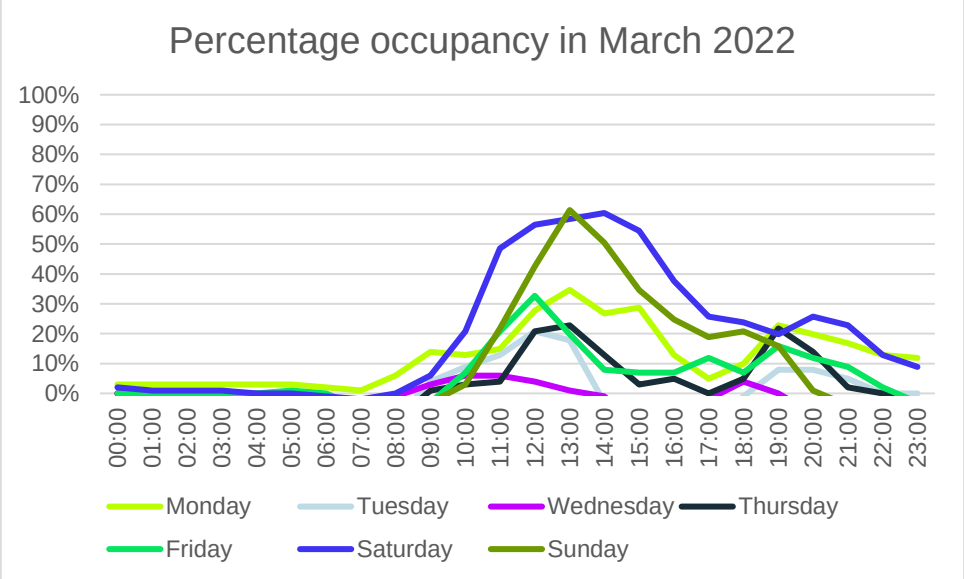
4.3.1 Castle Dell

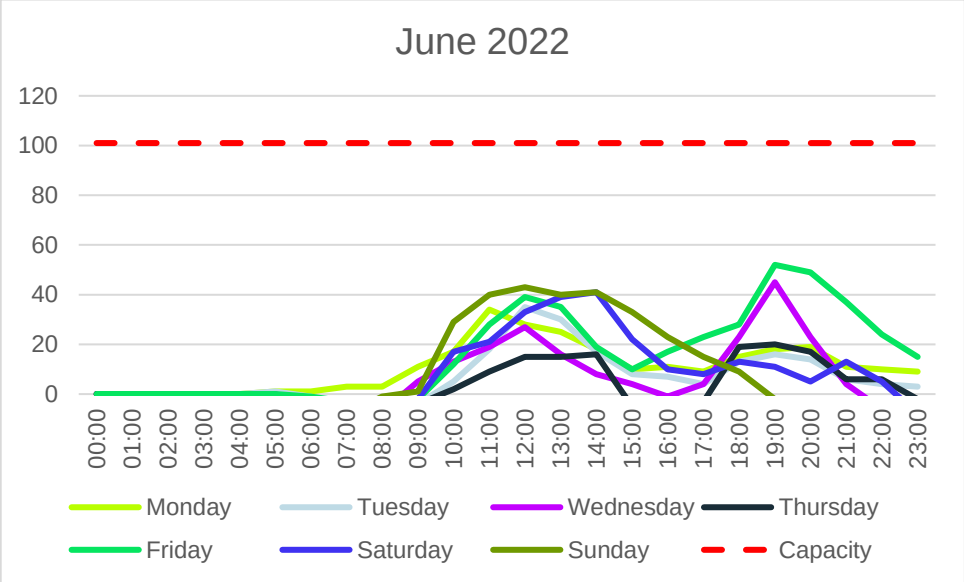
2022 Analysis

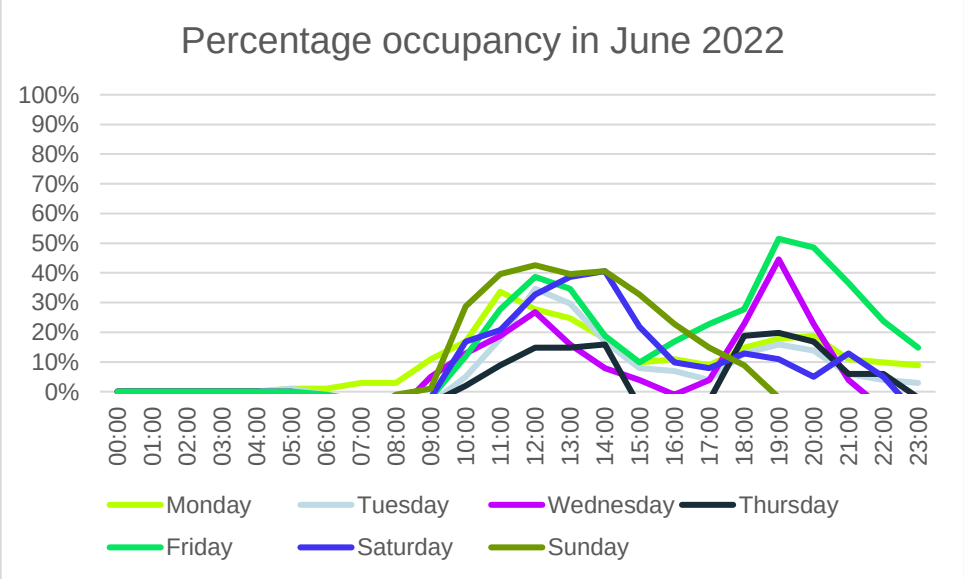




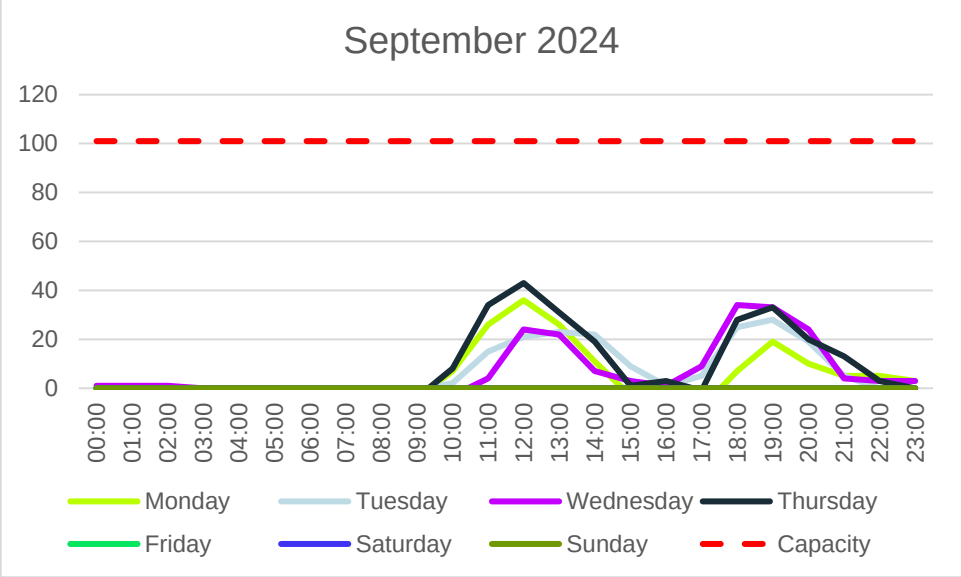

March 2022
120
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Saturday
Sunday
Capacity

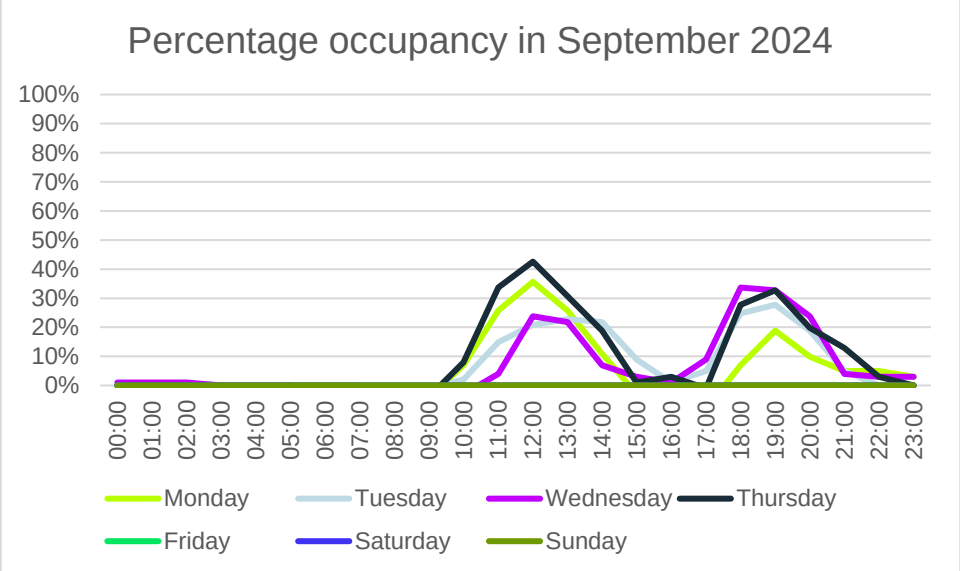

Percentage occupancy in March 2022
100%
90%
80%
70%
60%
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20%
10%
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Monday
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Thursday
Friday
Saturday
Sunday


June 2022
120
100
80
60
40
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Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
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01:00
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Saturday
Sunday

2024 Analysis[13]

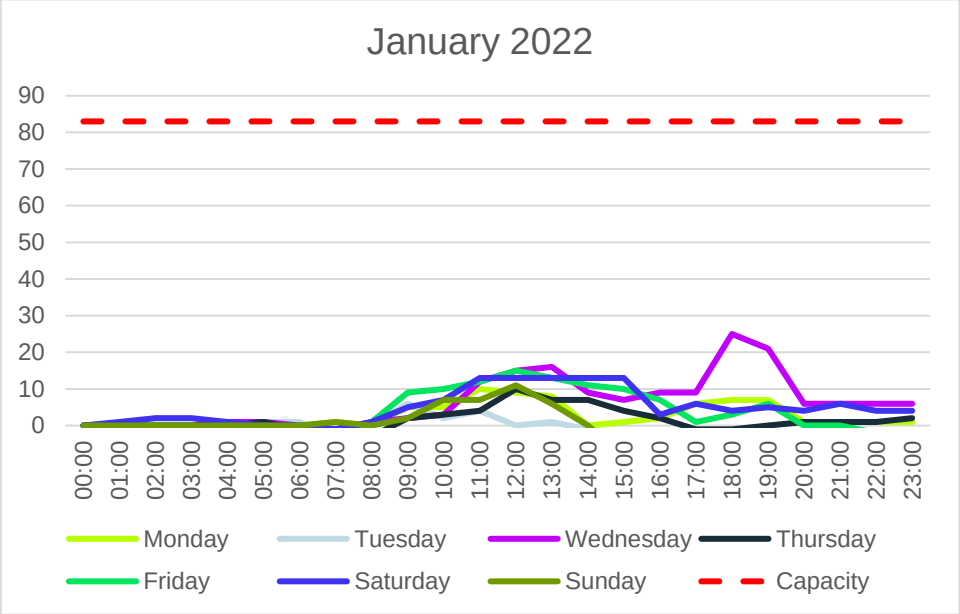


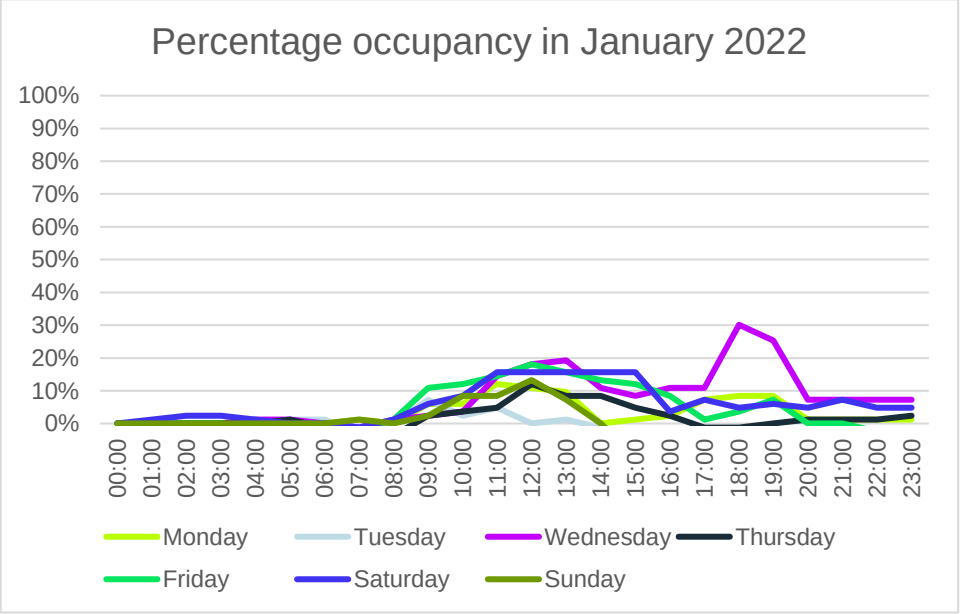


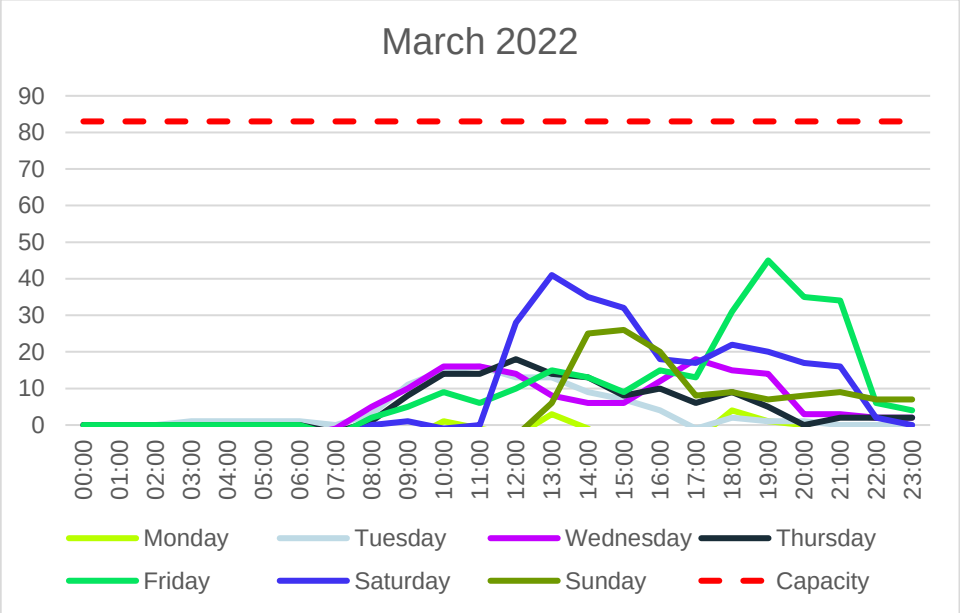
[13] Data for Friday, Saturday and Sunday was missing for 2024.

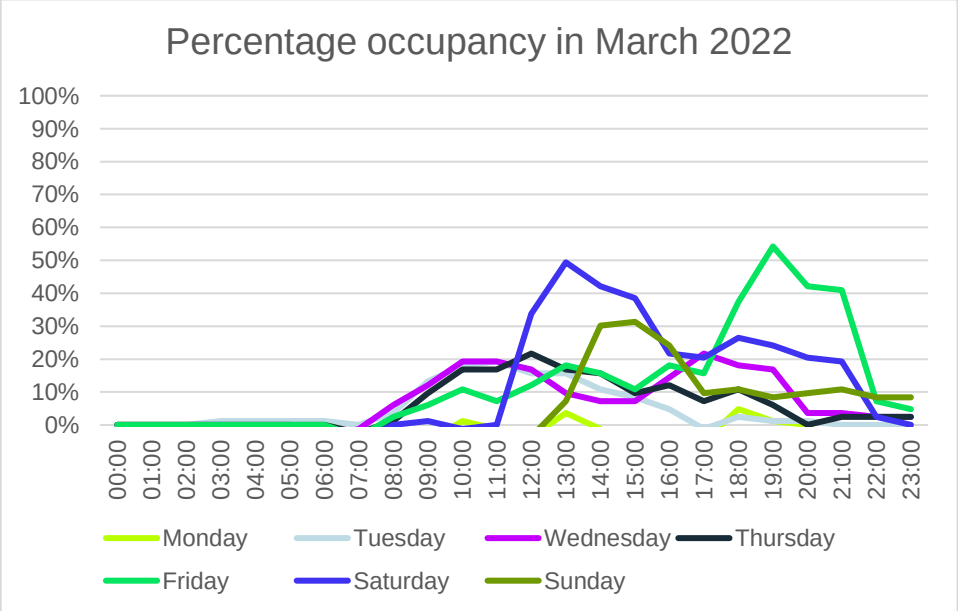
4.3.2 Drill Hall

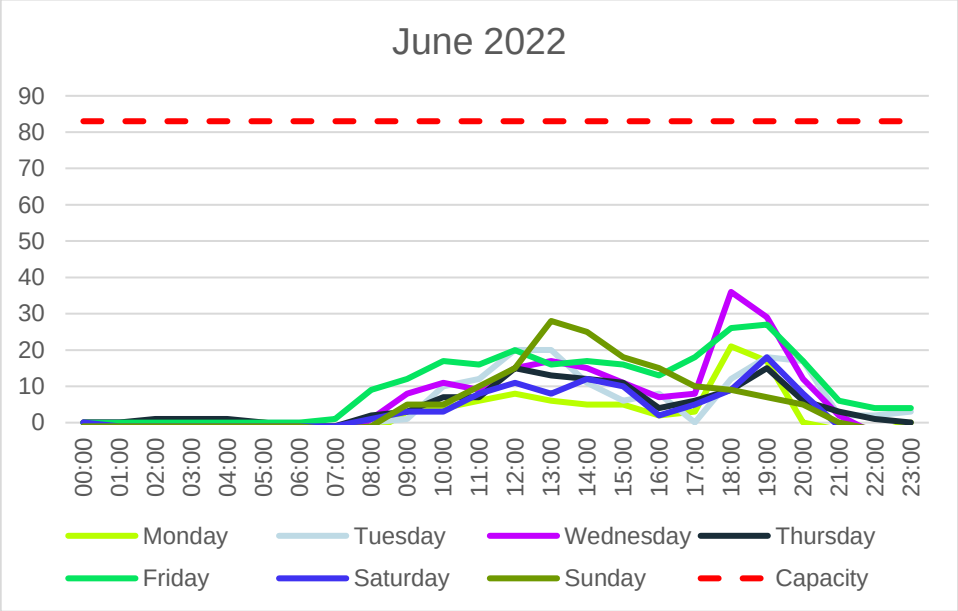
2022 Analysis

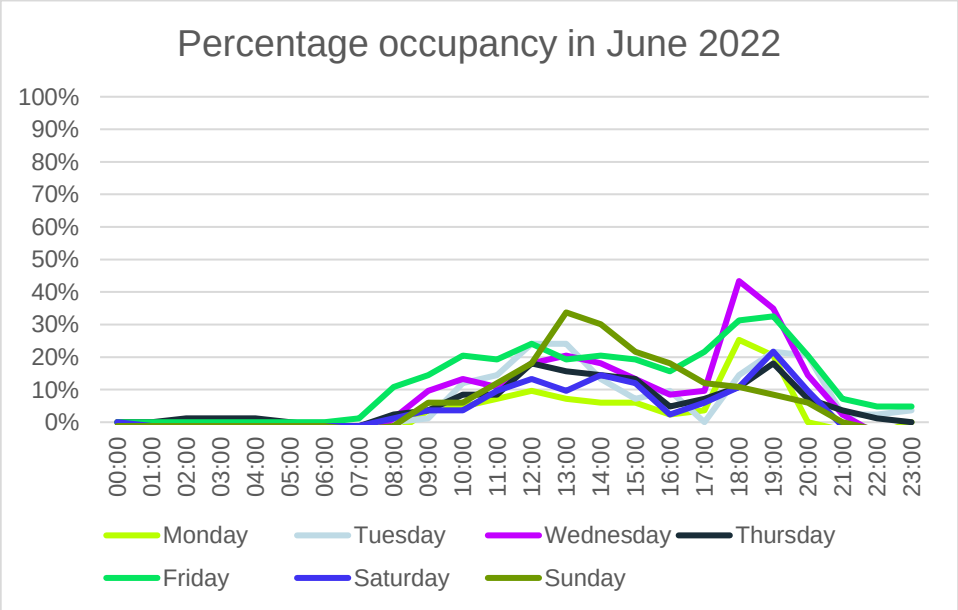




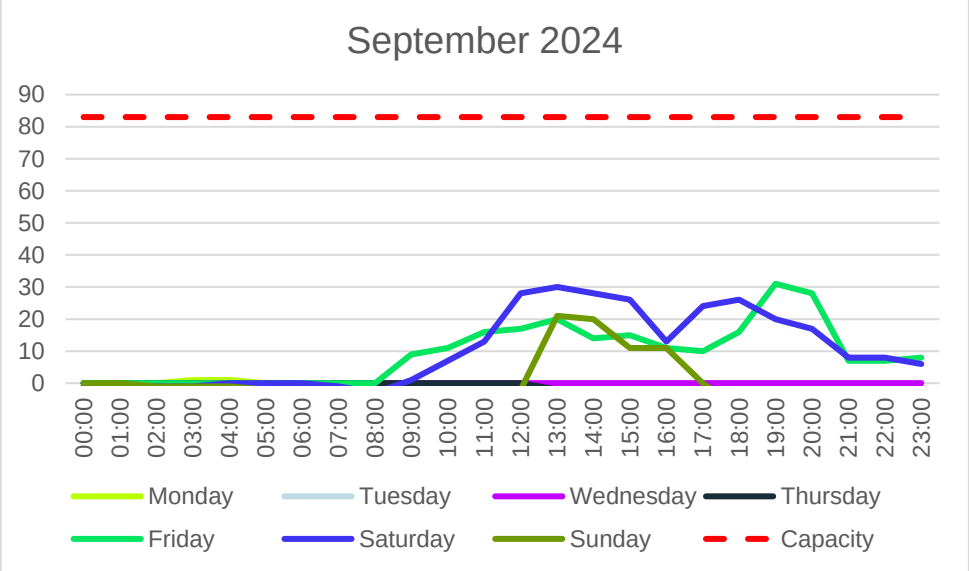

March 2022
90
80
70
60
50
40
30
20
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03:00
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05:00
06:00
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23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity

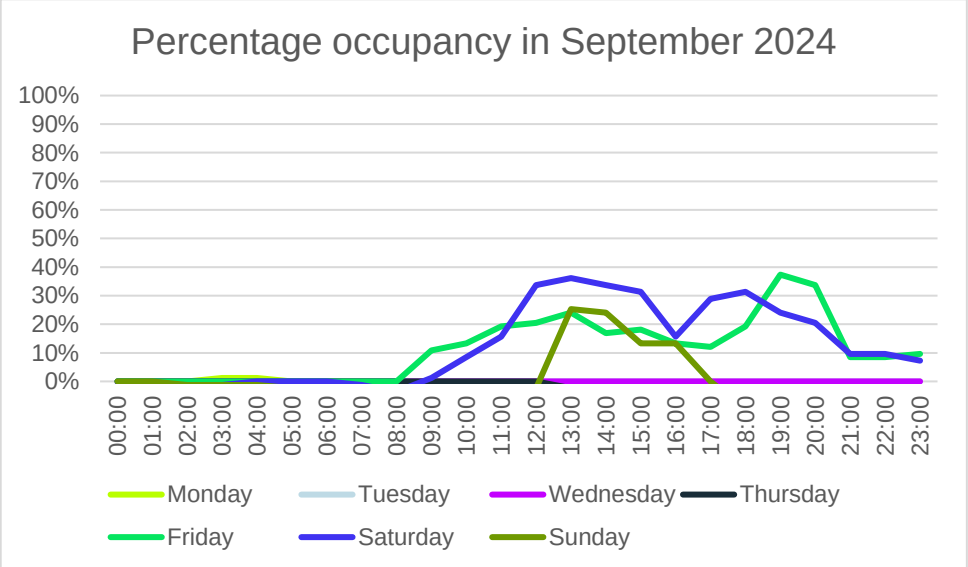

Percentage occupancy in March 2022
100%
90%
80%
70%
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June 2022
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Capacity


Percentage occupancy in June 2022
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2024 Analysis[14]

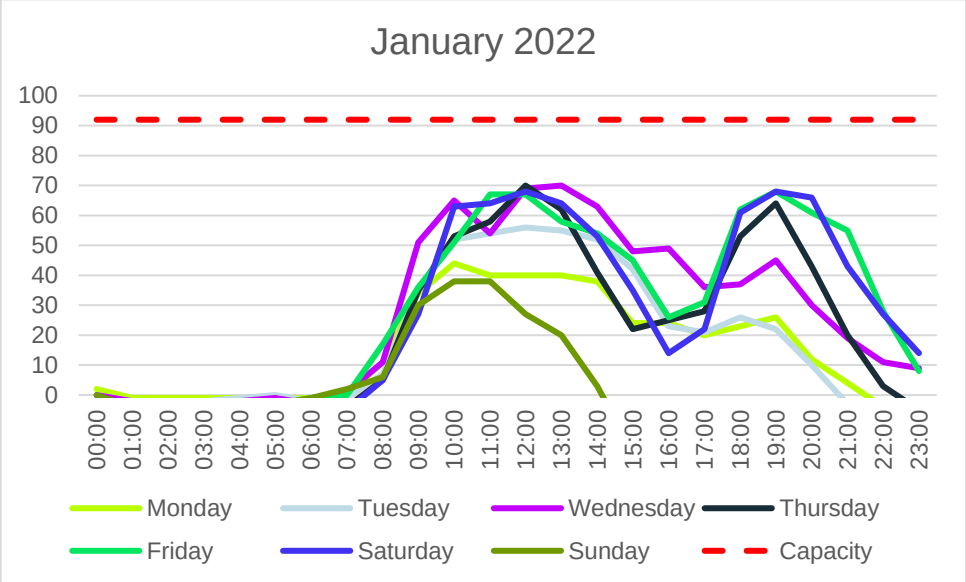


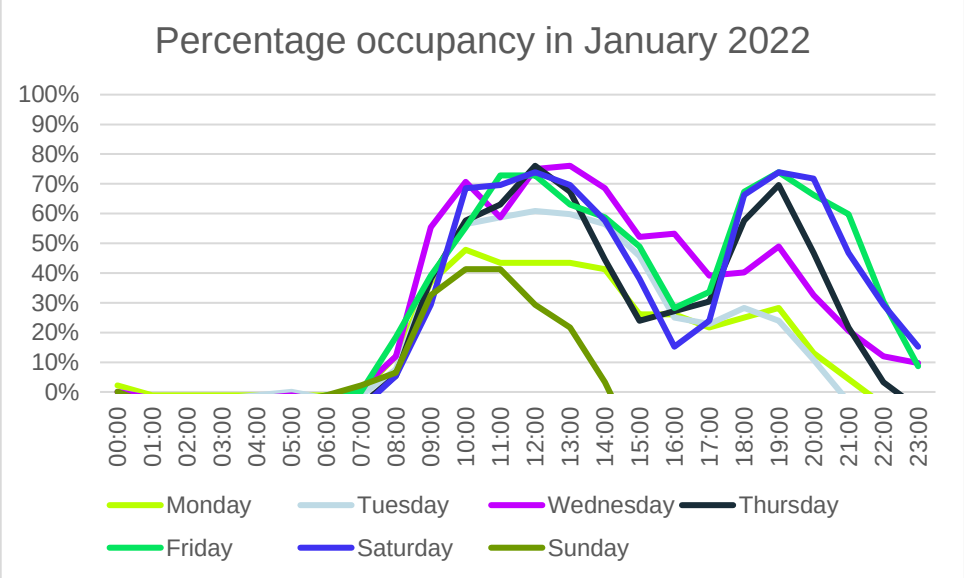


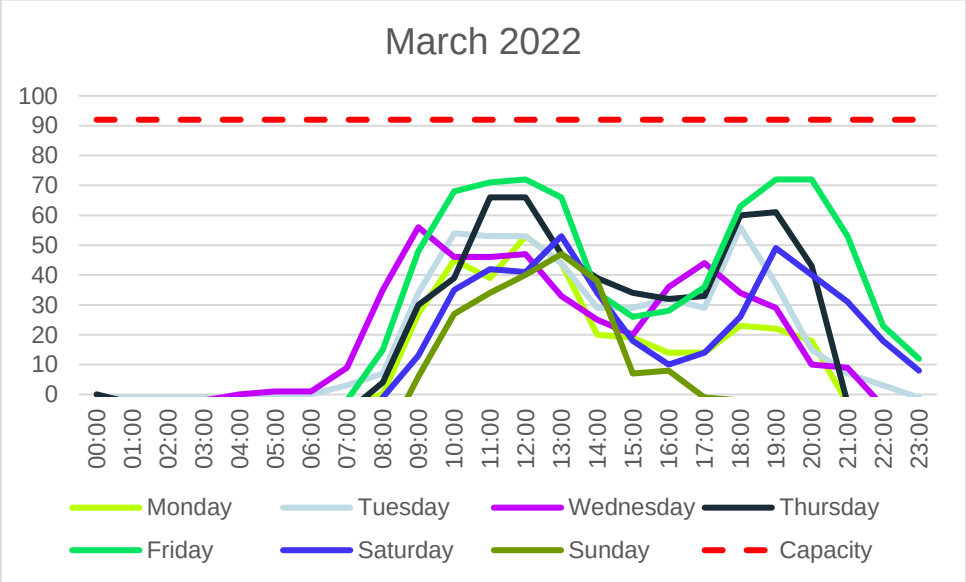
[14] Data collected for 2024 for Monday, Tuesday, Wednesday and Thursday was missing or identified to be incorrect.

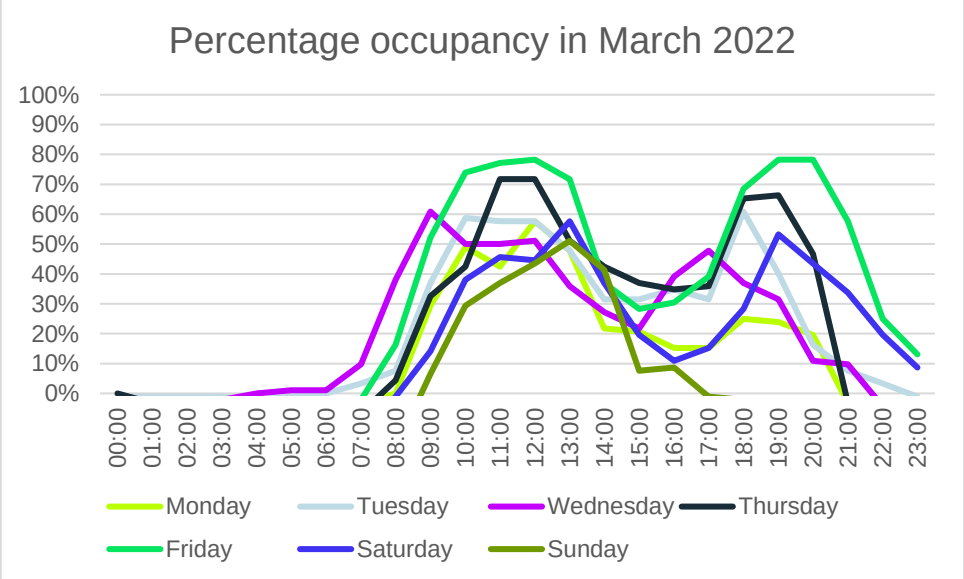
4.3.3 Nelson Street

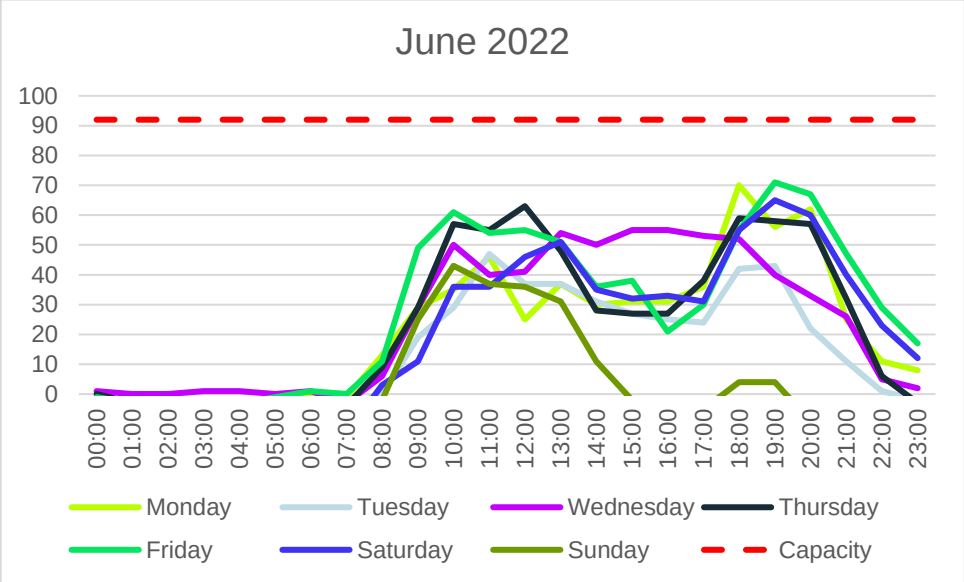
2022 Analysis

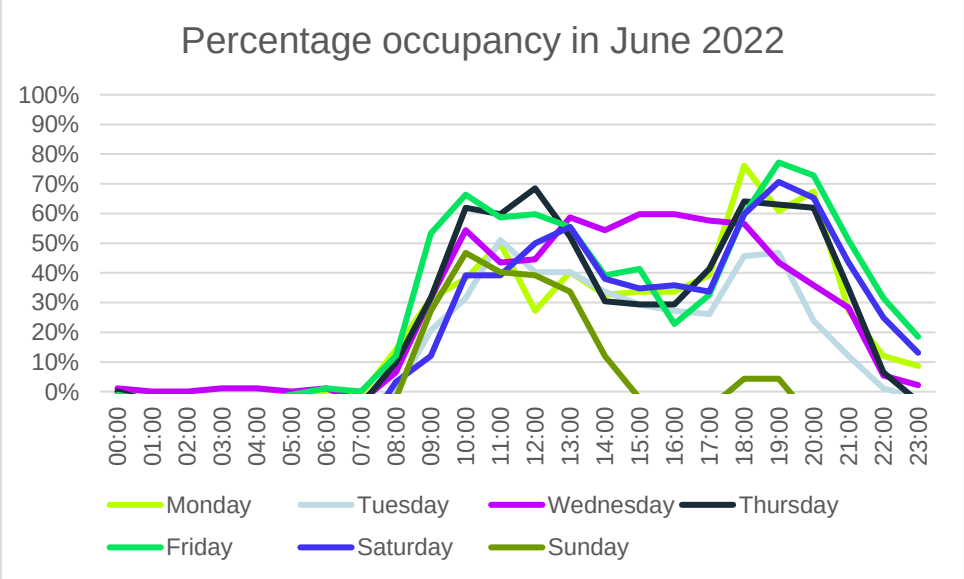




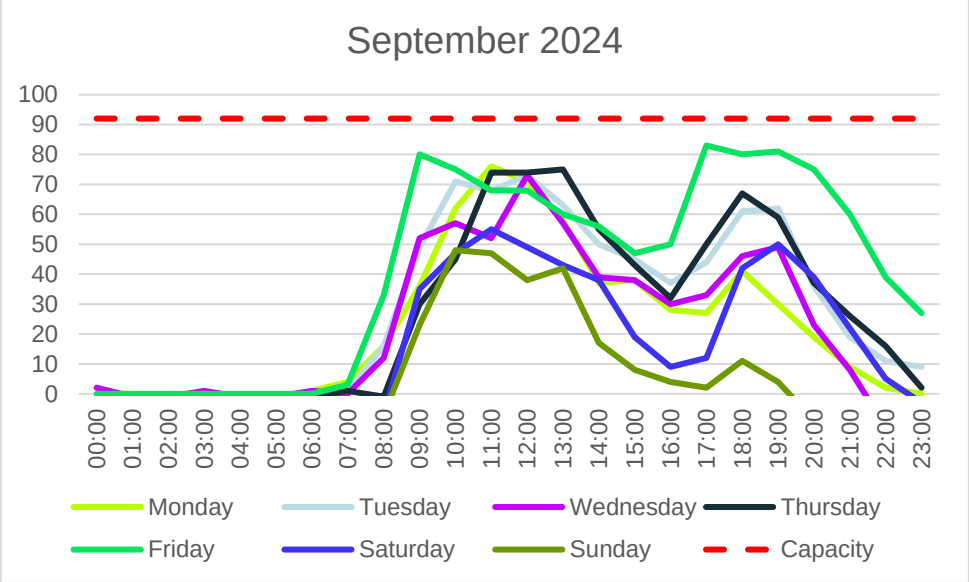

March 2022
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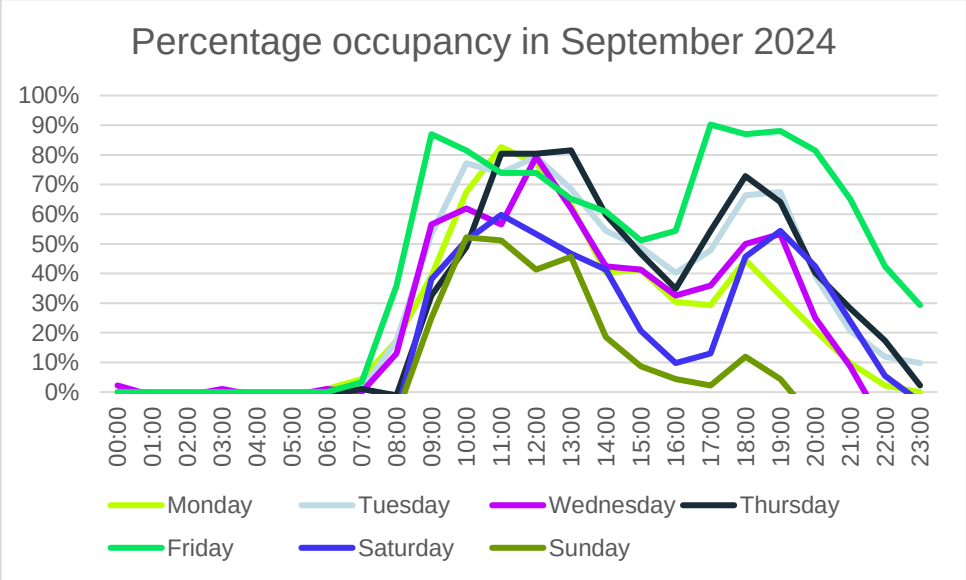

Percentage occupancy in March 2022
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June 2022
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Percentage occupancy in June 2022
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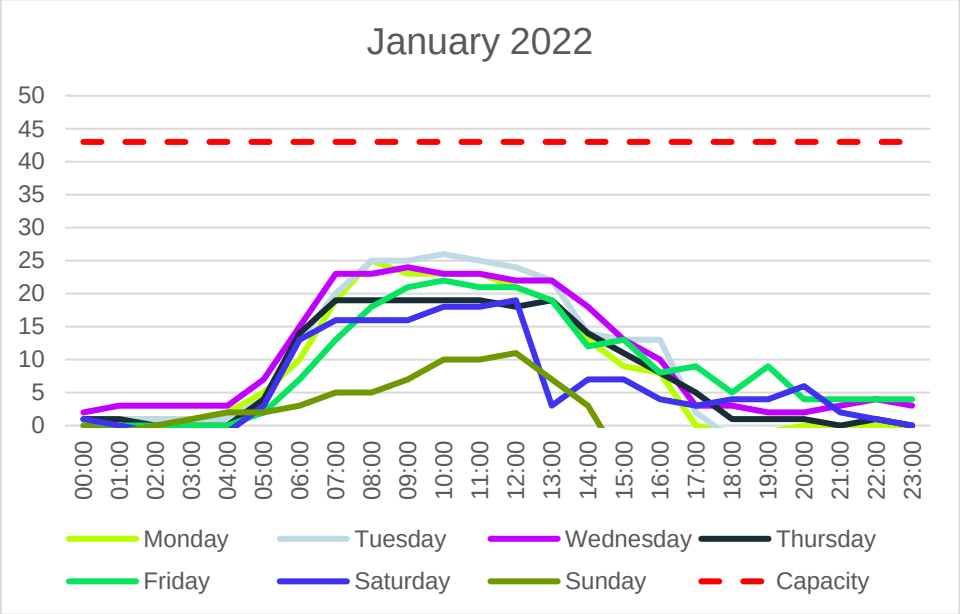
2024 Analysis

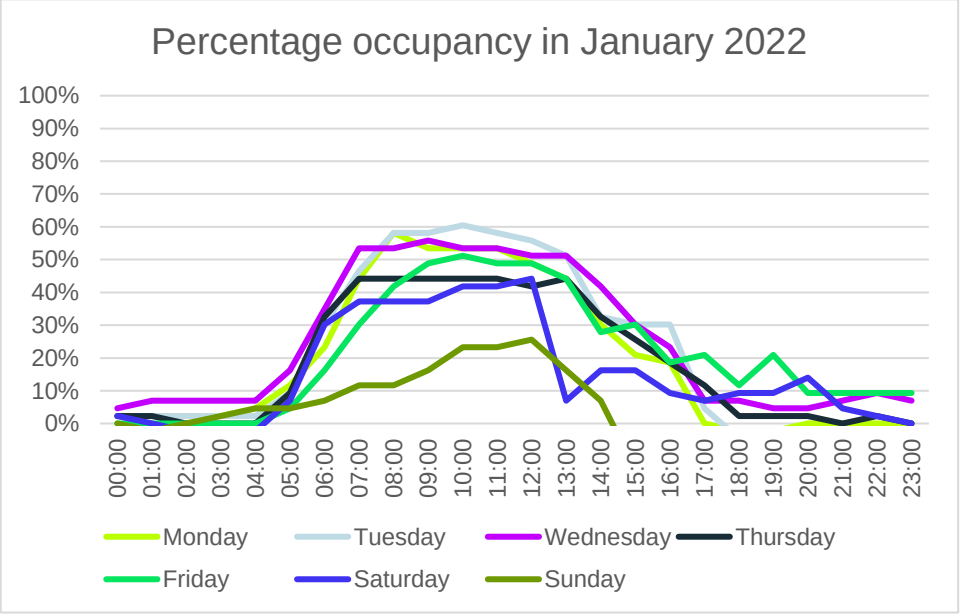


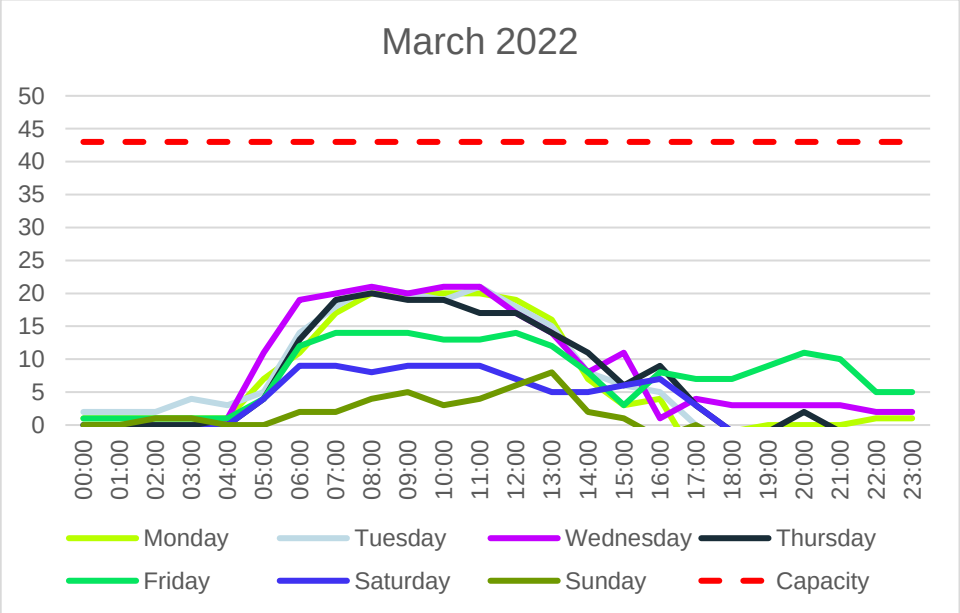


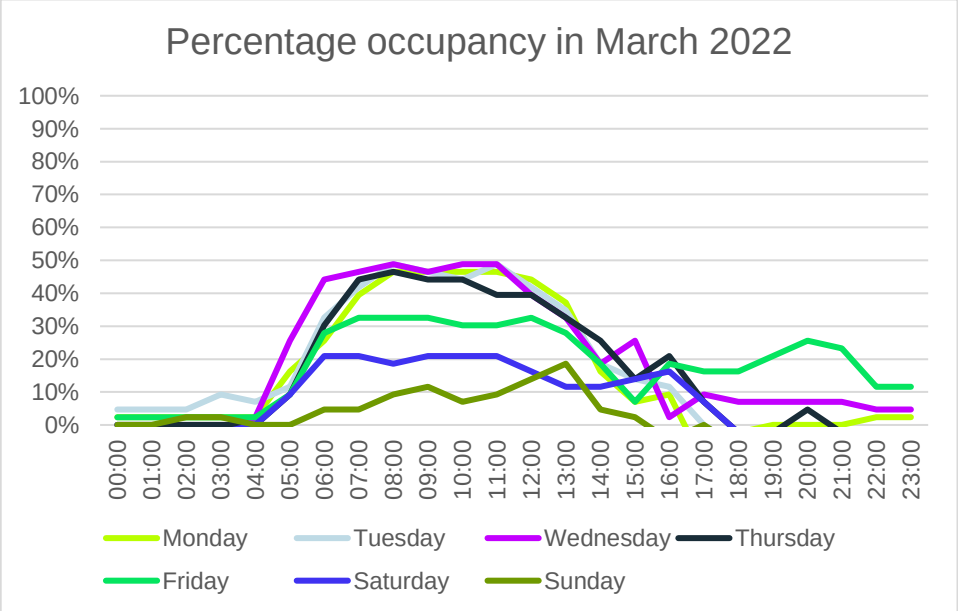
4.3.4 Station Road

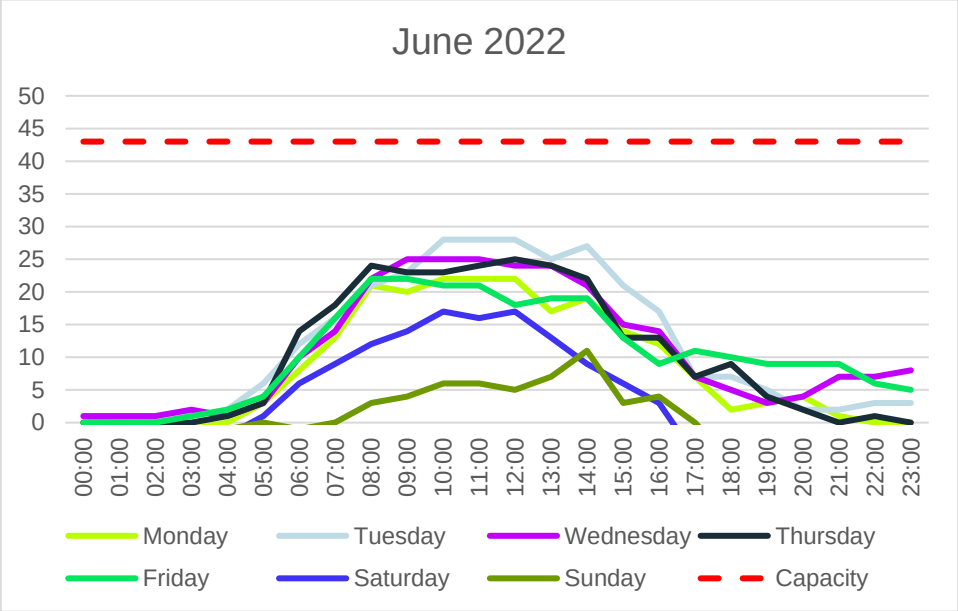
2022 Analysis

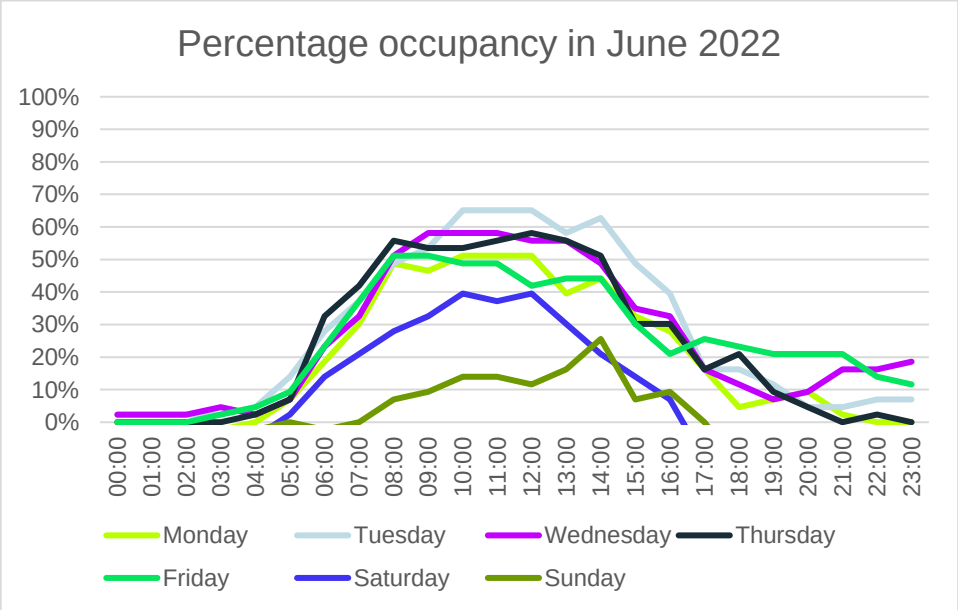




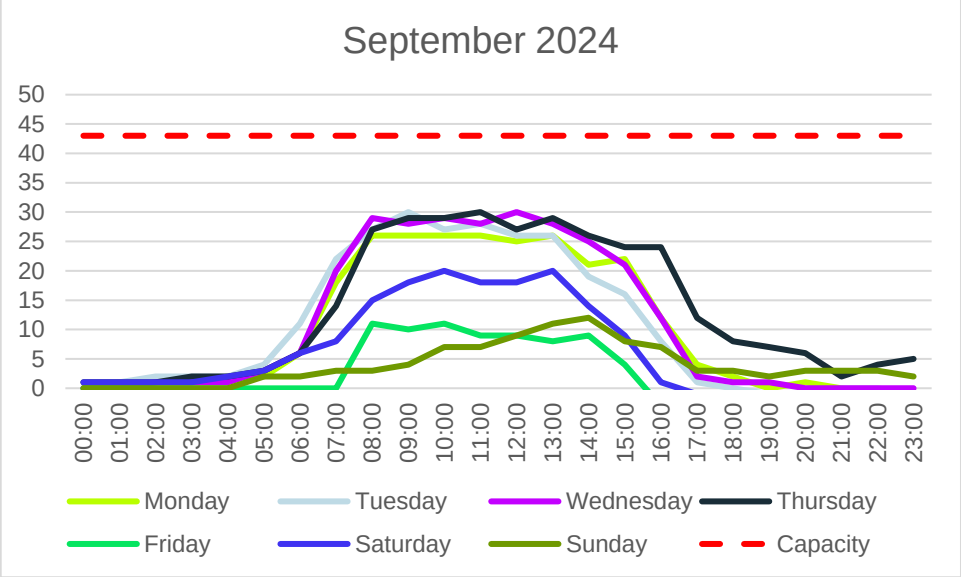

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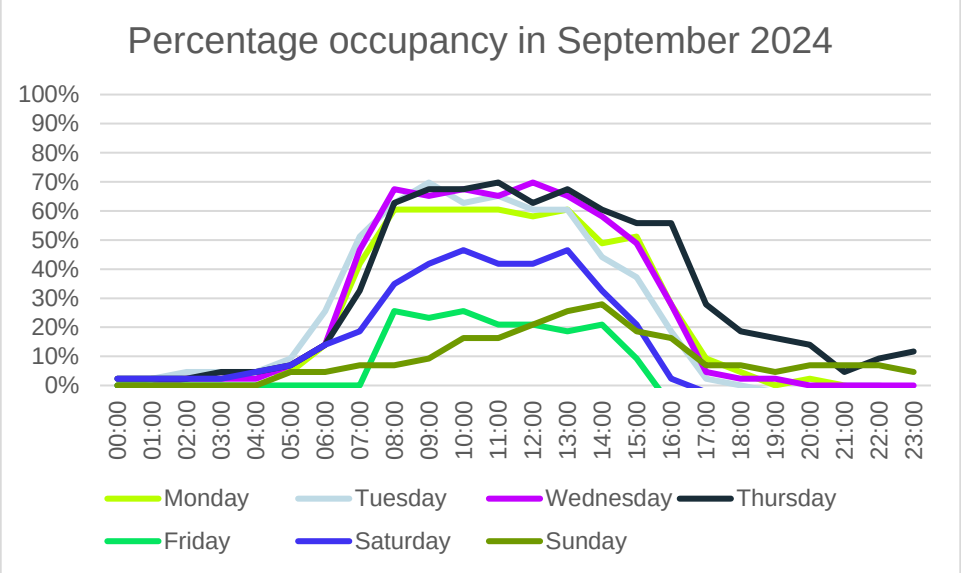

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
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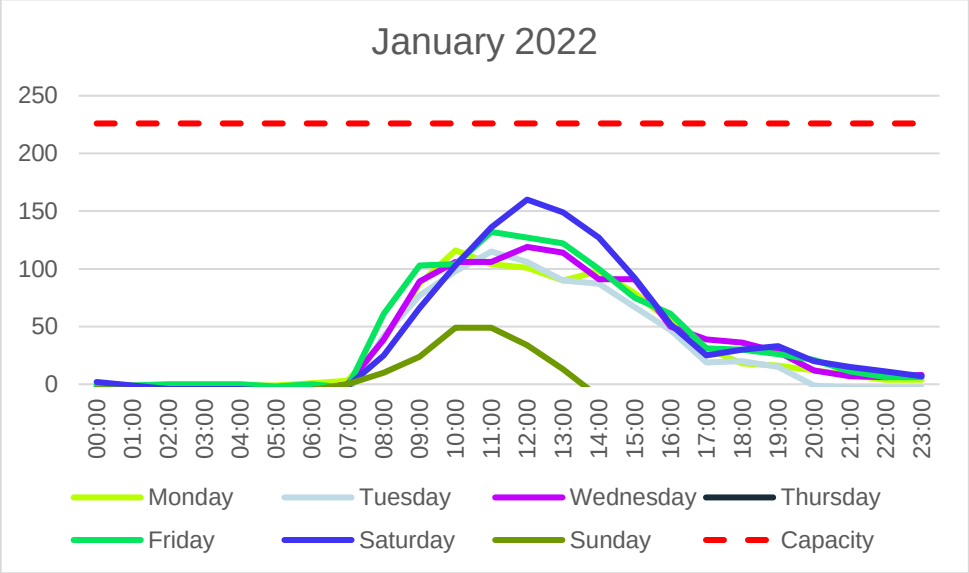
2024 Analysis

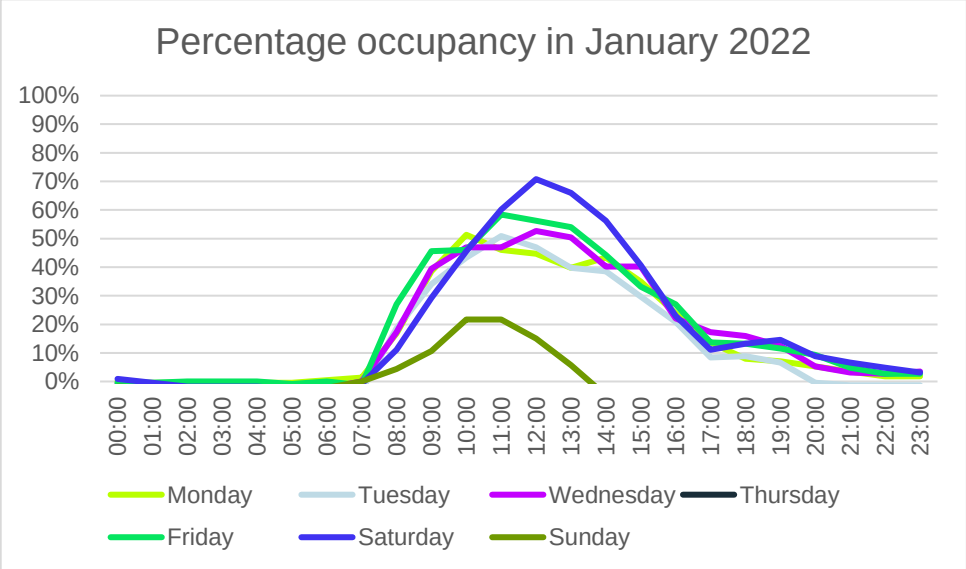




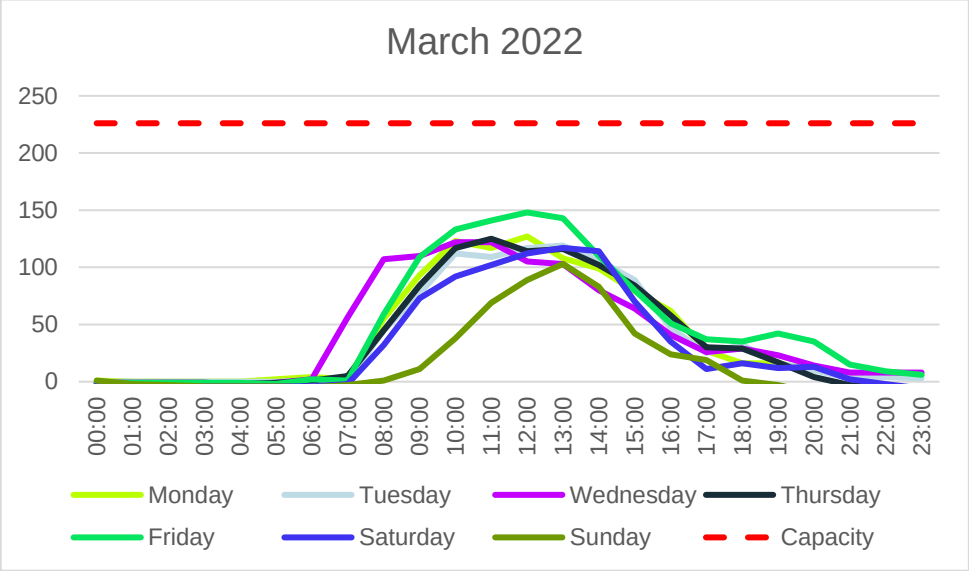
4.3.5 Welsh Street

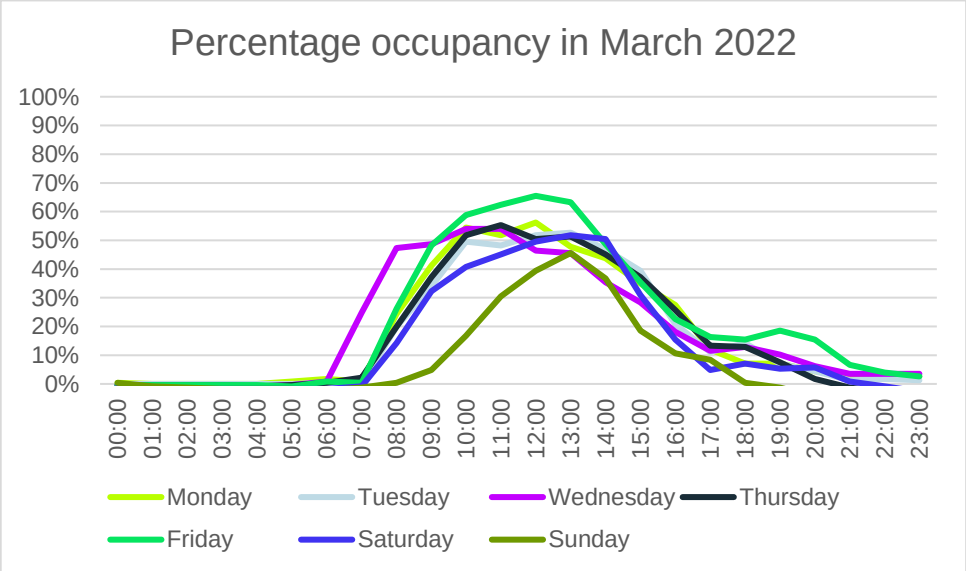
2022 Analysis[15]

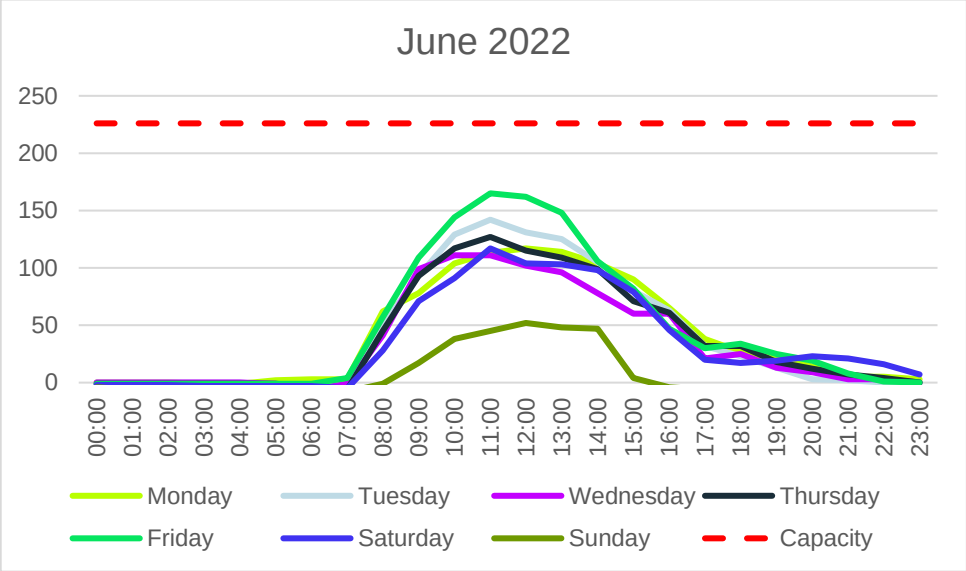


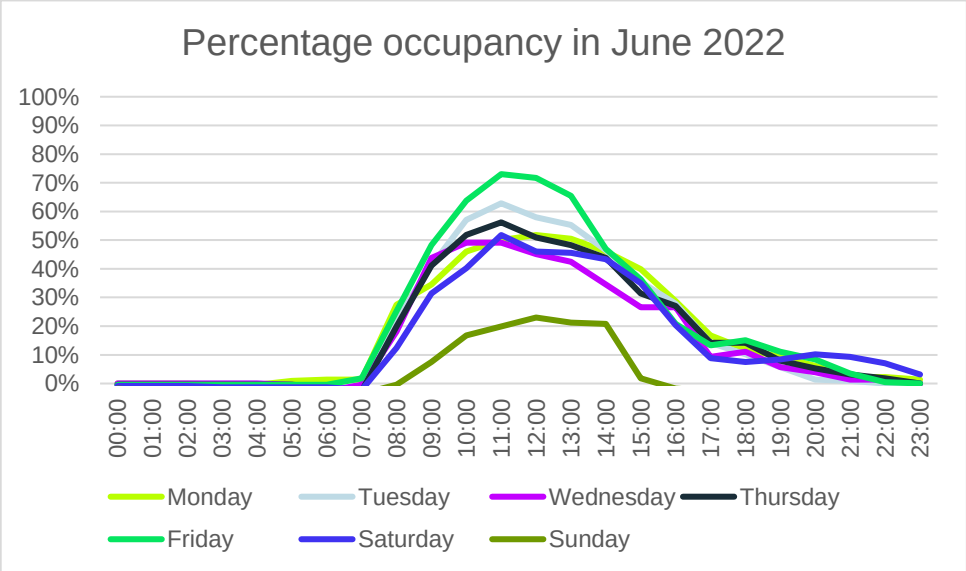


[15] Thursday data was identified to be incorrect and has therefore been removed from the 2022 data graph.

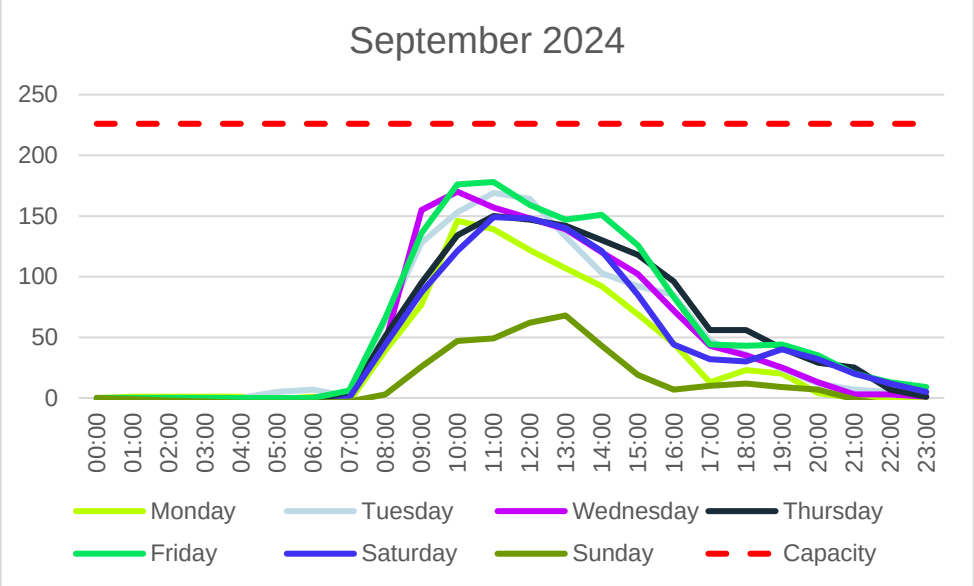

March 2022
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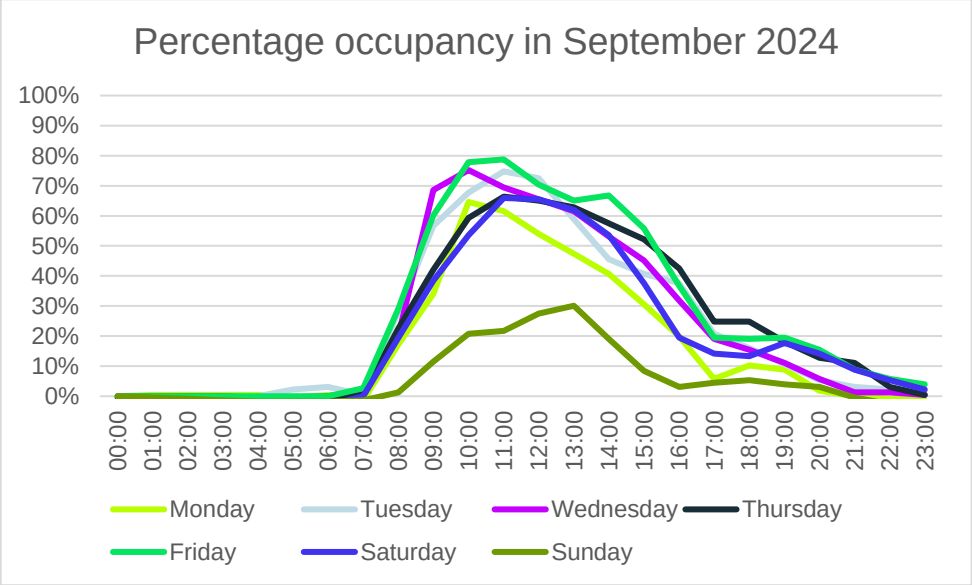

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
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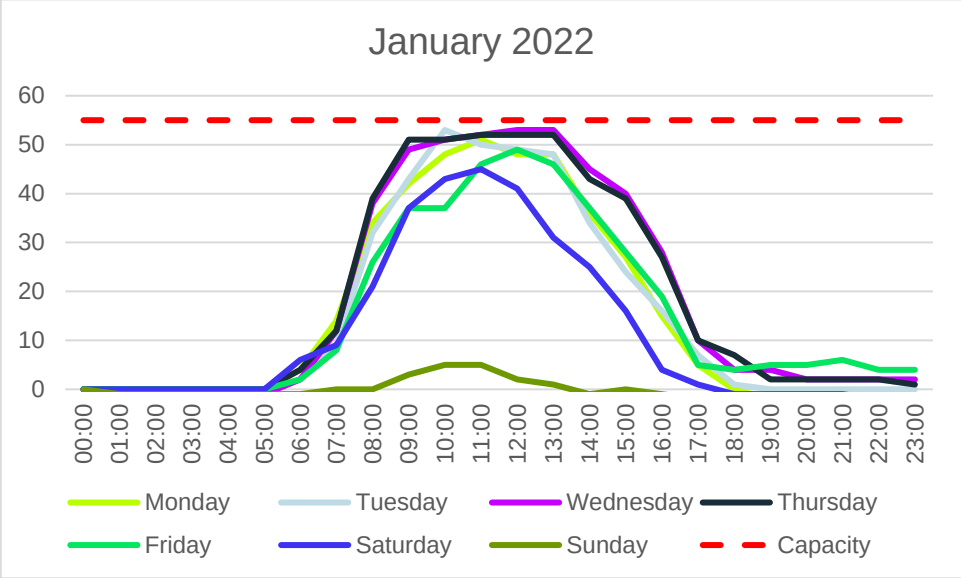
2024 Analysis

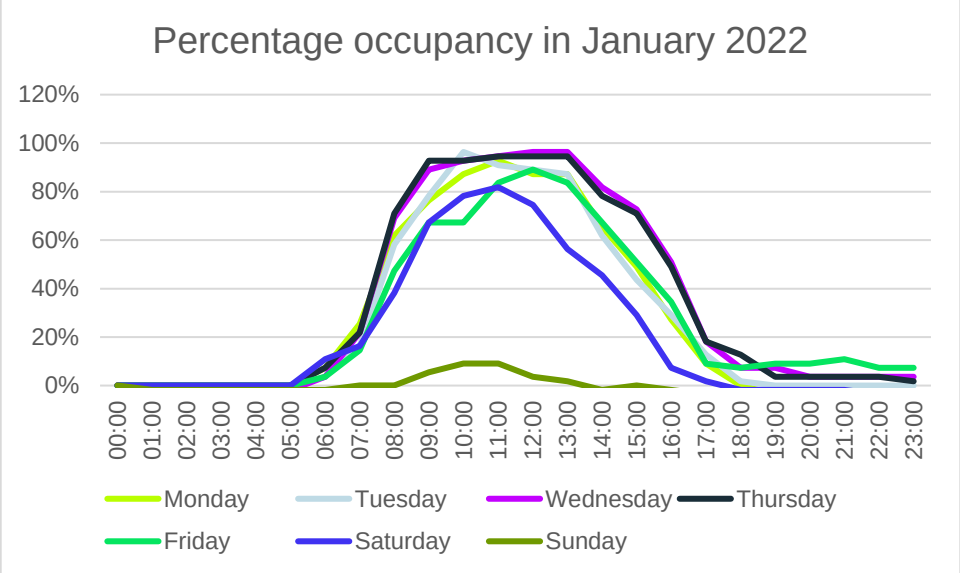


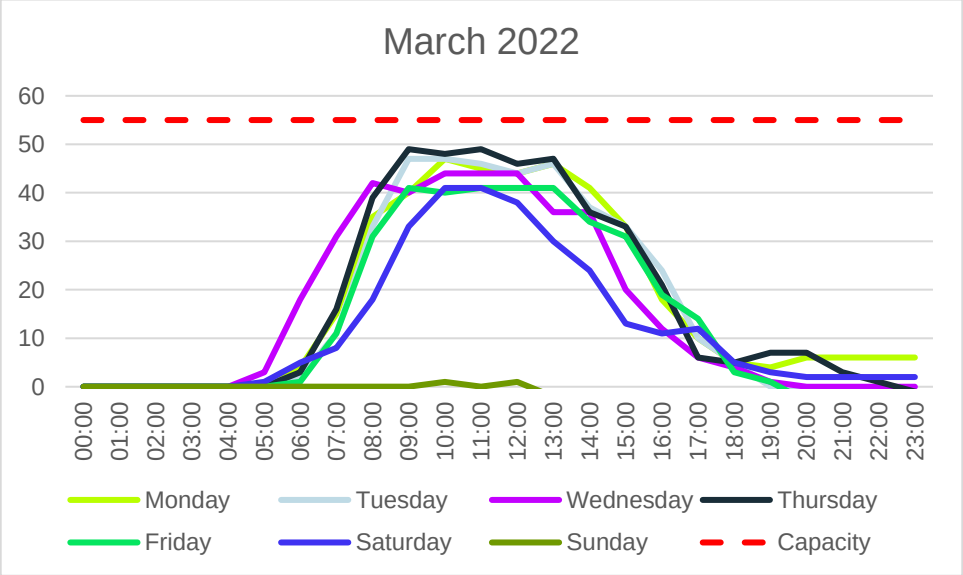


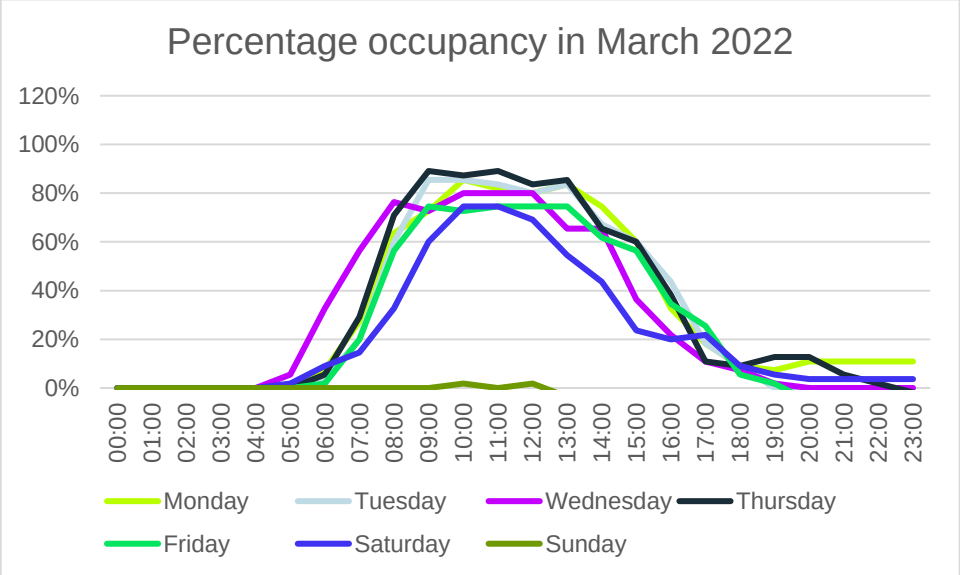
4.3.6 The Station Car Park

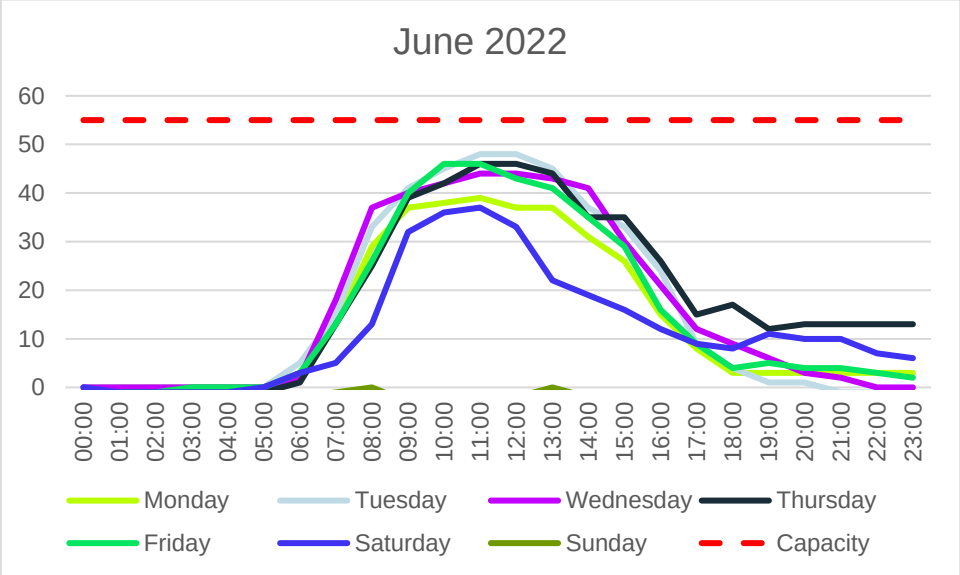
2022 Analysis

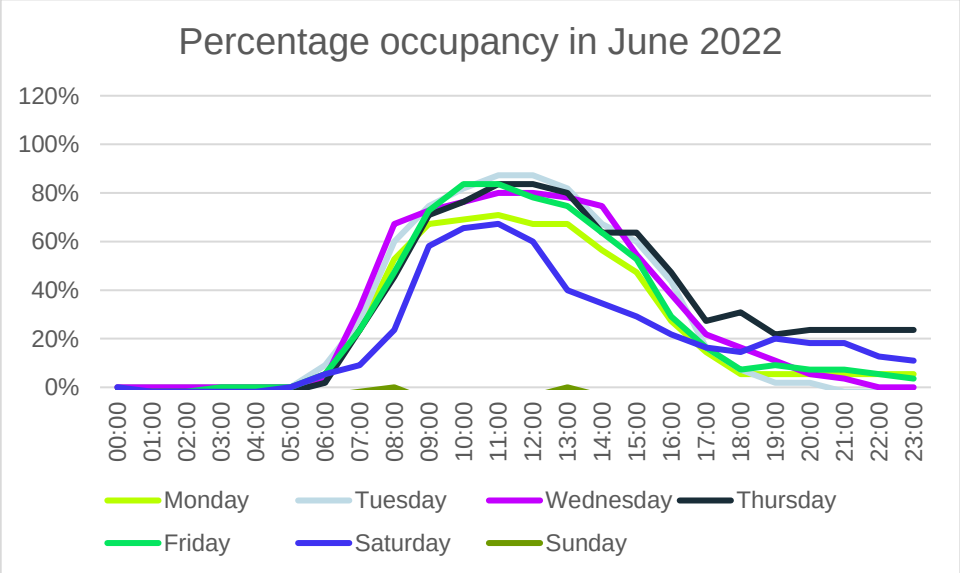




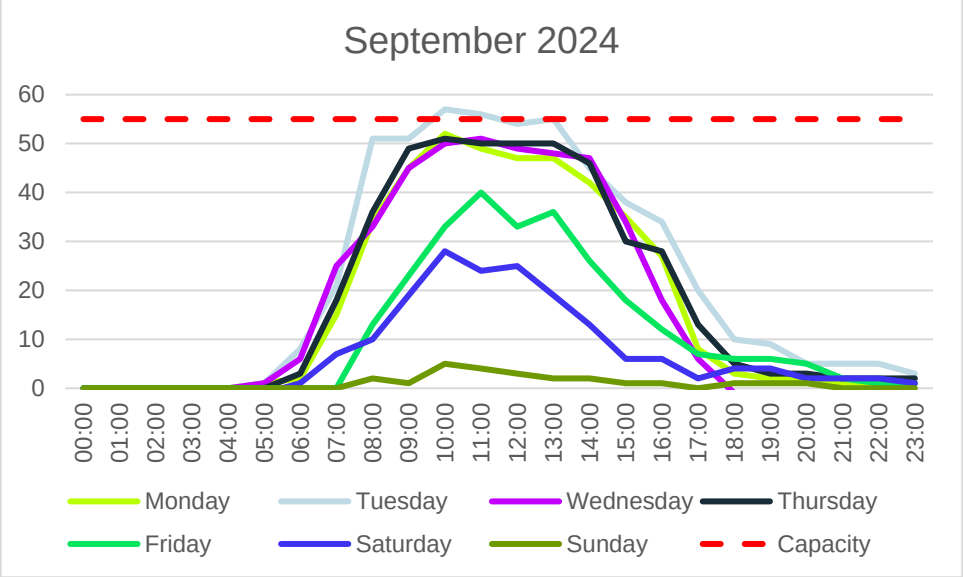

March 2022
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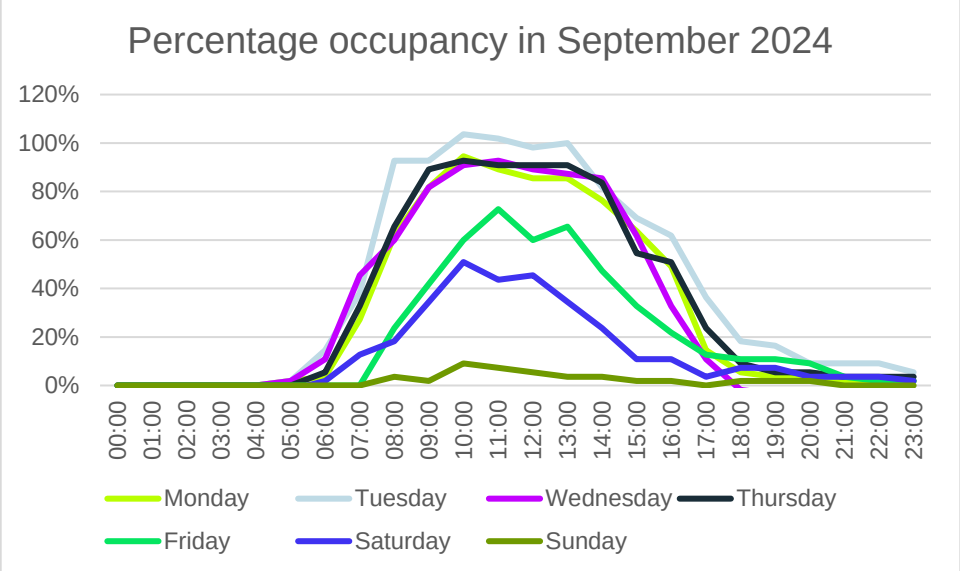

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
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2024 Analysis

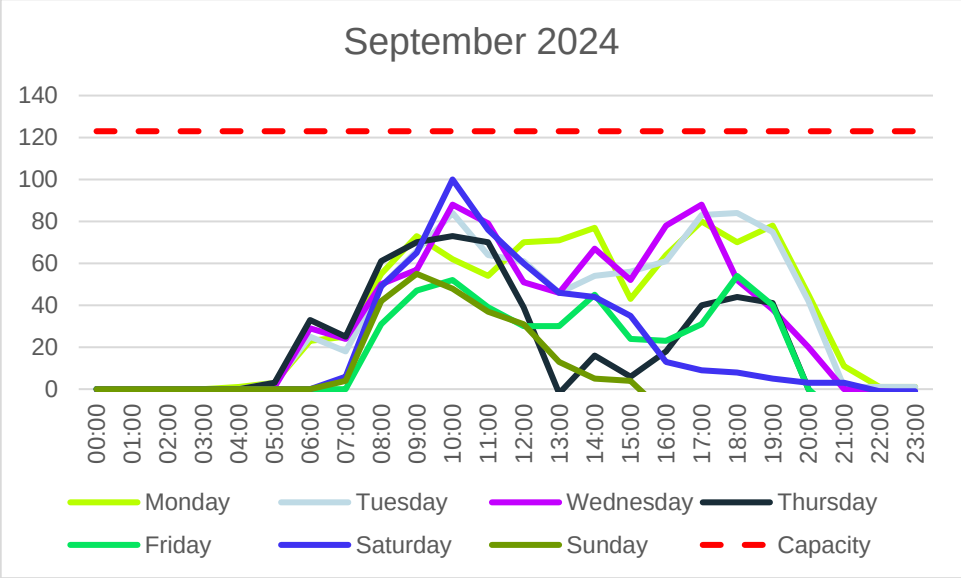


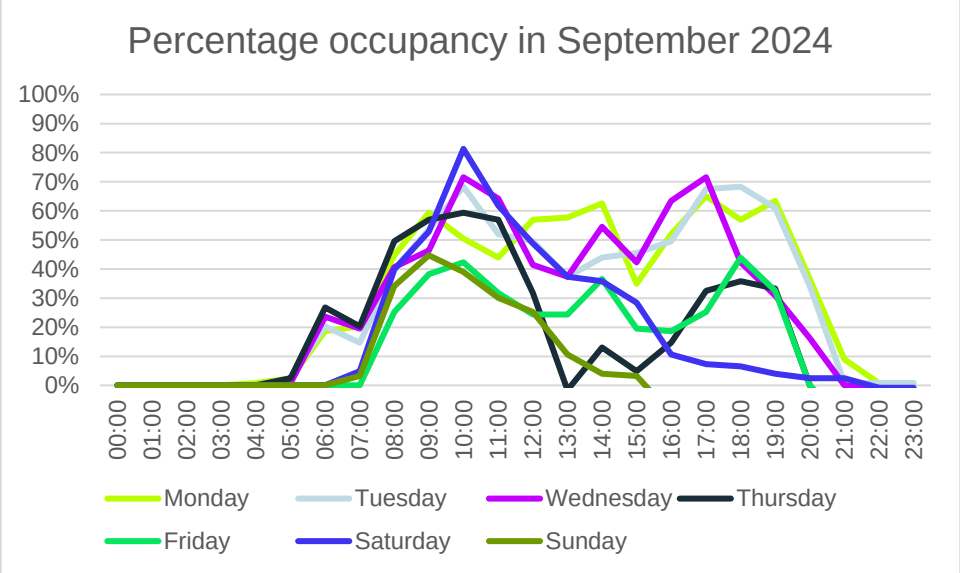


4.3.7 Chepstow Leisure Centre

No 2022 data for analysis

2024 Analysis

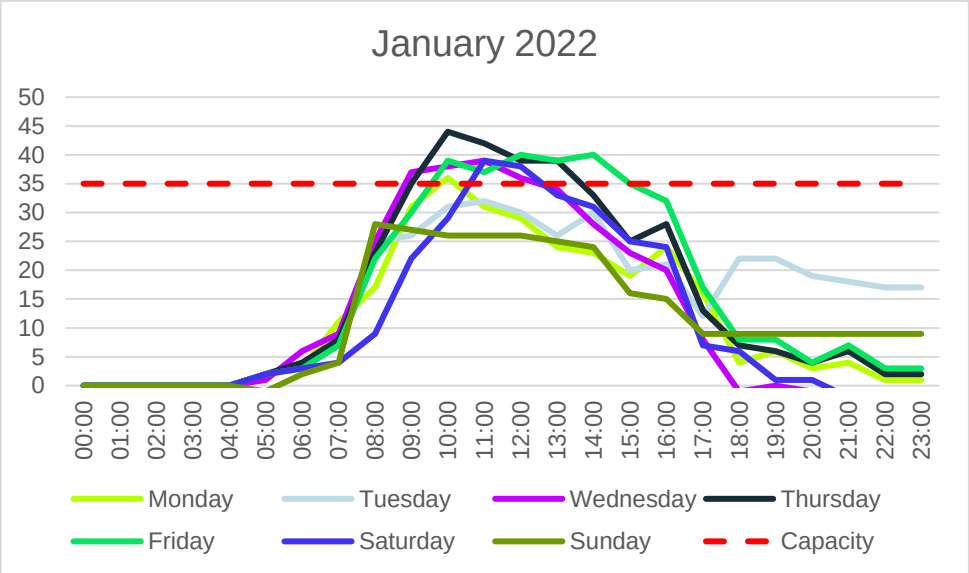


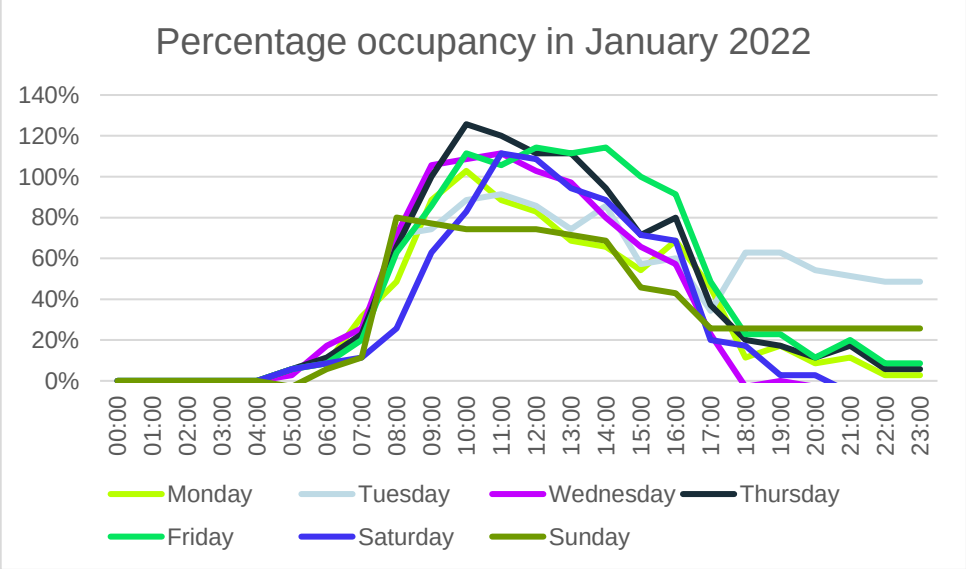


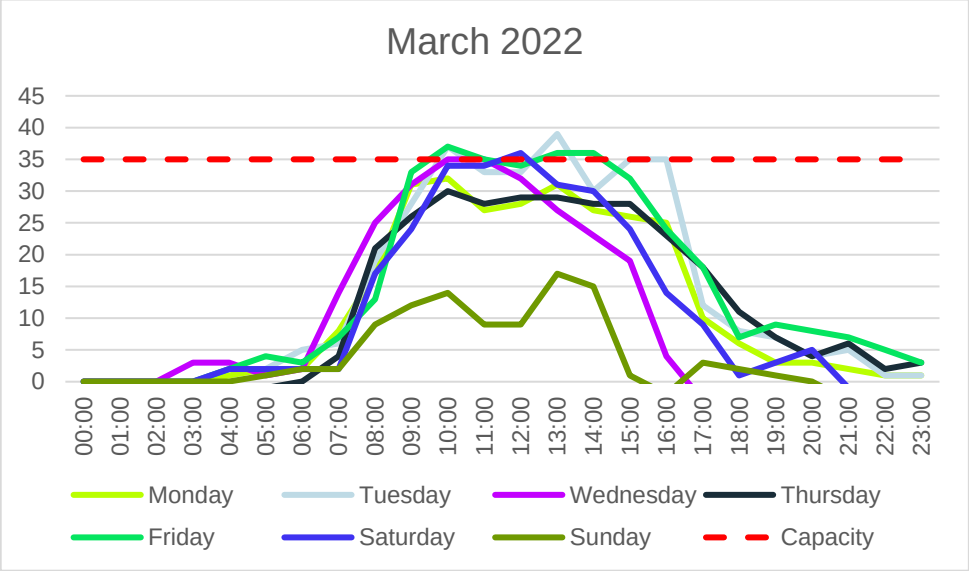
4.4 Monmouth

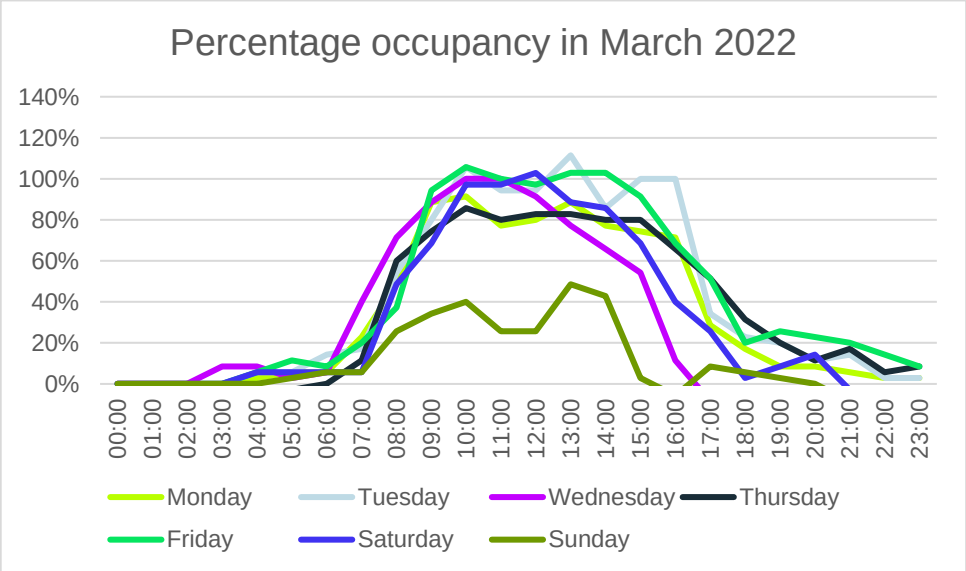
4.4.1 Chippenham

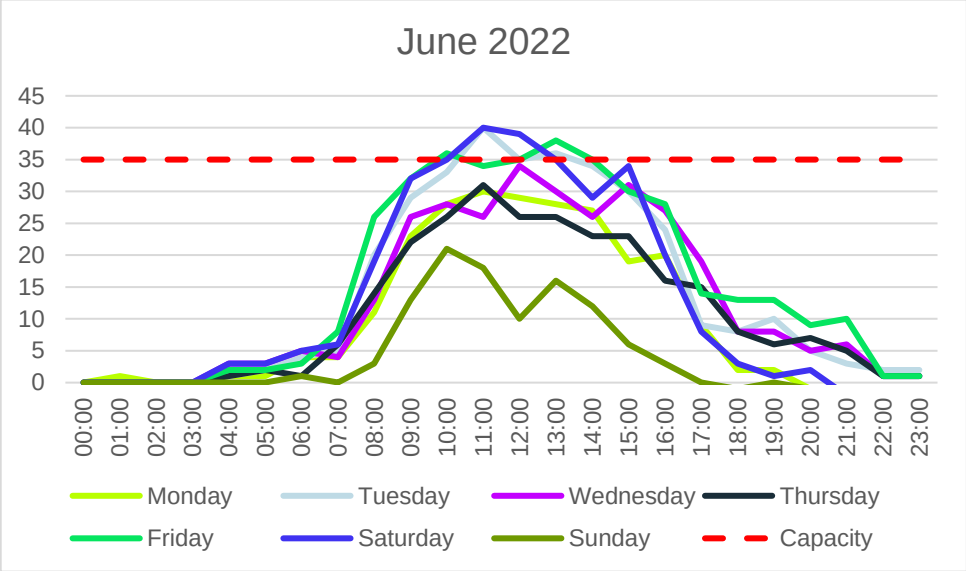
2022 Analysis

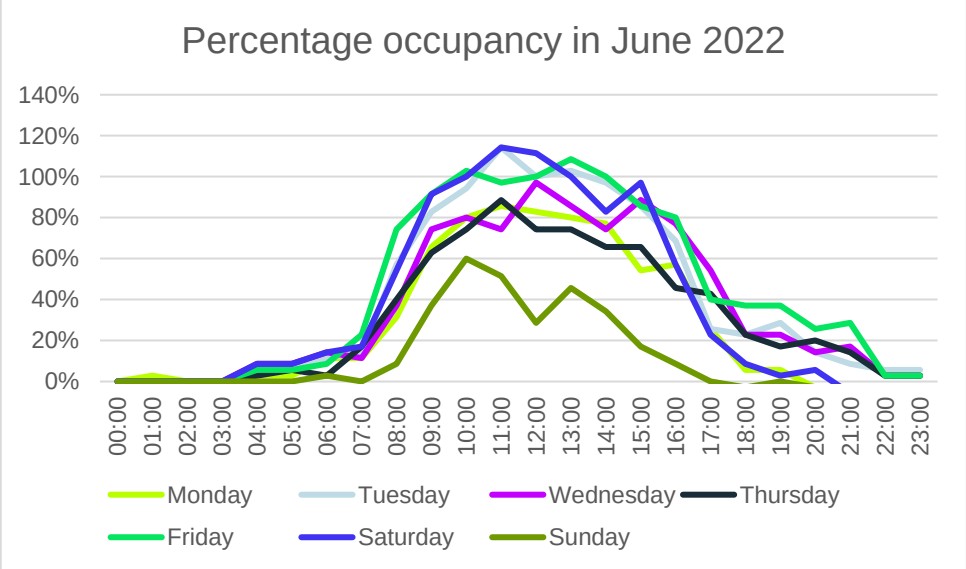




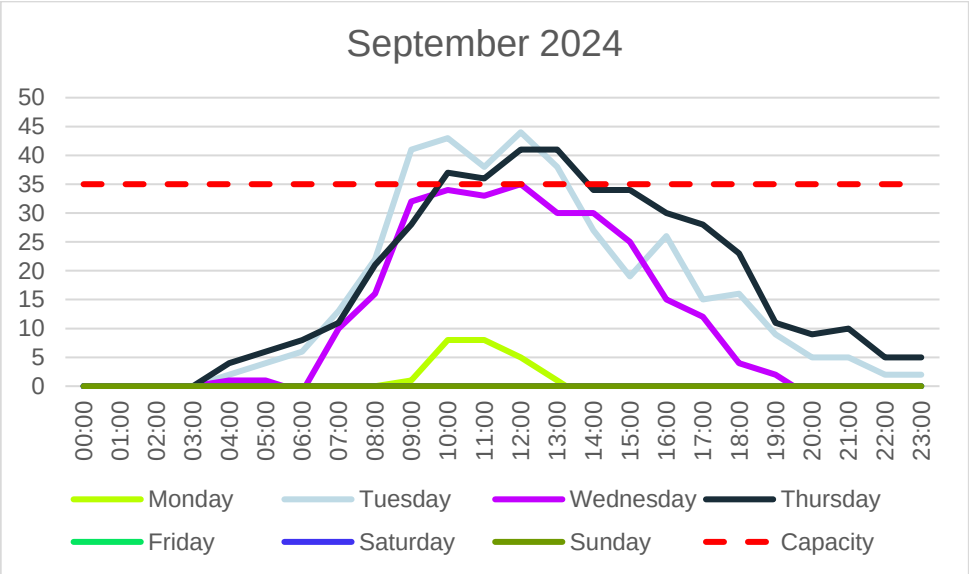

March 2022
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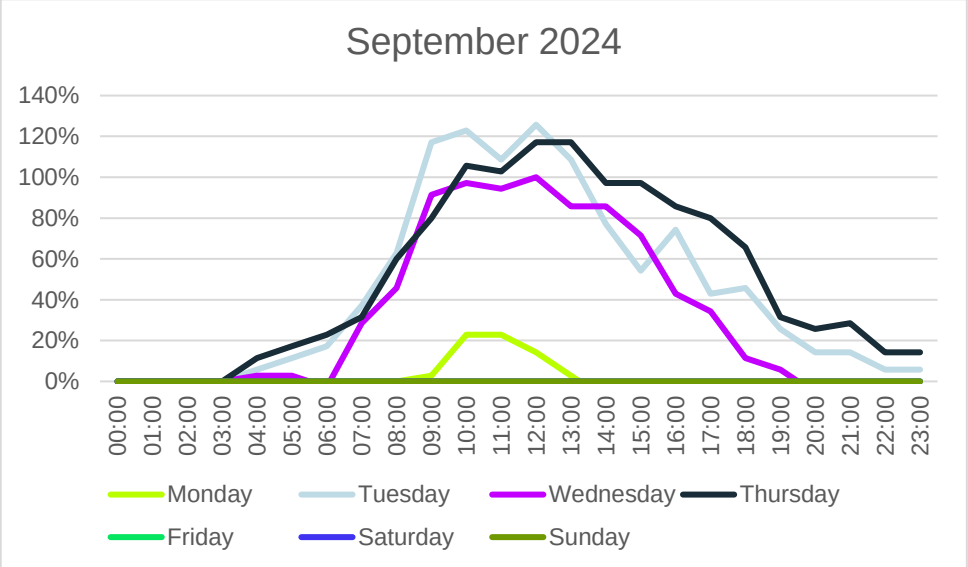

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
140%
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100%
80%
60%
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2024 Analysis[16]

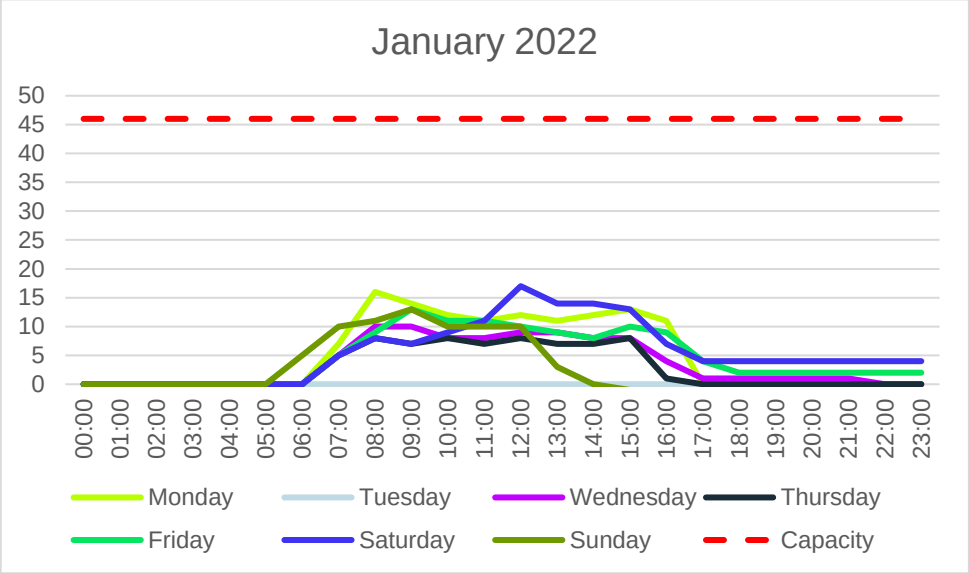


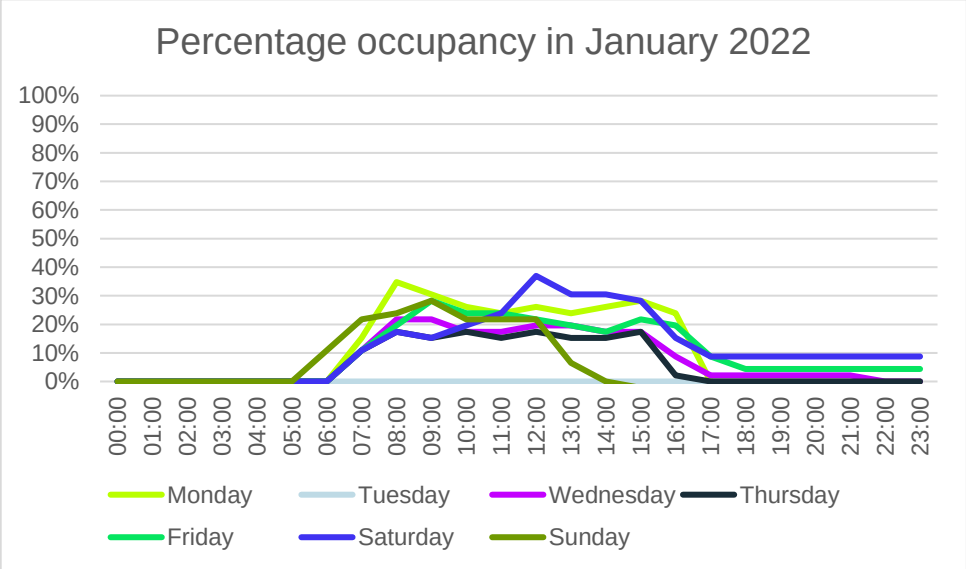


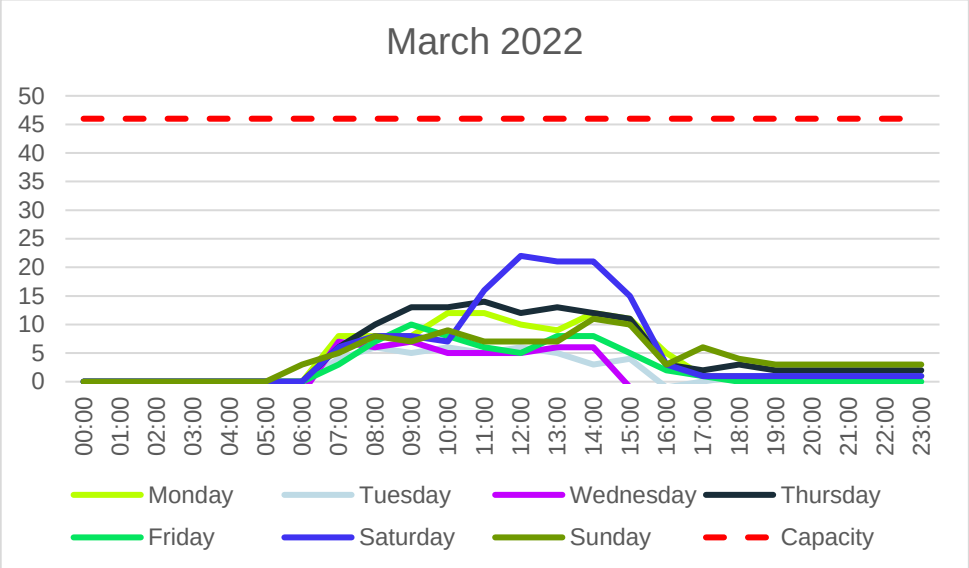
[16] Data collected for 2024 for Monday, Friday, Saturday and Sunday was missing or identified to be incorrect.

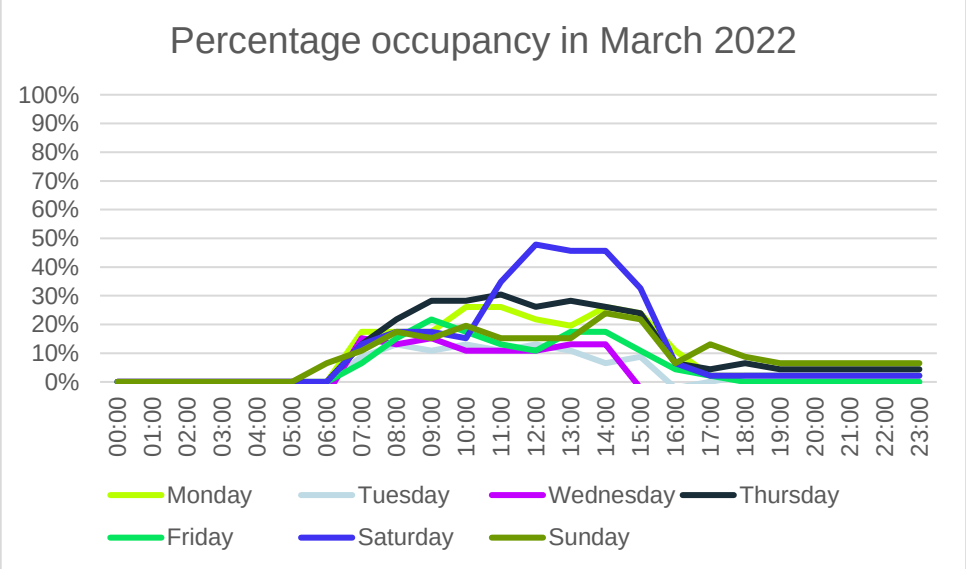
4.4.2 Cornwall House

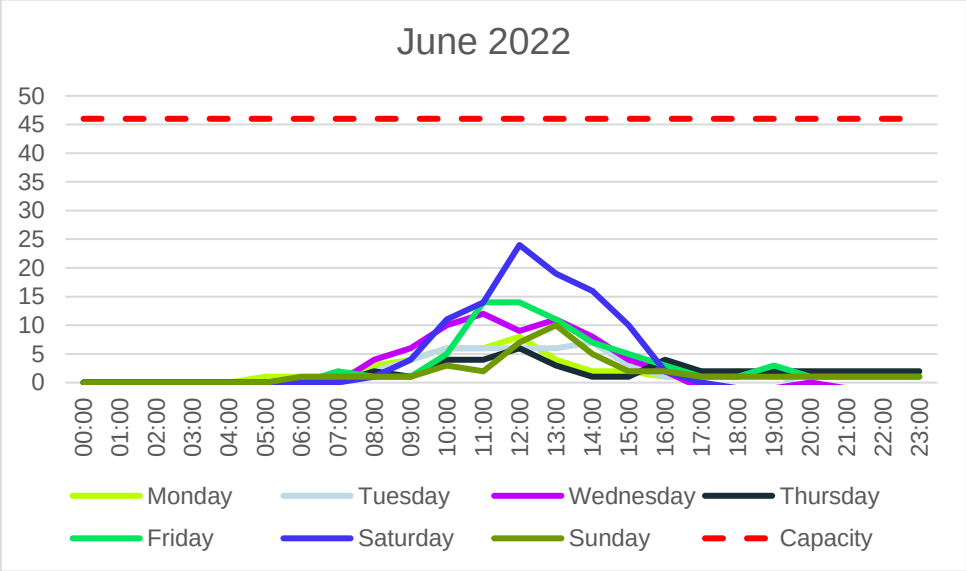
2022 Analysis

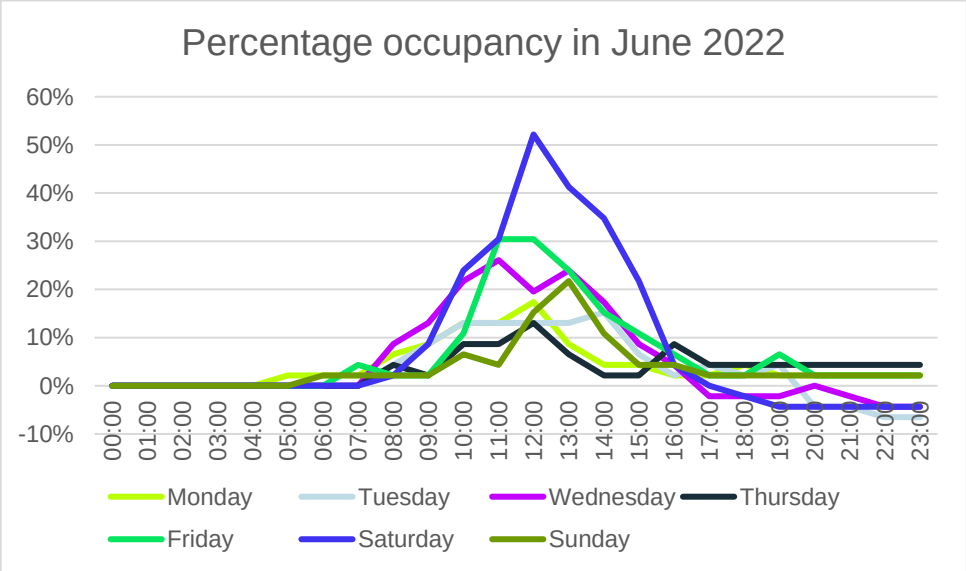




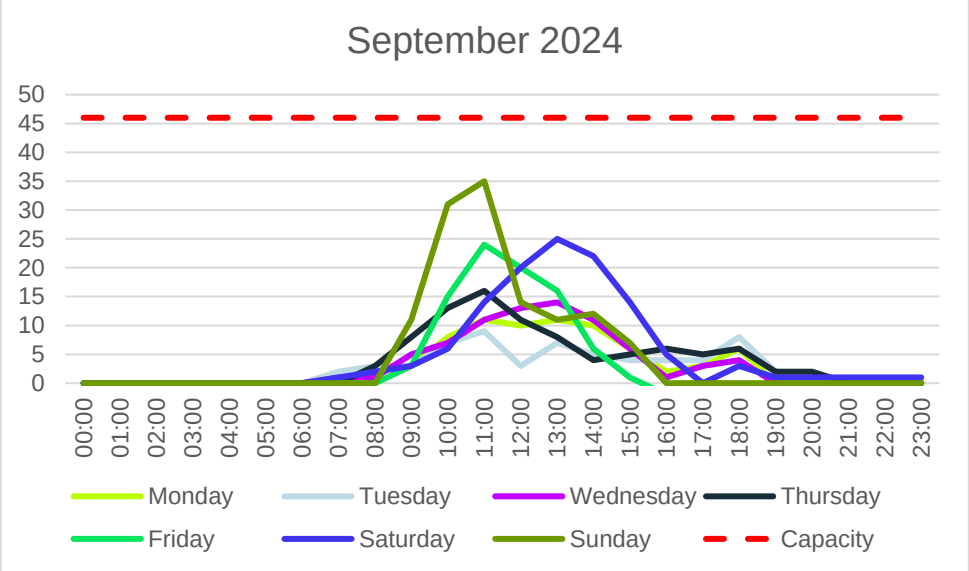

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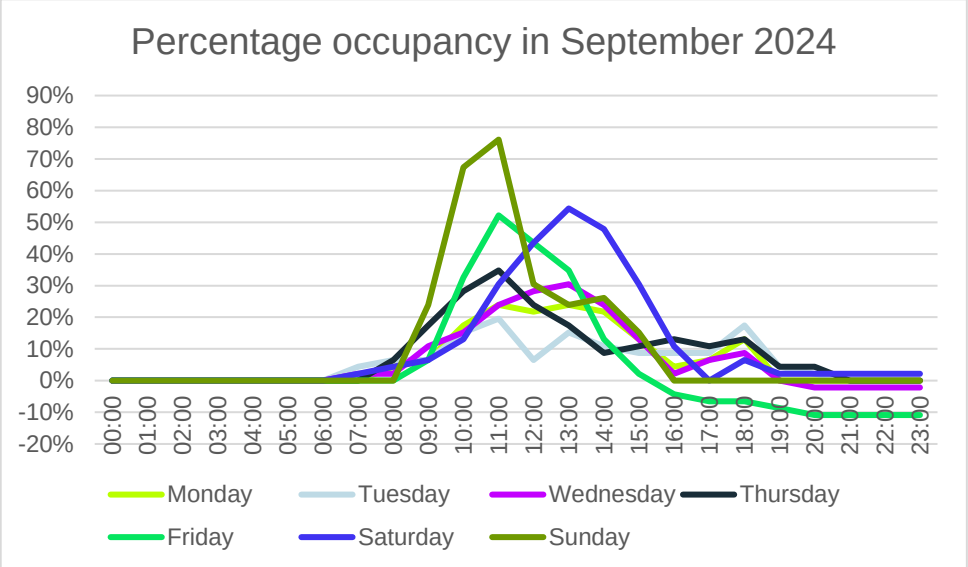

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
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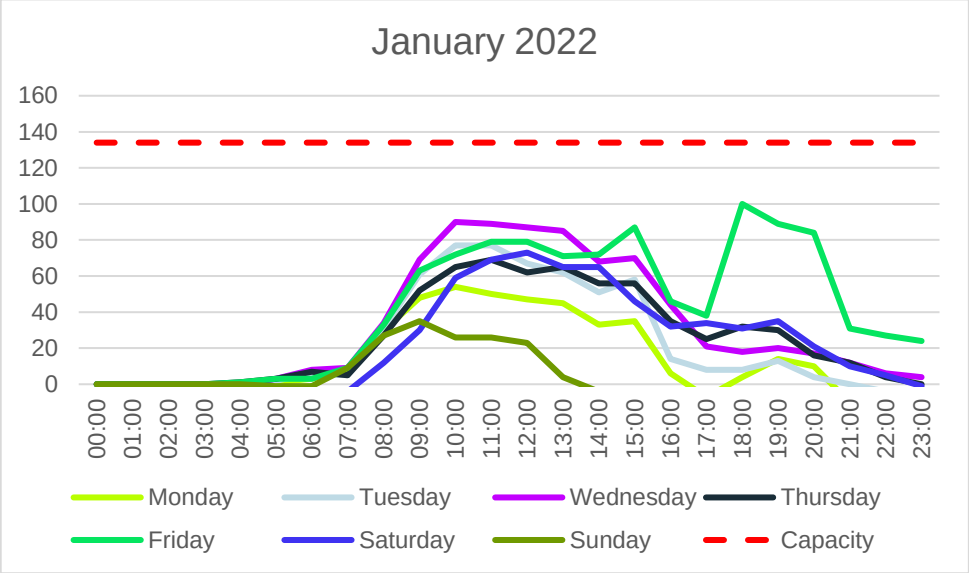
2024 Analysis

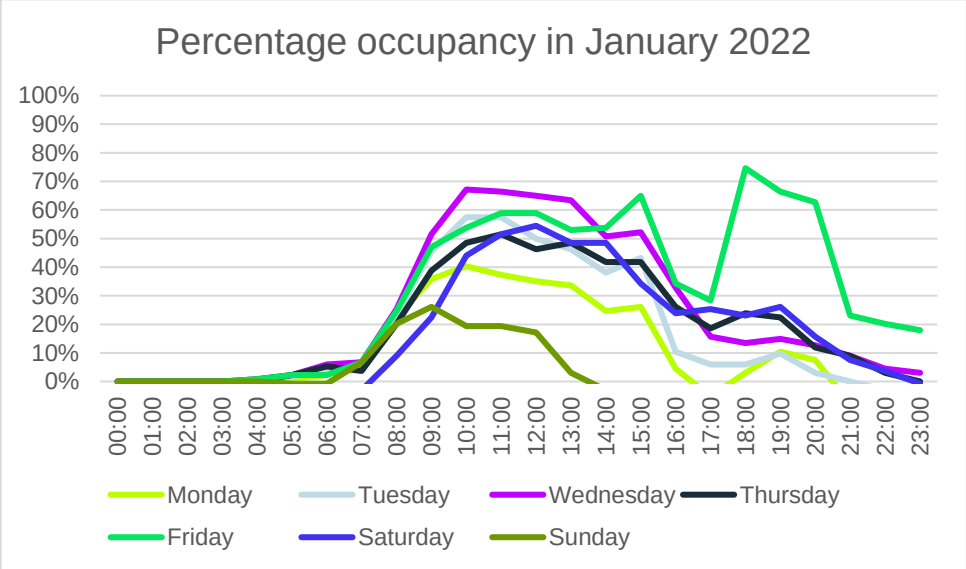


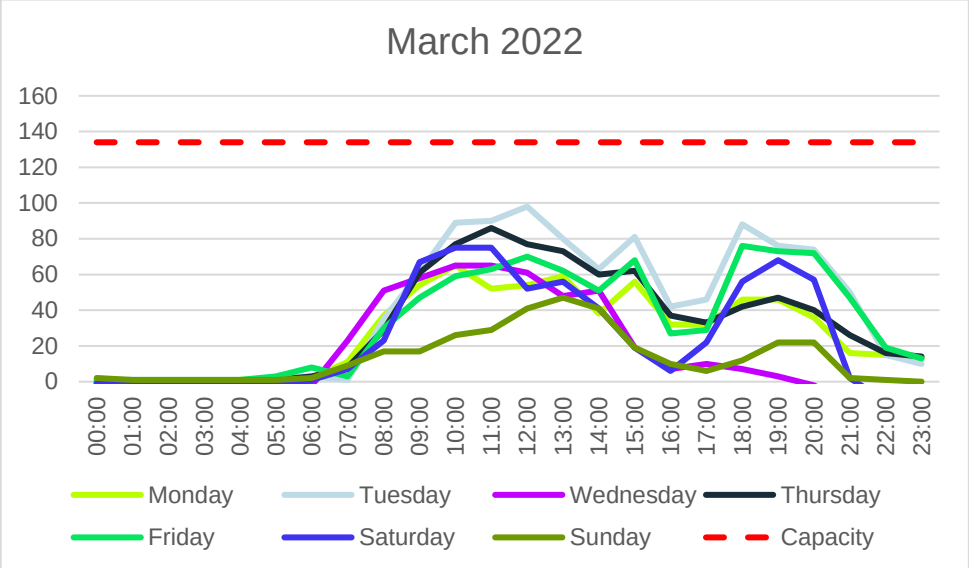


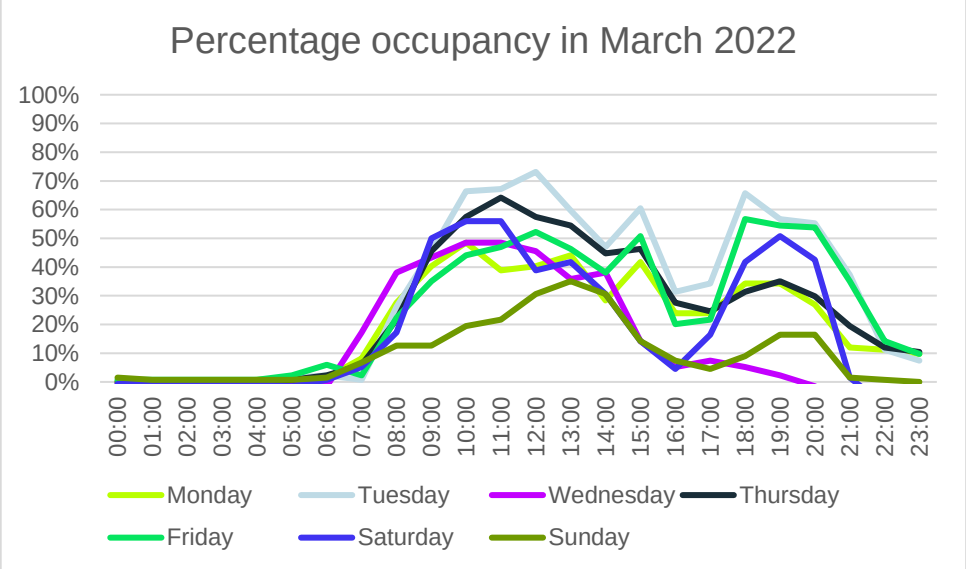
4.4.3 Glendower Street

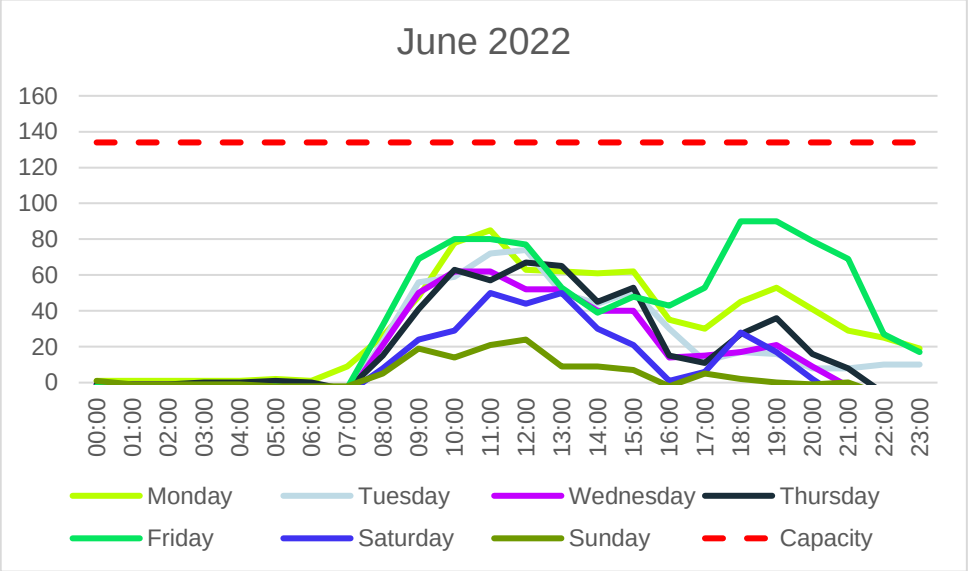
2022 Analysis

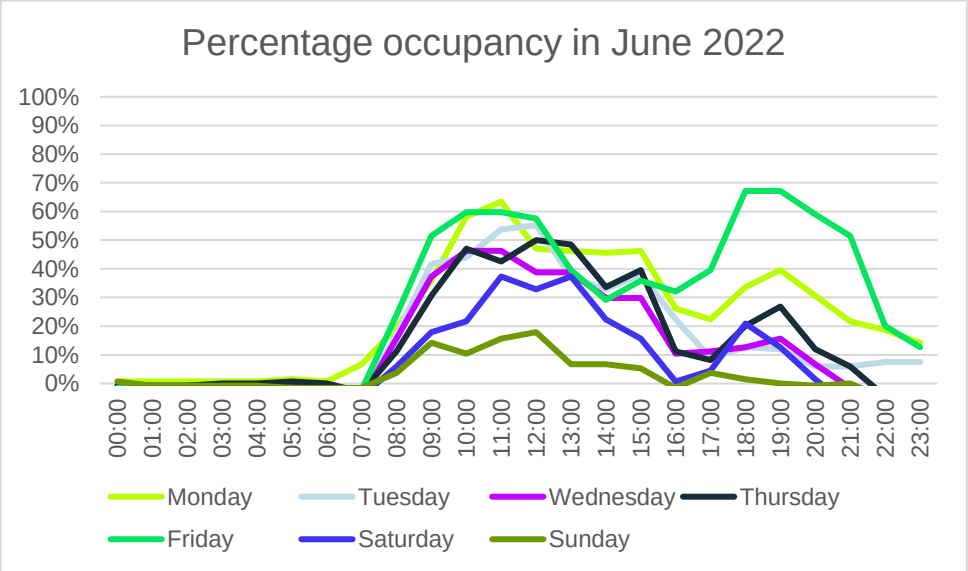




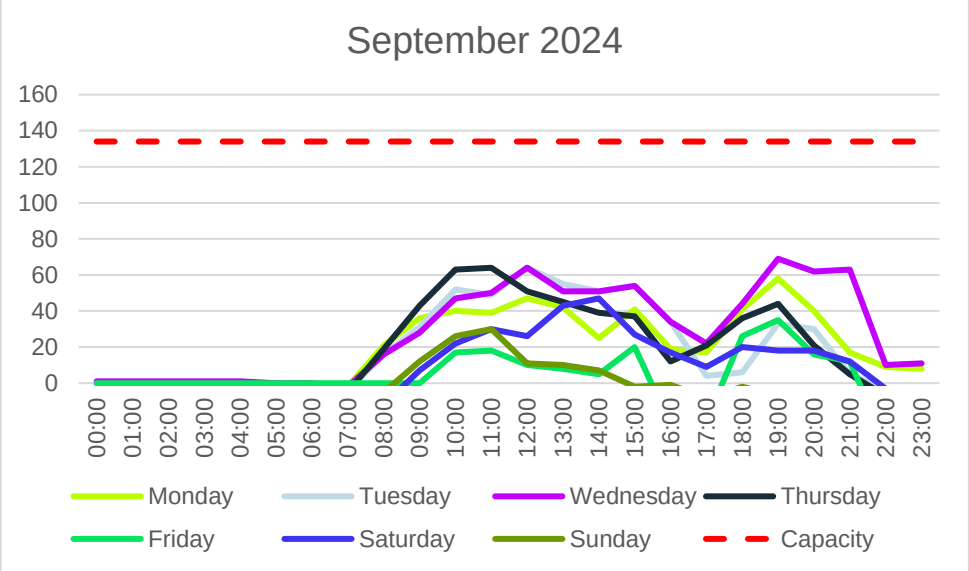

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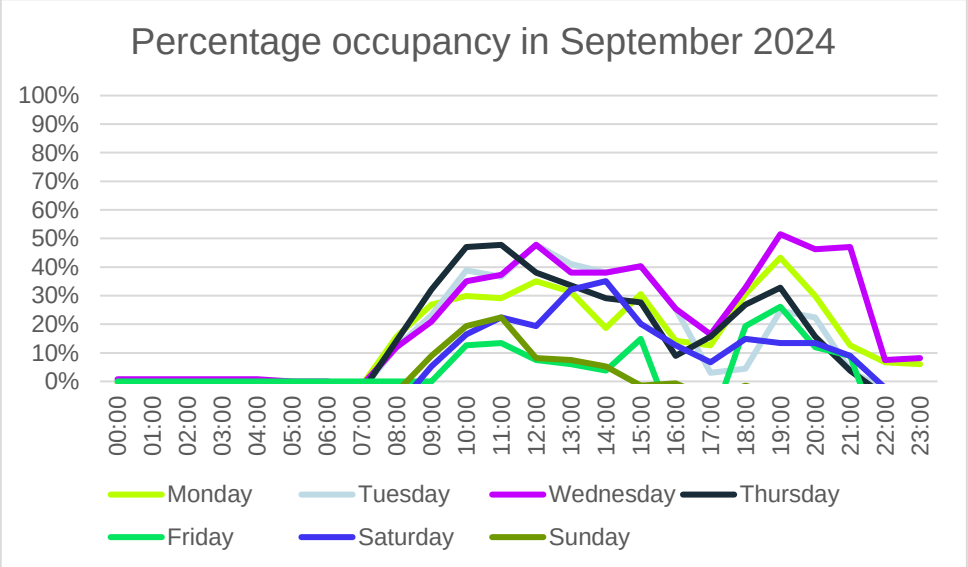

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
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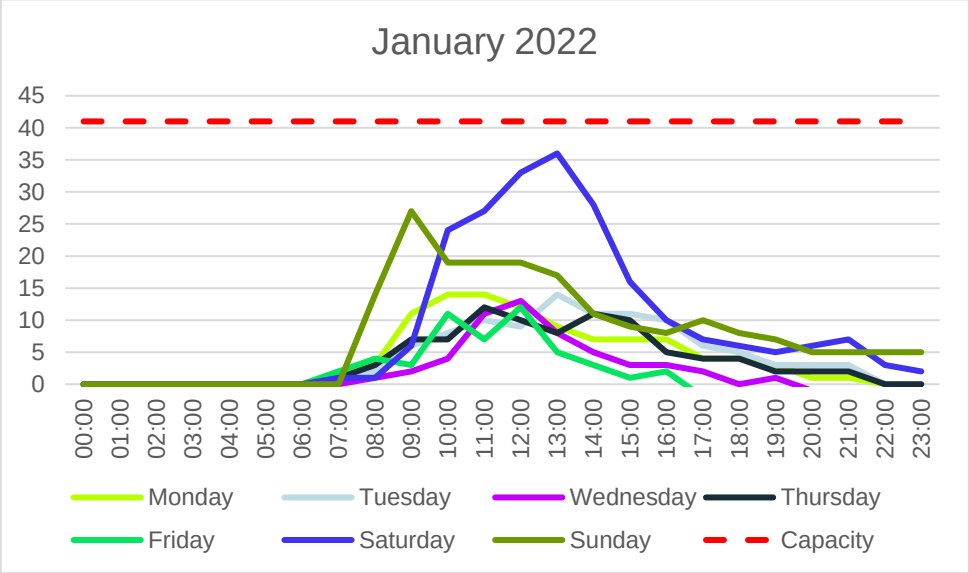
2024 Analysis

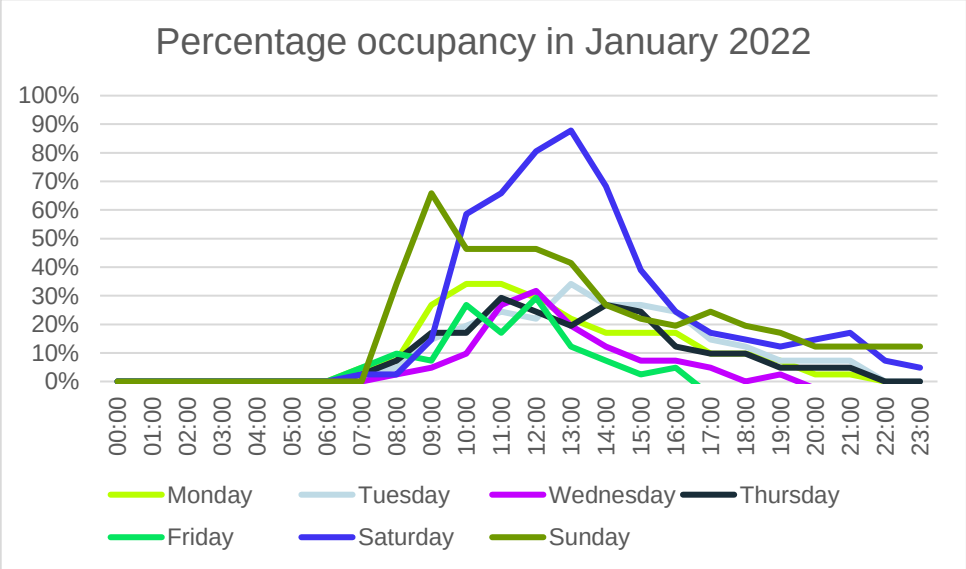


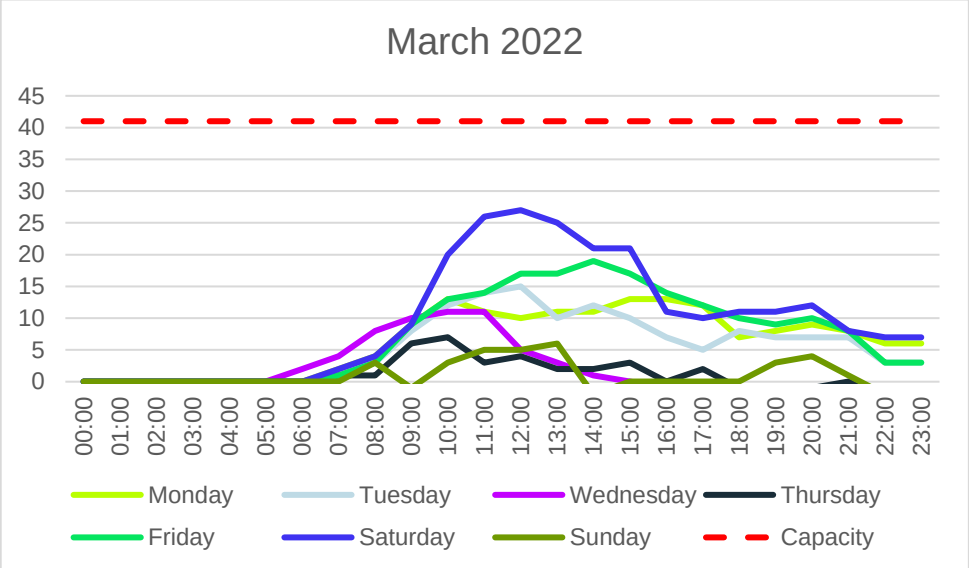


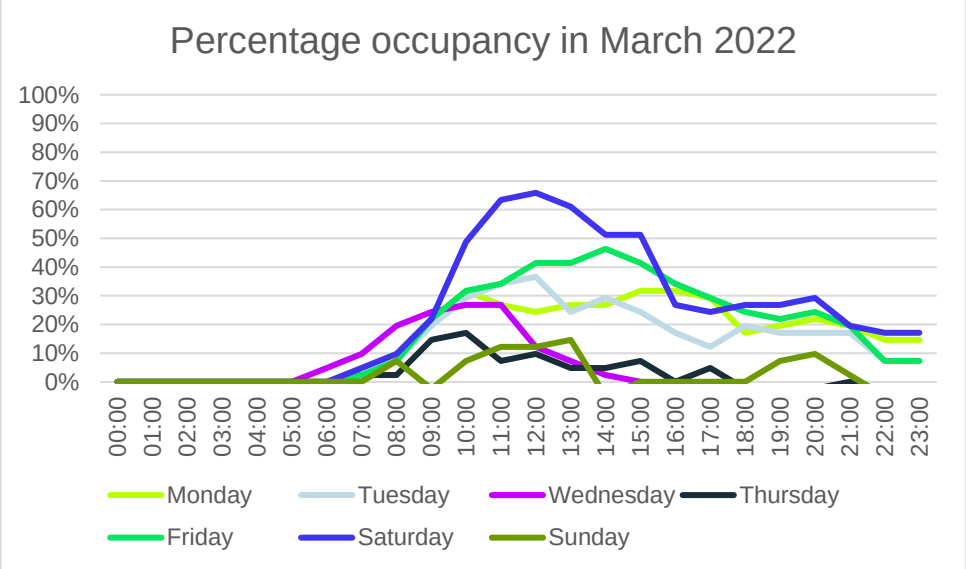
4.4.4 Monnow Street

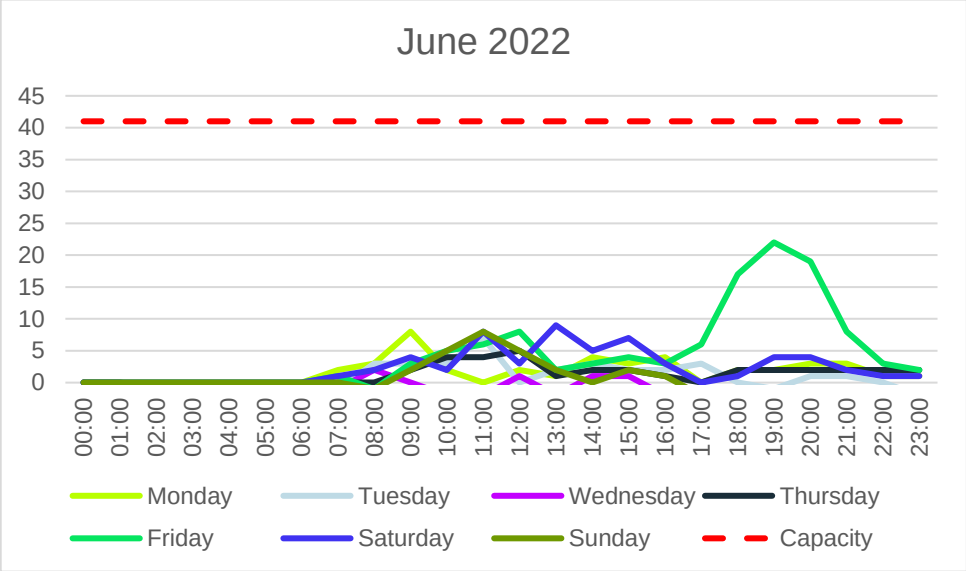
2022 Analysis

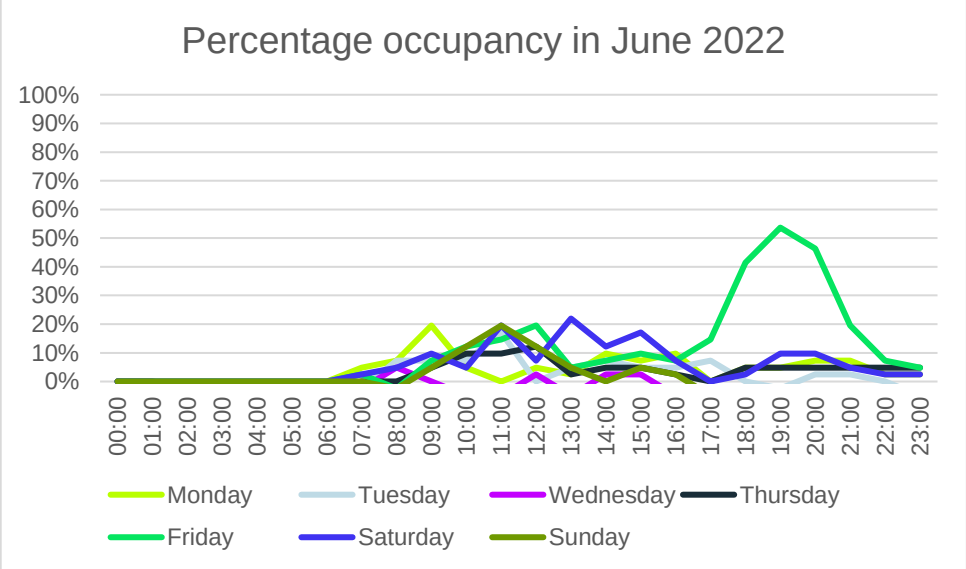




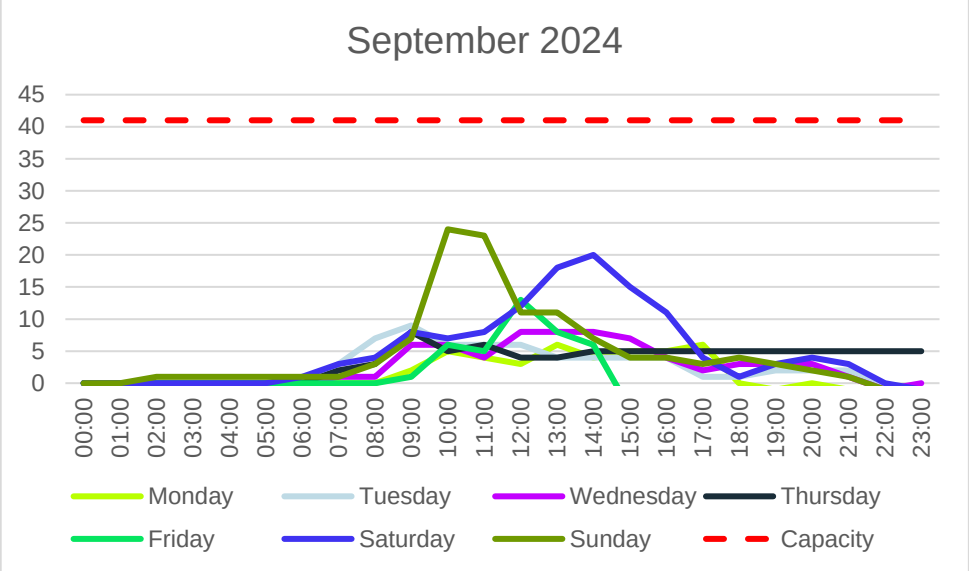

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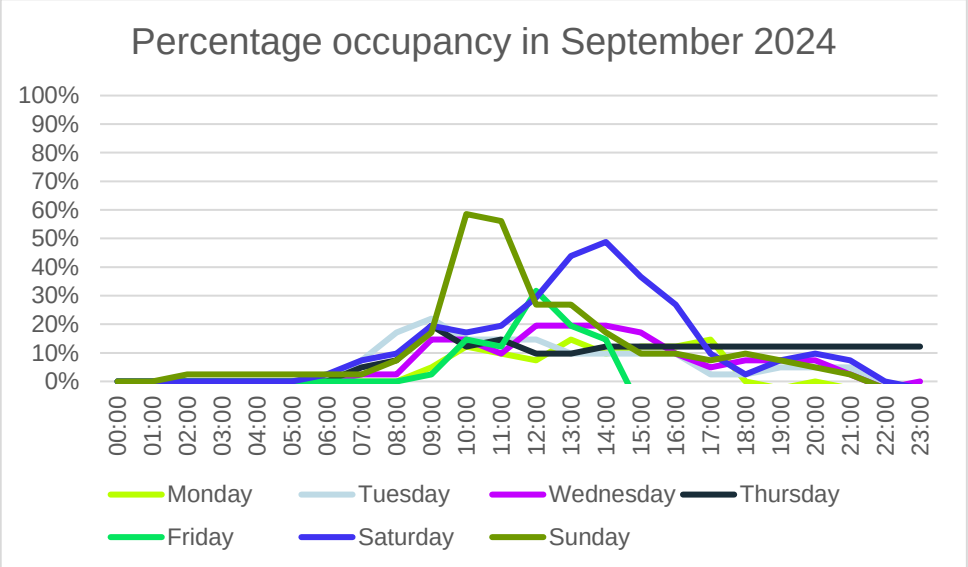

Percentage occupancy in March 2022
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June 2022
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Percentage occupancy in June 2022
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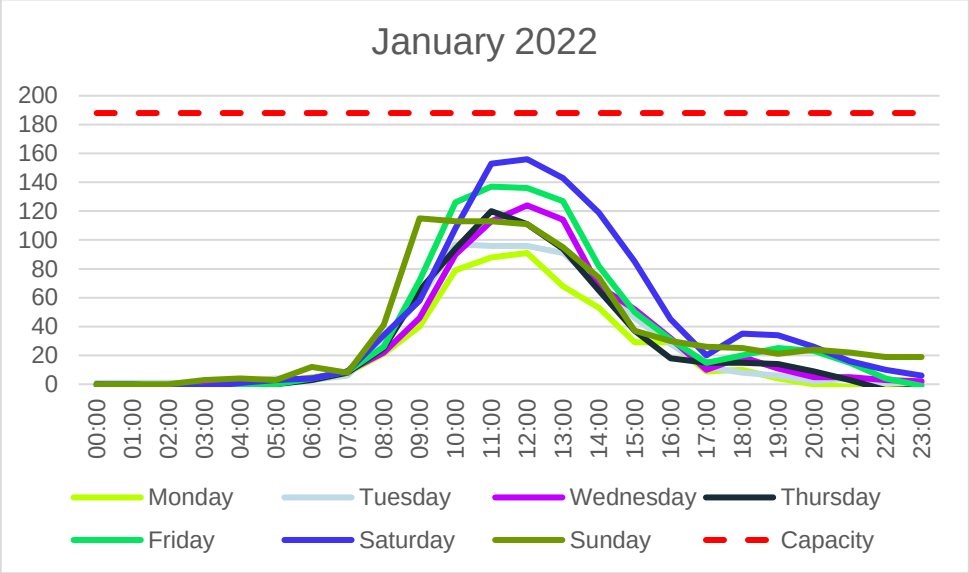
2024 Analysis

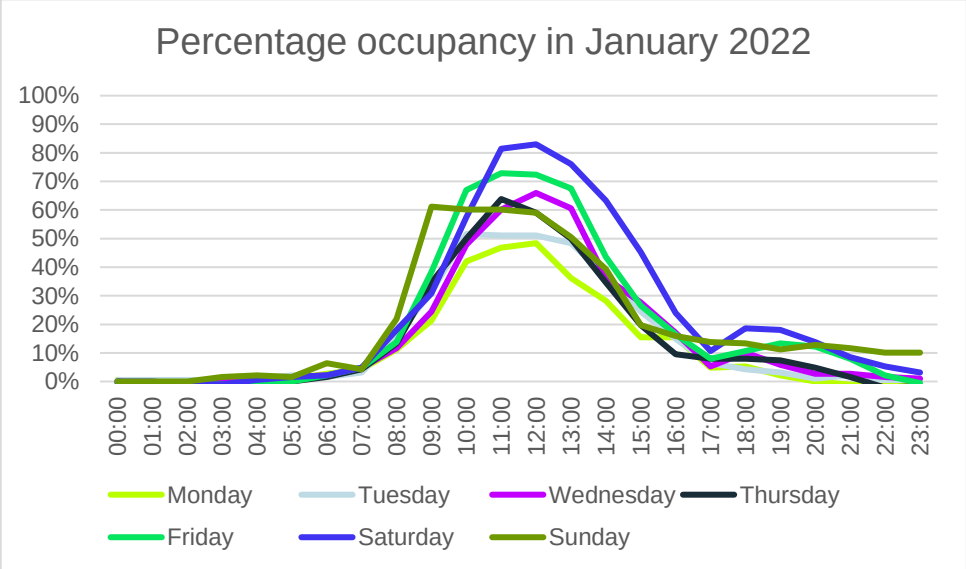


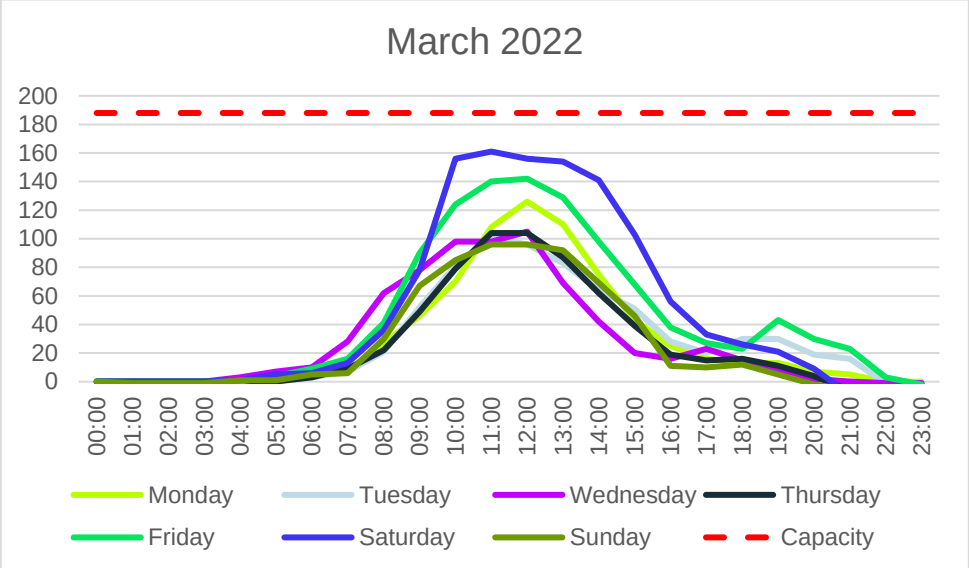


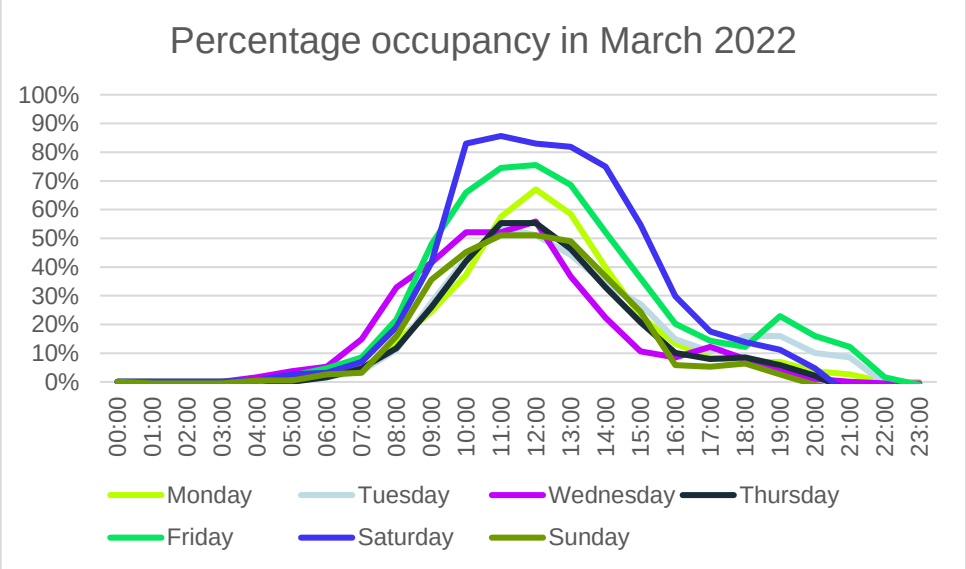
4.4.5 Cattle Market

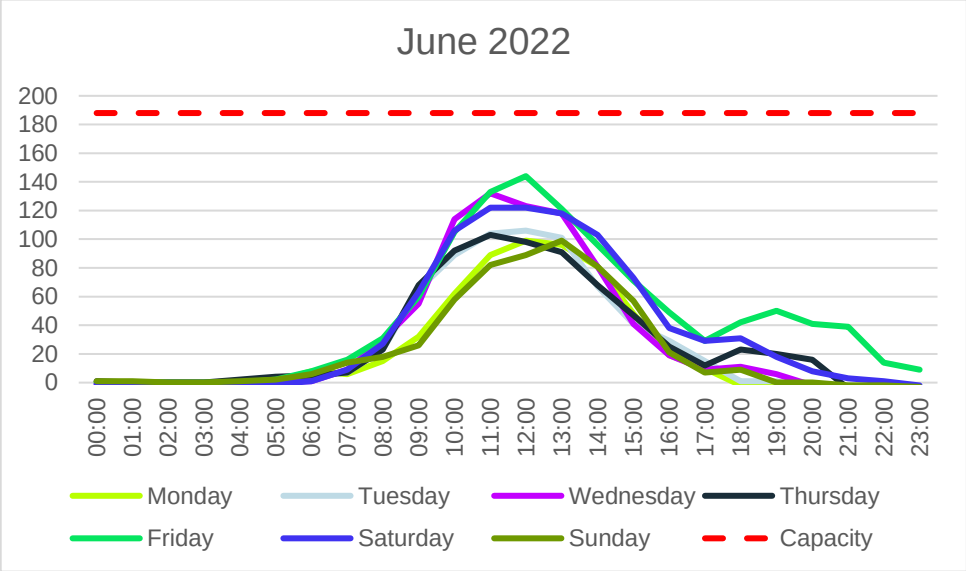
2022 Analysis

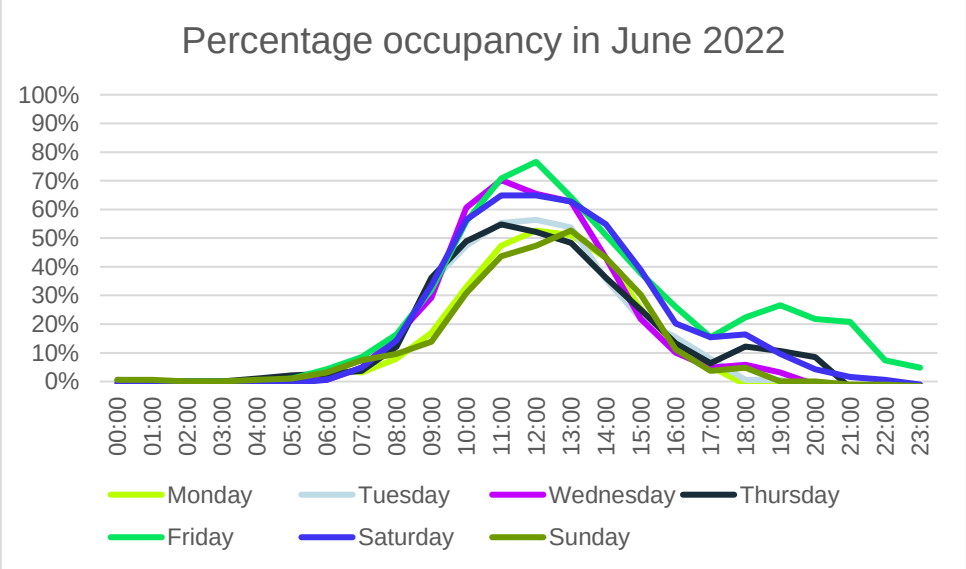




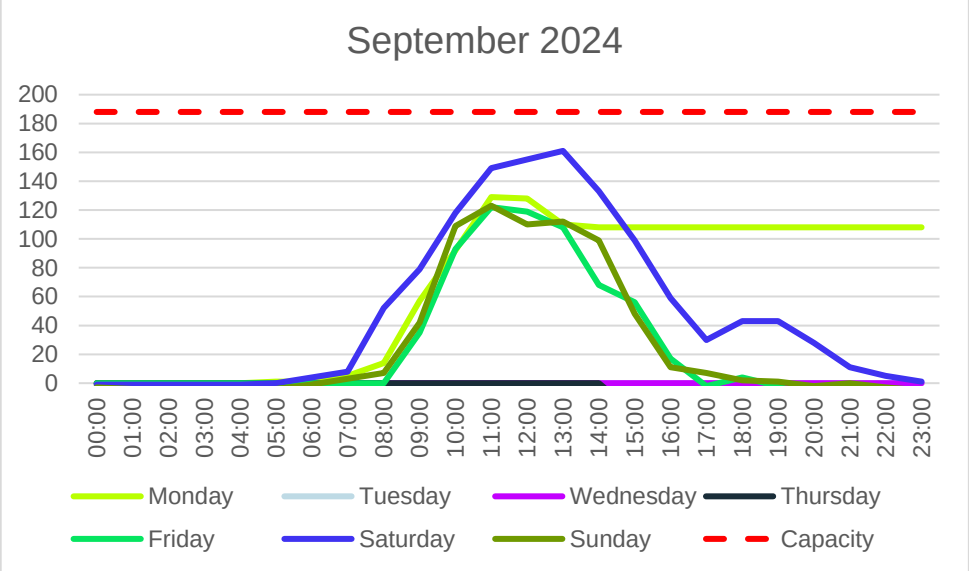

March 2022
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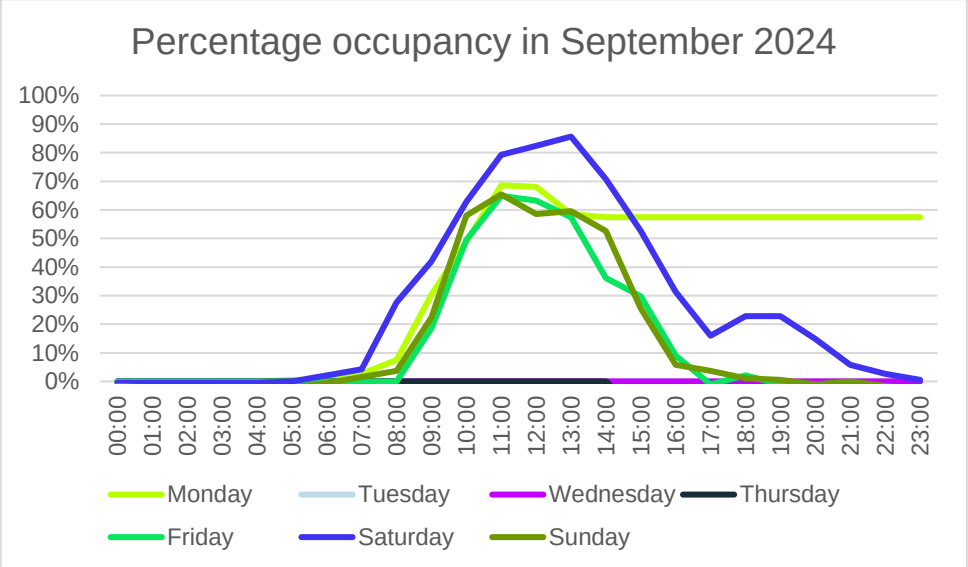

Percentage occupancy in March 2022
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Saturday
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June 2022
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Capacity


Percentage occupancy in June 2022
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2024 Analysis[17]

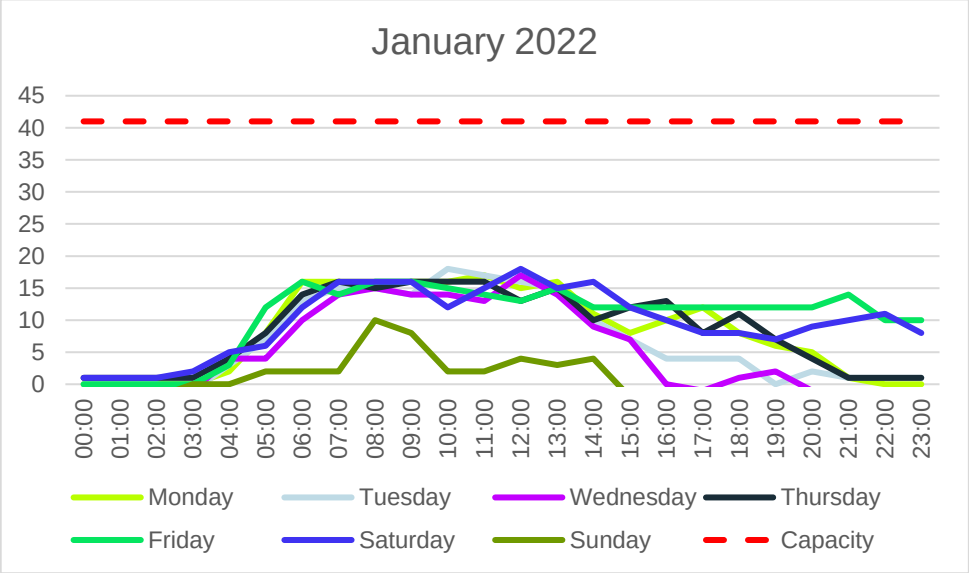


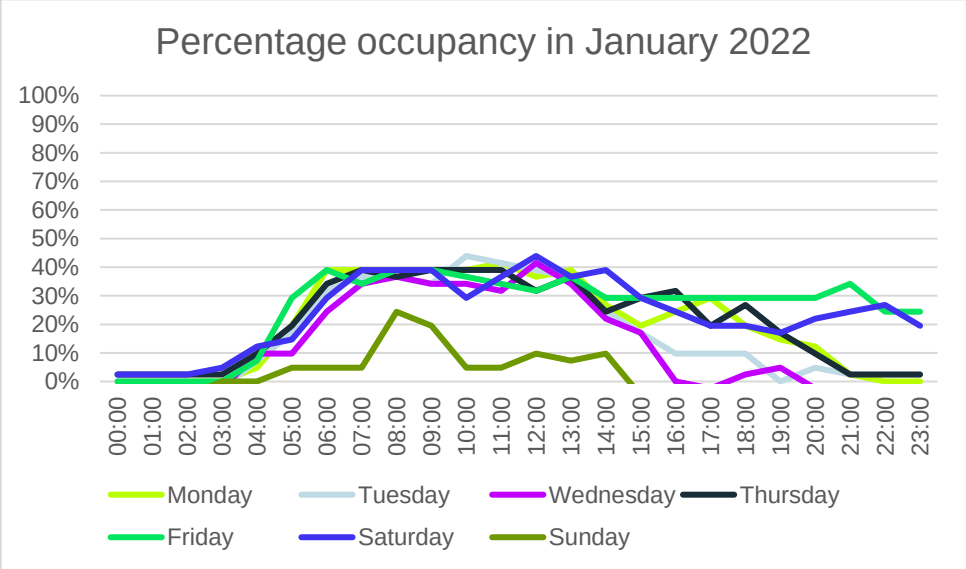


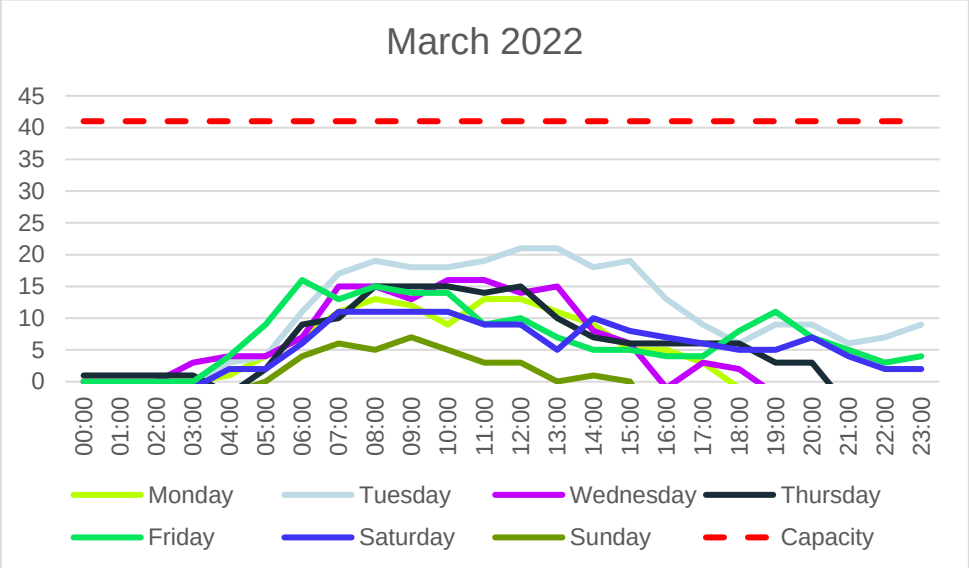
[17] Data collected in 2024 for Monday, Tuesday, Wednesday and Thursday was identified to be incorrect.

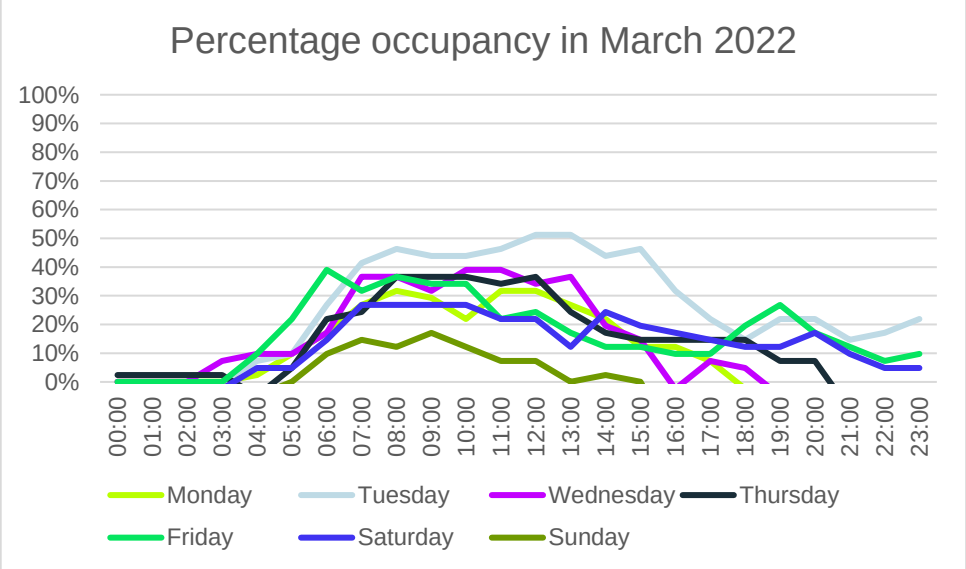
4.4.6 Cinderhill Street

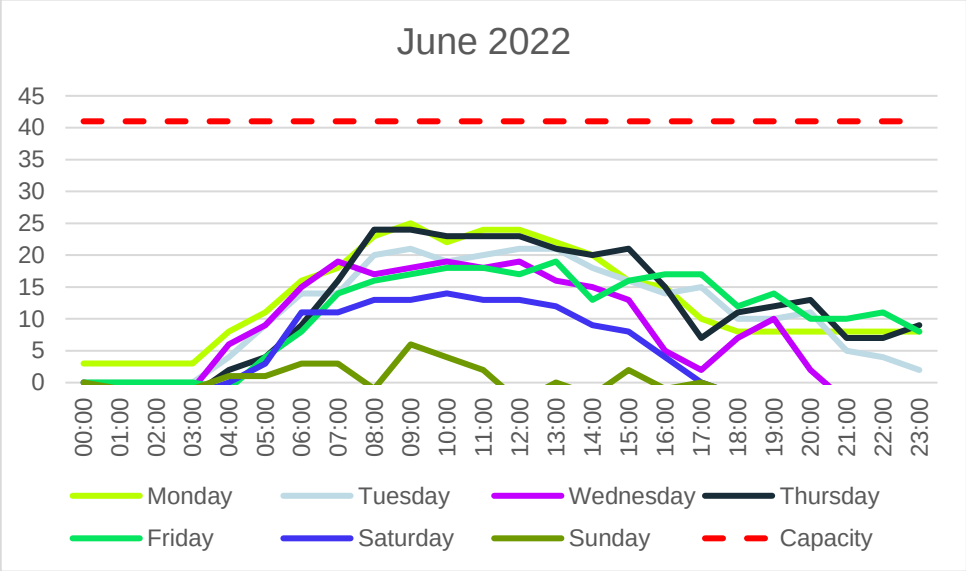
2022 Analysis

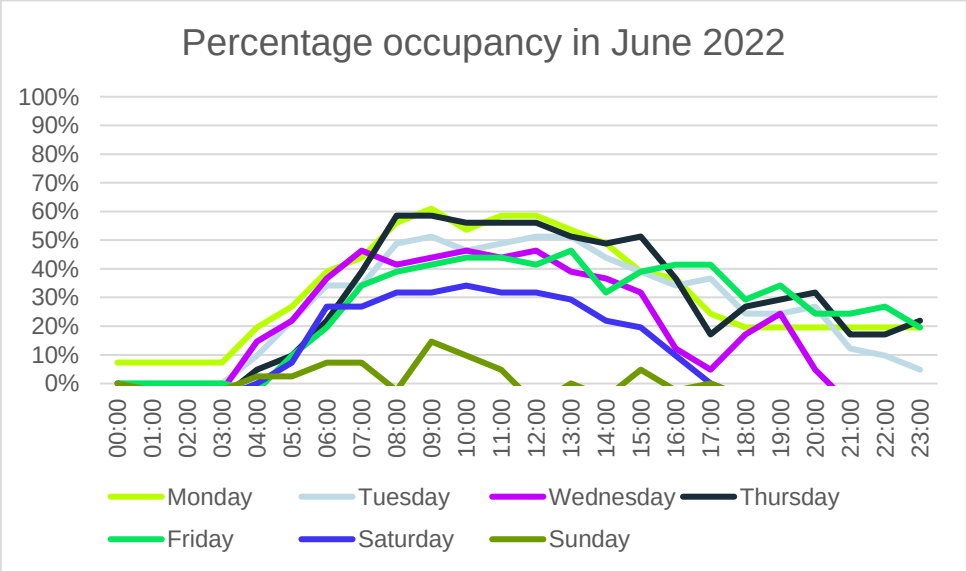




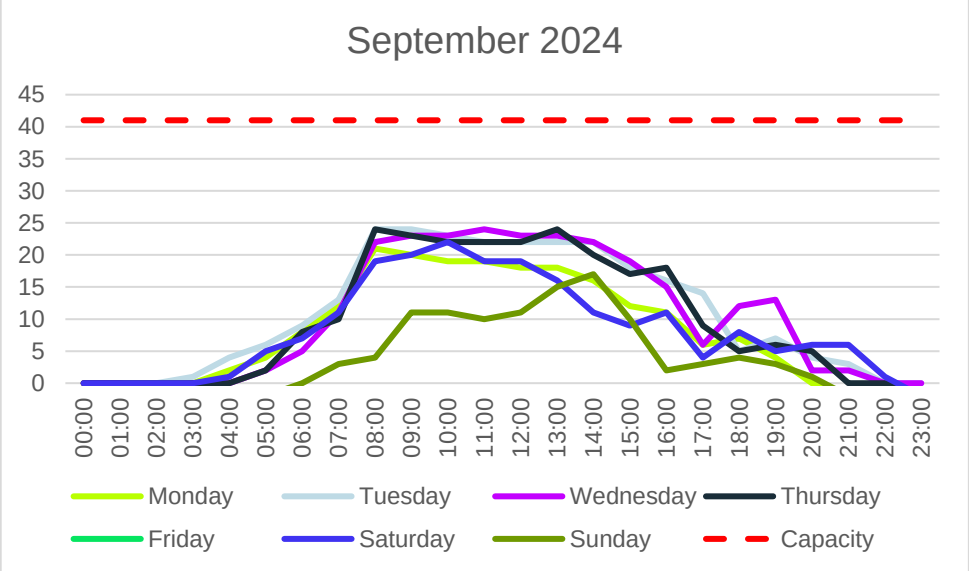

March 2022
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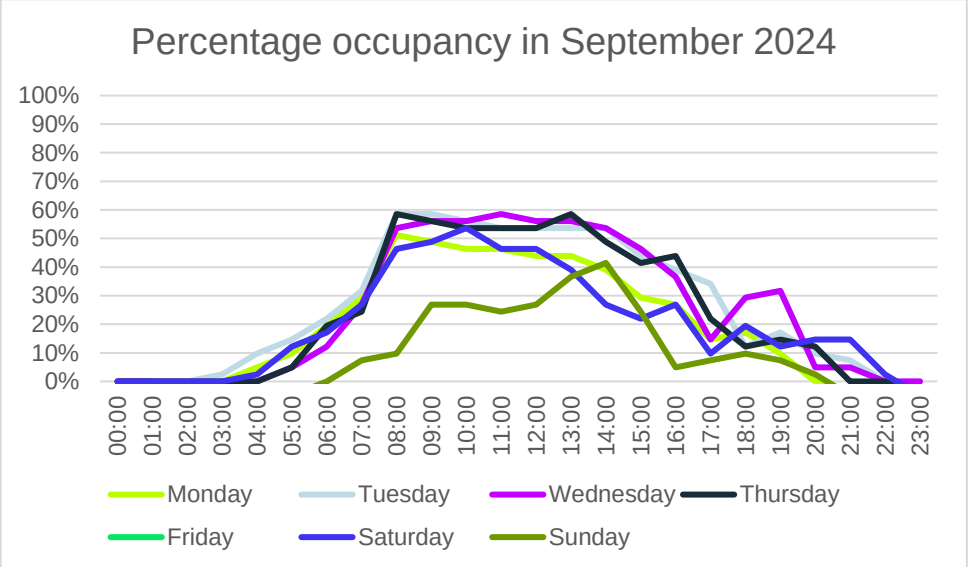

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
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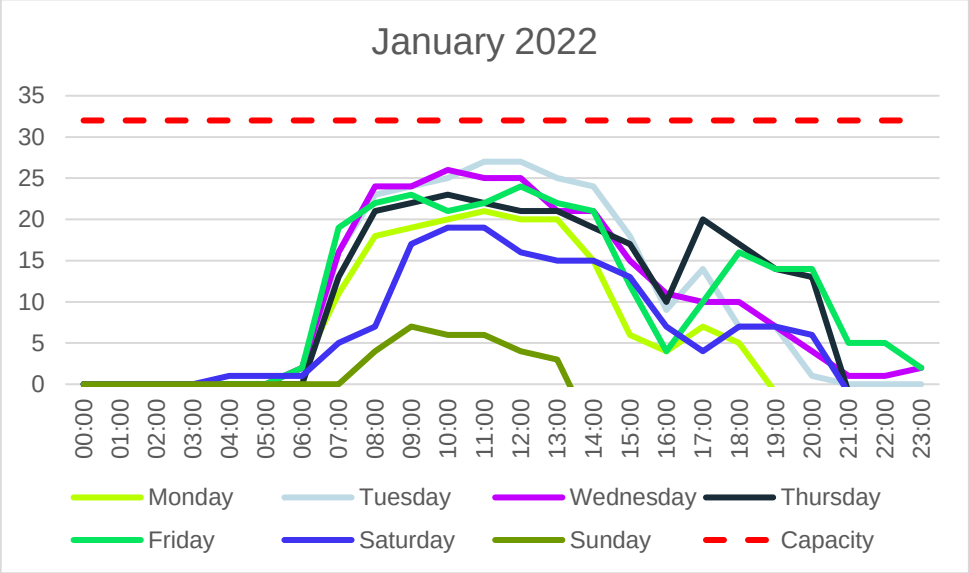
2024 Analysis

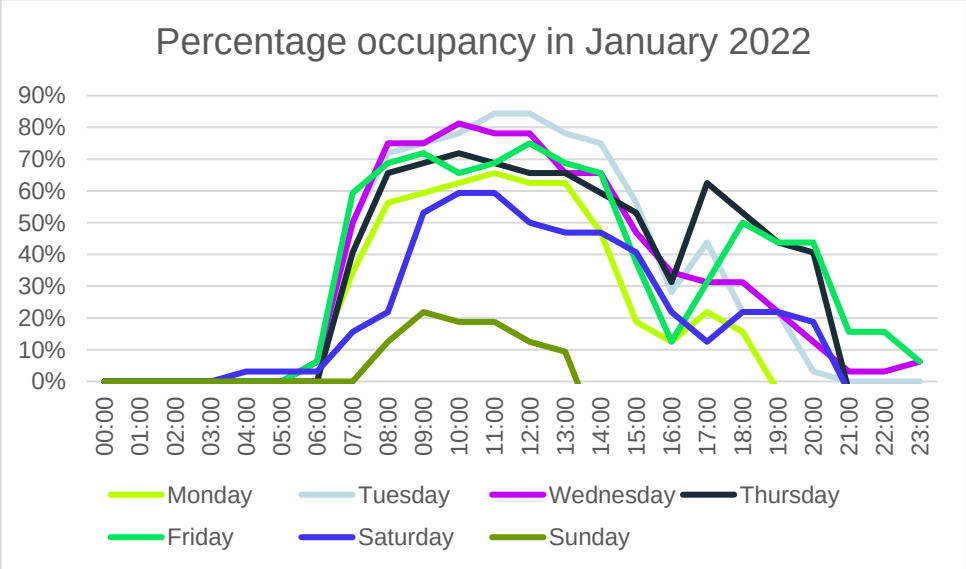


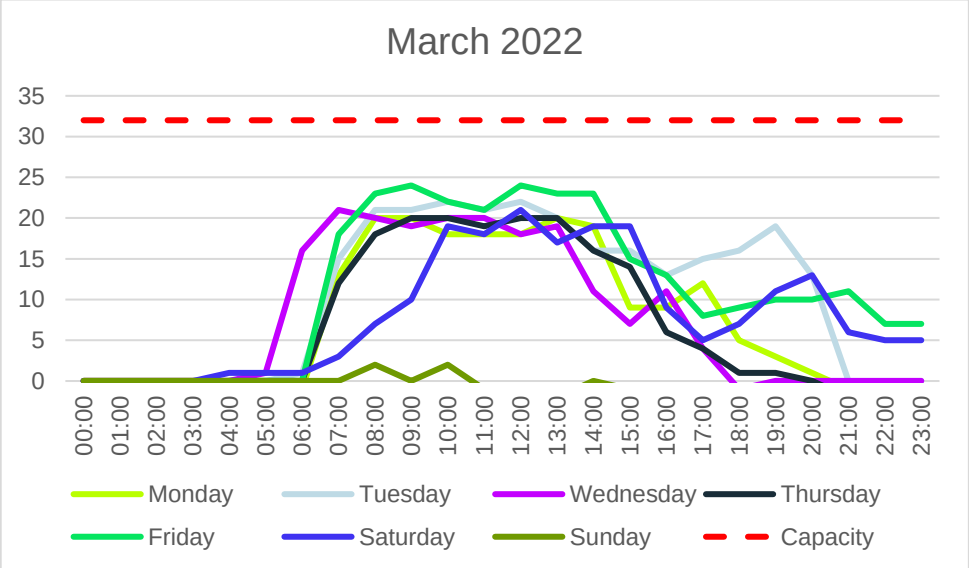


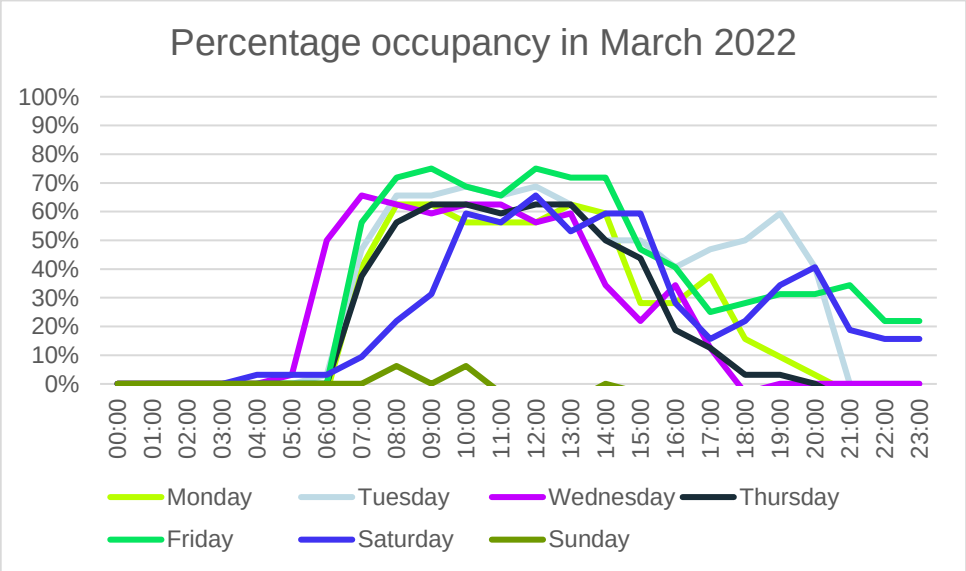
4.4.7 Old Dixton Road

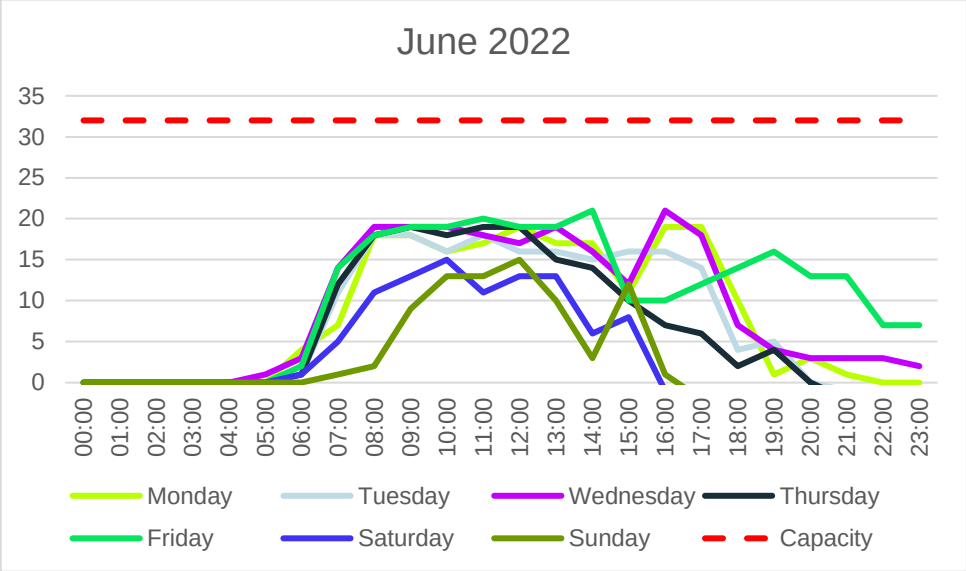
2022 Analysis

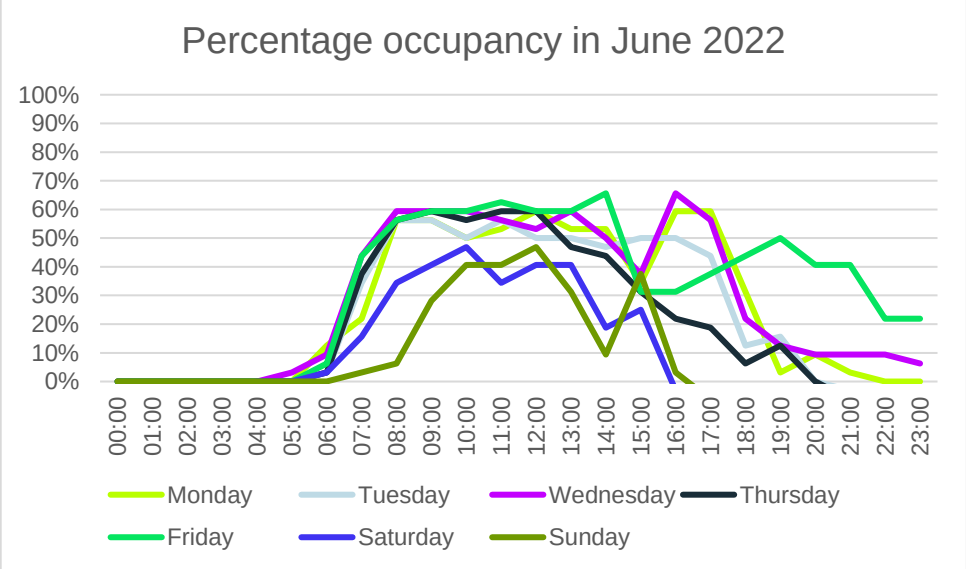




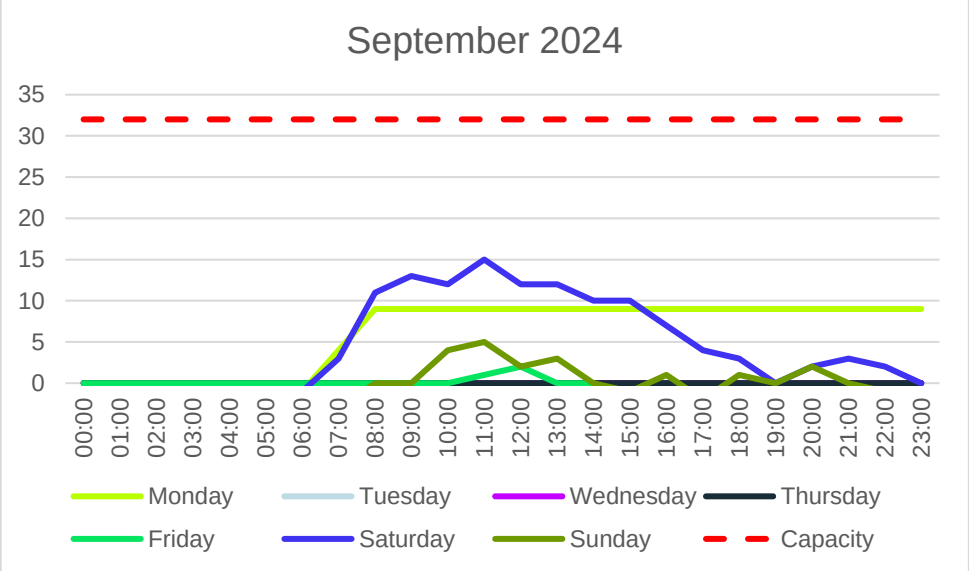

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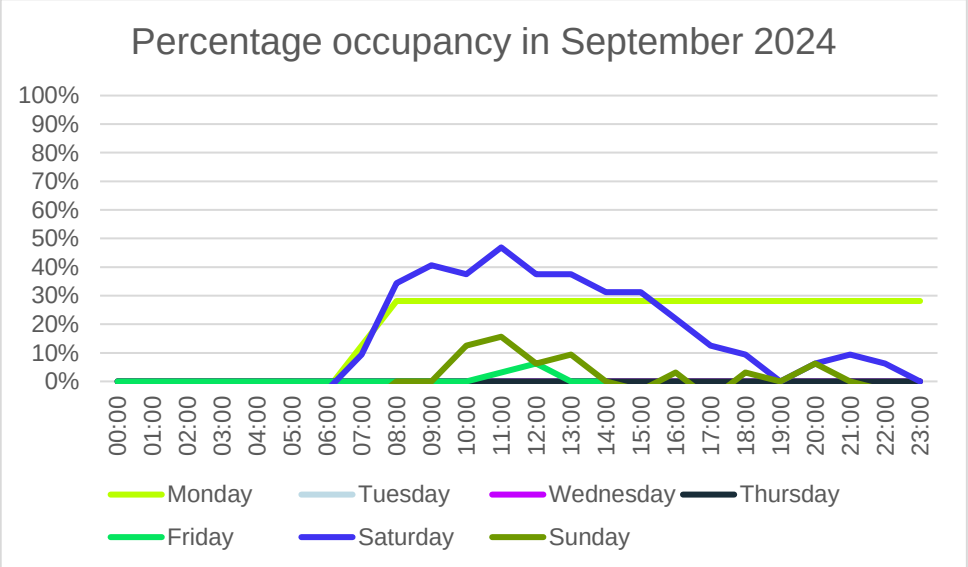

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
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2024 Analysis[18]

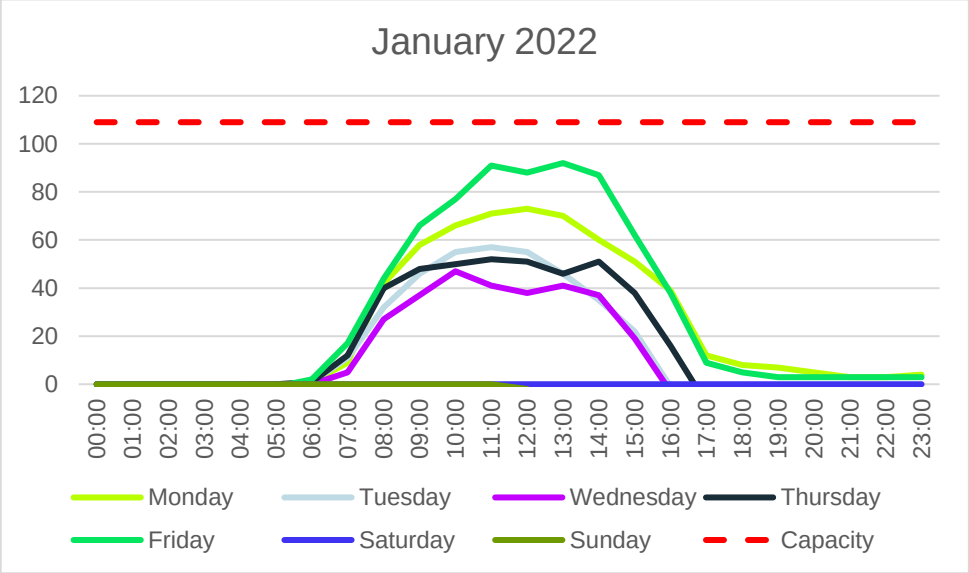


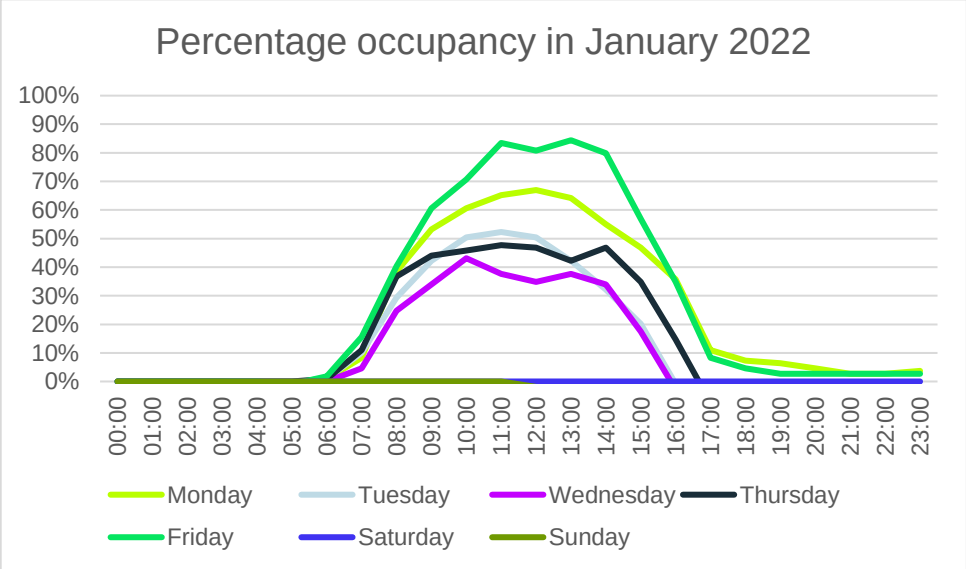


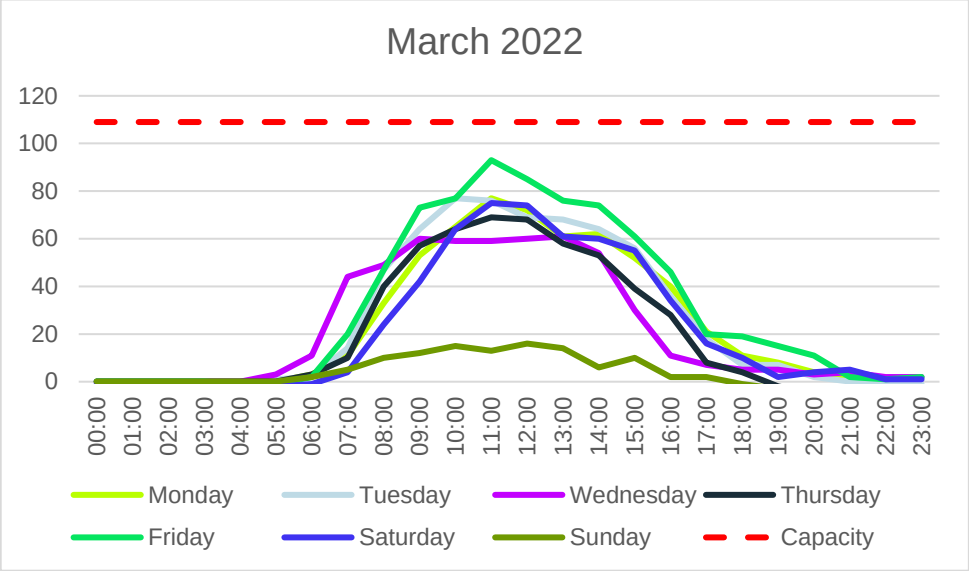
[18] Data in 2024 for Monday, Tuesday, Wednesday, Thursday and Friday was identified to be incorrect.

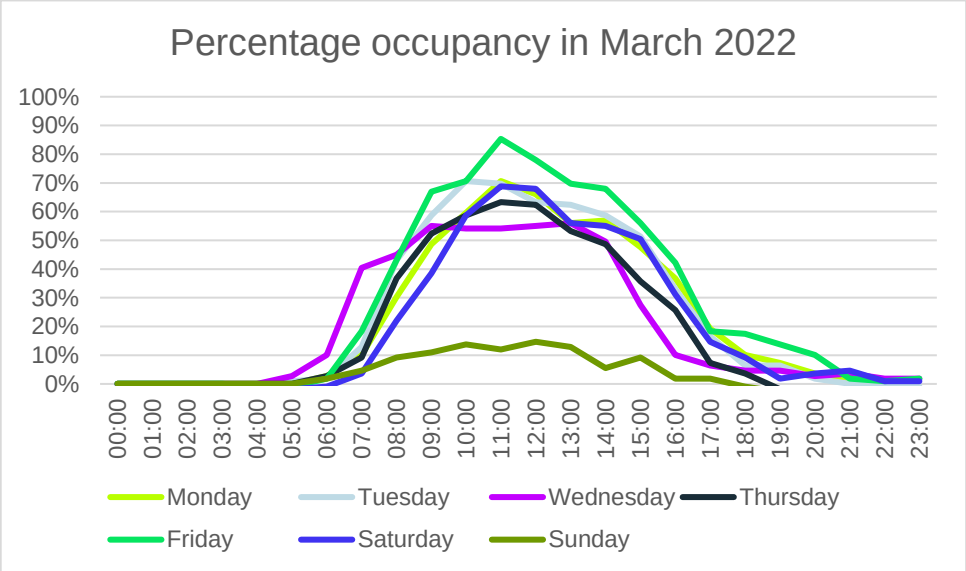
4.4.8 Rockfield Road

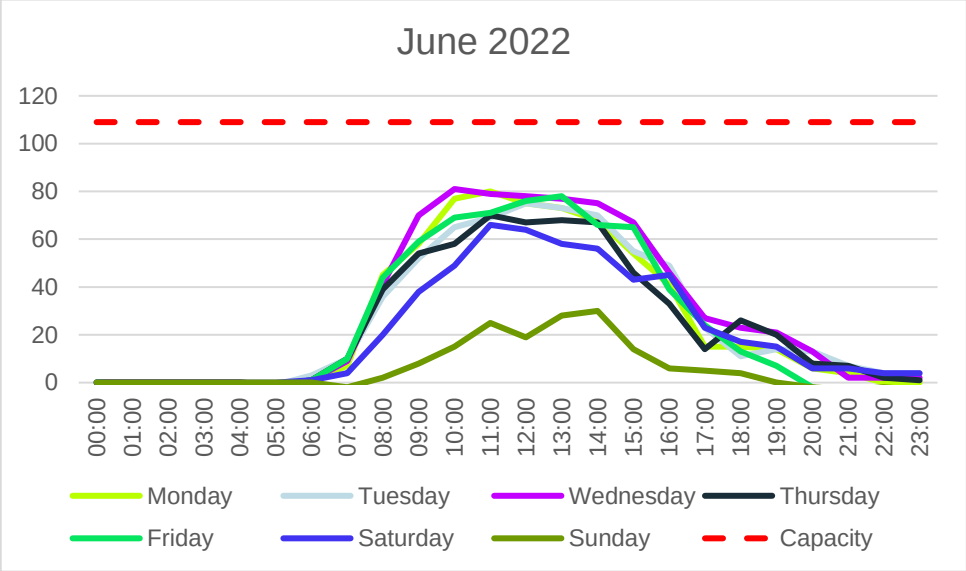
2022 Analysis

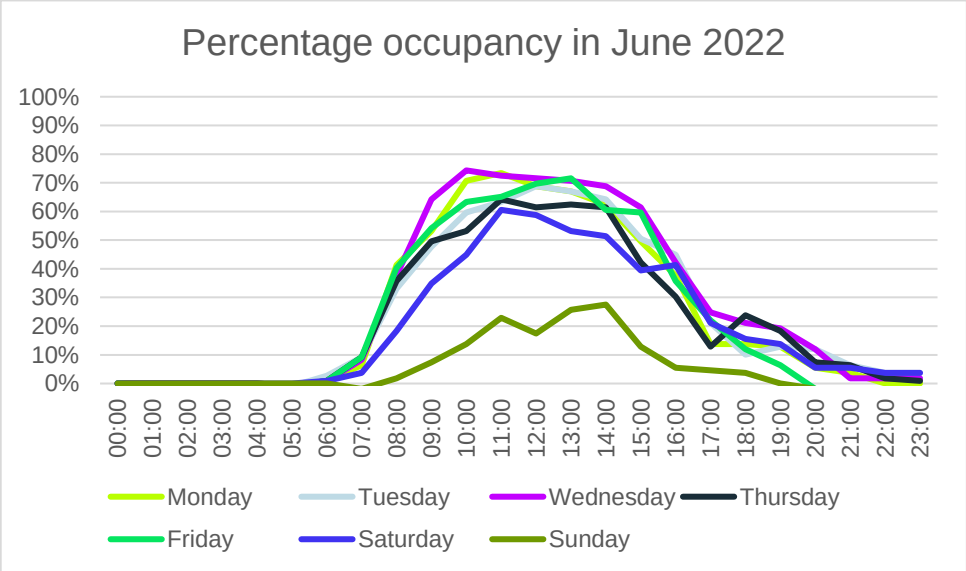




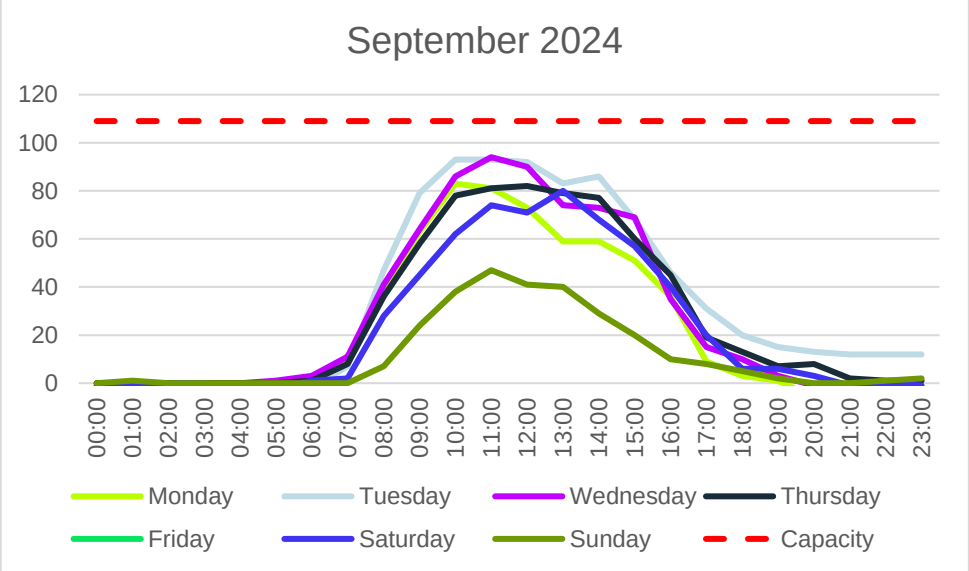

March 2022
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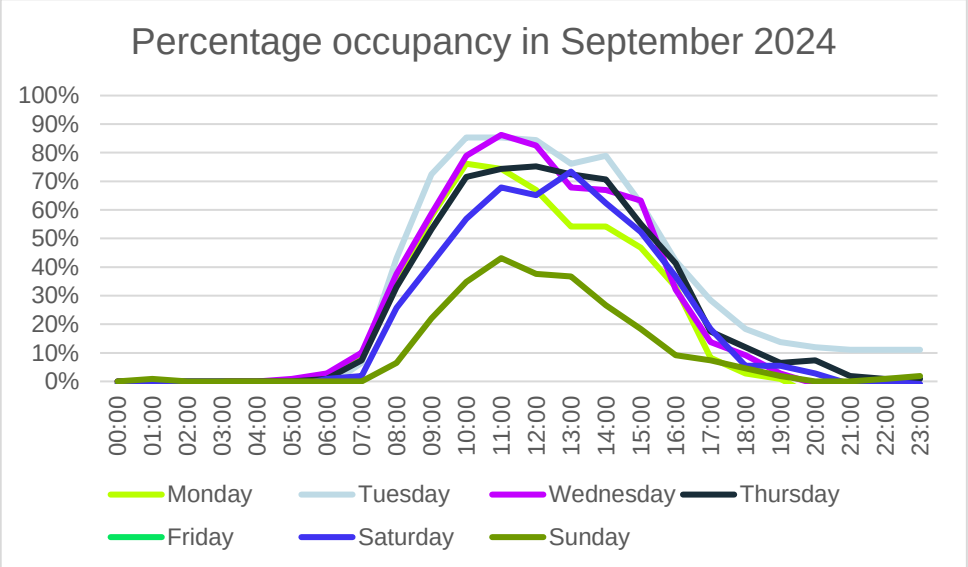

Percentage occupancy in March 2022
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June 2022
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Capacity


Percentage occupancy in June 2022
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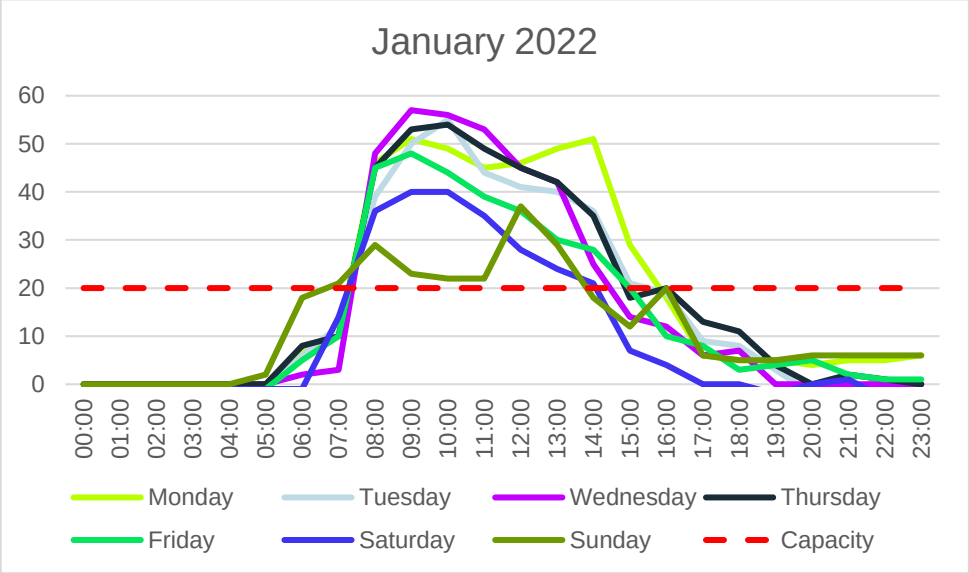
2024 Analysis

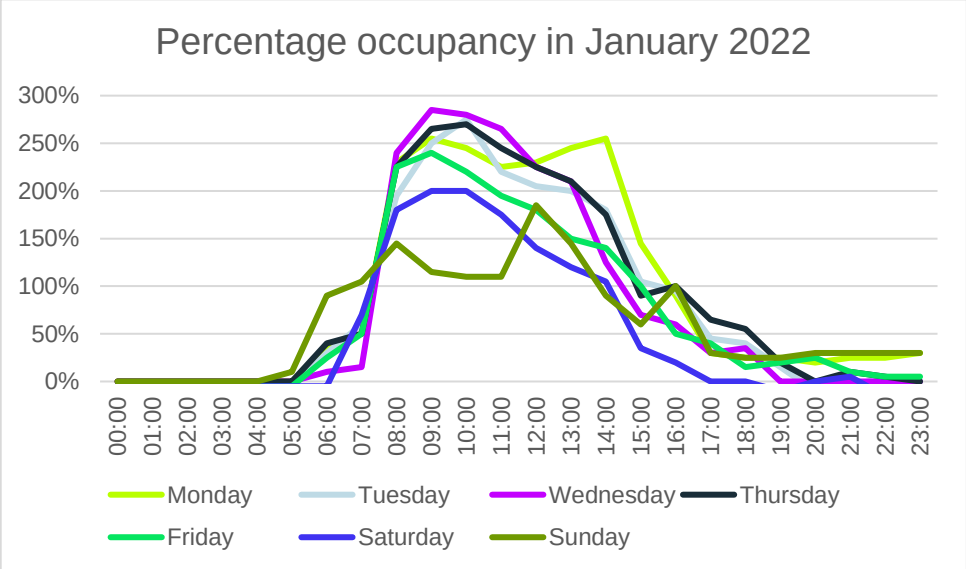




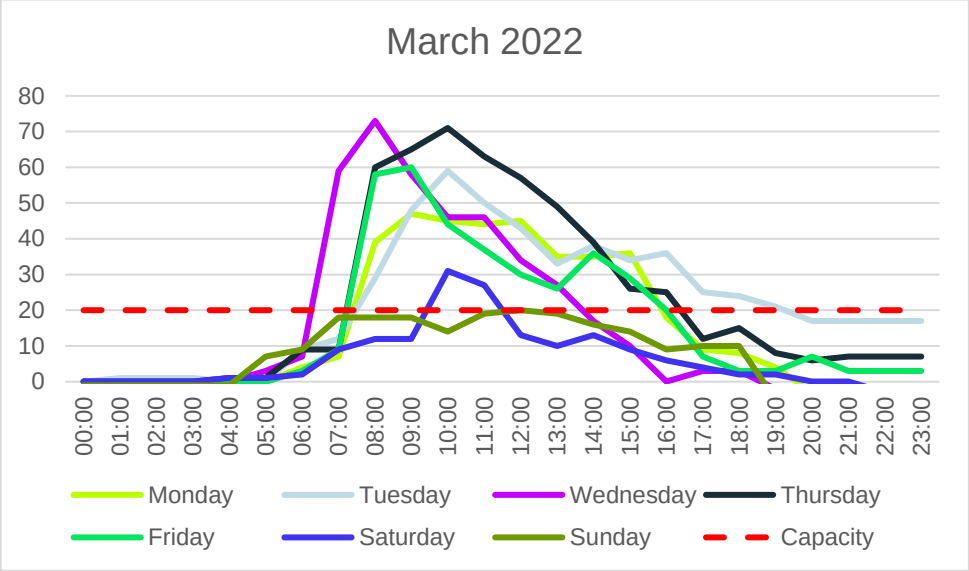
4.4.9 Rowing Club

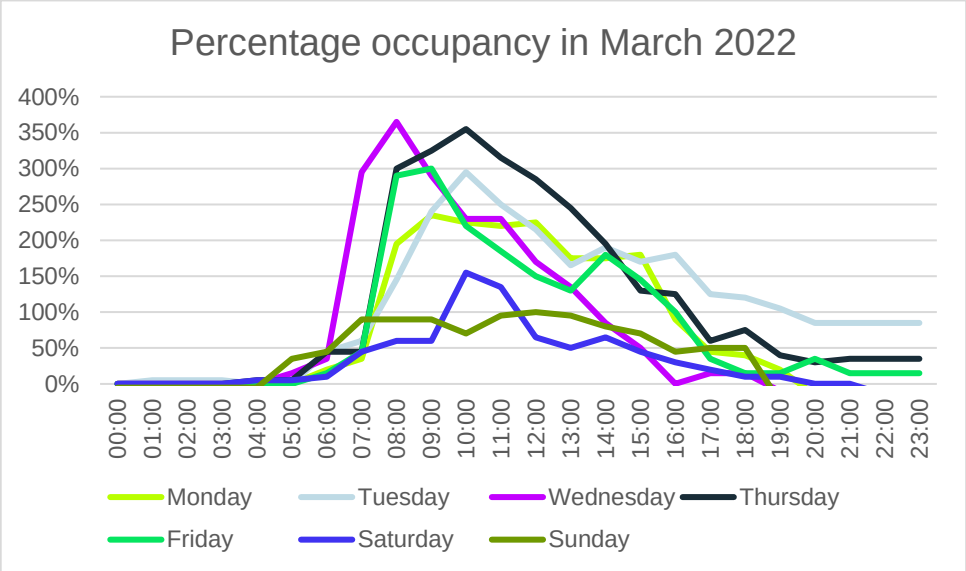
2022 Analysis[19]

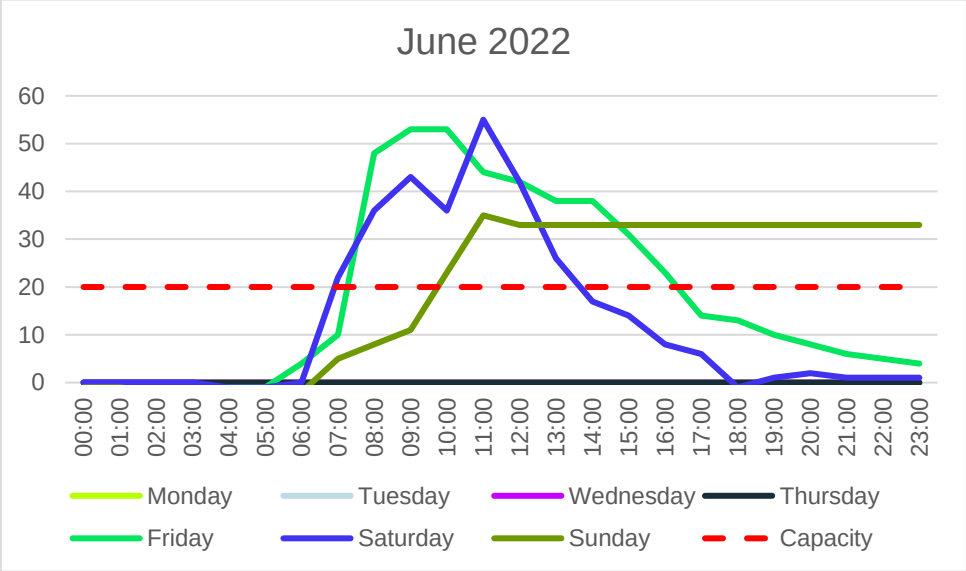


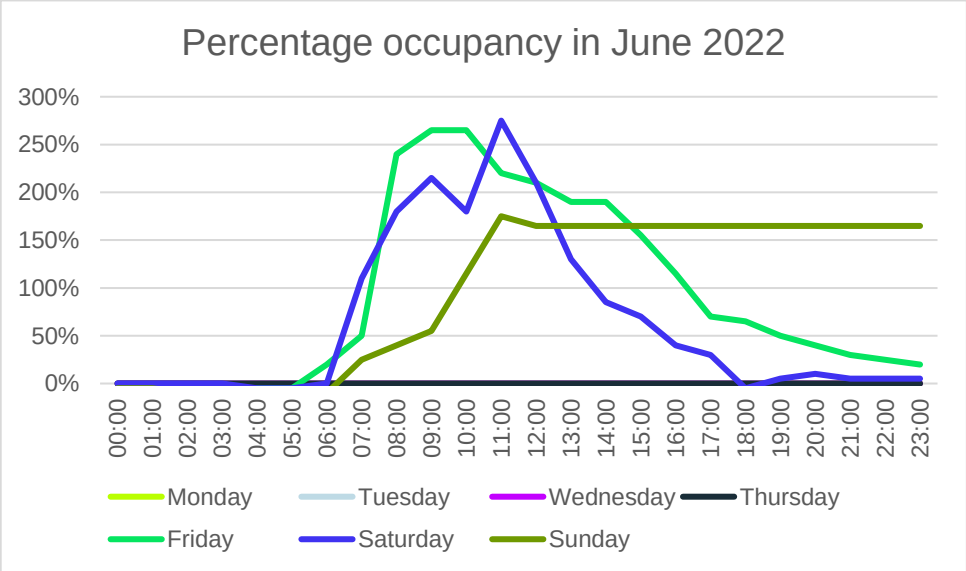


[19] Data in 2022 for all other days but Friday and Saturday for June was missing or identified to be incorrect.

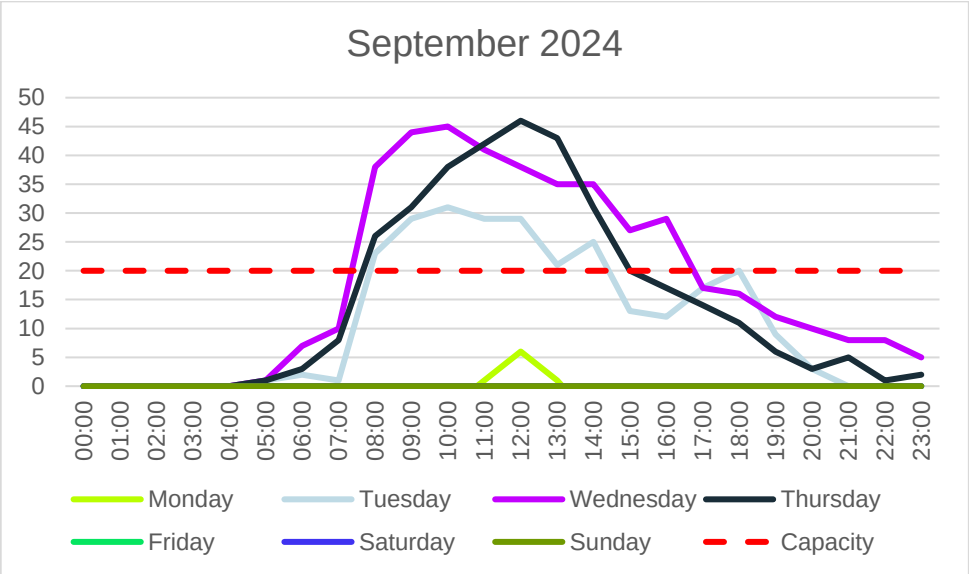

March 2022
80
70
60
50
40
30
20
10
0
00:00
01:00
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Monday
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Wednesday
Thursday
Friday
Saturday
Sunday
Capacity

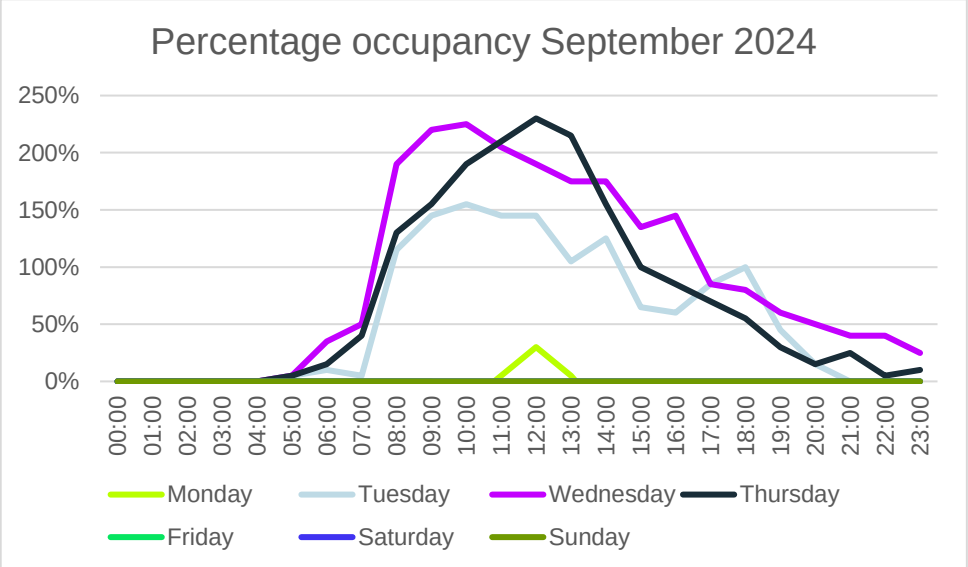

Percentage occupancy in March 2022
400%
350%
300%
250%
200%
150%
100%
50%
0%
00:00
01:00
02:00
03:00
04:00
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11:00
12:00
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18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday


June 2022
60
50
40
30
20
10
0
00:00
01:00
02:00
03:00
04:00
05:00
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07:00
08:00
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18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
300%
250%
200%
150%
100%
50%
0%
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
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Friday
Saturday
Sunday

2024 Analysis[20]





4.4.10 Sports Ground

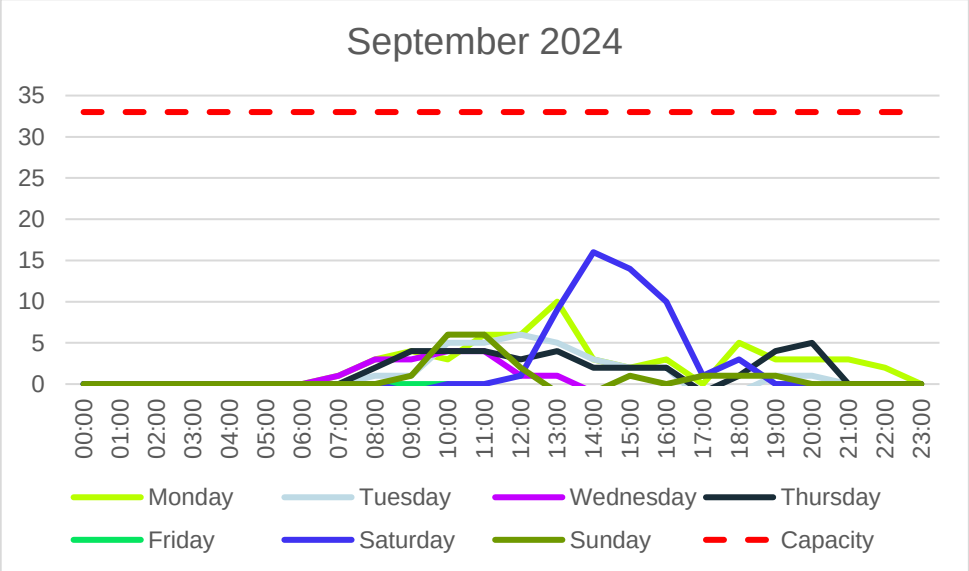
No 2022 or 2024 data for analysis[21]

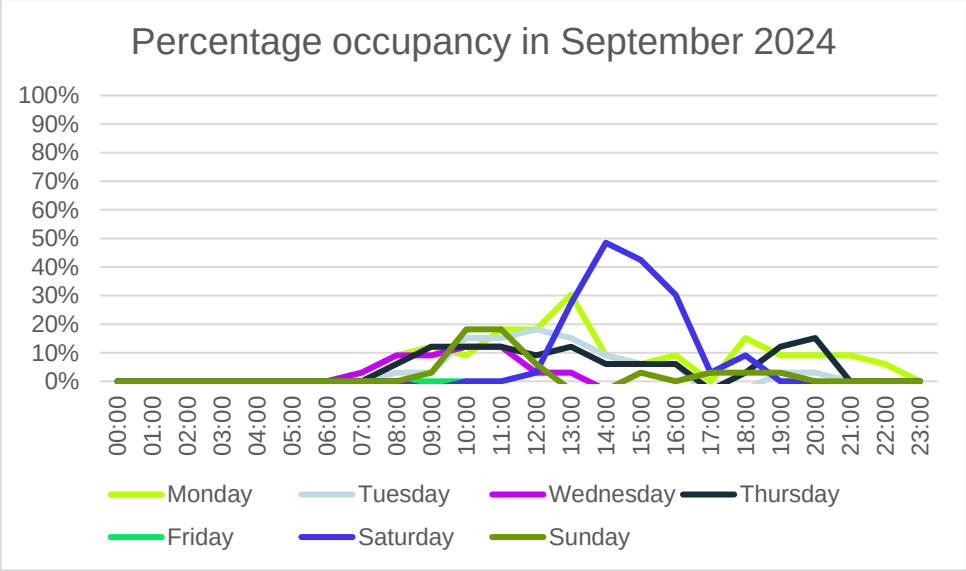
[20] Data in 2024 for Monday, Friday, Saturday and Sunday was missing or identified to be incorrect.
[21] 2024 data: incorrect survey site location

4.4.11 Wyebridge Street

No 2022 data for analysis

2024 Analysis

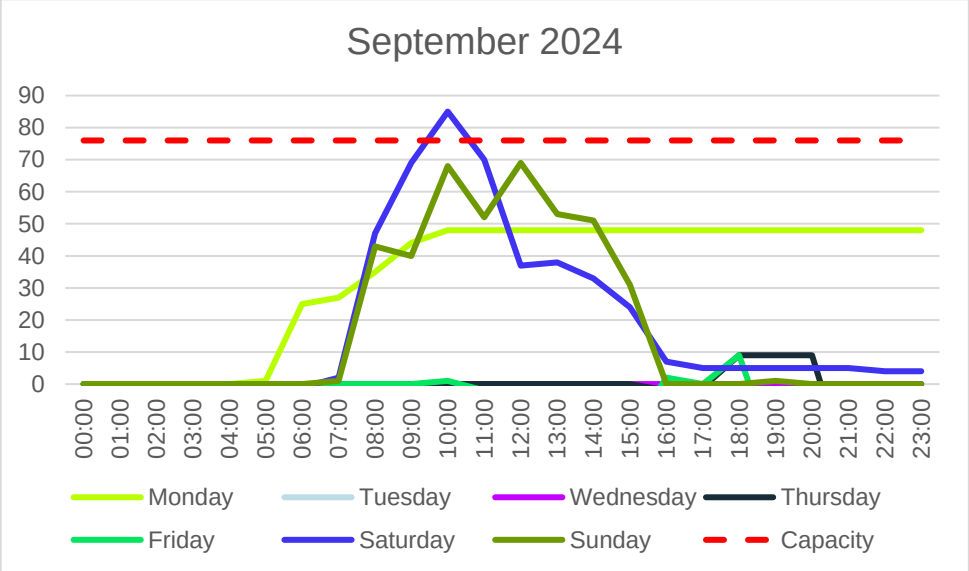


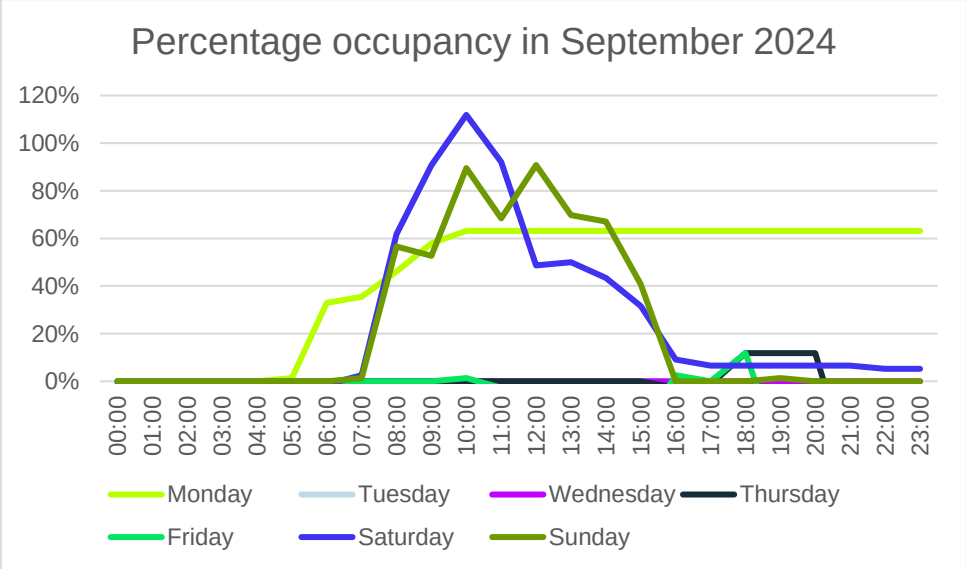


4.4.12 Monmouth Leisure Centre

No 2022 data for analysis

2024 Analysis[22]



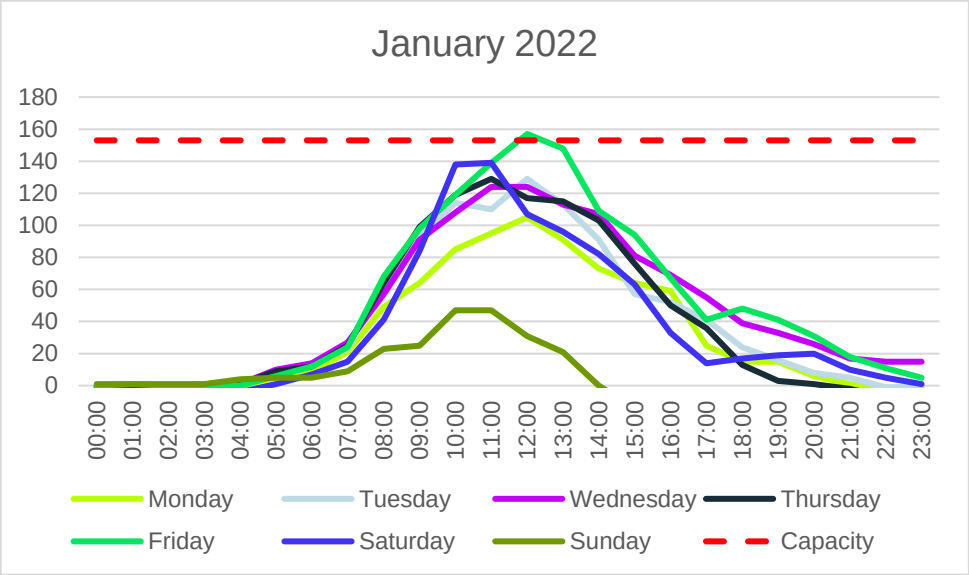


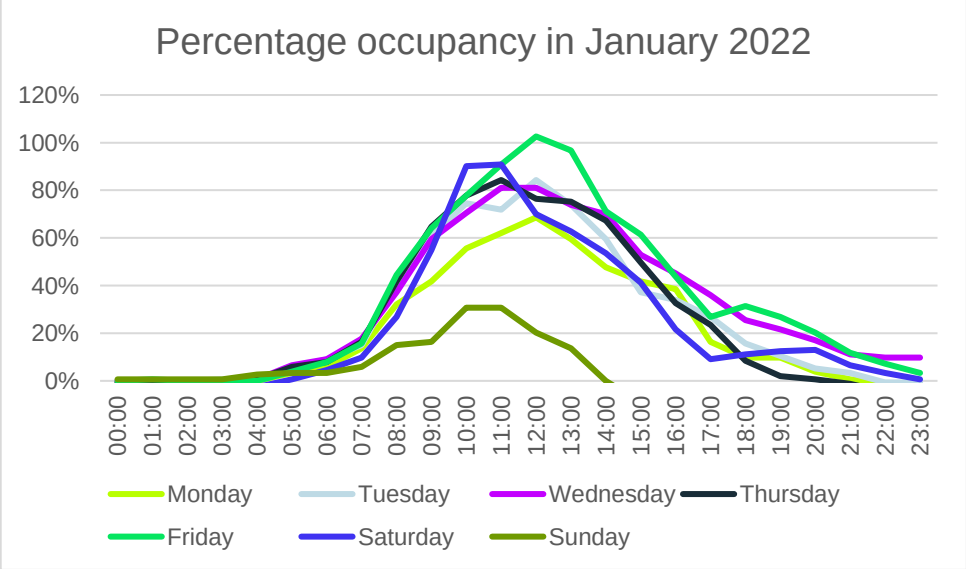
[22] Data in 2024 for Monday, Tuesday, Wednesday Thursday and Friday was missing or identified to be incorrect.

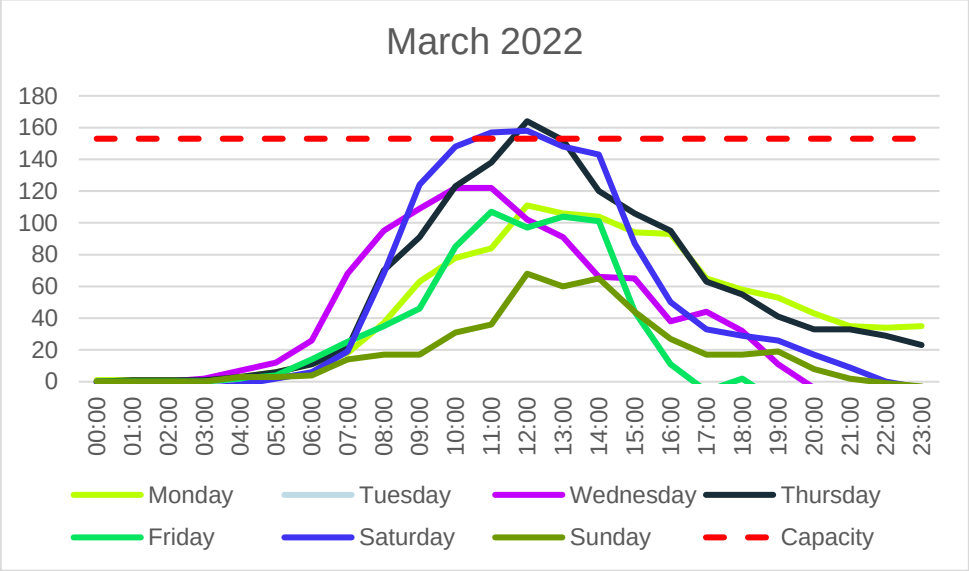
4.5 Usk

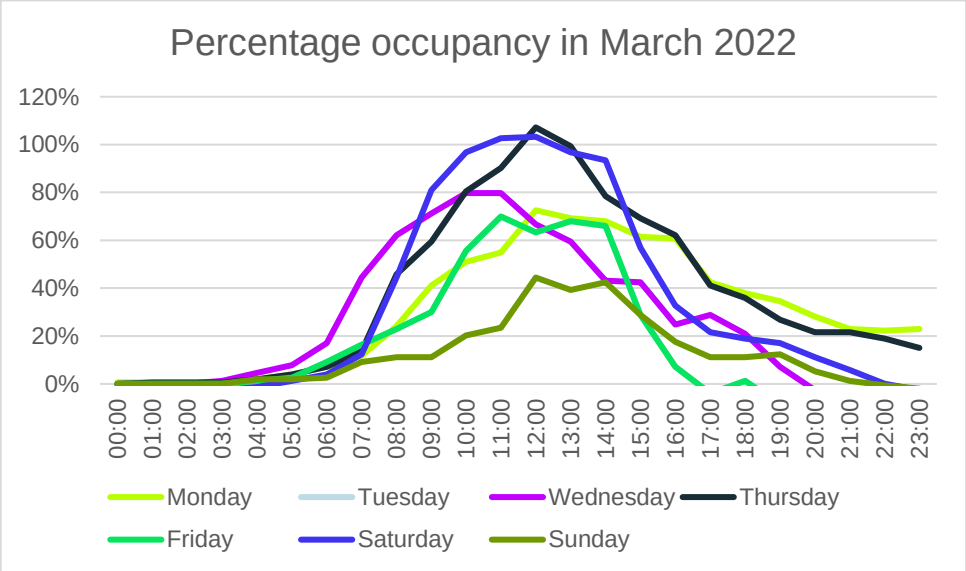
4.5.1 Maryport Street North

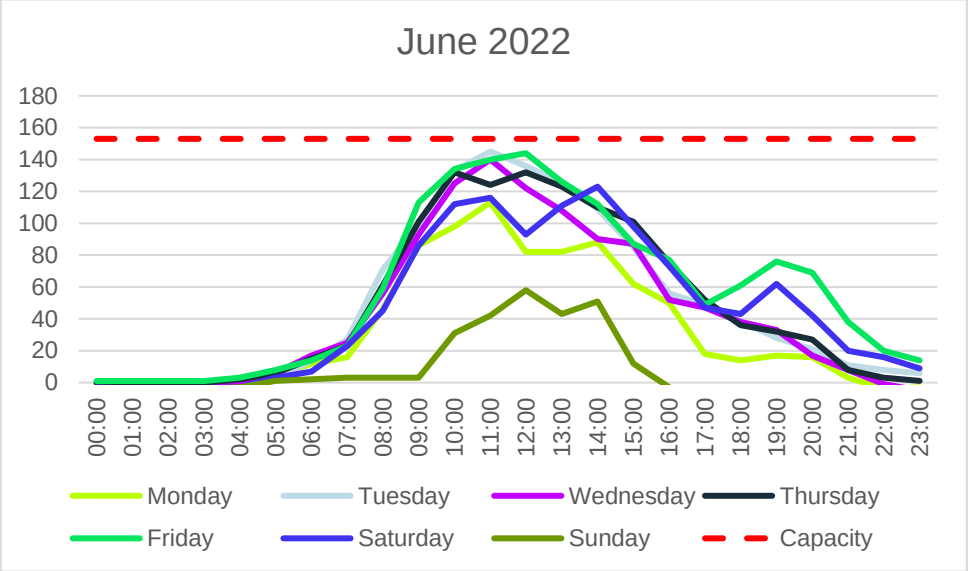
2022 Analysis

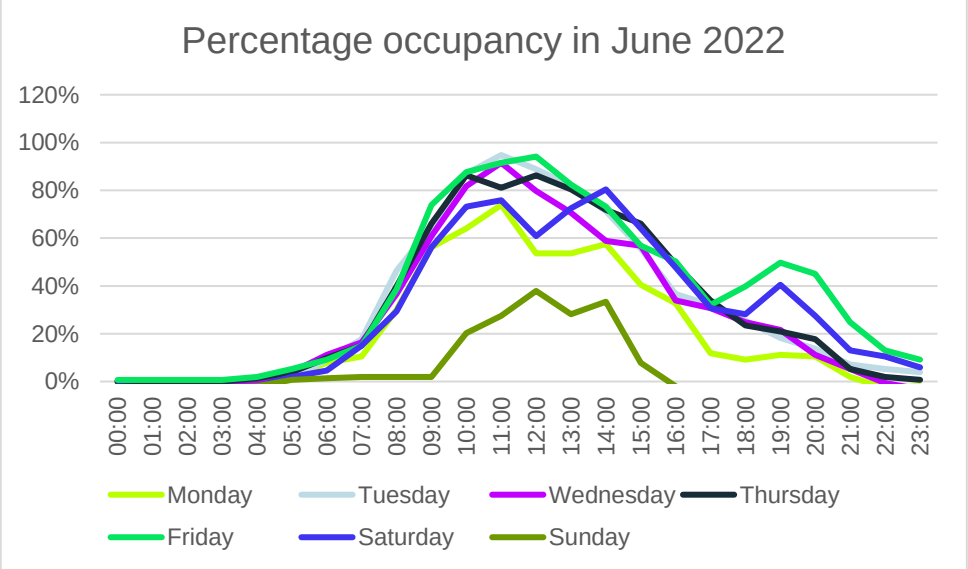




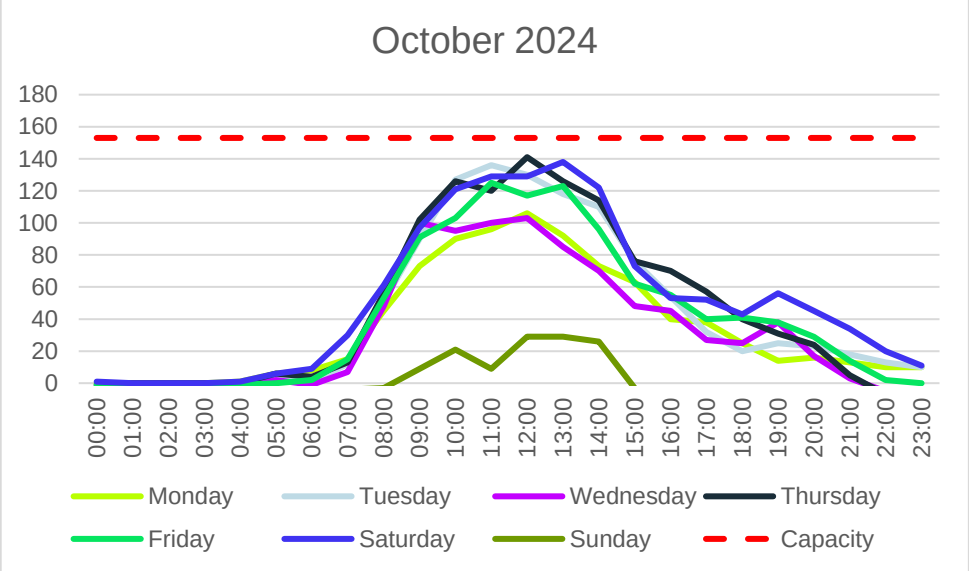

March 2022
180
160
140
120
100
80
60
40
20
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
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Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity

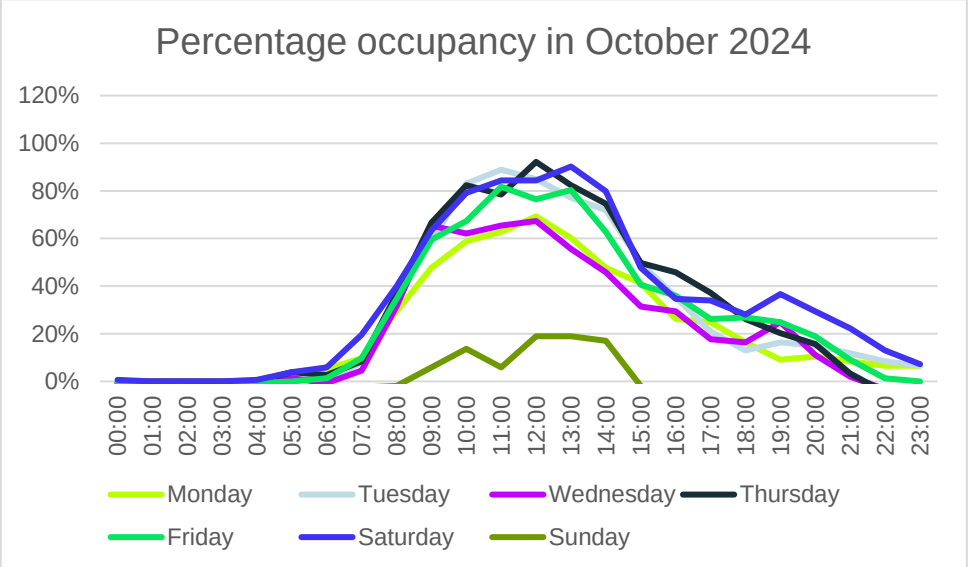

Percentage occupancy in March 2022
120%
100%
80%
60%
40%
20%
0%
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
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16:00
17:00
18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday


June 2022
180
160
140
120
100
80
60
40
20
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
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22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
120%
100%
80%
60%
40%
20%
0%
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
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Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

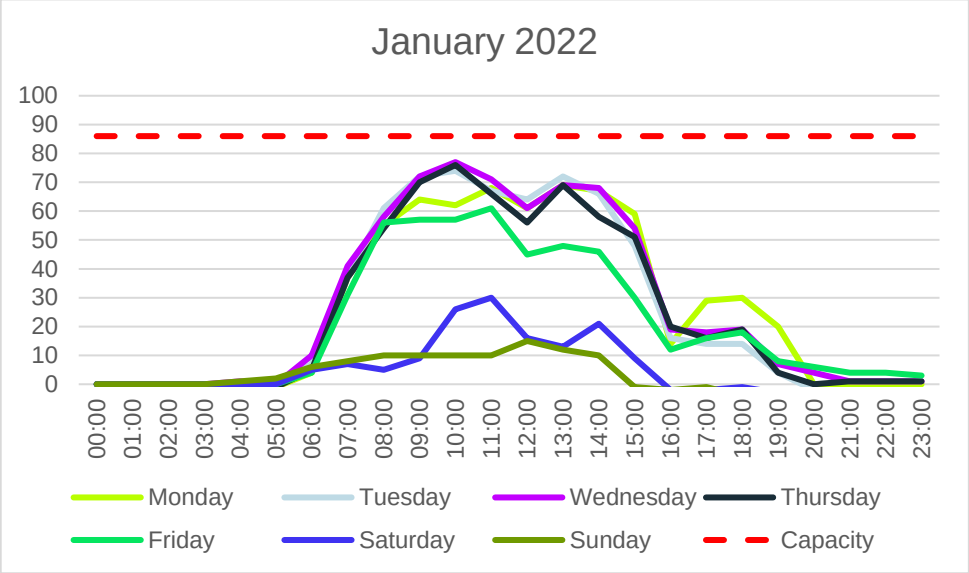
2024 Analysis

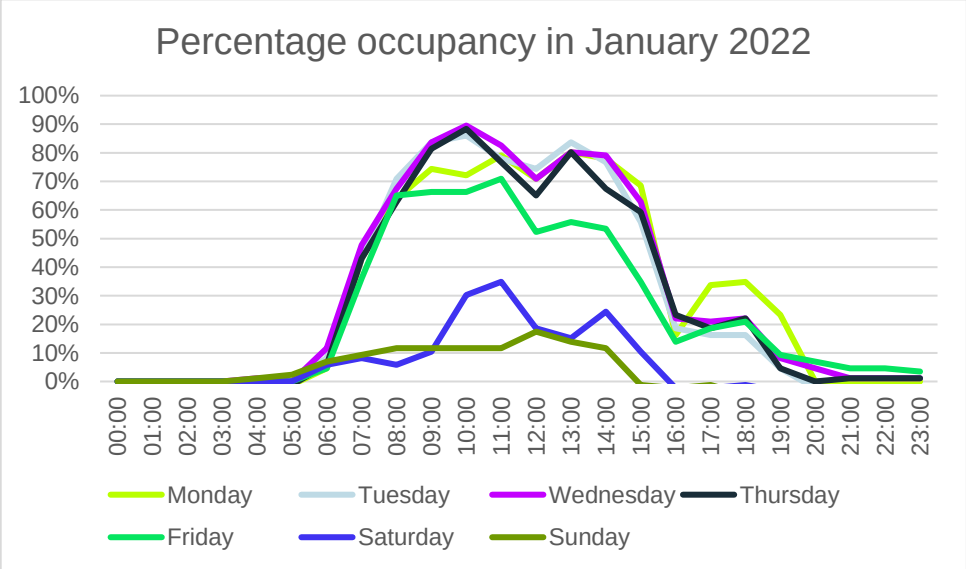


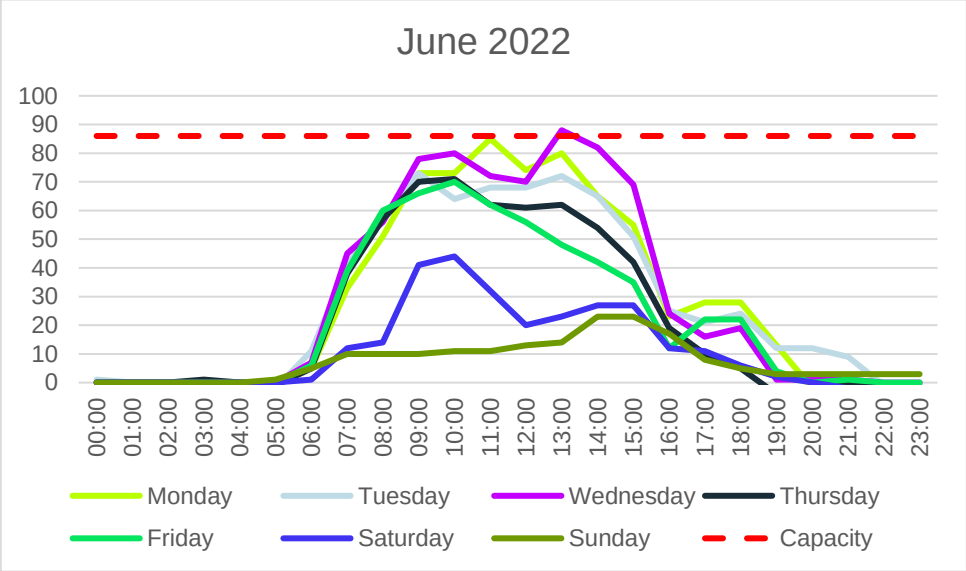


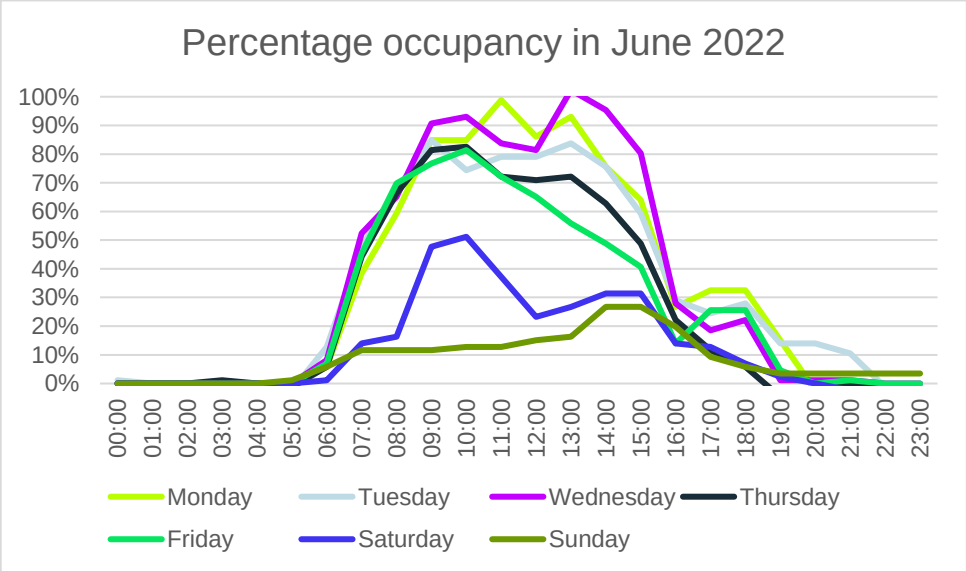
4.5.2 Maryport Street South

2022 Analysis

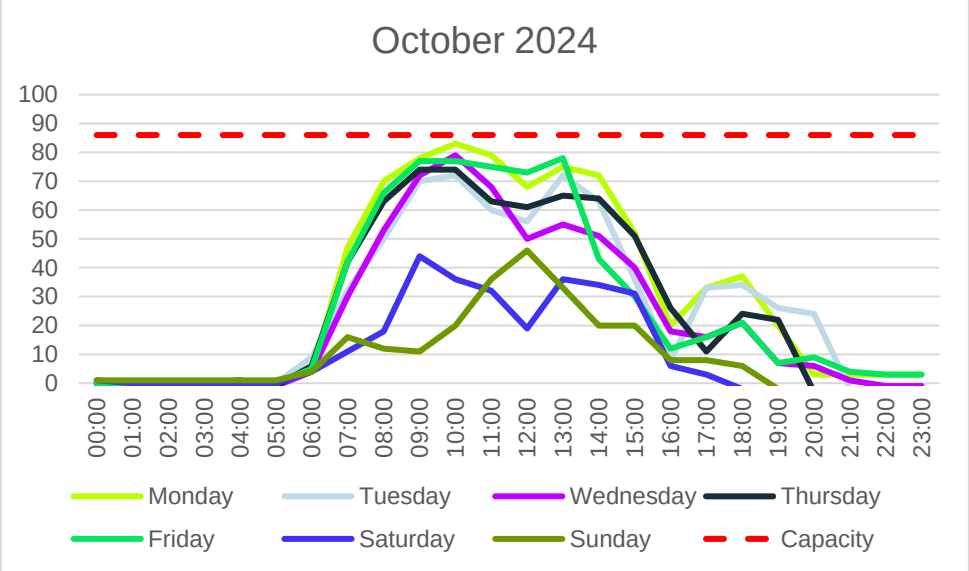


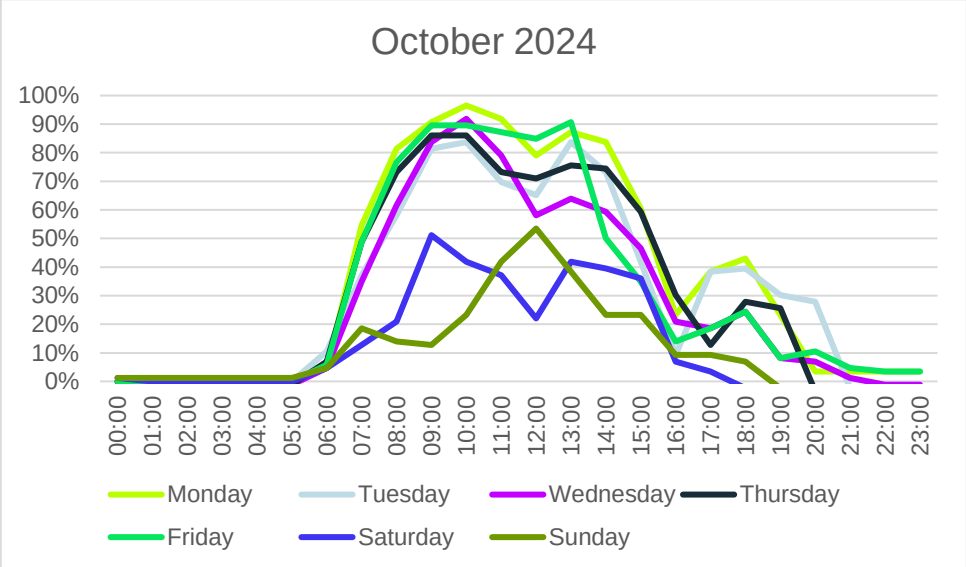



June 2022
100
90
80
70
60
50
40
30
20
10
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
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17:00
18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
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Monday
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Wednesday
Thursday
Friday
Saturday
Sunday

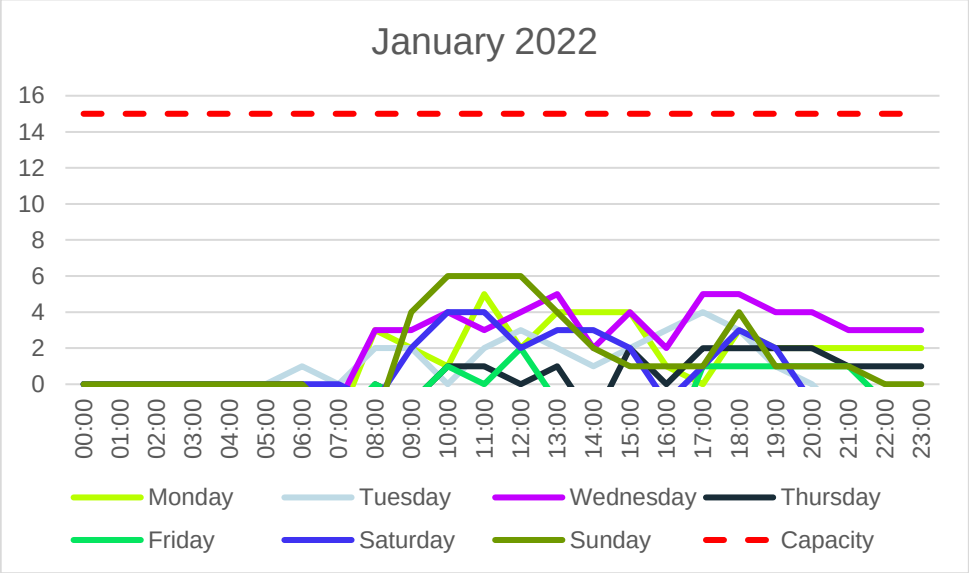
2024 Analysis

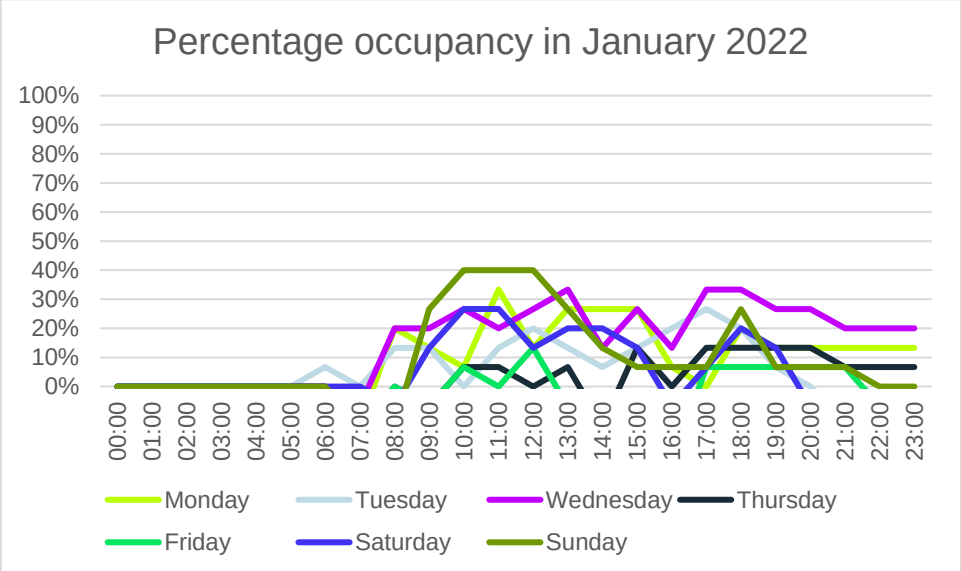


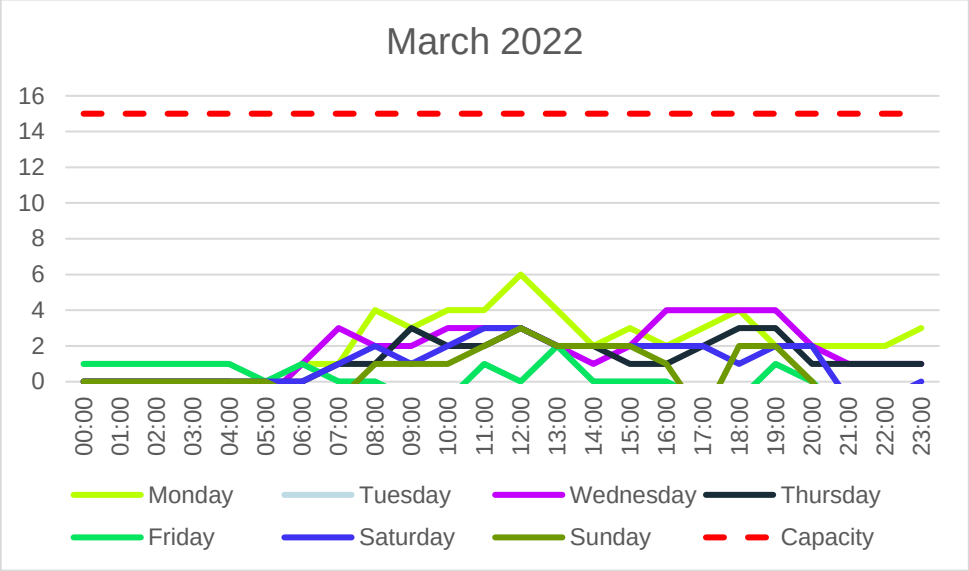


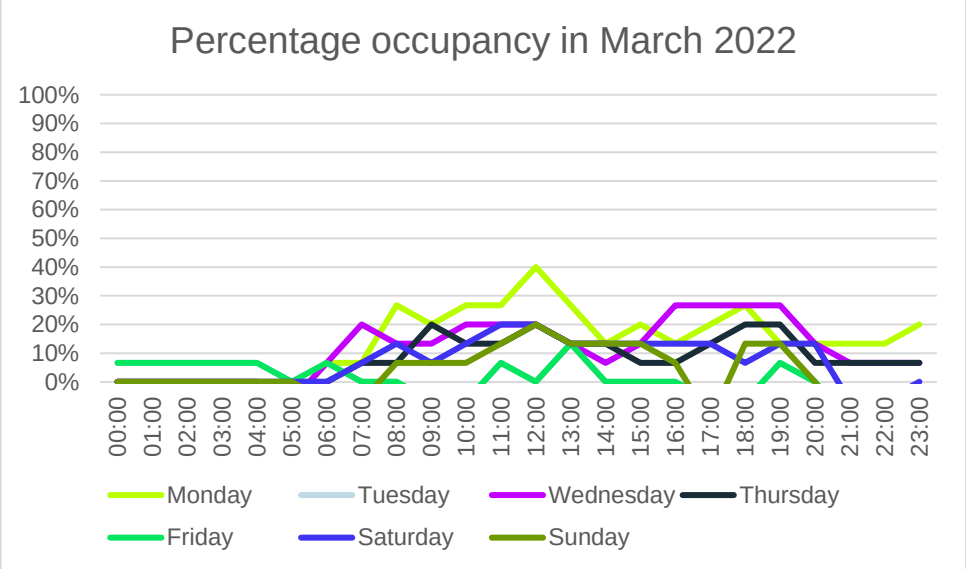
4.5.3 Twyn Square

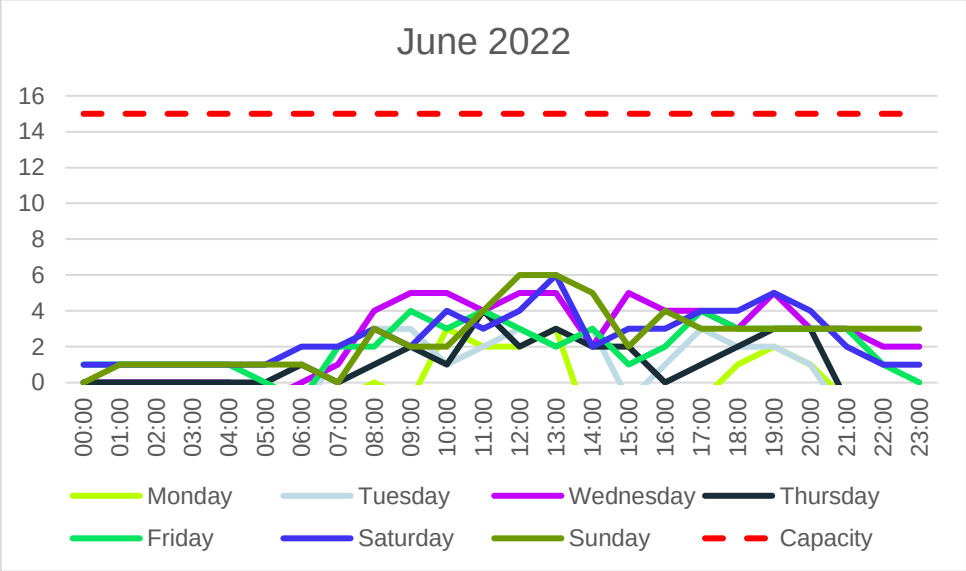
2022 Analysis

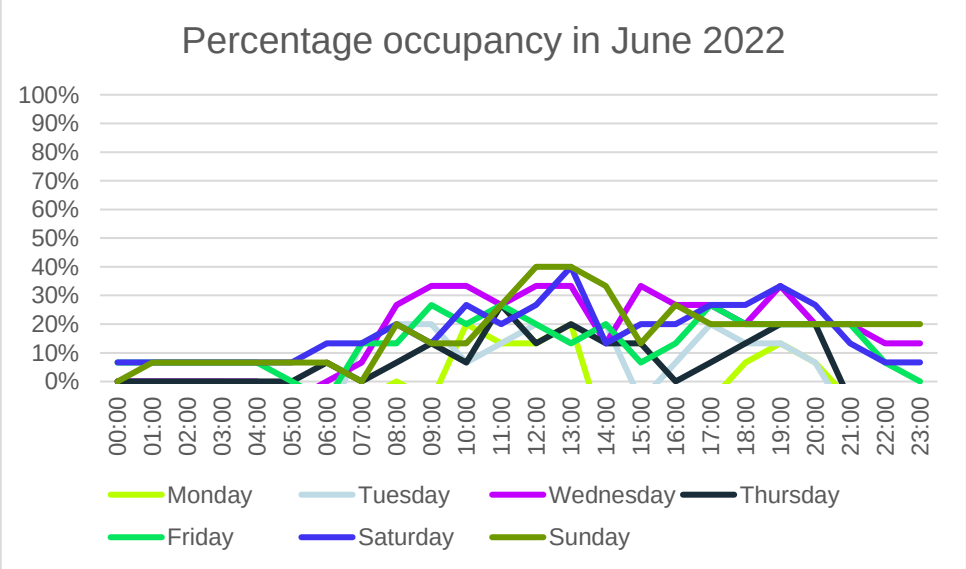




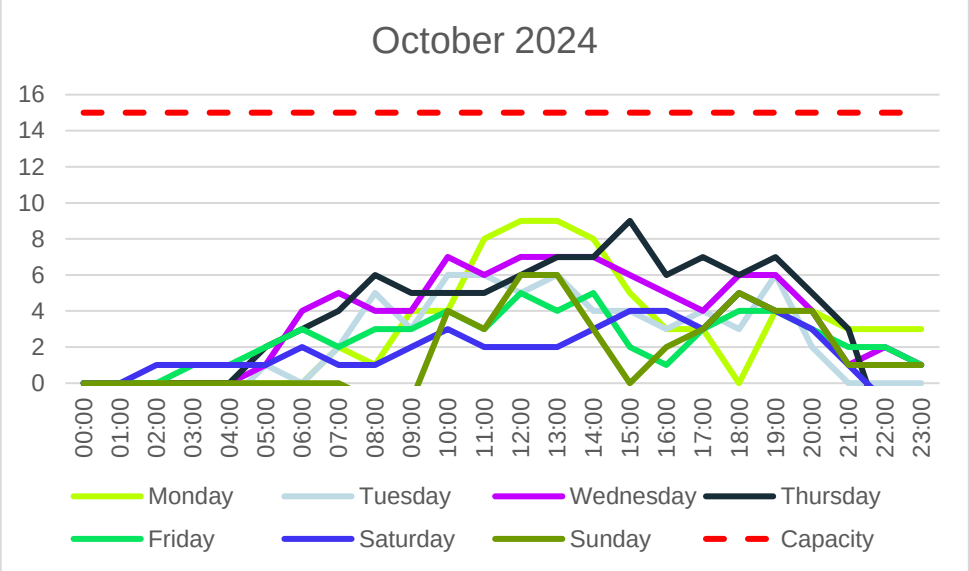

March 2022
16
14
12
10
8
6
4
2
0
00:00
01:00
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05:00
06:00
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Thursday
Friday
Saturday
Sunday
Capacity

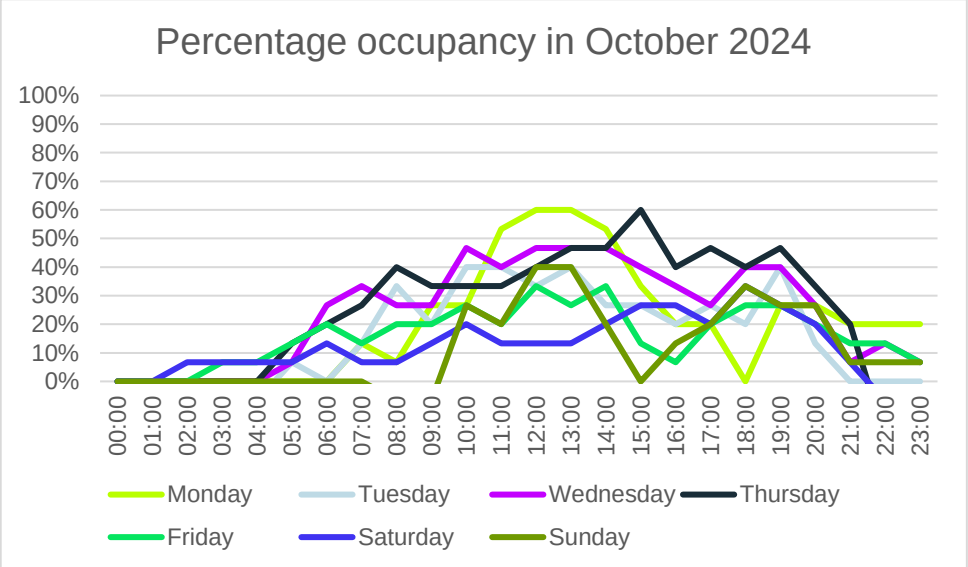

Percentage occupancy in March 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
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01:00
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18:00
19:00
20:00
21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday


June 2022
16
14
12
10
8
6
4
2
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
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21:00
22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity


Percentage occupancy in June 2022
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
00:00
01:00
02:00
03:00
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Monday
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Friday
Saturday
Sunday

2024 Analysis

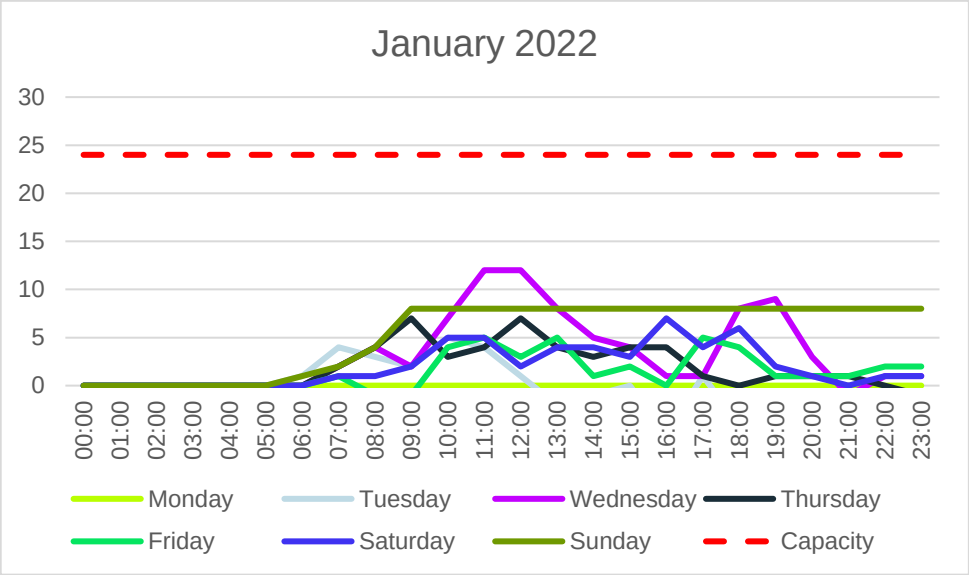


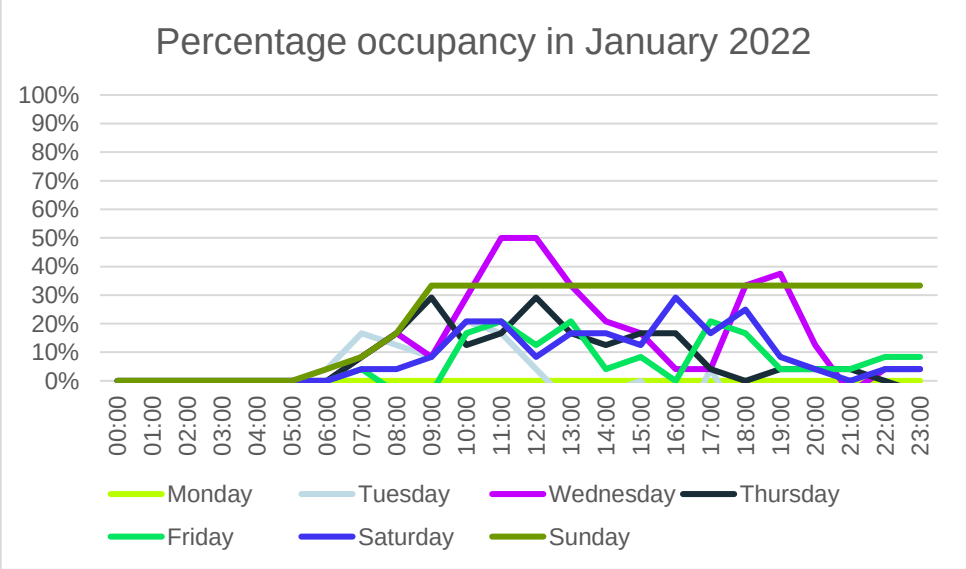


4.6 Gilwern

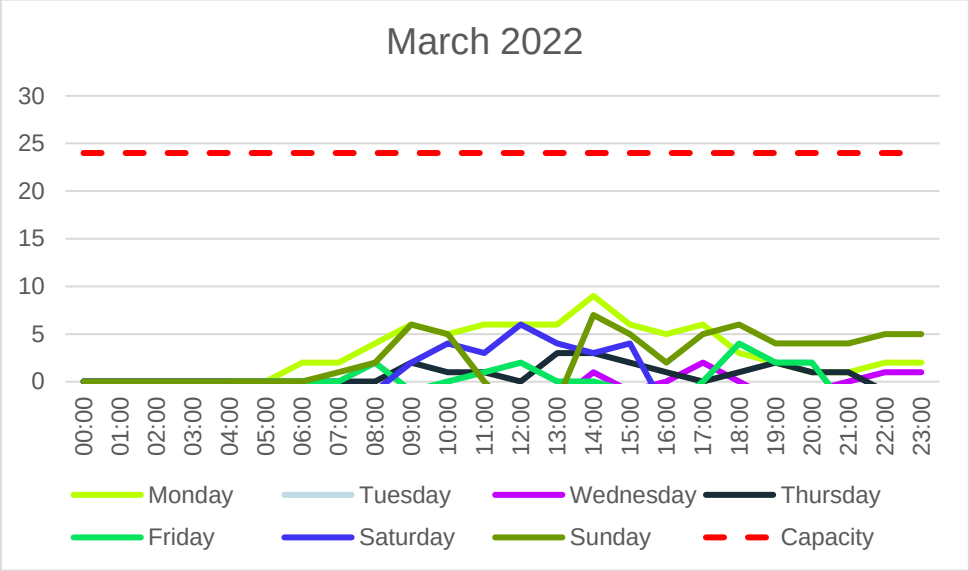
4.6.1 Main Road

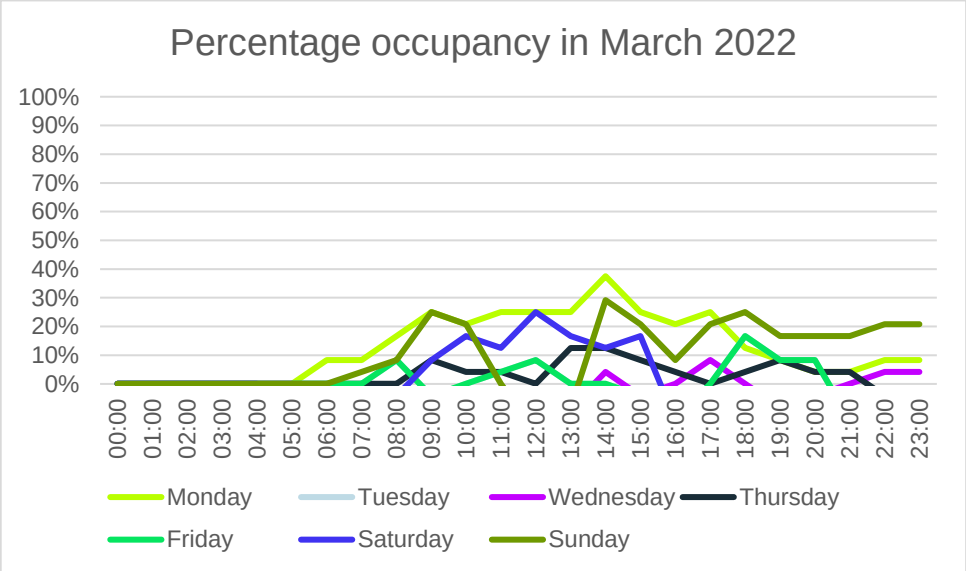
2022 Analysis[23]

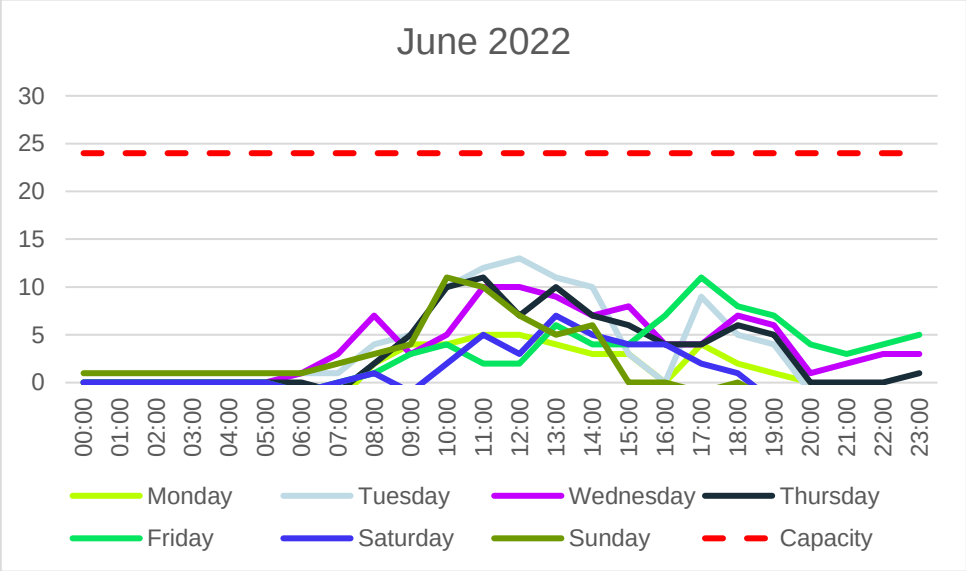


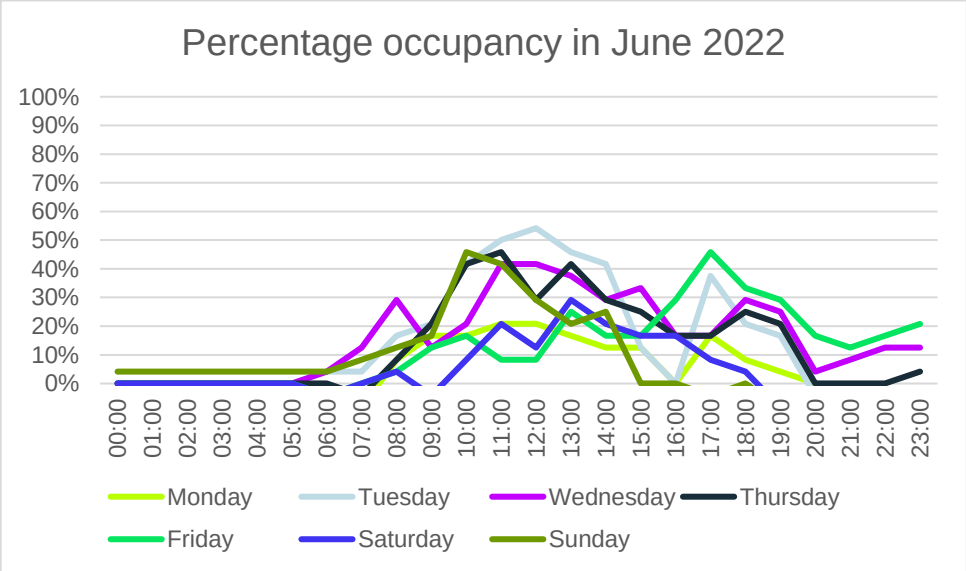


[23] Data collected in 2022 for Sunday of January identified to be incorrect.

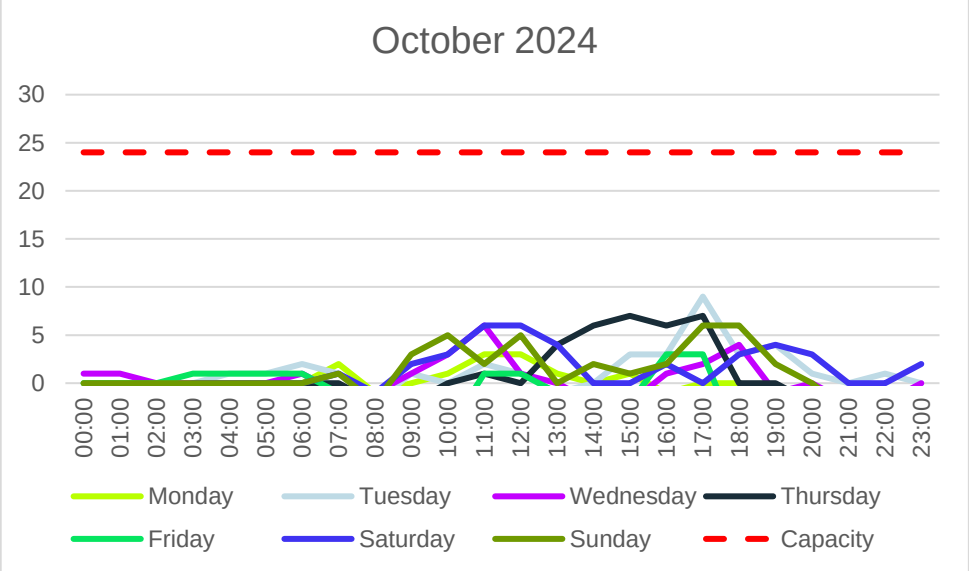

March 2022
30
25
20
15
10
5
0
00:00
01:00
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
10:00
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22:00
23:00
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Capacity

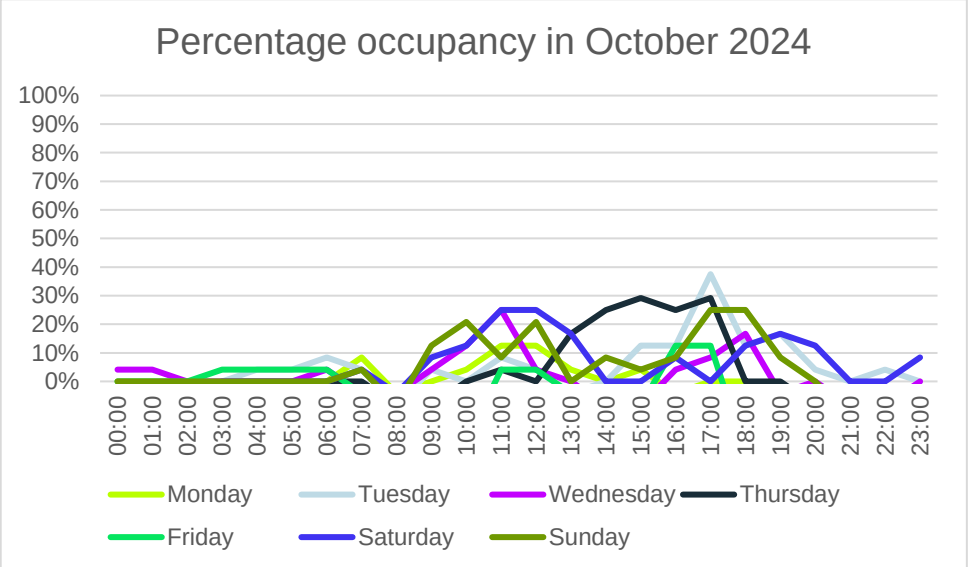

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2024 Analysis

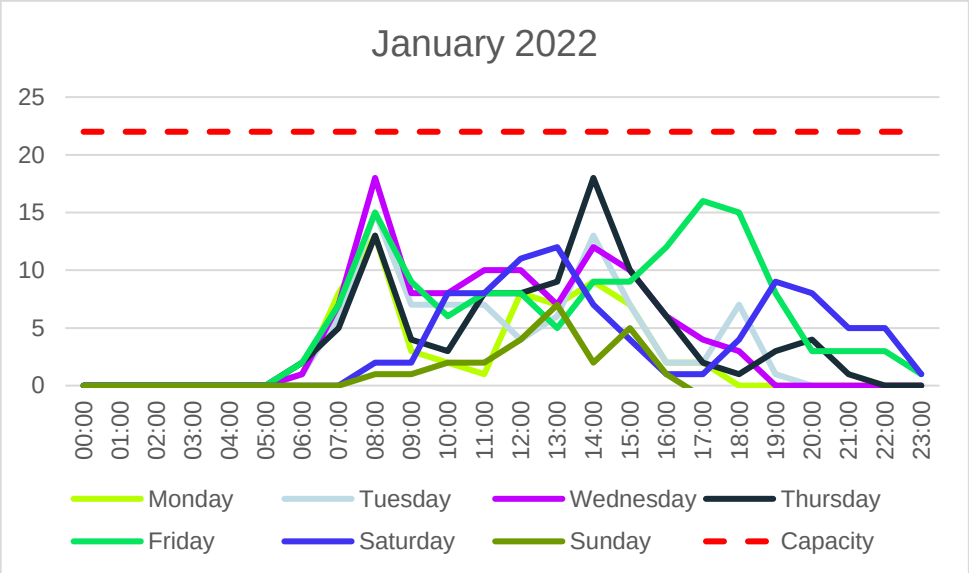


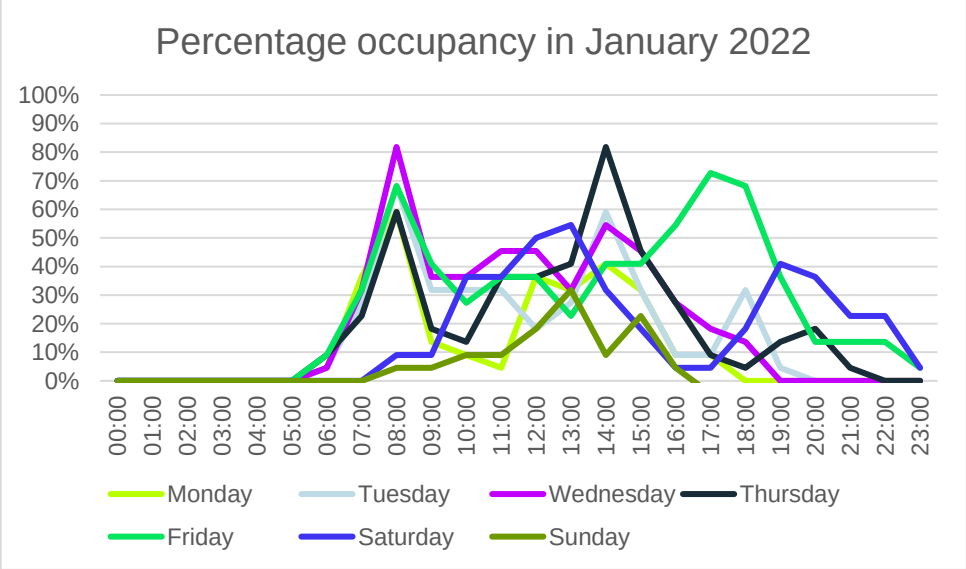


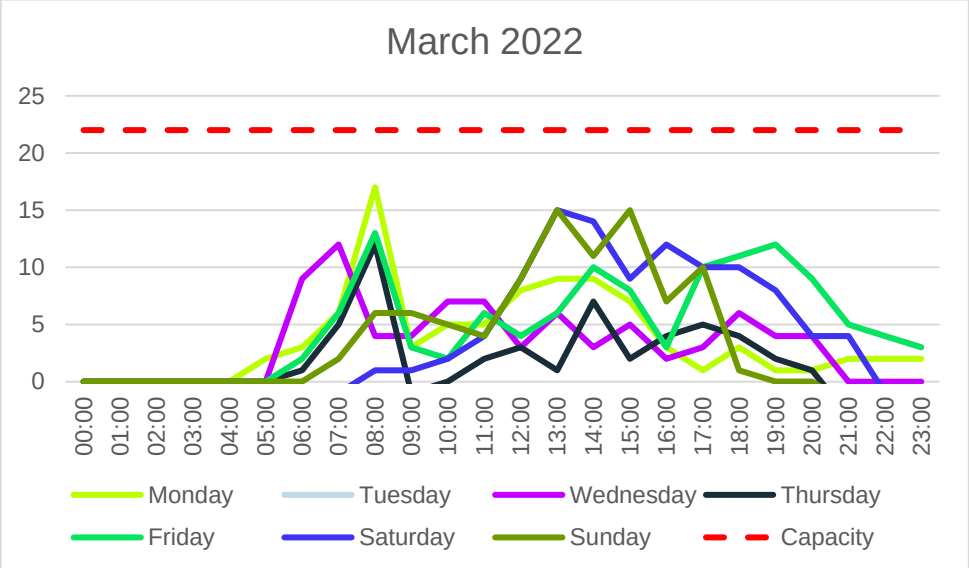
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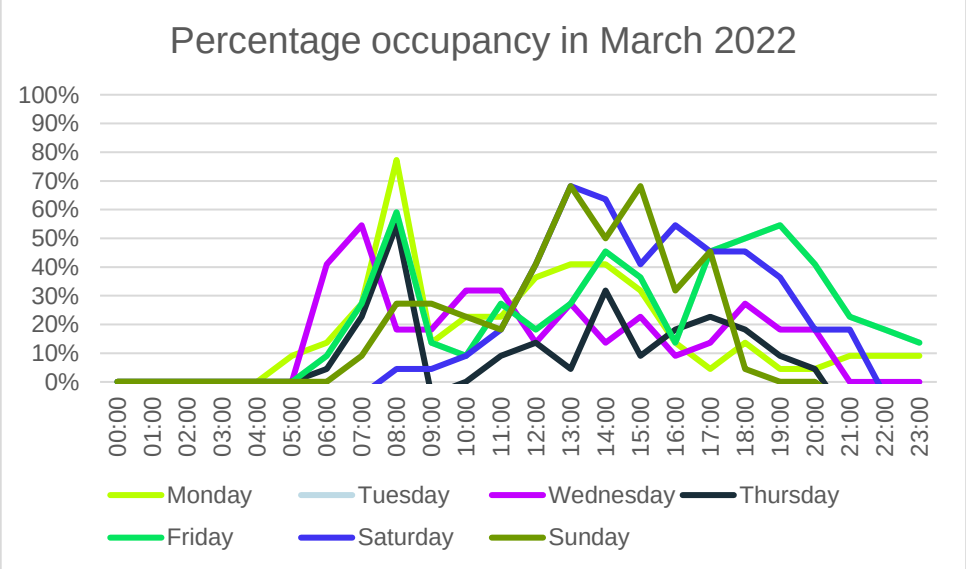
4.7.1 Goytre Village

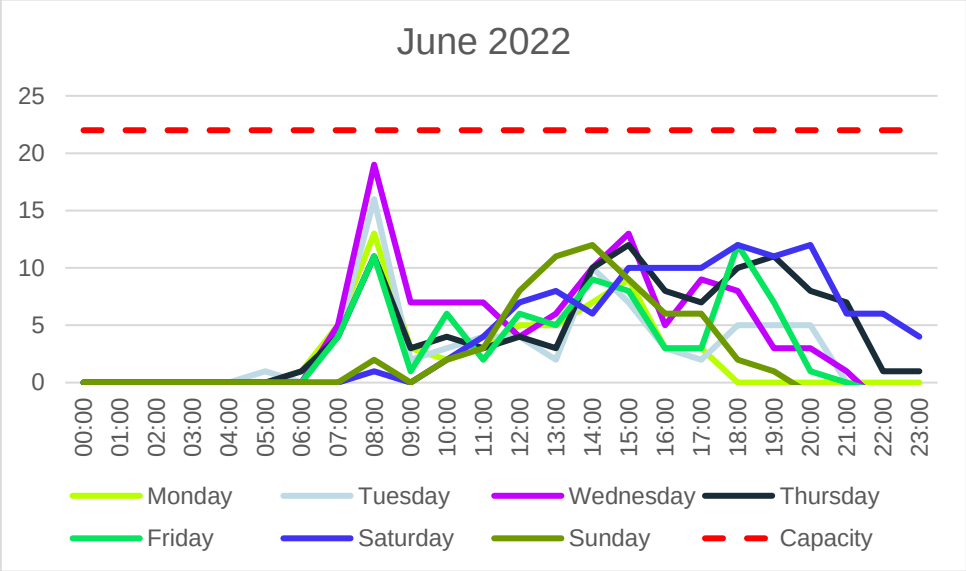
2022 Analysis

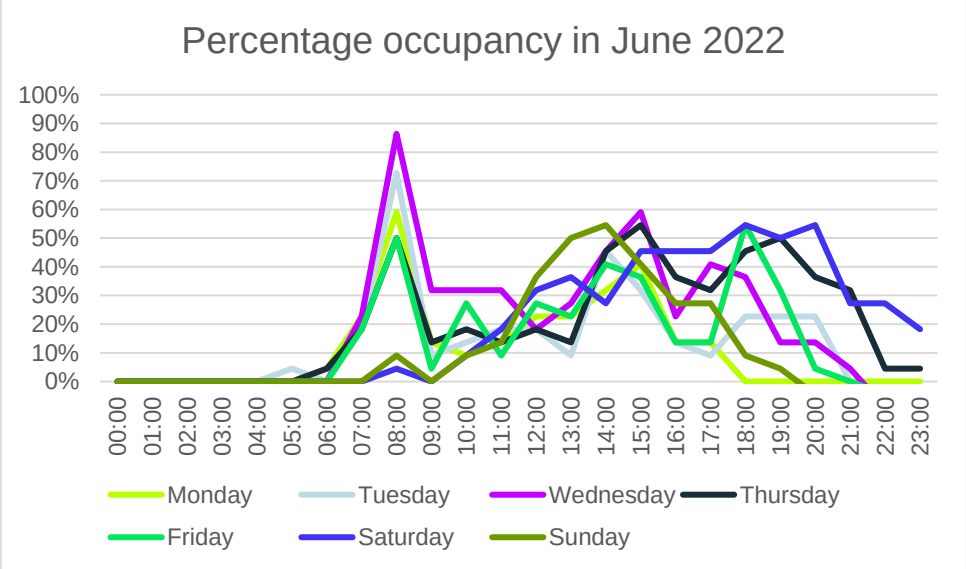




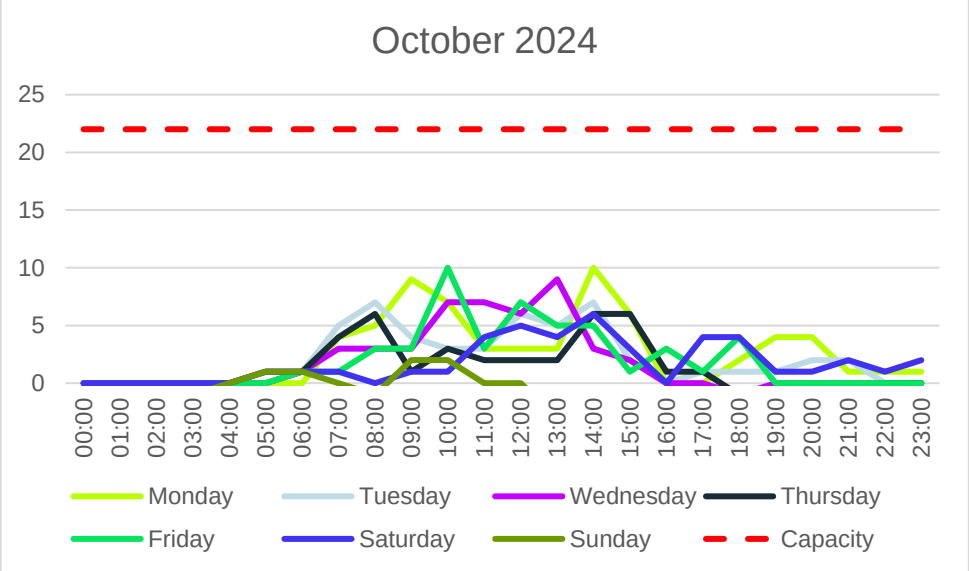

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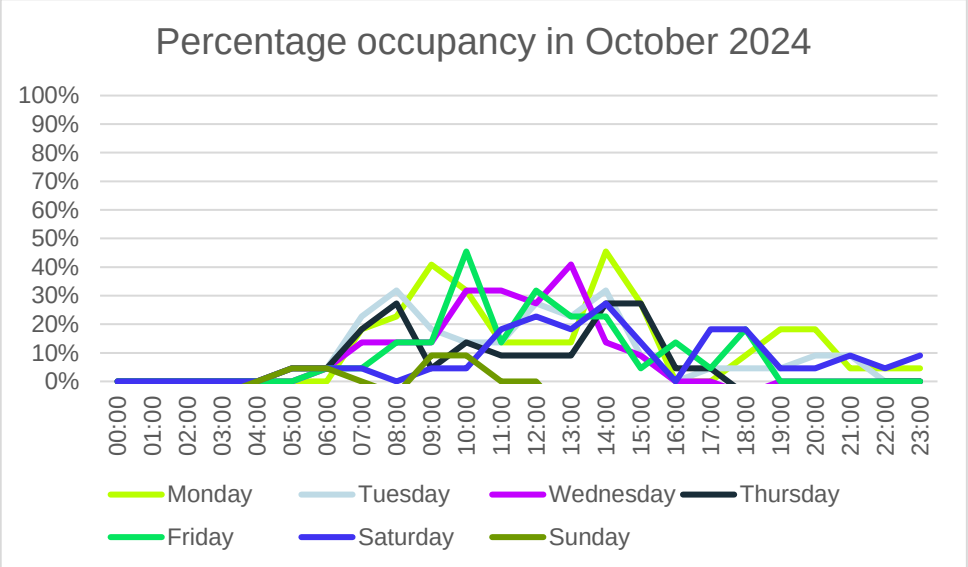

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2024 Analysis

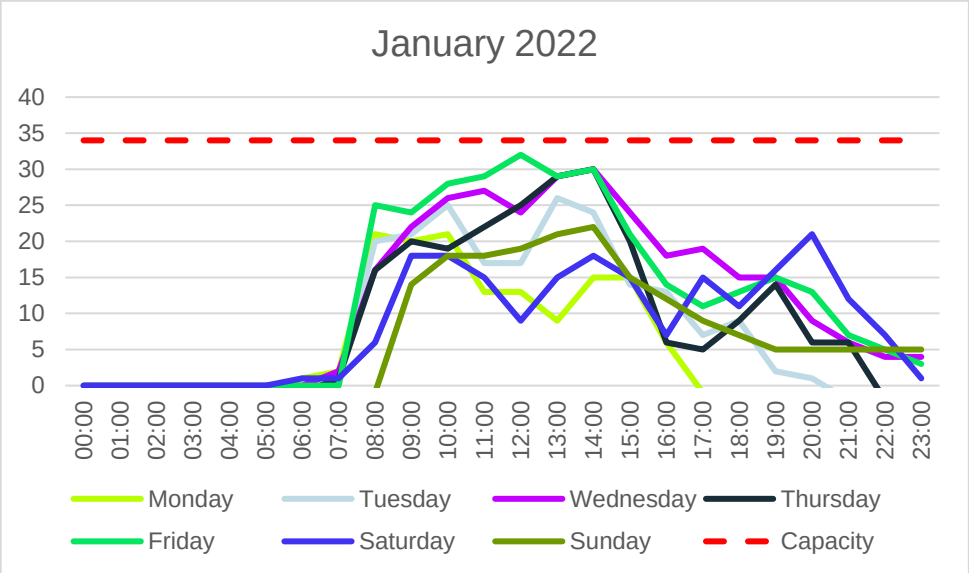


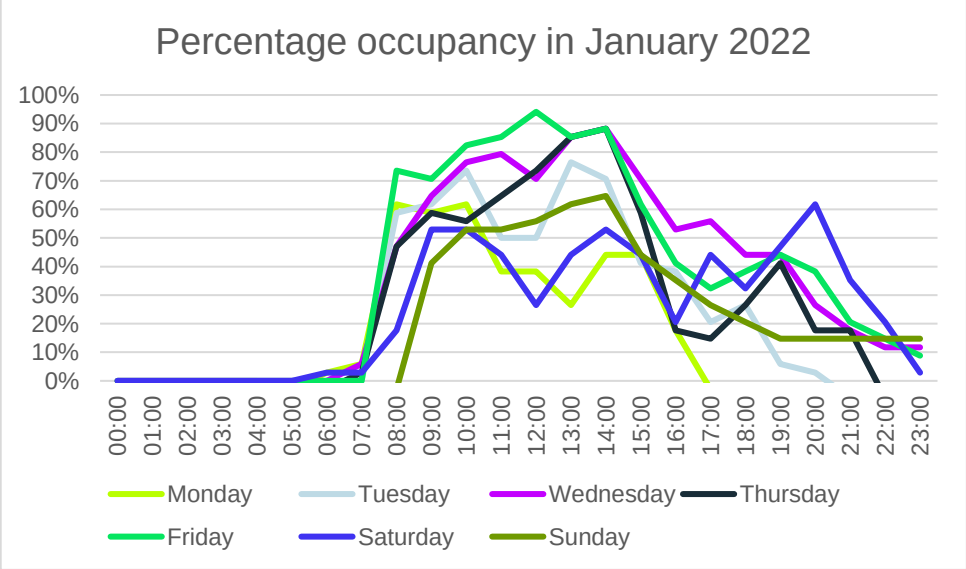


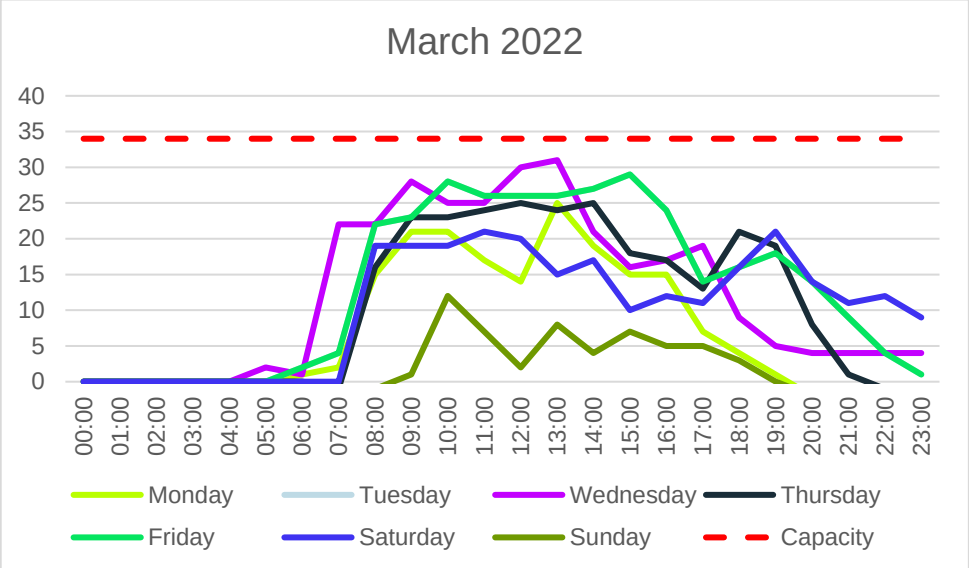
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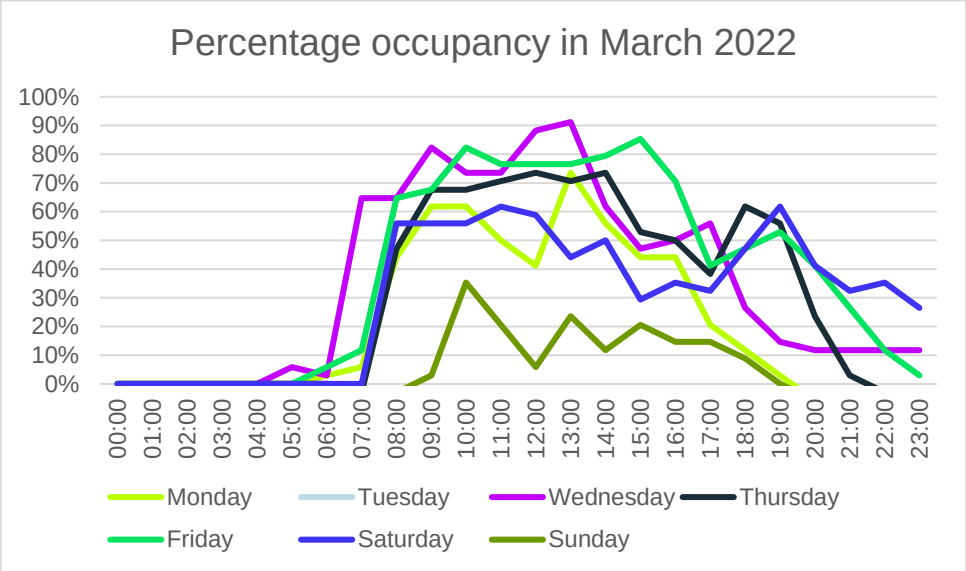
4.8.1 Magor Square

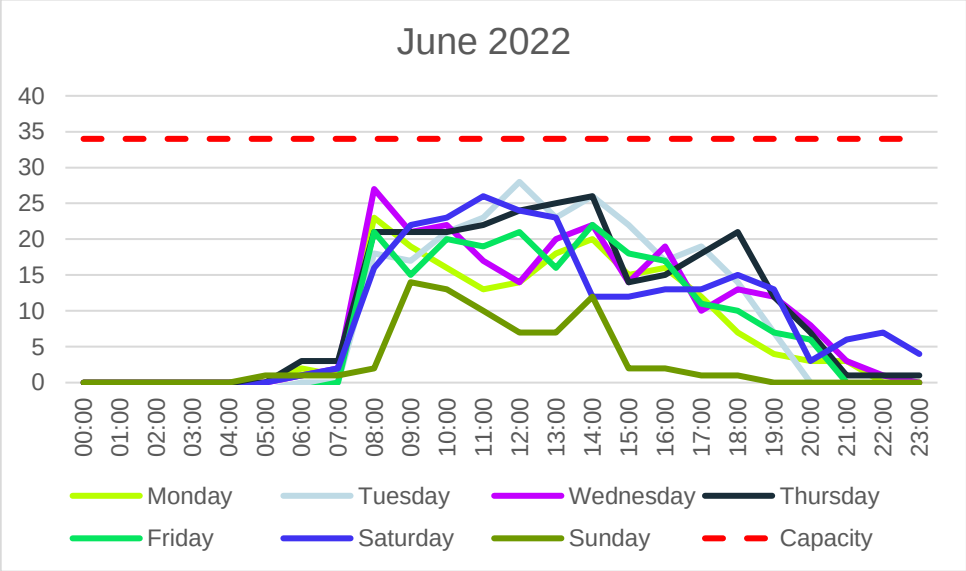
2022 Analysis

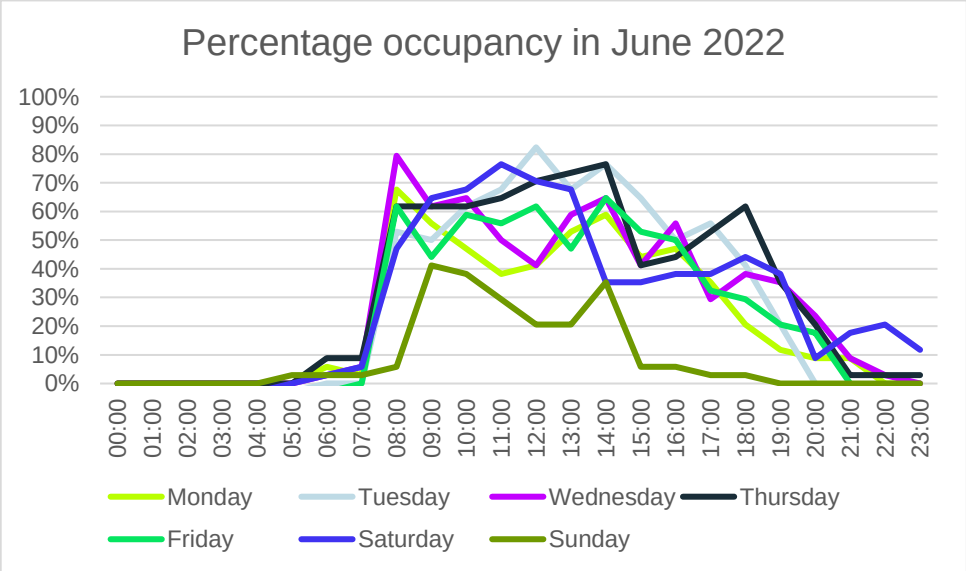




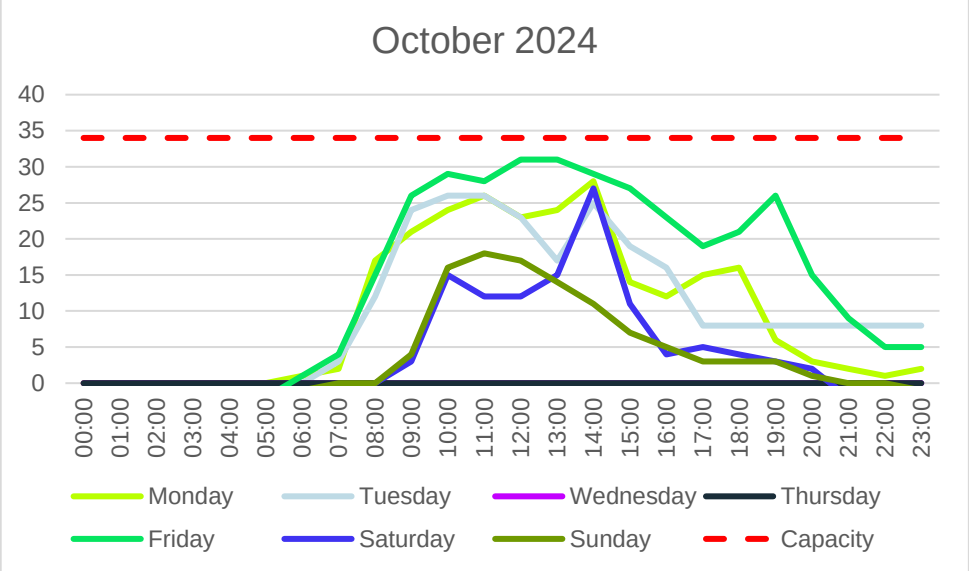

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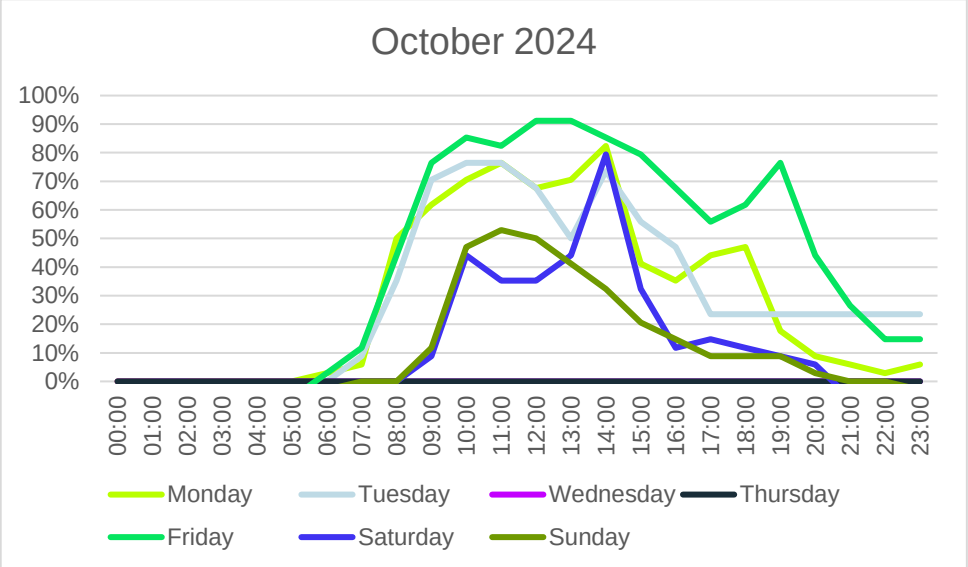

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Percentage occupancy in June 2022
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2024 Analysis[24]

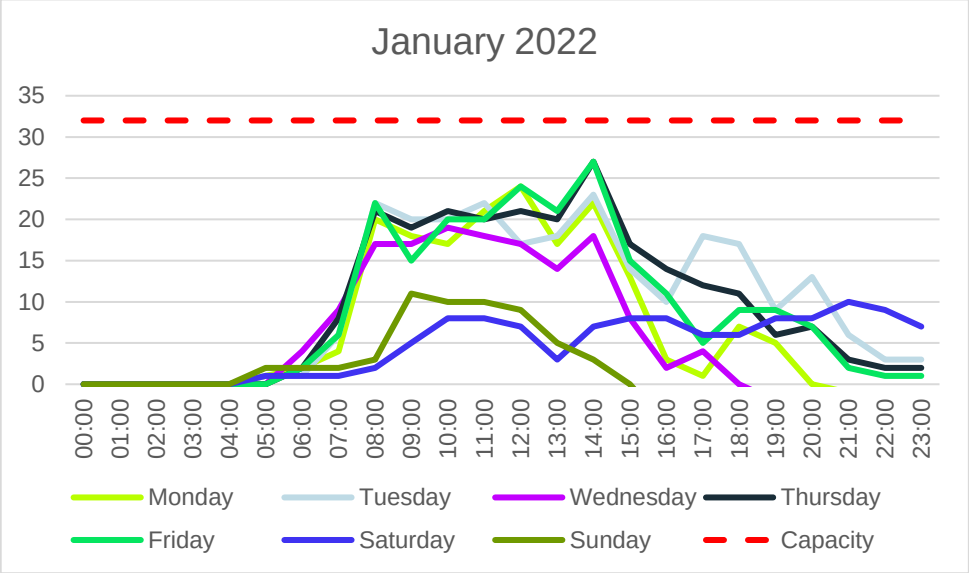


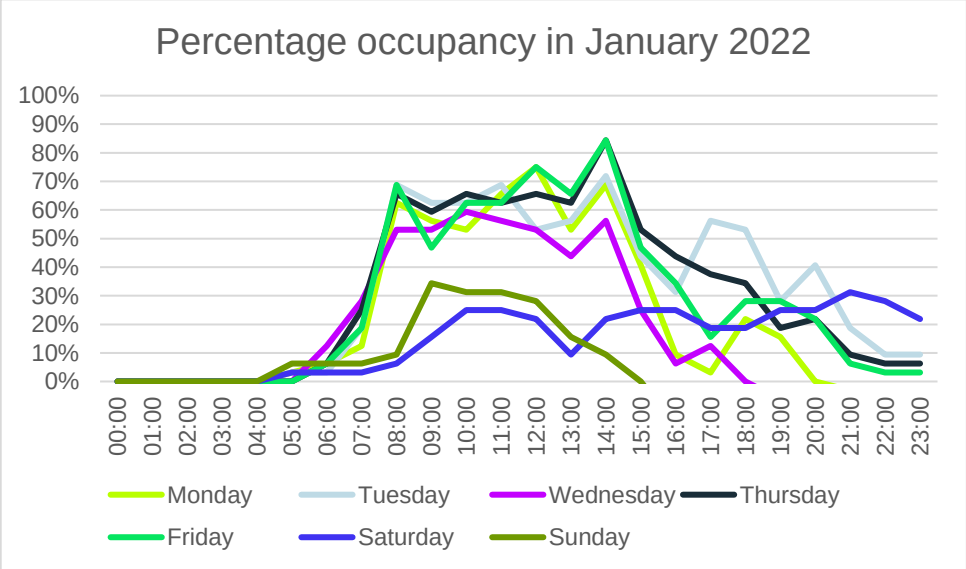


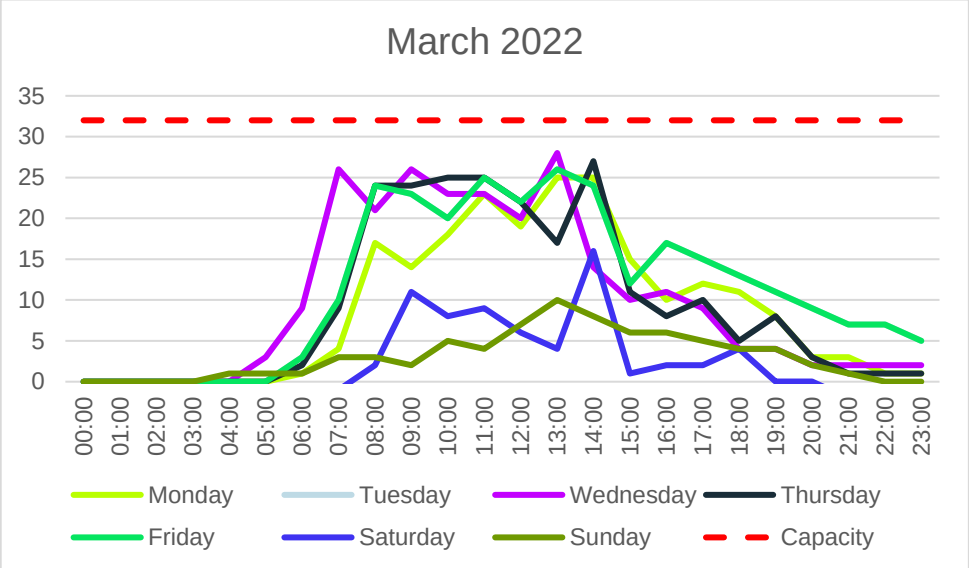
[24] Data surveyed in 2024 for Wednesday and Thursday was missing.

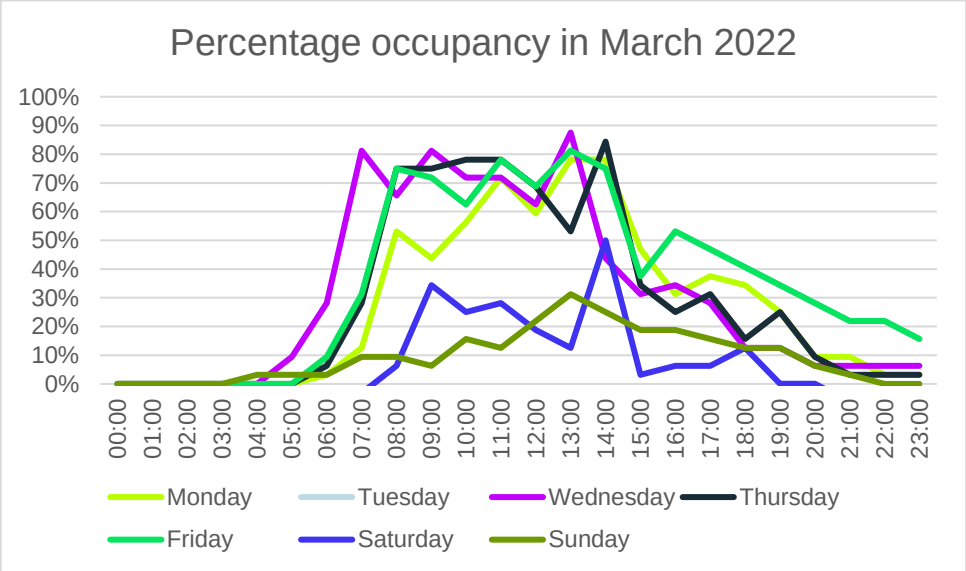
4.8.2 Sycamore Terrace

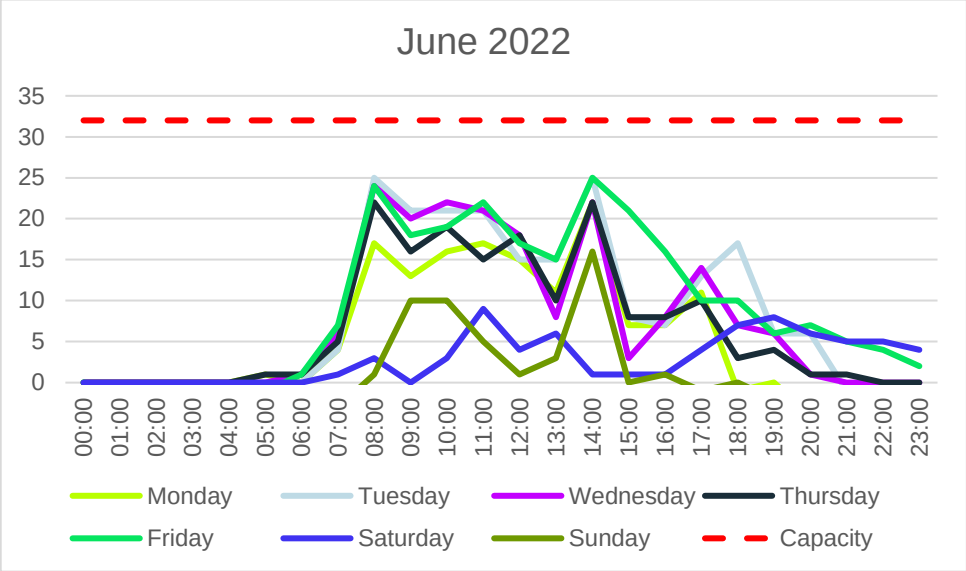
2022 Analysis

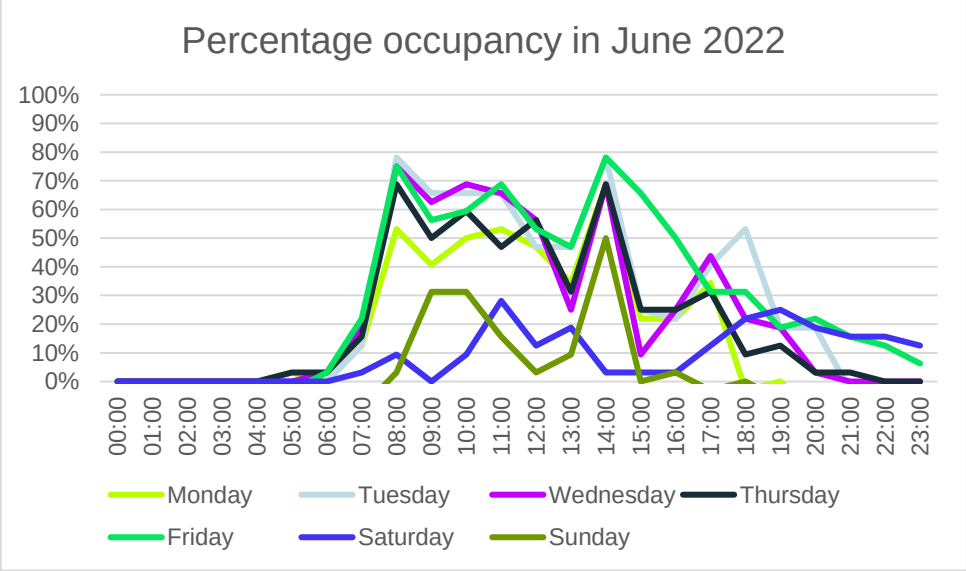




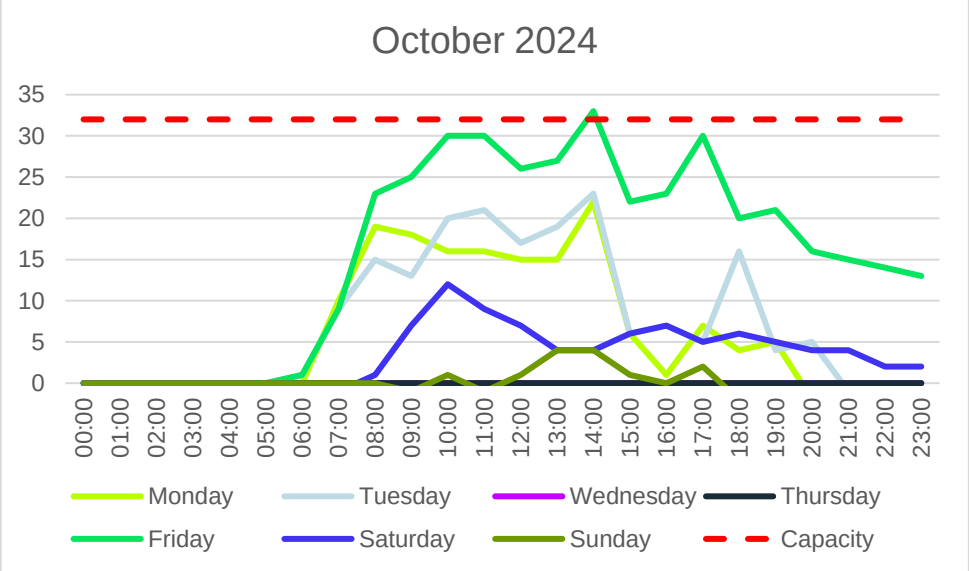

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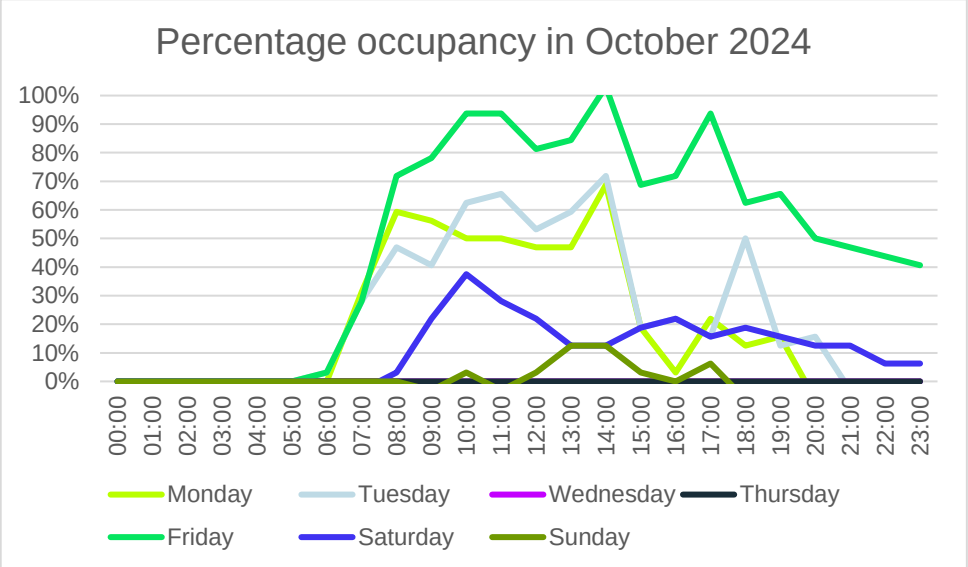

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2024 Analysis[25]

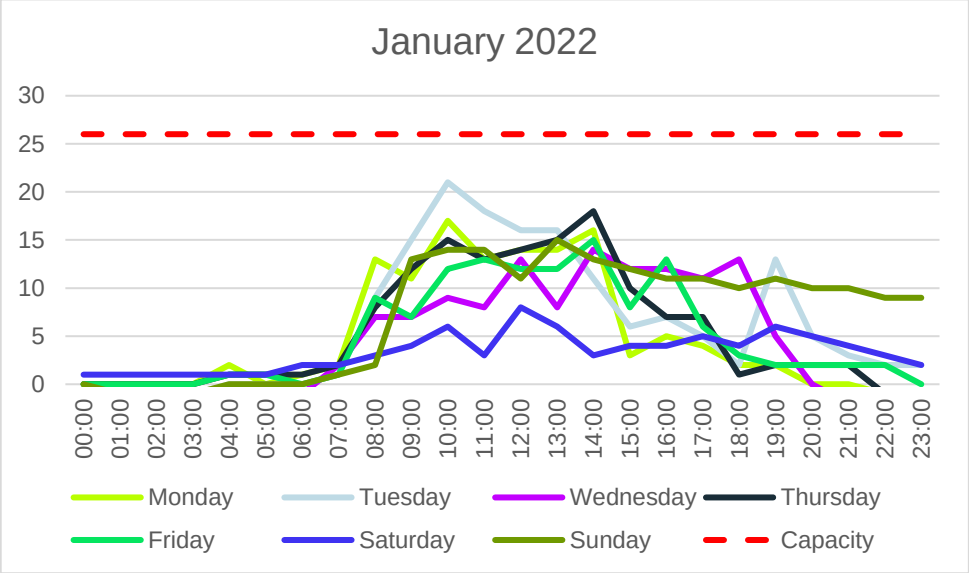


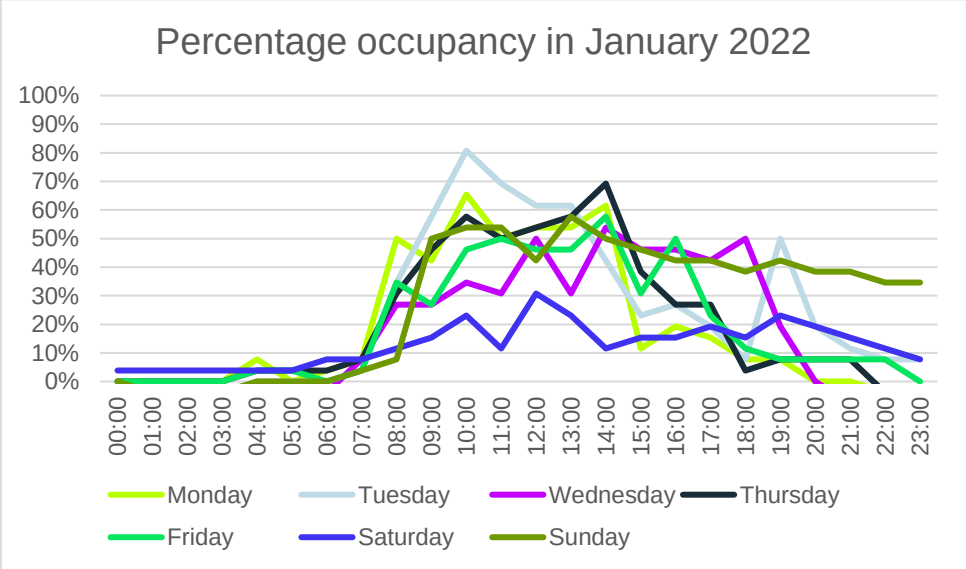


[25] Data collected in 2024 for Wednesday and Thursday was missing.

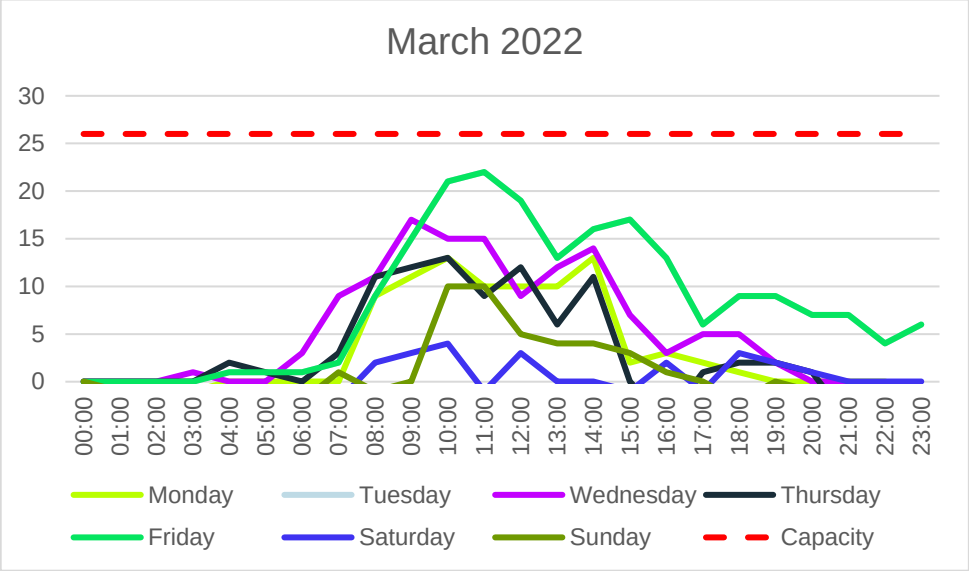
4.8.3 Withy Close

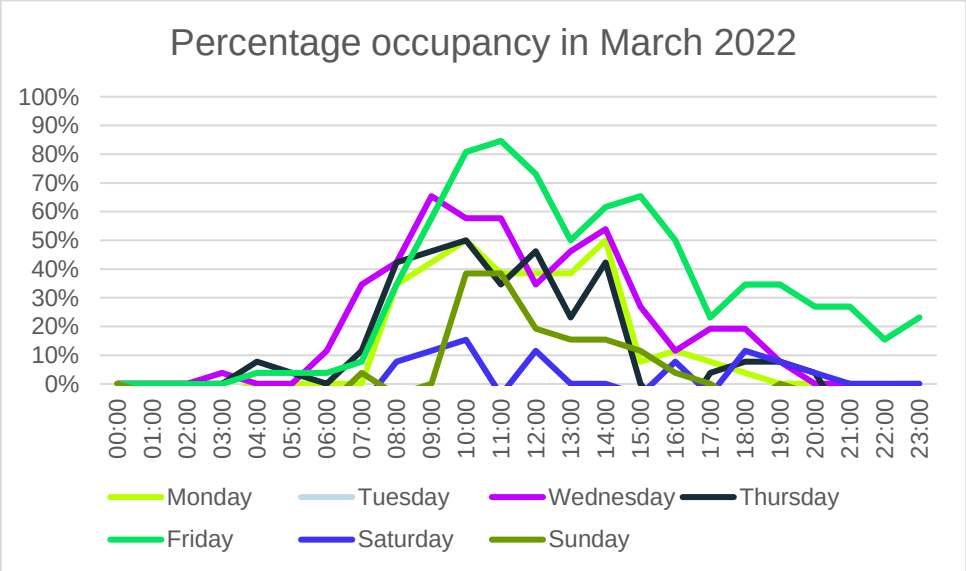
2022 Analysis[26]

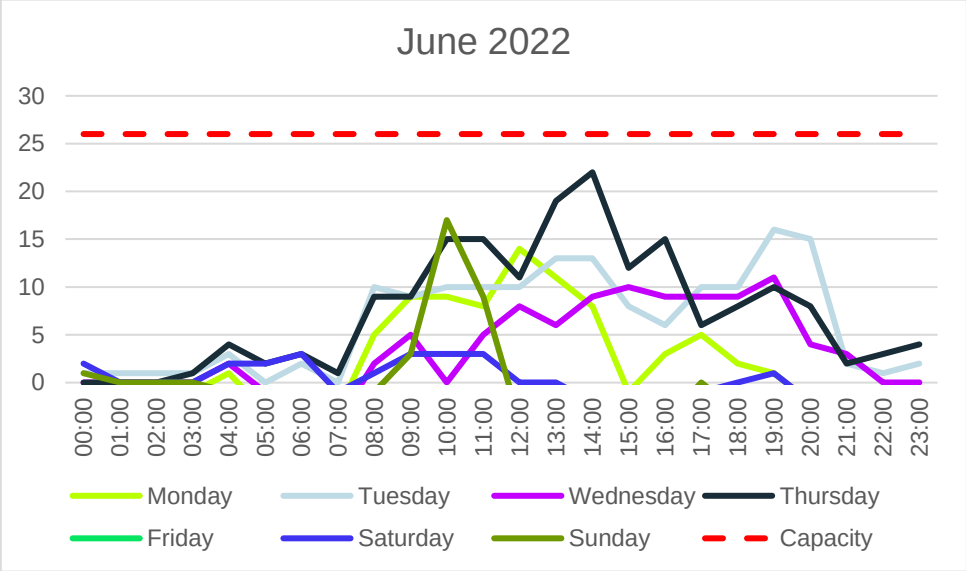


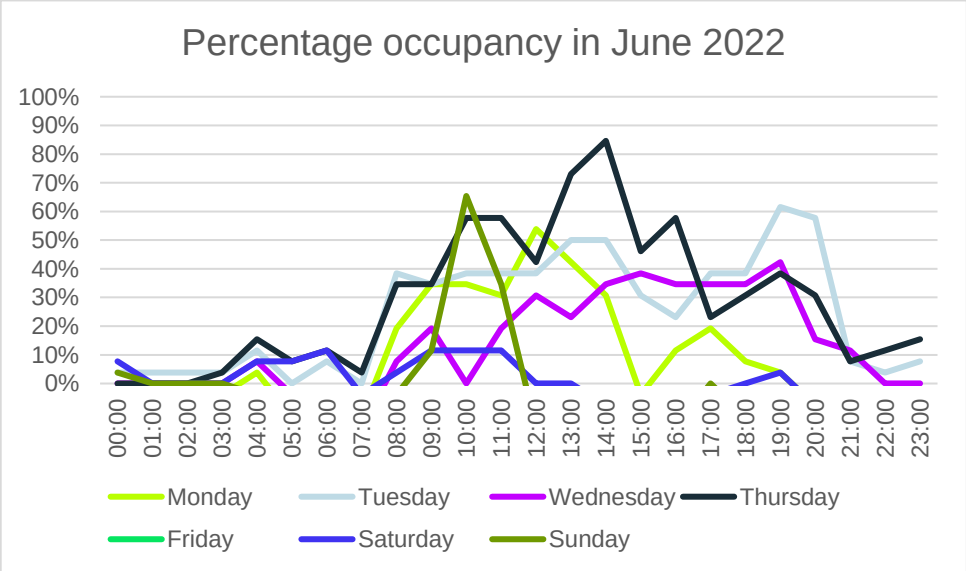


[26] June data for 2022 was identified as incorrect and has therefore been removed from the graph.

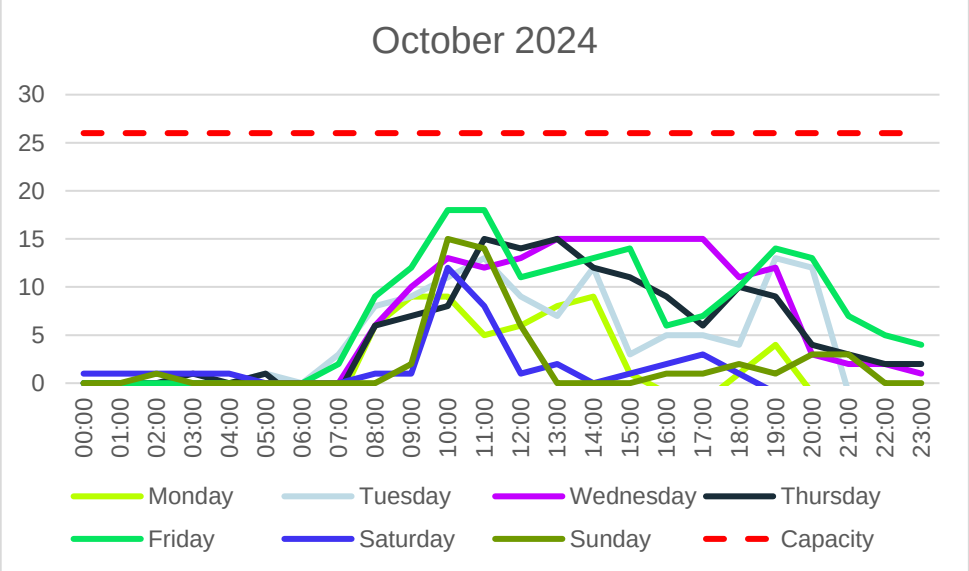

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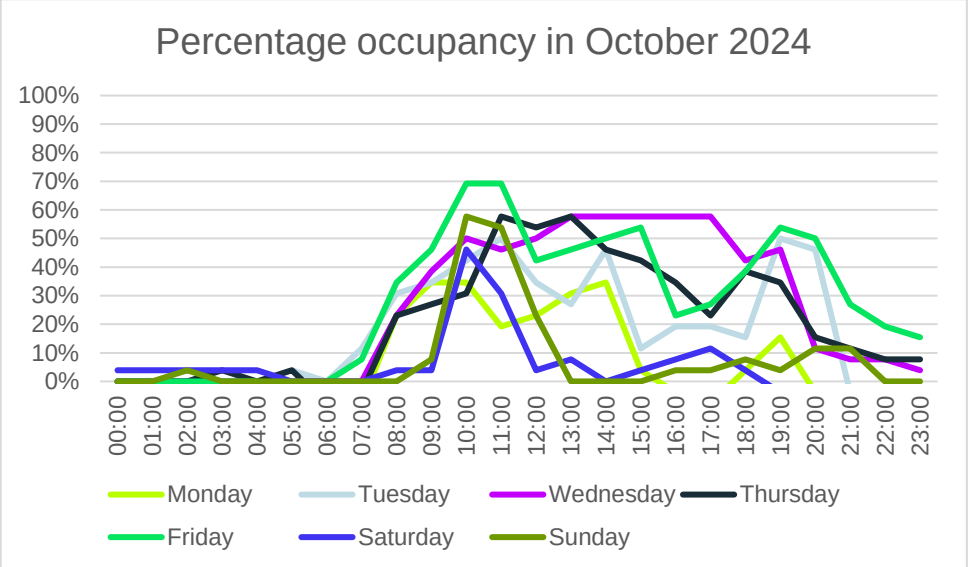

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2024 Analysis

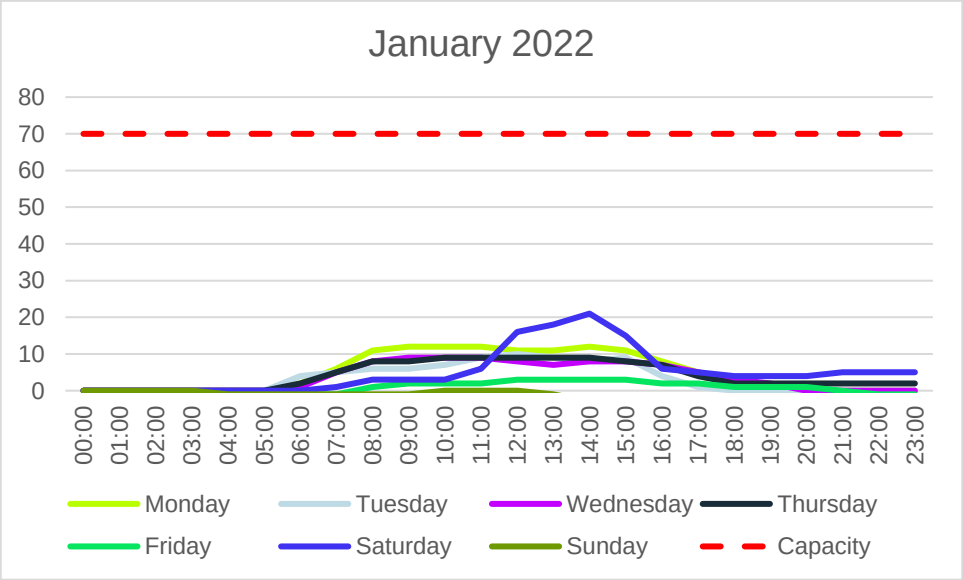


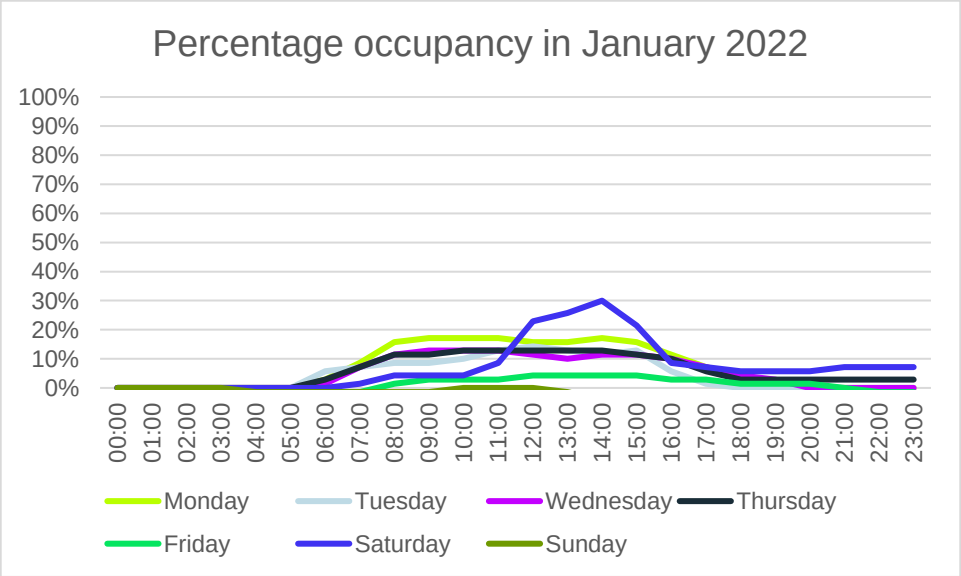


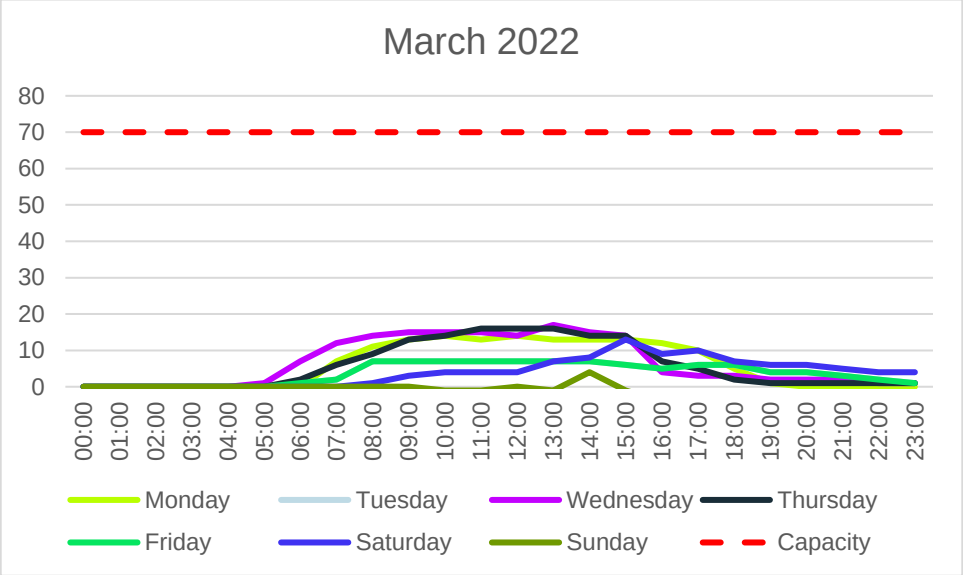
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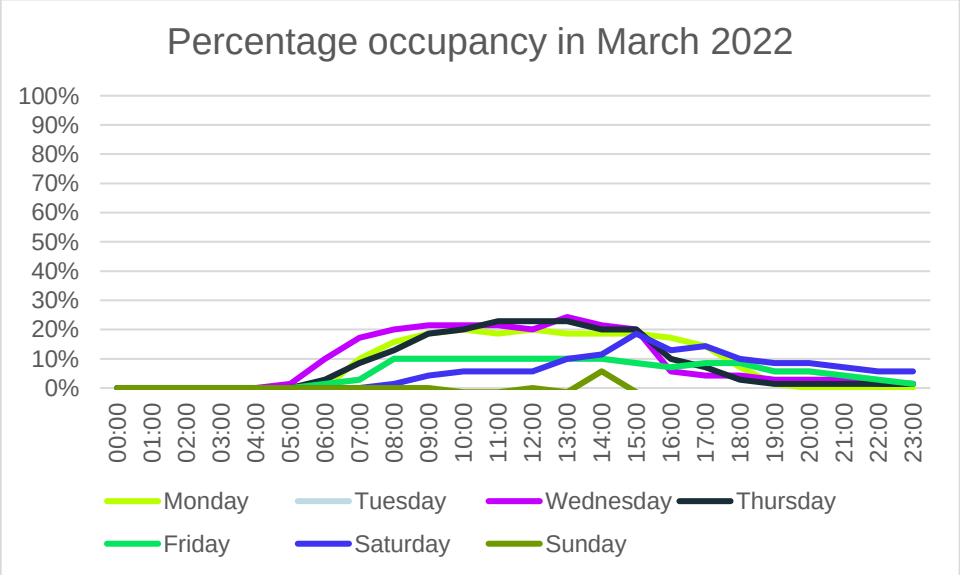
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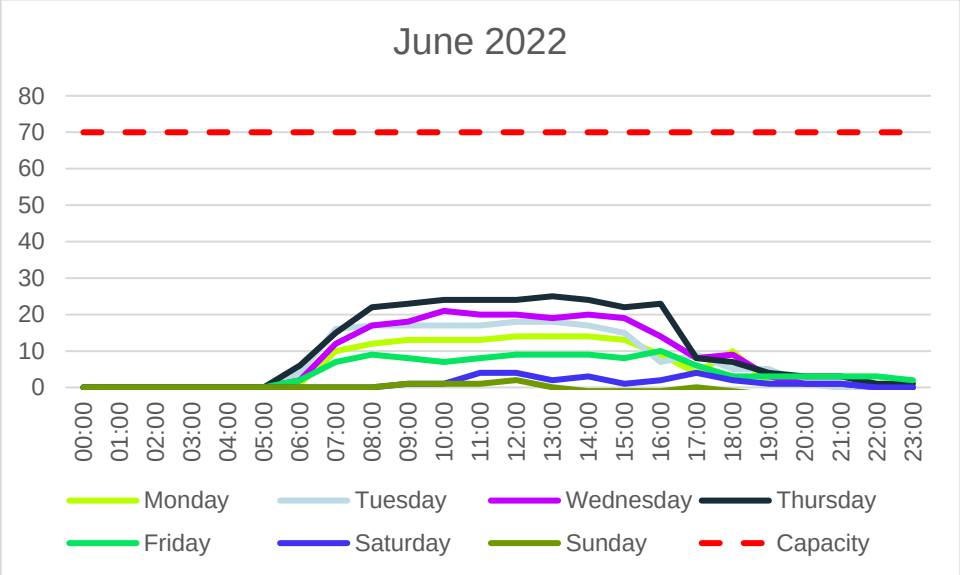
2022 Analysis

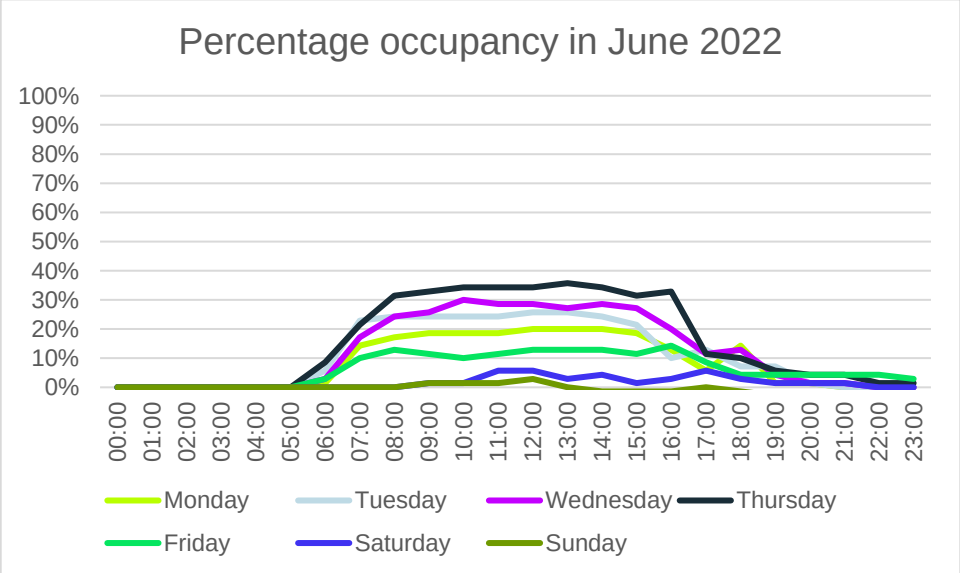




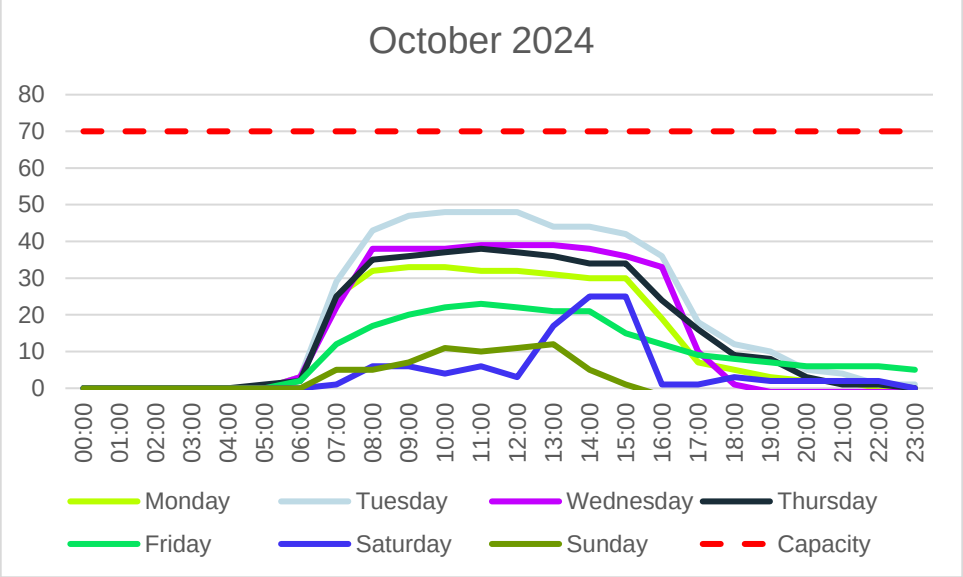

March 2022
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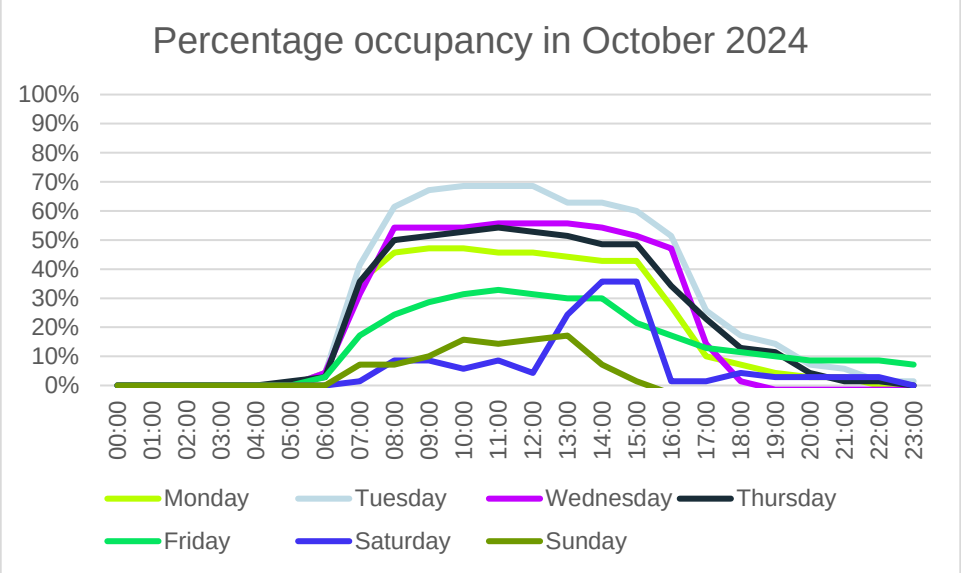

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Percentage occupancy in June 2022
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2024 Analysis





4.9.2 Severn Tunnel Junction

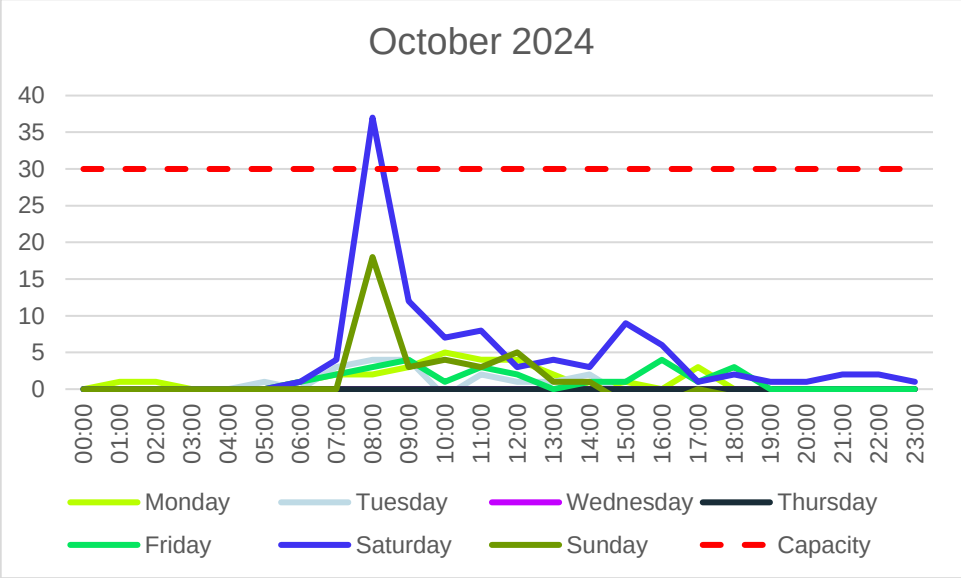
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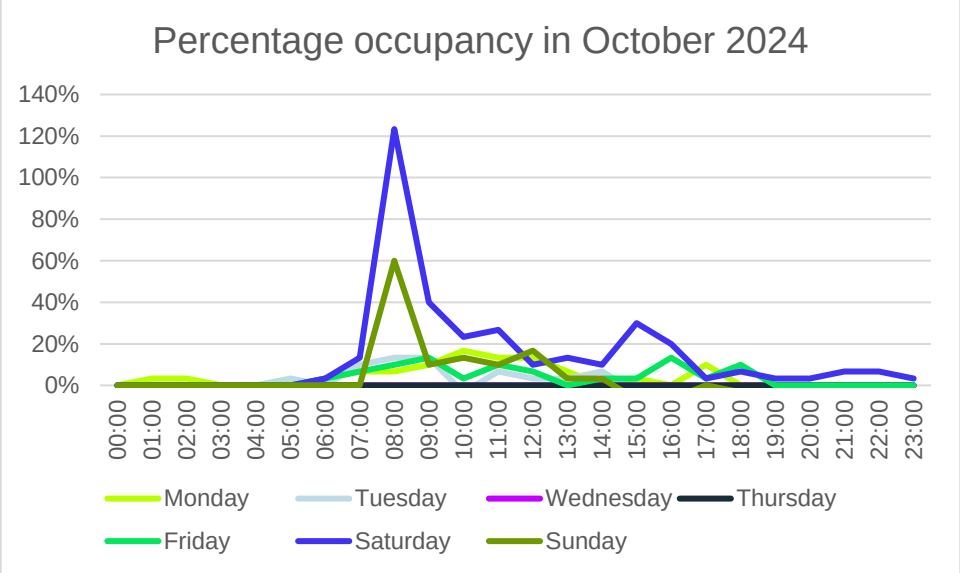
[27] 2024 data: incorrect survey site location

4.9.3 Country Park

No 2022 data for analysis

2024 Analysis

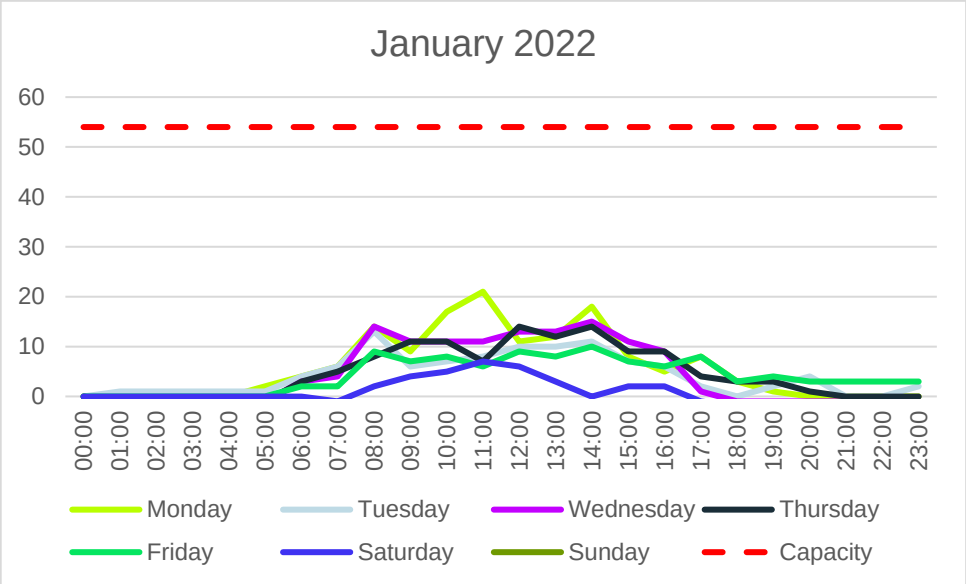


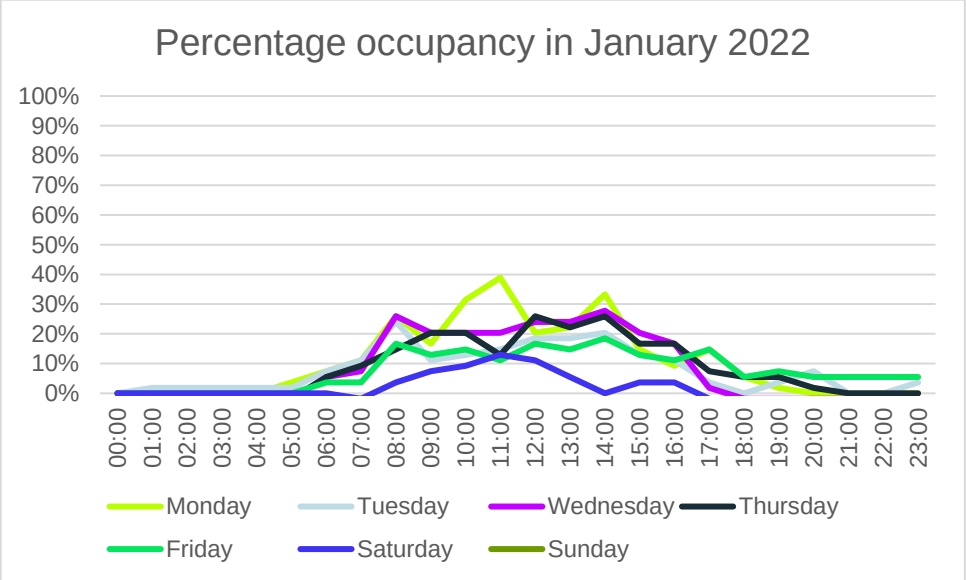


4.10 Raglan

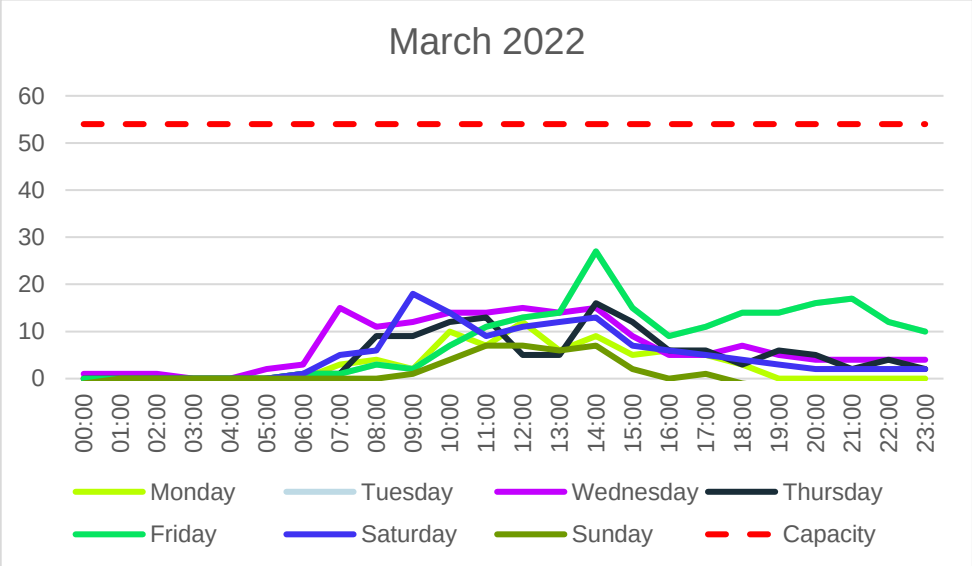
4.10.1 Chepstow Road

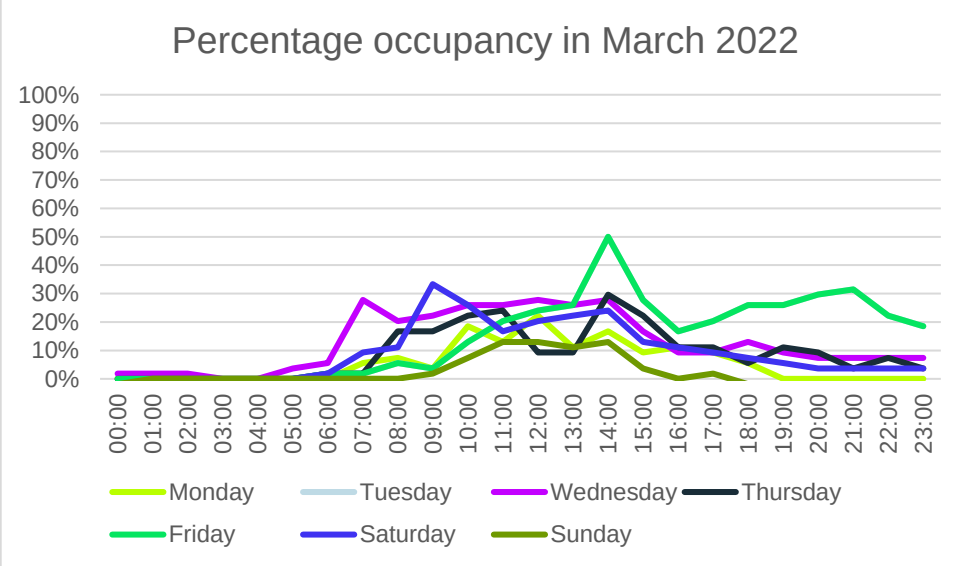
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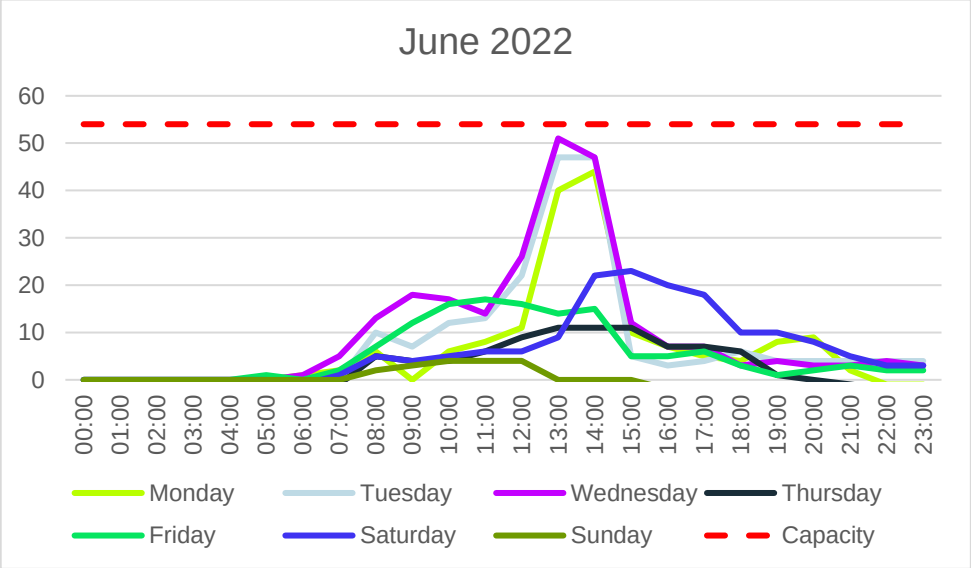


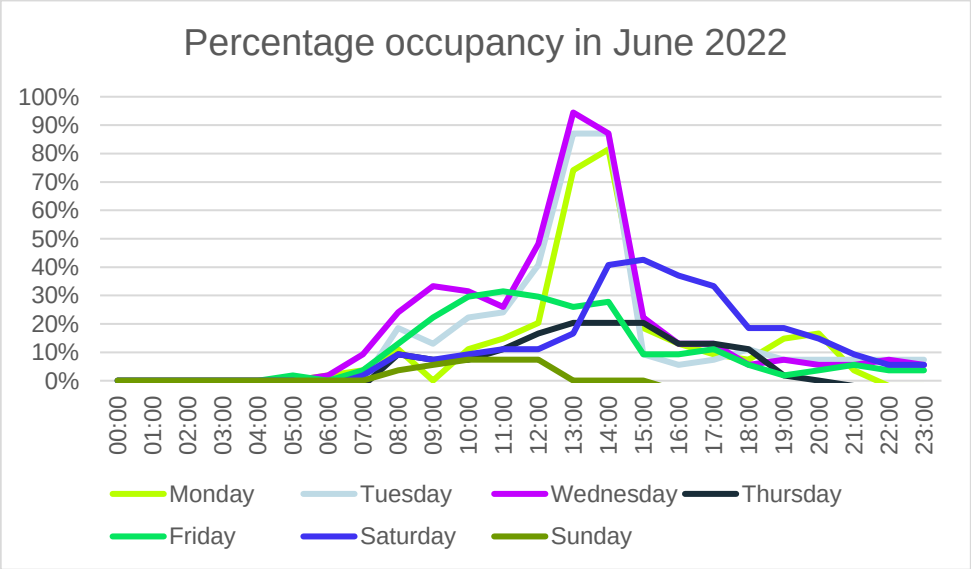


[28] Sunday data for 2022 was identified to be incorrect and has therefore been removed from the graph.

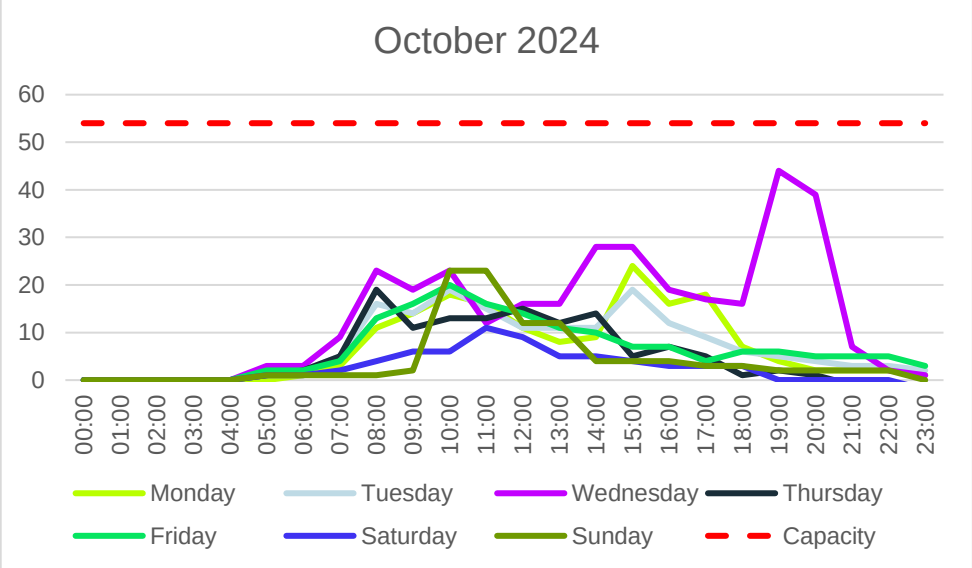

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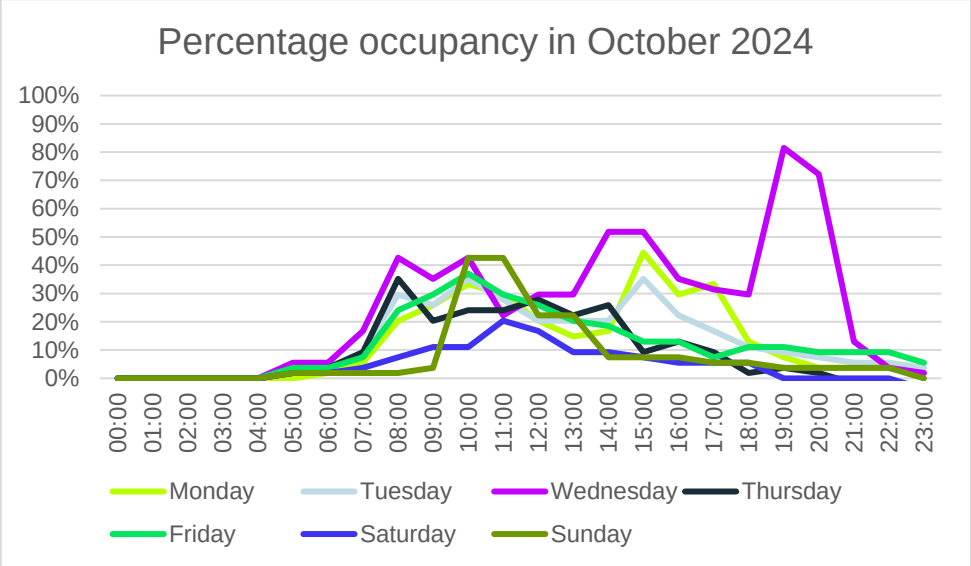

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Percentage occupancy in June 2022
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2024 Analysis



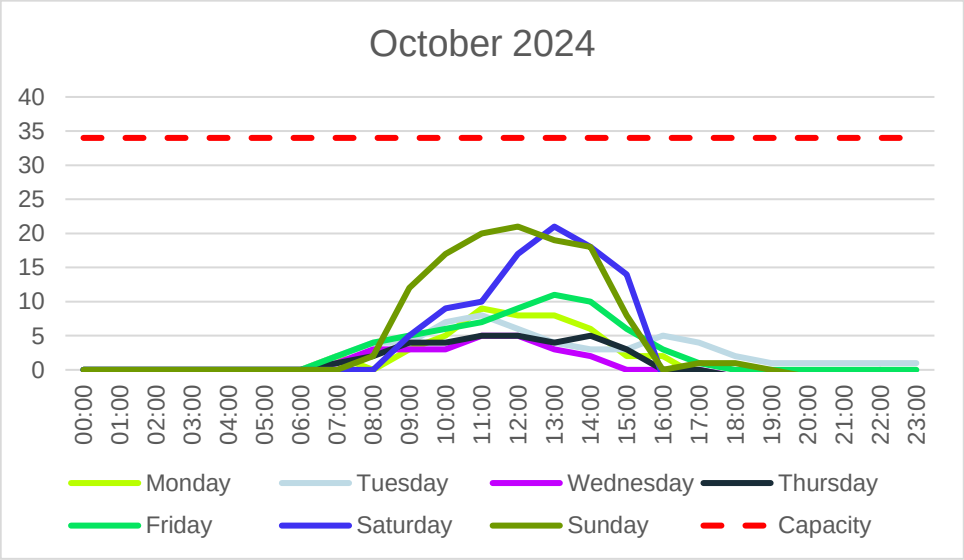


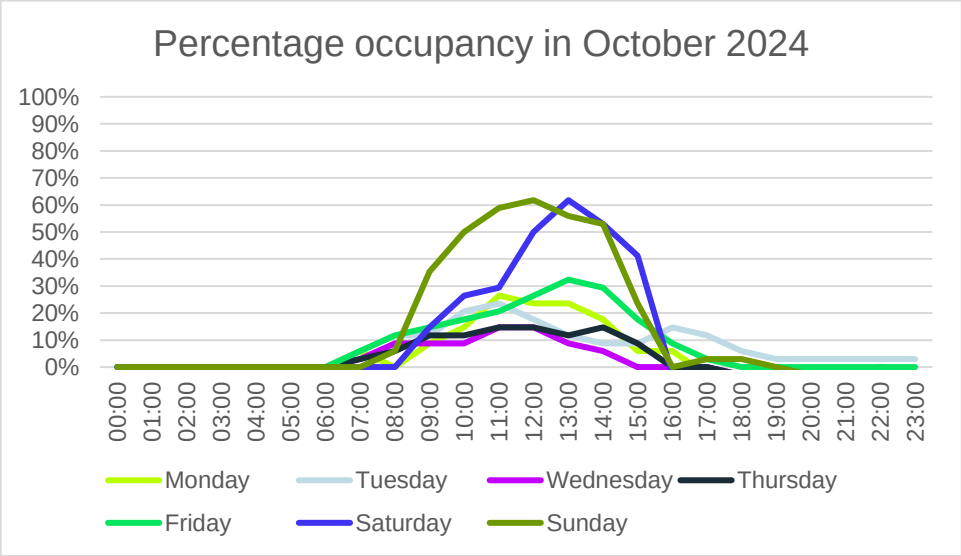
4.11 Tintern

4.11.1 Wireworks

No 2022 data for analysis

2024 Analysis

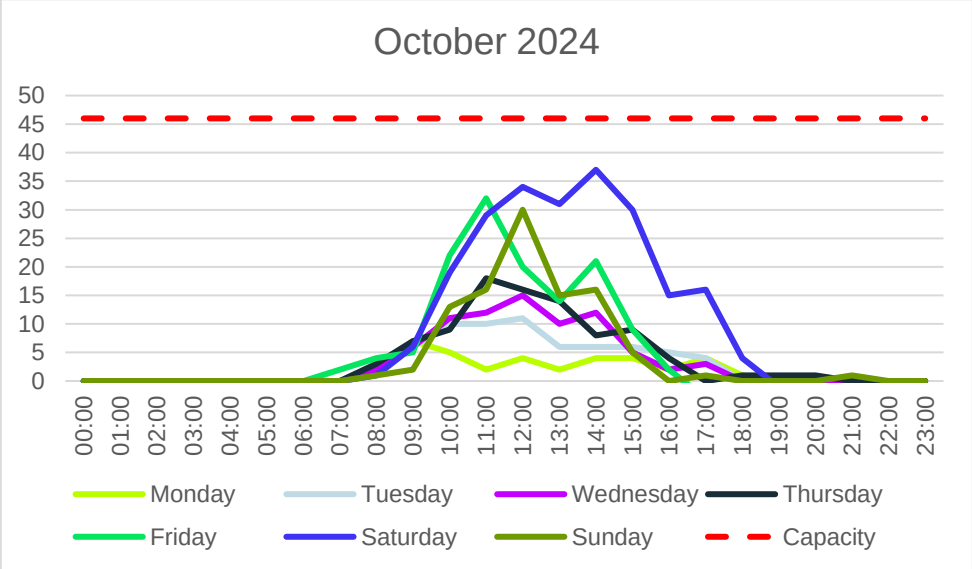


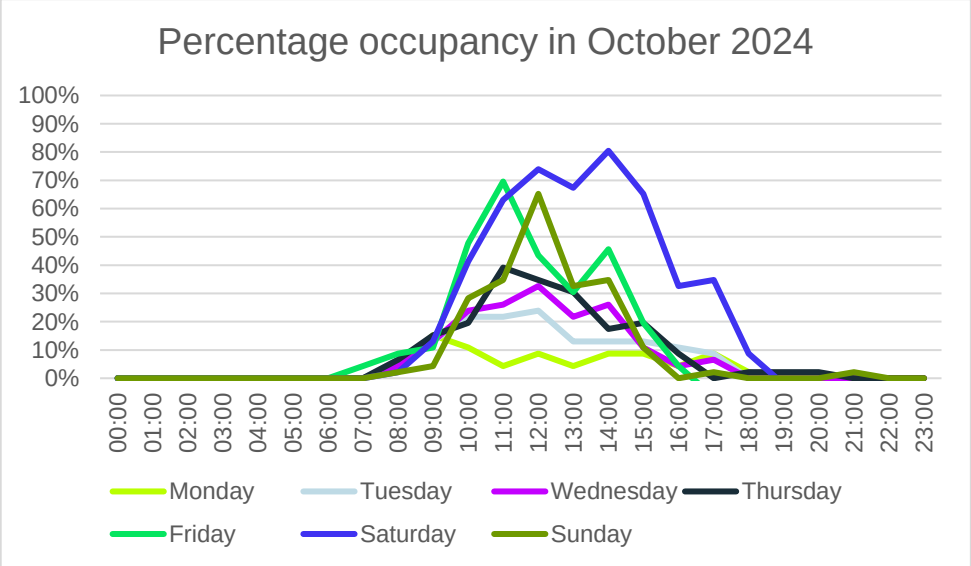


4.11.2 The Old Station[29]

No 2022 data for analysis

2024 Analysis





[29] Overflow car park assumed to be open in 2024 surveys.

Appendix B. Estate Review and Asset Transfer

TECHNICAL NOTE

Monmouthshire Car Park Review

SUBJECT	PROJECT NO.	DATE
Estate Review and Asset Transfer	5230879	May 2025

AUTHOR	DISTRIBUTION	REPRESENTING
HH	Monmouthshire County Council	AtkinsRéalis

Document history

Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
1.0	Draft for client comment	HH	CLC	MS	CLC	December 2024
2.0	Final	HH	CLC	SL	CLC	May 2025

Client signoff

Client	Monmouthshire County Council		
Project	Monmouthshire Car Park Review	**Project No.**	5230879
Client signature / date			

TECHNICAL NOTE

1. Introduction

This Technical Note provides information on Monmouthshire County Council's (MCC) parking estate (council-owned and managed car parks) and presents a summary of data analysis covering transactions and occupancy. Based on this analysis, options for potential asset transfer are then examined. For the full data analysis of all the available car parking data please refer to the Data Analysis Technical Note which covers ticket sales and occupancy information.

2. Analysis

Table 2-1 summarises background information and data analysis of MCC's parking estate, detailing the average peak occupancy of car parks in 2022 and 2024, together with transaction analysis, which shows the total number of ticket sales and revenue generated for payable car parks over a 10-month period. The table also provides information on the high and low months for total revenue from ticket sales from February to October 2024. The data for November is partial as it was received before the end of that month.

Methodology

To determine the average peak occupancy, four one-week periods of data for January, March and June 2022, and either September or October 2024[1] were analysed to identify the percentage occupancy of each car park throughout each day of the week:

$$\%\ \text{occupancy} = \frac{\text{Number of vehicles in car park}}{\text{Total number of spaces}^{2}}$$

A peak occupancy figure for each weekday as well as Saturday, for each month and year, were then summed and divided to give an average peak. For the 2024 analysis, each car park had only one week of data. If data for a specific period, for example a Saturday in March 2022, was missing, the calculation was adjusted by summing the available figures and dividing by the number of available data points.

The transaction analysis details the total ticket sales made at physical ticket machines, as well as PayByPhone, from February to November 2024. The total revenue was determined by multiplying the number of ticket sales, by type, for each month, with the cost of the ticket. A high and low month, in relation to revenue, has been identified and covers February to October 2024.

[1] Data for Caldicot Castle and Country Park covered November/December in 2024
[2] Including disabled, EV and parent and Child spaces

Table 2-1 - Data Analysis Summary

Place	Name	Type	Total Spaces	Occupancy Analysis		Transaction Analysis (Feb to Nov 2024)							
				Average Peak Occupancy		Total Revenue	Total Ticket Sales	High Month (revenue)[3]			Low Month (revenue)		
				2022	2024			Month	Total Revenue	Total Ticket Sales	Month	Total Revenue	Total Ticket Sales
Abergavenny	Brewery Yard	Short Stay Pay and Display	91	63%	78%	£37,133	17841	May	£4,405	2086	Sep	£3,148	1497
	Bus Station	Long Stay Pay and Display	160	89%	100%	£146,929	58903	Aug	£18,717	7518	Feb	£12,154	5095
	Byefield Lane	Other - Pay and Display on Tuesday	297	113%	107%	£27,227	4834	Aug	£4,321	740	Feb	£1,876	372
	Castle Street	Long Stay Pay and Display	226	98%	89%	£230,770	97267	Aug	£28,120	11570	Feb	£19,738	9055
	Fairfield	Long Stay Pay and Display	482	63%	63%	£252,621	108468	Aug	£33,272	14048	Feb	£20,150	9464
	Tiverton Place	Short Stay Pay and Display	65	90%	102%	£46,924	23671	May	£5,588	2734	Sep	£4,186	2108
	Trinity Terrace	Short Stay Pay and Display	38	75%	64%	£39,212	19378	Oct	£4,487	2141	June	£3,738	1812
	Tudor Street	Long Stay Pay and Display	22	-	78%	£30,518	13305	Apr	£3,623	1526	Feb	£2,753	1308
	Abergavenny Leisure Centre	Leisure Centre	48[4]	-	-								
Caldicot	Jubilee Way	Free	57	89%	-								
	Woodstock Way	Free	118	17%	38%								
	Caldicot Leisure Centre	Leisure Centre	70	-	109%								
	Caldicot Castle (Small car park off Church Road)	Visitor attraction	18	-	-								
	Caldicot Castle (Main car park)	Visitor attraction	65	-	81%								
Chepstow	Castle Dell	Long Stay Pay and Display	101	44%	43%	£77,832	32962	Aug	£13,027	5306	Feb	£5,476	2584
	Drill Hall	Other - Long Stay Pay and Display	83	36%	18%	£26,240	14909	Aug	£3,612	2051	Feb	£1,972	1190
	Nelson Street	Short Stay Pay and Display	92	72%	74%	£137,912	70105	Aug	£16,577	8173	Sep	£13,022	6664
	Station Road	Free	43	47%	59%								
	Welsh Street	Long Stay Pay and Display	226	61%	73%	£238,954	99010	Jul	£27,171	10750	May	£22,866	9445
	The Station Car Park	Free	55	83%	78%								
	Chepstow Leisure Centre	Leisure Centre		-	77%								

[3] High/Low month based off February to October data, as data was received on 27th November 2024.
[4] Uncertainty around total number of spaces at time of survey

Monmouth	Chippenham	Long Stay Pay and Display	35	113%	126%	£40,713	16154	Aug	£4,738	1814	Sep	£3,923	1410
	Cornwall House[5]	Long Stay Pay and Display	46	39%	53%	£17,946	8522	Oct	£2,743	1234	Aug	£3	146
	Glendower Street	Short Stay Pay and Display	134	60%	43%	£117,584	57209	May	£14,047	6736	June	£10,838	5246
	Monnow Street	Long Stay Pay and Display	41	59%	41%	£14,556	5666	Aug	£2,025	771	May	£1,040	377
	Cattle Market	Long Stay Pay and Display	188	77%	86%	£197,079	84772	Aug	£25,400	10783	Feb	£17,249	7952
	Cinderhill Street	Free	41	44%	57%								
	Old Dixton Road	Free	32	65%	47%								
	Rockfield Road	Free	109	72%	80%								
	Rowing Club	Free	20	-	230%								
	Sports Ground	Season Permit Only	9	-	-								
	Wyebridge Street[6]	Long Stay Pay and Display	33	-	39%	£8,677	3277	Apr	£1,679	616	Aug	£24.80	74
	Monmouth Leisure Centre	Leisure Centre	76	-	112%								
Usk	Maryport Street North	Free	153	97%	91%								
	Maryport Street South	Free	86	70%	74%								
	Twyn Square	Free	15	-	47%								
Gilwern	Main Road	Free	24	-	32%								
Goytre	Goytre Village	Free	22	-	36%								
Magor	Magor Square	Free	34	77%	85%								
	Sycamore Terrace	Free	32	-	71%								
	Withy Close	Free	26	-	58%								
Rogiet	Playing Fields	Other - Long Stay Pay and Display	70	-	53%	£16,542	7969	Oct	£1,980	947	Jul	£1,263	618
	Severn Tunnel Junction	Other - Long Stay Pay and Display	144	-	-	£600	183	Oct	£116	34	Feb	£15	5
	Country Park	Other - Long Stay Pay and Display	30	-	-	£371	11528	Apr	£66	1362	Feb	£10	1410
Raglan	Chepstow Road	Long Stay Pay and Display	54	52%	51%								
Tintern	Wireworks	Visitor attraction	34	-	47%								
	Old Station (including overflow)	Visitor attraction	46	-	75%								

[5] Noted that Cornwall House offered free parking over July/August to assist with school pupils attending exams and offset the disruption caused by Welsh Water works in Monmouth Town
[6] Noted that Wyebridge Street offered free parking over July/August to assist with school pupils attending exams and offset the disruption caused by Welsh Water works in Monmouth Town

3. Asset Transfer

3.1 Underutilised Car Parks

In order of lowest to highest (for 2024 data), this section presents car parks with an average peak occupancy of under 40%. These are car parks which could potentially be explored to be repurposed. It is worth noting that some of these car parks only have one year of occupancy data available and thus would require further analysis before any final decisions are made. Total ticket sales, and total revenue from ticket sales by month for pay and display car parks has also been presented.

Despite having an average peak occupancy of 35% in November/December 2024, Caldicot Castle and Country Park has not been presented here as an underutilised car park, due to the castle itself being closed during the survey period[7]. A survey conducted during the high season (summer holidays for example) would capture the true utilisation of the car park.

It should be noted that despite being presented within the list of underutilised car park, Main Road in Gilwern and Goytre Village in Goytre are the villages only car parks.

[7] Open from 26th March to 3rd November in 2024 (Caldicot Castle Pre-Visit Information.pdf)

3.1.1 Drill Hall, Chepstow

Average Peak Occupancy	**2022:**	36%
	2024:	18%
Total Number of Spaces:		83
EV Charging:		Unavailable
Type:		Long Stay Pay and Display ▪ Mon-Sat - £2 all day charge ▪ Sun - First 2 hours free, £1.30 for remainder of day

Figure 3-1 - Drill Hall: Percentage Occupancy in January 2022

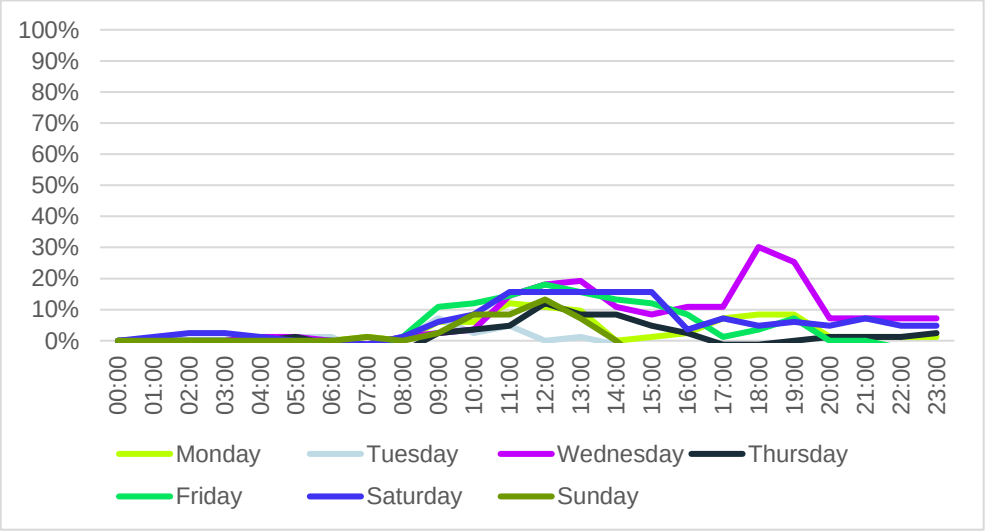


Figure 3-2 - Drill Hall: Percentage Occupancy in March 2022

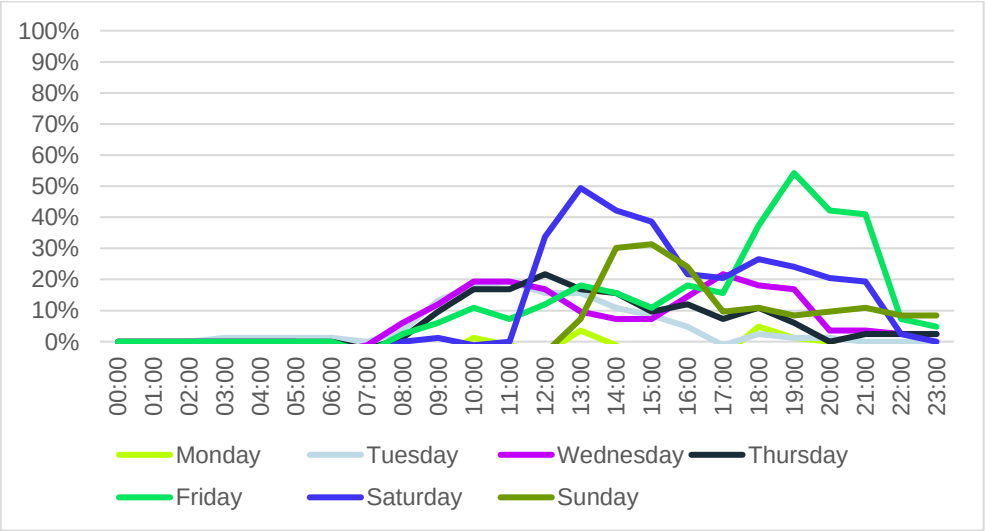


Figure 3-3 - Drill Hall: Percentage Occupancy in June 2022

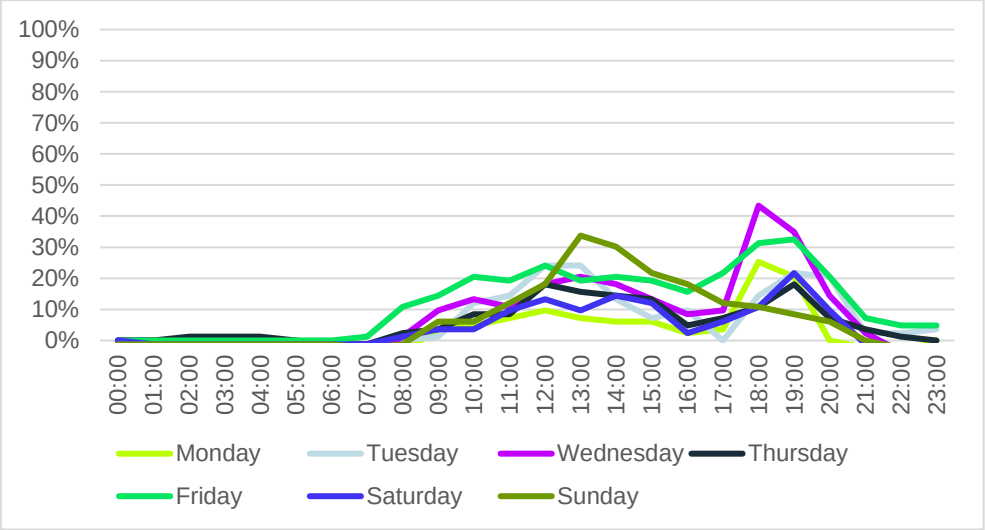


Figure 3-4 - Drill Hall: Percentage Occupancy in September 2024 *(Monday, Tuesday, Wednesday and Thursday was missing or identified to be incorrect)*

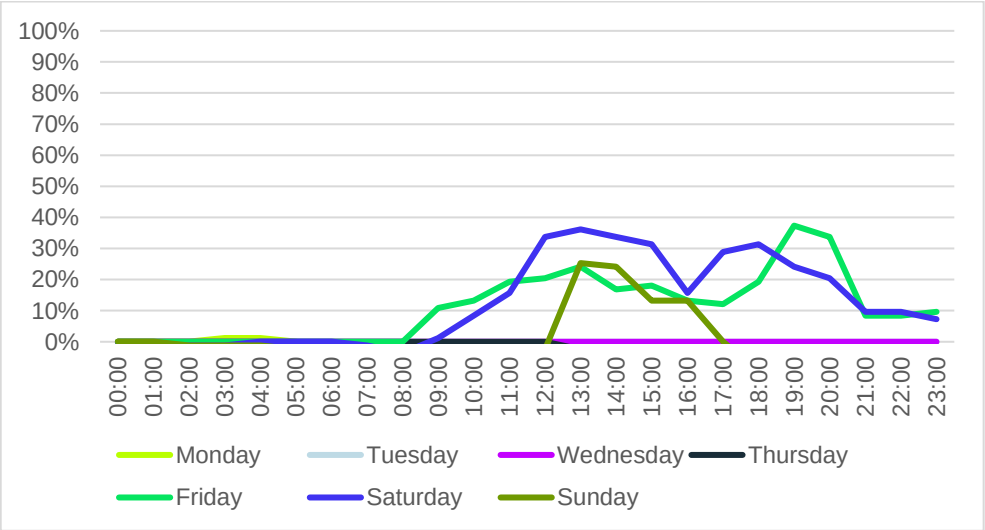


Figure 3-5 - Drill Hall: Total Ticket Sales 2024

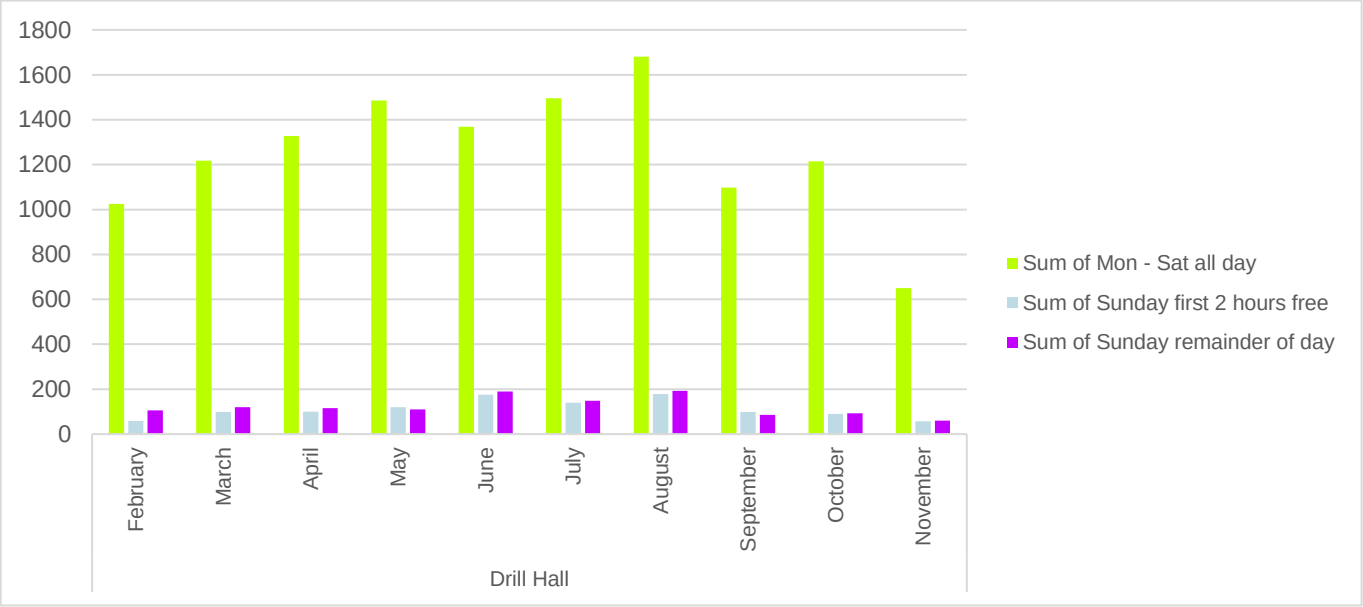
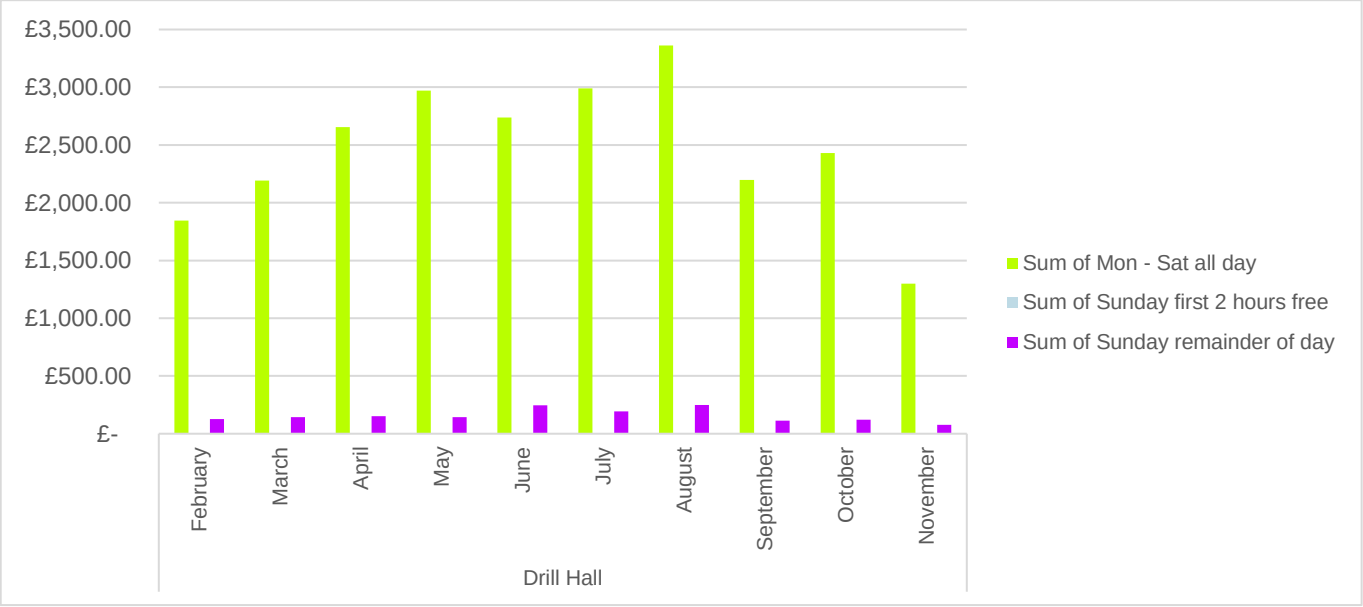


Figure 3-6 - Drill Hall: Total Revenue from Ticket Sales 2024



3.1.2 Main Road, Gilwern

Average Peak Occupancy	**2022:**	Data identified as potentially incorrect, see Figure 3-7, Figure 3-8, Figure 3-9.
	2024:	32%
Total Number of Spaces:		24
EV Charging:		Available
Type:		Free

Figure 3-7 - Main Road: Percentage Occupancy in January 2022 *(Sunday identified to be incorrect)*

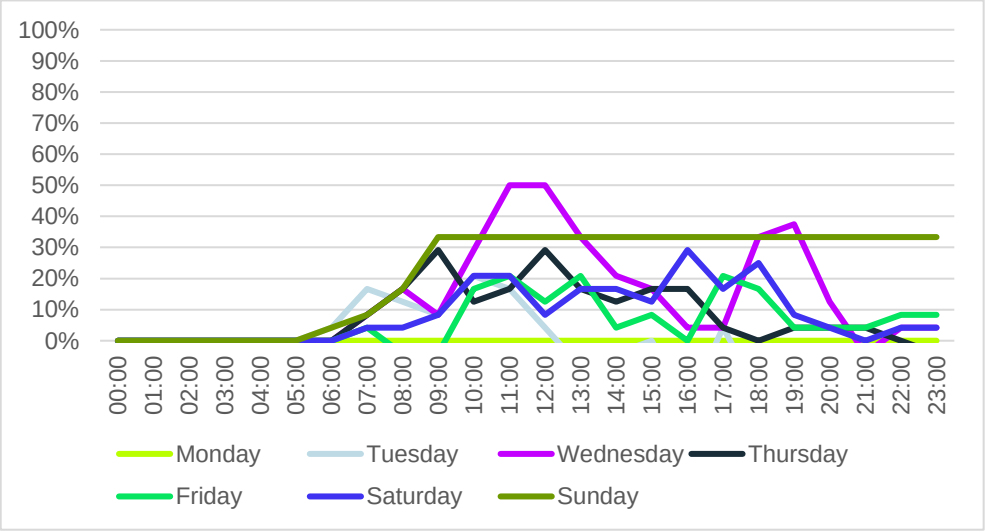


Figure 3-8 - Main Road: Percentage Occupancy in March 2022

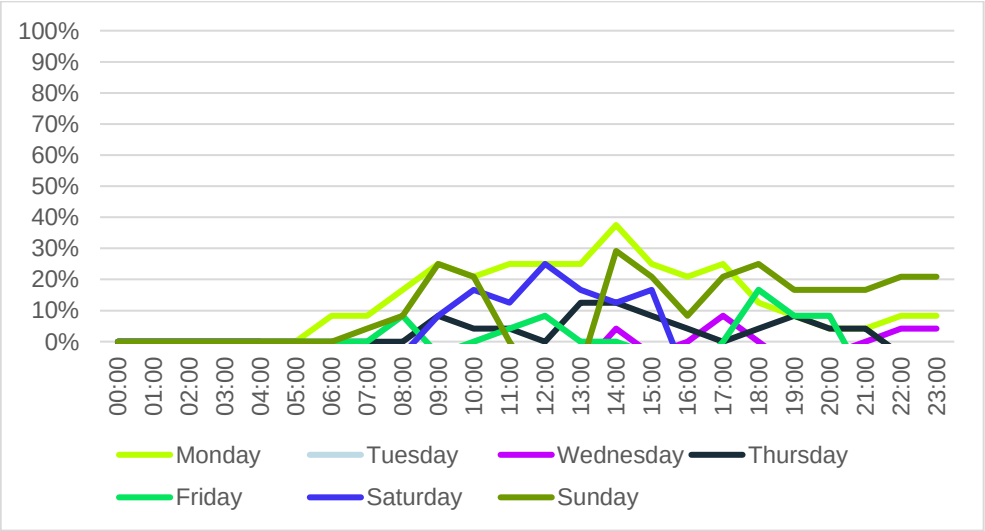


Figure 3-9 - Main Road: Percentage Occupancy in June 2022

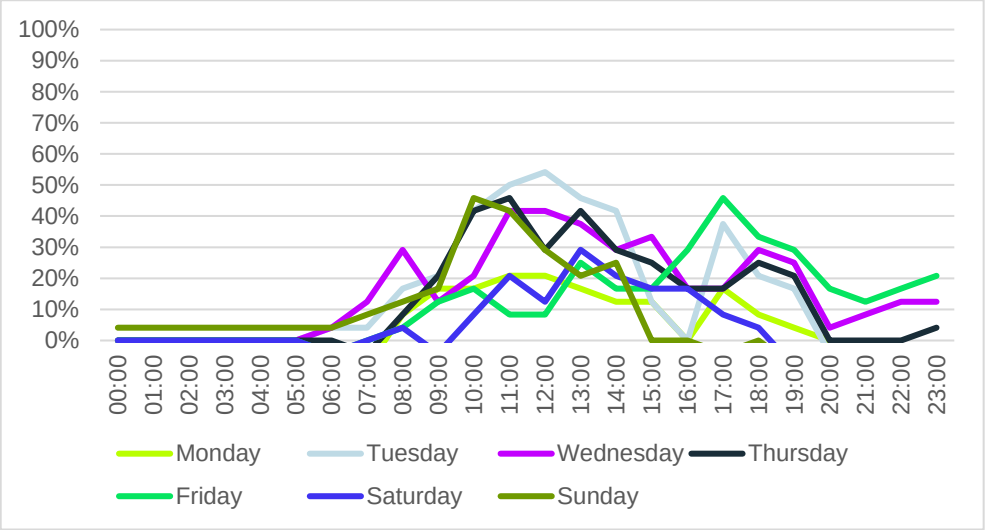
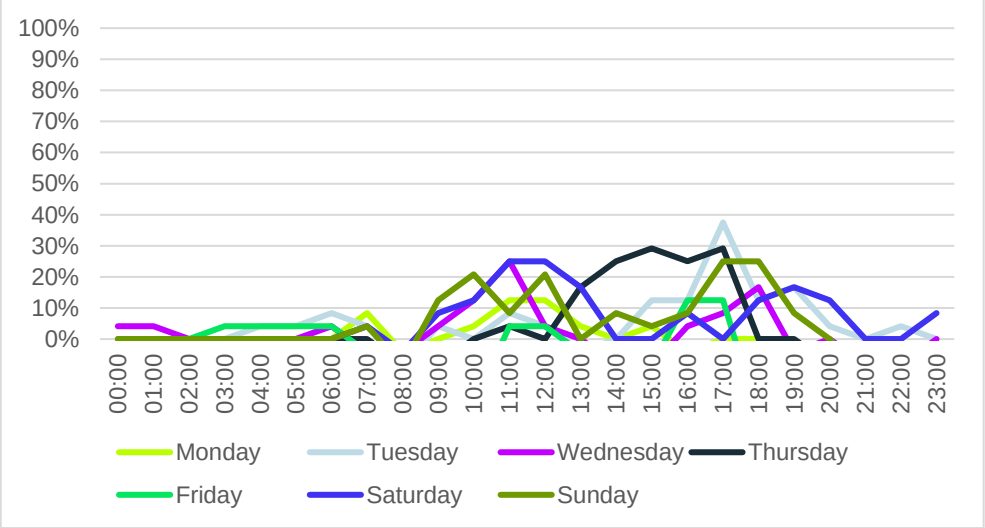


Figure 3-10 - Main Road: Percentage Occupancy in October 2024



3.1.3 Goytre Village, Goytre

Average Peak Occupancy	**2022:**	Data identified as potentially incorrect, see Figure 3-11, Figure 3-12, Figure 3-13.
	2024:	36%
Total Number of Spaces:		22
EV Charging:		Available
Type:		Free

Figure 3-11 - Goytre Village: Percentage Occupancy in January 2022

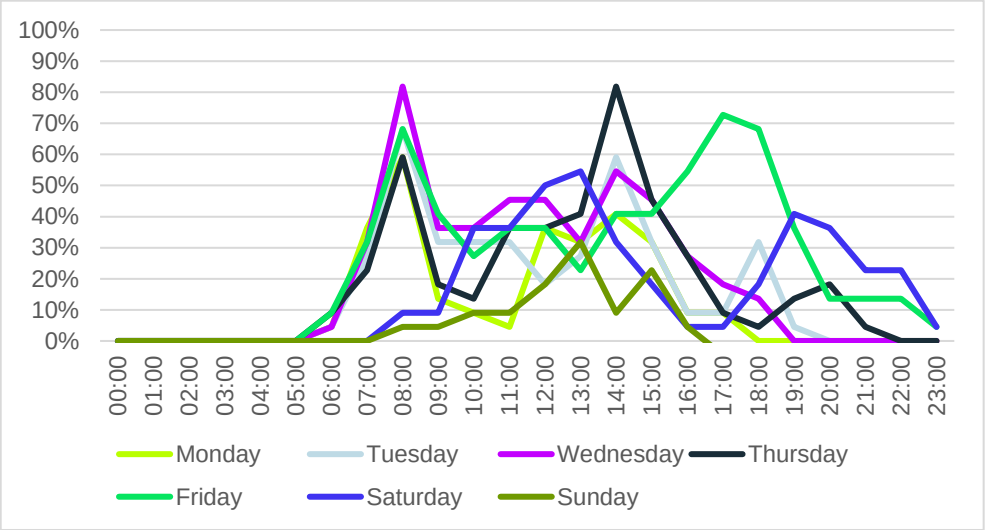


Figure 3-12 - Goytre Village: Percentage Occupancy in March 2022

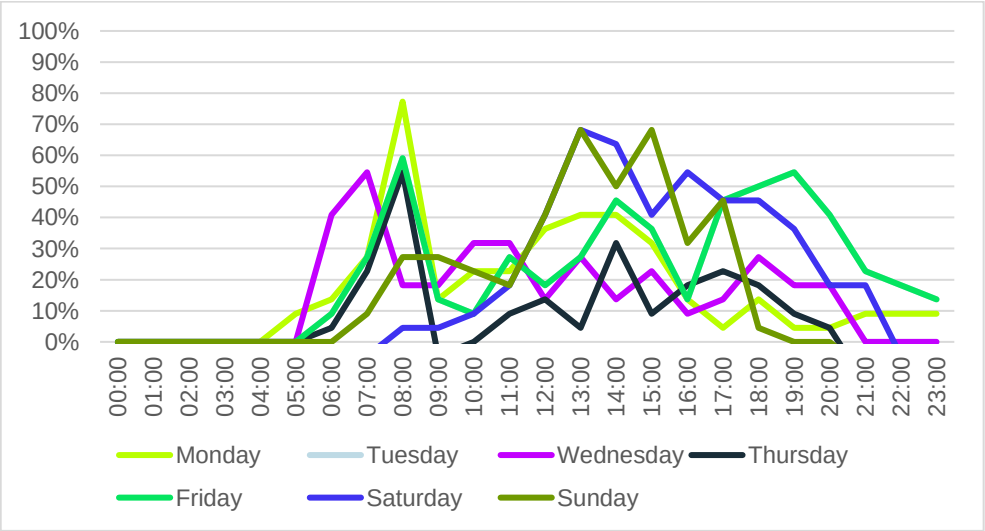


Figure 3-13 - Goytre Village: Percentage Occupancy in June 2022

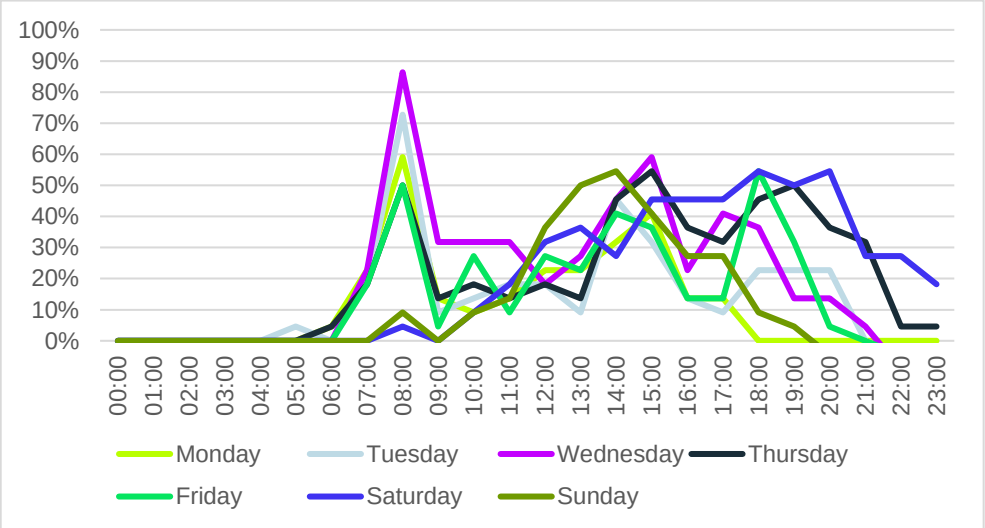
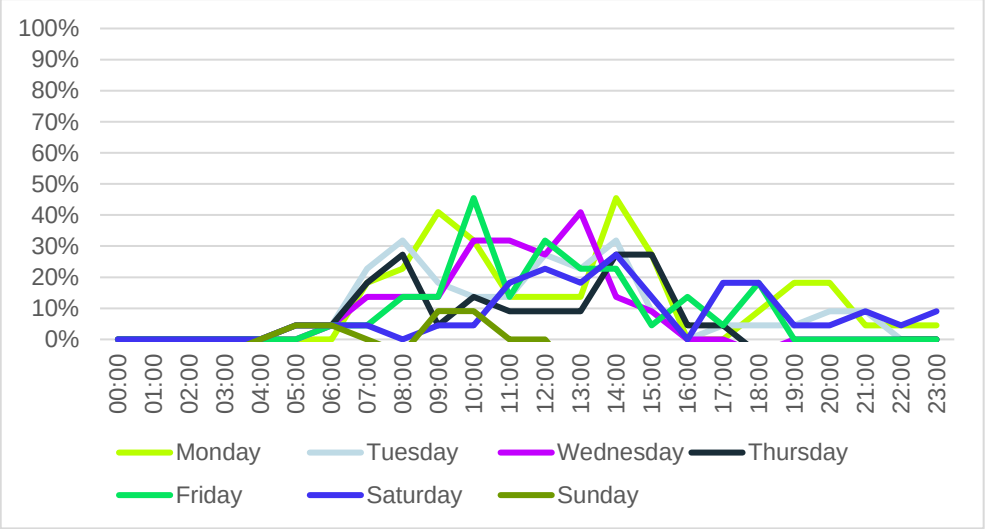


Figure 3-14 - Goytre Village: Percentage Occupancy in October 2024



3.1.4 Woodstock Way, Caldicot

Average Peak Occupancy	**2022:**	17%
	2024:	38%
Total Number of Spaces:		118
EV Charging:		Available
Type:		Free

Figure 3-15 - Woodstock Way: Percentage Occupancy in January 2022

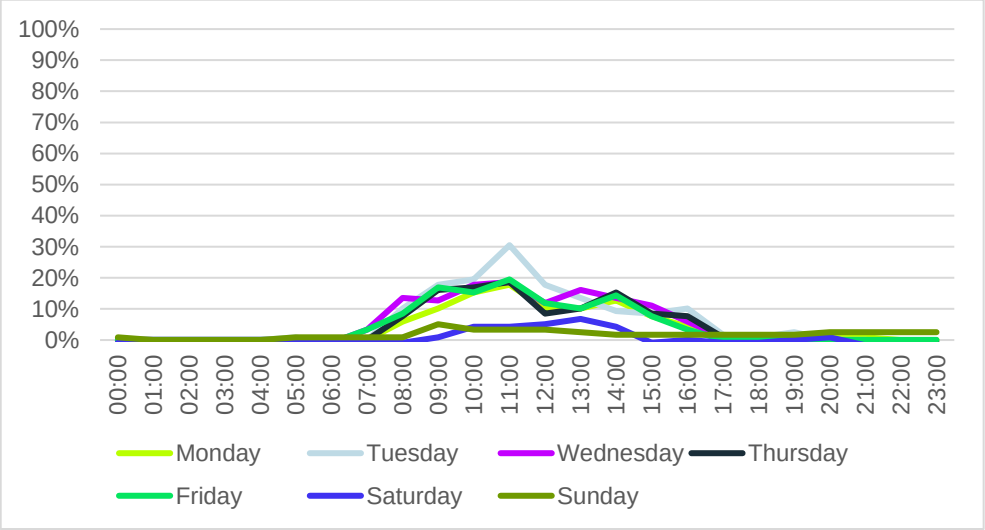


Figure 3-16 - Woodstock Way: Percentage Occupancy in March 2022

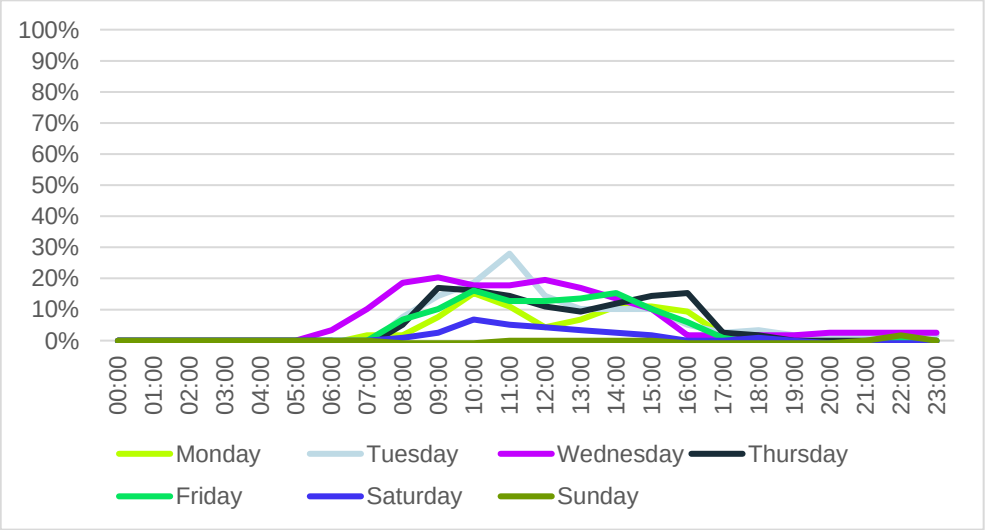


Figure 3-17 - Woodstock Way: Percentage Occupancy in June 2022

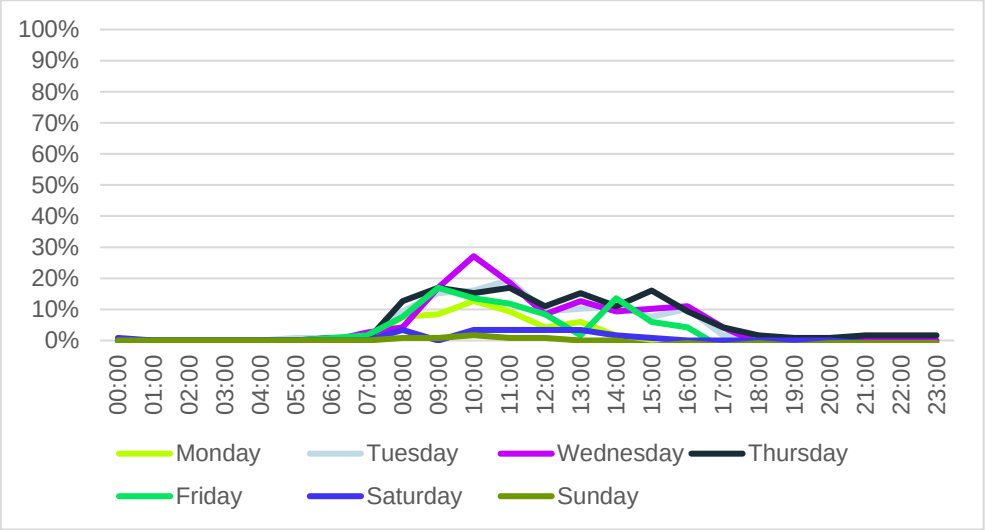
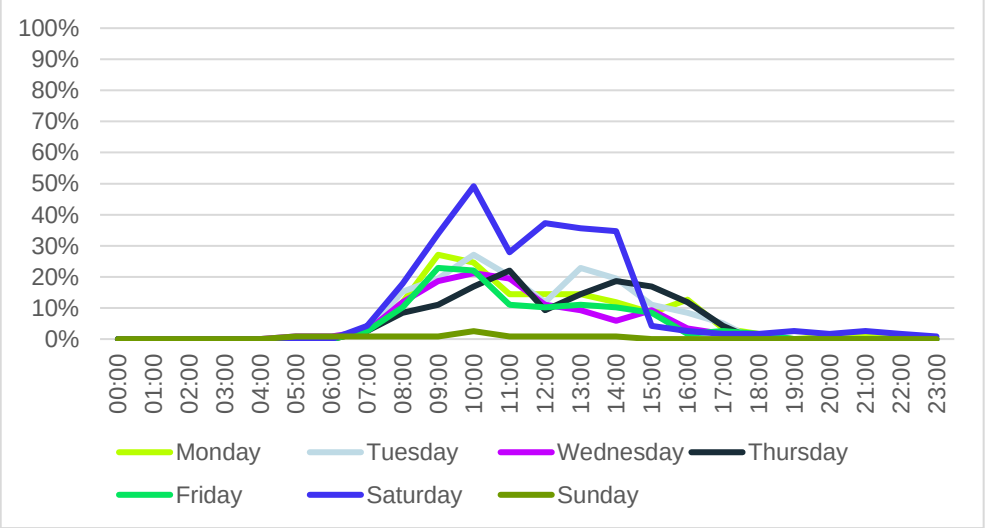


Figure 3-18 - Woodstock Way: Percentage Occupancy in October 2024



3.1.5 Wyebridge Street, Monmouth

Average Peak Occupancy	**2022:**	No data
	2024:	39%
Total Number of Spaces:		33
EV Charging:		Unavailable
Type:		Long Stay Pay and Display

Figure 3-19 - Wyebridge Street: Percentage Occupancy in September 2024

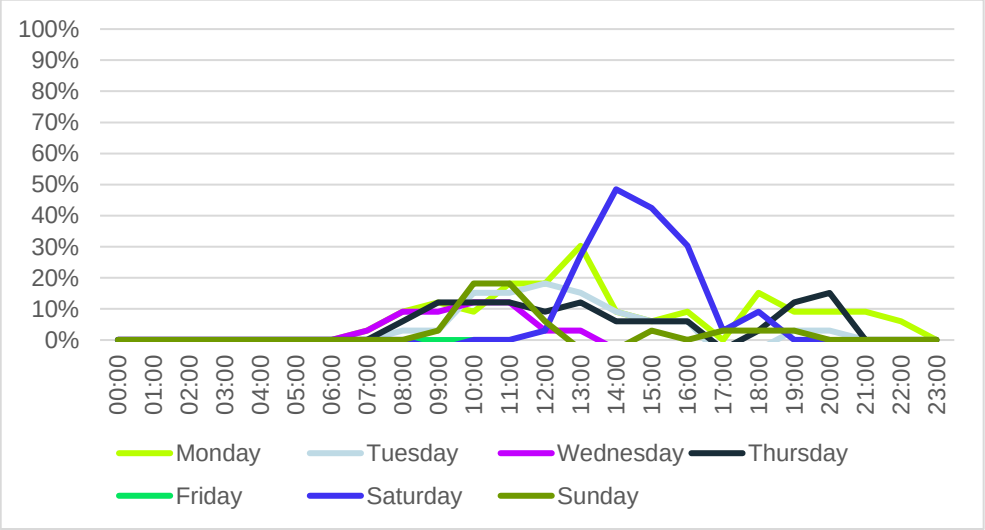


Figure 3-20 - Wyebridge Street: Total Ticket Sales 2024

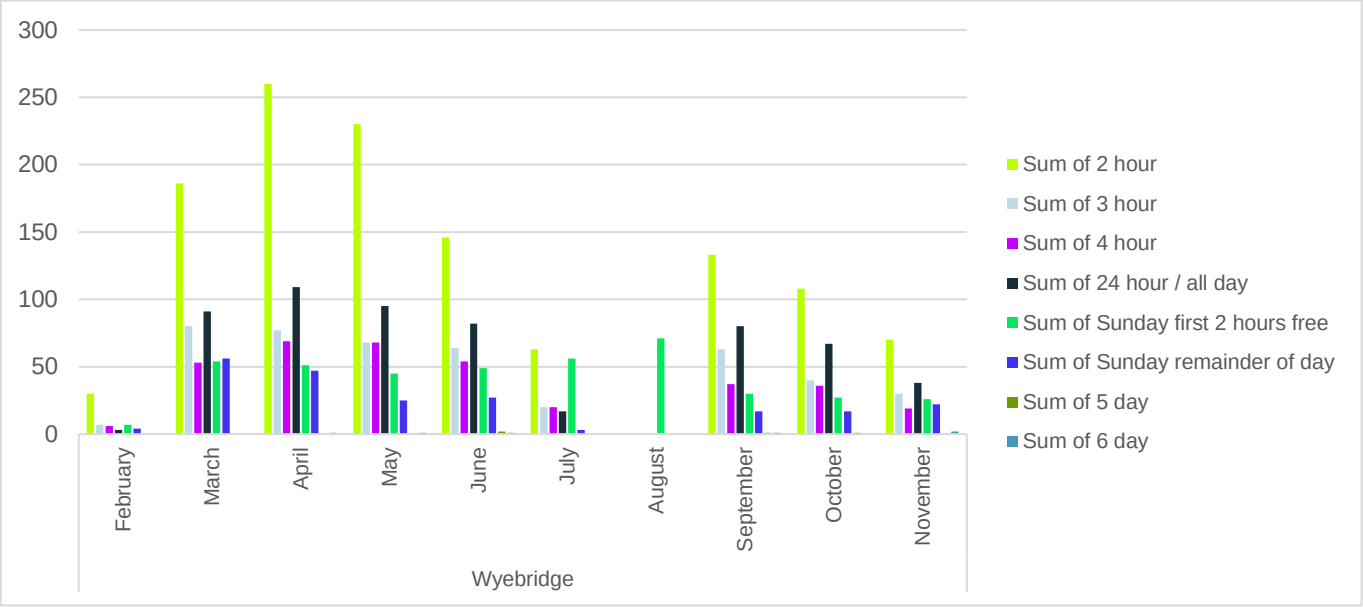
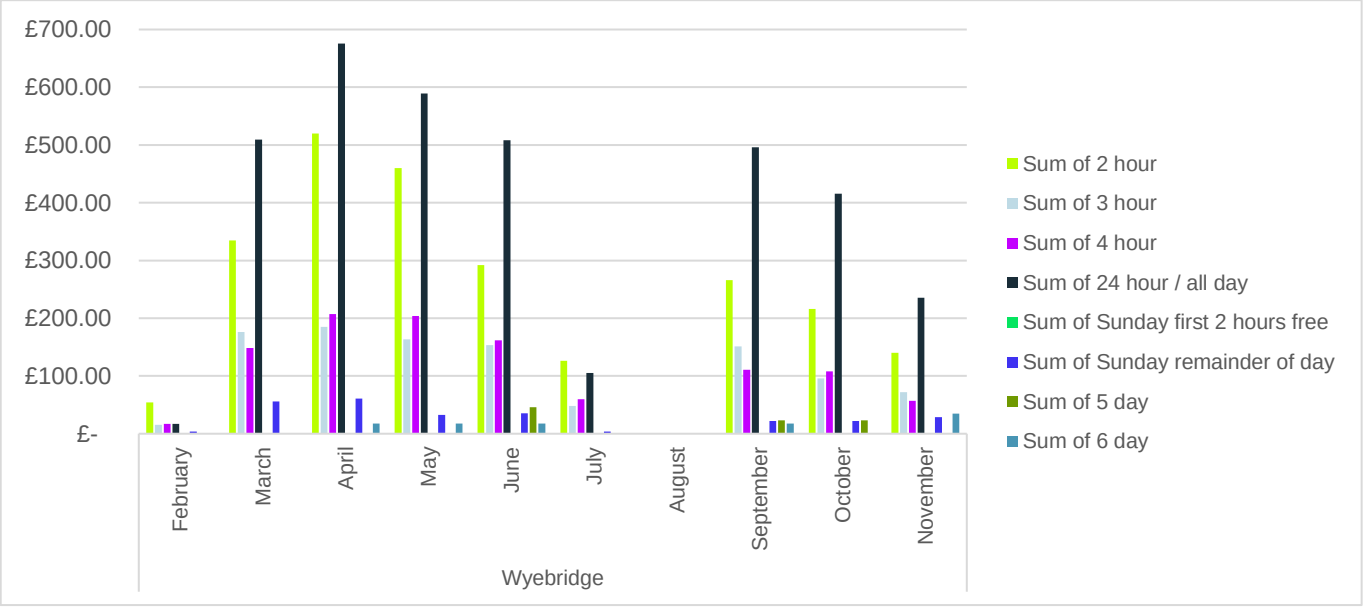


Figure 3-21 - Wyebridge Street: Total Revenue from Ticket Sales 2024



3.2 Over Utilised Car Carks

In order of highest to lowest (for 2024 data), this section presents car parks with an average peak occupancy of over 100%. These are car parks which could potentially be explored to be expanded, or signage to nearby car parks could be improved to provide better local parking management. It is worth noting that some of these car parks only have one year of occupancy data available, and there should be further analys before any final decisions are made. It should also be noted that occupancy levels over 100% may sometimes reflect cars entering the car park and waiting for spaces to become available and/or parking outside of the formal marked bays. Total ticket sales and total revenue from ticket sales by month for pay and display car parks has also been presented.

The Rowing Club site in Monmouthshire has not been presented, despite an average occupancy rate of 230%. This occupancy rate, although indicating the car park is significantly over capacity, has been discussed with MCC officers and is linked to observations of regular parking outside of formal bays within the car park which enable parking for more cars than formally allowed.

3.2.1 Chippenham, Monmouth

Average Peak Occupancy	**2022:**	113%
	2024:	126%
Total Number of Spaces:		35
EV Charging:		Unavailable
Type:		Long Stay Pay and Display

Figure 3-22 - Chippenham: Percentage Occupancy in January 2022

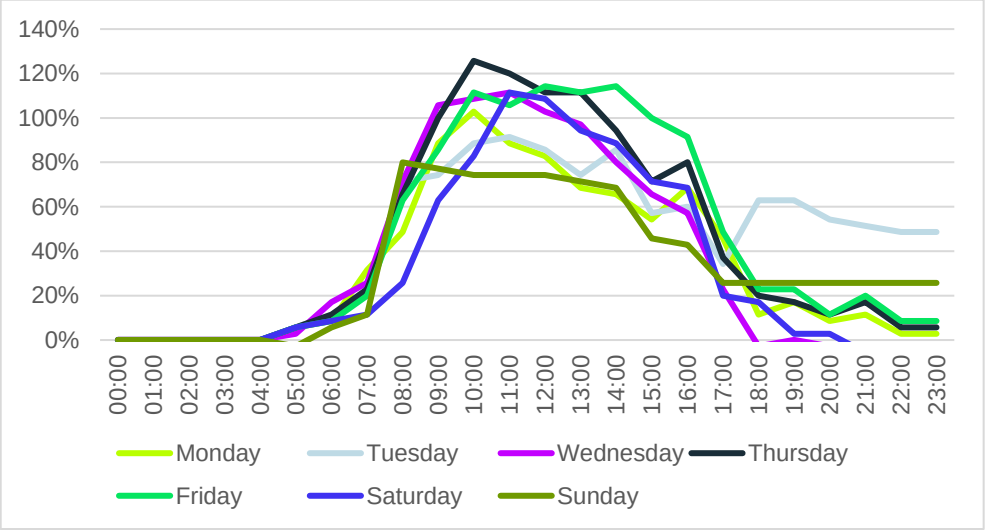


Figure 3-23 - Chippenham: Percentage Occupancy in March 2022

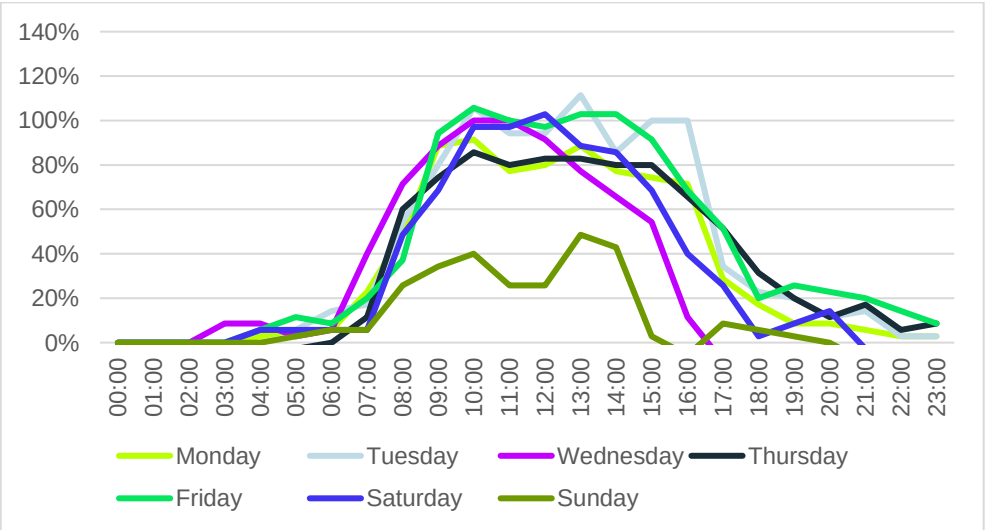


Figure 3-24 - Chippenham: Percentage Occupancy in June 2022

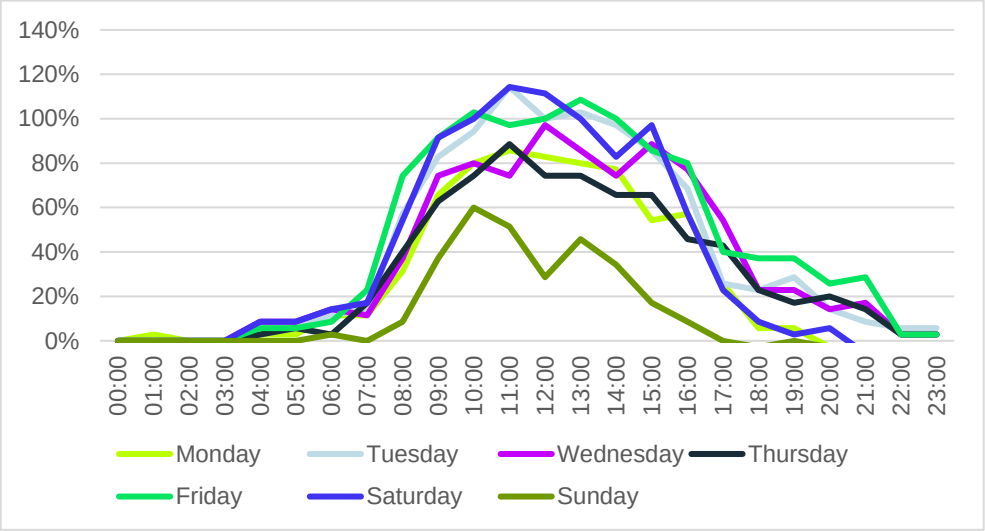


Figure 3-25 - Chippenham: Percentage Occupancy in September 2024 *(Monday, Friday, Saturday and Sunday was missing or identified to be incorrect)*

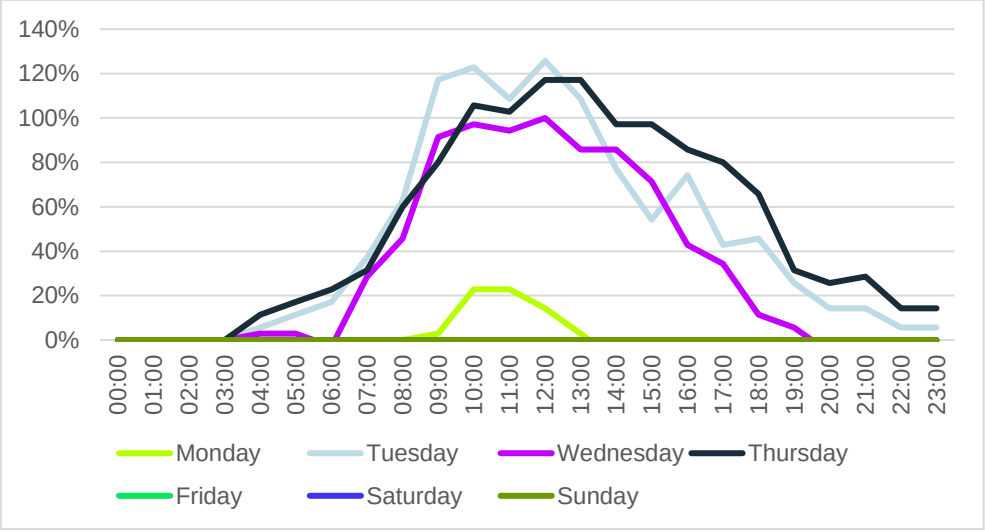


Figure 3-26 - Chippenham: Total Ticket Sales 2024

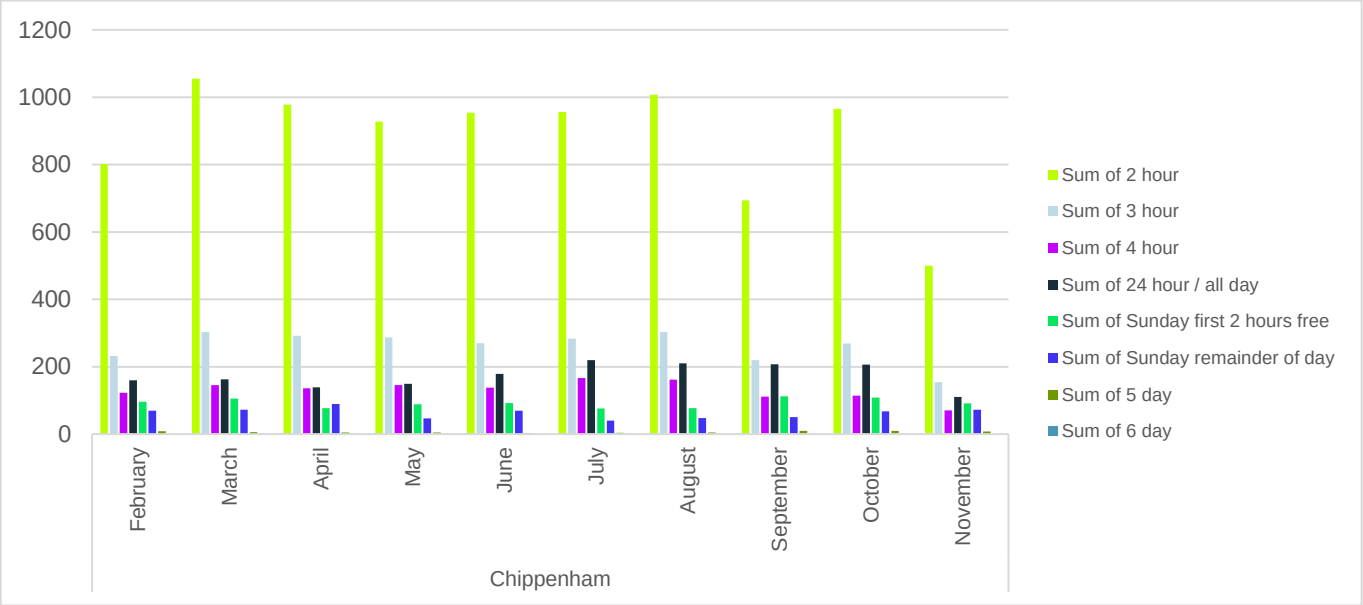
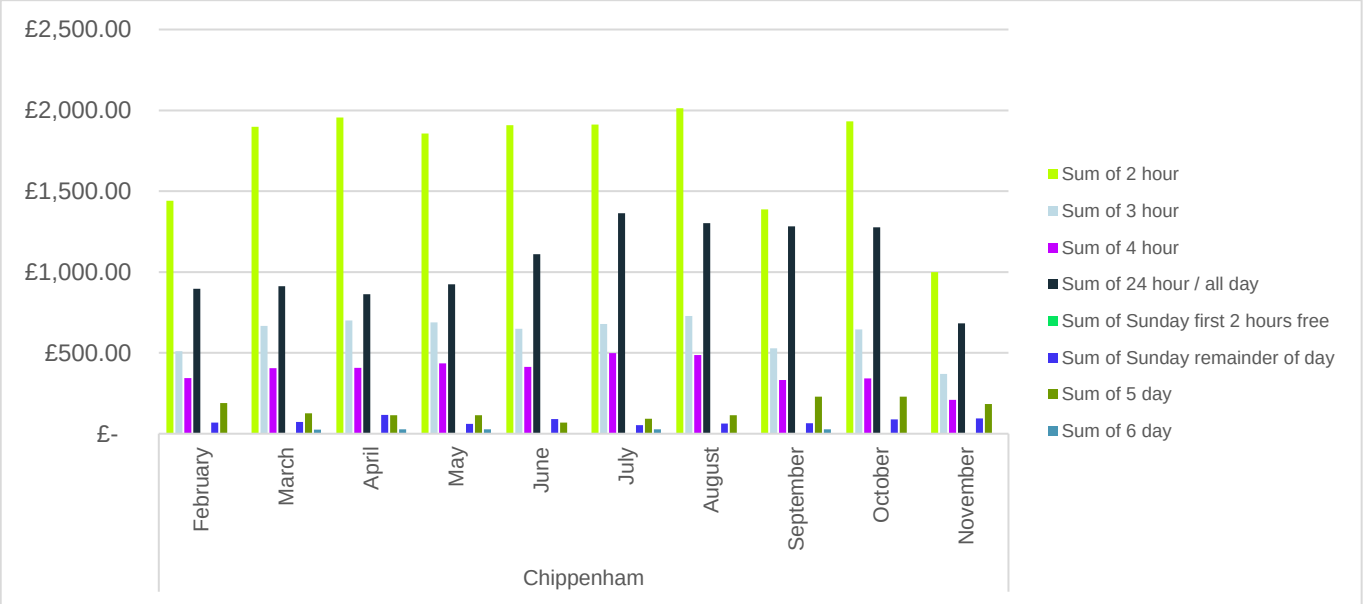


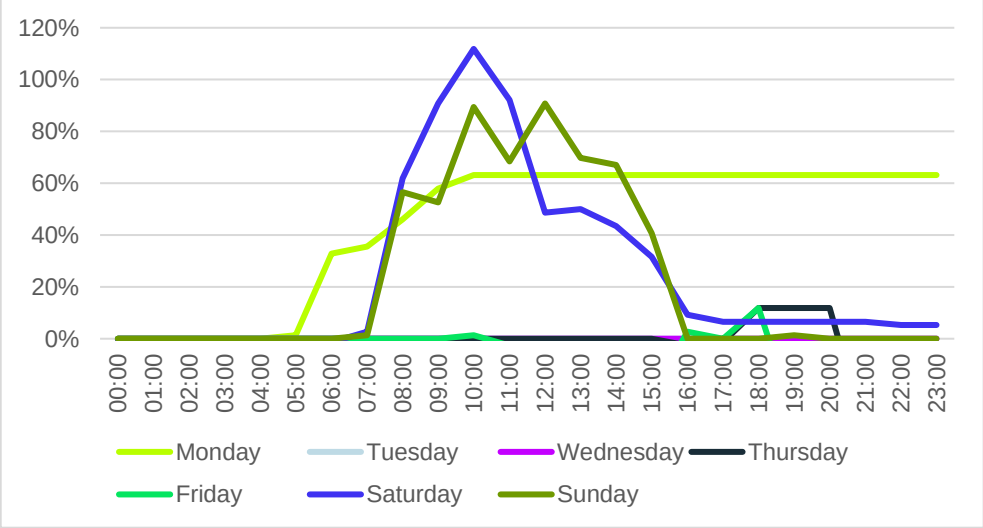
Figure 3-27 - Chippenham: Total Revenue from Ticket Sales 2024



3.2.2 Monmouth Leisure Centre, Monmouth

Average Peak Occupancy	**2022:**	No data
	2024:	112%
Total Number of Spaces:		76
EV Charging:		Unavailable
Type:		Leisure Centre

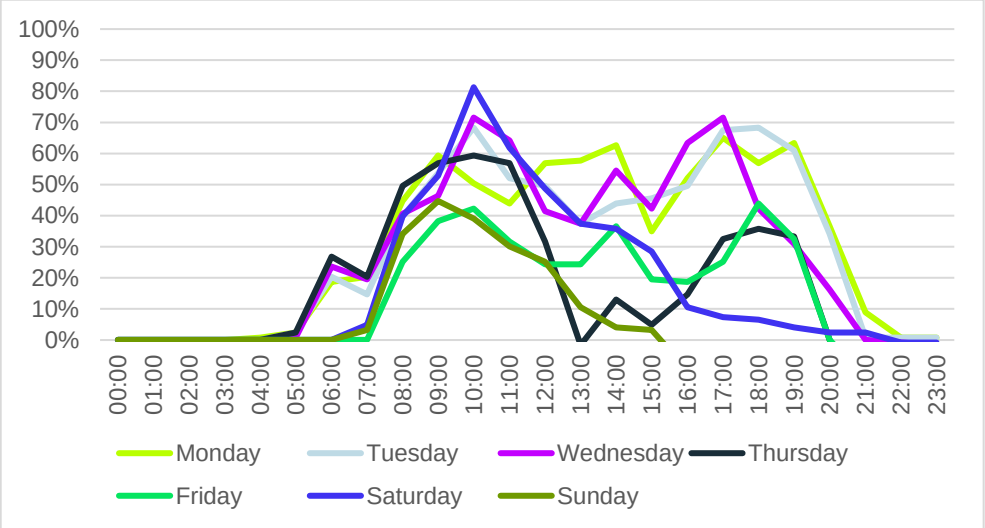
Figure 3-28 - Monmouth Leisure Centre: Percentage Occupancy in September 2024 *(Monday, Tuesday, Wednesday Thursday and Friday was missing or identified to be incorrect)*



3.2.3 Caldicot Leisure Centre, Caldicot

Average Peak Occupancy	**2022:**	No data
	2024:	109%
Total Number of Spaces:		70
EV Charging:		Unavailable
Type:		Leisure Centre

Figure 3-29 - Caldicot Leisure Centre: Percentage Occupancy in September 2024



3.2.4 Byefield Lane, Abergavenny

Average Peak Occupancy	**2022:**	113%
	2024:	107%
Total Number of Spaces:		297
EV Charging:		Available
Type:		Free / Pay and Display on Tuesday ▪ Tues - £6.20 all day charge

Figure 3-30 - Byefield Lane: Percentage Occupancy in January 2022

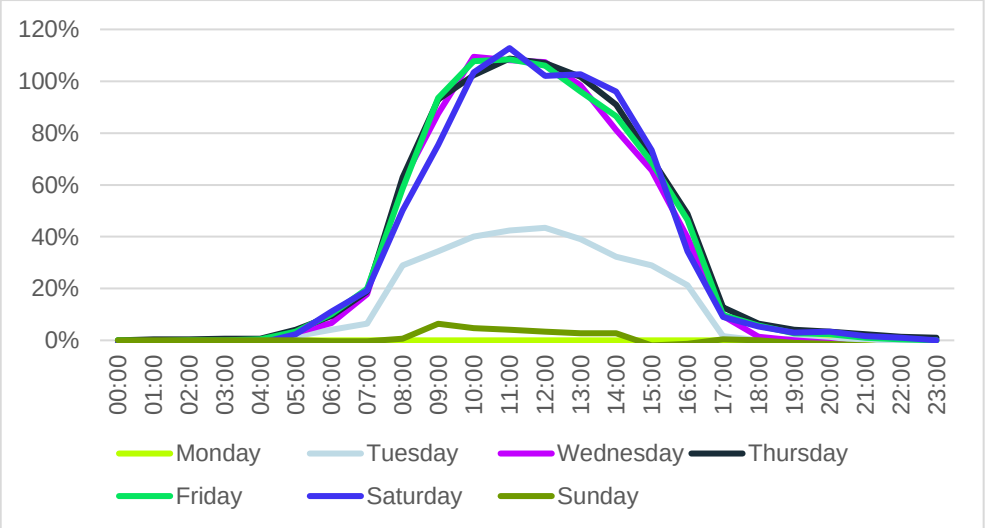


Figure 3-31 - Byefield Lane: Percentage Occupancy in March 2022

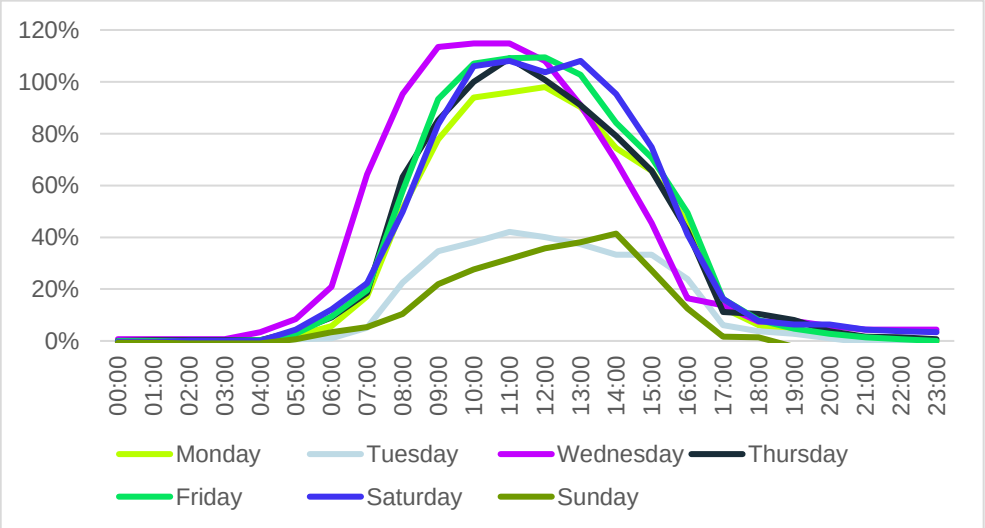


Figure 3-32 - Byefield Lane: Percentage Occupancy in June 2022

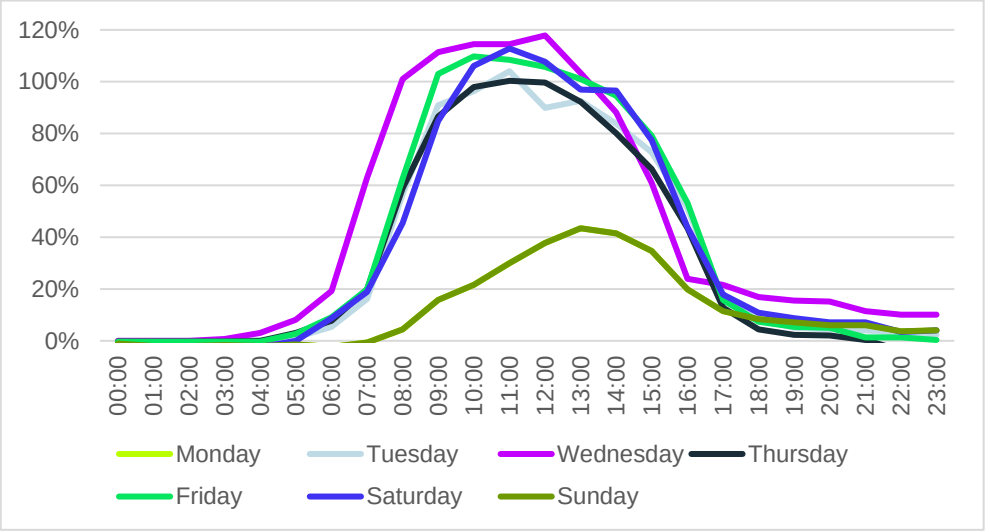


Figure 3-33 - Byefield Lane: Percentage Occupancy in October 2024

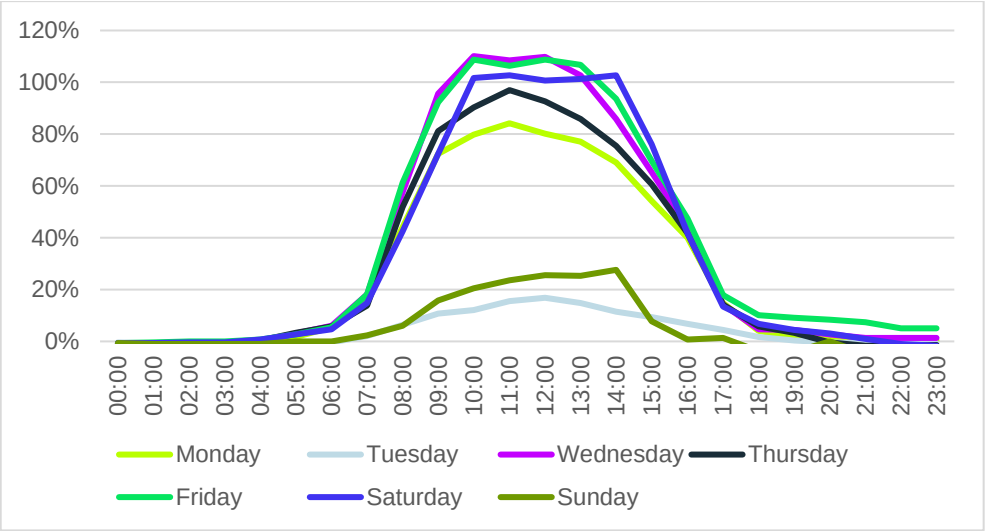


Figure 3-34 - Byefield Lane: Total Ticket Sales 2024

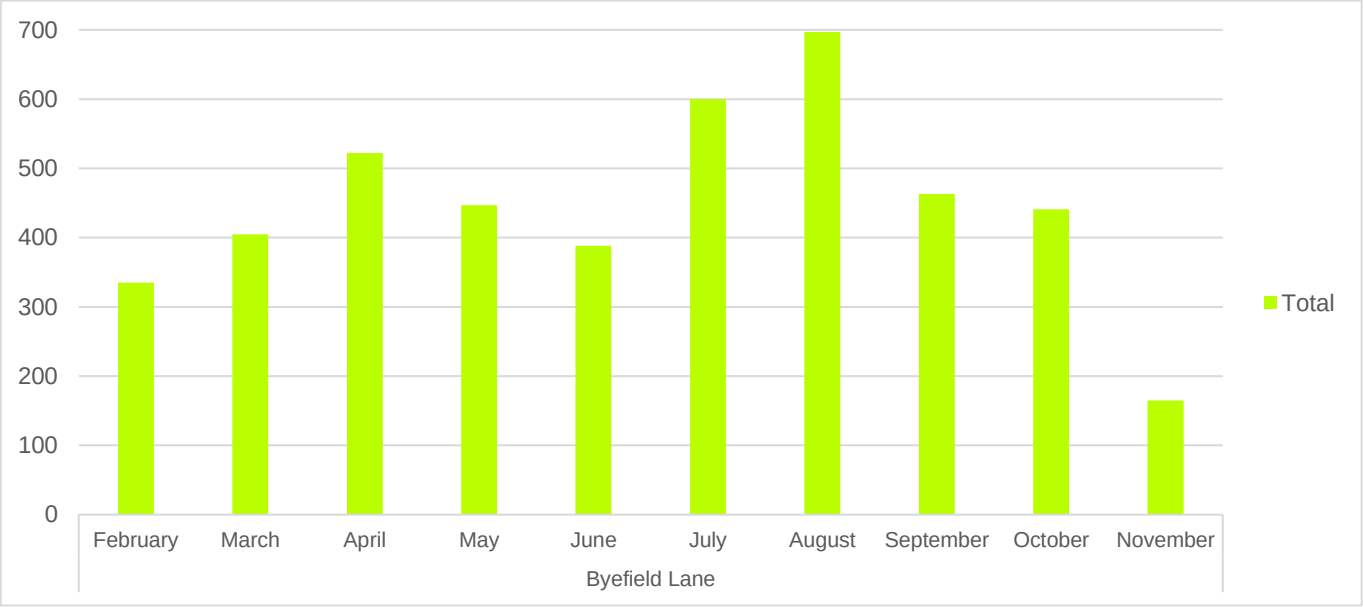
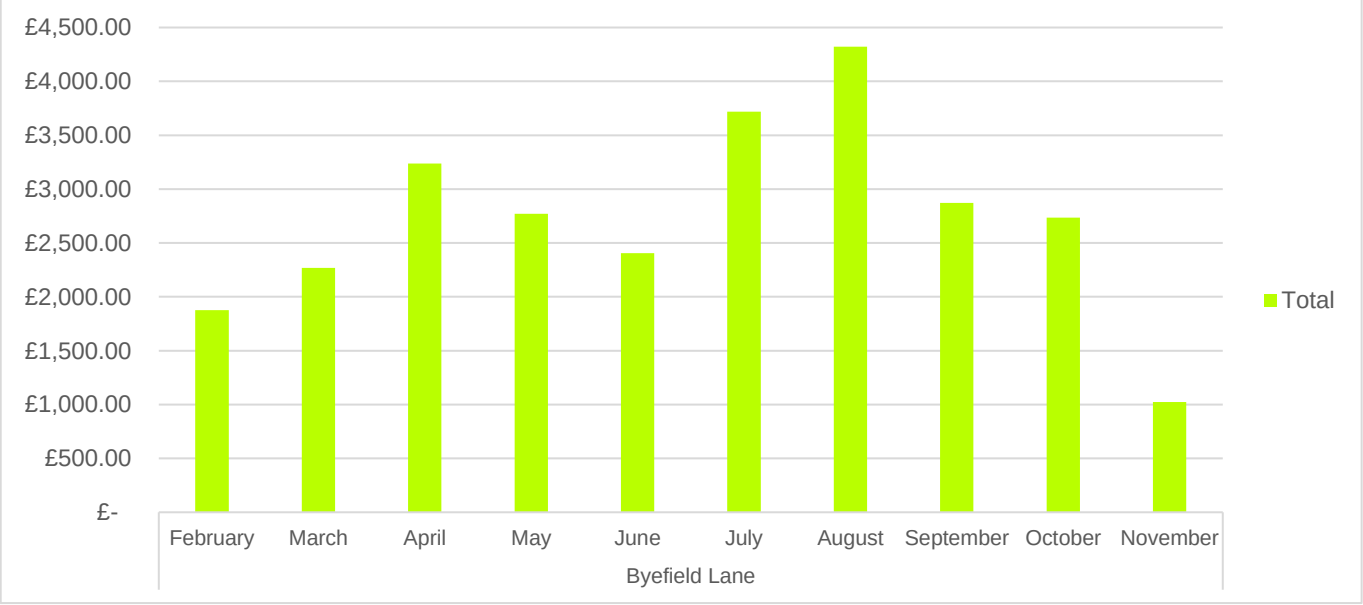


Figure 3-35 - Byefield Lane: Total Revenue from Ticket Sales 2024



3.2.5 Tiverton Place, Abergavenny

Average Peak Occupancy	**2022:**	90%
	2024:	102%
Total Number of Spaces:		65
EV Charging:		Unavailable
Type:		Short Stay Pay and Display

Figure 3-36 - Tiverton Place: Percentage Occupancy in January 2022

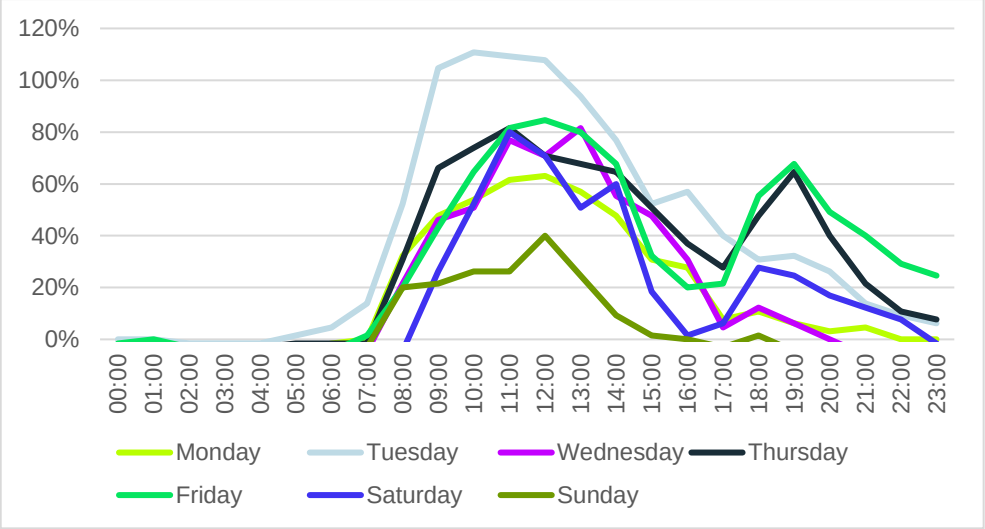


Figure 3-37 - Tiverton Place: Percentage Occupancy in March 2022

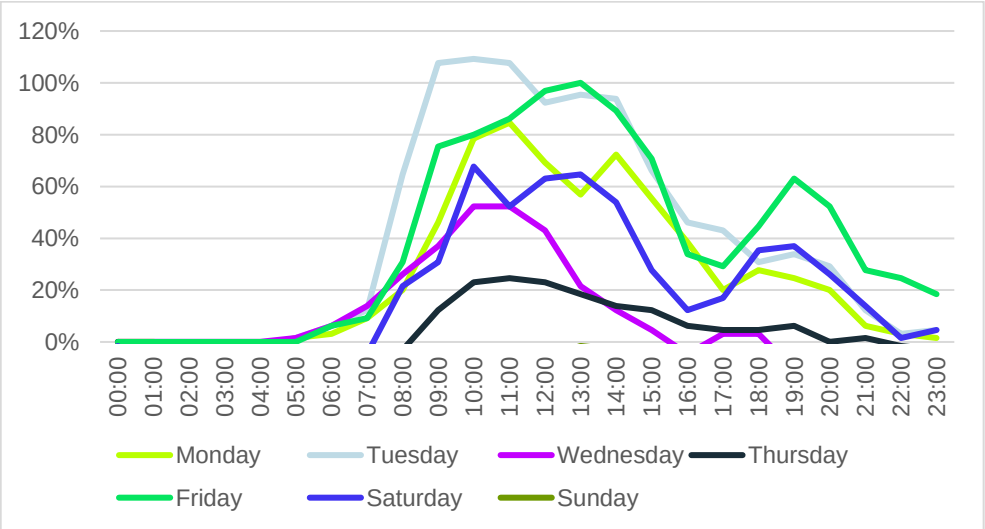


Figure 3-38 - Tiverton Place: Percentage Occupancy in June 2022

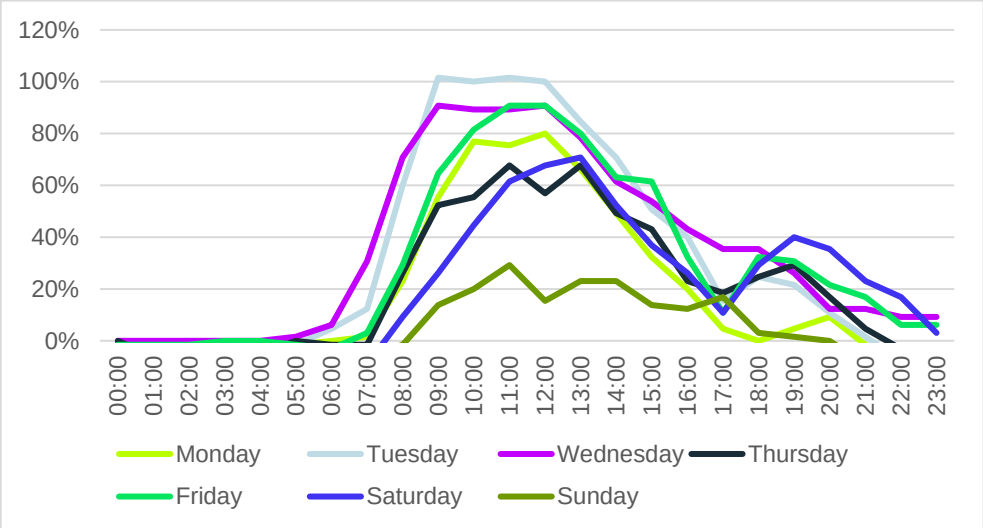


Figure 3-39 - Tiverton Place: Percentage Occupancy in October 2024

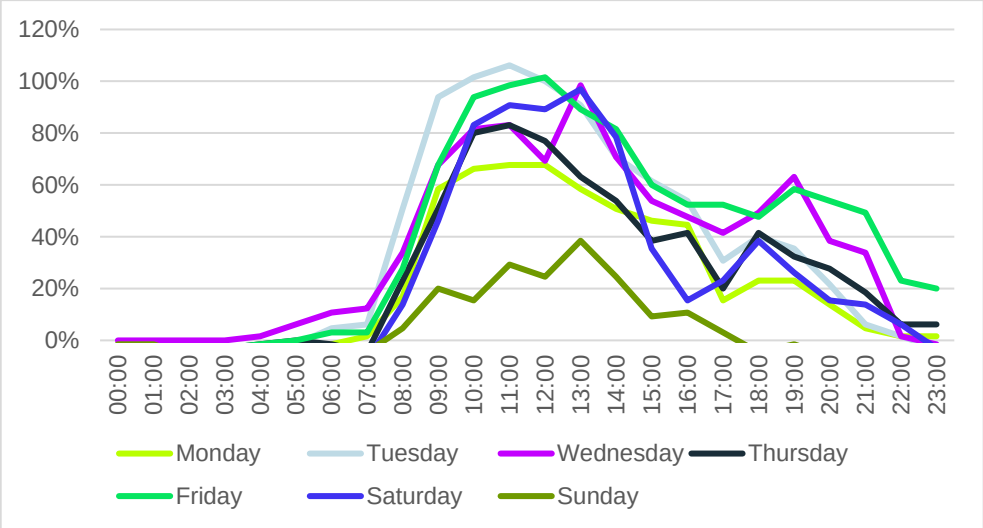


Figure 3-40 - Tiverton Place: Total Ticket Sales 2024

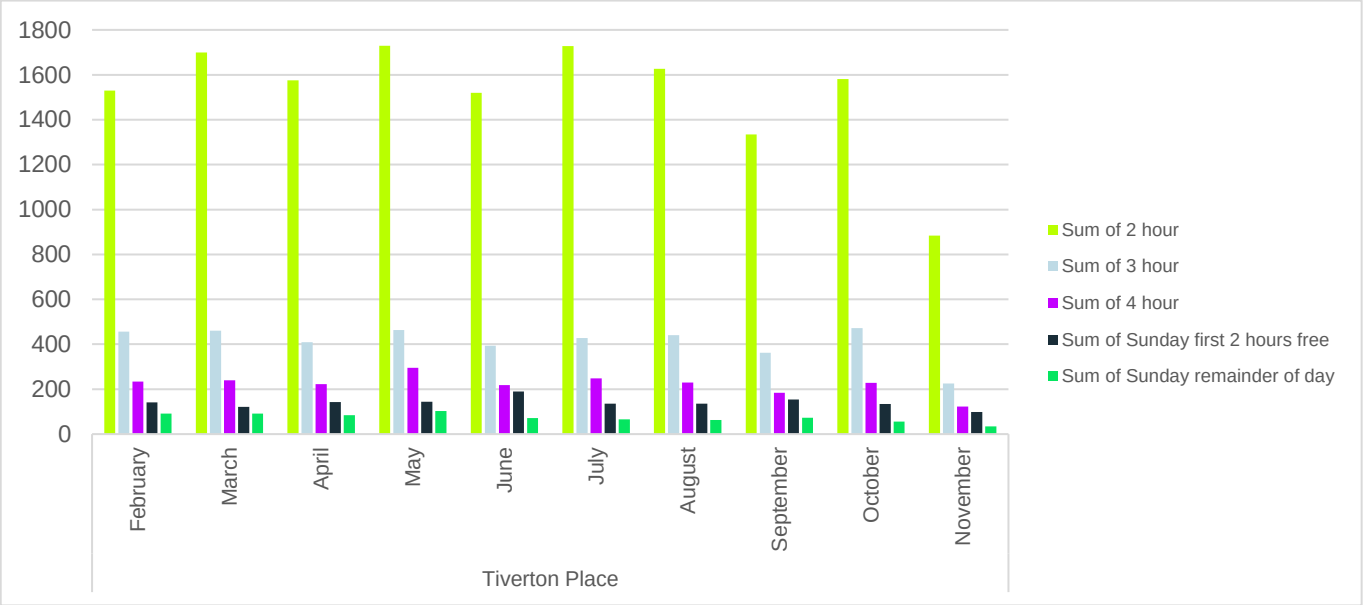
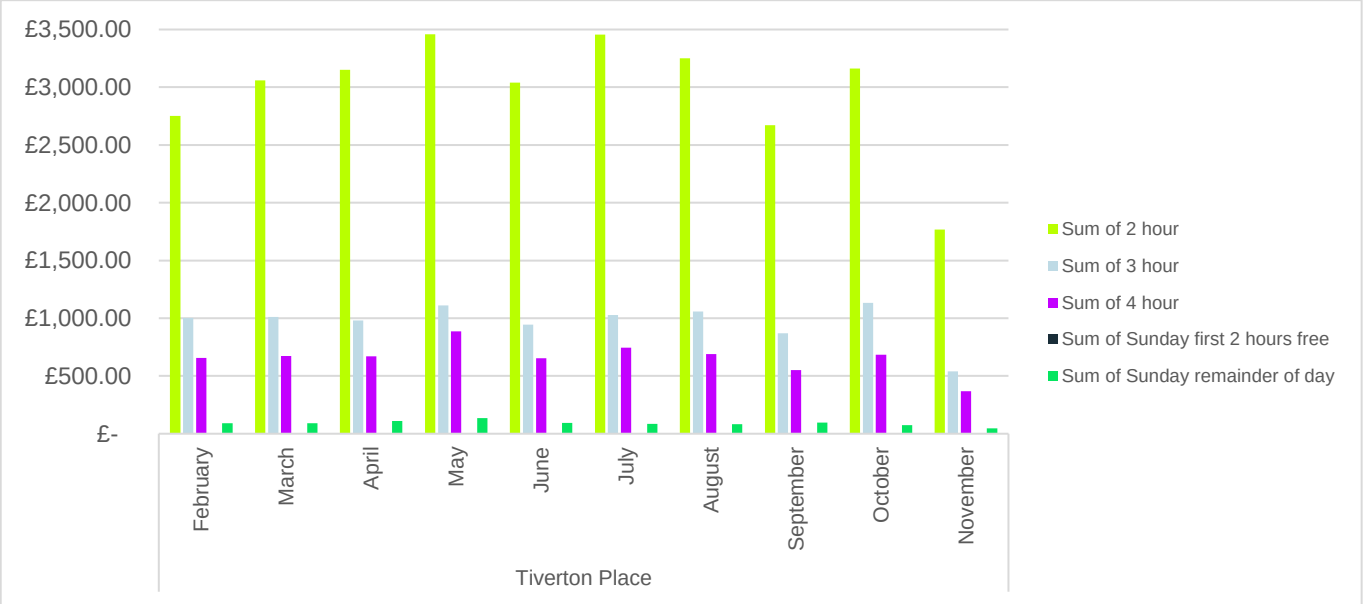


Figure 3-41 - Tiverton Place: Total Revenue from Ticket Sales 2024



3.2.6 Bus Station, Abergavenny

Average Peak Occupancy	**2022:**	89%
	2024:	100%
Total Number of Spaces:		160
EV Charging:		Available
Type:		Long Stay Pay and Display

Figure 3-42 - Bus Station: Percentage Occupancy in January 2022

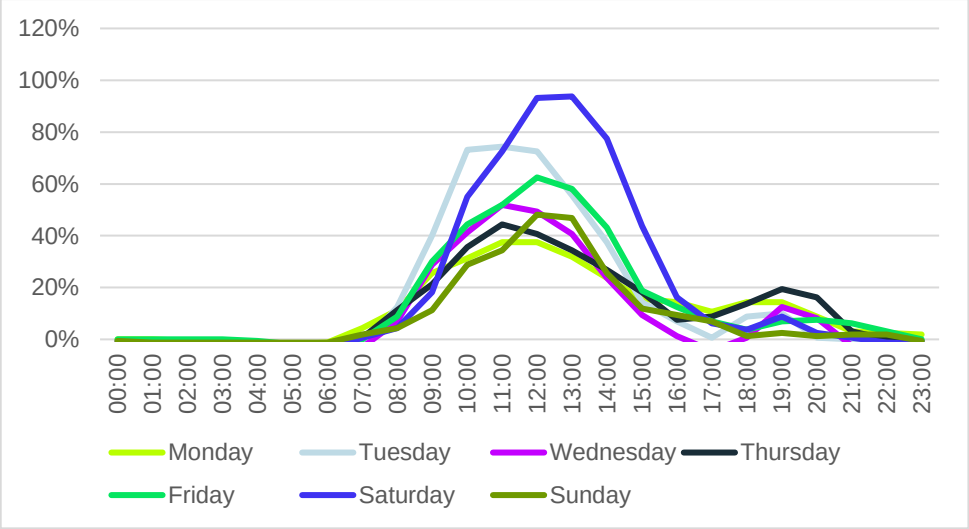


Figure 3-43 - Bus Station: Percentage Occupancy in March 2022

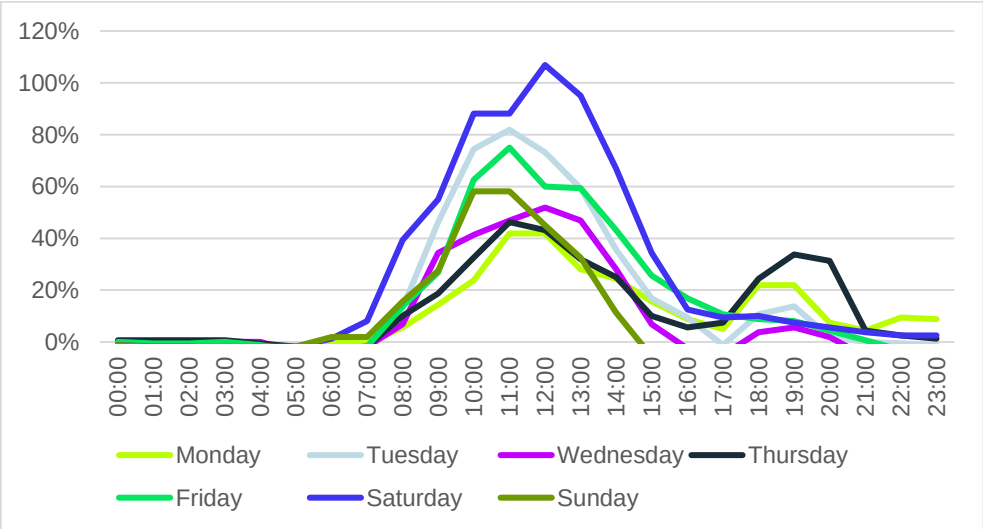


Figure 3-44 - Bus Station: Percentage Occupancy in June 2022

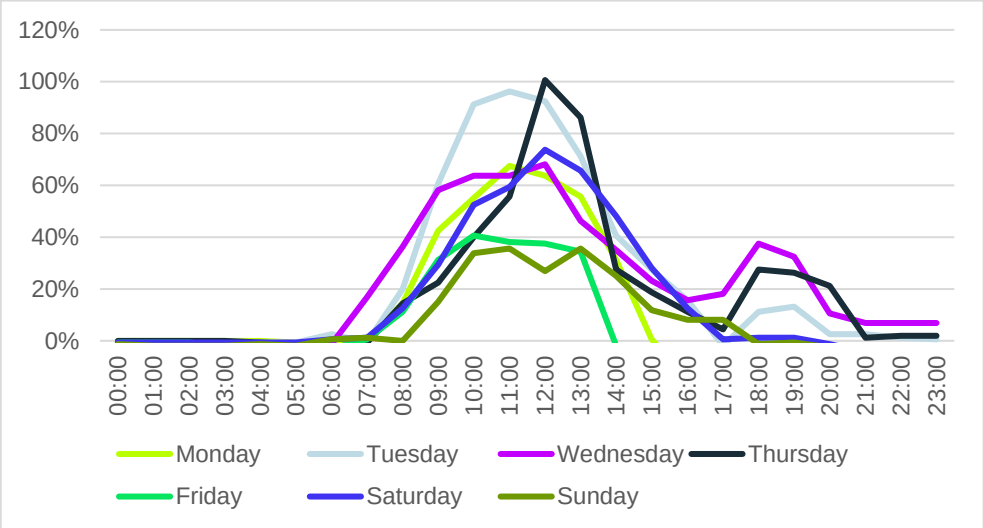


Figure 3-45 - Bus Station: Percentage Occupancy in October 2024

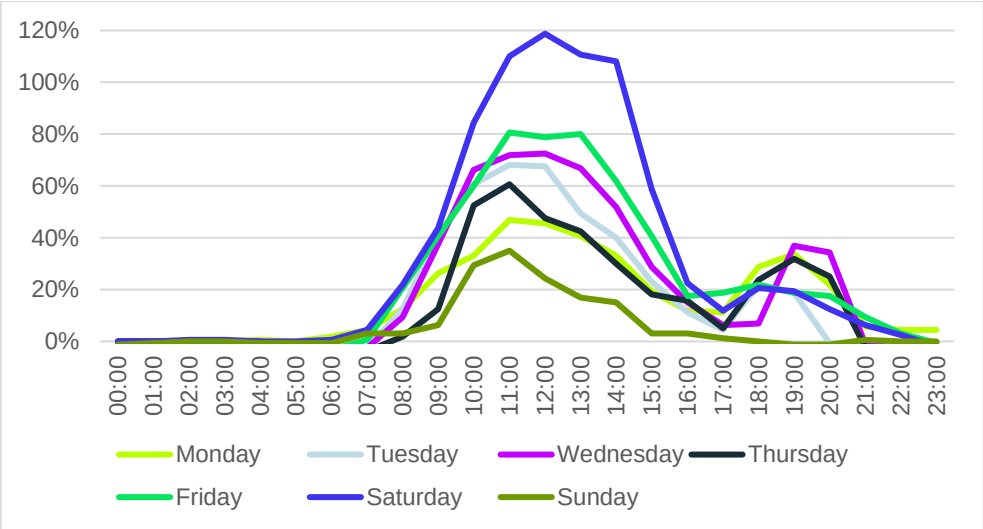


Figure 3-46 - Bus Station: Total Ticket Sales 2024

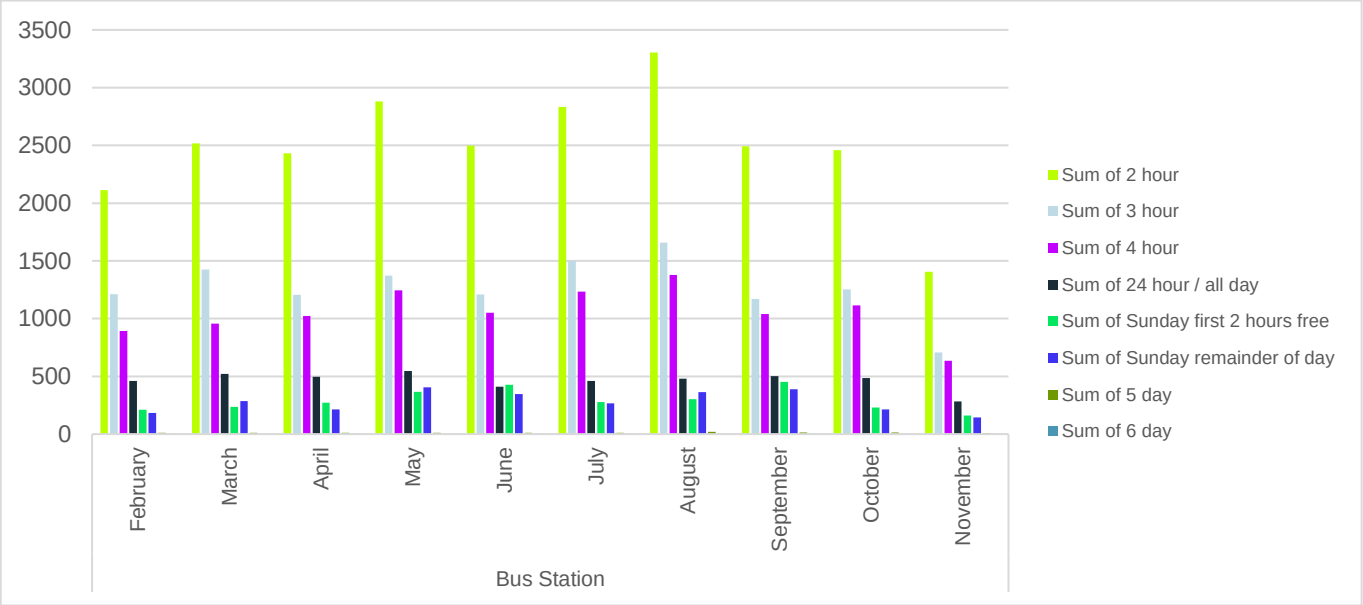
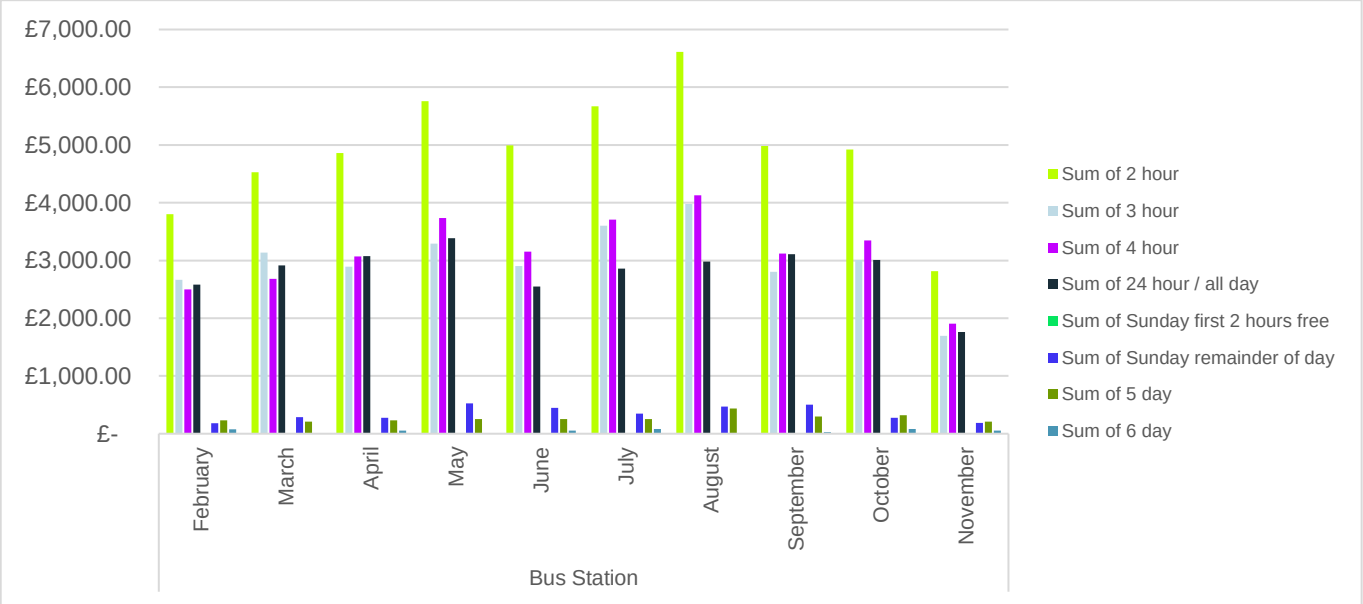


Figure 3-47 - Bus Station: Total Revenue from Ticket Sales 2024



4. Summary and Next Steps

4.1 Overview of findings

This Technical Note has presented five underutilised, and six over utilised MCC owned and managed car parks. These are:

Underutilised

- Drill Hall, Chepstow
- Main Road, Gilwern
- Goytre Village, Goytre,
- Woodstock Way, Caldicot
- Wyebridge Street, Monmouth

Over Utilised

- Chippenham, Monmouth
- Monmouth Leisure Centre, Monmouth
- Caldicot Leisure Centre, Caldicot
- Byefield Lane, Abergavenny
- Tiverton Place, Abergavenny
- Bus Station, Abergavenny

4.2 Recommendations

The following interventions could be explored for both under and over utilised car parks that are nearby, distributing use more evenly:

1. Strategic pricing: tariffs for paid car parks could be altered to entice use to underutilised car parks, whilst easing congestion within nearby over utilised car parks. This could also be implemented through decreased or increased tariffs, an introduction of time-based parking charges, a flat rate evening tariff or differential tariffs for residents/commuters/tourists.

2. Improved signage: to direct drivers to available parking. This could be implemented through enhancing traditional signage or adding digital signage that provides real-time information on parking availability and directions to available spaces. This could also ease congestion in nearby over utilised car parks.

Underutilised car parks

For underutilised car parks asset transfer could be explored. However, no car parks have been presented nor identified that have an average peak occupancy of under 15% and therefore this is not recommended. The reallocation of some space within underutilised car parks could however be explored for use by other sustainable modes, such as car clubs, bike storage and public transport etc.

Over utilised car parks

Monmouth and Caldicot Leisure Centre car parks have been identified to have an average peak occupancy rate over capacity. To ease this congestion, it is recommended that MCC ensures that leisure centre car parks are for customer use only. This could firstly be implemented through signage, and if misuse remains, could be enforced through Automatic Number Plate Recognition (ANPR) monitoring.

As a car park which is only currently chargeable on Tuesdays, different pricing options could be explored for Byefield Lane in Abergavenny to ease congestion on other days of the week. These options could include zonal parking, for free and long stay areas, the implementation of charges all days of the week, similar to Sunday tariffs in other pay and display car parks which allows users the first 2 hours of parking for free, and then a small charge for the remainder of the day or charging on all three market days in Abergavenny.

For other car parks car parks identified to be over utilised, options of strategic pricing and improved signage could be explored.

4.3 Next steps

Of the eleven car parks presented as either under or over utilised, five were either missing 2022 data, or it was identified to be incorrect, and should therefore be re-surveyed prior to any decisions being made. Pilot schemes for initiatives like strategic pricing and/or improved signage could be trailed prior to a full rollout, this would allow MCC to assess impacts on revenue for example. Engagement with stakeholders is also recommended to be drawn upon within the approval process for any recommendations.

Appendix C. Policy and Benchmarking

TECHNICAL NOTE

Monmouthshire Car Park Review

SUBJECT	PROJECT NO.	DATE
Policy and Benchmarking	5230879	May 2025

AUTHOR	DISTRIBUTION	REPRESENTING
HH	Monmouthshire County Council	AtkinsRéalis

Document history

Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
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Client signoff

Client	Monmouthshire County Council		
Project	Monmouthshire Car Park Review	**Project No**	5230879
Client signature / date			

1. Introduction

This Technical Note summarises the approaches to parking taken by neighbouring local authorities / councils and sets these proposals within the context of Welsh policy. For each strategy there is a summary of the overall policy objectives with their aims and priorities, followed by case studies of the approaches that have been applied to urban and rural areas similar to locations within Monmouthshire and, where possible, highlighting the challenges that the area has had to overcome.

All of the summarised policies detailed below will be used, alongside the existing car parking analysis, to inform any proposed changes to the parking arrangements or changing profile for Car Parks managed by Monmouthshire County Council (MCC). The final recommendations for MCC are then discussed in full within the final review Report.

2. Relevant Policies

The following section provides an overview of relevant policies and strategies under which the revised MCC Parking Review sits.

2.1 Llwybr Newydd: the Wales Transport Strategy 2021

The Transport Strategy for Wales set out in Llwybr Newydd is the driver for all decision making in Wales in respect of transport initiatives and requires a transport system fit for future generations. This strategy sets out three priorities for the development of transport across Wales:

- Bring services to people to reduce the need to travel
- Allow people and goods to move easily from door to door by accessible, sustainable transport
- Encourage people to make the change to more sustainable transport

With reference to car parking, Llwybr Newydd identifies the need to tackle illegal pavement parking to give priority to cycle lanes and footways, while also making sure that parking for disabled people is maintained, especially when roads are being redesigned. This strategy also identifies a need to invest in publicly available EV charging to support the shift towards the use of electric bikes, motorbikes and other vehicles instead of the use of fossil fuel powered private cars. These EV charging points could be delivered within car parks.

The Welsh Government (WG) priorities over the next five years are summarised below and will be incorporated within the updated MCC Parking Review as far as reasonably practicable:

- WG will develop policies on parking for all vehicle types to drive modal shift to public transport and active travel, taking equality into account. For example, this would ensure that parking provision for disabled people is maintained in the design of new schemes and road layouts.
- WG will deliver an Electric Vehicle Charging Strategy and encourage the use of motorbikes and powered light vehicles instead of cars where there are no other transport choices

and by 2040

- WG will encourage the optimum location of parking and effective parking management.

2.2 National Transport Delivery Plan 2022-2027

The National Transport Plan for Wales includes calls for all local authorities in Wales to:

- Address and act against pavement parking in their area.
- Consider alternatives to shift away from private car use, such as work place parking levies.
- Support Electric Vehicle (EV) charging. (By 2025 WG will ensure that EV charging points are provided every 20 miles on Trunk Roads to facilitate easier long-distance EV driving).
- Consult on the potential introduction of new civil enforcement powers to enable local authorities to address pavement parking issues in their area (2023).
- Develop policies on parking for all vehicle types to drive mode shift towards public transport and active travel.

2.3 Electrical Vehicle Charging Strategy for Wales

To facilitate the transition to Net Zero, the WG published a Strategy for Wales in March 2021 emphasising that EVs will bring benefits to consumers through lower running costs and the ability to charge at a variety of locations whilst recognising that providing charging facilities to meet the needs of electric vehicle users will be a big challenge. There are clear commercial opportunities to meet this demand and WG will also need to invest in order to deliver their vision of a network of electric vehicle charging that enables consumers to confidently switch from combustion to electric cars and vans.

The strategy is intended to support the public, private and third sectors, as well as individuals, through continued collaborative working to help shape the charging infrastructure system across Wales. The vision is that by 2025, *all users of electric cars and vans in Wales are confident that they can access electric vehicle charging infrastructure when and where they need it.*

MCC have taken this vision on board and will ensure that the Council continues to support the transition to EVs in Wales by ensuring that fair and equitable charging infrastructure is available for residents and visitors, including interventions to deliver and support the WG vision. Interventions could include:

- *Tourism and destination charging at public sector sites*
- *Residential charging in the priority areas*
- *EV charging in key car parks*
- *EV charging strategy (with WG)*
- *Public sector workplace EV charging*
- *Rail station EV charging*

2.4 Transport in rural areas: local authority toolkit – DfT

Although not a requirement to be used in Wales, the local authority toolkit for transport in rural areas published in 2022 by the Department for Transport (DfT) highlights the challenges and potential solutions to parking in rural areas. This toolkit identifies the dependence on private cars in rural areas as a significant challenge, and draws on several case studies for potential solutions:

- Upgraded EV charging and parking structure.
- Allow contactless payments at charge points.
- Improve network coverage of fast charge points.
- Provide grants to not-for-profit organisations to cover the cost of charge points.
- Implement park-and-ride or hop-on-hop-off public transport systems.
- Install charge points for a reduced price for tourism purposes – this scheme would enable tourists to travel by EV which is more environmentally friendly and would help them to travel to more remote locations without the worry of not being able to find a charge point.

3. Benchmarking of Parking Strategies and Tariffs

The parking strategies adopted for neighbouring councils and those with similar characteristics to Monmouthshire have been investigated within this section. The parking tariffs for these councils, as well as MCC, are presented within Table 3-1 which details whether there are free car parks managed within the council area, and the general chargeable hours. It should be noted that the following local authorities have no fees for their council-owned car parks:

- Torfaen; and
- Blaenau Gwent.

The tariffs listed in Table 3-1 are based on information available on the relevant council's website as of December 2024. The table indicates whether the council has a general tariff for all pay-and-display car parks or if the tariffs are specific to individual towns within the council area. In some cases, the general tariff does not apply and these car parks that have set all-day charges.

Table 3-1 - Car Park Tariffs (Council-owned car parks)

	Monmouthshire	Newport	Herefordshire					Powys	Forest of Dean District	Neath Port Talbot	Carmarthenshire			Ceredigion							Gwynedd	Shropshire			
Location	General tariff structure (some car parks follow different structures)	General tariff structure	Hereford	Leominster	Ledbury	Ross-on-Wye	Kington	General tariff structure	General tariff structure	General tariff structure (some car parks follow different structures)	Llanelli	Carmarthen	Newcastle Emlyn / Ammanford / Llandeilo / Llandovery / St. Clears	Aberystwyth	Aberaeron	New Quay	Cardigan	Lampeter	Llandysul	Tregaron	General tariff structure (some car parks follow different structures)	Hourly tariff structure			
																						Shrewsbury	Ludlow / Bridgenorth / Oswestry	Market Drayton / Church Stretton / Whitchurch	Ellesmere / Wem / Prees Heath
Charging hours	Charges apply Mon - Sat: 8am to 6pm Sunday: Free 2 hours, £1.30 for remainder of day	Charges apply Mon - Sun: 8am to 8pm (and some 24 hour car parks)	Charges apply Mon - Sat: 8am to 8pm in Hereford, and until 6pm elsewhere Sunday: Reduced tariffs for 2+ hours in Hereford, and free elsewhere Charges shown are the highest per type/town						Charges apply Mon-Sat: 8am to 6pm	Charges apply Mon - Sat Sunday: £1 for all day	Charges apply Mon - Sun: 8am to 6pm for most car parks Carmarthenshire is piloting free parking periods on certain days in short stay car parks and allows the transfer of tickets between designated short and long stay car parks			Charges apply Mon - Sun: 8am to 6pm for most car parks Seasonal car parks: 1st March - 31st October: 8am to 10pm (some car parks are only chargeable during this period, and for others there is an increase in tariffs)			Charges apply Mon - Sun: 8am to 6pm				Charges generally apply Mon -Sun: 10am to 16:30pm in Short Stay, 24 hours in Long Stay car parks	Charges apply Mon- Sat: 8am to 6pm Sunday: Reduced tariffs / free parking Hourly rate is most expensive within the centres of towns			
Free council-owned car parks	✓	✓	✓					✓	✓	✗	Certain hours/days are being introduced as part of a new pilot imitative			✗							Some free car parks in the winter only	✓			
1 hour			Zone 1: £1.80 Zone 2: £1.60 Zone 3: £1.00	Zone 1: £1.20 Zone 2: £1.00 Zone 3: £1.00	Zone 1: £1.40 Zone 2: £0.70 Zone 3: £1.00	Zone 1: £1.40 Zone 2: £1.20 Zone 3: £1.00	£0.70	Short Stay: £1.40	£0.00	Ponterdawe: £0.00 Rest: £1.75	Short Stay: £1.40	Short Stay: £0.70	Short Stay: £0.90	£2.60	£2.40	£2.60	£2.40	£2.40	£2.40	£2.40		Hourly Rate Range: £0.80-£2.80	Hourly Rate Range: £0.60-£1.40	Hourly Rate Range: £0.60-£0.80	Hourly Rate: £0.60
2 hours	£2.00		Zone 1: £3.60 Zone 2: £3.20 Zone 3: £2.00	Zone 1: £2.40 Zone 2: £2.00 Zone 3: £2.00	Zone 1: £2.80 Zone 2: £1.90 Zone 3: £2.50	Zone 1: £2.80 Zone 2: £2.40 Zone 3: £2.00	£1.40	Short Stay: £2.50 Long Stay: £2.50	£1.00	£2.30	Short Stay: £1.80	Short Stay: £1.80		£3.80	£2.90 Seasonal Car Park £3.80	£3.80	£2.90	£2.90			Short Stay: £1.10 Long Stay: £1.10				
3 hours	£2.40	£2.80	Zone 1: £5.40 Zone 2: £4.80 Zone 3: £3.00	Zone 2: £2.70	Zone 1: £4.20 Zone 2: £3.10	Zone 1: £4.20 Zone 2: £3.60	£2.10		£2.00	£2.85	Short Stay: £2.00	Short Stay: £2.40		£5.10	£4.00		£4.00		£3.60	£3.60					
4 hours	£3.00		Zone 1: £7.20 Zone 2: £6.40 Zone 3: £4.00	Zone 2: £3.60	Zone 1: £5.60	Zone 2: £4.80		Long Stay: £3.25	£3.00	£3.30	Short Stay: £2.20	Short Stay: £3.60	Short Stay: £1.20								Short Stay: £2.20 Long Stay: £2.20				
5 hours		£5.10	Zone 1: £9.00																						
6 hours			Zone 1: £10.80																						

7 hours			Zone 1: £12.60																					
8 hours			Zone 1: £14.40																					
12 hours																					Long Stay - Winter: £3.30 Long Stay - Summer: £5.50				
All day/24 hours	£6.20	£6.70	Zone 1: £16.20 Zone 2: £8.00 Zone 3: £5.00	Zone 2: £4.50 Zone 3: £3.00	Zone 1: £7 Zone 2: £4.30 Zone 3: £2.50	Zone 2: £6.00 Zone 3: £2.50	£2.80	Long Stay £4.00	£4.00	£3.80	Specific Car Park: £1.90 Long Stay: £2.40	Specific Car Park: £1.80 Long Stay: £2.50	Long Stay: £1.70	£6.60	£5.10 Seasonal Car Park: £6.60	£6.60	£5.10		£5.00	£5.00	Long Stay - Winter: £6.60 Long Stay - Summer: £11.00				

3.1 Torfaen

Torfaen, which borders Monmouthshire, offers free parking across all its Council-owned car parks, whilst other Councils within Wales only offer free parking in specific areas, or for certain restricted time periods. Currently, all Council-owned car parks (and on street parking bays) are free for all to use in Torfaen, although there are waiting restrictions in some locations for either 2 or 4-hours.

The Council website provides information on Penalty Charge Notices (PCNs) within Torfaen, and whilst offences for non-payment are not used due to the policy of free car parks, fines are issued for overstaying time limits within parking bays, and other civil parking offences.

Torfaen County Borough Council has not published a parking strategy or review since the above policy was implemented so all Council-owned car parks (and on street parking bays) remain free to use in Torfaen.

3.2 Newport

Newport City Council manage parking in a number of the City Car Parks with only limited availability of free car parking bays and these are generally located outside of the City Centre, in Malpas and Caerleon. Within Newport City Centre the car parks are all pay and display, but there are several other privately owned or NCP manged car parks which may affect local parking policy and revenue.

Where fee tariffs are available for the NCP car parks these are capped for long-stay at £6.20 for all day parking, although other car parks have daily charges advertised at £15:00.

Annual permits are available for Newport residents and Businesses within controlled parking zones.

In February 2024, there were calls by Councillors in Newport for a review of the parking arrangements to be considered as there were concerns that the parking revenue collected for Council managed car parks did not cover their respective running costs. The outcome of this request for a review is not currently available on the Newport City Council Website.

3.3 Blaenau Gwent

Blaenau Gwent County Borough Councillors have also called for a review of the parking arrangements to be considered as there have been concerns raised that the parking has not been robustly enforced. The outcome of this request for a review is not currently accessible on the Council Website. Anecdotal evidence suggests that council-owned car parks within Blaenau Gwent are currently free of charge with some waiting limit restrictions.

3.4 Herefordshire

Herefordshire Council have reviewed their parking strategy with a view to changing to a new parking charges regime and hours of charging for parking in Council car parks. It also looks at:

- On street pay and display parking operations

- Paying using cashless payment methods
- Service delivery.

Three main proposals were made:

- Parking charges and hours of operation of Council car parks and on street pay-and-display were changed.
- A further review of parking operations was recommended, including an examination of cashless payment methods and service delivery.
- Authority was delegated to the Director of Economy and Place, in consultation with the Cabinet Member, to decide each year on any parking concession to be offered for the Christmas period.

One of the main challenges in Hereford identified in the report are that short distance trips by private car can have a significant impact on congestion levels. To try and tackle this challenge, banded car park pricing has been introduced. These bands will be 'Zone 1 – Central', 'Zone 2 - Visit' or 'Zone 3 - Work and stay', and charges will apply 8am-8pm Monday-Sunday in Hereford. A full list of charges is detailed within Table 3-1.

To try and increase the use of electric vehicles there is currently 30-minute free parking available for EVs around Hereford.

3.5 Powys

Powys County Council's 2024 car park review was led by AtkinsRéalis and followed a series of meetings, discussions, data analysis and benchmarking exercises. The car park review has considered car parking tariffs as well as how to best manage all of the Council's car parks. In September 2024, the report was discussed by the Council's Scrutiny Committee and the following recommendations have now been taken forward to the Cabinet:

- *Reinstate the 1hr parking charge to long-stay car parks in the towns where there are no short-stay car parks (Builth Wells, Crickhowell, Llanidloes, Machynlleth, Presteigne and Ystradgynlais)*
- *Increase the tariffs for 2-4hr and all-day parking charges to mitigate the financial pressures of reinstating the 1hr parking option in the specified long-stay car parks*
- *Review options for introducing charging in off-street Council car parks where currently no charging structure exists*
- *Review options for amending car park permits to be valid for specific, single car parks, with an option to upgrade for use in multiple car parks in the county*
- *Free parking for events will cease unless the budget can accommodate all associated costs*

Powys Cabinet members have agreed that they need to take some time to reflect on the Scrutiny Committees' comments and reconsider the recommendations above before any action is taken. The Cabinet members have also indicated that they will hold a focus group to help clearly define a way forward that enables residents and visitors to park safely and sustainably in Powys car parks and is also ensure that the solution is achievable within Council budgets.

3.6 Forest of Dean District, Gloucestershire

The District of the Forest of Dean is an English neighbouring authority to Monmouthshire and in April 2024 the District Council introduced a policy of offering the first hour of parking for free across all of their Council-owned car parks. This initiative was part of a broader effort to standardise parking tariffs and improve the parking experience across the district. The charges for paid car parks are now standardised across the Forest of Dean, with a maximum charge for 4 hours, as detailed in Table 3-1

There are also a number of car parks free of any charges within the Forest of Dean area and motorcycles can park for free within all car parks.

3.7 Neath Port Talbot

The Neath Port Talbot County Borough Council parking strategy is based around policies that follow the Council's main principles. These principles state that parking should uphold the Council's sustainability objectives, and that parking restrictions should be used where they are necessary and should not be overused. The principles also state that the parking policies should consider equality and disability issues and that all relevant costs and incomes of the strategy should be laid out transparently.

From these principles the Council developed five parking policies that they follow:

- Short stay parking will be created to prioritise the support of local businesses.
- Focus on long stay parking located further from the centre of towns.
- Residents parking must be protected, this will be done using regulation of on-street parking and controlled parking zones.
- In high demand areas, such as town centres, parking will be managed using charges.
- Suitable disabled parking will be created.

3.8 Carmarthenshire

The current strategy for Carmarthenshire County Council was adopted in 2018 and aims to support the local economy through easing parking options for shoppers and tourists accessing their market towns.

Carmarthenshire is a highly rural and therefore private vehicles remain the main transport mode across the county borough. In addition, there is increased growth within towns and a lack of capacity for parking in seasonal months due to tourism in places such as Ammanford. The development of an appropriate strategy was a challenge due to the differing local needs which can vary throughout the year. In addition, the previous parking strategy had not been updated since 2005. The 2018 strategy implemented:

- Prioritising short stay parking in town centres.
- Improving car park safety and information.
- Providing more facilities for the mobility impaired.
- Providing a park and ride facilities.

- Improving integration with public transport, as well as other aims.

With the new strategy the Council has prioritised the use of contactless payments and removed cash payments through several methods such as pre booking parking spaces online, ANPR and pay by phone. However, at outset of the strategy, pay on foot and pay and display were still being used.

Carmarthenshire are looking at an increased use of short stay car parks to greater utilise the town centres and increase personal safety by including more CCTV, clean environments, and other measures to make car parks safer. An initiative trailing free parking in the council's short stay car parks has been introduced as part of a pilot initiative in 2024, as detailed on the council's website:

- St. Clears, Newcastle Emlyn, Llandeilo, Llandovery: Free parking Monday to Wednesday, 10am – 2pm.
- Carmarthen: Free parking Tuesdays and Thursdays, 3.30pm – 6pm.
- Llanelli: Free parking Mondays and Tuesdays, 10am – 4pm.
- Ammanford: Free parking Monday, Tuesday, Wednesday, 10am – 2pm.

During these times, customers will need to obtain and display a ticket, but it will be issued at no charge.

Carmarthenshire are also aiming to ensure an appropriate level of disabled parking is achieved in all parking areas, together with EV charging points being introduced as part of the strategy. At the outset of the Strategy a large number of EV charge points were free to use, while some have set charges for as a connection fee, price per time, price per energy consumed or a combination of these. The strategy aims to increase the use of electric vehicles in the future and make sure considerations are made in new developments for parking spaces with new electric charging infrastructure.

3.9 Ceredigion

A review of the car parking charging strategy across the promenade in Aberystwyth was proposed in 2023. It proposed the introduction of restricted time use EV charging points along the promenade, therefore encouraging a more frequent turnover of vehicles, long stay parking at other locations, and the use of public transport. At a cabinet meeting was held in September 2024 and agreed to support a consultation process on the proposals for the charging and parking along parts of the promenade.

To help increase the use of public transport the following measures were suggested within the strategy:

- Only blue badge holders can park for free.
- Allow two hours of free parking between 8-10am Monday-Friday in one car park in Lampeter, Aberaeron and Cardigan. This suggestion aimed at helping the elderly, but as the spaces would be open to everyone, it was concluded that a more holistic approach was needed.
- A park and ride facility in Aberystwyth was considered as an existing bus route could provide easy access to the car parks along its route.
- A better way of monetising the car parks should be investigated.

In this report the current charges for parking were compared with neighbouring locations to confirm that they were similar. The most up-to-date charges available at the time of drafting this technical note have been detailed in Table 3-1.

Ceredigion County Council ULEV Strategy and Action Plan was completed in 2022 and the recommendations made in respect of EV charging were:

- Accelerate charge point deployment to promote EV uptake (increase 45 chargers 2021/2022 to 376 chargers by 2030).
- Build on the existing EV network deployments, focusing on establishing good charge point coverage and plugging gaps - chargers should be built in areas that are forecasted for high usage of EVs.
- Deliver a Ceredigion specific solution - placing chargers in places where tourists park, in order to attract more EV users to the area.

3.10 Gwynedd

In April 2021, it was proposed that the parking management arrangements were changed to a new parking strategy for Cyngor Gwynedd. One of the main priorities of the new parking strategy was a revision to parking fee structures. This was suggested to meet the requirements of modern road usage as well as to address the income level of the Council's Environment Department.

At the time of the review the established parking strategy had been in place since 2015 and was outdated, so a range of changes were considered. These included an increase in the use of technology to reduce the use of cash and increase the support for electric vehicles. This was done by using new ways to pay, such as contactless payments, and by expanding the number of charging points. Future EV charging points would include the capability to collect turnover data. In parts of Gwynedd, the number of second homes and holiday homes continues to increase and as a consequence, resident parking is sometimes in short supply depending on the time of year and this was considered when examining the parking patterns around the county.

Current developments included an additional scheme introduced in 2020 that enabled users to pay for parking using a mobile phone. The ease of use of this scheme proved to be high and there has been very positive feedback from users. To support EV charging it was proposed that in 23 locations there would be new EV charging points available.

One of the main changes proposed within the strategy was a new banded parking charges regime as the old charges had been in place since 2015. The new banded system looked to increase consistency across the county, whilst decreasing the options for the number of hours that could be paid for by the user. This means that the number of users buying higher hours while not staying for that duration increases, which in turn increases turnover for the Council as users will pay a higher price for shorter stays. There was also a consequential decrease in the costs of a 12-hour stay if the user does stay that long. The most up-to-date charges at the time of drafting this technical note have been detailed in Table 3-1.

3.11 Shropshire

The Shropshire Local Transport Plan (LTP) looks at a range of transport topics such as public transport, parking, walking, car-based travel, and freight, and sets out policies and objectives for the County to follow and meet to improve transport. The plan looks at the years 2011 – 2026. One of the main problems the plan attempts to tackle is traffic problems in Shrewsbury. The plan suggests park and ride and edge of town parking should be prioritised, and levels of parking in the centre of the town should be reduced. The plan also looks to tackle similar problems across the county

using enforcement to tackle illegal parking, and by using Traffic Regulation Orders (TRO) to prevent parking that may cause unnecessary congestion.

The plan lists a set of policies that look to reform parking across the county. The first of these policies looks at ensuring local economies are supported through the efficient use of parking spaces, as well as efficient park and ride schemes. It sets out to do this by increasing parking charges, so they are consistent across Shropshire based on the size of each town and the parking demand in the different towns. The policy also prioritises making sure every town has enough parking. The policy sets out time restrictions for on-street and off-street parking close to shops in order to encourage people staying for longer to use park and ride schemes or other forms of transport to help reduce congestion. In addition, to help improve the use of alternative transport the policy sets out to introduce a new park and ride scheme for Oswestry. New and improved signage within towns will be implemented in to decrease unnecessary traffic circulation.

The plan seeks to improve the HGV parking points across the Shropshire while also regulating them to protect the natural beauty of the county. The plan also seeks to facilitate the addition of more EV chargers to support the use of zero emission vehicles.

The policy includes addressing parking to remove barriers to accessibility experienced by people with disabilities. This involves ensuring the misuse of disabled bays is prevented as well as removing parking from footways.

In 2017, Shropshire County Council proposed new parking plans which included the introduction of new pay and display devices in certain locations, removing restrictions on periods of maximum stay and minimum return, a proposal to remove the 15-minute pop and shop period and to introduce a proposal for the option to buy weekly tickets. These weekly tickets would also be split into different charging bands in line with the hourly rate; with band 2 costing £70, band 3 costing £35, band 4 costing £24, band 5 costing £17 and band 6 costing £10.

Shropshire County Council most recent supplementary report on parking tariffs, operations and development was presented to Cabinet in April 2024. This addressed the specific areas of concern raised by the Economy and Environment Overview and Scrutiny Committee. The decision was to agree any changes through full public consultation via a TRO.

Based on the TRO consultation documentation, hourly charges will increase the most in Shrewsbury, by 80p in some car parks, in line with the LTP which identifies parking problems in Shrewsbury. All paid car parks outside of Shrewsbury will see an increase of 20p per hour, and free car parks will remain as free. Charges for season tickets and resident permits will increase significantly, by 50% in most cases. The banding of car parks from the 2017 parking plans remains in place.

Appendix D. Parking Payment Equipment and EV Charging

TECHNICAL NOTE

Monmouthshire Car Park Review

SUBJECT	PROJECT NO.	DATE
Parking Payment Equipment and EV Charging	5230879	May 2025
AUTHOR	**DISTRIBUTION**	**REPRESENTING**
IB	Monmouthshire County Council	AtkinsRéalis

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Client signoff

Client	Monmouthshire County Council		
Project	Monmouthshire Car Park Review	**Project No.**	5230879
Client signature / date			

1. Introduction

This Technical Note is intended to provide an insight into different methods of parking payment mechanisms and technology currently available within Wales which could be utilised, along with:

- Costs where they can be identified from a review of freely available open source data;
- Opportunities;
- Potential risks; and
- Potential suppliers.

This information is intended to supply Monmouthshire County Council with the information needed to help support the recommendations for changes, or otherwise, to the car parking payment and management methods available within Monmouthshire. Parking technology has the ability to aid car park utilisation, improve accessibility to urban areas and reduce time spent searching for spaces.

Context

The British Parking Association (BPA) estimates that the average UK motorist spends 90.5 hours per year, the equivalent of 4 days, searching for a parking space and almost half of motorists describe finding somewhere to park as a stressful experience.

In the UK there are 41.4 million licensed vehicles, which spend 96% of their time stationary[1]. With the number of cars on the roads rising by 16% in the last 10 years[2], the need for effective parking management is becoming of increasing importance.

The British Parking Association (BPA) outlines the value of emerging technology to parking in their 2017-2022 Blueprint for Parking. Parking technology has the ability to aid car park utilisation, improve accessibility to urban areas and reduce time spent searching for spaces. Facilitating the reduction in search time for a parking space will help reduce levels of congestion and reduce the amount of CO_2 and other harmful emissions being emitted by cars searching for a space.

In line with this, the BPA have focussed on three themes for future development:

- Data and apps;
- Payment; and
- Integration.

This emerging technology is explored below.

[1] Cars parked 23 hours a day
[2] Vehicle licensing statistics: 2021 - GOV.UK

2. Parking mechanisms

This section outlines the commonly used parking mechanisms for towns and cities in Wales. For conciseness and relevance, parking types such as permit-only, residents and visitor parking have not been included within this technical note.

2.1 Pay and display

Pay and display is a widely used mechanism, especially in smaller single-storey car parks. A user will park their car within the car park before walking to a nearby pay and display machine. There, they specify the amount of time they would like to visit and pay the cost in advance, before taking a ticket which they then place in their car in a visible location. The ticket is then checked by parking enforcement officers who patrol the site. These machines can be cash only or cashless enabled (see Section 3) and may, or may not, include registration plate number information to prevent reuse.

2.2 Pay on foot & pay on exit

Pay on foot and pay on exit mechanisms are often used in larger multi-storey car parks. As opposed to the pay and display mechanism which require the user to pay for their parking before visiting an area, pay on foot and pay on exit mechanisms allows the user to pay for parking on exit of the car park. The user will usually receive a ticket on entering the car park or have their entrance timed through automated numberplate recognition (ANPR, see Section 5) and then pay via a machine that can be accessed on foot or upon exit of the car park. As with the to pay and display mechanisms these machines can be cash only or cashless enabled.

Barriers on entry or exist can add £3,000-5,000 to the cost of installation.

2.3 Free parking within a time limit

Some car parks and on-street parking spaces set a certain amount of time for free parking, for example free parking for one hour with no returns within two hours. Providing free parking and limiting the duration of the stay encourages visitors and residents using retail centres, rather than commuters or those without a parking space at their residence. However, while free parking can provide an incentive for visitors to the local area, overprovision can also result in a large daily influx of vehicles into a town or retail centre. This can in turn result in significant congestion in town and city centres, which can increase time spent in traffic for visitors and exacerbate both air and visual pollution for residents as well as impacting cyclists and pedestrians.

2.4 Pre-purchased vouchers

Vouchers still retain some popularity in smaller towns looking to encourage relationships with local shops. Ideally before parking, a driver should visit a participating shop and obtain a voucher for a set fee, on which they can specify the location and duration of their visit. This voucher is then displayed inside their car like a traditional pay and display ticket.

2.5 Summary

MRUK Research published a paper on behalf of Welsh Government in 2015 'Assessing the Impact of Car Parking Charges on Town Centre Footfall'[3] which performed a literature review and conducted interviews with local authorities, business owners and town centre visitors across Wales. The evidence that free parking influences town or city centre footfall is limited. The paper states that *"beyond anecdote [evidence], there is very little published evidence which links changes in car park charges to changes in town centre footfall*". The paper goes onto state that:

> **"***Charging for car parking is a complex issue. It is only one aspect of a complex interplay of factors influencing willingness to travel by car, time and money spent, and business activity in town centres. It is very difficult to separate the influence of car parking charges from other factors. Local Authorities and other stakeholders similarly rely mostly on anecdote when relating car park charges to footfall. However, their feedback does suggest that a relationship exists.*
>
> *"…Visitors to town centres suggested that car park charges impact on how long they to remain in the centre and, consequently, how much they spend whilst there. However, the general availability of spaces is felt by visitors to be more important than cost in their overall decision about visiting. Traffic flow and parking signage are felt by visitors to have the same, if not greater, effect on their decision to visit the town centre, how long they spend there, and how much money they spend."*

Table 2-1 - Parking payment mechanisms advantages and disadvantages

Pay and display	Pay on foot & pay on exit	Free parking
▪ Pay and display mechanisms are well-established and generally well understood by the public. ▪ Pay and display only requires the installation of a payment machine and no barriers or separate ticket machines, reducing the overall installation cost. ▪ Pay and display sites are appropriate for on-street parking, where space is constrained. ▪ Pay and display machines usually require a parking enforcement officer to ensure validate tickets are used, increasing labour costs.	▪ Pay on foot and pay on exit mechanisms eliminates the pressure to rush back to a parking space, making them more popular at retail centres. ▪ The use of barriers in pay and display and pay on exit reduces non-compliance. ▪ Pay on foot pay points can serve up to 200 spaces comfortably, as opposed to pay and display machines, which typically serve up to 70 spaces[4]. ▪ Pay on foot and pay on exit systems use barriers which can cause traffic entering or leaving the car park to back up, increasing congestion nearby. ▪ Installation costs are likely to be higher for this mechanism, although labour costs will be lower due to a reduced need for parking enforcement officers.	▪ Free parking requires limited enforcement or infrastructure installation other than clear signage and road markings, making it very easy to operate. ▪ Free parking can encourage visitors to the local area that may not have chosen to travel otherwise and provide residents with links to nearby retail centres. ▪ This mechanism does not provide any income stream for local councils as opposed to other mechanisms such as pay on display. ▪ Free parking can encourage traffic and poor parking practice, increasing congestion and making the area less attractive for nearby residents.

[3] 150610-assessing-impact-car-parking-charges-town-centre-footfall-en.pdf (gov.wales)
[4] PositionPaper (britishparking.co.uk)

3. Payment machines

Payment machines are one of the most common methods of charging for parking. They are static, require human input and require maintenance. The price of a new machine can vary from £3,000-4,000 for purchase and installation[5,6,7,8], and tends to be more expensive when it is also cashless enabled. Council-operated meters cost approximately £400 per annum for maintenance and up to £20 a month for both networking requirements and software support.

3.1 Cash only

Many payment machines are cash only, which can make the introduction of a new coin or note costly; for example, to upgrade Oxfordshire's 85 machines to accept the new £1 coin it was estimated to cost £343,000. Several local authorities took a significant amount of time to convert all their council-owned payment machines to the new £1 coin in 2017[9]; any delays in switching to new currencies can make these machines unpopular with the public.

While cash has historically been the preferred method of paying for parking, machines can become full of coins or jam frequently, needing in person intervention, causing public irritation and loss of revenue due to malfunctions across all brands of machine. Further, cash only machines can be seen as inconvenient for those that now more frequently use a card and/or do not have the exact change needed for the cost of their parking.

3.2 Cashless enabled machines

Many payment machines now accept card and contactless payments. There are also options which mean there is no need for paper tickets, these also can be used to enforce 'no returning vehicles'. These machines will still incur maintenance costs and will still require upgrading in the future as technologies change and improve. However, updating payment machines to include cashless options increases the number of payment options, making it more convenient for users who in many cases have steadily increased their means of payments to be made using a debit card[10]. If replaced with cashless-only machines, it should be noted that not all users are comfortable with using bank cards, and machines will need to be updated to meet future technology requirements if they operate using mobile data technology.

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[5] Freedom of Information request reveals £36,456 installation cost of Princes Parade parking meters (kentonline.co.uk)
[6] Parking Meters - Freedom of information (devon.gov.uk)
[7] REVEALED: Find out where 'voluntary' car park meters are located in the Highlands (northern-times.co.uk)
[8] Freedom of information FOI requests - Dorset Council (disclosure-log.co.uk)
[9] Can't pay or display as parking meters don't take new £1 coin | Motoring | The Guardian
[10] Half of all payments now made using debit cards | Insights | UK Finance

Table 3-1 - Payment machine opportunities and risks

Opportunities	Risks
▪ Updating machines could increase the number of payment options, which would attract a wider variety of people in cars to the area and make paying for parking more efficient. ▪ Updated payment machines are likely to have improved data transfer and storage properties, aiding in analysis of car park usage in the future.	▪ The risk of utilising payment machines is low, due to their longstanding implementation in many places across the UK. However, these machines may become outdated very quickly and can incur high maintenance costs.

3.3 Alternative payment options

Other less common options for payment machines include:

- Decrementing cards: also known as prepaid parking cards, these can be used in specific pay-on-foot or pay-on-exit car parks, usually at retail centres. These cards are pre-charged with a certain value and can be used in a similar way to contactless cards as a method of payment. This type of card is in use by Southampton City Council[11] and can provide discounts for some of the car parks that it operates in.
- Oyster card-style payments: while not currently recorded in operation, a scheme with prepaid parking cards that can be used in all car parks within a defined area has been trailed; this is intended to act in a similar way to the Transport for London Oyster Card scheme[12]. This is an ambitious option that has been recently trialled in large cities with existing machines.

[11] Prepaid parking card (southampton.gov.uk)
[12] Are London's drivers ready for 'the Oyster card for cars'? | Technology | The Guardian

4. Payment apps

With the emergence of smart technology, smart parking apps have been developed to make the experience of parking easier for the user. There are broadly two types of parking apps: those that act simply as a mobile ticket, and those that allow payment as well as integrating with other smart technologies such as sensors to detect parking availability. It should be noted that payment apps are only viable in areas where there is a strong mobile phone signal, or where a repeater antenna can be installed to improve phone signal for users. Repeater antenna cost up to £1,000 depending on the size of the car park[13] and their effectiveness depends still on the mobile signal within the local area in general.

Payment apps allow users to buy parking tickets online or over the phone, to increase the convenience of using the car park. Parking payment apps have already been introduced in many cities and towns to increase the payment options in council-operated car parks. It is also possible to use app-based payments in residents' parking zones. However, they have faced significant opposition[14] in areas where there are no alternatives to using a mobile app, or areas with a poor mobile signal.

4.1 Potential suppliers

- MiPermit[15];
- ParkMobile[16];
- RingGo[17]; and
- PayByPhone[18], which is already in operation in Monmouthshire County Council car parks.

4.2 Smart parking apps

Smart parking apps can pay for a car parking ticket combined with the capability to find an available car parking space, purchase a ticket for that space and then also remotely extend the time on the ticket. This has the potential to reduce time spent searching for a parking space, as there is real time information (provided by sensors) about available spaces, which can in turn reduce searching time, ease congestion, and therefore improve air quality in the local area. This also deters people attempting to use car parks that are already operating at capacity, as well as highlighting areas that may be currently underutilised.

Apps can work in conjunction with on-street sensors which in turn show the specific location of available spaces for drivers. This information being available to drivers would help reduce congestion and therefore help reduce CO_2 emissions from drivers searching for a parking space. In 2017, Cardiff Council invested in a network of 3,300 in-ground road sensors with parking technology firm SMART Parking. The sensors are embedded into the road and can detect

[13] Laughter greets council advice on paying for parking when phone signal fails – Brighton and Hove News
[14] Car parking charges and use of parking apps - Levelling Up Committee writes to Government Ministers - Committees - UK Parliament
[15] MiPermit Digital Permits Supporting Clean Air Initiatives
[16] ParkMobile Parking App | Find & Pay for Parking | On-street & Reservation
[17] RingGo Cashless Parking Solution (myringgo.co.uk)
[18] PayByPhone - Simplifying your journey

whether the parking bay is occupied using infrared technology, allowing users to view a real-time map of parking availability, and then be directed to an empty space via a free app called 'Park Cardiff'[19]. The Cardiff-wide project was estimated to cost around £900,000.

Parking apps use the same data sharing capabilities as Connected and Autonomous Vehicles and therefore could be integrated well with future technology. An ongoing relationship with a smart parking app or software company can result in high maintenance costs that are difficult to determine and quantify without engaging upfront with a supplier directly.

Potential suppliers:

- AppyParking[20], currently in use by Harrogate Borough Council in conjunction with smart sensors and a web-hosted analytics platform;
- JustPark[21], in use by Cornwall, Dorset, Dundee and BCP Councils and which allows individuals to also 'rent out' their private parking spaces;
- YourParkingSpace[22], in use by Coventry, Leeds and Derby City Councils and provides a predictive modelling and forecasting tool; and
- SMART Parking[23], in use by Cardiff Council among others and can provide ANPR systems as well as smart sensors and mobile patrols.

Table 4-1 - Parking app opportunities and risks

Opportunities	Risks
▪ Cashless payments apps have the primary benefit of offering customers convenience and hence have the potential to increase payment compliance. They are a solution which can work well in the short term, as they can provide details about car park location and price. ▪ These technologies are already in use in many areas around the UK. As we continue in the digital age, it is likely that people will become even more likely to pay by phone due to the increased prevalence of contactless cards and phone payments and the reduced reliance on cash to pay. ▪ Smart apps have increased functionality with the potential to expand further in the future, including highlighting parking space availability.	▪ There have been barriers to adoption due to the need for mobile phone access and quality of mobile phone coverage etc. ▪ With the use of some smart parking apps there may be a service charge attached to the payment, making parking more expensive for the user. ▪ Implementing an app individually poses a high-risk scenario, due to the technology being relatively new. The levels of adoption by the public would be unknown and a need for rigorous app testing would be essential. ▪ In some cases, QR codes for parking apps have been replaced with fraudulent ones.

[19] Smart parking is now city wide (cardiffnewsroom.co.uk)
[20] Smart City Parking in Harrogate & North Yorkshire | AppyWay (appyparking.com)
[21] Local Authorities | JustPark
[22] Car Park Management Solutions for Local Authorities. YourParkingSpace
[23] Councils & Local Authorities | Smart Parking

5. Automated number plate recognition (ANPR)

ANPR utilises vehicle sensors and license plate recognition cameras to provide a ticketless service via a car's number plate and monitoring how long it has been in a parking space/car park. It uses either CCTV style cameras placed at the entrance and exit to a car park or can use a mobile system operating in different locations. It can be used to both allow recognised permit holders into a car park as well as to monitor and manage car park capacity and check where a Parking Charge Notice (PCN) should be issued.

5.1 Static ANPR

According to British Parking[24], the process works as follows:

- Timed photographs are taken of the vehicle itself entering and leaving the car park, and also close-ups of the vehicle's number plate.
- Using the two photographs and calculating the time between them, the duration and cost of the stay is produced, which the driver can then pay for. ANPR does not require the use of barriers within a car park but can still operate on a pay-on-foot basis. There are a range of different ways in which you can pay for this service by cash, card, online, or via an app.
- If a driver does contravene any of the terms and conditions laid out in the signage, they will not receive a ticket at the car park site. Using the vehicle's registration number, the operator will access the DVLA's Vehicle Keepers' details database and send a charge certificate to the keeper of the vehicle.
- ANPR technology can also provide data reporting for car park management and is praised in the parking industry for its efficient ability to accurately issue parking tickets.

According to a previous study by AtkinsRéalis, Maidenhead successfully implemented Parkeon's ParkREG ANPR system in its multi-storey town centre car park which reduced the town's congestion issue. It catered for the needs of the retail area and town centre as the reduction in congestion made the town centre more attractive to shoppers, encouraging a positive economic benefit for the town.

Static ANPR systems have a higher initial cost than mobile ANPR, due to the cost of installation. An exact breakdown of costs for ANPR installation in car parks is difficult to determine due to commercial sensitivities and this is often only determined by engagement with potential suppliers. However, Croydon Borough Council's Cabinet publication[25] included details of 37 ANPR cameras purchased at a cost of £851,000 in total (£5000 per camera). Merton Council supports these costings: Merton Council installed 46 ANPR cameras across its borough[26], largely to support 'School – Keep Clear' enforcement which confirmed a cost of around £5,000 per camera. The service costs (hardware and software) for a single camera can cost a further £1,100- 1,500 per annum according to Croydon Borough Council[27] .

[24] ANPR (britishparking.co.uk)
[25] RP3 Contract award template April 2018 (croydon.gov.uk)
[26] Parking update report 24 08 18.pdf (merton.gov.uk)
[27] Response all information to be supplied.pdf (whatdotheyknow.com)

Potential Suppliers:

- RoadPixel[28], who offer both complete systems or component parts with professional system design advice;
- Metric[29], who work with third-party suppliers to align their terminals with ANPR systems; and
- SMART Parking[30], who provide ANPR in conjunction with other smart parking solutions.

Table 5-1 – Static ANPR opportunities and risks

Opportunities	Risks
▪ The risk associated with implementing ANPR is low as the technology itself was first introduced in the 1980s. ▪ The use of ANPR cameras will significantly improve the accuracy and efficiency of data collection and hence add to the evidence base to support decision making in the future, making it both a short- and long-term solution. ▪ ANPR increases compliance as there is constant automatic monitoring of the car parks.	▪ Repeat users of a car park inside a 24-hour period sometimes find that their first entry is paired with their last exit, resulting in an 'overstay'. Operators are becoming aware of this and should now be checking all ANPR transactions to ensure that this does not occur. ▪ Some 'drive in/drive out' motorists that have activated the system receive a charge certificate even though they have not parked or taken a ticket. Car park owners should allow a 'grace period' of 10-15 minutes to account for this.

5.2 Mobile ANPR

Mobile ANPR allows drivers and parking attendants to immediately establish whether a car is parked appropriately or not. Mobile ANPR can be used on handheld devices or can be cameras attached to cars moving around the local area. Penalty Charge Notices (PCNs) can be issued from the mobile device, with some software being able to alert the enforcement officer / driver whether the vehicle is consistently receiving PCNs, so appropriate action can be taken. Mobile ANPR cars often serve multiple purposes other than parking, for example being used for data collection too.

North Tyneside Council identified a yearly cost of around £26,000 for a bus lane enforcement ANPR, inclusive of maintenance and support costs. It is difficult to determine the cost of handheld ANPR systems without engaging directly with suppliers.

Potential suppliers

- SEA[31];
- TES[32];

[28] www.roadpixel.com
[29] METRIC Group Ltd - ANPR Integration Parking Control Management
[30] Efficient ANPR Smart Parking Management Solutions | Smart Parking
[31] Enforcement Systems (sea.co.uk)
[32] Vehicles - TES Limited

- Cleartone[33]; and
- Videalert[34].

Table 5-2 - Mobile ANPR opportunities and risks

Opportunities	Risks
▪ A mobile ANPR camera attached to a car could, if routed efficiently and effectively, be used for monitoring car park utilisation on an initial basis. This would allow data collection for a variety of uses, e.g., parking compliance and collecting survey data. ▪ The monitoring of compliance could then lead to appropriate Traffic Regulation Orders (TROs) being put in place, suitable parking prices for car parks and more PCNs being issued. ▪ Use of ANPR on a handheld device can increase efficiencies for parking enforcement officers.	▪ Mobile ANPR poses a small risk, as the technology must be used correctly and precisely to function fully. However, the technology is flexible in its purpose. At the moment, there must be a qualified worker in the vehicle in order to use mobile ANPR to enforce restrictions.

[33] Cleartone Telecoms - Mobile
[34] Mobile enforcement - Marston Holdings

6. Parking tools

6.1 Digital Information Tools

Car parking signing can be an effective tool in managing parking; clear signs to car parks and on-street parking can reduce unnecessary driving, thereby reducing congestion and other harmful traffic impacts. Signing, particularly dynamic signing which can respond to changing circumstances can also encourage, or discourage, the use of specific car parks and roads.

Information boards are then used to inform drivers of the number of free spaces in a car park. This reduces the time spent looking for a car parking space and they can be used in conjunction with a range of ticket issuing methods like Pay and Display machines. Digital information boards are effectively used in many towns and cities around the UK.

Prices can range depending on the size of car park and level of detail required, ranging from around £600 for a simple 'full/spaces' digital sign to over £3,000 for stacked signs for multistorey car parks displaying the exact number of spaces available. Installation, software, and maintenance requirements would further increase the equipment costs.

Potential suppliers

- Spectra Displays[35];
- Scanlite[36]; and
- Automate Systems[37].

Table 6-1 - Digital information tools opportunities and risks

Opportunities	Risks
▪ The display of real-time data can help to address car park utilisation issues. ▪ Awareness of underutilised car parks aids dealing with congestion and reduces time spent searching for a place, which can reduce emissions from vehicles. ▪ Data received from the tool could be used to improve analysis and management of existing parking stock.	▪ Digital Information boards pose little risk, as they are tried and tested technology. ▪ Digital information boards offer limited coverage at the destination location, in comparison to smart parking apps which provide real time occupancy data to people from the outset of their journey. ▪ These tools also assume prior knowledge of an area to navigate between signposted car parks.

[35] Car Parking Display Signs | Spectra Displays Ltd (spectra-displays.co.uk)
[36] Transport Digital Signage | LED Display Systems for Transport | Scanlite
[37] Smart Parking Solutions, Smart Car Parking System & Car Park Counter System - Auto Mate Systems Ltd.

6.2 Back-office data management tools

Back-office management systems, shared or otherwise, are used to efficiently process PCNs, issue permits, and be a platform to store parking data. These systems are used to streamline the administrative aspect of parking and can analyse this data at a high level to produce automated reports.

Streamlining of office-based processes ensures efficiency, and automated data management makes getting understandable results from large volumes of data fast and effective, to better supply information to decision makers.

When working with geospatial data, such as the location of PCNs or parking spaces, GIS software such as ArcMap can be used as an effective data visualisation and analysis tool. For example, the Network Analyst tool can be used to optimise Civil Enforcement Officer routes and Spatial Analyst enables understanding of compliance issues through PCN monitoring.

ParkMap is a software package that enables easy management of on and off-street parking restrictions, as well as other traffic restrictions. When used in conjunction with its public facing version, TraffWeb, ParkMap provides an extremely powerful platform for data management, storage and analysis as well as enabling a digital interface consultation process for officers.

Upskilling resources to use back-office data management tools would help enhance the capabilities, functionalities, and flexibility of the Council to adapt to future parking challenges and aid in the development of a resilient digital workforce.

Potential suppliers

- ArcMap (ESRI)[38];
- ParkMap Cloud Services (Buchanan Computing)[39]; and
- Chipside[40].

Table 6-2 - Back-office data management tools opportunities and risks

Opportunities	Risks
▪ An efficient back-office management system can provide significant positive influences on parking management. ▪ Some software packages can run network analysis to route drivers using mobile ANPR systems. They can help them to detect patterns more efficiently in PCN distribution and increase compliance from local vehicles. ▪ Several software packages can pair the location of parking prices and the levels of parking utilisation then map them to show immediate discrepancies in	▪ Implementing new back-office management systems poses a low risk as the technology is well-established and can be reviewed and updated. ▪ A back-office data management system will only be as good as the quality of the data collection system, and so should be paired with an effective method of measuring car park occupancy/PCNs issued etc. ▪ Initial programming of scripts to produce reports in R (computer language) can be time-consuming and expensive, but once automated is less labour intensive in the longer term.

[38] An overview of the Data Management toolbox—ArcMap | Documentation (arcgis.com)
[39] Buchanan Computing
[40] Solutions - Chipside

price and whether this relates to the different utilisation of the car parks.

- Public facing web applications from TraffWeb can be used to facilitate an efficient, digital public consultation process.
- Back-office management changes can be implemented quickly and can make significant improvements and can be delivered quickly in the short-term to influence parking in the long term.

7. EV Charging and Uptake

Electric vehicles (EVs) have been becoming more popular in Monmouthshire and Wales, with the number of electric vehicles registered in Monmouthshire growing by around 50% in 2023[41]. As of March 2023, there were over 4,500 low-emission vehicles registered in the County. The number of publicly available public chargers has grown to help match this demand. To match growing demand, the number of public chargers needs to also increase, but this raises the issue of how will EVs can be parked and charged effectively.

7.1 Parking and charging EVs

In public car parks, the company providing the car parking space is typically separate to the company providing the charging infrastructure. The EV charging provider will typically enter into an agreement with the car park operator and install and maintain their charging stations. This leads to several different options for paying for EV spaces in car parks:

- **Separate charges**: Many car parks charge separately for parking and for the electricity used to charge the vehicle. For example, the user might pay a standard parking fee plus a fee per kilowatt-hour (kWh) of electricity used.
- **Combined charges**: Some car parks offer a combined fee that includes both parking and charging. This can simplify the payment process and therefore be more attractive to users.
- **Either charging or parking free**: In some cases, the charging/parking might be free, but the other function is payable. This is less common but can be found in some locations in the UK. Parking an EV for free in a designated EV space is likely to be conditional on actively charging the vehicle while in that space. This is an attractive option for those looking to attract EV users to a certain area. There are around 100 completely free EV charging points in Wales as of April 2024[42]

In the case of paying for parking, please refer to Sections 2 to 4. When it comes to paying for EV charging, there are once more several options:

- **Contactless Payment**: Many newer rapid and ultra-rapid charging stations accept contactless debit or credit card payments at the charging point. However, contactless payment does tend to be the most expensive form of payment, partly due to cost of installation.
- **Mobile Apps**: Many charging networks have their own apps, which can be used to start and pay for a charging session. These apps often provide additional features like locating chargers and monitoring charging status. However, this can be inconvenient for users who need to use different apps for different chargers; Zap-Pay[43] is a unified payment option by ZapMap that is gaining traction for EV charging point providers in the UK.
- **RFID Cards**: Some networks offer RFID cards that can be used to activate and pay for charging.

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[41] Number of electric cars in Monmouthshire rose by more than 50% last year | monmouthshirebeacon.co.uk
[42] Free Electric Car Charging Points UK: Where are they all? - Zapmap
[43] How do you pay for electric car charging on the public network? - Zapmap

- **QR codes**: Some networks require users to scan a QR code and be taken through to a website link, which then allows them to pay.
- **Subscription services**: Some EV manufacturers and EV charging point providers such as Tesla also offer a subscription service for cheaper rates on electricity.
- **Automatic charging**: Some providers support automatic charging and billing. Once a registered car with a provider connects to one of the provider's charging points, vehicle-to-charger communication via the connector plug means the provider can automatically recognise the car and charge the user. This is an uncommon method of paying for EV charging in the UK, and only a few suppliers such a Fastned[44] offer it.

7.2 Existing infrastructure in Monmouthshire

According to the Monmouthshire County Council website, there are several public electric vehicle charging points[45]. These are located at the car parks listed in Table 7-1. All are 'Fast' chargers, which take an estimated 3-4 hours to fully charge the average EV.

Table 7-1 – Existing EV infrastructure

Location	Number and type	Charging network
Abergavenny: Trinity Terrace, NP7 5BD	2 dual (Fast)	Dragon Charging
Abergavenny: Bus Station, NP7 5HF	1 dual (Fast)	Gwent Energy CIC
Abergavenny: Byefield Lane NP7 5DL	2 (Fast)	Connected Kerb
Abergavenny: Fairfield, NP7 5SG	6 (Fast)	Connected Kerb
Caldicot: Woodstock Way, NP26 4FF	2 dual (Fast)	Dragon Charging
Magor: Sycamore Terrace NP26 3EU	1 dual (Fast)	Dragon Charging
Rogiet: Severn Tunnel Junction NP26 3UN	5 dual (Fast)	Connected Kerb
Chepstow: Castle Dell, NP16 5GA	2 dual (Fast)	Dragon Charging
Chepstow: Welsh Street, NP16 5JA	1 single (Fast)	Gwent Energy CIC
Chepstow: Leisure Centre, NP16 5LU	2 (Fast)	Connected Kerb
Tintern: Old Station, NP16 7NX	1 dual (Fast)	Gwent Energy CIC
Monmouth: Glendower Street, NP25 3DF	2 dual (Fast)	Dragon Charging
Usk: Maryport Street South, NP15 1AZ	4 dual (Fast)	Dragon Charging
Usk: Maryport Street North, NP15 1ED	2 (Fast)	Connected Kerb
Usk: County Hall, NP15 1GA	4 dual (Fast)	Hydra EV

[44] Fastned public charging network guide - Zapmap
[45] Electric Vehicle Charge Points - Monmouthshire

Location	Number and type	Charging network
Goytre: Village Car Park, NP4 0BL	2 (Fast)	Connected Kerb
Gilwern: Main Road Car Park, NP7 0AJ	7 (Fast)	Connected Kerb

The battery of an electric car can range from 20kWh to over 100kWh, but an average EV will usually have a battery size of about 40kWh. Each charging company listed above in the table has different charging costs. For example, for Dragon Charging there is a charge of 65p per kWh whereas for points operated by Gwent Energy CIC or Connected Kerb there is a charge of 50p per kWh. At the County Hall Car Park, the charge will remain at 50p per kWh[46] in order to keep the cost of charging EVs attractive to Council staff. However, according to ZapMap some charging points elsewhere in Monmouthshire cost up to 79p per kWh, including the Premier Inn Monmouth. ZapMap[47] is a tool which has live updates of available EV charging points in Monmouthshire and will also generally show the cost and customer reviews of these chargers. Public charging points are shown on here, as well as private charging points that ZapMap users can 'rent out' to other users.

7.3 Promoting EV uptake

The EV sector is rapidly evolving, with new technology developments and changes in user behaviour. In line with the climate emergency declared by Monmouthshire County Council in 2019 a Local Transport Plan (2024-2029) was developed which includes interventions designed to help deliver the vision for EV to:- *Ensure that MCC continues to lead the transition to electric vehicles in Wales by ensuring that fair and equitable charging infrastructure is available for residents and visitors.* Which will be delivered through tourism and destination charging at public sector sites, residential changing in 13 priority areas and providing EV charging points in 10 shortlisted car parks enabling support of the Electrical Vehicle Charging Strategy with Welsh Government, public sector workplace EV charging and rail station EV charging.

Therefore, it is recommended that the Council continues to engage in the following key activities to promote the uptake of EVs:

- Continue engagement with businesses, including retail, workplaces, tourism attractions, fleet managers and other stakeholders to understand barriers, encourage adoption and promote synergies.
- Engage with Distribution Network Operators (DNOs) to ensure there is sufficient grid capacity available for the deployment of proposed chargers.
- Activities to promote EV adoption and address misinformation that is spreading with regards to EVs. This includes perceptions on safety risk, range anxiety, charging availability as well as improved awareness of the technology to assist the public to become more comfortable with this new technology.

[46] Monmouthshire: Discount electric vehicle charge rate agreed | South Wales Argus
[47] Map of electric charging points for electric cars UK: Zapmap

The exact type, number and location of chargers will be subject to further detailed analysis, including the space needed and grid capacity available. In addition, it will be necessary to continue to engage with districts, businesses, and Distribution Network Operators (DNOs) to ensure they are fit for purpose and able to function effectively.

7.4 Funding opportunities

Opportunities to apply for funding to limit the investment required by Monmouthshire County Council has also been explored. These opportunities include:

- Government grants offered to local authorities to assist with the rollout of Electric Vehicle Infrastructure. This includes the Ultra-Low Emission Vehicle Transformation Fund offered by the Welsh Government, and the On-Street Residential Chargepoint Scheme (ORCS) offered by the UK Government.
- The Energy Saving Trust can assist Monmouthshire County Council with obtaining funding from Government grants, including the On-Street Residential Chargepoint Scheme (ORCS).

The Council can promote Government grants offered to residents and businesses to encourage uptake in EV charging infrastructure without requiring additional Council funding. This includes the EV Chargepoint / Infrastructure grant[48] and the Workplace Charging Scheme[49].

[48] Electric vehicle chargepoint and infrastructure grant guidance for installers - GOV.UK
[49] Workplace Charging Scheme: guidance for applicants - GOV.UK

Appendix E. Enforcement and Fee Structure

TECHNICAL NOTE

Monmouthshire Car Park Review

SUBJECT	PROJECT NO.	DATE
Enforcement and Fee Structure	5230879	May 2025

AUTHOR	DISTRIBUTION	REPRESENTING
IB	Monmouthshire County Council	AtkinsRéalis

Document history

Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
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Client signoff

Client	Monmouthshire County Council		
Project	Monmouthshire Car Park Review	**Project No.**	5230879
Client signature / date			

1. Introduction

This Technical Note has been developed to inform the updated Parking Strategy for Monmouthshire County Council. It is intended to provide an insight into the existing Enforcement Mechanisms employed within Monmouthshire and provide recommendations for any proposed changes. In addition, this Technical Note will also discuss the existing car parking fee structure that is used for enforcement, highlight any changes needed and address the likely impact on revenue collected from the carpark ticketing structure.

This information is intended to supply Monmouthshire County Council with the information needed to help support the recommendations for changes, or otherwise, to the management of the enforcement process and the car park fee structure.

2. Enforcement

This section outlines the existing enforcement mechanisms used by Monmouthshire County Council and existing concerns.

2.1 Staff

Currently the Enforcement Team includes six individuals who all work as FTEs on 37-hour weeks. The team of enforcement officers are paired together to travel to either Chepstow, Monmouth or Abergavenny on a daily basis and both the officer pairings and locations are rotated on a regular basis ensuring a randomisation to their presence on any site. There are also three different shift patterns depending on location and day: 08:00-16:00, 08:30-16:30 and 09:00-17:00. These officers work these shifts Monday to Friday with some provision for event days, weekends and bank holiday working, but currently vacant posts prevent this additional enforcement patrolling being carried out.

The team patrol schools, car parks and on street parking areas

- School patrols: There are several school areas that officers will patrol in the mornings and afternoon, including: The Dell Primary School, Usk Church In Wales Primary School, The Archbishop Rowan Williams Church in Wales Primary School, Cross Ash School, Osbaston Church in Wales School, Cantref Primary School, Goytre Fawr Primary School,

- Off-street parking: The team patrols several off-street car parks in Abergavenny, Chepstow and Monmouth. Each car park takes approximately 15 to 30 minutes to check.

- On-street parking: The team patrol all on-street parking for violations in Abergavenny, Chepstow and Monmouth. This includes: blue badge bays (disabled bays); limited waiting bays; taxi ranks; loading bays; zig-zag markings at schools; pedestrian crossings; double parking (parking too far from the kerb); and resident permit bays. The officers will also enforce against vehicles being parked across dropped kerb when those dropped kerbs have a crossing point and tactile pacing.

- My Monmouthshire App: The team also undertakes responsive action for all parking related issues.

- Publicly reported issues including parking machine faults and those which are reported through remote monitoring. In total, there are 22 car park machines in Abergavenny, 17 in Chepstow and 8 in Monmouth (both on-street and off-street).

It should be noted that there are several main roads in Monmouthshire where the police are responsible for parking restrictions. These include the following trunk roads M4, M48, A40, A465, A449, A4042 and A48/A466.

2.2 Concerns and issues with Management of Civil Enforcement

There have been a number of ongoing issues and concerns raised by members of the public direct to Monmouthshire County Council officers which include the following:

- *Lack of free parking in the county compared to Usk and Caldicot*
- *Want a short amount of time to be free - 1hr for residents*
- *Parking machines not easy to use*
- *App not easy to download if trying in certain areas*
- *Card payments have a delay going through which result in long queues*
- *Queues at peak times when card machine play up*
- *People park in the car parks all day for free due to lack of enforcement and knowing what days attendants are in the town*
- *School students (6th form) park in car parks all day and take up spaces from shoppers (Monmouth)*
- *Free carpark in Abergavenny (Byfield) is not very accessible*
- *Illegal parking on pavements in Abergavenny - not policed (no one accepts responsibility*
- *Maryport Street South in Usk is always full with prison workers*
- *Direct access is needed to Monmouth town centre from two of the car parks*
- *In all town centres cars load / unload or idle in no parking areas but no enforcement so keeps happening*

Although it should be noted that there are some perceptions such as '*People park in the car parks all day for free due to lack of enforcement and knowing what days attendants are in the town' that* are unfounded as the enforcement within Monmouthshire remains random even without the full complement of enforcement officers.

In addition, there have been the following concerns raised by Chepstow Town Council which were collated at the Town Council Meeting held on 25th September 2024.

- *Residents Parking Permits in Lower Church Street and the Drill Hall Car park: It was pointed out that Monmouthshire do not enforce or control the residents parking scheme on Lower Church Street. Residents pay Monmouthshire for a parking permit. This allows them to use the marked parking on Lower Church Street and the resident parking bays in the Drill Hall Car Park.*

    a. *Those using the scheme say the parking bays on Lower Church Street are not enforced. Sometimes car without permits cars can be parked for up to a week without any intervention from MCC. This in effect stops the genuine residents with permits from parking.*
    b. *Next MCC propose to introduce an online only scheme for residents. So no visible parking permit is required. So if it is not policed then it is like taking money under false pretences.*

- *HGV access to the former Osborne Site of Lower Church Street*
    a. *Articulated lorries requiring access to the site which cannot negotiate the roads around lower Chepstow. At least get a voluntary agreement similar to that in place with Travis Perkins.*

- *Short time parking in Nelson Street.*
    a. *Traders here complain that no policing of the short time parking bays outside StMary's arcade means that people can park to just use the shops in the arcade.*
    b. *People will park there for up half a day thus stopping people parking.*

- *High Street*
    a. *Double Yellow lines should be put on the High Street on both sides.*
    b. *Signage for parking restrictions should larger*
    c. *Again, it is not policed.*

- *Disabled Parking in Moor Street (9 till 5).*
    a. *This is never policed and is essential to those disabled using Merrick's Pharmacy*
    b. *It is used by local traders as customer parking.*

2.3 Penalty Charge Notification Processing

Monmouthshire County Council is joined with six other local authorities as part of the South Wales Parking Group (SWPG) to process Penalty Charge Notifications (PCNs). The SWPG works on behalf of Monmouthshire and the other local authorities to support the enforcement operation by dealing with challenges, payments and processing of all penalty charge notices that are issued. While each local authority provides their own enforcement officers, the SWPG provides the shared back office service support and also chases payment of and deals with queries relating to any PCNs issued by Monmouthshire officers.

2.4 Summary

There are no recommendations to change the working relationship with the SWPG, as this is currently working well for the enforcement team at Monmouthshire; it enables the officers to ensure their time is allocated to patrolling throughout Monmouthshire, either on-street or in car parks, rather than being office based completing the administrative side of the PCN process.

The number of Enforcement Officers, once all vacancies are filled, remains sufficient for a well randomised enforcement process to be carried out in Monmouthshire, as confirmed during discussions with MCC's enforcement team. However, it should be noted that travel time to the start of each destination is approximately 30 to 40 mins and then each carpark takes around 15 to 30 mins to check.

3. Fee proposals

3.1 Penalty Charge Notice Costs

There are two levels of PCN in force across Monmouthshire – a higher level and a lower level – depending on the parking contravention with a higher level PCN cost set at £70 and the lower level PCN is £50. There is a 50% discount on the charge if it is paid within 14 days of issue.

As shown on the Monmouthshire website “If no payment or challenge is made within the 28 days from the issue date, SWPG will serve a Notice to Owner (NtO) to the registered owner of the vehicle. This acts as a final reminder before an additional surcharge is added to the amount of the penalty”.

3.1 Payable car parks

Monmouthshire County Council operates pay and display car parks in Abergavenny, Chepstow and Monmouth operating 08:00-18:00 Monday through Sunday. The following tariffs are applicable for short-stay car parks within Monmouthshire County Council[1].

Table 3-1 - Short Stay Car Park

Stay length*	Cost
2 Hours	£2.00
3 Hours	£2.40
4 hours	£3.10
Sunday – First 2 Hours Free	£1.30 (Remainder of the day)

**Note: no return is permitted within 2 hours after expiry of ticket.*

Table 3-2 - Long Stay Car Park

Stay length	Cost
2 Hours	£2.00
3 Hours	£2.40
4 hours	£3.10
5 day ticket	£23.00
6 day ticket	£27.50
All Day	£6.20
Sunday – First 2 Hours are free	£1.30 (Remainder of the day)

However, there are a number of different price structures for the Drill Hall Car Park in Chepstow which has a long stay charge of £.200 all day Monday to Saturday but is free for the first two hours on Sunday and costs £1.30 for the remainder of the day. In addition, some other car parks in Monmouthshire have other tariff structures:

- Byefield Lane Car Park: £6.20 Tuesday Only;
- Rogiet Playing Fields Car Park: £2.20 all day charge (Monday – Friday);

[1] Parking - Pay and Display - Monmouthshire

- Rogiet Country Park Car Park: First 3 hours free – £5.50 per day thereafter; and
- Severn Tunnel Junction Car Park: £3.30 all day charge.

3.2 Car Park Permits

In addition to the above fees there are permit available at a discounted price which can be allocated to a specific car park or residential area and these are priced as follows:

- **RESIDENT PERMITS.**

Resident permit cost: £76.00 per annum, but restricted. Only 1 permit allocated per household.

- **CAR PARKS SEASON PERMITS**.

Long Stay car park Season Permit cost: £545.00 per annum, £275.00 per 6 months, £143 per 3 months.

Short Stay car park Season Permit Cost: £682.00 per annum, £347.00 per 6 months, £176.00 per 3 months.

3.3 Free car parks

There are several car parks which are marked as free or unmarked which are listed below, by location:

- Abergavenny:
  - Abergavenny Leisure Centre
- Caldicot:
  - Jubilee Way (49 spaces)
  - Woodstock Way (110 spaces)
  - Caldicot Community centre (-4 spaces)
  - Caldicot leisure centre (~53 spaces)
- Chepstow:
  - Station Road (43 spaces)
  - The Station car park (55 spaces)
  - Chepstow Leisure Centre (124 spaces)
- Monmouth:
  - Cinderhill Street (41 spaces)
  - Old Dixton Road (30 spaces)
  - Rockfield Road (106 spaces)
  - Rowing club (20 spaces)
  - Monmouth Leisure Centre (~75 spaces)
- Usk:
  - Maryport Street North (142 spaces)
  - Maryport Street South (80 spaces)

  - Twyn Square (14 spaces)
- Gilwern:
  - Main Road (23 spaces)
- Goytre
  - Goytre Village (20 spaces)
- Magor:
  - Magor Square (31 spaces)
  - Sycamore Terrace (27 spaces)
  - Withy Close (24 spaces)
- Tintern:
- Wireworks (38 spaces)
- Tintern Park (10 spaces)

Charging for car parks in small villages (free at present) is not entirely justified, since it would necessitate new charging infrastructure, and would create an additional workload for enforcement officers already spread thin due to Monmouthshire's topography. Some car parks however have been identified as suitable to be made payable, these are:

If there are two or more free car parks in one town (for example, in Usk and Magor) then one or more could be made payable.

It should be noted that Monmouthshire Couty Council officers have confirmed that there will be no free parking exemption in place for 2024 in any of the currently fee-paying car parks in the run up to and nor over the Christmas and New Year period, with the exception of the existing Bank Holiday parking orders.

3.4 Summary

The total number of spaces and number of car parks of different types in Monmouthshire can be found in Table 3-3.

Table 3-3 - Type of car park by town

Town	Number of paid car parks			Number of unpaid car park	Total number of spaces
	Long stay	Short Stay	Other		
Abergavenny	3	4	1	0	1381
Caldicot	0	0	0	2	175
Chepstow	3	1	0	2	600
Monmouth	5	1	1	4	684
Usk	0	0	0	3	252
Gilwern	0	0	0	1	24
Goytre	0	0	0	1	22

Town	Number of paid car parks			Number of unpaid car park	Total number of spaces
	Long stay	Short Stay	Other		
Magor	0	0	0	3	92
Rogiet	0	0	3	0	223
Raglan	0	0	0	1	4

E.1 Enforcement Information supplied by MCC Enforcement Team

Proactive Tasks			Reactive Tasks		
Activity	**Timetable**	**Approximate number of hours (total per week)**	**Activity**	**Occurrence (daily / weekly/ monthly)**	**Approximate number of hours (total per week)**
Car parks	Rota to cover all carparks at least once a week	13.5 hours	Ad hoc complaints about pavement parking	MCC officers do not currently enforce pavement parking this currently lies with police	
On street parking	Rota to cover all carparks at least once a week	13.5 hours	Ad hoc complaints about machines not working	Daily	When required. Can take between 2 minutes and 30 minutes per machine depending on the issue.
Parking machines operational checks	Rota to cover all carparks at least once a week	Daily as part of car park patrol for each car park	Ad hoc complaints about parking obstructions	MCC officers do not enforce obstruction, this lies with police.	
Yellow line obstructions	Rota to cover all carparks at least once a week	Daily as part of on-street patrol.	Processing and issuing resident permits	Daily	Part of admin role contracted 37 hours
Proactive Tasks			**Reactive Tasks**		
Activity	**Timetable**	**Approximate number of hours (total per week)**	**Activity**	**Occurrence (daily / weekly/ monthly)**	**Approximate number of hours (total per week)**
PCN issue (back office admin support supplied centrally across Wales	Rota to cover all carparks at least once a week	32 hours including all patrols(on/off street, school patrols)	Processing and issuing carpark permits (short & long stay)	Daily	Part of admin role contracted 37 hours
Reporting any defects to street furniture, such as signs and road markings	Rota to cover all carparks at least once a week	As and when seen part of daily on-street patrol.	Monitoring CCTV footage for defects or parking obstructions.	CCTV monitored by 3rd party.	

Carry out car park cash collections from pay and display machines	Rota to cover all carparks at least once a week	Carried out by 3rd party. Security plus	Assisting with all car park closures, bay closures, and support with all traffic management.	Ad hoc
Patrol for and reporting abandoned vehicles.	Rota to cover all carparks at least once a week	Officer don't patrol for abandoned vehicles, ad hoc if reported by public.	Work closely with and support the police when requested.	Ad hoc
Check tickets and attend to minor machine faults.		Daily as part of car park patrol.		
Monitor car parks and their facilities to ensure they are clean, tidy and satisfactory. Report if necessary	Rota to cover all carparks at least once a week	Daily as part of every car park patrol.		
Daily school enforcement am/pm		5 hours		
Travel time to and from MCC depot am/pm		5 hours		

Appendix F. Recommendation Table

Recommendation	Strength of evidence	Strategic fit	Acceptability	Deliverability	Cost to implement	Total score	Implementation	Justification	Advantages	Disadvantages	Possible Time Scale if Recommendation pursued for implementation
Existing charging structure remains	1	1	0	0	0	2	No change	Transaction data highlights that the 2-hour ticket is the most popular choice in all car parks where it is offered. Occupancy data shows there are no car parks which are greatly underutilised, thus supporting keeping the existing pricing structure in place.	Stability: provides consistency for users already familiar with the current system Low cost: in comparison to implementing other recommendations	Limited improvement: does not address any existing public perceptions raised that free parking for initial hour or 2 hours would increase footfall and parking behaviour	Short Term
Retain season ticket/permit tariff structure	1	0	1	0	0	2	No change	This is a cost effective solution with minimal disruption. No issues regarding season ticket/permit tariff structures have been identified.	Stability: provides consistency for users already familiar with the current system Low cost: in comparison to implementing other recommendations	Limited improvement: does not address any existing issues or inefficiencies in the current system	Short Term

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Monmouthshire County Council Parking Strategy 2020-2030

April 2020

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Appendix A

1. Introduction

The focus of this Strategy document is to update the Council's position on parking matters since the 2013 Strategy. The aim is to outline the Council's policy framework moving forward for managing parking across the County for a variety of aspects including (but not limited to) parking tariffs, enforcement and parking standards.

Parking management and enforcement play an important role in delivering the Council's well-being objectives for its residents, workforce and visitors. High-quality management of parking in Monmouthshire can contribute to delivering local, regional and national policy objectives ranging from sustaining the local economy to contributing to sustainable outcomes such as the uptake of active travel. It is imperative that this Strategy strikes a balance between all these objectives.

This Parking Strategy will be valid between 2020 and 2030 and is designed to:

- Support the local economy (e.g. making it easier for people to visit towns in the County);
- Provide access to key services and facilities for groups of individuals with different sets of requirements (e.g. by providing appropriate Blue Badge parking provision);
- Encourage sustainable travel modes and help reduce reliance on the private vehicle (e.g. provision cycle storage and setting tariffs at appropriate levels);
- Meet residents' parking needs (e.g. reviewing Resident Parking Permits);
- Improve journey time reliability for road users (e.g. by designing and managing on-street and off-street parking to reduce traffic conflict and delays);
- Make Monmouthshire a safer place (e.g. by ensuring that parking is 'safer by design');
- Enhance the built and natural environment (e.g. reducing the amount of land required for parking and by improving the streetscape through civil parking enforcement); and
- Reduce competition between towns in the wider region (e.g. by setting car parking charges and standards that are consistent with surrounding local authorities).

It is recognised that over the duration of this document, there is likely to be significant technological change ranging from the electrification of motorised vehicles as well as vehicle automation. Improvements to technology including the rollout of 5G in Monmouthshire will result in changes to how people travel for work and leisure and consequently how people use parking facilities in the County. This Strategy is aware that changes to parking is inevitable and will, therefore, work with stakeholders to ensure parking in Monmouthshire is resilient for the future.

1.1 Structure of the Parking Strategy

This Parking Strategy is structured as follows:

- **Chapter 2**; summarises the background of parking across the County;
- **Chapter 3**; outlines the current parking regime in Monmouthshire;
- **Chapter 4**; provides an outline of the policy context for this Parking Strategy;
- **Chapter 5**; presents a series of recommendations; and
- **Chapter 6**; concludes the Parking Strategy.

Supporting information to this document is available in the Appendix. It is recommended that the Strategy is read alongside the Council's Parking Standards SPG (2013).

2. Background

Monmouthshire provides a unique landscape including the Brecon Beacons National Park in the north, Wye Valley Area of Outstanding National Beauty in the east and various town centres with various cultural characteristics that provide important services. Parking serves a mixture of roles from supporting residents' access to necessary everyday essential services, commuters to their workplace and year-round to visitor attractions. The design, layout and use of parking facilities can positively or negatively affect the characteristics of an area and influence how people travel.

The previous Parking Strategy (2013) was produced to encourage individuals to spend time, shop and do business in five areas of Monmouthshire; Abergavenny, Caldicot, Chepstow, Monmouth and Usk. The previous document went on to provide ten recommendations (Table 2.1) which sought to support viable retail, commercial and visitor destinations and facilitate regeneration in the five listed areas. The full list of recommendations and justification is available in Appendix A.

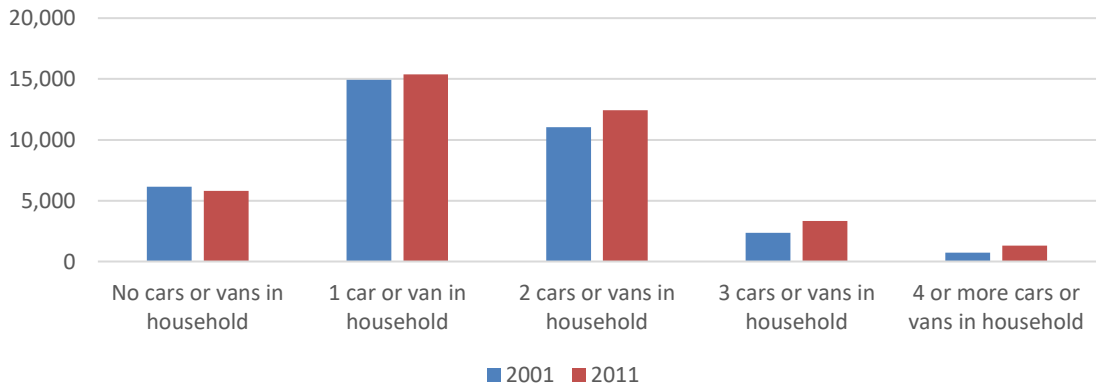
Table 2.1. 2013 Parking Strategy Recommendations and Implementation

2013 Parking Strategy Recommendation	Implemented (Yes / No)
Increased Tariffs	Yes
'No Return' policy across all Council-owned car parks	No
Improved signage	Yes
Sunday tariffs	No
Development of an HGV/Coach Parking Strategy	No
Introduction of disabled 'Blue Badge' tariffs	No
Enhanced urban design/car park layout	No
Enforcement across all Council-owned car parks	Yes
Night tariffs	No
Networked machines	Yes

2.1 Car Ownership

In Monmouthshire between the 2001 census data and 2011, there has been a 5.5% fall in the number of households that have access to a car or van. In total, there has been an 11.6% growth in the number of 1-4+ cars or vans in each household (Figure 2.1).

Figure 2.1 Car or Van Availability in Monmouthshire per Household, 2001 to 2011 Comparison



Heavy reliance on the private car and limited opportunities for public transport are real issues for rural Monmouthshire. This may partially be a reason for the increasing number of cars/vans per household (Figure 2.1). The Council recognise that the increasing number of vehicles per household presents several different challenges to be addressed in this Parking Strategy.

2.2 Civil Parking Enforcement

A recent and significant change to parking in Monmouthshire took place in 2019. Following the Gwent Police decision to withdraw their Traffic Warden Service from Monmouthshire from 31st December 2018, the Council applied to the Welsh Government for Civil Parking Enforcement powers. In 2019, the Council were granted powers to enforce non-endorsable on-street parking restrictions in addition to the off-street parking restrictions, of which they previously managed.

Since the powers were removed from Gwent Police, Parking Enforcement was taken out of the criminal system into the civil system by an order made through an Act of Parliament. Yellow line parking offences became decriminalized leaving the Council the responsibility of fining motorists for ignoring them. However, endorsable parking offences, including parking on pelican and zebra crossings; obstructing the highway or property accesses; parking on footpaths where no yellow lines are in force and the misuse of disabled badges will remain the responsibility of Gwent Police.

The Council, in conjunction with the other five Gwent Authorities commissioned a study in 2017 into the option of collaborative working across the authorities to identify opportunities to reduce operational costs of operating a civil parking enforcement regime by adopting a joint approach wherever feasible. The study highlighted that this arrangement would be more financially secure and have greater resilience.

To reduce the costs associated with the administration of Civil Parking Enforcement (CEO), the Council has partnered with Rhondda Cynon Taf County Borough Council to design and produce all necessary forms, notices, letters, etc. Such documentation takes note of current good practice, statutory guidance and standards e.g. as set out in the Code of Practice for Civil Parking & Traffic Enforcement and by the Traffic Penalty Tribunal.

Since the introduction of enforcement by the Council, five civil parking enforcement officers have been deployed. The performance of the officers is continually monitored to assess the impact and effectiveness of the service to encourage parking compliance across the full County both on-street and off-street. Enforcement objectives have been established to achieve a certain frequency of patrol suited to the varying types of restriction and changes in demand. CEOs are on duty throughout controlled hours, as applied to the various areas throughout the county, plus certain other hours as service needs dictate.

2.3 Why a Parking Strategy?

An update to the former Strategy is required to ensure parking in Monmouthshire is well-informed, modern and continues to meet the needs of its users. There is a case for the document to be updated to meet recent changes in legislation and environmental pressures including the Climate Change agenda and wellbeing goals.

Across the County it is recognised that parking facilities are inconsistent; some parking is unregulated and free whilst in other areas, there is enforcement and tariffs. The parking provision and enforcement can have a positive or detrimental impact on local businesses in the settlements of Monmouthshire. It has been identified that there is a need for a fair and uniform approach to all parking facilities.

Unregulated illegal parking can harm all users of the highway network from pedestrians walking along the footway to impeding emergency services. Whereas better-quality parking can safeguard healthy and environments, generate economic benefits to local business and improve the quality of life for individuals switching mode of travel to sustainable methods.

Without an updated Parking Strategy, there is a risk that there is a reduction in road safety in the County as well as a negative impact on the environment for residents, businesses and visitors.

3. The Existing Situation

The current approach is a balance between three elements; demand management, cost and local conditions. Parking is a fine balance between these elements, if the price and duration are wrong this could discourage facilities being used, alternatively, this may result in increased sustainable travel. Whereby if parking is not appropriately managed this could lead to illegal parking or could result in a steady turnover of spaces, encouraging more people to use the facilities available.

Across all parking facilities, the Council aspire to provide high-quality parking which is supported by appropriate enforcement and management. This includes regular investment, ensuring parking areas are maintained, kept clean and safe for all.

3.1 Off-street Parking

Across the County, there is a mixture of on and off-street parking which is made up of private and public operators. Table 3.1 lists all of the 36 Council-owned parking, number of spaces available and whether there is a tariff in place. An interactive map of where parking is located is available on the Council's website: http://www.monmouthshire.gov.uk/car-parks/our-car-parks

Table 3.1 Council Owned Parking Facilities

Area	Location	Spaces	Tariff
Abergavenny	Fairfield	473	Yes
	Tiverton Place	71	
	Trinity Terrace	37	
	Tudor Street	21	
	Byefield Lane	395	
	Castle Street	211	
	Brewery Yard	85	
	Bus Station (Priory)	90	
	Bus Station	69	
Caldicot	Jubilee Way	48	No
	Woodstock Way	104	
Chepstow	The Station	55	Yes
	Drill Hall	72	
	Nelson Street	86	
	Welsh Street	242	
	Castle Dell	96	
	Station Road	44	
Gilwern	Main Road	22	No
Goytre	Goytre	20	
Magor	Withy Close	24	
	Magor Square	31	
	Sycamore Terrace	27	
Monmouth	Rockfield Road	99	
	Old Dixton Road	30	
	Cattle Market	178	Yes
	Chippenham	33	
	Cornwall House	50	
	Monnow Street	39	
	Glendower Street	121	
	Rowing Club	40	
	Cinderhill Street	42	
Raglan	Chepstow Road	45	No
Rogiet	Playing Fields	0	Yes
Usk	Twyn Sqaure	14	No
	Maryport Street North	149	
	Maryport Street South	0	

The context for each parking area is different and is the reason for a fragmented approach. However, there are similar challenges across 36 Council-owned facilities including efficiently adapting to new technology, thereby, making parking easier for its users, upkeep i.e. signs and lines and competition from other cheaper/free parking areas.

Parking permits are available across all pay and display Council owned car parks, while parking is currently free for all disabled bays in all off-street car parks and in any marked bay if a valid disabled badge is displayed. Further, parking for motorbikes and bicycles is free.

All Council parking operates Monday to Sunday between 08:00 – 18:00, including Bank Holidays.

The Council currently employs five civil enforcement officers (at the time of writing this document) who enforce Council owned off-street pay and display car parks. The penalty for overstaying an allotted time, or not paying for parking varies depending on the parking contravention. However, penalty charges are reduced by 50% if payment is made within 14 days. Alternatively, the Council offer the opportunity to purchase an 'overstay ticket' if an individual overstayed their allotted time on a ticket purchased by one hour. The 'overstay ticket' can be used to clear a penalty charge notice if it is sent to the Council's car park team within seven days of penalty charge notice being issued.

3.2 Residential Parking

Residents who live in Abergavenny, Chepstow, Rogiet and Monmouth Town Centres are entitled to apply for a residential parking permit to help them park near their home. Permits are allocated on based on one per household and subject to eligibility criteria and assessed per application (Table 3.2).

Table 3.2 Streets eligible for residential parking permits

Location	Car Park or On-Street	Streets Eligible to Apply for a Permit
Abergavenny	On-Street	St Michaels Road, Pen-y-fal Road, Lower Ross Road (Even Numbers Only), Lower Monk Street (Odd Numbers Only) and 1-5 Usk View.
	Car Park	Baker Street, Trinity Terrace, Nevill Street, High Street, Lewis Lane, Frogmore Street, St Johns Street, Brewery Yard/Magnolia Terrace, Market Street, and Cross Street.
Chepstow	On-Street	Lower Church Street.
	Car Park	Lower Chepstow below Beaufort Square, Lower Church Street, The Back and St Annes Street
Monmouth	On-Street	2-40 St Mary's Street, 1-12 Almshouse Street, 1-41 Drybridge Street (and Adjacent Cottages), 11-35 Cinderhill Street, 12-29 St Thomas Square, St James Square, St James Street and Whitecross Street (West of junction with Monk Street)
	Car Park	Glendower Street, Worcester Street, Agincourt Street, Church Street, St Mary Street, Almshouse Street, St Johns Street, Agincourt Square, Priory Street, Chippenhamgate Street, Monnow Street and Chippenham Court
Rogiet	On-Street	1-6 Rogiet Terrace and Station Road.

3.3 Electric Vehicle Charging

Electric vehicle sales are increasing rapidly in the UK with statistics from the Society of Motor Manufacturers and Traders showing a 236% rise year-on-year. The Welsh Government similarly anticipate a growth in demand stating that they will meet the demand created by 60% of new sales for cars and vans being electric vehicles by 2030. The number of electric vehicles is increasing due to a number of factors including:

- An increase in the variety of vehicles on offer;
- The distance/range of electric vehicles can travel;
- Availability of charging facilities across the highway network;
- Cost of day-to-day use compared to fossil fuelled vehicles; and
- Government initiatives to reduce the number of petrol/diesel vehicles on the network.

Furthermore, changes in policy including Planning Policy Wales 10, which states that new non-residential developments must have charging points in at least 10% of the spaces available.

Monmouthshire is strategically located for east-west journeys in and out of Wales as well as journeys north-south within Wales. Due to its location, the Council has an important role in addressing barriers in the uptake of electric vehicles such as range anxiety across the rural network to ensure users can access services within and beyond the boundary of the County.

With technology evolving rapidly for electric vehicles, the Council will work in partnership with stakeholders to ensure new chargers avoid the current complicated payment options for opening new accounts or memberships.

To date, as part of the 'Fully Charged RDP Fund', 20 pilot charging facilities have been installed across Monmouthshire (Table 3.3). It is anticipated that following the pilot and policy direction, more electric vehicle charging facilities will be installed across the County.

Table 3.3 Electric Vehicle Charging Facilities in Monmouthshire

Site	Town	Postcode	Charger
Secret Garden	Goytre	NP4 0JE	3.6 kW
MiddleNinfa Bunkhouse	Abergavenny	NP7 5EN	3.6 kW
Beaufort Hotel	Chepstow	NP16 2DY	3.6 kW
Beaufort Hotel	Raglan	NP16 5EP	20 kW
Riverside Hotel	Monmouth	NP25 5EY	20 kW
Clytha Arms	Clytha	NP7 9BW	3.6 kW
Greenman Backpacker	Chepstow	NP16 5EP	3.6 kW
Ty Bryn B&B	Llandogo	NP25 4TA	3.6 kW
Bees for Development	Monmouth	NP25 3DZ	3.6 kW
Treowen	Dingestow	NP25 4DL	3.6 kW
Whitecastle Vineyard	Whitecastle	NP7 8RA	3.6 kW
Old Rectory Barn	Gilwern	NP7 0EY	3.6 kW
Pelham Hall	Penallt	NP25 4AH	3.6 kW Type 1
Caldicot Castle	Caldicot	NP26 4HU	3.6 kW
Northgate B&B	Caerwent	NP26 5NZ	7.2 kW
Goytre Wharf	Mamhilad	NP7 9EW	3.6 kW
Singleton Court	Monmouth	NP25 5JA	3.6 kW
Bridges Community Centre	Monmouth	NP25 5AF	3.6, 7.2 and 22 kW
Pandy Village Hall	Pandy	NP7 8DL	22 kW
Chepstow Library	Chepstow	NP16 5HZ	7 kW
Magor Services	M4	Junction 23a	40 kW

4. Policy Context

4.1 Introduction

This section sets out the policy context of the Parking Strategy. The local, regional and national policies are summarised in Table 4.1, while a more detailed discussion surrounding the compliance of the Strategy with them is available in the subsequent section.

Table 4.1 Relevant Policies

Level of Policy	Policy Document
National	Planning Policy Wales (PPW) Edition 10 (2018)
	Wales Spatial Plan (2008)
	One Wales: Connecting the Nation (Wales Transport Strategy) (2006)
	Prosperity for All: Economic Action Plan (2017)
	Prosperity for All: The National Strategy (2017)
	Prosperity for All: A Low Carbon Wales (2019)
	Active Travel (Wales) Act (2013)
	Well-being of Future Generation (Wales) Act (2015)
	Planning Policy Wales (PPW) Technical Advice Note 18 (2007)
	National Air Quality Strategy (2000)
	Disability Discrimination Act (1995)
Regional	Cardiff Capital Region Strategic Objectives
	Cardiff Capital Region Common Assessment Framework
Local	Monmouthshire Local Transport Plan (2015 – 2020)
	Monmouthshire Local Development Plan (2011-2021)
	Monmouthshire Parking Standards (2013)
	Monmouthshire Corporate Business Plan (2017-2022)
	Monmouthshire Public Service Board Well Being Plan (2018)
	Monmouthshire Climate Emergency Strategy (2019)

4.1.1 National Policy

Planning Policy Wales Edition 10 2018

Planning Policy Wales Edition 10 has been developed to comply with the Well-being of Future Generations (Wales) Act 2015. The five ways of working and well-being goals are a central theme throughout the document. The outcomes that have been set in the Policy document provide a framework for any proposal, including:

- Creating and Sustaining Communities;
- Growing Our Economy in a Sustainable Manner;
- Making Best Use of Resources;
- Maximising Environmental Protection and Limiting Environmental Impact; and
- Facilitating Accessible and Healthy Environments.

As set out in Planning Policy Wales, this document begins to set out parking to support the overall transport and locational policies of the existing and emerging development plan. Further, this Parking Strategy supports Planning Policy Wales by ensuring the parking provision across Monmouthshire is informed by the local context, including public transport accessibility, urban design principles and the objective of the reducing reliance of the private car, thereby supporting a modal shift to walking, cycling and public transport.

Planning Policy Wales recognises that authorities should use charging policies for on-street parking and off-street parking, where it is under their control, to complement their land-use policies and encourage the use of ULEVs. This document begins to explore rationalising future parking tariffs in the County.

Wellbeing of Future Generations (Wales) Act 2015

The Well-being of Future Generations Act 2015 requires the Council to think about the long-term impact of their decisions, to work better with people, communities and each other and to prevent persistent problems such as poverty, health inequalities and climate change.

To make sure we are all working towards the same purpose, the 2015 Act puts in place seven well-being goals on the Council. The 2015 Act makes it clear the listed public bodies must work to achieve all of the goals, not just one or two, these being:

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

The Wellbeing of Future Generations Act also details five ways of working to enable the act. These have been considered in appraising options. These are long term, **prevention**, integration, collaboration and involvement. This Parking Strategy will allow for better management and control of parking across Monmouthshire, encouraging free movement of vehicles and preventing congestion and assists in addressing **long-term** climate change implications. Furthermore, this document ensures adequate safe affordable parking that supports the local economy and encouraging future investment in the local community.

Parking tariffs can increase parking availability for visitors and residents of Monmouthshire, which can, in turn, improve highway safety and the management of the network, thereby improving road safety.

Prosperity for All: The National Strategy 2017

Prosperity for All – The National Strategy sets out four key themes and several objectives to be delivered, as set out in Table 4.2.

Table 4.2 Key Themes

Key Themes	Objectives
Prosperous and Secure	• Support people and businesses to drive prosperity; • Tackle regional inequality and promote fair work; and • Drive sustainable growth and combat climate change.
Healthy and Active	• Deliver quality health and care services fit for the future; • Promote good health and well-being for everyone; and • Build healthier communities and better environments.
Ambitious and Learning	• Support young people to make the most of their potential; • Build ambition and encourage learning for life; and • Equip everyone with the right skills for a changing world.
United and Connected	• Build resilient communities, culture, and language; • Deliver modern and connected infrastructure; and • Promote and protect Wales' place in the world

The Prosperity for All document places decarbonisation as an increasingly important priority for the Welsh Government, with many of the themes and objectives being focused on this. The delivery of this Strategy will ensure Monmouthshire begin to deliver them. As formerly set out, parking management has the ability to influence how people travel, subsequently promoting good health and wellbeing through active travel. Meanwhile, parking enforcement will safeguard the natural and built environment thereby building resilient communities.

As part of the Prosperity for All documents, the Welsh Government published the Low Carbon Wales Plan in 2019. A number of the policies within the document aim to increase the proportion of electric vehicle and low emission vehicles, subsequently reducing the carbon footprint of vehicles by 2025. There are also targets of which aim to achieve a modal shift away from cars towards more sustainable transport.

Active Travel Wales Act 2013

The Active Travel (Wales) Act was passed by the National Assembly of Wales and seeks to secure new and enhanced active travel routes and facilities, improving provision for walkers and cyclists across Wales. The Act requires the Council to map existing active travel routes and regularly monitor active travel facilities/routes to review where improvements and/or new routes are required. The Council's integrated network map and existing route map are approved by the Welsh Government. This Parking Strategy recommends a series of directives to ensure Active Travel is promoted, whilst parking facilities are established in accordance with the Active Travel Design Guidance.

Technical Advice Note 18 2007

TAN 18 supplements Planning Policy Wales and provides additional guidance to parking in Wales. The Technical Advice Note states that local authorities should ensure that:

- Policies should be used to ensure the delivery of sustainable developments;
- There is a co-ordinated approach to the development of Parking Strategies that address:
  - Local disability standards;
  - Cycle parking standards,

- Parking design/dimension;
- Planning obligations; and
- The management of parking.

- Charges or time restrictions discourage all-day parking but encourage short-term parking;
- Measures are backed up by adequate enforcement measures; and
- Maximum parking standards are set.

TAN 18 also recognises that parking tariffs and limits on provision/time have an important role in managing congestion. It recognises that the overall parking provision affects traffic levels, as will the cost of parking. Therefore, parking charges may be used to encourage the use of alternative modes, and to target forms of travel for reduction, such as commuter journeys.

4.1.2 Regional Policy

Cardiff Capital Region Strategic Objectives

The Cardiff Capital Region City Deal is a £1.28 billion programme which will achieve a 5 per cent uplift in the region's GVA by delivering a range of programmes which will increase connectivity, improve physical and digital infrastructure, as well as regional business governance[1]. It covers the 10 local authorities within south-east Wales including Monmouthshire. Objectives of the Cardiff Capital Region includes:

- Supporting businesses to become more productive from small retail to large advanced manufacturers;
- A vibrant and sustainable economy which contributes to the well-being and quality of life of people and communities now and in the future;
- Access to education and training to develop skills;
- Access to social and recreational opportunities;
- Ensure our urban centres are vibrant and vital with unique identities which all of the region's residents can use and be proud of;
- Respect, protect and support our rural and natural environment and use it to promote economic and social outcomes; and
- Demonstrate our commitment to a sustainable future and acknowledge our global responsibility.

The above objectives are a summary of the Cardiff Capital Region's Strategy. This Parking Strategy document begins to meet a number of the above objectives through appropriately managing, investing and reviewing parking across Monmouthshire.

4.1.3 Local Policy

Monmouthshire Climate Emergency 2019

In 2019, the Council declared a Climate Emergency, recognising that climate change will have a direct impact in Monmouthshire. While the Council is proactively trying to reduce carbon

[1] http://www.cardiffcapitalregioncitydeal.wales/ date accessed 27th June 2018

emissions, such as reducing energy use, generating solar power and trying to encourage electric cars; these alone are not enough.

The Council has set a target to reduce council carbon emissions to zero by 2030. Within the Climate Emergency document, there are a number of actions for greener vehicles including installing charging facilities in larger council buildings and providing free parking in Council-owned car parks for electric and hydrogen vehicles until 2025.

The Climate Emergency document also suggests using parking to prevent traffic congestion and to minimise air pollution. Parking management and enforcement are effective tools that can reduce the need for drivers to waste time searching for a parking space by ensuring a well-managed turnover of bays. By enabling drivers to quickly find a space this reduces circulating traffic, congestion and emissions.

This Strategy recognises the importance of the Climate Emergency and has adopted a number of recommendations to ensure the Council work towards achieving

Monmouthshire Public Service Board Wellbeing Plan

Monmouthshire County Council's Well Being Plan sets out a series of objectives that aim to contribute toward achieving the steps as set out by the Welsh Government in the Wellbeing of Future Generations Act.

The Well-Being Plan was developed following completion of the well-being assessment completed by the Public Service Board (PSB). The well-being plan sets out four objectives and the steps required to deliver the four objectives:

- Provide children and young people with the best possible start in life;
- Respond to the challenges associated with demographic change;
- Protect and enhance the resilience of our natural environment whilst mitigating and adapting the impact of climate change; and
- Develop opportunities for communities and businesses to be part of an economically thriving and well-connected community.

To deliver the objectives of the PSB, enabling active travel and sustainable transport initiatives are important. These will improve air quality and other health benefits whilst ensuring design and planning policy supports strong, vibrant and healthy communities. This Strategy begins to address the PSB Wellbeing Plan as well as the wider Wellbeing Goals and Ways of Working.

Monmouthshire Local Transport Plan 2015 - 2020

Monmouthshire County Council's LTP identifies the transport issues relevant to the county and provides the high-level interventions needed to address the issues and specific priorities. The LTP includes a prioritised five-year programme of projects the Council wishes to see delivered between 2015 and 2020 as well as medium and longer-term aspirations up to 2030.

The key projects related to this Parking Strategy include:

- A review of the parking provision in Caldicot Town Centre;
- Parking at The Queens Head and Rockfield Road in Monmouth; and
- Cycle parking/storage across the Active Travel network.

Monmouthshire Parking Standards 2013

In 2013 the Council introduced several parking standards that are a material planning consideration for all proposed developments in Monmouthshire. The standards provide detailed parking requirements according to land-use and type of development and promote traffic management and the reduction of car dependency. However, the standards also ensure that new developments or a change of use are accompanied by sufficient parking space to avoid the need for vehicles to park on the street and cause congestion, displacement, danger and visual intrusion.

The parking standards also consider facilities for disabled people and recommends that Reducing Mobility Handicaps and Planning and Access for Disabled People publications are used as the basis for guidance on the size and level of parking spaces for disabled people.

Monmouthshire Local Development Plan 2011-2021

Monmouthshire's LDP sets out the Council's vision and objectives for the development and use of land, together with the policies and proposals to implement them by 2021. The plan sets out several aspirations relating to this Parking Strategy including minimising the adverse effects of parking as well as ensuring parking is met in a manner that preserves the character and appearance of the area. It is important to note that the Local Development Plan is being reviewed, which will have an impact on the recommendations within this Strategy.

Monmouthshire Corporate Business Plan 2017-2022

The Corporate Business Plan sets out the organisational goals which the Council commit to action. The themes that will guide the Council until 2022 include:

- The best possible start in life;
- Thriving and well-connected County;
- Maximise the potential of the natural and built environment;
- Lifelong well-being; and
- Future-focused Council.

This Strategy will go beyond the Corporate Business Plan; however, the Strategy is compliant with the Plan and recognises the important role parking plays on delivering the themes. This includes the impact of electric vehicles, management and turnover of parking and enforcement of parking. All of these parking matters have an impact on delivering the themes as outlined above.

5. Recommendations

5.1 Introduction

Parking in Monmouthshire needs to balance a variety of factors to achieve the social, economic and environmental objectives of the Council. The recommendations set out in this chapter aim to strike an appropriate balance across the county given its unique and distinctive characteristics.

5.1.1 Recommendation 1: Data Collection and Management

The Council's approach to parking management across the County will be to manage its demand. To effectively manage parking demand, the Council requires an extensive range of data to understand what is currently taking place 'on the ground' across Monmouthshire.

The data is to be collected on a triennial basis (every three years) from the launch of this Parking Strategy by the Council and will enable the Council to:

- Review the number of Council owned parking spaces against the number of private parking spaces to ensure an approximate mix of short and long-stay provision;
- Set parking tariffs which are comparable to other local towns and are appropriate for their user (e.g. shoppers, commuters, visitors);
- Identify 'hotspots' where demand is high to enforce parking regulations effectively; and
- Manage competing demands for on-street parking through residential parking zones.

The Council is committed to making efficient and effective use of resources to implement improvements and manage parking across Monmouthshire on a day to day basis. Having the most up to date data will dictate how the Strategy will be delivered and parking services are managed, therefore, data collection will ensure the operation and management of parking is regularly reviewed and services are delivered in the most cost-effective and sustainable manner.

R1 – Data Collection and Management
Undertake comprehensive data collection every three years to effectively review tariffs, maintenance, supply and enforcement of both on and off-street parking across Monmouthshire.

Surveys to be completed for on and off-street locations include (but not limited to):

- The duration of individuals parking across the County;
- The locations where parking is or is not in demand;
- Where illegal parking / Penalty Charge Notices are issued most commonly across the County to identify hotspots of illegal parking and to address any identified problems;
- How many residential permits are being issued and whether they are necessary in some locations or whether additional locations require residential permits to address problems;
- Who are using the parking facilities (e.g. 'Blue Badge', Families etc) to ensure facilities are appropriately meeting the needs of its users; and
- What revenue is being generated from parking facilities across the County and whether the tariffs in place are appropriate and suitable.

5.1.2 Recommendation 2: Technology

The Council is dedicated to ensuring that they consider a series of demand management tools and technological innovations that develop the parking experience Monmouthshire offers. It is recognised that future changes in technology will change how and where parking is provided.

Technology will play an increasing role in improving the parking 'experience' for the users and providers of parking facilities across the county. For example, 'smart' overhead guidance indicators may enable drivers to use mobile apps to locate the nearest available parking space. The Council recognise that Pay and Display machines may not always be the appropriate system for charging users, therefore, mobile technology can provide users with the option to pay for parking on their phone, making it quicker and easier for the user and reducing cash collection for the provider.

The Council will also utilise technology in their parking enforcement. The use of technology will ensure effective enforcement of parking by Civil Enforcement Officers and enable traffic regulation orders to be reviewed regularly; enabling providers to manage their assets in more efficient ways than previously.

It is recognised that some technologies are more suitable or timely for areas across Monmouthshire than others, for example, variable message signs will not be appropriate for rural parking facilities where the demand is low. Technology in parking areas across the County will be assessed on a case by case basis.

R2 - Technology
Explore a variety of technological improvements that will enhance the parking 'experience' for users; and advance the Council's capability to effectively and efficiently manage all Council owned parking facilities.

Explore the introduction of technology to (but not limited to):

- **Signage**: Variable Message Signs with (at minimum) name of parking facility and number of spaces;
- **Availability**: GPS trackers to inform user where parking is available; and
- **Payment:** Methods used to pay for parking facilities across on and off-street locations, residential parking permits; penalty charge notices etc. This may include:
  - Payment by mobile phone;
  - Pay on return;
  - Other cashless payment; and
  - Payment in advance.

Review whether the contactless and cash systems are effectively meeting the needs of users of parking facilities across Monmouthshire.

5.1.3 *Recommendation 2a: Technology – Electric Vehicle Charging*

With the growth of electric vehicles, the Council anticipates significant electrification of vehicles in Monmouthshire over the life course of this document. As a rapidly evolving technology, policy guidance relating to on- and off-street charging provision is being continually reviewed to ensure a financially sustainable model for charging infrastructure is rolled out. The climate change agenda and Council's own climate emergency Strategy recognises the importance of electric vehicles and where viable, necessary and practical, on-street electric charging will be explored.

R2a – Technology – Electric Vehicle Charging
The Council is committed to providing electric vehicle charging facilities in accordance with the Council's Climate Emergency Strategy. The Council will explore the introduction of the following:

- Install photovoltaic canopies at council owned car parks to power electric vehicle charge points with renewable energy;
- Increase the mileage rates payable for staff who use electric vehicles relative to petrol and diesel cars;
- Develop proposals for EV charging in streetlights and new housing developments;
- Install EV charging points at all larger council buildings;
- Transition the council's transport fleet to hybrid, electric and hydrogen vehicles as these become available; and
- Provide free car parking in Council owned car parks for electric vehicles until 2025.

Details of electric vehicle charging is new developments is available in Recommendation 9a and Recommendation 9b.

5.1.4 *Recommendation 3: Parking Tariffs*

The cost and duration of parking is a major contributory factor in the choice of travel mode and also on the economic prosperity of an area. Therefore, subsequent to the completion of *'Recommendation 1: Data Collection and Management'*, a review of the parking tariffs and duration will be undertaken on a triennial basis (every three years) to ensure tariffs and duration is appropriate. At present, parking demand varies across Monmouthshire, hence the different tariff structures.

R3 – Parking Tariff
On an ongoing basis, review parking tariffs, taking in to account the following factors:

- Local, regional and national policies, objectives and targets;
- Local environmental conditions;
- Annual inflation;
- Parking tariffs in neighbouring areas;
- The need to avoid circulatory traffic;
- The availability of alternative sustainable modes of transport;
- The utilisation of existing parking spaces;
- The service role and strength of the local economy; and
- Changes in demand

The tariffs for Sunday parking will be reviewed on a regular basis.

Assess the introduction of 'spatial banding' e.g. town centre tariffs, market town tariffs and village tariffs or a set tariff for all Council owned parking facilities across Monmouthshire

Explore removing the 'overstay' ticket available across off-stay chargeable car parks.

5.1.5 *Recommendation 4: Tourist Parking Facilities*

Monmouthshire is a key tourist destination and attracts over two million visitors a year. The provision of adequate parking for tourists (including coaches) at key areas during peak and the off-peak season is, therefore, an important consideration. The provision of tourist parking facilities will be influenced by *'Recommendation 1: Data Collection and Management'.*

R4 – Tourist Parking Facilities
Evaluate the availability of coach parking through consultation with tourist attractions and coach providers.

Consider and review level of charge to be applied to coach parking areas on a demand basis, such that the attraction of the facility is not compromised.

Review the use of coach parking areas during out of hours times/off-peak seasons. For example, can other forms of transport such as heavy goods vehicles and caravans use the parking for a safe and convenient stop over facility.

5.1.6 *Recommendation 5: Short and Long Stay Provision*

It is accepted by the Council that an increased turnover of parking spaces by short-stay users is a more efficient use of Council owned parking spaces, as it maximises the potential number of vehicles that can be accommodated throughout the day. Similarly, encouraging long-stay parking outside of the 'core' of town centres greatly contributes to the parking choices users make.

This will include periodically reviewing the provision of parking in line with the regeneration of each area in Monmouthshire. In some cases, the number of spaces for vehicles will be reviewed due to changing user needs and development opportunities across Monmouthshire. Subsequently, the number of spaces available may increase / decrease to cater for leisure facilities and active travel.

R5 – Short and Long Stay Provision

Encourage long-stay parking outside of the 'core' of town centres, market towns and villages throughout Monmouthshire through tariffs and/or availability of long-stay spaces.

Investigate the feasibility of two interchange facilities (including Park and Ride) in Monmouth and Chepstow.

Prioritise short-stay parking in 'core' areas through tariffs and availability of short-stay spaces.

Investigate improvements to public transport services to ensure access to employment, health, education, leisure and shopping facilities across Monmouthshire.

Investigate with Network Rail and Transport for Wales the provision of safe and convenient parking at railway stations including Abergavenny, Chepstow and Severn Tunnel Junction.

Explore provision of a combined parking and travel ticket at interchanges to promote their use.

Promote car sharing schemes.

Review and where necessary, re-allocate parking provision to meet demand or to encourage modal shift such as removing parking for private motorised transport for bicycle parking.

5.1.7 Recommendation 6: On-Street Parking

It is understood that the provision of on-street parking across Monmouthshire will need to be reviewed in accordance with the regeneration strategies of its town centres, especially where the need and demand may change over time.

The potential to support sustainable travel has positive implications for a town centres' vitality and viability, however, it is also recognised that some short-stay parking (30 minutes) can also support the local retail offer. This is a balance that needs to be struck to ensure town centres are not negatively impacted through circulating traffic, safety, access or amenity concerns. The regeneration of town centres will ensure that the needs of businesses, residents and tourists are met without compromising the promotion of sustainable travel and safety.

The Council recognise the importance of ensuring service vehicles and emergency vehicles require access and this will be assessed on a case by case basis.

R6 – On-street parking

The Council will continue to review the provision of on-street parking through exploring the reallocation of spaces to sustainable forms of transport or for leisure uses in accordance with the town centre regeneration strategies.

A review will be undertaken into charging for on-street parking in-line with off-street parking and residential permit areas.

5.1.8 Recommendation 7: Residential Parking Permits

The Council recognise that improvements to civil parking enforcement and measures that aim to increase sustainable methods of transport may prompt an increase in parking in areas that do not currently have parking problems.

Therefore, where demand for parking is high, controls to prioritise parking by specific user types can be implemented via residential parking permit schemes or residential parking zones.

R7 – Residential Parking Permit

Investigate, where appropriate, resident parking permit schemes or resident parking zones in consultation with residents affected by on-street parking problems.

To ensure a consistent approach to issuing permit parking, the Council will consider:

- The number of permits issued against the available parking spaces;
- Location of on-street and off-street spaces where permit holders can park;
- The impact that permit holder parking may have on other areas; and
- The pricing structure of the permit scheme.

5.1.9 Recommendation 8: 'Blue Badge' Parking

There is the requirement to provide designated disabled 'Blue Badge' holders with an adequate number of properly designed, conveniently located reserved parking spaces (in line with recognised national standards as a minimum).

After the completion of *'Recommendation 1: Data Collection and Management'* and '*Recommendation 3: Parking Tariffs'* a review into the impact of 'Blue Badge' parking across the County will take place.

R8 – Blue Badge Parking

Ensure parking standards for disabled motorists (Blue Badge holders) is provided in line with recognised national guidance (as a minimum).

Provide the appropriate level of disabled parking in accordance with the Council's Parking Standards to ensure spaces are efficiently and effectively utilised.

Provide safe and convenient disabled access to and from Council owned car parks.

On an ongoing basis explore the introduction and implementation of disabled parking tariffs.

5.1.10 Recommendation 9a and 9b: Parking at New Developments

To ensure the appropriate number of parking spaces are provided in new (non-residential) developments and that they do not negatively impact on Council owned parking facilities or the highway network, the Council will explore introducing maximum parking standards.

R9a – Parking at Non-Residential Developments

Explore imposing maximum parking standards (except for disabled parking spaces) based on:

- Local circumstances (mix of land, ancillary uses, scale of development etc.,); and
- Accessibility by sustainable transport modes.

Explore introducing a charge for parking provision in line with charging regime set by Council to ensure consistent and managed provision of parking space.

Encourage the use of Travel Plans to improve sustainable modes of transport and reduce the need for, or usage of parking facilities.

15% of parking spaces at new developments should have active electric vehicle charging facilities, with an additional 10% of parking spaces having a passive provision.

In new (residential) developments, there is a need to ensure there is a sufficient supply of parking to meet demand. Developers for new residential developments will be required to produce text to justify and demonstrate that the demand is sufficiently catered for with no subsequent consequences i.e. overspill on to existing developments.

R9b – Parking at Residential Developments

Assess the provision of proposed residential developments to ensure there is no significant impact on parking that will result in overspill on to existing developments or highway network. It is therefore important to consider:

- Dwelling size;
- Location of dwelling;
- Mix of parking types (on-street, off-street, unallocated etc); and
- Accessibility to sustainable / alternative transport modes.

15% of parking spaces at new developments should have active electric vehicle charging facilities, with an additional 10% of parking spaces having a passive provision.

Encourage the use of Travel Plans to improve sustainable modes of transport and reduce the need for, or usage of motorised transport.

5.1.11 Recommendation 10: Bicycle Parking

In accordance with the Active Travel (Wales) Act, the Council has a duty to ensure bicycle facilities such as cycle parking are provided to meet the needs of cyclists. Active Travel has various environmental, social and economic benefits ranging from reduced carbon emissions to improve physical and mental wellbeing to residents, businesses and visitors to Monmouthshire. The Council will ensure that the appropriate facilities are provided where necessary.

Further to the Active Travel (Wales) Act, the Council's Cycling Strategy places importance on cycling for leisure, sport and recreation in Monmouthshire and this document must ensure facilities are available.

R10 – Bicycle Parking

Explore providing safe and secure bicycle parking facilities on a case by case basis across Monmouthshire to encourage a modal shift to sustainable transport.

Parking for bicycles will remain free of charge for the duration of this Strategy document.

The Council will explore providing electric bicycle charging facilities at appropriate locations.

5.1.12 Recommendation 11: Servicing and Loading

In accordance with the Council's regeneration strategies, the Council will explore maintaining delivery, service and loading vehicles to businesses across Monmouthshire. However, on a case by case basis, the Council will explore reallocating them to meet wider policy aims and objectives. This will require servicing, deliveries and loading to be flexible and managed appropriately.

To ensure there are no negative impacts on the areas across the County, preference will be to serve properties from the rear where possible and, if not possible, from the street outside of peak shopping hours.

R11 – Servicing, Loading and Delivery

Where servicing, delivery or loading requirements change, the Council endorse a Service, Delivery and Loading Plan to be produced to ensure there are no detrimental impacts to the town centres across the County.

5.1.13 Recommendation 12: Parking Enforcement

Effective traffic management and parking enforcement is essential across Monmouthshire whether this is in the off-street car parks, in town centres or outside schools. Illegal parking can result in congestion and also safety issues. This has wider implications including negative impacts on the environment and can deter visitors from the area, resulting in a loss of revenue for businesses and the tourism industry.

One example of illegal parking is generated by school children being dropped off and picked up outside education establishments. While parking restrictions are placed outside many educational facilities across Monmouthshire, there is a limited amount that can be achieved to deter this taking place unless mobile enforcement is used.

Civil Parking Enforcement is a function carried out on both off-street and on-street parking by the Council. There are two elements of enforcement, the first is the public-facing services i.e. patrolling parking facilities. The second element is the back-office management, which is undertaken by Rhondda Cynon Taf County Borough Council, where the day-to-day of parking charge notices are dealt with.

As civil parking enforcement improves, the Council recognise that parking patterns are likely to change, as previously illegally parked vehicles may move to unrestricted areas. This will continually be reviewed to ensure parking is not detrimental to any area of the County.

R12 – Parking Enforcement

To ensure the Council enforce parking restrictions effectively and efficiently under its civil parking enforcement regime, the Council will:

- Investigate the use of technology to maintain effective enforcement such as mobile enforcement vehicles;
- Ensure traffic regulation orders are reviewed on a regular basis; and
- Explore employing additional enforcement offers to patrol on and off-street parking facilities across Monmouthshire.

5.1.14 Recommendation 13: Safety and Access

The safety and access to parking largely fall into two categories. The first is high quality and convenient parking facilities that are safe and accessible contribute to parking facilities being utilised more efficiently. The second is the safe route from the parking facilities to the destination. The Council recognises the importance of providing parking facilities that are as safe as possible, accessible for all users, have visible CCTV/lighting and a high turnover of vehicles.

The access from parking facilities to the destination will be dealt with via the Town Centre strategies and development proposals as they come forward.

R13 – Safety and Access
On a three-year basis, the Council will assess all Council parking facilities and prepare an improvement Strategy for the following factors where necessary against industry standards to gain 'Safer Car Parking Status':

- Access/egress routes for active travel (pedestrians/cyclists);
- Lighting;
- CCTV;
- Natural surveillance;
- Surface quality; and
- Clear signage / road markings.

Ensure parking for service/delivery vehicles are in appropriate areas that avoid conflict with other road users.

5.1.15 Recommendation 14: Motorcyclist Parking Facilities

The provision of designated motorbike parking facilities within car parks not only encourage the use of other forms of private transport to the car, but also portray the image that these forms of transport are valued as high as the private motor car.

R14 – Motorcyclist Parking Facilities

Provide safe/secure motorcycle parking at locations or routes of attraction to motorcyclists.

5.1.16 Recommendation 15: Update Parking Standards Supplementary Planning Guidance

The Parking Standards Supplementary Planning Guidance is an important material consideration to be used to assess planning applications affecting residential and other developments throughout Monmouthshire. The latest Parking Standards document was adopted in 2013 and is now outdated.

R15 – Parking Standards Supplementary Planning Guidance

The Council will review their current Parking Standards Planning Guidance (2013). The purpose of updating the Guidance is to provide more detail on how the Council will apply the contents of this Parking Strategy and contents of the Local Development Plan. The Guidance will therefore set out the following:

- Technical design guidance for parking spaces, disabled parking, motorcycle/cycle parking and electric vehicle charging;
- Maximum parking standards in accordance with the Welsh Government's Technical Advice Note 18;
- Minimum cycle parking standards in accordance with the Welsh Government's Technical Advice Note 18; and
- A strategy for addressing existing parking issues in alignment with this Parking Strategy, including standards for new developments and parking in town centres.

6. Conclusion

Parking for all modes of transport is an important issue for Monmouthshire County Council. As highlighted in the Census data, the car is the main mode of transport to work, with 48% of journeys being undertaken by car/van (including passenger) in Monmouthshire. In combination with increased car ownership, there is an evident need for a Parking Strategy in the County.

This Strategy has outlined a series of well-planned and managed recommendations to help the Council achieve its economic, social, cultural and environmental objectives.

This document has been developed to provide a consistent framework that will guide decisions on the provision, development and management of parking facilities throughout Monmouthshire over the next ten years.

It is well documented that if parking is not effectively managed and enforced, this can have various negative impacts on road safety, congestion, air and noise pollution. As a result, this has wider implications for residents, businesses and visitors including a reduction in business, a fall in tourism and less footfall in town centres.

The effective and efficient management of parking can have a positive impact on all residents, businesses and visitors to Monmouthshire through enabling more productive and efficient use of spaces, making communities across the County more attractive, thereby improving the viability and achieving the various social, economic, cultural and environmental objectives set out documents including the Wellbeing Plan, Local Development Plan and Climate Change Strategy.

This Parking Strategy outlines the policies and actions to be completed by the Council to improve parking for its communities, visitors and businesses while providing an affordable and sustainable service for all. Not only does this Parking Strategy address current issues, but it also considers the future needs of residents, shoppers, traders and visitors.

Appendix A

Parking Strategy 2013 Recommendations and Reasoning

Recommendation	Reasoning
Upgrading to Networked Machines	• Flexibility of payment – the new machines will allow user to pay by card, phone and will provide change if required; • Improve maintenance/servicing work on machines – networked machines will inform the service company when there is a fault or other issue; • Improvement to software updates – network machines can be remotely updated; • Future proof – the networked machine will be future proof and have a life of 10 – 15 years; • Improved data collection – the current system requires manual data extraction at each machine, networked machines can be accessed remotely; and • Marketing – the new ticketing machines will allow vouchers/offers to be printed on the reverse side of the parking tickets.
Increase parking charges	• The charging structure within Monmouthshire has not been increased since 2007 in line with expenditure on parking; • During the workshops the fixed parking tariffs were discussed at length and it was generally accepted that the existing charging structure should increase to accommodate the increasing gap in the budget; and • It is recommended as a minimum that the existing charging structure be increased by 20p for each hour tariff.
Introduce a 'No Return' Policy at all car parks	• Improve short term turn over; and • Discourage 'feeding the meter' leading to key short-term spaces being occupied unnecessarily.
Improve signage	• It was identified in workshops that the existing signage is confusing and poorly maintained; • entering each town and specifically between car parks within the town; • Getting the correct people (short term / long term) parking in the correct car parks; • Increase visitor demand to car parks; • Increase turnover; • Encourage safer driving; and • Decrease illegal parking.
Introduce Sunday charging	• There is currently sufficient demand on Sunday within the county and this would not be impacted by the introduction of charging; • Sunday has been identified as one of the busiest shopping days of the week; • In the workshops it was generally accepted that charging on Sunday would be beneficial and would not impact on trade; and • The benefits associated with Sunday charging will be better management of short term spaces in particular and allow for improvements to the parking infrastructure.
Development of HGV/Coach Strategy	• During the consultation phase of this study the growing concern over limited coach and HGV parking was identified; • It is outside the scope of this study to develop a HGV/Coach strategy; and • It is recommended that a separate strategy be developed for coach and HGV parking across the county. The information collected during this study can inform that strategy.
Introduce night charging	• There is high demand for parking in Monmouthshire due to a successful night time economy; and

Recommendation	Reasoning
	• There is anecdotal evidence to suggest that management of parking demand in the evenings could improve turnover and prevent spaces being blocked for long periods.
Introduce Blue Badge charging	• Stop misuse of Blue Badges and • Additional income to support any disabled parking schemes.
Urban Design	• The built environment for car parks across the county has some key areas for improvement, such as lighting, Disability Discrimination Act compliance and general maintenance of car parks needed in all towns; • It is recommended that the urban design of car parks be reviewed as an additional study to determine if the car parks are to current standards; and • Pedestrian links between the car parks and town centres are generally requiring improvement.
Enforcement	• It was identified in workshops that an increased level of parking enforcement is needed; • Decriminalisation of parking is being considered separately by Council officers; and • As the responsibility of enforcement lies with the local police services it is recommended that a joint strategy/plan be developed.

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Integrated Impact Assessment Template

(incorporating Equalities, Socio-economic Duty, Future Generations, Welsh Language Measures, Corporate Parenting)

Name of the Officer Daniel Fordham **Phone no:** 07890 024489 **E-mail:** danielfordham@monmouthshire.gov.uk	**Please give a brief description of the aims of the proposal** The accompanying report sets out the key conclusions of the recent review of parking services in Monmouthshire carried out by AtkinsRealis and invites Cabinet to agree the proposed strategic objectives for the Council's parking strategy as well as the proposed actions for the Council in response the review's recommendations.
Name of Service area Regeneration	**Date** 19 November 2025

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age *Consider the impact on our community in relation to age, e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.*	The report includes a consultant recommendation to provide 3-5% of spaces in car parks for Blue Badge holders. Older people are more likely than average to be Blue Badge holders. The recommended MCC action in the report is to assess the cost and impact of this proposal and consult stakeholders. If the proposal were carried out it may represent an increase in disabled parking provision in some car parks.	None	Stakeholders will be consulted on any proposed change prior to decision.
Disability *Consider the impact and what issues there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this; producing information in alternative formats, employment issues etc.*	The report includes a consultant recommendation to provide 3-5% of spaces in car parks for Blue Badge holders. The recommended MCC action in the report is to assess the cost and impact of this proposal and consult stakeholders. If the proposal were carried out it may represent an increase in disabled parking provision in some car parks.	None	Stakeholders will be consulted on any proposed change prior to decision.
Gender reassignment *Consider the provision of inclusive services for transgender people and groups. Also consider what issues there are for employment and training.*	None	None	n/a

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership *Same-sex couples registered as civil partners have the same rights as married couples and must be provided with the same benefits, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance. Consider the impact of your proposal on these rights.*	None	None	None
Pregnancy or maternity *A woman is protected from discrimination during her pregnancy, maternity leave and 26 weeks from the day she gives birth. Including the provision of services, goods and facilities and recreational or training facilities. Consider the impact of your proposal on these protections.*	The report includes a consultant recommendation to provide 5-10% of spaces in car parks for parent and toddler parking. The recommended MCC action in the report is to assess the cost and impact of this proposal and consult stakeholders. If the proposal were carried out it would represent an increase in parent and toddler parking provision in some car parks.	None	Stakeholders will be consulted on any proposed change prior to decision.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race *What will the proposal do to promote race equality with the aim of eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between different racial groups. Think about the potential to affect racial groups differently. Possible issues include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy & Traveler, migrant communities and recording of racist incidents etc.*	None	None	None
Religion or Belief *Consider the impact e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.*	None	None	None
Sex *Consider what issues there are for men and women. Will this impact disproportionately on one group more than another e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues.*	None	None	None

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sexual Orientation *Consider the provision of inclusive services for e.g. older and younger people from the Lesbia, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.*	None	None	None

2. The Socio-economic Duty

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions.

Socio-economic disadvantage can be defined as living in less favorable social and economic circumstances than others in society. It also includes social justice, which is about reducing inequalities by working towards more equal distribution of wealth and opportunities so everyone can achieve their full potential.

Consider how the proposal could affect the following vulnerable groups:

Armed Forces Community (including veterans)
Single parents
Vulnerable families
Single adult households
Carers
Students
People living in the most deprived areas
Pensioners
Homeless People
People misusing substances
People who have experienced the asylum system
People involved in the criminal justice system

Socio-economic Duty	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering from socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts in relation to the Socio-economic disadvantage?

Think of what evidence you have about socio-economic disadvantage and inequalities of outcome in relation to this proposal. Will it impact disproportionately on certain groups? Can the proposals be improved to reduce inequalities of outcome?	No direct impacts.	No direct impacts.	The report includes a consultant recommendation to undertake a future review of parking charge variations and charge inconsistencies. This review will need to consider the impact of any changes in parking charges on people suffering socioeconomic disadvantage.

3. Policy making and the Welsh language

What are the effects that the proposals would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English? How could positive effects be increased, or negative effects be mitigated? Explain how you believe the proposals could be improved so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language.

How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
Policy Making: *Consider what impact this policy decision will have on the Welsh Language. This includes opportunities for people to use the language, opportunities to promote the language and treating the language no less favourably that the English language. Include any data and evidence e.g. WESP, Census Data, Cymraeg 2050, Welsh Language Strategy.*	All signs and information in and about the Council's car parks and parking services will be bilingual in Welsh and English. Any consultation on changes to parking provision will also be bilingual.	None	n/a
Operational: **Recruitment & Training of workforce** *Carefully consider whether vacant posts require Welsh language skills as a desirable or essential skill. This is especially pertinent with front line roles as more than 10 % of the population of Monmouthshire speak Welsh. Also, when assessing the need for Welsh language skills keep in mind the existing Welsh language skills within the workforce. In service areas where there is a current lack of Welsh language skills, posts should be advertised as Welsh language essential. Additionally, consider where further training may be needed to increase the number of staff who can speak Welsh and to enhance the skills of current Welsh speakers.*	n/a	n/a	n/a
Service Delivery: **Use of Welsh language in service delivery** *When advertising our services you must promote the fact that people can deal with the council in Welsh by*	All signs and information in and about the Council's car parks and parking services will be bilingual in Welsh and English. Any	None	n/a

phone, email, twitter, Facebook, letters, forms, website transactions etc.	consultation on changes to parking provision will also be bilingual.		

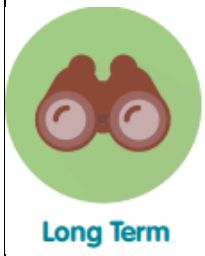
4. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well Being Goals	Describe the positive impacts the proposal has on the wellbeing goal.	Describe the negative impacts the proposal has on the wellbeing goal.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales *An innovative, productive and low carbon society which recognises global limits and uses resources efficiently (including acting on climate change); a skilled and well-educated population in an economy which generates wealth and provides jobs.*	The report proposes a number of strategic objectives for the Council's parking strategy. These include: • Supporting the local economy • Encouraging sustainable travel modes and helping reduce reliance on the private vehicle If adopted these objectives will guide the provision of parking and enforcement services and facilities in Monmouthshire. This may lead to positive impacts in terms of prosperity and reducing carbon emissions.	None	n/a
A resilient Wales *Maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to*	The proposed strategic objectives also include: • Enhance the built and natural environment	None	n/a

Well Being Goals	Describe the positive impacts the proposal has on the wellbeing goal.	Describe the negative impacts the proposal has on the wellbeing goal.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
change (for example climate change).	If adopted, changes and improvements to parking provision will reflect this goal. This could include, for example, the provision of sustainable drainage and green infrastructure as part of any future improvements to car parks.		
A healthier Wales *People's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.*	The objective to encourage sustainable travel modes and helping reduce reliance on the private vehicle has potential positive impacts in terms of people's physical and mental wellbeing.	None	n/a
A Wales of cohesive communities *Communities are attractive, viable, safe and well connected*	n/a	n/a	n/a
A globally responsible Wales *Taking account of impact on global well-being when considering local social, economic and environmental wellbeing*	The objective to encourage sustainable travel modes and helping reduce reliance on the private vehicle has potential positive impacts for the environment, with consequent benefits for global wellbeing.	n/a	n/a
A Wales of vibrant culture and thriving Welsh language *Promotes and protects culture, heritage and the Welsh language, and participation in the arts, and sports and recreation*	All signs and information in and about the Council's car parks and parking services will be bilingual in Welsh and English. Any consultation on changes to parking provision will also be bilingual.		

Well Being Goals	Describe the positive impacts the proposal has on the wellbeing goal.	Describe the negative impacts the proposal has on the wellbeing goal.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A more equal Wales *People can fulfil their potential no matter what their background or circumstances. (This includes the protected characteristics listed in Section 1 above. You can add more detail there. Don't forget to think about the impacts on poverty)*	n/a	n/a	n/a

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

Sustainable Development Principles	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Balancing short term need with long term and planning for the future *We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (guidance says at least 10 years, but preferably 25)*	The report presents a number of consultant recommendations in relation to parking charges, technology, enforcement and parking provision, and proposes actions for MCC in response to each recommendation. The sustainable development principles will be embedded and prioritised in taking forward the proposed actions for MCC if agreed by Cabinet.	n/a

Sustainable Development Principles	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Working together with other partners to deliver objectives	See above.	
 Involving those with an interest and seeking their views *Who are the stakeholders who will be affected by your proposal? Have they been involved? Do those people reflect the diversity of the area which is served?*	See above.	
 Putting resources into preventing problems occurring or getting worse	See above.	

Sustainable Development Principles	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Considering impact on all wellbeing goals together and on other bodies *Focus here on how you will better integrate the Wellbeing Goals impacts on people, economy and environment described above and balance any competing impacts. Think about impacts the proposal may have on other organisations*	See above.	

6. **Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Corporate Parenting, Care Leavers, Care Experienced People and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding *Safeguarding in this context applies to children (not yet reached 18th birthday) and adult at risk (identified as a person over the age of 18 and who (a) is experiencing or is at risk of abuse or neglect, (b) has needs for care and support (whether or not the authority is meeting any of those needs), and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.) Safeguarding is about ensuring that everything is in place to promote the well-being of children and adults at risk, preventing them from being harmed and protecting those who are at risk of abuse and neglect.*	None	None	n/a

Corporate Parenting, Care Leavers and Care Experienced People *This relates to those children who are 'looked after' by the Local Authority either through voluntary arrangements with their parents or through a Court Order. The Council has a corporate duty to consider 'children who are looked after especially and to promote their welfare (in a way, as though those children were their own). It also relates to care experienced people (people who have spent time in care when they were under 18 years old). The Council must consider how to help overcome the disadvantages and discrimination they experience.*	None	None	n/a

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

This will include your baseline position, measures and studies that have informed your thinking and the recommendation you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation have had a positive or negative effect. Key strategies and documents that may help you include: Community and Corporate Plan, Asset Management Strategy, Digital and Data Strategy, Medium Term Financial Strategy, People Strategy, Socially Responsible Procurement Strategy: Enabling Strategies See Guidance for more examples.

The AtkinsRealis Parking Review is provided as an appendix to the Cabinet report. This includes detailed and extensive evidence and data which have informed the consultant recommendations set out in the report.

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

This section should summarise the key issues arising from the evaluation. This summary must be included in the Committee Report Template

The main impacts of the proposal identified in this impact assessment are:

- Potential positive impacts on the protected characteristics of age, disability and pregnancy/maternity.
- Identification of the need to consider the impact on people suffering socioeconomic disadvantage of any changes in parking charges arising from the report's recommendations.
- Potential positive impacts on the well-being goals of a prosperous Wales, a resilient Wales, a healthier Wales, a globally responsible Wales and a Wales of vibrant culture and thriving Welsh language.
- Identification of the need to embed and prioritise the sustainable development principles in taking forward any of the actions for MCC proposed in the report in response the consultants' recommendations.
- No impact on safeguarding or corporate parenting.

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

What are you going to do?	When are you going to do it?	Who is responsible?
Seek Cabinet's agreement to the strategic objectives and proposed MCC actions set out in the report.	19 November 2025	Daniel Fordham, Regeneration Manager

10. **VERSION CONTROL: The Integrated Impact Assessment should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision-making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

Version No.	Decision making stage *e.g. budget mandate, DMT, SLT, Scrutiny, Cabinet etc*	Date considered	Brief description of any amendments made following consideration
1	Cabinet	19 November 2025	

SUBJECT:	**MONMOUTHSHIRE'S DESTINATION MANAGEMENT PLAN 2025-30**
MEETING:	**CABINET**
DATE:	**WEDNESDAY 19TH NOVEMBER 2025**
DIVISION/WARDS AFFECTED:	**ALL**

1. PURPOSE:

To seek approval of Monmouthshire's Destination Management Plan 2025-2030 and proposed Destination Management Partnership arrangements.

2. RECOMMENDATIONS:

That Monmouthshire County Council Cabinet approve Monmouthshire's Destination Management Plan 2025-2030 and proposed partnership arrangements.

3. KEY ISSUES:

Tourism delivers a wide range of benefits for Monmouthshire, including the generation of visitor spend to support rural services and high streets, to maintain local heritage, and to sustain an interesting programme of events, experiences and year-round employment opportunities for the benefit of locals. In addition, place branding has a significant impact on the way the area is perceived by residents and visitors, and these perceptions affect quality of life for citizens and the area's attractiveness for investment.

Anian Ltd was commissioned in August 2024 to review and renew Monmouthshire's Destination Management Plan, the strategic plan which drives tourism development, management and marketing of the destination. Monmouthshire's previous Destination Management Plan ran to 2020 when Covid hit.

The new draft Plan is based on in-depth research and collaboration with a wide range of local and national partners. It aims to drive sustainable growth through a more regenerative approach (and better alignment with the Council's Community and Corporate Plan) within the context of a fast-changing policy and economic environment. Although MCC Cabinet has confirmed that Monmouthshire will not be an early adopter of the visitor levy, there are a range of other changes influencing the environment for tourism businesses in Wales. The Plan has also been shaped by

insights from successful destinations and partnerships from comparable areas across the UK and overseas.

96 stakeholders were engaged directly in the development of the draft Plan to ensure that while the Plan is informed by the market, it has been shaped by local people and businesses (including 12 MCC councillors and officers, 18 key industry representatives and leaders, and 9 representatives from partner bodies and organisations). In addition, 155 residents, 61 businesses and 80 visitors completed the online survey. The draft Plan was presented to the key stakeholder group via an online Teams call on 14th May 2025 and was received positively.

While the development of the Plan has been led by Monmouthshire County Council, it has been designed to provide a common direction for all public, private and third sector organisations with an interest in nurturing tourism in Monmouthshire to bring positive benefits to our communities, and to guide all tourism investment in the county.

In 2024, 2.28 million visitors came to Monmouthshire, spending 3.53m visitor days in the county, generating more than £352 million benefit for the local economy, and supporting 3,422 full time equivalent (FTE) jobs (approximately 15% of Monmouthshire jobs) with 78% of the economic impact of tourism coming from staying visitors.

There has been strong and sustained growth in tourism in Monmouthshire over the last ten years with a 28% real terms increase in the value of tourism since 2015. Monmouthshire recovered faster from the pandemic than other parts of the South-East Wales region and has significantly outperformed region-wide growth levels over that same period.

This growth was mostly driven by a surge in non-serviced accommodation, including a 121% increase in self-catering provision. In 2024 however, recovery of Monmouthshire's serviced sector helped maintain economic growth. Most of the direct economic impact comes from accommodation, followed by food and drink.

2024 and the start of 2025 have been more challenging for the industry, but as an established, accessible and high-quality destination, there is clear capacity for ongoing growth focused on year-round high spending visitors. And the results of our resident survey show that our communities support future tourism growth, and that they are welcoming and optimistic about tourism’s role in enhancing the environment, towns and quality of life.

Tourism is however a globally competitive industry, and there is a need to continue to work hard to ensure Monmouthshire remains competitive and that it appeals to future generations of visitors. The Plan’s guiding purpose is for Monmouthshire to become a blueprint for next generation regenerative rural destinations. And to become the most

inspiring, connected and liveable place to stay, invest and work so that by 2030 Monmouthshire is Wales's stand-out rural destination, rich in imaginative experiences and cultural vibrancy.

The Plan identifies the following wide range of wealth and wellbeing benefits as strategic objectives to grow business, resident and visitor satisfaction with the destination, to ensure tourism works for everyone in Monmouthshire:

:

- Economic Growth: 25% real terms increase in value and jobs over the life of the Plan.
- Improved Infrastructure: Better basics like transport, signage, and facilities.
- Vibrant Culture: More cultural opportunities and civic pride.
- Enhanced Experiences: High-quality, place-based experiences.
- Environmental Protection: a zero-carbon tourism pathway and responsible access.

Three key priorities are identified for achieving these strategic objectives, which are aligned with Visit Wales' core product themes and which inform proposed product and marketing priorities:

- Revitalising the County's characterful towns and villages through high quality tourism
- Reigniting Monmouthshire's natural landscapes with activity and adventure, in ways that are sensitive and creative
- Developing imaginative experiences with a distinctive sense of place, that enrich our quality of life

All three priorities aim to drive a more vibrant and youthful place brand, designed to support the Council's vision to ensure Monmouthshire's communities are socially and economically sustainable by attracting and retaining younger people to rebalance the County's ageing demographic. All experiences being held together with a 'Monmouthshire-Made' value proposition celebrating Monmouthshire's unique sense of place and creative energy.

Six drivers of growth are highlighted in the Plan, three of which – seasonality, spend and spread – are taken from Welsh Government's tourism strategy, with three additional drivers specific to Monmouthshire – stand out, stay and sense of place. With four enablers of delivery identified as partnership marketing, strong support structures, sustainable and inclusive delivery, and creativity and innovation.

It's proposed that Monmouthshire County Council will support the Plan in two ways: coordinating and overseeing the delivery of the Destination Management Plan through the Destination Management Partnership; and by taking a cross-authority approach to

deliver the Plan's key priorities harnessing all available levers from policy to planning and placemaking. To stand out and compete in an ever-changing marketplace, it's more important than ever to work together to deliver impactful experiences that inspire both visitors and locals.

The UK domestic market is identified as the primary market, accounting for approximately 90% of visitors to Wales. While there has been decline in this market in recent years for a variety of reasons (including weather and the cost of living crisis), 80% of recently surveyed UK residents stated an intention to take an overnight domestic trip within the next 12 months and over 40 million people live within 3-4 hours of Monmouthshire. Attracting and inspiring residents (including families and young people to experience what's on offer locally) is also fundamental to the regenerative approach proposed although Monmouthshire is also well placed to attract and capitalise on international visitors.

The Plan identifies the following specific opportunities to strengthen Monmouthshire's existing product offer, and to breathe new life into its inherent strengths in relation to:

- Its characterful market towns and colourful villages
- The great outdoors
- Destination defining accommodation
- Signature and year-round events
- Gastronomy and food and drink
- Boutique and unique experiences
- Creative industries and inspiration
- Better basics

Monmouthshire's product offer is currently a good fit for four of Visit Wales's key target segments: Pre family explorers, Active family Explorers, Scenic Explorer Couples and Older Cultural Explorer Couples. There is potential to grow younger Independent Explorer cohorts. There is also scope to target specific niche growth audiences, including specialist hiking, road cycling, golf, water sports, fishing, equestrian and garden markets with innovative products and marketing.

Monmouthshire also offers a wide range of innovative high quality wedding venues that lead the industry at UK level. These help to sustain other accommodation and service providers and there is scope to do more to repeat staying visits via coordinated retargeting, direct marketing and cross-promotions.

Improved transport networks provide opportunities to position the area as an attractive corporate base for those working in the wider region, and we aim to re-establish strategic relations between the area's key accommodation and experience providers, especially those located along the M4 corridor and ICC Wales. Monmouthshire also

offers unique experiences within the region for rural and wellbeing-orientated team building, partner programmes and incentives.

The Plan has been developed to capitalise on global tourism trends and to complement and align with a broad range of national, regional and Monmouthshire specific strategies impacting the destination's future. These include the national tourism strategy 'Welcome to Wales: Priorities for the Visitor Economy 2020 – 2025', Monmouthshire's Community & Corporate Plan, Monmouthshire's Draft Replacement Local Development Plan, Monmouthshire's Economy, Employment & Skills Strategy and Monmouthshire's Rivers and Oceans Action Plan.

To support delivery of the Plan, it is proposed that the Council establish a strengthened Destination Management Partnership, empowered and resourced to make a difference. The Partnership will meet quarterly and will be chaired by a member of MCC's Cabinet. It will include a cross section of public, private and third sector partners and report regularly to the South East Wales Tourism Forum. The Destination Management team will continue to engage with local tourism associations with the aim of gradually rebalancing the model so the Destination Management Partnership becomes the strategic group, underpinned by a network of strong tourism associations overseeing the Plan's delivery by 2030.

4. ENGAGEMENT ON AND AMENDMENTS TO THE PLAN

The DMP has evolved over time given input and engagement with key stakeholders, MCC officers and Cabinet Members.

Below is a list of some of the amendments made through this process following feedback from, stakeholders, key officers and cabinet members

- 'Objectives' and 'Plan on a Page' added to the contents page
- Amount estimated to be generated by the introduction of a visitor levy removed
- References to the Marches Forward Partnership, Living Levels Partnership, and the Blaenavon Industrial Landscape World Heritage Site' added.
- Addition of 'Local education providers'
- Additional emphasis on the climate and nature strategy commitments and Business and Skills Development.
- Integration of consideration of water pollution in the Wye/Usk and Monmouthshire Rivers and Ocean Action Plan
- Inclusion of Monmouthshire-made Experiences reflecting the strategic objectives and key priorities of the Plan to focus on high quality enriching experiences, which are firmly rooted in Monmouthshire's unique sense of place and creative spirit.

The strategy acknowledges the Community and Corporate Plan as being the driver for the Council's vision from which the Destination Management Plan sets out its purpose for delivery. Greater emphasis was also integrated in the DMP to align it with the RLDP and its focus on supporting opportunities for families and young people in our Destination offer.

5. INTEGRATED IMPACT ASSESSMENT, (includes equality, future generations, social justice, safeguarding and corporate parenting).

Integrated Impact Assessment attached.

6. OPTIONS APPRAISAL

Option	Benefit	Risk	Comment
Cabinet approves the draft Destination Management Plan, as amended following consultation with the key stakeholder group, key MCC officers, Business Cabinet and Place Scrutiny Committee	Monmouthshire's approved Destination Management Plan is out of date and a new plan is required to capitalise on current opportunities for growth within the context of a fast-changing policy landscape. Monmouthshire's Draft Destination Management Plan has been developed to respond to the area's unique opportunities to grow regenerative tourism for the benefit of everyone in Monmouthshire.	Funding and resource constraints currently limit our ability to deliver on this ambitious plan. Targets for growth included in the draft Plan were set based on current accommodation bedstock capacity and profile, skewed in favour of non-serviced accommodation. These need to be reality tested in light of predicted reductions in self-catering capacity.	This is the preferred option to capitalise on global tourism trends and Monmouthshire's unique opportunities for regenerative tourism growth. Tourism contributes significantly to objectives within Monmouthshire's Community & Corporate Plan.
Cabinet does not approve the draft Destination Management Plan and officers continue to work with individual businesses, and	Less ambitious, potentially more affordable option.	This would inevitably mean less co-ordination and less opportunity for engagement with partners to drive a more regenerative	This is the least preferred option as it generates less benefits to support other parts of Monmouthshire's economy and the facilities and

with regional and national structures to support the sector.		approach, and less opportunity to maximise inward investment and the benefits of strategic/whole-authority working. There's an additional risk that the key stakeholder group will become disengaged if the Plan they've helped develop is not taken forward.	services on which local communities depend.

7. EVALUATION CRITERIA

The baseline for evaluating performance against a wide range of economic and wellbeing objectives will be set by the Destination Management Partnership when established. It's proposed that progress on delivery will be reported on a regular basis to the South East Wales Tourism Forum.

8. REASONS:

Monmouthshire's Draft Destination Management Plan is presented for approval.

9. RESOURCE IMPLICATIONS:

Monmouthshire's draft Destination Management Plan includes both funded and unfunded opportunities. The existing small Destination Management Team will need to secure significant levels of external grant funding to implement the Plan effectively and deliver the maximum potential benefits for Monmouthshire communities.

10. CONSULTEES:

Destination stakeholder group and Lead Portfolio Cabinet Member.

11. BACKGROUND PAPERS:

Monmouthshire's Draft Destination Management Plan

12. AUTHOR: Nicola Edwards, J/S Destination Manager

13. CONTACT DETAILS:

E-mail: nicolaedwards@monmouthshire.gov.uk

Appendix 1: Monmouthshire's Destination Management Plan 2025-2030

Appendix 2: Plan on a Page

Appendix 3: Minutes of Place Scrutiny Meeting 9th October 2025

Appendix 1

Monmouthshire's Destination Management Plan

Appendix 2

PLAN ON A PAGE

Here's a one-page summary of the detailed Plan that follows:

Purpose

Monmouthshire is the birthplace of British tourism and now we're shaping its future.
Our guiding purpose: to become a blueprint for next generation regenerative rural destinations.
The most inspiring, connected and welcoming place in Wales to stay, invest and live.

Ambition 2030

By 2030 we want to be Wales's stand-out rural destination. A place of imaginative experiences and characterful places to eat, drink, and stay – rich in sense of place. We'll celebrate Monmouthshire's creative energy: encouraging the next generation to get inspired, get involved, and shape the future.

Aim

We'll bring vibrancy to our high streets, adventure to our landscapes, and confidence to our communities through more and better tourism that celebrates and enriches our quality of life.

Objectives

Economic growth	**Improved infrastructure**	**Vibrant culture**	**Enhanced experiences**	**Environmental protection**
Economic growth. More private sector investment.	Sense of arrival. Better basics.	Community participation. Improved civic pride.	Signature experiences. Keynote places to stay.	Improved visitor awareness & behaviour. Public transport use.

Visitor, business and resident satisfaction with tourism.

Future Growth Markets: Wider UK and International Markets

Local residents, including families and young people.	**Independent Explorers from within 2hrs** – encouraging longer-stays.	**New visitor markets from across the UK and beyond**, including younger cohorts.

Special interest markets:
Outdoor Activities; Equestrian; Gardens; Weddings; Corporate.

Proposition

Monmouthshire-made experiences that are uniquely local, distinctively Welsh and international in quality.

Vibrant communities	**Natural adventure**	**Inspiring culture**
Creative spirit – a place of inspiration.		

Drivers

Stand out	**Stay**	**Sense of Place**

Priorities

Vibrant Places Integrated placemaking. Better basics – including connectivity. Living Welsh culture and language.	**Active Landscapes for healthy lifestyles** A walking and cycling county. A boosted activity sector. Promoting responsible tourism.	**Enriching Experiences** Monmouthshire-made experiences and events. High-quality accommodation. Showcasing local produce.

Enablers

Brand marketing	**Strong support structures**	**Sustainable and inclusive delivery**
Creativity and originality		

Appendix 3

Minutes of Place Scrutiny Meeting 9th October 2025

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Monmouthshire Select Committee Minutes

Meeting of Place Scrutiny Committee held at The Council Chamber, County Hall, Rhadyr, Usk, NP15 1GA with remote attendance on Thursday, 9th October, 2025 at 2.00 pm

Councillors Present	Officers in Attendance
County Councillor Jane Lucas (Chair) County Councillor (Vice Chair) County Councillors: Louise Brown, Emma Bryn, Tomos Davies, Lisa Dymock, Jackie Strong, Tudor Thomas, John Crook and Martyn Groucutt Also in attendance County Councillors: Sara Burch, Cabinet Member for Rural Affairs, Housing and Tourism and Catrin Maby, Cabinet Member for Climate Change and the Environment	Robert McGowan, Policy and Scrutiny Officer Craig O'Connor, Chief Officer, Place and Community Well-being Deb Hill-Howells, Chief Officer Infrastructure Nicola Edwards, Strategic Food and Tourism Manager Carl Touhig, Head of Neighbourhood Services Colette Bosley, Green Infrastructure Manager Mark Cleaver, GI Strategy and Policy Officer Kevin Ford, Destination Marketing Officer Nigel Leaworthy, Commercial & Operations Manager Susan Parkinson, Gi and Litter Education Officer

APOLOGIES: None

1. **Declarations of Interest**

   None.

2. **Public Open Forum**

   None.

3. **Confirmation the minutes of the meeting held on 25th September 2025**

   The minutes were confirmed, with amendments from Councillors Dymock, Brown and Lucas, which are to be incorporated into the minutes before they are included in the RLDP Deposit Plan report going to Council later in the month.

4. **Destination Management Plan**

   Cabinet Member Sara Burch introduced the report, Nicola Edwards delivered a presentation with Kevin Ford, and they answered the members' questions with Colette Bosley, Craig O' Connor and Nigel Leaworthy:

   How will Monmouthshire leverage the Cardiff Capital Region and the Marches Growth Deal for partnership marketing and promoting its visitor offer?

   The Cabinet Member confirmed the plan would open opportunities to work regionally, especially with Cardiff Capital Region, as visitors often travel across counties for events and attractions. Strengthening regional networks is a priority.

Did the visitor survey identify critical gaps in tourism assets, such as a dedicated conferencing centre or other infrastructure?

The Cabinet Member stated there are no plans to rival the ICC but to work with existing venues like Celtic Manor. Gaps identified include activities for families during poor weather and more open-air destinations. The Shire Hall renovation and new music venue are expected to help address these gaps.

What insights have been gathered from neighbouring border counties, and how can Monmouthshire differentiate its tourism offer?

The officer explained that global trends show visitors seek local cultural experiences and community connection. Monmouthshire's focus is on sense of place and celebrating unique local culture and traditions to stand out from similar counties.

What stakeholder feedback has been received regarding the proposed Welsh Government tourism levy and the tax/rates treatment for holiday lets?

The officers noted the fast-changing policy environment and that Monmouthshire County Council will not consult on the visitor levy until after the current administration. A Shared Prosperity Fund project will assess policy impacts on businesses and the destination to inform future decisions.

Can you provide further details on Monmouthshire's partnerships with the Marches Partnership and Cardiff Capital Region?

The officer described Monmouthshire's engagement in the Marches Partnership, including a completed tourism feasibility study aligned with local priorities. The Chief Officer added that work with Cardiff Capital Region includes promoting Monmouthshire for economic and tourism development, supporting sustainable tourism, and helping businesses access funding.

How will the Council manage potential tensions between increased visitor numbers and the protection of sensitive environmental areas such as the Wye Valley, River Usk, and Gwent Levels?

The officers explained that collaboration with partners is key, and marketing efforts aim to distribute visitors more evenly and promote less-visited "hidden gems." Sensitive areas are not actively promoted, and events are used to encourage off-season visits. Monmouthshire faces fewer problems than other destinations, but issues are addressed collaboratively.

What steps are being taken to make Monmouthshire's tourism offer more accessible for visitors with disabilities, and how will progress be tracked?

The officer described the "Destination for All" project, which provides grants to improve accessibility and enhances online resources (e.g., audio functionality, 360° tours). Partners like Abergavenny Town Council are also working on accessibility. Progress is tracked through these initiatives and ongoing improvements.

Is there a national site or self-certification system to inform residents about the accessibility of town centres or attractions, similar to difficulty ratings on walking trail apps?

The officers responded that there is no specific system currently, but resources are being invested in community engagement and links to improve accessibility information. Collaboration with the Countryside Access team is ongoing, and further development in this area is planned.

Why is tourism not more prominently emphasised in the RLDP vision, and how will car parking issues be addressed?

The officers clarified that the RLDP vision includes business thriving, which covers tourism, and that there are significant policies supporting sustainable tourism and visitor accommodation. The Destination Management Plan and RLDP have been collaboratively developed.

Is it appropriate to reference the Netflix series "Sex Education" in the tourism plan, and could alternative film references or local attractions be used instead?

The concern was acknowledged and the team noted that the series attracts visitors, but agreed it is a topic for further discussion. The Cabinet Member emphasised the need to consider how to leverage successful media while being mindful of appropriateness.

What effect will the 182-day occupancy rule and proposed licensing for B&Bs have on self-catering providers, and have these providers been consulted?

Officers explained that the market has seen an oversupply of self-catering, partly due to temporary "side hustle" lets. The new registration and licensing requirements aim to create a level playing field and improve standards. A policy impact assessment is planned to gather feedback from businesses, including self-catering providers. The details of licensing (fees, administration) are still being developed.

What support will be provided to established self-catering providers struggling with the 182-day rule and potential additional licensing costs?

The officers acknowledged the short-term challenges and reiterated that the policy impact assessment will address these issues. The aim is to balance market correction, safety, and quality, but details on fees and administration are not yet finalised.

What is the process if a developer submits an outline planning application before the RLDP is adopted?

Officers clarified that no planning applications could be approved until the RLDP is adopted and has gone through the required examination process.

How does the plan to increase tourism by 25% align with concerns about unregulated "side hustle" accommodation and the current level of self-catering provision?

The officer clarified that the oversupply is due to temporary, less-regulated accommodation, which impacts occupancy rates for traditional providers. The new registration and licensing are expected to correct the market and improve standards.

Will farm B&Bs and rural diversification businesses continue to be supported under the new regulations?

The officer confirmed that farm B&Bs and diversification businesses are important for the rural economy and will continue to be supported through the changes.

How was the visitor survey conducted, how were visitors approached, and how can the number of responses be increased in future?

Officers explained the survey was primarily online, promoted through social media and newsletters, and acknowledged the limited number of responses. They plan to implement rolling, annual surveys and use incentives and face-to-face engagement at events to improve participation.

How is the Council promoting responsible tourism and the countryside code, particularly regarding environmental impacts like litter and fly camping?

Officers confirmed that responsible and environmentally sensitive tourism is a core part of their messaging. They promote the countryside code, collaborate with partners, and integrate these values into marketing and community engagement.

Why is the Welsh language not more prominently featured in the tourism plan, and how will this be addressed?

The oversight was acknowledged and the officer agreed that the Welsh language should be more prominent in the plan, committing to address this in future revisions.

Why was Caldicot Castle only briefly mentioned in the report, and what feedback has been gathered from visitors to recent events held there?

Officers explained that they aimed for a diverse range of images and references in the report, acknowledged Caldicot Castle's importance, and noted its popularity among residents. They stated that they would need to check with the culture team for more detailed visitor feedback on recent events and would follow up with additional information.

Could the plan better highlight the castles located within Monmouthshire's market towns such as Chepstow, Caldicot, Abergavenny, and Monmouth?

The officers responded that town centre improvements are addressed through placemaking plans, which are the appropriate venue for such enhancements. The Destination Management Plan feeds into these place-based approaches, and opportunities for town centre improvements would be delivered within that context.

What improvements are planned for the appearance and maintenance of town centres, particularly in Chepstow, and could examples from other towns be used as models?

Town centre improvements, including in Chepstow, are expected to be delivered through placemaking plans, which align with the broader goals of the Destination Management Plan. These plans provide the framework for enhancing town centre appearance and maintenance, potentially drawing on examples from other towns

How many disability-accessible accommodation options are available in Monmouthshire?

It was explained that accessibility varies widely depending on individual needs. They try to provide access statements for all accommodation on their website but rely on operators to supply this information. Some businesses have received grants to improve accessibility, and there is demand in the market for accessible options.

What percentage of jobs in Monmouthshire are supported by tourism?

Officers stated that tourism currently supports 3,422 full-time equivalent jobs, with the plan aiming for a 25% increase over its lifetime.

Was a consultant used to produce the tourism report, who was it, and what was the cost?

Officers confirmed that a consultant (Marie Stevens) was used due to limited in-house capacity. The consultancy cost was £15,000, which they considered good value for the work delivered.

A member emphasised the need for tourism and travel strategies to adapt over time, highlighting a recent example of early collaboration between the town council and tourism development in Abergavenny.

Chair's Summary:

The Chair thanked the Cabinet Member and officers for the report and their responses to the committee's questions. The report was moved.

5. Litter and Flytipping

Cabinet Member Catrin Maby introduced the item. Carl Touhig delivered a presentation and answered the members' questions with Mark Cleaver and Susan Parkinson:

What is being considered to change public behaviour around littering, alongside enforcement strategies?

The team acknowledged the importance of communication alongside enforcement, aiming for positive messaging to improve behaviour rather than just issuing fines. They confirmed that communication would accompany enforcement to raise awareness and encourage responsible behaviour.

How is the Public Spaces Protection Order (PSPO) being applied, particularly in relation to dog fouling on green spaces and sports pitches?

The officers explained that enforcement officers would cover a wide range of areas, including sports pitches, parks, and town centres, with a focus on prevention and awareness, especially for children's play areas.

How can the public be better informed about new dog fouling rules before enforcement is applied?

The officers acknowledged the ongoing problem of dog fouling on pitches, described efforts to directly inform dog owners, and mentioned plans for additional public information, especially as sports seasons begin.

Have "clever bins" (smart bins) been installed, and are they effective in managing overflow?

The officer explained that smart bin technology had faced technical issues but was being resolved, with full deployment expected soon and data to be shared once available.

Could enforcement cases, such as roadside camera footage, be used publicly to deter littering?

The officers agreed that enforcement should be used for its deterrent effect, with publicity around enforcement actions to maximize impact and prevent future offenses.

Can general litter bins be used for dog waste, and how can signage be improved to clarify this?

The officer clarified that bagged dog waste can go in general litter bins, but if bins become too full of dog waste, it creates manual handling issues for staff, so using dedicated dog bins or taking waste home is preferred.

What are the funding amounts, durations, and contributors for EPR, Tidy Towns, Pride in Place, and Enforcement initiatives?

The officer explained EPR funding comes from packaging producers to offset public waste collection costs, with over £4 million secured for the current year and future funding to be clarified soon.

Does Tidy Towns and Pride in Place funding extend to rural areas beyond town centres?

Tidy Towns funding covers a wide range of nuisance issues, not just town centres, and Pride in Place focuses on town centres but may also support improvements to access and footpaths.

Can the council recover costs for cleaning mud left on roads by farmers when responsibility is clear?

Enforcement for mud on roads is primarily an education-first approach, with letters sent to farmers; enforcement is a last resort if cooperation fails.

A member stated that enforcement is contentious but necessary due to the high cost of litter collection, especially on trunk roads suggesting that periodic, targeted enforcement could effectively deter littering and dog fouling, drawing a comparison with parking fines, for which penalties discourage repeat offenses. The suggestion was made to work with fast food businesses to address litter from takeaway packaging, as changing lifestyles contribute to roadside litter.

What support can the council offer to help volunteers clean difficult areas like those affected by grass cutting?

Officers explained that verge mowing is done by local farmers, who are supposed to report littered routes, but communication can lag; area supervisors and frontline staff are empowered to respond when notified. They noted that reduced mowing frequency (now only once per year) makes litter more visible after cuts, and collaboration with local members helps address issues.

What can be done to address weekend litter in Caldicot town centre and encourage community involvement?

Officers highlighted that new Tidy Towns teams will provide extra capacity to respond quickly to such issues, including during road closures or after verge mowing.

Could plastic screens be installed on litter bins to prevent rubbish from blowing out, as seen on the Isle of Wight?

Officers addressed bin design, explaining the trade-off between accessibility and preventing windblown or vermin-scattered litter; closures or flaps can deter use due to hygiene concerns, but they are open to targeted solutions where problems are acute. Officers encouraged the Member to contact them about specific bin locations needing improvement and confirmed that new bins are being considered as part of Tidy Towns funding.

Could the Council formally recognise and thank volunteers who regularly pick litter, such as those in Abergavenny?

The Chair and officers agreed with the suggestion, expressing support for a formal recognition event or message to thank volunteers, or for the committee to join in with a litter picking event, and discussed the success of local groups like Keep Abergavenny Tidy. **– <u>ACTION.</u>** Officers noted similar volunteer groups exist in other towns and encouraged efforts to establish a group in Caldicot, where one does not currently exist, to further improve local cleanliness and collaboration.

Could more blunt signage be used on trunk roads during litter picks to inform drivers and raise awareness about littering?

Officers explained that while the council is responsible for trunk road litter picking, signage would require SWTRA's approval, but they are open to discussing more direct messaging to raise public awareness. **– <u>ACTION: Carl to speak to SWTRA about more blunt signage</u>**

Can dash cams be encouraged as a tool for reporting littering incidents?

Officers agreed that dash cam reporting, and school-based education, are valuable ideas and can be explored further.

Can councillors request the new sweeper for their wards, and is it effective on pavements, particularly for weed removal?

Officers clarified that there are three mini sweepers equipped for pavements and weed removal, and a larger sweeper rotates through areas, including villages, but resource limitations affect frequency. They noted that community councils can pay for enhanced services, and requests for sweepers in specific areas can be accommodated where possible.

What alternatives to chemical spraying are available for maintaining weed-free town centres?

The team acknowledged the challenge of weed management without chemicals and stated that they are continually seeking effective operational solutions, with new equipment and funding improving capacity.

Chair's Summary:

The Chair thanked the team for the presentation and their responses to the committee's questions. The members all wished to thank the team for its hard work in keeping the county clean, its responsiveness to Members, and thanked the officers, as well as volunteers, for their litter picking efforts.

6. Next Meeting: 6th November 2025

The meeting ended at **5.32 pm**

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Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

Name of the Officer completing the evaluation Nicola Edwards **E-mail:nicolaedwards@monmouthshire.gov.uk**	**Please give a brief description of the aims of the proposal** **Seeking approval of Monmouthshire's Draft Destination Management Plan 2025-2030 – the strategic plan that guides destination development, management and marketing of Monmouthshire.**
Name of Service area Destination Management	**Date 19/11/2025**

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The Plan promotes an inclusive Monmouthshire welcome.	There are no negative impacts of this Plan on protected characteristics. The Plan aims to improve inclusiveness and accessibility of the destination for the benefit of locals and visitors.	The Plan's vision is for Monmouthshire to become a blueprint for next generation regenerative rural destinations. And to become the most inspiring, connected and liveable place to stay, invest and work.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	The Plan aims to improve accessibility of the destination for the benefit of everyone in Monmouthshire.	The Plan promotes an inclusive and accessible welcome. It aims to ensure all channels are accessible and inclusive and has as a stated aim to work with industry partners to develop and fund investments to ensure that venues, attractions, events and infrastructure are accessible – physically, in terms of the product offer and in the way they're promoted.	The Plan aims to improve the accessibility of the destination.
Gender reassignment	The Plan promotes an inclusive Monmouthshire welcome.	There are no negative impacts.	The Plan promotes an inclusive Monmouthshire welcome.
Marriage or civil partnership	The Plan promotes an inclusive Monmouthshire welcome.	There are no negative impacts.	The Plan promotes an inclusive welcome.
Pregnancy or maternity	The Plan promotes an inclusive Monmouthshire welcome.	There are no negative impacts	The Plan promotes an inclusive welcome.
Race	The Plan promotes an inclusive Monmouthshire welcome.	There are no negative impacts.	The Plan promotes an inclusive welcome.
Religion or Belief	The Plan promotes an inclusive Monmouthshire welcome.	There are no negative impacts.	The Plan promotes an inclusive welcome.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	The Plan promotes an inclusive Monmouthshire welcome.	There are no negative impacts.	The Plan promotes an inclusive welcome.
Sexual Orientation	The Plan promotes an inclusive Monmouthshire welcome.	There are no negative impacts.	The Plan promotes an inclusive welcome.

2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Socio-economic Duty and Social Justice	The Plan is based on fair treatment and equitable status of all groups and individuals in the community, aiming to grow the benefits of tourism for everyone in Monmouthshire, whether they're here for a day, a week or a lifetime. Visitor spend helps support services and facilities on which locals depend, and approximately 15% of jobs in the county.	*Describe any negative impacts that your proposal/s will have on people or groups of people who suffer socio-economic disadvantage.* There are no identified negative impacts.	*What has been/will be done to mitigate any negative impacts or better contribute to positive impacts in relation to the Socio-economic disadvantage.* The Plan aims to grow regenerative tourism for the benefit of everyone in Monmouthshire.

3. Policy making and the Welsh language.

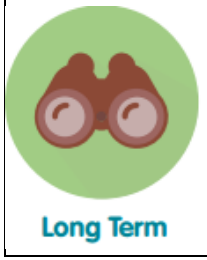
How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
Policy Making Effects on the use of the Welsh language, Promoting Welsh language Treating the Welsh language no less favourably	The Plan celebrates and promotes Welsh language and sense of place as important elements of the visitor experience and as critical sources of differientation and sustainability for the destination.	There are no negative impacts.	The Plan proposes a croeso / welcome underpinned with a distinctive sense of place and an increase in use of the Welsh language.
Operational Recruitment & Training of workforce	N/A	No posts are being created at this time.	N/A
Service delivery Use of Welsh language in service delivery Promoting use of the language	The Plan will not impact on the equal status given to the Welsh language in service delivery. Welsh language and culture will be celebrated as critical aspects of differentiation and sustainability for the destination.	None.	N/A

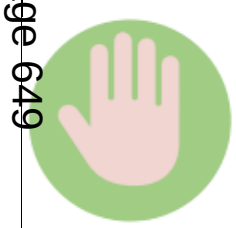
4. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The Plan aims to grow the benefits of tourism for everyone in Monmouthshire. The economic impact of tourism is monitored as a KPI in MCC's Community & Corporate Plan and visitor spend supports approximately 15% of Monmouthshire jobs.	The Plan identifies the best prospects for sustainable growth of Monmouthshire's visitor economy. There are no identified negative impacts.
A resilient Wales Maintain and enhance biodiversity and land, river and coastal ecosystems that support resilience and can adapt to change (e.g. climate change)	The Plan promotes a regenerative approach to destination management, an approach which is sensitive to the local environment, supports Monmouthshire's Rivers & Coast Action Plan, and which is based on a zero carbon tourism pathway.	We'll work with partners and collaborate with the industry to promote safe and responsible tourism.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	'Active landscapes for healthier lifestyles' is one of three key themes in the Plan, aiming to increase (and promote) access to the countryside and opportunities for locals and visitors to enjoy healthier ways of life.	The Plan aims to improve walking and cycling opportunities for everyone in Monmouthshire.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Vibrant communities and places are at the heart of the Plan. The Plan's vision is for Monmouthshire to become the blueprint for next generation regenerative rural destinations. And to be the most inspiring, connected and welcoming place in Wales to stay, invest and live.	The Plan aims to bring vibrancy to our high streets, adventure to our landscapes and confidence to our communities through more and better tourism that celebrates and enriches quality of life for citizens.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The Plan aims to encourage responsible access to nature, to raise the profile of natural habitats and to promote responsible enjoyment of the destination	The environmental impact of tourism will continue to be monitored and any negative trends will be addressed based on relevant data and insights.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	and nature, including promotion of public transport options.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The Plan aims to revitalise the county's characterful towns and villages and promote active landcapes and healthy lifestyles through high quality tourism by developing enriching rural and urban experiences rooted in place and culture, based on a cohesive heritage offer.	The Plan promotes a confident cultural identity, healthy and active lifestyles and a cohesive heritage offer celebrating sense of place and Welsh culture.
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The Plan supports sustainable growth of Monmouthshire's visitor economy for the benefit of everyone in the county irrespective of background or circumstances.	The Plan aims to sustainably grow Monmouthshire's visitor economy and promote access to a wide variety of enriching experiences for everyone in Monmouthshire regardless of circumstances.

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Balancing short term need with long term and planning for the future	This is a five year Plan which aims to become a blueprint for a new generation of regenerative rural destinations. And the most inspiring, connected and welcoming place in Wales to stay, invest and live.	The Plan is a blueprint and stepping stone for further actions. It aims to embolden and aid businesses in working together and promoting Monmouthshire themselves, beyond the scope of the Plan.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Working together with other partners to deliver objectives	The Plan has been developed based on in-depth research and in collaboration with a wide range of local, regional and national partners. It's been designed to be co-owned by partners and to inspire collaboration and co-creation.	The Plan's delivery will be overseen by a reinvigorated Destination Partnership, made up of public, private and third sector partners.
 Involving those with an interest and seeking their views	The Plan has been informed by extensive engagement with stakeholders (including residents, visitors and Monmouthshire tourism businesses) and its delivery will be overseen by the Destination Partnership, made up of public, private and third sector partners.	Resource allowing, regular resident and business sentiment surveys will be undertaken to assess satisfaction with the way the destination is being developed and managed for visitors.
 Putting resources into preventing problems occurring or getting worse	A wide range of economic and wellbeing measures will be monitored on an ongoing basis by the Destination Partnership. In addition regular communication with wider stakeholders will identify any potential issues and enable them to be addressed promptly.	Resource allowing, regular resident and business sentiment surveys will be undertaken to assess satisfaction with the way the destination is being developed and managed for visitors, and to identify any wider issues not identified by the Partnership.
 Considering impact on all wellbeing goals together and on other bodies	Delivered as part of a wider regeneration and placemaking agenda and through widespread collaboration, the plan provides a clear and confident framework to develop and carefully manage the visitor economy to ensure it delivers lasting value to Monmouthshire communities.	Going forward, a stakeholder group will be established to help aid communication between different organisations and businesses.

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

	Describe any positive impacts your proposal has	**Describe any negative impacts your proposal has**	**What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?**
Safeguarding	There are no impacts on safeguarding.	.There are no impacts on safeguarding.	There are no impacts on safeguarding.
Corporate Parenting	There are no impacts on corporate parenting.	There are no impacts on corporate parenting.	There are no impacts on corporate parenting.

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

The Plan has been informed by the following data :

- Business, visitor and resident surveys
- Consultations with local tourism associations, town councils, MCC councillors, MCC officers, tourism businesses, chambers of commerce, event organisers and regional and national organisations.
- The Monmouthshire Replacement Local Development Plan
- Monmouthshire Community and Corporate Plan 2022 - 2028
- STEAM data for Monmouthshire & South East Wales, Domestic GB Tourism Statistics (Wales overnight trips and day visits 2024), International Passenger survey 2024
- Monmouthshire hotel and airbnb occupancy data
- Bedstock data for Monmouthshire
- Monmouthshire town Placemaking Plans
- Best practice from other successful tourism destinations in the UK and overseas.
- Monmouthshire's product database
- Destination Management Plans for other destinations (eg. Glasgow, Liverpool, Canada)

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

The main positive impacts of the Plan are to grow the benefits of tourism for everyone in Monmouthshire (to support vibrant communities, characterful towns and villages, active landcapes and healthy lifestyles, services and facilities and a wide range of enriching experiences and local employment opportunities) to improve quality of life for citizens and the development of Monmouthshire as one of the most inspiring, connected and welcoming place in Wales to stay, invest and live.

The main negative impacts could come from environmental effects (eg. increased carbon emissions) and potential congestion and overcrowing at tourism hot spots. However, the plan seeks to mitigate these by spreading the benefits of tourism more evenly across the county and year, and promoting responsible environmental behaviour including increased public transport use.

These impacts demonstrate how important collaboration will be to effective delivery of the Plan. The Council will need to work across departments and to use all levers available to support tourism, in tandem with businesses, organsations and the residents of Monmouthshire to grow tourism for the benefit of everyone in the county. There is recognition that this isn't a Plan that the Council could deliver on its own, and that we also need buy in from partners and their support to deliver on priorities.

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

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

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Business Cabinet	27/05/2025 30/09/25	No amendments No amendments
2	Scrutiny	09/10/25	No amendments
3	Cabinet	19/11/25	No amendments