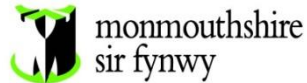


# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 6 January 2026

Dear Councillor

## INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 14 January 2026.

1. **Museum Service Collections Rationalisation** 1 - 56

**Division/Wards Affected:** Not Applicable

**CABINET MEMBER:** COUNTY COUNCILLOR SARA BURCH

**AUTHOR:** RACHAEL ROGERS, CULTURE, HERITAGE & ARTS  
STRATEGIC MANAGER

**CONTACT DETAILS:** TEL: 01291 440938

EMAIL: [rachaelrogers@monmouthshire.gov.uk](mailto:rachaelrogers@monmouthshire.gov.uk)

2. **Welsh Church Fund Working Group** 57 - 72

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** COUNTY COUNCILLOR BEN CALLARD

**AUTHOR:** DAVE JARRETT, FINANCE BUSINESS PARTNER,  
CORPORATE ACCOUNTANCY

**CONTACT DETAILS:** TEL: 01633 644657

EMAIL: [davejarrett@monmouthshire.gov.uk](mailto:davejarrett@monmouthshire.gov.uk)

3. **Annual Health and Safety Report 2024/25** 73 - 148

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** COUNTY COUNCILLOR BEN CALLARD

**AUTHOR:** KATE THOMPSON, CORPORATE HEALTH &  
SAFETY MANAGER

**CONTACT DETAILS:** TEL: 07792 558027

EMAIL: [katethompson@monmouthshire.gov.uk](mailto:katethompson@monmouthshire.gov.uk)

4. **Revoking the Usk Air Quality Management Area Order 2005** 149 - 208

**Division/Wards Affected:** Llanbadoc & Usk

**CABINET MEMBER:** COUNTY COUNCILLOR ANGELA SANDLES

**AUTHOR:** HUW OWEN, PRINCIPAL EHO  
PAUL WHITE, SPECIALIST EHO (POLLUTION)

**CONTACT DETAILS:** HUW OWEN, TEL: 01873 735433  
EMAIL: [huwowen@monmouthshire.gov.uk](mailto:huwowen@monmouthshire.gov.uk)  
PAUL WHITE, TEL: 01873 735449  
EMAIL: [paulwhite@monmouthshire.gov.uk](mailto:paulwhite@monmouthshire.gov.uk)

Yours sincerely,

**Paul Matthews**  
**Chief Executive**

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Ward
Mary Ann Brocklesby	<p><b>Leader</b> Lead Officers – Paul Matthews, Matthew Gatehouse, Peter Davies, Will Mclean</p> <p>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 CJsCs. PSBs and cross boarder Emergency Planning</p>	Llanelly
Paul Griffiths	<p><b>Cabinet Member for Planning and Economic Development Deputy Leader</b> Lead Officers – Will McLean, Craig O'Connor</p> <p>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</p>	Chepstow Castle & Larkfield
Ben Callard	<p><b>Cabinet Member for Resources</b> Lead Officers – Peter Davies, Matt Gatehouse</p> <p>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</p>	Llanfoist & Govilon
Laura Wright	<p><b>Cabinet Member for Education</b> Lead Officers – Will McLean, Ian Saunders</p> <p>Early Years Education All age statutory education Additional learning needs/inclusion Post 16 and adult education</p>	Grofield

	<p>School standards and improvement  Community learning  Sustainable communities for learning Programme  Youth service  School transport</p>	
Ian Chandler	<p><b>Cabinet Member for Social Care, Safeguarding and Accessible Health Services</b>  Lead Officer – Jane Rodgers</p> <p>Children's services  Fostering &amp; 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</p>	Llantilio Crossenny
Catrin Maby	<p><b>Cabinet Member for Climate Change and the Environment</b>  Lead Officers – Debra Hill-Howells, Craig O'Connor, Ian Saunders</p> <p>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</p>	Drybridge
Angela Sandles	<p><b>Cabinet Member for Equalities and Engagement</b>  Lead Officers – Matthew Gatehouse, Ian Saunders, Jane Rogers, James Williams</p> <p>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</p>	Town

	Trading Standards, Environmental Health, Public Protection, and Licencing	
Sara Burch	<b>Cabinet Member for Rural Affairs, Housing &amp; Tourism</b> 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.



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**SUBJECT: MUSEUM SERVICE COLLECTIONS RATIONALISATION**

**MEETING: INDIVIDUAL CABINET MEMBER DECISION – CLLR SARA BURCH**

**DATE: 14<sup>th</sup> January 2026**

**DIVISION/WARDS AFFECTED: NOT APPLICABLE**

## **1. PURPOSE:**

To approve the deaccessioning and disposal of selected items from the collections and reference library of Monmouthshire Museums to ensure:

- Everything we have in the collections relates to our Collections Development Policy.
- We are more informed of our future storage needs.
- Our museum reference library contains relevant literature and not outdated knowledge

## **2. RECOMMENDATIONS:**

1. To agree the deaccessioning of and disposal actions for the museum objects listed in Appendix 2 (Actions are in line with the Collection Development Policy from the Museum in Appendix 3).

## **3. KEY ISSUES:**

- 3.1 Accredited museums act within an agreed legal and ethical framework and have approved policies for developing their collections. This ensures that the public continue to have access to public collections – and that they continue to trust museums as responsible long-term guardians. Collections review; rationalisation and disposal are part of responsible collections management.
- 3.2 Accessioning is the process of formally recording that the governing body has taken legal ownership of objects and has committed to care for them over the long term. Deaccessioning is the formal decision by a governing body to take objects out of its accessioned collection and manage the disposal of those objects through an agreed method.
- 3.3 Collections rationalisation is a procedure whereby a museum improves its understanding of a collection so that the collection can be used more effectively for the benefit of its users. The need to rationalise a collection is driven by many different factors, and may include uncontrolled collecting in the past, increasing pressures on storage space or the need to meet organisational priorities.
- 3.4 Controlled rationalisation enables museums to develop a systematic and strategic approach to effective management and increased use of their collections, allowing them to maximise resources, refocus collecting activity and increase public access. Although one clear outcome

of a programme of rationalisation can lead to deaccessioning and the disposal of objects, rationalisation can also provide ways of considering new and different uses for collections.

3.5 The Accreditation Scheme for museums and galleries in the UK encourages museums to consider rationalisation as a way to address collections management issues facing museums and make collections accessible to visitors and users. A museum's approach to rationalisation will be articulated in its Collections Development Policy which will include detail on the museum's themes and priorities for collections.

3.6 There are many benefits to collections rationalisation:

- Ensuring that collections are relevant to the museum's vision and strategic objectives which may have evolved over time with historic collections now not fit for the current purpose of the museum
- Developing a clearer understanding of the collections the museum holds
- Determining the significance of objects in a collection
- Enabling effective collections development, including contemporary collecting
- Maximising resources – storage space, staffing and running costs, to care effectively for collections
- Developing priorities for collections care
- Improving storage and management of reserve collections
- Focusing collections, so that they are of high quality and relevant to users and stakeholders
- Providing increased access to collections
- Using collections within the museum and with partners in different ways
- Enhancing knowledge and information about collections and improving documentation

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

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

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

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

(In most instances the procedures would be followed in the order set out above, i.e. Transfer to Accredited Museum being the first procedure and destruction of an item being the last)

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

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

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

- Always Follow Museum Ethical Guidelines.
- We will provide updates on the process to ensure that members of the public are aware of what we are doing at all times.
- We will keep any bodies that have provided funding towards the purchase or conservation of objects updated and consult with them at relevant stages.

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

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

#### **5. OPTIONS APPRAISAL**

<i>Option</i>	<i>Benefit</i>	<i>Risk</i>	<i>Comment</i>
To dispose of two large collections of newspapers and items from the museums reference library.	Free up much needed storage space Items would be transferred to an institution which is able to provide more frequent public access and better facilities for care	<i>None</i>	Additional disposal lists may be necessary as this work continues in 2026.
Retain the collection.	<i>None</i>	In the near future we would need to invest in new packaging for the newspapers for them to be stored in the new stores.	

		Keeping duplicate and unused reference books would limit the amount of space we have to acquire more relevant books.	
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## 6. EVALUATION CRITERIA

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

- Spectrum 5.0 (The UK Museums' Collection Management Standard) 'Collections Review' and 'Deaccessioning and disposal' chapters
- Museums Association Disposal Toolkit
- University College London Collections Review Toolkit ([https://www.ucl.ac.uk/culture/sites/culture/files/cr\\_toolkit\\_final.pdf](https://www.ucl.ac.uk/culture/sites/culture/files/cr_toolkit_final.pdf))
- Collections Trust: A guide to selecting a review methodology for collections rationalisation
- CyMAL (2013) why do we have it- A significance process and template (CyMAL is the predecessor to MALD: Museums Archives and Libraries Wales – Welsh Government)
- South East Museum Development Programme: A guide to Collections Review and Rationalisation.
- SHARE Museums East: Collections Rationalisation: Planning for action
- Lessons Learnt: MonLife Heritage Museums' Collections Review 2019-2022

## 7. REASONS:

Rationalisation is a routine part of museum collections management. According to the Museum Association, rationalisation is used to ensure our museums are “relevant to the communities we serve” and “financially and environmentally sustainable”. Any disposal of collections that takes place is done according to strict guidelines as set out by the Museums Association in their Code of Ethics.

In preparation for the move to Shire Hall we have reviewed our collections, including the reference library.

- A collection of local newspapers. We do not have the facilities and capacity to care for it or provide access in the way larger archives are able to. We have spoken to various archives including Gwent Archives and the National Library of Wales about an appropriate home. The National Library of Wales has indicated its interest in the collection. If we transfer the collection to them, they will provide a comprehensive access via their cataloguing system and in person (their infrastructure allows direct in person access to the newspapers)
- Parts of our Reference Library consisting of duplicate books and those not used since digital tools have made information more widely available. Some of the books do not include the latest information or are about old technologies we no longer use. Monmouth Library has previously taken some reference books and will be the first point of disposal for the books in this list. Any they don't want will then be offered to local second-hand sellers around the area. This will maintain them in the local community and rehome, so nothing is lost.

**8. RESOURCE IMPLICATIONS:**

The work is part of the Shire Hall redevelopment project funded by the National Lottery Heritage Fund.

A collections assistant has been leading the work of selecting, researching and proposing objects to the rest of the collections and curatorial staff. Their work has also been funded by the NLHF.

There might be a transport cost for the newspaper collection depending on the receiver's budget to move it themselves.

Not agreeing with the recommendation would mean maintaining the current cost of storing them, as well as potential future cost of re boxing, and cost of making them accessible for the public.

**9. CONSULTEES:**

Cabinet member for Rural Affairs, Housing and Tourism  
Place and Community Wellbeing DMT  
Museum Staff  
National Library of Wales

**10. BACKGROUND PAPERS:**

Appendix 1: Equality and Future Generations Evaluation

Appendix 2: Recommendation for Disposal

Appendix 3: Collections Development Policy. MonLife Heritage Museums. 2024-2029

Appendix 4: Collection's Review Scoring grid

**11. AUTHOR:**

Rachael Rogers, Culture, Heritage and Arts Strategic Manager

**12. CONTACT DETAILS:**

**Tel:** 01291 440938

**E-mail:** [rachaelrogers@monmouthshire.gov.uk](mailto:rachaelrogers@monmouthshire.gov.uk)

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## Equality and Future Generations Evaluation

<b>Name of the Officer</b> Rachael Rogers  <b>Phone no:</b> 01873 854282 <b>E-mail:</b> rachaelrogers@monmouthshire.gov.uk	<b>Please give a brief description of the aims of the proposal</b>  To approve a recommendation from Museums Staff to dispose of selected museum artefacts via an approved Collections Rationalisation Procedure.
<b>Name of Service area</b>  Museums	<b>Date</b> December 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	Collections rationalisation will enable us to determine how we are better able to serve our audiences with protected characteristics.	There may be a negative impact on the older age group as they are the ones who may have been donors of these items. This impact may be one of antipathy and distrust of the service that they had thought was going to look after their donations in perpetuity.	Museum Ethical Guidelines will be followed at all times to ensure we remain within Museum Industry Standards at all times. We will provide full information on the process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including Welsh Government Culture Division the body responsible for museums in Wales.  We will also prepare written statements of explanation available at each museum for custodians to hand out; provide positive press stories e.g. publicising successful 'rehomings' in other museums etc.
Disability	As above	As above	As above
Gender reassignment	As above	As above	As above
Marriage or civil partnership	As above	As above	As above
Pregnancy or maternity	As above	As above	As above
Race	As above	As above	As above
Religion or Belief	As above	As above	As above



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

6999



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




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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The positive effects of cultural activities on people's wellbeing is well documented. Ensuring our collections are relevant to our particular communities and our visitors will contribute towards this.	Carrying out the rationalisation will enable us to work how to most effectively use our resources to enable us to contribute to a healthier Wales through Culture
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	<p>Telling the stories of all our communities through our work is important in making our communities feel connected and attractive. Ensuring our collections relate directly to our stories will enable us to do this in a more focused way.</p> <p>There may be a negative impact on communities of antipathy and distrust of the service that they had thought was going to look after donations in perpetuity.</p>	<p>Carrying out the rationalisation will enable us to work how to most effectively use our resources to enable us to contribute to a Wales of cohesive communities.</p> <p>Museum Ethical Guidelines will be followed at all times to ensure we remain within Museum Industry Standards at all times. We will provide full information on the process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including Welsh Government Culture Division the body responsible for museums in Wales.</p>
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b>	Collections Rationalisation means we can focus on the appropriate culture and heritage for our area.	Carrying out the rationalization will enable us to work out how to most effectively use our resources

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?
Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		to enable us to contribute to a Wales of vibrant culture and thriving Welsh language.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances		

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Long Term           Balancing short term need with long term and planning for the future	The Museum Stores are extremely full. This work will enable us to look at the long term and to plan for the future.	
 Collaboration           Working together with other partners to deliver objectives	This will involve working closely with our colleagues across museums to ensure we are following industry procedures and staying with in ethical guidelines.	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>We have consulted with museum bodies and followed UK wide principals.</p>	<p>There may be a negative impact on communities of antipathy and distrust of the service that they had thought was going to look after donations in perpetuity.. Museum Ethical Guidelines will be followed at all times to ensure we remain within Museum Industry Standards at all times. We will provide full information on the process to ensure that members of the public are aware of what we are doing at all times. We will keep relevant organisations up to date including Welsh Government cultural division the body responsible for museums in Wales.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	<p>The Museum Stores are almost at capacity and we need to address this in order to plan for the future.</p>	<p>Properly considered collections rationalization will help us to prioritise the needs of our service and ensure we can put in place the best resources to care for them.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><b>Integration</b></p>	<p>It is well documented that participation in cultural life improves peoples well-being and this is something we consider throughout our work.</p>	

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

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

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

- Discussion amongst Monmouthshire Museums Team
- Spectrum 5.0 'Collections Review' and 'Deaccessioning and disposal' chapters
- Museums Association Disposal Toolkit
- University College London collections review Toolkit ([https://www.ucl.ac.uk/culture/sites/culture/files/cr\\_toolkit\\_final.pdf](https://www.ucl.ac.uk/culture/sites/culture/files/cr_toolkit_final.pdf))
- Collections Trust : A guide to selecting a review methodology for collections rationalisation
- CyMal (2013) why do we have it- A significance process and Template (CYMAL = predecessor of MALD – Museums Archives and Libraries Division of Welsh Government)
- South East Museum Development Programme: A guide to Collections Review and Rationalisation.
- SHARE Museums East: Collections Rationalisation: Planning for action (SHARE = Museums Development Programme for the East of England)
- Lessons Learnt: MonLife Heritage Museums' Collections Review 2019-2022

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

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

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

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	Enterprise DMT (List 1)	14 <sup>th</sup> June 2019	No Change
	ICMD	10 <sup>th</sup> July 2019	No Change
	Enterprise DMT (List 2)	23 <sup>rd</sup> Sept 2019	No change
	ICMD	13 <sup>th</sup> November 2019	No change
	Enterprise DMT (List 3)	3 <sup>rd</sup> December 2020	No change
	ICMD	13 <sup>th</sup> January 2021	No change
	MonLife DMT (List 4)	23 <sup>rd</sup> June 2021	No change
	ICMD	14 <sup>th</sup> July 2021	No change
	MonLife DMT (List 5)	6 <sup>th</sup> October 2021	No change
	ICMD	27 <sup>th</sup> October 2021	No change
	MonLife DMT (List 6)	June 2022	No change
	ICMD	June 2022	No change
	MonLife DMT (List 7)	November 2025	No change

	ICMD	January 2026	
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Number	Description	Information	Reason
M4150	Beacon collection Newspapers	88 bundles of newspapers donated first as a loan by local solicitors now closed, Vizrd & son expanding from 1837 to 1963. The loan was made a donation by the curent solicitors firm who owns Vizard & Son assets after they closed.	The museum cannot provide proper access to the objects which due to their large and fragile nature would be better stored and used in an archive.
M4151	Monmouth Merlin 1829 & miscellaneous	4 boxes of newspapers donated first as a loan by local solicitors now closed, Vizrd & son. The loan was made a donation by the curent solicitors firm who owns Vizard & Son assets after they closed.	The museum cannot provide proper access to the objects which due to their large and fragile nature would be better stored and used in an archive.
M2007	Reference book	Remarks on Christian Grave-stones with working drawings, by Rev Eccles J Carter, 1847	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1850	Reference book	Tales of Old Inns, by Richard Keverne 1947	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/83/15b	Reference book	Red & White Services 1919-1949, by Walter Dowding, 1950	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/83/11e	Reference book	British Bridges An illustrated Thechnical and historical record 1933	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M2899	Reference book	The Union of England and Wales, by William Rees, 1967	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/83/35(e)	Reference book	Monmouth Parish church, by Rev Basil F.L. Clarke	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2122	Reference book	The Stone cross slabs of south Wales and Monmouthshire, by John w Rodger, 1911	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3454	Reference book	Worcestershire nuggest by J. Noake (an old digger), 1889	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1708	Reference book	Survey of Provintial Museum and Galleries, 1963	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3440	Reference book	Hallmarking Act 1973	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M182	Reference book	British sources of Photograph and pictures	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M4063	Reference book	A biography of the reverend David James, by Joseph Morgan, 1925	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2417	Reference book	Angel Musicians, by Stephen Bonner, 1967	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M/81/23 (d)	Reference book	Marketing for small publishers, by Keith Smith	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/87/21 (d)	Reference book	How to care for works of art on paper, 1979	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/87/176	Reference book	Photographing historical buildings, by Terry Burhanan, 1983	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M83/35 (p)	Reference book	Upper cwmbran A search into the past, by Millie cadwell, 1979	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1119	Reference book	Exhibition of Historical Records The justice of the Peace in Monmouthshire 1750 to 1890	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/23 (b)	Reference book	Health & safety - safety in construction work: scaffolding	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2008	Reference book	Road book, Daniel Patterson	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/53	Reference book	The local historian volume 14 number 1, 1980	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/53	Reference book	The local historian volume 14 number 5, 1981	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M/82/22 (e)	Reference book	The willoughby Gardner library, by John Kenyon, 1982	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/53	Reference book	The local historian volume 14 number 7, 1981	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/50(a)	Reference book	The good museum guide, by Kenneth Hudson, 1980	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1791	Reference book	Women of Wales by L Twiston Davies and Averlyl Edwards, 1935	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M206	Reference book	Britannia or a Chronographical description of Great Britain and Ireland IV, by William Cambden, 1735	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M4069	Reference book	A grammar of the Welsh Language, by Thomas Rowland, 1876	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M978	Reference book	The Antiques year book, by Tantivy Press, 1951-52	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M5870	Reference book	1888 to 1974 Monmouthshire county council, MCC, 1974	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1620	Reference book	guide to the Monmouthshire record office, by W H Baker, 1959	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M/81/58	Reference book	Monmouth Archaeology Monmouth archaeology society 1980	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3567	Reference book	The Duchy of Lancaster mr by John Hynd, 1946	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M81/53	Reference book	The local historian volume 13 n 4	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M81/53	Reference book	The local historian volume 13 n 6	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M81/53	Reference book	The local historian volume 13 n 8	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2920	Reference book	Welsh Flowering plants, by H.A.Hyde, 1957	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2922	Reference book	Welsh Ferns a descriptive handbook H.A.Hyde 1940	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M84/48 h	Reference book	The Sweet shop, by Charles Vernon	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M150	Reference book	Some Welsh Fungi a guide to collection of models in the department of botany, by Evelin A Junkins, 1948	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M81/57a to f	Reference book	6 volumes of books The Oxford History of England (Roman, Domesday, Thirteen, Fourteen, The Whig Supremacy, England 1870-1914) Edited by G N Clark, 1955	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3134	Reference book	Flowers of the fields, by Rev C.A. Johns, 1889	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3619	Reference book	Enwau Blodau Llysiau a choed (Welsh names of plants) by Merion Parry 1971	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M5154	Reference book	Picture of Birds Life. Second edition printed by Hazell, Watson & Viney, R B Lodge	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M4933	Reference book	More common wild flowers by J Hutchinson, 1948	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2924	Reference book	Flora of Gloucestershire, 1948	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M4698	Reference book	The butterflies and moths of Wentwood, by Gwent Trust for Nature Conservation, 1974	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3618	Reference book	A field guide to the Butterflies of Britain and Europe, by LG Higgins and ND Riley, 1973	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M2920	Reference book	Welsh Flowering plants (poor condition)by H A Hyde, 1934	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3742	Reference book	Gwent bird report, Gwent ornithological society. 1974	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M4696	Reference book	Wildlife, the law and you. By British museum, 1975	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M4697	Reference book	Focus on Bats by the SPNC the green	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/51 f	Reference book	Discovering Herbs by Kay N Sanecki 1970	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/86/28 a	Reference book	Food in England by Dorothy Hartley1954	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3884	Reference book	First Aid for finds a practiacak guide by David Leight 1972	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/50K	Reference book	Steel-engraved book ilustration in England by Basil Hunnisett1980	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/84/48 a	Reference book	Trade signs and their origin by Cecil A Meadows1957	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M3622	Reference book	A list of painting and sculpture in the National museum wales, NMW, 1972	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/841/52 n	Reference book	Keys their history and collection by Eric Monk 1979	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 e	Reference book	Isambard Kingdom Brunel by Richard Tames1972	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3086	Reference book	Treen and other wooden bygones by Edward H Pinto1969	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/85/64	Reference book	Shire Album old toy by Pauline flick1986	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/85/11 d	Reference book	Shire Album parian ware by Dennis Baker, 1986	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/87/17e	Reference book	Shire Album old Aeroplanes, David Ogilvy, 1986	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/87/17f	Reference book	Shire Album Staffordshire figures, Amoret and Christopher Scott, 1986	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/85/11a	Reference book	Shire Album Goss, by Nicholas J Pine, 1984	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.



M/85/11 c	Reference book	Veteran motor cars by Michael E Ware, 1983	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 d	Reference book	Shire Album Trapping and poachingm, by Arthur Ingram, 1978	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 o	Reference book	Shire Album Fields, hedges and ditches, by Nigel Harvey 1976	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 j	Reference book	Shire Album woodland craftsmenIvan by G Sparkes 1977	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 p	Reference book	Shire Album weight and measures by J T Graham, 1979	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 a	Reference book	Shire Album smoking antiques, Amoret and Christopher Scott, 1981	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 c	Reference book	Shire Album street furniture, by Henry Aaron, 1980	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3854	Reference book	Shire Album Fire Marks by John Vince, 1973	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/85/11 b	Reference book	Shire Album Inn Signs by Cadbury Lamb, 1976	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M/81/52 g	Reference book	Shire Album samplers by Pamela Clabburn, 1977	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 b	Reference book	Shire Album The country Animal doctor, by Arthur Ingram 1979	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/52 L	Reference book	Shire Album Dairying bygones by Arthur Ingram, 1977	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/85/11 f	Reference book	Shire Album Herbs and Herb Gardens by Jill Davies, 1983	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3153	Reference book	Medieval tiles by Elizabeth S Eames, 1968	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/85/21	Reference book	The medieval Castle by M E Reeves, 1963	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3855	Reference book	Conservation in field archaeology by Elizabeth A Dowman, 1970	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/86/28b	Reference book	Severn hundred years of English cooking, by Maxime McKendry, 1973	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/84/48e	Reference book	Political prints in the age of Hogarth by Herbert M Atherton, 1974	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M3868	Reference book	Archaeological field-work by R Rainbird Clarke, 1958	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/85/11 n	Reference book	Roman Forts in Britain, David J Breeze, 1983	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/82/22 f	Reference book	Castles by J.O'Neil, 1977	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/80/4 b	Reference book	Understanding our surroundings by Arthur Percival, Civic Trust, 1979	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/82/18a	Reference book	The sources of local History by W B Stephens, 1973	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3471	Reference book	Standing commission on Museum and Galleries 1969-1973 by HMSO, 1973	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1958	Reference book	Costume a handbook for museum curators by Anne Buck, 1958	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/81/57g	Reference book	The machinery of justice in England by R M Jackson, 1953	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2461	Reference book	Folk life collection and classification by J W Y Higgs, 1963	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M2460	Reference book	Personalalia by Martin Holmes, 1957	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/87/17g	Reference book	The Steam Engine by RJ Law, 1972	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3883	Reference book	Industrial Archaeology in Gloucestershire by Edited Rev. Awdry, 1973	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3875	Reference book	Lectures Film Shows and Concerts by David E Owen, 1956	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3877	Reference book	Circulating Exhibition by Hugh Wakefield & Gabriel White, 1959	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1963	Reference book	Folk life collection and classification by JWY Higgs, 1963	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3872	Reference book	Administration for Museums by D A Allan, D E Owen, & Wallis, 1960	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/87/38	Reference book	Roman Pottery from the Nene Valley by Howe, Perrin and D.F. Mackreth, 1978	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/87/54 a to d	Reference book	The concise encyclopedia of Antiques. Volume 1 to 4 by Ed L GG Ramsey FSA, 1957	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M556	Reference book	Index to the Counties in England and Wales	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M324.6	Reference book	Population & elections 1801-1992 by Compiled by Syd Ealters, 1992	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M157	Reference book	Owen's New Book of Fairs - all fairs in England & Wales, 1802	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/86/7a	Reference book	Estate map of Wales 1600-1836 by National Library of Wales, 1982	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/83/11f	Reference book	The norman conquerrors by David Walker1980	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1998	Reference book	The Parish Churches of England by J Charles Cox, 1944	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M4950	Reference book	The National Library of Wales Journal vol XVIII number 2-4 by NLW, 1973	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/83/1d	Reference book	Wales in History Book 1-3 by David Fraser, 1976	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M1356	Reference book	Standing Council of the Baronetage by Official Roll of the Baronets, 1930	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M2120	Reference book	Pupils, Lecterns & Organs in England Churches by J Charles Cox, 1915	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2117	Reference book	Dedications & patron Saints of England Churches by Francis Bond, 1914	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2119	Reference book	Fonts and Font covers by Francis Bond, 1908	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/85/55	Reference book	The Story of Flaxley Abbey by Baden Watkins, 1985	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3871	Reference book	Applied Science and Technology before the Industrial Revolution by CM Mitchell	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3869	Reference book	Personalia by Martin Holmes, 1957	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3876	Reference book	Special Exhibitions by M K Henderson & Helen Kapp, 1959	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3867	Reference book	Ethnography by BAL Cranstone, 1958	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3878	Reference book	A guide to Herbarium Practice by JW Franks, 1965	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

M3886	Reference book	The Conservation of Cultural Property, by Unesco, 1968	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/87/21e	Reference book	Borough Charters catalogue of exhibitions by British Record Association, 1959	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2121	Reference book	The architectural setting of Anglican worship, by GWO Addleshaw & Frederick Etchells	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M2116	Reference book	The Chancel of English Churches, by Francis Bond, 1916	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M/83/13a	Reference book	The Future of the Past: attituted to conservation 1174-1974, by the Trustees of the Victorian Society, 1976	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M3625	Reference book	The medieval Monmouth, by K E Kissack, 1974	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.
M132	Reference book	The Story of the Nations - Wales, by Owen M Edwards, 1902	Reference book, accessioned but not part of the museum collection policy. Part of weeding process of the reference library.

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# Collections Development Policy MonLife Heritage Museums 2024-2029

Museum, Caldicot Castle, Chepstow Museum,  
Shire Hall Museum, Monmouth (*formerly Monmouth Museum / Nelson  
Museum and Local History Centre, Monmouth*)

**Name of museum:**

MonLife Heritage Museums

comprising of:

Abergavenny Museum, Caldicot Castle Collection, Chepstow Museum, Shire Hall Museum, Monmouth (formally Monmouth Museum / Nelson Museum and Local History Centre, Monmouth)

**Name of governing body:**

Monmouthshire County Council

**Date on which this policy was approved by governing body:** 29/11/23

**Policy review procedure:**

Museums staff will review the policy annually. Unless there are any significant changes to be made it will be renewed and approved by the governing body in line with Museum Accreditation timeframes.

The collections development policy will be published and reviewed from time to time, at least once every five years.

**Date at which this policy is due for review:** January 2025 (Internal review)

Welsh Government Culture Division will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

# 1. Relationship to other relevant policies/plans of the organisation:

## 1.1. The museum's statement of purpose is:

### Statement of Purpose for MonLife Heritage Museums 2024- 2029

We have a 10-year Heritage Strategy 2022-2032 with a clear set of vision, mission and goals, which we follow within our annual Heritage and Culture Delivery Plan:

**The Management of all heritage assets within MonLife to enhance the vibrancy of Monmouthshire, deliver inspirational and inspiring experiences and promote a deeply rooted sense of place.**

- **Goal 1:** Contribute to the delivery of both the Council's key policy objectives and Welsh Government Priorities – including the Programme for Government, the Well Being of Future Generations Act, the Anti Racist Wales action plan and Curriculum for Wales, in order to deliver excellence at our sites, whilst including tackling social injustice, climate change and promoting our service for everyone.
- **Goal 2:** Build a future focused, resilient business model for MonLife heritage which is competitive and an exemplar of sustainability.
- **Goal 3:** Create county-wide engaging, quality, impressive and interconnected experiences which inspire passion, learning and exploration of collections, the built environment and the wider landscape, bringing our heritage to life.
- **Goal 4:** To engage a wide range of audiences, making the heritage physically and intellectually accessible for everyone, and for future generations.
- **Goal 5:** Ensure that, colleagues, volunteers and audiences are able to co-produce the future of MonLife Heritage ensuring that the stories which are presented, together with their significance, is understood by all and generates a real sense of pride and wellbeing.
- **Goal 6:** Build strong and lasting relationships with stakeholders and the communities in which our sites are based, to engender a shared responsibility for our heritage and develop a way to co-produce the presentation of this.

We sit under the Service Grouping of MonLife which has its own overarching Statement of Purpose:

### MonLife Statement of Purpose:

**Our purpose is to help build sustainable and resilient communities that support the well-being of current and future generations in Monmouthshire, which is a shared purpose with our public service board partners, and this is at the heart of everything we do.**

We contribute to delivering the Council's well-being objectives, which align to the Public Service Boards objectives, as set out in the Community & Corporate Plan (2023-2028). We are also seeking to align closely with the emerging Marmot principles. The specific priorities we contribute to are:

<b>MCC Purpose</b>	<b>To become a zero-carbon county, supporting well-being, health, and dignity for everyone at every stage of life</b>
<b>MCC Well-being Objectives</b>	<b>Fair</b> place to live where the effects of inequality and poverty have been reduced
	<b>Green</b> place to live and work with reduced carbon emissions, making a positive contribution to addressing the climate and nature emergency
	<b>Thriving and ambitious</b> place where there are vibrant town centres, where businesses can grow and develop
	<b>Safe</b> place to live where people have a home and community where they feel secure
	<b>Connected</b> place where people feel part of a community and are valued
	<b>Learning</b> place where everybody has the opportunity to reach their potential
<b>Gwent PSB Well-being Plan 2023-28 Objectives</b>	We want to create a fairer, more equitable and inclusive Gwent for all
	We want a climate-ready Gwent, where our environment is valued and protected, benefitting our well-being now and for future generations

The Purpose of MonLife is to deliver high quality customer experiences and encourage more visitors to the Monmouthshire area, supporting resilient and active environments to enhance and showcase the rich and diverse opportunities for people to enjoy.

Within MonLife's Business Plan our activities are grouped under three overarching actions. All our activities within MonLife Heritage Museums meet one of these actions

#### **MonLife Heritage's three actions:**

- To ensure we have a resilient and sustainable Heritage and Culture Service which provides our residents and visitors with high quality opportunities to engage with our culture and history.
- Provide a new cultural offer incorporating the Monmouth Museum within Shire Hall
- Deliver a high quality formal and informal learning and engagement service that is relevant to the needs of our audiences.

- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, or bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons.

## 2. History of the collections

### 2.1 Abergavenny

The Museum was founded on 2nd July 1959. The idea for a museum was around from as early as 1903 when it was discussed and minuted by the Abergavenny Free Library Committee. At this meeting permission was given for the library to begin collecting objects. These collections remained at the library until the 1940s when it was said that they were disposed of. The demolition of the historic buildings in Tudor Street and Castle Street during the 1950s once again made people aware of the need for a museum. Alfred Jackson addressed the Rotary Club on 22nd October 1957 and a committee was formed. Alfred and Ernest Jackson and Duggan Thacker led a group of enthusiastic volunteers and the Museum opened on 2nd July 1959.

### 2.2 Caldicot

When the Chepstow Rural District Council purchased Caldicot Castle from the Cobb family in 1963, they also acquired a quantity of furniture, fittings and other decorative objects which the family has used to furnish the Castle while it was their home (from the 1880s - 1940s). The "Cobb Collection" also included a considerable costume collection, with some fine examples of men and women's 18th century dress and items associated with HMS Foudroyant, a major area of interest for 2 generations of the Cobb family. More recent collecting included archaeological material and social history items related to Caldicot and the surrounding villages.

## **2.3 Chepstow**

Chepstow Museum was established by the Chepstow Society in 1949. The Society itself was founded in 1948 and immediately began collecting with a view to opening a museum. As an organisation which concerns itself with all aspects of the local environment, the collections included some natural history specimens as well as material relating to the history of the town and district and to the everyday and working lives of its inhabitants. The premises occupied by the Museum were limiting - essentially one room above the medieval town arch which spans the High Street. Lack of space and adequate storage facilities eventually led to the decision by the Society in the 1960s to deposit the greater part of the Museum's paper collections in the County Record Office. While this included documents, the deposit also included a substantial quantity of "ephemera" - posters, programmes, billheads etc. At the same time, the large collection of antiquarian and other reference books of local interest were given to the Chepstow Library on condition that they remained in the town. The Chepstow Society transferred the Museum and its collections to the care of Monmouth District Council in 1976.

## **2.4 Monmouth**

The Nelson Museum was opened in April 1924, following the bequest to the town of Monmouth of Lady Llangattock's Nelson collection on her death in 1923. The Nelson collection comprises mainly the material bequeathed by Georgiana Rolls, Lady Llangattock (d.1923) who was perhaps the foremost collector of 'Nelsoniana' of her time. Her wealth enabled her to obtain some of the prime Nelson items which came onto the market, including his fighting sword and an important range of manuscript material, including autograph letters, official letterbooks and ships' logbooks.

In 1969 the museum was moved to the Old Market Hall, Monmouth, at which time a local history display was added.

The local history collections relating to Monmouth and the surrounding area have as their foundation the archives of the old Borough of Monmouth, which ceased to exist in 1974.

In 2021, the opportunity was taken to consider its long-term future. As a result, the decision was made to bring Monmouth Museum into Shire Hall, Monmouth to create one new, sustainable museum offer.

Shire Hall Museum is work in progress. We are increasing the displays within the building and will be carrying out some minor building improvements, including new museum storage to support this. These works are being funded by Monmouthshire County Council and supported by grant aid from Welsh Government.

Our long-term plans are to adapt the building to allow us to better tell Monmouth's stories and to redisplay our collections, including the Nelson collection, in an exciting, accessible and engaging way. The plans are currently being developed following successful development phase funding from the National Lottery Heritage Fund.



### 3. An overview of current collections

#### 3.1 Abergavenny

Since Abergavenny Museum opened in 1959, it has accepted over 27,000 accessions.

The museum possesses over 5,000 photographs of Abergavenny and the surrounding district. These include two important municipal collections of views of the medieval and Elizabethan areas of the town which were demolished under slum clearance schemes between 1957 and 1972. These represent the only record of many of the buildings demolished and have been published in a volume entitled *Vanished Abergavenny*.

The museum's social history collections are mainly comprised of material reflecting the history and way of life of the town and surrounding district. There are particular emphases on rural life, agriculture and its associated industries and domestic and working life. Particularly significant collections include the contents of a complete Welsh kitchen c.1890, a saddler's shop c.1910-1930 and Basil Jones grocer's shop c.1948-1950 (the Basil Jones Collection totals some 1314 items). The museum also houses the nationally important archive of the Father Ignatius Memorial Trust. In addition, the museum maintains collections of books and documents which supplement and illustrate these themes.

As a result of an intensive programme of archaeological excavation between 1962 and 1973 and a further season in 1986, the museum houses extensive and very significant collections of archaeological material ranging from the Mesolithic to post-Medieval. The collections produced by excavations of the Roman fort of Gobannium are of particular importance. The following is a summary of the museum's archaeology holdings in terms of standard museum boxes (40cm x 30cm x 10cm).

General prehistoric collection (published) - 2 boxes

Flannel Street and Castle Street, 1962-1969 (Roman fort) - 30 boxes

Castle Street Orchard Site 1972-1973 (Roman fort) - 52 boxes

19 Cross Street 1986 (Roman fort and vicus) - 17 boxes

Roman metalwork from the above sites - 4 boxes

Demolition Finds 1962-1972 (all periods) - 5 boxes

Other sites (all periods) - 20 boxes

Total: 130 boxes

Recent funding programmes have allowed the museum to enhance its archaeological collections by purchasing items of Treasure via the Portable Antiquities scheme. These include several bronze axe hoards featuring south wales socketed axe heads found by metal detectorists in the communities around Abergavenny.

The museum holds around 900 individual items of costume. These include an 18th century open robe and full Regency female wedding outfit. The collection is particularly strong in women's costume of the late 19th century, containing many well-preserved full outfits that illustrate the changing fashions of the period. The collection also contains a considerable collection of children's clothes and underwear from the 19<sup>th</sup> century.

Abergavenny museum also holds a collection of Welsh costume and textile which is of significance. The most important is a complete Welsh costume donated by Llanover school, possibly commissioned by Lady Llanover, dating between 1840-1900. The museum collection holds other items associated with Lady Llanover and early eisteddfodau.

The museum has a small natural history collection, but does include some star objects of local importance, including “Whisky” the only surviving taxidermy example of a turnspit dog. There were several other items recognised during the 2014 “Linking Natural Science Collections in Wales” collections review as having historic, aesthetic, social or educational value including coal measures fossils, holy rhubarb leaf, and powder horn with Waterloo engraving.

Many of the items in Abergavenny museum’s collection have links to empire, slavery and colonialism, which have been recognised in a recent report funded by Welsh government. Items of significance include letters from John Jarett sent from estates in St Vincent and Dominica between 1824-1828. The letters provide evidence of the number of people enslaved on the estates, how they were treated and Jarett’s own opinions towards them and emancipation. Other items are linked to the products of enslaved and indentured labour including tea cups and sugar tongs.

### **3.2 Caldicot**

The majority of Caldicot Castle’s collection consists of items that belonged to the Cobb family when they lived in the castle from the 1880s-1940s. This includes furniture, fittings and other decorative objects which the family has used to furnish the Castle while it was their home (from the 1880s - 1940s).

The "Cobb Collection" also included a considerable costume collection, with some fine examples of men and women's 18th century dress believed to have been brought with the Cobb family when they moved to the Castle from Oxfordshire. Highlights include a silk polonaise dress and “moire” embroidered silk male wedding suit. There are also examples of 19<sup>th</sup> century dress and two 1930s dresses marking the end of the Cobb’s residency in Caldicot Castle.

The most significant item of the Cobb’s collection is the 18<sup>th</sup> century gentleman’s dressing gown, known by the Anglo-Indian word, Banyan, an informal coat popular with wealthy European gentlemen. The outer fabric is a blue green floral silk damask woven in China in about 1700. It is the lining of the Banyan which gives its significance, having been cut from a woven silk textile from Assam in north-east India. It is one of a group of similar textiles now known as *Vrindavani Vastra* and only about 20 pieces of this type of textile survive today, in collections around the world. The textile depicts dramatic scenes from Krishna’s life and avatars of Vishnu in strips of motifs woven in still vibrant colours on a dark background. The Banyan is believed to have reached the Cobb collection via JR Cobb's wife, Emily Powys de Winton whose grandfather and great uncle both made their fortunes with the East India Company. Emily was married to Joseph Richard Cobb had purchased the Castle to restore it in 1885. The Banyan is stored at Chepstow Museum where more stable environmental conditions for its long-term care can be achieved.

Another aspect of the Cobb collection reflects a major object of interest of the two generations of Cobbs - HMS Foudroyant, both the original, Nelson's flagship, which the Cobbs rescued and restored, and its successor which was used as a training ship on which a number of local boys served. Large objects from the original Foudroyant include the ship's figurehead and a cannon.



Smaller items include objects made from salvaged materials after it was wrecked. This core collection became the nucleus of the Museum's collections.

In addition to the core collection there is a small collection of social history material of local interest, relating to Caldicot and the surrounding villages, including photographs as well as paper material and object collections.

Archaeological material includes Roman pottery from the Caldicot kiln site, finds from the Severn estuary and material recovered from the Castle itself during maintenance work. Excavated material of significance, has come from the "lake site" in Caldicot Castle's Country Park. This waterlogged site produced a large quantity of worked wood, as well as environmental evidence, bone, some metalwork and pottery.

Natural History collections of Caldicot castle include some specimens that are of local importance including locally collected whale baleen for a whale stranded in Sudbrook in 1925, fossils, birds, and mammals, while others may have some educational value.

We acknowledge that the collections at Caldicot Castle are not as well interpreted as those in our other museums. This is largely due to the conditions at the castle not being as suitable for the display of museum objects. We are looking at ways of increasing the presence of collections at the castle.

There are 1789 collections on Caldicot's 2006 Modes catalogue, however future inventory work is required to confirm the full size of Caldicot's collections (see Documentation Plan).

### **3.3 Chepstow**

Chepstow Museum's collections are predominantly of local and social history, 18th 19th and 20th century material. The main emphasis is on items that relate specifically to Chepstow and the surrounding district, either in their production, use, origin, ownership or subject matter.

Works on paper include a very good collection of topographical prints. Chepstow, Tintern and the Lower Wye Valley were popular destinations for artists and tourists from the late 18th century. Chepstow Museum has been able to build a significant collection relating to the Wye Tour fashionable in the late 18th and early 19th century which brought artists and writers as well as tourists to the Wye Valley earning it the accolade of the "birth of tourism" in Britain. Thanks to a National Lottery Heritage Fund Collecting Cultures grant the museum now has original artworks by significant landscape artists of the day, - watercolours and drawings, as well as prints, printed tour books and manuscript tour journals. A recent addition is a watercolour by JMW Turner of Chepstow Castle, purchased with grant aid.

There is a good, but not fully comprehensive collection of Monmouthshire maps. Original copies of the local newspaper, the Chepstow Weekly Advertiser, are held for the majority of its life (1855-1902). These are available on microfiche for research as is microfilm of the remainder of the run 1903-1916.

"Ephemera", mostly printed material, relating to many aspects of Chepstow life forms a large part of the paper collections (some of these are complemented by large photographic collections). This includes items related to:

- 19th century election posters, traders billheads and public notices
- Chepstow Castle pageants and fetes posters and programmes,
- the Severn crossings,
- the search in Chepstow for manuscripts by Francis Bacon that would prove he "wrote Shakespeare's works" around 1910;
- plans and blueprints for ships, bridges etc built by Finchs - the local shipbuilding and engineering company,
- the making of the film Ivanhoe by the Imperial film company around Chepstow in 1913,
- advertising material (c1900 - 1960) from a Chepstow shoe shop,
- collections of several local printers' workshops.

A large photographic collection of locally relevant material, including, ship and bridge building and other local business and industrial enterprises. Contemporary recording of changes to the locality and notable events is another aspect of these collections.

Our costume comprises mainly 19th and 20th century men and women's material with local connections. This collection was greatly enhanced by the acquisition of the "Edgar collection" - a large quantity of costume (in addition to a wide range of other items, - the Edgars were active in many aspects of Chepstow life) from the Edgar family home. Continuously occupied since the 1890s, Robert Edgar was a tailor and outfitter in Chepstow and a number of items carry the business label. The highlights of the Edgar collection are the material swatches and samples and other accessories of his trade which provide a huge amount of detailed information on fabrics, costs and the garments made. Costume belonging to members of the family, from the 19th century onwards, was also collected.

Objects and furniture include items that are not specifically local in terms of production and were in widespread use in the 18th, 19th and 20th centuries, but have a local relevance because of their ownership and illustrate the way people lived in the area.

Of more specifically local interest are the items relating to aspects of the town's past industrial and commercial life and people's education and leisure activities. These include:

- a notable collection of longcase clocks by Chepstow makers,
- tools and models from the shipyard/bridge works,
- products from the industrial brush manufactory; wine jars from local wine and spirit merchants,
- equipment and furnishings from a long-established hairdressing business,
- salmon fishing equipment including a stop-net boat,
- items produced or customised by other local businesses, shops, dairies etc,
- sporting trophies and medals,

The history of the museum building itself has also influenced the collections. As the local hospital from 1921 to 1976 (and during the First World War, a Red Cross Auxiliary Hospital) furniture and medical equipment used on the premises has been actively collected, as well as collections of instruments and other medical items from surgeons who worked there. There is also material from the other local hospitals in Chepstow.

"The Beachley Collection". A large body of material was given to Chepstow Museum by the Army Apprentices College at Beachley, Chepstow, when it closed in 1994. Material transferred to Chepstow Museum was confined to that relating to the history of the College (which had been established some 70 years), and to the boys while they were at the School itself. This is a

large body of material, including, photographs, uniform, objects - apprentice pieces, trophies etc; paper - school magazine, programmes, posters etc.

The archaeology collections have grown considerably as the results of local excavations from the 1970s onwards have been processed for publication and deposited in the museum. From within the town itself the majority of the material is medieval and later. Excavations on Thornwell Farm prior to its development for housing, have given us late prehistoric - Romano British settlement material and some prehistoric burials.

Natural history material collected by the Chepstow Society form part of the collections including a small number of fossils birds' eggs, and stuffed animals. Some specimens are of local importance including and geological specimens from the Severn Tunnel, he locally collected butterflies (Lepidoptera) and whale baleen and vertebrae of a whale which was washed up on the Severn shore at Sudbrook near Chepstow, Others have aesthetic, historical or educational value, including the more recently collected entomological watercolour illustrations by Georgiana Ormerod.

Many of the items in Chepstow Museum's collection have links to empire, slavery and colonialism, which have been recognised in a recent report funded by Welsh government. Items of significance include items related to the Piercefield estate, which was purchased in 1740, by Colonel Valentine Morris and later developed by his son, also named Valentine. The Morris family were plantation owners in Antigua, and the labour of the people they enslaved made it possible for the young Valentine Morris to create a network of walks along the edge of the Wye Valley with spectacular views from the viewpoints he constructed, which made Piercefield famous. Piercefield estate was later brought in 1802 by Nathaniel Wells. He was both the son of a plantation owner and an enslaved woman, and an owner of enslaved people himself. He was a prominent person in the local area and became Britain's first Black sheriff. Other items are linked to the products of enslaved and indentured labour including teacups and sugar tongs. Chepstow Museum's collection also has links to colonialism and empire via the records of local ship building enterprises. Colonial attitudes are also depicted through collections related to local "minstrel" performances and depictions of blackface.

There are over 18,000 items in Chepstow's collection. This is the number of entries on our Modes Collections Management System. However, this number is likely to be much higher as all items from the collection are not fully catalogued and there is a significant accession backlog.

### **3.4 Monmouth**

#### **3.4.1 Nelson**

The Monmouth collection is one of three large public collections of Nelson material in Britain, the others being in the National Maritime Museum, Greenwich, and the Royal Naval Museum, Portsmouth. Recent assessment has identified that Monmouth's Nelson collection is are of national and international importance. Their significance lies both at the individual and the collective level.

The collection can be roughly broken into four categories: firstly, personal items belonging to, or associated with Nelson; secondly, commemorative material produced during his lifetime; thirdly, commemorative material produced since his death; and fourthly, general naval or social history material relating to the period but with no direct Nelson connection. The collection

includes many fake or dubiously attributed relics and mementoes which have been in production since before his death.

The Nelson collection is extensive in scope and varied in the materials and mediums of its items. The collection is particularly strong in items exploring Nelson's relationship with women. Unique highlights of this collection include Nelson's fighting sword and the swords of two enemy admirals surrendered at Trafalgar (including the overall commander of the Franco-Spanish fleet, Admiral Pierre-Charles Villeneuve); Nelson's letters to his wife, Frances; and the last image created of Nelson before the loss of his right arm. Especially strong categories of the collection include ceramics, silverware, and the extensive set of manuscript documents.

There are approximately 3500 items in the Nelson collection. The collection is documented according to object type (silver, ceramic, costume, prints, etc) and is currently being inventoried.

### **3.4.2 Local History**

The material in this archive dates mainly to the 19th century and before, and includes council minutes, court records (quarter sessions, Court of Record, Hundred Court), election records, fiscal records, and a mass of receipts, vouchers and other ephemera from council routine. This local archive is reinforced by a local history reference library, a newspaper archive (Monmouthshire Beacon, 1837 – 1963, and Monmouthshire Merlin 1829 – 1891), and collections of photographs, paintings, prints and maps.

A special collection within the local material relates to the Rolls family, who owned the local Hendre estate and were closely involved with Monmouth. The material is mainly photographic, covering the late 19th/early 20th century period when the family of John Allan Rolls (Lord Llangattock from 1895) and his wife Georgiana (founder of the Nelson Museum) was at the height of social and economic fortune. A significant proportion of the collection is concerned with the Honourable Charles Stewart Rolls, co-founder of Rolls-Royce Motors Ltd., recording his exploits in balloons, early aeroplanes and motor cars.

The museum's object collection relates to the social history of the town and surrounding area. Because of the relatively late development of the local history museum (from 1969), and the emphasis upon the local archives as the basis for that museum, Monmouth's collection of social history objects is limited, in comparison with Chepstow and Abergavenny.

Monmouth Museum also has a limited archaeological collection. Although archaeological investigation of the town has been carried out over many years, particularly by the Monmouth Archaeological Society (M.A.S.), the bulk of excavated material and information remains in the hands of the excavators. Many of these excavations took the form of an intense series of rescue digs in the face of development, during which the importance of the archaeology surviving beneath the modern town was demonstrated. A major collecting challenge potentially facing the museum in the future exists in dealing with this huge backlog of archaeological material. MonLife Heritage Museum service currently does not have financial or staff resources to provide appropriate care of and access to this collection.

The textile collection at Monmouth is small, but contains the Monmouth cap, which is a significant object within the collection. The cap is believed to date from the 16<sup>th</sup> century and be the only known original example of the knitted Monmouth cap.

Some of the items in Monmouth's collection have links to empire, slavery and colonialism, which have been recognised in a recent report funded by the National Lottery Heritage Fund. Items include links to colonial conflict, especially items related to the Second Boer war. There are other items that tell the story of emigration from Monmouth to the colonies. Other items are linked to the products of empire, many produced through enslaved and indentured labour including tea buyers and sellers and a 1924 account book of a trader who specialised in the sale of groceries and luxury goods.

There are over 12,000 items in Monmouth's collection. This is the number of entries on our Modes Collections Management System. However, this number is likely to be much higher as all items from the collection are not fully catalogued and there is a significant accessioning backlog. Inventory work of Monmouth's collection is currently in progress funded by the National Lottery Heritage Fund.

## **4. Themes and priorities for future collecting**

### **4.1 Themes and priorities for all our sites**

#### **4.1.2 Inclusive Collections**

One of our future collecting priorities is to collect items that enable us to tell more diverse, representative, and inclusive stories within Monmouthshire. This will be informed by our current community engagement work being carried out across all three Monlife Museum sites which will help to identify the stories that are important to our communities. The community engagement will also enable us to recognise gaps in our collections.

This work will take place in 2023/4 as part of ongoing projects, and while community engagement will always be at the heart of our museum service, the current, concentrated approach will inform specific and targeted areas of future collecting.

#### **4.1.3 Archaeology**

Due to limitations on the size of storage space available at our sites and very limited funding for conservation, decisions to accept deposits of archaeological archives found in Monmouthshire on will be made on a case-by-case basis. Acceptance of archaeological archives will be made with reference to the following documents:

- Monmouthshire Museums: Guidelines for the preparation and deposition of archaeological archive
- National Panel for Archaeological guidelines in Wales (2019) "Archaeological archive: selection, retention and disposal guidelines for Wales."

#### **4.1.4 Portable Antiquities Scheme**

We will continue to work with colleagues at Amgueddfa Cymru to accept objects as defined in the Treasure Act (1996) which are offered to the MonLife Heritage Museums via the Portable Antiquities Scheme. Decisions of whether to acquire items will be based on assessment of their significance within the local area, engagement potential, research interest and representation of items already in MonLife's collections and on the resources available. The museum service consists of small museums with a wide remit and does not

have any specialist curators in these areas and so are not able to accept items of Treasure for their research value alone. The museum service does not have a specific budget to fund acquisitions of Treasure and accepts that this may be a limiting factor.

## **4.2 Abergavenny**

Abergavenny Museum collects items related to the history of Abergavenny and the surrounding area.

The following have been identified previously as areas of focus:

- Items which tell the story of the 20<sup>th</sup> and 21st century in Abergavenny and the surrounding area.
- Works of art by local artists depicting local scenes
- Items associated with Capel y ffin, Llanthony Abbey and the Llanthony Valley.

Currently at Abergavenny we will not look to actively collect artefacts. The lack of storage space and capacity amongst the team has led us to conclude that the responsible course of action is to collect only on a limited and passive basis.

## **4.3 Caldicot**

Caldicot Castle collects items related to the history of Caldicot and the surrounding area.

- Those that tell the story of the 20<sup>th</sup> and 21st century in Caldicot and the surrounding area

Currently at Caldicot Castle we will not look to actively collect artefacts. The lack of storage space and capacity amongst the team has led us to conclude that the responsible course of action is to collect only on a limited and passive basis.

## **4.4 Chepstow**

Chepstow Museum collects items related to the history of Chepstow and the surrounding area.

The following have been identified previously as areas of focus:

- Items, which tell the story of the 20<sup>th</sup> and 21st century in Chepstow and the surrounding area."

Currently at Chepstow Museum we will not look to actively collect artefacts. The limited storage space, accessioning and cataloguing backlog, and capacity amongst the team has led us to conclude that the responsible course of action is to collect only on a limited and passive basis.

## **4.5 Monmouth**

Shire Hall Museum, collects items related to the history of Monmouth and the surrounding area.



Monmouth Museum is currently moving into the Shire Hall. Subject to funding this work will be completed around 2027. We are undertaking consultation work with our communities and our future collecting priority is to collect items that enable us to tell more diverse, representative and inclusive stories that are related to the history of Monmouth. These themes will be identified through a focus on community engagement and internal research to identify themes currently underrepresented in our collections 2023/4.

In addition the following have already been identified as an areas of focus:

- Those that tell the story of the 20<sup>th</sup> and 21<sup>st</sup> century in Monmouth and the surrounding area
- Monmouth's current collection is currently very document and photograph heavy and so collection of artefacts will also be prioritised.

#### **4.6 Nelson**

As part of the Shire Hall redevelopment project research is currently being undertaken into our Nelson collection, the stories it tells and any relevant gaps within the collection. Priorities for any future collecting within the Nelson collection will be identified in 2024 in light of this work.

#### **4.7 Natural History**

We will not collect biological or geological material as we do not have the inhouse expertise to make meaningful decisions relating to these materials. We will signpost any offers of items to Amgueddfa Cymru. We are aware that this means a potential gap in collecting for South East Wales.

#### **4.8 Definition of terms relating to the collection:**

- 4.8.1** The basic principle for accepting artefacts is that they should relate to the town and local area surrounding each museum i.e. they should contribute to the story of Monmouthshire.
- 4.8.2** Local area is considered to be any area that sits within the county of Monmouthshire as it stands in January 2024. However the county border of Monmouthshire has changed over time and we hold in our collections items that may currently sit outside the county. There are also items, which due to the historical landscape may form part of a town's story even though they lie outside the town, and in some cases in a different county or even country. It is presumed that we will continue to collect such items if they relate to an existing collection, but any such acquisitions should be discussed with the appropriate museum. Section 7 already deals with this.
- 4.8.3** An object is considered to relate to the town and local area if:
- It was produced/made in the area
  - It was used in the area by a named person or at a named place.
  - It originated from the area – i.e. was part of a local business, organisation or the built heritage e.g. a cornflake packet from Basil Jones or a fireplace from a local building. NB: This is not a reason on its own to collect it. There should be other evidence of local association alongside.
  - Ownership – a named person with an association to the area owned it. NB: This is not a reason on its own to collect it. There should be other evidence of

local association alongside eg the item illustrates the owners life connected to Monmouthshire.

- Its subject matter represents the locality e.g. a painting, poem or piece of music relating to Chepstow Castle. It should either be a work of artistic merit in its own right, or by an artist of note, or it could be a work more important for its content and topographical detail than its artistic worth or authorship.

**4.8.4** There are other items that do not fit into the above categories but may be considered for inclusion:

- It illustrates the way people lived in the area. NB: This is not a sufficient reason to collect new items. Whilst in the past it was deemed sufficient, now it is important for museums to collect the stories surrounding the object about the people who owned, used or made it, and what makes it part of (in our case) Monmouthshire's story. However, it may be enough to justify retention depending on certain factors, e.g. condition, context in the collection and suitability for display.

**4.9** Consideration should also be given to whether there is an existing representation of it in the collection. For example it would be appropriate in most cases for only one example of an item to be collected and only replaced if a better example, for example a paper item in better condition.

## **5. Themes and priorities for rationalisation and disposal**

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections. Our approach to rationalisation and disposal is that it will be motivated by curatorial reasons only and we will not undertake disposal motivated principally by financial reasons. Our full disposal procedures are listed in section 16.

- 5.1** The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2** The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3** Having had strong Collecting Policies in place for some time, the collections contain, in the main, items which are relevant to our collecting areas. However, there are some items from the early days of the museum that now sit outside our collecting policy.

Our themes and priorities for rationalisation disposal are those objects that are not considered to have relevance to Monmouthshire and its history.



The 2022-2022 review of our collections funded by the National Lottery Heritage Fund largely focused on Abergavenny's collections due to its more complete cataloguing systems. Future disposal will prioritise Chepstow and Monmouth's collections. We are also in the process of reviewing our bulk archaeological collections which is another priority area of focus.

- 5.4** Any items in our collections which are part of a covenant or bequest need to be considered separately. For example, items that were part of the original Chepstow Society collection.

## **6 Legal and ethical framework for acquisition and disposal of items**

- 6.1** The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

## **7 Collecting policies of other museums**

- 7.1** The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

- 7.2** Specific reference is made to the following museum(s)/organisation(s):

Abertillery Museum  
Amgueddfa Cymru – National Museum Wales.  
Brynmawr Museum  
Dean Heritage Museum  
Gloucester City Museum & Art Gallery  
Gwent archive  
Herefordshire Museums  
National Library of Wales,  
Newport City Museum & Art Gallery  
The Usk Rural Life Museum  
The Castle & Regimental Museum, Monmouth  
Torfaen Museums Trust  
Tredegar Museum  
Y Gaer, Brecon

MonLife Heritage also recognise the role of a distributed national collection in Wales and will make decisions surrounding the acceptance of items into our collections taking this into account.

## 8 Archival holdings

All of the museums hold and acquire material that is archival in nature, for example documents and photographs – in paper-based and digital format. In many cases these are associated with artefacts. There are cases where it is the archive only that we hold, these are usually historic collections.

In the case of current and future offers of archival material we will consult Gwent archives Collections Policy (2021), which defines “*archives as any media in any format which are generated by an organisation or individual during the course of their business activity.*” Gwent Archives accepts documents in the following formats:

- *Manuscript documents*
- *Typescript documents*
- *Digital records*
- *Photographic*
- *Maps and plans*

The archives which Gwent Archives collects falls into the following areas:

- *Records of past and present local authorities and statutory bodies*
- *Public records offered to the archives under the terms of the public records act 1958*
- *Records of organisations, businesses, individuals, societies, public and private institutions, and other activities relevant to the history and life of the Gwent area.*

Consideration will be given to the appropriateness of MonLife’s museums holding the items or them being offered to Gwent Archive. We will also consult with Gwent Archive to review some of the historical archives we hold to determine the most appropriate organisation to continue to provide access to and care of these materials. This will be outlined in our Collection’s documentation plan.

## 9 Acquisition

### 9.1 The policy for agreeing acquisitions is:

Decisions for agreeing acquisitions are made by our Collections team and the Museums and Arts Manager at quarterly Collection acquisition meetings. In exceptional circumstances decisions will be made surrounding the acquisition of an item outside of this timeframe by the Collections Management Officer and/or the Community Museums Curator and/or the Museums and Arts Manager. The basic principle for accepting artefacts is that they should relate to the town and local area surrounding each museum. Further decisions are made based on the care, storage and documentation needs of each item. If an item is available to purchase discussion would occur between the professional collections staff as to the appropriateness of purchasing via the Museums Acquisition Fund with the final decision resting with the Museums and Arts Manager.

### 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that

country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

- 9.3** In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

## **10 Human remains**

- 10.1** As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

## **11 Biological and geological material**

- 11.1** So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

## **12 Archaeological material**

- 12.1** The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2** In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

## **13 Exceptions**

**13.1** Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

## **14 Spoliation**

**14.1** The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

## **15 The Repatriation and Restitution of objects and human remains**

**15.1** The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

**15.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

## **16 Disposal procedures**

**16.1** All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

**16.2** The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

- 16.3** When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 16.5** A process will be in place for ensuring decisions are taken at an appropriate level and identifying a system of delegated authority for deaccessioning decisions based on the value, significance, condition or hazards of an item. No decision to deaccession should ever be taken by one person acting alone but some decisions can be managed entirely by staff with a final approval by governing body. The decision to dispose of material from the collections will be taken only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice may be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum may also be sought.
- 16.6** A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the wider public domain. It will therefore be offered in the first instance, by gift or sale, to an organisation within the public domain or providing regular public access. If possible, identify suitable organisations within the public domain or providing regular public access and approach directly.
- 16.8** If no organisation within the wider public domain is identified directly, inform the museum sector and other relevant groups of availability of items through the Museums Association's "Find an Object" listing service or other channels.
- 16.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another organisation. Preference will be given to expressions of interest from organisation within the public domain or providing regular public access. If no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations.
- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the longterm benefit of the museum and its collections. This might include care of, access to and engagement with the

collections but is not likely to include short-term funding of existing posts or activities. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Welsh Government Culture Division and the Museums Association can provide further support on ethical decision making.

- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

### ***Disposal by exchange***

- 16.13** The museum will not dispose of items by exchange.

### ***Disposal by destruction***

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Appendix 4 – Rationalisation Scoring Grid

Collection’s Review Scoring grid. Adapted Version 2022- Based on UCL Collections Review Rubric, CyMAL (2013) “Why do we have it- A significance Process and Template” and Collections Trust (2014) “A guide to selecting a review methodology for collections rationalisation.” Adapted to our needs following discussion with MCC Museum staff in 2018, and again in 2022.

**Method:** Assign grade to object for each category based on statements below and enter score into spreadsheet. Grade is assigned based on lowest relevant statement in each section. Add supporting comments in “Reason” column of spreadsheet. The scoring grid for Condition and Care has been presented separately from the rest of the table for ease of use.

**Decision:**

If object scores any C2 or D in Significance, or C or D in Risk- consider for disposal.

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

If object scores Red in Condition and Care – consider for disposal

If object scores an A or a B in Display & Engagement it is not considered for disposal

	Condition and Care
<ul style="list-style-type: none"><li>• Green</li></ul>	<ul style="list-style-type: none"><li>• Stable material. Monitoring may be required</li><li>• Good or Fair condition.</li><li>• No conservation problems or low risk of decay</li><li>• Some conservation treatment may be desirable.</li></ul>
<ul style="list-style-type: none"><li>• Yellow</li></ul>	<ul style="list-style-type: none"><li>• Unstable material.</li><li>• High risk of deterioration- immediate action required.</li><li>• Poor condition.</li><li>• Major areas of loss.</li><li>• Significant conservation investment required to prepare for use or display,</li></ul>
<ul style="list-style-type: none"><li>• Red</li></ul>	<ul style="list-style-type: none"><li>• Very unstable material.</li><li>• Deteriorated beyond repair.</li><li>• Very poor condition.</li><li>• Unsustainable conservation investment required.</li><li>• Poses a risk to other collections.</li></ul>

	Significance & Relevance to Collections Development policy	Risks associated with caring and using the object	Condition and Care	Completeness	Potential for display, use, engagement and research	Resource to manage, care, use
A	<ul style="list-style-type: none"> <li>Of clear national, regional, local or community significance.</li> <li>Relevant to the Collections Development Policy.</li> <li>Object known to be unique or rare.</li> </ul>	Low risks of hazards.	See table above	<ul style="list-style-type: none"> <li>Either fully complete or the missing elements are not integral to its importance and significance.</li> <li>Appears to be in its original condition.</li> </ul>	Potential to be: <ul style="list-style-type: none"> <li>Permanently on display</li> <li>Star object/"wow" factor.</li> <li>Strongly identified in the public's mind with the organisation or location.</li> <li>Regularly used for research or strong potential for public engagement</li> <li>Regularly used for research or strong potential for research use.</li> </ul>	Existing resources are appropriate. <ul style="list-style-type: none"> <li>Can be managed, stored, and used using in house resources</li> </ul>
B	<ul style="list-style-type: none"> <li>Of clear local or community value.</li> <li>Relevant to the Collections Development Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Low risk at present but hazards could be exposed without appropriate collections management.</li> </ul>	See table above	<ul style="list-style-type: none"> <li>Complete or missing only a small number of parts.</li> <li>In near original condition, or any adaptations are consistent with its history and use.</li> <li>Any missing parts do not make it unrecognisable.</li> </ul>	Potential to: <ul style="list-style-type: none"> <li>Engage visitor interest and stimulate discussion.</li> <li>Contribute to a permeant or temporary exhibition.</li> <li>Potential for use in public engagement,</li> <li>Potential for research use.</li> </ul>	Museum unable to meet management, storage, or use needs. Small amount of additional resource required. <ul style="list-style-type: none"> <li>Would need to source a small amount of additional funds beyond in house resources to store, display, or conserve.</li> </ul>
C	<b>C1</b> <ul style="list-style-type: none"> <li>Named local donor with local address and has : Assumed but unproven local or community story/connection and: organisational, historical, aesthetic artistic, scientific or social interest.</li> <li>Outside the Collections' Development Policy but has a great relevance to other items within Monmouthshire collections or illustrates significant Monmouthshire stories which are not already represented.</li> </ul> <b>C2</b> <ul style="list-style-type: none"> <li>Named local donor with local address but no information related to use, origin etc.</li> <li>Of assumed but unproven or of little specific local, community or organisational importance but possibly some historical, aesthetic artistic, scientific or social interest.</li> <li>Outside the Collections' Development Policy.</li> <li>Similar to other item within Monmouthshire Museums' collections.</li> </ul>	<ul style="list-style-type: none"> <li>Some hazards exist but these can be safely managed with appropriate PPE.</li> <li>Size or weight of object requires additional resource to safely move.</li> </ul>	See table above	<ul style="list-style-type: none"> <li>Incomplete</li> <li>Object has been significantly adapted and these changes do not relate to the significant periods of its history.</li> </ul>	<ul style="list-style-type: none"> <li>No current public focus but may have some potential for this in the future.</li> <li>Not known to have been used in displays.</li> <li>Little potential for public engagement use.</li> <li>Little potential for research use.</li> </ul>	Museum unable to meet management, storage, or use needs. Significant additional resource required <ul style="list-style-type: none"> <li>Would need to raise additional funds to preserve or display it.</li> <li>Once necessary conservation is performed, the object can be kept in the long-term with limited additional resource commitment.</li> </ul>
D	<ul style="list-style-type: none"> <li>Not considered to have aesthetic, artistic, historical, scientific, or social interest.</li> <li>Outside the Collections Development Policy.</li> <li>Duplicate of existing item.</li> </ul>	<ul style="list-style-type: none"> <li>Caring for or using object presents immediate hazard.</li> <li>Size or weight of objects presents risk and requires significant additional resource to safely move/provide access.</li> </ul>		<ul style="list-style-type: none"> <li>Incomplete and its original function or appearance is not clear.</li> <li>Is unrecognisable.</li> <li>May be a fake</li> </ul>	<ul style="list-style-type: none"> <li>Not suitable for display.</li> <li>No potential for public focus.</li> <li>No potential for public engagement use.</li> <li>No potential for research use</li> </ul>	Museum unable to meet management, storage, or use needs. Unsustainable resource required. <ul style="list-style-type: none"> <li>High level of conservation needed.</li> <li>Unsustainable resource needed to store, manage, and use in the long-term even if conservation is performed.</li> </ul>



<b>SUBJECT:</b>	<b>WELSH CHURCH FUND WORKING GROUP</b>
<b>MEETING:</b>	<b>ICMD (FINANCE)</b>
<b>DATE:</b>	<b>14<sup>th</sup> January 2026</b>
<b>DIVISIONS/WARD AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

- 1.1 The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group Meeting 3 held on Thursday 04th December 2025.

## 2. RECOMMENDATION:

- 2.1 The Committee resolved that the following grants are awarded as per the schedule of applications.

### SCHEDULE OF APPLICATIONS CONSIDERED 2025/26 – MEETING 3.

1. **Llanvetherine Church Committee** requested £10,000 to assist in conducting essential maintenance repair in masonry of church tower for public safety.

Recommendation: £3,000 to aid in conducting essential repairs to the church towers masonry.

2. **Portskewett & Sudbrook Recreation Hall** requested £1,000 to update and improve the bathroom facilities at the hall as they are not dated and falling apart

Recommendation: £1,000 awarded for modern bathroom facilities to be installed in this community facility.

3. **St Stephen's & St Tathan's Parish Church, Caerwent** requested £2,000 for repairs to nave roof abutment within the east tower wall. This is currently leaking water down the inside of the tower and into the nave itself.

Recommendation: £2,000 awarded to aid in repairs to the church tower wall and prevent water ingress to the main fabric of the church.

4. **Christchurch Hall, Abergavenny** requested £3,000 to repair damage done to the walls and floor, which is of a timber and tin construction with a cedarwood-clad interior and exterior. This area of the building is suffering from dry rot.

Recommendation: £3,000 awarded to assist remedial treatment to the buildings wooden construction to cure and prevent further water penetration.

5. **Caldicot Walking Football Club** requested £1,500 to establish a dedicated Over-70s walking football team at Caldicot Walking Football Club.

Recommendation: £500 awarded to assist in the creation of an over 70's walking group to facilitate positive physical activity and associated mental health benefits within that age demographic.

- 6. Monmouth Male Voice Choir** requested £10,000 to stage a celebration of Welsh musical heritage by male voice choirs from across Monmouthshire, at the International Conference Centre (ICC) in Newport.

Recommendation: £2,000 awarded to assist in provision of medical provision at a celebrator concert of Welsh musical heritage performed by Monmouthshire male voice choirs .

### **3. OPTIONS APPRAISAL**

Decision options available to the Committee are guided and driven by the information supplied by the applicants.

### **4. EVALUATION CRITERIA**

No evaluation criteria are applicable to the grant awarded by the trust.

### **5. REASONS**

A Meeting took place on Thursday 04<sup>h</sup> December 2025 of the Welsh Church Fund Committee Working Group to recommend the payment of grants as detailed in the attached schedule (Appendix 1).

County Councillors in attendance at meeting 3:

County Councillor A. Webb (Chair)  
County Councillor J. Strong (Vice-Chair)  
County Councillor M. Lane

OFFICERS IN ATTENDANCE at meeting 3:

D. Jarrett      Central Finance  
W. Barnard    Democratic Services Officer

DECLARATIONS OF INTEREST

None

APOLOGIES FOR ABSENCE at meeting 3.

County Councillor S. Garrett

CONFIRMATION OF REPORT OF PREVIOUS MEETING

The minutes of the meetings held on Thursday 18<sup>th</sup> September 2025.

## **6. RESOURCE IMPLICATIONS**

A total of £11,500 has been allocated to applicants at Meeting 3 of the Welsh Church Fund Committee. The balance of £33,595 is available for utilisation within the 2025-26 fiscal year.

## **7. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

There are no Future Generations, equality, safeguarding, corporate parenting, or sustainable development implications directly arising from this report. The assessment is contained in the attached appendix.

## **8. CONSULTEES:**

Senior Leadership Team  
Cabinet -Single Member -Finance  
Head of Legal Services  
Assistant Head of Finance

## **9. BACKGROUND PAPERS:**

Welsh Church Fund Schedule of Applications 2025/26– Meeting 3 (Appendix 1)

## **10. AUTHOR:**

David Jarrett – Finance Business Partner – Corporate Accountancy

## **11. CONTACT DETAILS**

Tel. 01633 644657  
e-mail: [davejarrett@monmouthshire.gov.uk](mailto:davejarrett@monmouthshire.gov.uk)

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WELSH CHURCH FUND - APPLICATIONS 2025/26  
MEETING 3: 04th December 2025

APPENDIX 1

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<u>ORGANISATION</u>	<u>ELECTORAL DIVISION</u>	<u>Signed by Councillor</u>	<u>REQUEST</u>	<u>DECISION</u>	<u>NATURE OF PROJECT REQUEST</u>	<u>PROJECT TOTAL COST</u>	<u>DATE Application Received</u>	<u>D of I*</u>	<u>Additional Information</u>
<u>NEW APPLICATIONS AWAITING DECISION</u>			£	£		£			
Llanvetherine Church Committee	Crucorney	David Hughes-Jones	10,000.00	3,000.00	Funding required to assist in carrying out essential maintenance repair in masonry of church tower for public safety.	21,552.00	23/09/25	No	2020 Quinquennia{ architect's report and recent 2025 quinquennial has drawn attention to urgent need for tower masonry repairs for the continued use and Preservation of probable 13C building.
Portskewett & Sudbrook Recreation Hall	Portskewett	L. Dymock	1,000.00	1,000.00	Funding required to update and improve the bathroom facilities at the hall as they are not dated and falling apart	1,000.00	20/06/25	No	The hall provides a community space for all age ranges form toddler groups to U3A. Community groups include; Art group; craft group; musical groups; fitness and ballet groups. Private bookings are also catered for.
St Stephen's & St Tathan's Parish Church, Caerwent	Caerwent	P. Murphy	2,000.00	2,000.00	Funding assistance for repairs to nave roof abutment within the east tower wall. This is currently leaking water down the inside of the tower and into the nave itself.	10,024.67	15/07/25	No	Further damage/erosion will occur if action not taken and running water damage will accumulate down the wall surfaces.
Christchurch Hall, Abergavenny	Cantref	S. Birch	3,000.00	3,000.00	Funding assistance is required to repair damage done to the walls and floor, which is of a timber and tin construction with a cedarwood-clad interior and exterior. This area of the building in suffering from dry rot.	22,300.00	24/08/25	No	Christchurch is a Grade II listed Anglican place of worship for the west side of Abergavenny. This application is in respect of the Community Hall, within the curtilage of the church, which is used by both the church and the wider community
Caldicot Walking Football Club	West End	J. Bond	1,500.00	500.00	Funding assistance required to establish a dedicated Over-70s walking football team at Caldicot Walking Football Club.	2,000.00	31/10/25	No	The grant will support venue hire, equipment, coaching, insurance, and outreach to recruit new players. This team will provide older adults with a safe, structured, and inclusive opportunity to stay active, improve wellbeing, and build social connections through sport.
Monmouth Male Voice Choir	Crucorney	D. Hughes-Jones	10,000.00	2,000.00	Funding assistance required to stage a celebration of Welsh musical heritage by male voice choirs from across Monmouthshire, at the International Conference Centre (ICC) in Newport	29,990.00	30/10/25	No	The project plan is to bring together 300 male choristers from across Wales at a Festival of Male Voice Choirs
Late Applications									
SUB TOTAL Meeting 3			£27,500	£11,500	OTHER INFORMATION :				
MEETING	DATE	Single Member		AWARD					
1	June 26th 2025	23rd July 2025		11,900					
2	Sept 18th 2025	08th Oct 2025		4,170					
3	Dec 04th 2025	14th Jan 2026		11,500					
4	Mar 05th 2026	25th Mar 2026		0					
				.					
TOTAL AWARDED FOR 2025/26				27,570					
BUDGET 2025/26				£35,738					
BALANCE B/F TO 2025/26				£25,427					
Monmouthshire's Allocation for 2025/26				£61,165					
Balance remaining available in 2025/26			£33,595						

\*D of I = Declaration of Interest

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monmouthshire  
sir fynwy

## Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

<b>Name of the Officer</b> D Jarrett <b>Phone no: 4657</b> <b>E-mail: davejarrett@monmouthshire.gov.uk</b>	<b>Please give a brief description of the aims of the proposal</b>  To assess the Grant Allocation Processes of the Welsh Church Fund for the meeting of the Welsh Church Fund Working Group on the 04 <sup>th</sup> December 2025
<b>Name of Service</b>  Finance	<b>Date Future Generations Evaluation</b>  14 <sup>th</sup> January 2026

4. 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	Encouraging the socializing of differing age groups through social provision	No negative impact	
Disability	Proposal to assist in the provision of disabled facilities.	No negative impact	
Gender reassignment	.No impact	No negative impact	

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	No impact	No negative impact	
Pregnancy or maternity	No impact	No negative impact	
Race	.No impact	No negative impact	
Religion or Belief	.Encouraging religion through education at the point of delivery through the provision of enhanced facilities	No negative impact	
Sex	No impact	No negative impact	
Sexual Orientation	.No Impact	No Negative impact	

## 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?
<b>Socio-economic Duty and Social Justice</b>	N/A	No Negative impact	





### 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
<b>Policy Making</b>  Effects on the use of the Welsh language,  Promoting Welsh language  Treating the Welsh language no less favourably	N/A	No Negative impact	
<b>Operational</b>  Recruitment & Training of workforce	N/A	No Negative impact	
<b>Service delivery</b>  Use of Welsh language in service delivery  Promoting use of the language	N/A	No Negative impact	

**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?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	N/A	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/A	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	N/A	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	N/A	

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?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	N/A	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	N/A	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	N/A	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	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?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	.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	Not applicable	.	
Corporate Parenting	Not applicable		

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

The evidence and data used for the assessment of each applicant to the Welsh Church Fund is supplied by the applicant upon submission of their application. The data and information supplied or subsequently requested is used to form the basis of the Committees' decision on whether to award a qualifying grant.

**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 grant aid supports and highlights the positive effect that decisions the Welsh Church Fund Working Group have on the applicants funding requests from Voluntary Organisations, Local Community Groups, Individuals and Religious Establishments.  
All awards are made in the belief that the funding is utilised for sustainable projects and cultural activities that benefit individuals, organisations, communities and their associated assets.  
All grants are awarded within the Charitable Guidelines of the Trust

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**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
Award grants	January 2026	Welsh Church Fund

**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.

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Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Individual Cabinet Member Decision	14th January 2026	

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**SUBJECT:** ANNUAL HEALTH AND SAFETY REPORT 2024/25

**MEETING:** INDIVIDUAL CABINET MEMBER DECISION – CABINET MEMBER FOR RESOURCES, COUNTY COUNCILLOR BEN CALLARD

**DATE:** JANUARY 2026

**DIVISION/WARDS AFFECTED:** WHOLE AUTHORITY

**1. PURPOSE:**

- 1.1 To consider and approve the Council's Annual Health and Safety Report for 2024/25 at Appendix 1.

**2. RECOMMENDATIONS:**

- 2.1 That the Annual Health and Safety Report for 2024/25 is approved.
- 2.2 That the health and safety risk register and mitigating actions included at Appendix 1 to the Annual Health and Safety Report is noted.
- 2.3 That the health and safety priorities identified for 2025/26 are agreed.

**3. KEY ISSUES**

**Background**

- 3.1 The Council has a statutory duty under the Health and Safety at Work Act etc. 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, service users, contractors and members of the public affected by its activities.
- 3.2 Failure to manage health and safety effectively exposes the Council to legal, financial, and reputational risks.
- 3.3 This inaugural Annual Health and Safety Report reflects the Council's commitment to strengthening its health and safety culture and improving transparency and accountability in this critical area.
- 3.4 The report covers a wide range of health and safety topics including accident and incident data, sickness absence trends, occupational health, training, regulatory oversight, and assurance mechanisms. It also outlines the Council's alignment with national health and safety priorities and sets clear priorities for 2025/26.

## Key Messages

- 3.5 **Restructure and Capacity Building:** In 2024/25, the Council undertook a strategic reconfiguration of the Corporate Health and Safety function. This included the appointment of a dedicated Schools Health and Safety Advisor and the realignment of the Senior Health and Safety Advisor from Neighbourhood Services to the Corporate team. These changes have increased capacity and resilience, enabling a more proactive approach to health and safety management.
- 3.6 **Improvement and Assurance:** The report highlights areas of good practice and progress, including improvements in accident reporting, training delivery, and health surveillance. However, it also identifies areas requiring further attention, such as the need for more robust monitoring, better data quality, and improved support for employees affected by violence and aggression.
- 3.7 **Service Maturity:** The Corporate Health and Safety function is not yet a mature service. It is recognised throughout the report that further development work is required to ensure it can provide the necessary level of assurance around health and safety performance and compliance.
- 3.8 **Strategic priorities for 2025/26:** Clear priorities have been identified for 2025/26, including:
- Strengthening health and safety assurance frameworks
  - Enhancing sickness absence management, particularly in relation to that which is work related and psychological illness
  - Improving property-related health and safety compliance and assurance
  - Expanding digital reporting and training platforms
  - Developing an Employee Protection Register

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

- 4.1 Effective management of health and safety has positive impacts across all well-being goals and protected groups. It strengthens the Council's ability to safeguard staff and communities, prevent harm and promote equality, well-being and long- term sustainability.
- 4.2 An Integrated Impact Assessment has been completed and is available at Appendix 2.

## 5. EVALUATION CRITERIA

- 5.1 The effectiveness of the Council's health and safety management arrangements can be assessed against the following criteria:

- **Statutory Compliance:** Evidence of compliance with relevant legislation and official guidance
- **Risk Management:** Effectiveness of risk identification, control measures, and assurance processes
- **Incident Performance:** Trends in reported accidents and near misses, work related sickness and occupational health data
- **Training and Competence:** Completion rates and impact of health and safety training programmes
- **Continuous Improvement:** Progress against Corporate Health and Safety Action Plans
- **Leadership and Culture:** Evidence of senior management commitment, communication and engagement

5.2 The Committee is invited to note that one of the key priorities for 2025/26 is to strengthen the Council's health and safety performance framework by developing a dashboard of performance indicators that can be monitored through our Corporate Health and Safety Group and reported annually.

## 6. **REASONS:**

6.1 The Annual Health and Safety Report 2024/25 provides a comprehensive overview of the Council's current position and future direction. It demonstrates a clear commitment to continuous improvement and acknowledges the need to further develop the Corporate Health and Safety function to meet organisational and regulatory expectations.

## 7. **RESOURCE IMPLICATIONS:**

7.1 There are no direct financial implications arising from this report. Any actions requiring expenditure will be met from existing service budgets or through separate business cases.

## 8. **CONSULTEES:**

8.1 The Governance and Audit Committee acknowledged the health and safety risk register and mitigating actions when they considered the report on 30 October. The Committee also endorsed the health and safety priorities identified for 2025/26 which will strengthen the Council's health and safety management framework.

8.2 The Performance and Overview Scrutiny Committee endorsed the health and safety priorities identified for 2025/26 when they considered the report on 18 November.

8.3 The following have also been consulted on the report:  
 Corporate Health and Safety Group  
 Strategic Leadership Team  
 Head of HR  
 Resources DMT

**9. BACKGROUND PAPERS:**

Appendix 1 - Health and Safety Annual Report 2024/25

Appendix 2 - Integrated Impact Assessment

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# Health AND Safety Matters

## Health and Safety Annual Report 2024/25



monmouthshire  
sir fynwy

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# INTRODUCTION

Monmouthshire County Council is committed to fostering a safe, healthy, and supportive environment for its employees, service users, pupils, and all those impacted by its operations. This report highlights the progress made in 2024/25 to strengthen our health and safety culture, reduce risk, and enhance wellbeing across the organisation.

Key achievements include the appointment of a dedicated Health and Safety Advisor for schools and the strategic realignment of the Senior Health and Safety Advisor to the Corporate team, moves that have significantly increased our capacity for proactive support and resilience. These changes were informed by a comprehensive review, and have already begun to address previously identified risks, laying the foundation for a safer and more responsive organisation.

Our Health and Safety Network continues to grow stronger, with regular virtual meetings fostering collaboration and consistency across directorates. In response to feedback from the Health and Safety Executive (HSE), we successfully launched a targeted asbestos management training programme, delivered in partnership with a neighbouring authority. The initiative was well received, with the HSE Inspector commending the depth of knowledge demonstrated by our managers.

The increase in working days lost through sickness absence across our organisation, particularly those attributed to psychological illness is a matter for concern. At present, we are unable to reliably distinguish from our sickness reports that which is work-related and that which is not. Addressing this challenge will be a key focus for 2025/26, as we seek to better understand the underlying causes and implement effective interventions to support our workforce.

Looking ahead to 2025/26, we are optimistic. With increased capacity and a clear set of priorities, we are well-positioned to embed a robust health and safety culture, raise awareness, and deliver tangible improvements that protect and empower our workforce and communities.

# PROGRESS UPDATE

- In 2023/24 we reviewed capacity and capability in our Corporate Health and Safety team and implemented a managed move to provide additional capacity and resilience.
- We further strengthened health and safety support and guidance to our schools, appointing a Schools Health and Safety Advisor.
- We successfully piloted a new e-voucher scheme for DSE user eye tests.
- We developed and piloted the use of a Schools Security Audit Checklist. By identifying and addressing potential threats, we can create a secure and nurturing environment that supports the growth and development of our learners.
- We developed and piloted an audit checklist to assess the effectiveness of arrangements for managing the risks children face from vehicles when walking on and immediately outside their school sites at drop off and pick up times.
- We provided health and safety input to the Corporate Induction programme and Managers Reset programmes
- We developed a health and safety risk register for the Authority - see Appendix 1.
- In collaboration with a neighbouring authority, we commenced the roll out of a comprehensive training programme for managers, including headteachers, with responsibility for buildings which contain asbestos.
- In response to increasing incidents of violence towards our employees we developed and delivered Violence and Aggression training for front line officers across the authority.
- We achieved demonstrable health and safety improvements at some of our depots and work will continue in 2025/26 to secure further improvements.
- We have worked to further reduce the risk to operatives associated with waste collection on potentially hazardous routes.



- The Council's Health Surveillance Programme is back on track after falling slightly behind last year.
- We have refined our approach to accident/incident investigation which means we are better able to identify trends, contributory factors and root causes.

**Good progress has been made in strengthening our arrangements for managing health and safety in 2024/25. The new officer structure introduced in January 2025 provides a firm foundation for the future and the capacity to enable the service to develop a more proactive approach.**

# AT A GLANCE



# MANAGING HEALTH AND SAFETY

The Council's arrangements for managing health and safety are set out in our Corporate Health and Safety Policy, with our Chief Executive having ultimate responsibility for the health and safety of employees and others who may be affected by our undertakings.

Strategic management of health and safety has been delegated to our Deputy Chief Executive (who is accountable to Cabinet for the authority's health and safety performance) and to other members of the Strategic Leadership Team in respect of services under their control.

Our Cabinet Member for Resources takes an active interest in health and safety, meeting regularly with the Deputy Chief Executive and Corporate Health and Safety Manager to maintain a consistent focus on emerging priorities. This regular engagement helps ensure timely action and alignment with our strategic goals.

Directorates with nominated health and safety leads have demonstrated strong leadership, establishing effective arrangements and fostering a culture of collaboration. These leads work closely with the Corporate Health and Safety Manager and actively contribute to the Corporate Health and Safety Group, ensuring Directorate-level insights inform Council-wide improvements.

Where these leads are in place, communication is strong and proactive, with regular meetings helping to maintain momentum and drive continuous improvement. The Corporate Health and Safety Group, which meets quarterly and includes Trade Union representation, provides a valuable forum for shared learning, partnership working, and collective problem-solving.

Together, these arrangements are helping to embed a more resilient and responsive health and safety culture across the organisation - one that supports our people, protects our services, and delivers better outcomes for our communities.

**We have strengthened our Health and Safety Network providing a firm foundation for the future.**

**In 2025/26 we will establish Directorate Health and Safety Groups in those Directorates where they do not already exist.**

**We recognise the need to strengthen our corporate health and safety systems and processes, improve the quality of information and data and establish more effective arrangements for health and safety monitoring, inspection and audit. This will provide our Strategic Leadership Team with the necessary assurances and enable us to demonstrate continual improvement.**

# ACCIDENTS & INCIDENTS

Monmouthshire County Council remains committed to continuous improvement in health and safety performance, with a strong focus on creating a safer and healthier workplace for all. Our proactive approach to accident and incident management is central to reducing work-related harm and fostering a culture of learning and prevention.

## Reporting and Investigation Process

Managers are empowered to report and investigate all work-related accidents and incidents using structured reporting proformas, some of which have been digitalised

This process supports the identification of root causes and contributing factors, enabling the implementation of corrective actions to prevent recurrence and improve working conditions.

Investigations are proportionate to the severity of the incident, with support provided by Directorate Health and Safety Leads and the Corporate Health and Safety Team.

For serious incidents, the Corporate Health & Safety Manager leads the investigation to ensure a thorough and consistent response.

All reports are reviewed by the Corporate Health and Safety Team to:

- Confirm work-related status
- Ensure investigations are completed appropriately
- Meet statutory reporting requirements under RIDDOR

This oversight ensures compliance and supports timely, targeted interventions.

## Incident Overview – 2024/25

A total of 263 incidents were reported via the Council's online system. Following review, 188 incidents were confirmed as work-related, a welcome reduction in the 289 reported in 2023/23, and 75 incidents were deemed non-work-related and managed locally with appropriate communication

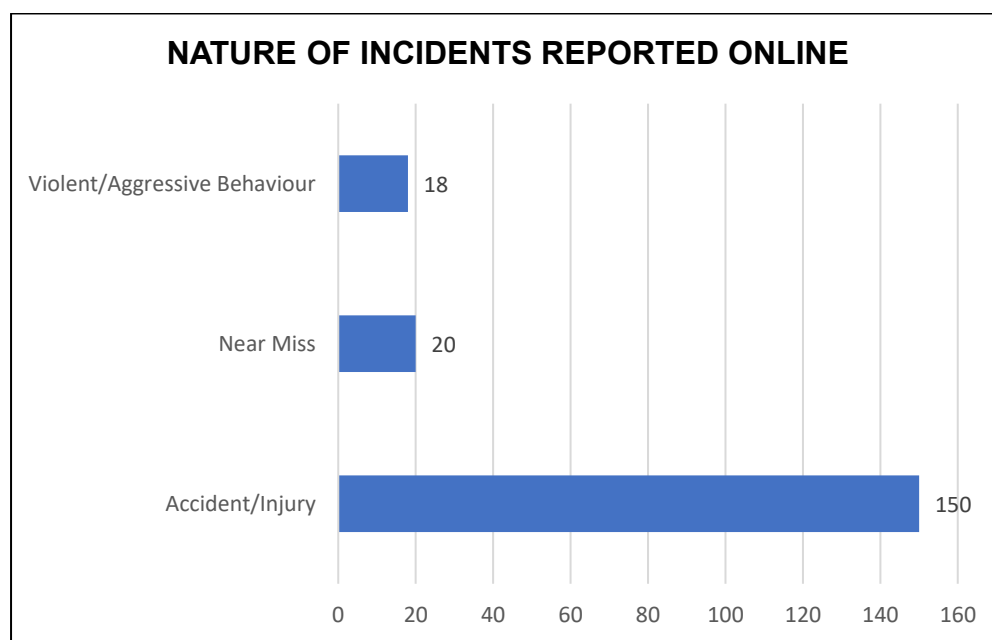
Non-work-related incidents included sports injuries and falls in care settings where environmental or supervisory factors were not involved.

The Communities and Place Directorate reported the highest number of work-related incidents (100), followed by Social Care, Safeguarding and Health (59). These

figures reflect strong engagement with the reporting process and provide valuable insights for future improvements.

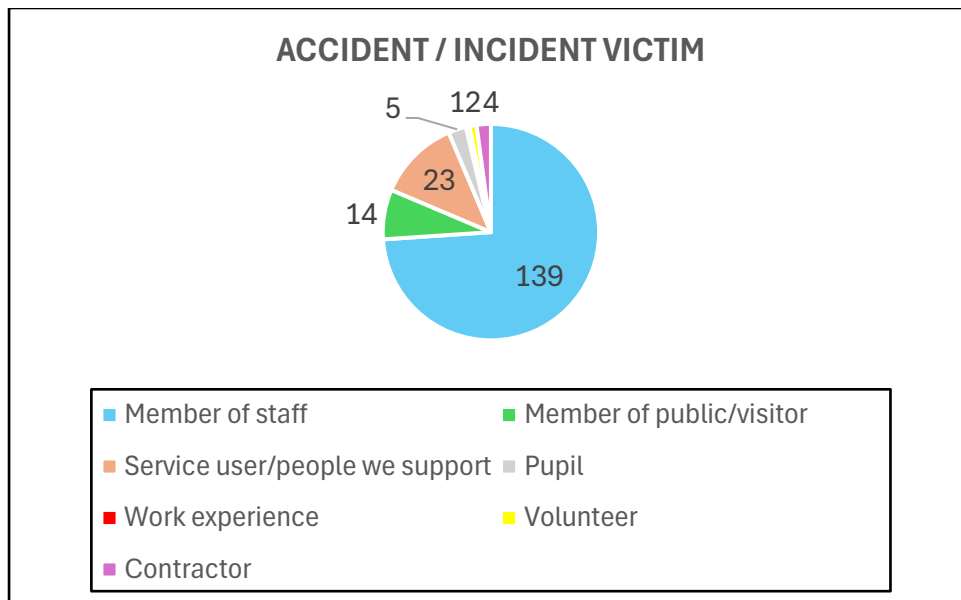
## Incident Types

Most of the incidents reported online were accidents/injuries (**150**), although there were **18** cases of violent/aggressive behaviour and **20** near misses.



## Victim Profile

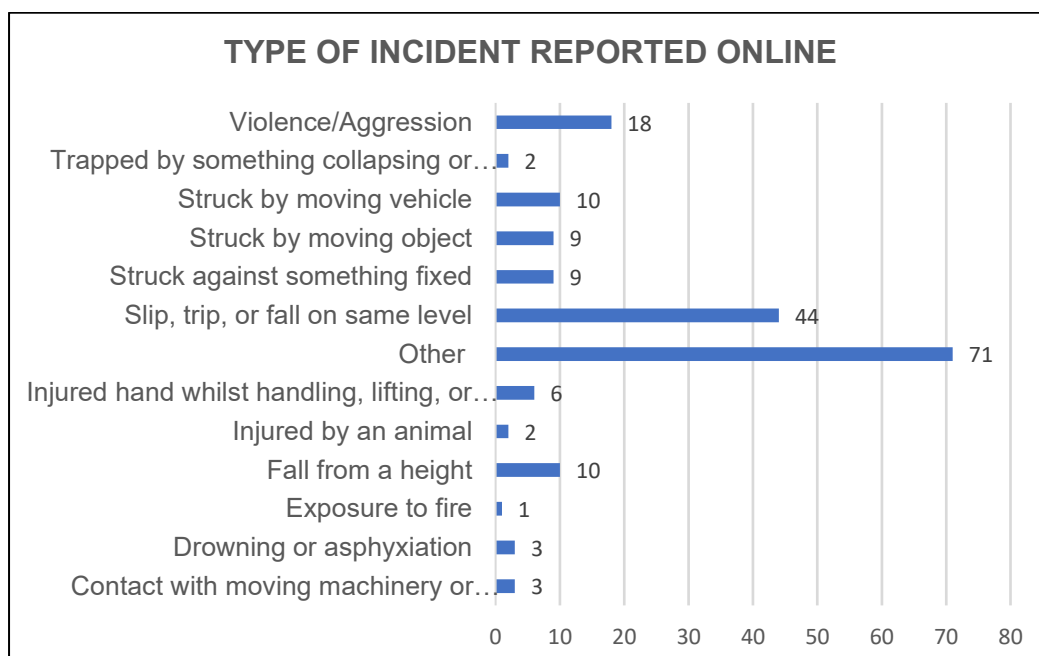
In 74% (139 cases) of work-related accidents/incidents reported online the victim was a member of staff:



## Accident categories

There was significant variation in the types of accidents reported. The most common were:

- Slips, trips, or falls on the same level (23%)
- Other (38%) – a broad category capturing diverse incidents



## Violence and Aggression in Schools

In addition to incidents reported via the Council's online system, schools reported:

- 145 incidents of violence/aggression toward school employees
- 15 work-related accidents/incidents/near misses

Incidents of violence and aggression in schools are increasing, reflecting a national trend. In March 2025, the NASUWT published [Violence and Aggression in Schools](#), highlighting that:

- Violent incidents in schools have more than doubled in the last three years
- 35.5% of teachers experienced physical abuse or violence from learners in the past year
- 92% experienced verbal abuse
- The crisis may be contributing to increased teacher absences due to poor mental health.

## Priorities for 2025/26

While improvements have been made in accident and incident reporting, further work is required to enhance data quality, particularly in relation to violent and aggressive behaviour, where underreporting remains an issue, especially in schools where the reporting process has not yet been digitalised.

In 2025/26, the Council will prioritise:

- Strengthening reporting and investigation processes
- Improving support for employees affected by violence and aggression at work
- Enhancing data capture and analysis to inform targeted interventions

**By fostering a culture of accountability, learning, and continuous improvement, we are making meaningful progress toward a safer and more resilient organisation. In 2025/26 we will be working to ensure employees subject to work related violence and aggression are more effectively supported.**

# RIDDOR NOTIFICATIONS

Some workplace accidents/incidents are notifiable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and there are strict timescales within which notifications must be made.

The purpose of a RIDDOR is to inform the HSE that a serious work-related accident or incident has taken place. This allows the appropriate enforcing authority to respond and ensure compliance with health and safety law. Employers, the self-employed, and people in control of work premises are responsible for submitting RIDDOR reports.

The following injuries are reportable under the RIDDOR Regulations when they result from a **work-related accident**:

- the death of any person
- specified injuries to workers
- injuries to workers which result in them being incapacitated for more than 7 consecutive days immediately following the day of the accident
- non-fatal injuries to people other than workers (such as customers or volunteers) which result in them being taken directly to hospital for treatment

## Occupational diseases

Employers and self-employed people must report the diagnosis of certain occupational diseases, where these are likely to have been caused or made worse by their work.

## Dangerous occurrences

A dangerous occurrence is one which 'arises out of or in connection with work' and could risk harm to others. Not all of these events need to be reported.

## Gas incidents

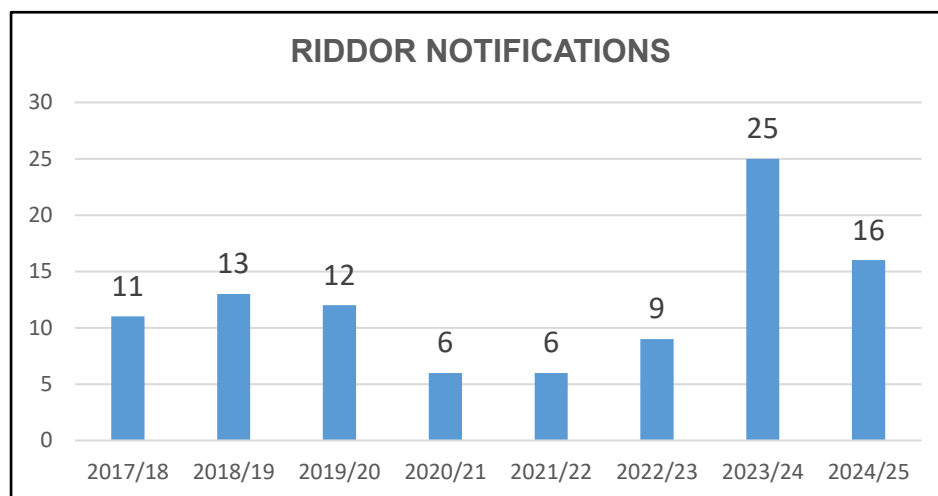
Distributors, fillers, importers and suppliers of flammable gas must report incidents in connection with that gas, where a serious incident has occurred.

RIDDOR notifications are submitted online by our Corporate Health & Safety Team following discussion with the relevant manager. Further information is available at the link below:

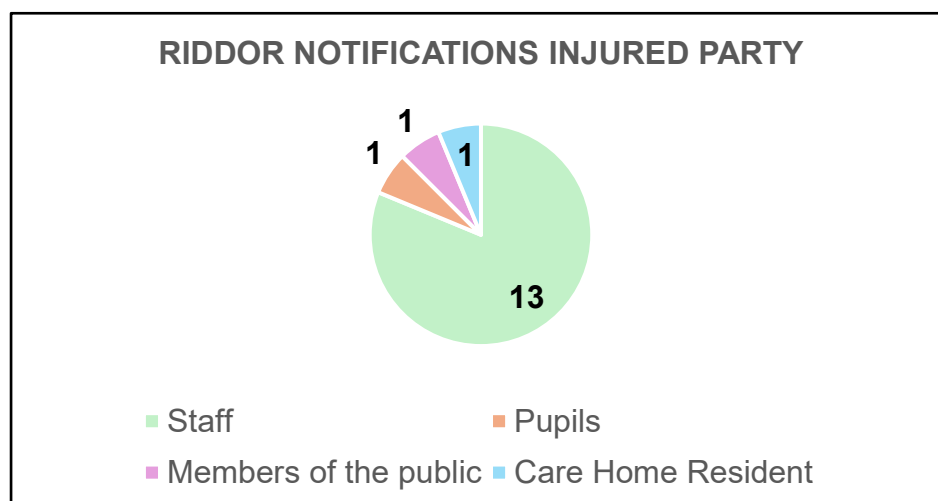
<https://www.hse.gov.uk/riddor/key-definitions.htm>



In 2024/25 the Council reported 16 accidents/incidents to the HSE under RIDDOR compared with 25 in the previous year. Details of these, together with subsequent remedial actions to prevent a recurrence are provided in Appendix 2.

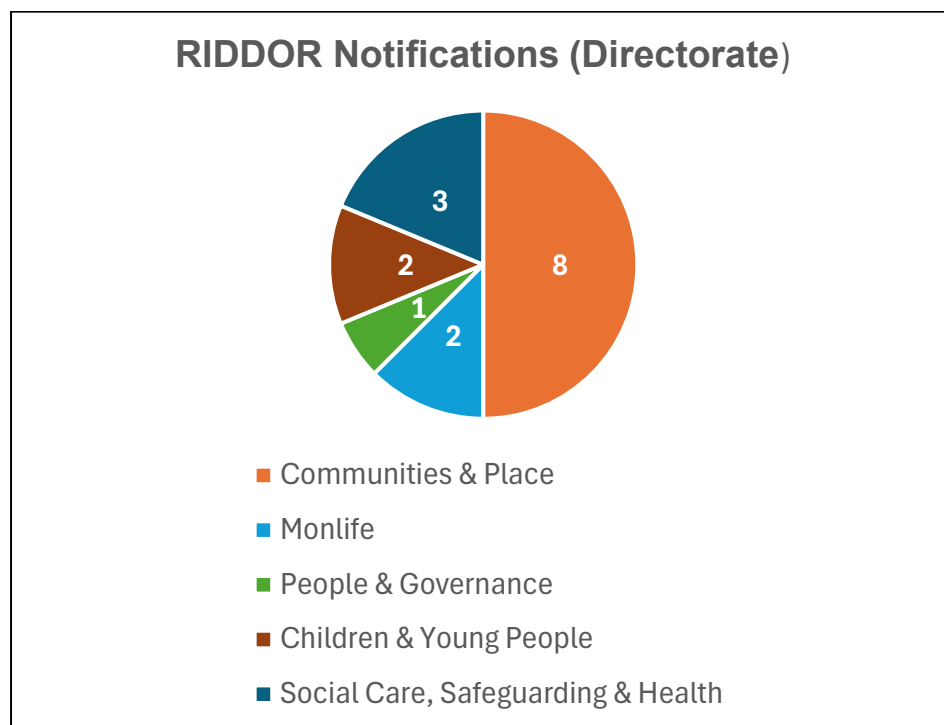


Thirteen of the RIDDOR notifications related to employees, of which three had sustained fractures and a further 10 had reported more than 7 consecutive days off work as a result of their injuries. The remaining three RIDDOR notifications related to injuries to an adult in our care (1), a pupil (1) and a member of the public (1).



Slips, trips and falls were the cause of eight of the RIDDOR notifications relating to employees.

The chart below illustrates RIDDOR notifications by Directorate with Communities and Place (8) reporting the highest number, followed by Social Care, Safeguarding & Health (3).



Whilst none of the notifiable accidents/incidents were subject to further investigation by the HSE, we carried out our own investigations and used the learning to implement changes to prevent recurrences.

**Although the number of RIDDOR notifications was down on the previous year, they are still higher than each of the previous six years. This could be the result of increased awareness of the reporting requirements.**

**As a result of work to digitalise our processes, confidence in the quality of our data and processes relating to RIDDOR notifications is high and timely notifications are made to the HSE.**

# SICKNESS ABSENCE

Sickness absence is an inevitable aspect of working life, with employees occasionally requiring time off due to physical or mental health issues. It is essential that both aspects of health are treated with equal importance. According to the Office for National Statistics, an estimated 148.9 million working days were lost due to sickness or injury across the UK in 2024, equating to an average of 4.4 days per worker. More working days were lost by workers in the public sector than the private sector, with **5.9** working days lost per worker in local government.

Within our organisation, a total of 35,340 working days were lost to sickness absence during 2024/25. This equates to **12.68** lost working days per full-time equivalent (FTE) employee, compared to 11.76 in 2023/24 and 12.48 in 2022/23. Of these, **66.2%** were attributed to **long-term** absence and **33.8%** to **short-term** absence.

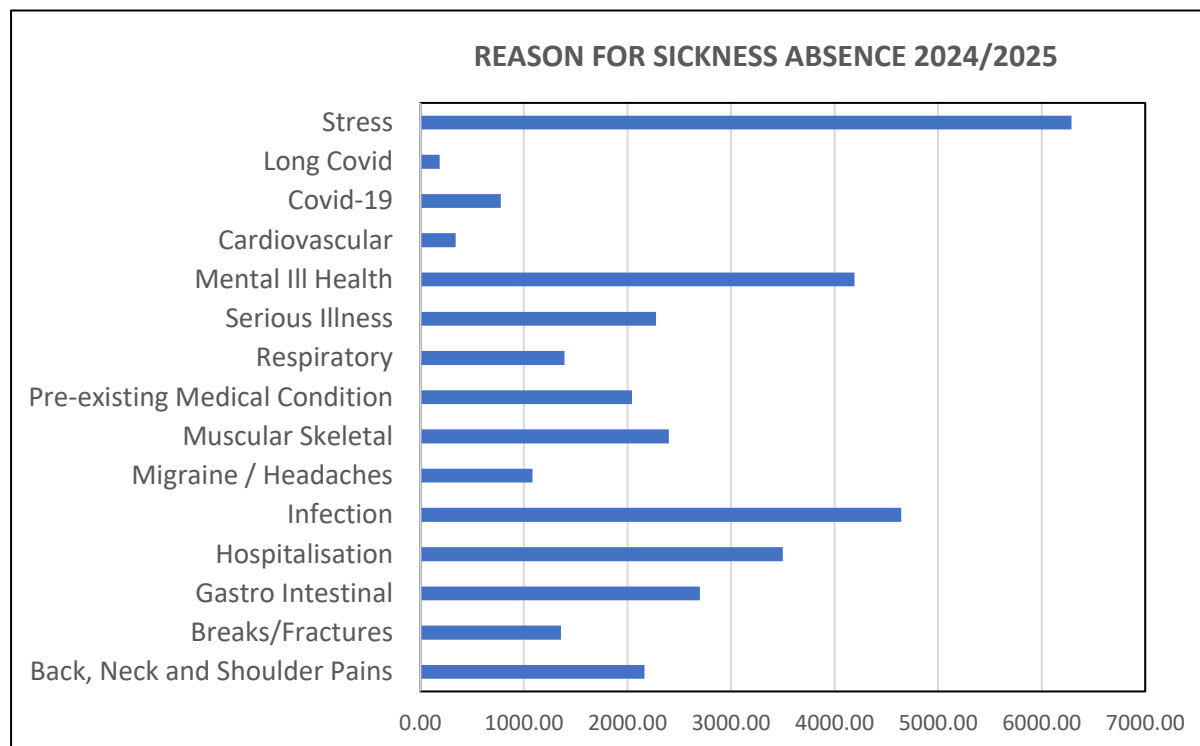
The following table shows the number of lost working days per FTE by Directorate.

NUMBER OF LOST WORKING DAYS PER FTE BY DIRECTORATE	
2024/25	
Chief Executives	6.00
Children & Young People	6.13
Communities & Place	16.16
Law & Governance	2.62
Monlife	9.84
Resources	7.24
Schools	10.21
Social Care, Safeguarding & Health	17.58
Whole Authority	12.68

Directorates with larger headcounts and frontline services tend to report higher levels of sickness absence per FTE.

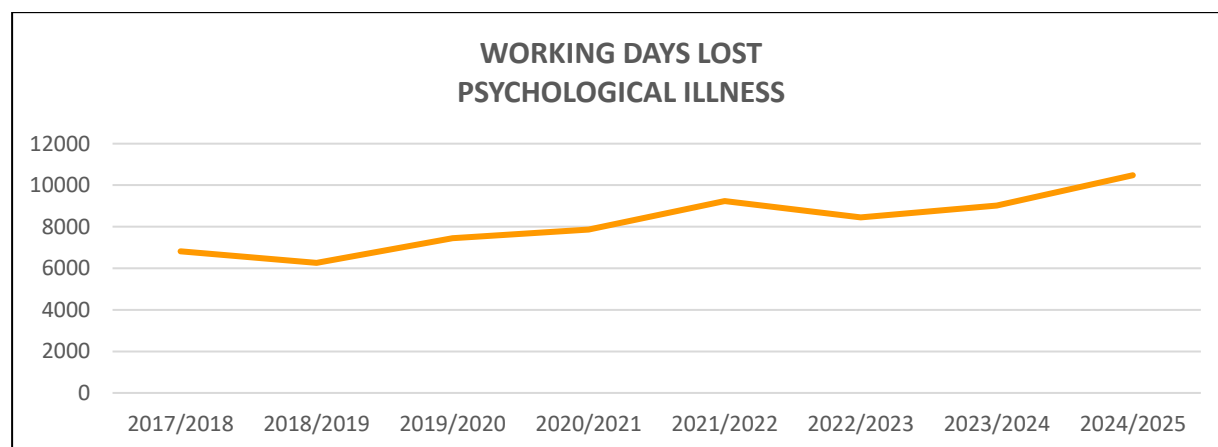
## Primary Causes of Sickness Absence

The leading cause of absence in 2024/25 was psychological illness, including mental ill health and stress. This was followed by infection and hospitalisation. The breakdown of sickness absence by category is as follows:



Psychological absence accounted for 10,479 lost working days, an increase from 9,015 in 2023/24 and 8,450 in 2022/23. This category now represents 29.7% of all sickness absence, up from 26.7% and 23.5% in the previous two years respectively.

The overall upward trend in psychological absence is shown below:



## Work Related Sickness Absence

Although we record detailed information about sickness absence, our reports do not currently enable us to identify that which is work related with sufficient confidence. We will be prioritising work in 2025/26 to enable us to report work related sickness and target suitable interventions to secure improvements as appropriate.

## Financial and Operational Impact

The high level of sickness absence presents a significant concern, not only due to direct costs but also because of indirect impacts, including:

**Replacement labour:** Temporary staff or agency cover

**Overtime payments:** Additional hours for existing staff

**Administrative burden:** HR and managerial time spent managing absences

**Training costs:** For temporary replacements

**Service quality:** Potential decline in customer satisfaction

**Team morale:** Reduced productivity among remaining staff

## Planned Actions for 2025/26

To address the increasing burden of sickness absence, the following strategic actions will be prioritised:

- Strengthening absence management processes, including a review of our Sickness Absence Management Policy
- Enhancing mental health support
- Promoting physical health initiatives

**We recognise that sickness absence is a significant and increasing financial burden on the authority and in 2025/26 we will work to strengthen our sickness absence management processes.**

**We will also prioritise efforts to better identify and address work-related sickness absence. Improved collaboration between Corporate Health and Safety, HR, Systems and Data teams will be essential to enable targeted interventions.**

**The re-launch of Connect 5 Wellbeing Training in 2025 will empower employees to improve their own mental wellbeing and support others through confident, informed conversations. wellbeing.**

# OCCUPATIONAL HEALTH

In 2024/25, the Council continued its partnership with Insight, our outsourced Occupational Health provider. Insight plays a key role in supporting the management of sickness absence, conducting work-health assessments, and delivering health surveillance programmes.

## Health Surveillance Programme

Working collaboratively with Insight, we delivered a proactive health surveillance programme targeted at employees exposed to specific occupational health risks. Health surveillance is a statutory requirement for individuals who may be exposed to hazards such as:

- Noise
- Vibration
- Dust
- Fumes
- Hazardous substances

These checks are essential even when control measures are in place, as such measures may not always be fully reliable despite regular maintenance, training, and monitoring.

Managers are responsible for identifying employees who require health surveillance.

In 2024/25, 93 employees attended health surveillance clinics. Two levels of surveillance were offered:

**Basic checks:** Audio and Hand Arm Vibration Syndrome (HAVS)

**Safety Critical Medicals**, which included:

- |                             |                                       |
|-----------------------------|---------------------------------------|
| • Audiometry                | • Musculoskeletal evaluation          |
| • Spirometry                | • Vision testing                      |
| • Skin assessments          | • Comprehensive medical questionnaire |
| • HAVS screening            |                                       |
| • Blood pressure monitoring |                                       |

It is important to note that health surveillance differs from health monitoring, health promotion, or general health screening. It is specifically designed for workers at risk and serves to:

- Identify necessary actions to prevent harm
- Provide a platform for employees to raise health concerns
- Reinforce health and safety training and education

The health surveillance programme was successfully delivered to target in 2024/25.

### **Occupational Noise Assessment**

An occupational noise exposure assessment was commissioned during the year which identified elevated noise levels among employees operating glass collection vehicles. Exposure was found to exceed the lower exposure action value, prompting the implementation of enhanced control measures to mitigate the risk of work-related hearing damage.

### **Occupational Health Referrals**

Insight provides managers with expert occupational health advice and support. In 2024/25, **327** employees were referred to Insight for occupational health assessments. Referral reasons varied, with **29** cases related to work-related stress and **3** cases linked to work-related accidents.





# HEALTH & SAFETY TRAINING

Training is a fundamental component of the Council's health and safety management system. In line with our legal obligations, we are committed to providing employees with appropriate information, instruction, and training to safeguard their health and safety, as well as that of others. This duty is embedded in key legislation, including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations

## Training Delivery Methods

Training is delivered through a variety of formats to suit operational needs and learning preferences:

- Formal face-to-face sessions
- Informal, on-the-job instruction
- Written guidance
- E-learning (self-paced)
- Online learning (real-time instruction)
- Verbal instruction

## Key Developments in 2024/25

- The Council focused on improving the capture of training data to identify gaps, share best practice, and promote consistency and efficiency across services.
- Collaboration with a neighbouring authority to deliver Asbestos Awareness and Management of Asbestos training following a review which identified areas for improvement.
- RLSS Trainer Assessor Awards: Three employees were upskilled to deliver lifeguard training and support monthly refresher sessions.

It is anticipated that going forward, more health and safety training will be delivered through e-learning and our Corporate Health and Safety Manager is working closely

with our Corporate Training Team to explore opportunities using *Thingi*, our new digital learning management system. The benefits of e-learning include:

- Flexibility and self-paced learning
- Cost efficiency
- Consistency in delivery
- Improved time management and motivation
- Scalability and personalised learning
- Enhanced analytics and reporting

### Corporate Training Team Delivery (2024/25)

The following health and safety courses were delivered centrally, in addition to service-specific training:

Title	Number of courses
First Aid at Work	3
Emergency First Aid at Work	23
Paediatric First Aid	2
Emergency Paediatric First Aid	3
Management of Aggression & Personal Safety Awareness	3
Fire Evac Chair	5
Manual Handling Awareness	10
Fire Safety Awareness (Thingi)	1517 members of staff
Fire Warden	4
L2 Health & Safety in the Workplace (Highfield)	2
Legionella Awareness	2
Risk Assessment Awareness/Dynamic Risk Assessment for Drivers	10
Ladder Safety/Working at Height	5
COSHH	4

## Operations related training (Number of courses)

- L1 H&S in a Construction Environment = 5 days (this isn't a course; a group of delegates complete a test paper only)
- Highways Induction = 3
- Reversing Assistant = 5
- Traffic Management = 43
- Vehicle Restraint Systems = 27
- Telehandler = 7
- Abrasive Wheels = 3
- Load Security & Safe Trailer Hitching = 6
- Chainsaw/Strimmer/Brushcutter/Hedgecutter/Woodchipper = 8
- Excavator = 4
- Pesticides = 1
- Pressure Washer (depot wash down bays) = 23
- Winter Service Operations = 11
- Hand Arm Vibration Syndrome (HAVS) = 4
- Forklift Truck = 9



The Mon Workforce Development Team delivers tailored health and safety training to social care and health employees, foster carers, micro carers, third sector organisations, and partners. This training is aligned with Social Care Wales Workforce Development Programme (SCWWDP) priorities and is provided free of charge.

Training is delivered by one full-time and two part-time in-house trainers, supported by subject matter experts from the Council and Aneurin Bevan University Health Board. Sessions are held at Innovation House, across weekdays, evenings, and weekends, with access to specialist equipment including hospital beds, hoists, and first aid kits.

A total of **1,833** individuals received health and safety training through this programme:

Course Title	No. of courses	No. of people trained
<b>Face to Face</b>		
Emergency First Aid	19	218
First Aid at Work	3	33
Paediatric Emergency First Aid	6	24
Personal Safety Awareness	5	113
Fire Evacuation	2	38
Fire Warden	2	16
Manual Handling Foundation	17	192
Manual Handling Refresher	21	135
Key Handler 3 day	3	16
Reablement and positive risk taking	6	121
Manual Handling Sitting, Standing, Walking	4	15
Care of Medications	15	281
Food Safety Level 2	4	40
Food Safety Level 3	1	13
Trainer led foster carer H&S learning (various)	18	186
<b>Virtual</b>		
COSHH Awareness	Self-directed	102
Infection Prevention		92
Health & Safety		93
Food Safety Level 2		105

## Changing The Conversation on Mental Well-Being



In 2025/26, the Council will re-launch Connect 5 Wellbeing Training, a free programme for sector providers. Its objectives include:

- Empowering individuals to improve their own mental wellbeing
- Building confidence to engage in open conversations about mental health
- Providing suicide awareness and signposting resources

## Looking Ahead to 2025/26

Key priorities for the coming year include:

- Developing a consistent approach to mandatory health and safety training across services
- Expanding the use of the Thinqi learning management system
- Increasing the range of health and safety e-learning modules available

**The Council's digital learning platform provides an exciting opportunity to deliver and manage health and safety training. We will be increasing the range of health and safety e-learning available in 2025/26**

# REGULATORY OVERSIGHT

The health and safety regulator for local authorities in Great Britain, including Monmouthshire County Council is the **Health and Safety Executive (HSE)**. **South Wales Fire and Rescue** is the fire safety regulator.

Regulators carry out both **planned** and **reactive** interventions at workplaces to ensure they are safe and may use their enforcement powers to secure improvements. There are strict penalties for non-compliance with can include **unlimited fines** and/or **imprisonment for up to two years**.

In the case of the HSE, they operate a **fee for intervention scheme** whereby they recharge employers for their time if they identify a **material breach**.

## Regulatory Activity in 2024/25

During the reporting period, the Council was subject to further intervention by the HSE following previously identified concerns regarding the management of asbestos risks. Inspections were carried out at:

- **Abergavenny Market**
- **Gilwern Outdoor Centre**
- **Abergavenny Leisure Centre**

The HSE Inspector acknowledged progress since the previous visit but expressed concern regarding the Council's capacity and capability to manage asbestos risks in full compliance with regulatory requirements.

In addition, an unannounced fire safety inspection was conducted by South Wales Fire and Rescue Service at Shire Hall, Monmouth in June 2024. The inspection had a **positive** outcome, with **no areas of non-compliance** identified.

**The Council has developed positive working relationships with both health and safety regulators. Our Corporate Health and Safety Team acts as a single point of contact, ensuring consistent communication and appropriate escalation of issues to the Strategic Leadership Team when necessary.**

**In direct response to HSE feedback, the Council is developing proposals to strengthen the capacity and capability of its Property Services Team, ensuring more effective management of property related health and safety risks going forward.**

# INSURANCE CLAIMS

## Employer's Liability Claims

An **employer's liability claim**, often referred to as a **workplace accident claim**, may arise when an employee or volunteer suffers injury or financial loss due to a work-related incident. To succeed in such a claim, the claimant must demonstrate that the Council was **negligent**, and that this negligence directly caused the incident and resulting harm.

The Council acknowledges its **duty of care** to all employees and volunteers, and takes all reasonable steps to provide a safe working environment. Compliance with health and safety legislation is central to this commitment. Breaches of these regulations can result in serious consequences, including injury and legal liability.

Key employer responsibilities include:

- Providing appropriate and adequate training to ensure safe working practices
- Supplying suitable equipment and personal protective equipment (PPE)
- Maintaining a safe working environment and regularly inspecting equipment
- Implementing and maintaining safe systems of work

Where these duties are not met, the Council may be subject to an employer's liability claim. To mitigate this risk, the Council maintains **comprehensive employer liability insurance** to cover potential compensation costs arising from proven negligence or statutory breaches.

Since 2019, the Council has received **14 employer liability claims**, resulting in **£27,768** in compensation payments. In 2024/25, **one new claim** was received, which remains open. The potential compensation for this case is **£7,250**, subject to change as the case progresses.

## Public Liability Claims

A public liability claim may be made when a member of the public suffers injury in a public space due to alleged negligence. Claimants typically have three years to initiate such claims.

In 2024/25, the Council received 28 public liability claims where potential health and safety shortcomings may have contributed to the incident. To date, £4,993 has been paid in compensation. However, 22 cases remain open, with potential further payments of up to £78,974.

## Learning from Claims

The Council's Principal Insurance and Risk Manager plays a key role in the Corporate Health and Safety Group, supporting a collaborative approach to learning from insurance claims. Through effective communication and data triangulation, we are strengthening our understanding of incidents and improving future risk management.

We recognise the value of learning from both successful and defended claims. Where compensation has been paid, we examine the circumstances to identify improvements. Conversely, where claims have been successfully defended, we use these cases to reinforce the importance of robust health and safety practices and documentation.

**We have effective communication mechanisms in place ensure that lessons learned from insurance claims are shared and acted upon.**



# PROVIDING ASSURANCE

Under the Management of Health and Safety at Work Regulations, all employers are required to have arrangements in place for the effective planning, organisation, control, monitoring, and review of measures to protect people at work.

The Health and Safety Executive (HSE) promotes the **Plan, Do, Check, Act approach** as a best practice framework:

**Plan:** Identify what needs to be done

**Do:** Implement the plan effectively

**Check:** Monitor and evaluate control measures

**Act:** Take corrective action where necessary

This cyclical process supports continuous improvement by:

- Identifying areas for development
- Enabling timely interventions to protect staff and others
- Embedding a culture of ongoing review and improvement

## Internal and Service-Level Monitoring

The Council's Internal Audit Team plays a key role in providing assurance by reviewing health and safety risk assessments and verifying the implementation of control measures where it is appropriate. Findings are reported to senior managers and the Corporate Health and Safety Manager.

In addition, several service areas have developed their own compliance monitoring arrangements, and some have achieved third-party accreditation. However, we acknowledge that in some areas, there is insufficient evidence of formal, planned monitoring. This limits our ability to provide the Strategic Leadership Team with full assurance that health and safety risks are being effectively managed.

## Examples of Assurance in Practice

- **Highways Team:** Maintains exemplary health and safety standards in a high-risk environment. Accredited to ISO 45001, the team is regularly audited by the South Wales Trunk Road Agent (SWTRA) and Welsh Government (WG), and has been commended for its robust systems, site safety practices, and team engagement.
- **Grounds Team:** Achieved SMAS Worksafe accreditation, demonstrating best practice in workplace health and safety.
- **Indoor Playcentre, Monmouth:** Successfully met RoSPA health and safety standards during its annual inspection.
- **Gilwern Outdoor Adventure Centre:** Awarded a licence under the Adventure Activities Licensing Regulations (AALR) 2004.
- **Property Services:** Compliance officers conduct regular inspections of Council properties to verify adherence to health and safety requirements.

It is essential that monitoring activities are not only carried out but also clearly communicated to managers and used to drive improvement. Monitoring must be seen as an input that leads to measurable outcomes, such as improved compliance and a reduction in incidents.

**In 2025/26, we will prioritise the development of a risk-based, more consistent and robust approach to health and safety monitoring and assurance across all Directorates. This work will be informed, in part, by an internal audit of the Property Services compliance function scheduled for the year.**

# NATIONAL PRIORITIES

## National health and safety priorities 2025/26

- **Occupational Lung Disease.**  
This includes managing risks associated with asbestos
- **Legionella Control**  
With a focus on preventing Legionnaires disease particularly in infrequently used water systems or those with a poor history of control
- **Work Related Stress**  
Raising awareness and addressing the impact of work related stress on employee wellbeing
- **Violence and Aggression**  
Mitigating risks to lone workers and customer facing employees
- **Musculoskeletal Disorders**  
Ensuring adequate risk assessments for manual handling activities
- **Noise in the Workplace**  
Focusing on the use of hearing protection and health surveillance
- **Planned Preventative Maintenance**  
Ensuring work equipment is properly maintained

**The Corporate Health and Safety team will work to ensure Council priorities for health and safety are aligned with national priorities where this is appropriate. This will protect the Council's interests and ensure areas of most risk are afforded the highest priority.**

# LOOKING FORWARD

## Our priorities for 2025/26

- Complete the review of the Council's health and safety policies
- Work closer with HR, Systems and Data colleagues to develop a better understanding of the proportion of sickness absence that is work related
- Explore with colleagues across the organisation strategies for tackling lost working days due to psychological illness
- Develop the Council's online health and safety training offering
- Develop health and safety information on the Hub and explore options for improving access to health and safety information for schools
- Further develop online accident and incident reporting focusing particularly on violence in schools and develop and deliver accompanying training
- More effectively support employees who are subject to violence and aggression at work
- Improve health and safety communications
- Further digitalise health and safety systems and processes
- Establish Directorate Health and Safety Groups in those Directorates where they do not already exist
- Further strengthen arrangements for managing asbestos in Council properties
- Review the Council's arrangements for managing fire risks in its buildings
- Develop proposals for a programme of health and safety assurance audits
- Develop proposals for an Employee Protection Register
- Re-launch Connect 5 wellbeing training
- Strengthen our health and safety performance framework, developing a dashboard of performance indicators that can be monitored through our Corporate Health and Safety Group and regularly reported to enable us to track progress

**The production of this Annual Health and Safety Report has provided the opportunity to reflect on our achievements in 2024/25 and consider our priorities for the year ahead.**

**Additional capacity in the team means we can adopt a more proactive approach and consider how we can most effectively obtain the necessary assurances around the Council's health and safety performance.**

## Health &amp; Safety Risk Register (updated September 2025)

Ref	1	Risk	Potential risk that:				
			<p>The Council's health and safety policies and guidance are not subject to regular review and there are some policy gaps. The risk is that:</p> <ul style="list-style-type: none"> <li>• they may not be consistent with current legislation and official guidance</li> <li>• respective roles and responsibilities for health and safety may not be sufficiently clear</li> <li>• staff and others impacted by the Council's activities may be exposed to health and safety risks</li> <li>• there will be an inconsistent approach to managing health and safety risks across the Council</li> <li>• the Council may not be able to defend insurance claims</li> <li>• the Council may be at risk of enforcement action for breaches of health and safety/fire safety legislation</li> </ul>				
Risk Owner	Peter Davies	Strategic objective	Ensuring the Council's health and safety policies and guidance is subject to regular review will contribute to ensuring Monmouthshire is a <b>safe place to live</b>	Risk category and appetite level	<b>Risk Categories</b> <ul style="list-style-type: none"> <li>• Legal and regulatory</li> <li>• People</li> <li>• Reputational</li> <li>• Governance</li> </ul> <b>Appetite level</b> <ul style="list-style-type: none"> <li>• Health &amp; Safety (1)</li> <li>• Reputational (2)</li> <li>• People (1)</li> <li>• Legal &amp; Regulatory (1)</li> </ul>	Terminate/treat/transfer/tolerate	Treat
Reason why Identified							
Some of the Council's health and safety policies are out of date and do not sufficiently set out respective roles and responsibilities. This can lead to role ambiguity and lack of ownership of health and safety potentially compromising the health, safety and well-being of staff and others affected by the Council's activities.							

Risk Level (Pre-mitigation)					Risk Level (Post-mitigation)					Target Risk Level
Year	Likelihood	Impact	Risk Level	Risk Score	Year	Likelihood	Impact	Risk Level	Risk Score	Low (4)
2024/25	3	4	High	12	2024/25	3	4	High	12	
2025/26	3	4	High	12	2025/26	2	4	Medium	8	
2026/27	2	4	Medium	8	2026/27	1	4	Low	4	
Mitigating Actions										
Mitigating Action		Responsibility Holder & Timescale	Mitigation action progress							RAG
Page 110	i) Review Corporate Health and Safety Policy and communicate revised Policy to staff to ensure roles and responsibilities for H&S across the Council are clear and understood.	KT <ul style="list-style-type: none"><li>Review by June 2024</li><li>Consultation June-September 2024</li><li>Sign off by Chief Executive October 2024</li><li>Communication of revised Policy March 2025</li></ul>	Completed							
	ii) Adopting a risk- based approach, develop and implement a plan for reviewing the Council’s suite of subordinate health and safety policies and guidance.	KT <ul style="list-style-type: none"><li>Risk based policy review timetable to be developed and agreed by Corporate H&amp;S</li></ul>	Review timetable in place and good progress being made. Draft policies considered by Corporate Health and Safety Group prior to approval by JAG. Work ongoing.							

Where gaps are identified develop new policy documents.	<div>Group September 2024</div> <ul style="list-style-type: none"><li>• Progress in delivering the policy review plan against the timetable to be reported to Corporate H&amp;S Group quarterly</li></ul>		
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Ref	2	Risk	<b>Potential risk that:</b> The Council's arrangements for reporting work- related accidents, incidents (including violence) and near misses are not sufficiently robust which may mean: <ul style="list-style-type: none"> <li>missed opportunities to take action to prevent recurrences</li> <li>unable to learn lessons from accident investigations</li> <li>health and safety risks not being identified and/or appropriate controls being implemented</li> <li>unable to provide accurate information in response to requests for information (FOI's)</li> <li>failure to notify HSE of relevant incidents within statutory timescales</li> </ul>				
<b>Risk Owner</b>  Page 112	Peter Davies	<b>Strategic objective</b>	Improving arrangements for reporting and investigating work-related accidents and incidents will contribute to ensuring Monmouthshire is a <b>safe place to live</b>	<b>Risk category and appetite level</b>	<b>Risk Categories</b> <ul style="list-style-type: none"> <li>Legal and regulatory</li> <li>People</li> <li>Reputational</li> <li>Governance</li> </ul> <b>Appetite level</b> <ul style="list-style-type: none"> <li>Health &amp; Safety (1)</li> <li>Reputational (2)</li> <li>People (1)</li> <li>Legal &amp; Regulatory (1)</li> </ul>	<b>Terminate/treat/transfer/tolerate</b>	Treat
<b>Reason why Identified</b> Online reporting has been rolled out across all Directorates, with the exception of schools. Until the roll out has been completed there is a reliance on emailing accident reports and maintaining records on spreadsheets. There is evidence of both under and over reporting. There is a need to complete the roll out, increase awareness of the online reporting system and develop training for managers and staff.							



Risk Level (Pre-mitigation)					Risk Level (Post-mitigation)					Target Risk Level
Year	Likelihood	Impact	Risk Level	Risk Score	Year	Likelihood	Impact	Risk Level	Risk Score	Low (4)
2024/25	3	4	High	12	2024/25	2	4	Medium	8	
2025/26	2	4	Medium	8	2025/26	2	4	Medium	8	
2026/27	2	4	Medium	8	2026/27	1	4	Low	4	
Mitigating Actions										
Mitigating Action		Responsibility Holder & Timescale	Mitigation action progress							RAG
Page 113	i) Work with Digital team to Implement necessary modifications to online accident/incident reporting system to reflect structural changes	KT December 2025 (subject to availability of support from Digital team)	Further modifications required to reflect new structures							
	ii) Complete the roll out of on-line accident and incident reporting to schools (including violence)	KT December 2025	Work continuing with digital team to develop a more robust solution for schools							
	iii) Review and revise Council accident and incident reporting and investigation policy	KT December 2025	Drafted and scheduled for consideration by Corporate Health and Safety Group October 2025							

iv) Develop e-learning on workplace accident, incident and near miss reporting which will be mandatory for all staff	KT December 2024	Development ongoing. Scheduled for completion December 2025	
v) Develop accident/incident investigation training for managers	KT December 2024	Development ongoing. Scheduled for completion September 2025	

Ref	3	Risk	<b>Potential risk that:</b> Arrangements for staff health and safety training are inconsistent and, in some areas, inadequate with the risk of: <ul style="list-style-type: none"><li>• non-compliance with legislation, Council health and safety policies and guidance</li><li>• staff sustaining injuries and/or health conditions at work</li><li>• insurance claims which the Council cannot defend</li><li>• enforcement action against the Council</li></ul>							
Risk Owner	Peter Davies	Strategic objective	Adopting a more consistent approach across the Authority to health and safety training will contribute to ensuring Monmouthshire is a <b>safe place to live</b>	Risk category and appetite level	<b>Risk Categories</b> <ul style="list-style-type: none"><li>• Legal and regulatory</li><li>• People</li><li>• Reputational</li><li>• Governance</li></ul>	Terminate/treat/transfer/tolerate	Treat			
					<b>Appetite level</b> <ul style="list-style-type: none"><li>• Health &amp; Safety (1)</li><li>• Reputational (2)</li><li>• People (1)</li><li>• Legal &amp; Regulatory (1)</li></ul>					
<b>Reason why Identified</b>										
The provision of health and safety training is a legal requirement										
<b>Risk Level (Pre-mitigation)</b>					<b>Risk Level (Post-mitigation)</b>					<b>Target Risk Level</b>
Year	Likelihood	Impact	Risk Level	Risk Score	Year	Likelihood	Impact	Risk Level	Risk Score	Low (4)
2024/25	3	4	High	12	2024/25	2	4	Medium	8	
2025/26	2	4	Medium	8	2025/26	1	4	Low	4	
2026/27	1	4	Low	4	2026/27	1	4	Low	4	
<b>Mitigating Actions</b>										

Mitigating Action	Responsibility Holder & Timescale	Mitigation action progress	RAG
<p>i) Develop and implement mandatory H&amp;S awareness and Fire Safety awareness training for all staff.</p> <p>ii) Source and roll out health and safety training for leaders and senior managers</p> <p>iii) Carry out a survey to explore current health and safety training provision across the Council, assess adequacy and opportunities for cost savings, highlight good practice, identify any gaps and make appropriate recommendations</p> <p>iv) Having regard to iii) above develop a health and safety training strategy and plan</p>	<p>KT September 2024</p> <p>KT March 2026</p> <p>KT December 2025</p> <p>KT March 2026</p>	<p>Fire safety e learning developed and available on Thingi</p> <p>NEBOSH HSE <i>Certificate in Health and Safety Leadership Excellence</i> has been identified as suitable training. This training is available online. Decision around funding and further options to be explored.</p> <p>Survey completed. Good practice and some significant gaps identified. Report with recommendations to be considered by Corporate Health and Safety group January 2026</p>	

Ref	4	Risk	<p><b>Potential risk that:</b></p> <p>The systems and processes in place to gain assurance around health and safety are not sufficiently robust across the Council. The HSE has produced Guidance (HSG65) <i>Managing for Health and Safety</i> which advocates a Plan. Do, Check, Act approach. Monitoring and reporting are important elements of health and safety management and, acknowledging that ‘paperwork’ on its own is not a good performance measure, arrangements should be in place to assess how well risks are being controlled in practice. In some circumstances health and safety inspections or audits are necessary to obtain the evidence necessary to provide this assurance. Failing to manage health and safety in accordance with HSG65 could mean that the Council is unable to demonstrate that it is doing enough to comply with the law, specifically the duty under Regulation 5 of the Management of Health and Safety Regulations 1999 which states:</p> <p><i>Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, <b>monitoring</b> and review of the preventive and protective measures.</i></p>				
<b>Risk Owner</b>  Page 117	Peter Davies	<b>Strategic objective</b>	Improving the Council’s arrangements for monitoring its health and safety performance will contribute to ensuring Monmouthshire is a <b>safe place to live</b>	<b>Risk category and appetite level</b>	<b>Risk Categories</b> <ul style="list-style-type: none"> <li>• Legal and regulatory</li> <li>• People</li> <li>• Reputational</li> <li>• Governance</li> </ul> <b>Appetite level</b> <ul style="list-style-type: none"> <li>• Health &amp; Safety (1)</li> <li>• Reputational (2)</li> <li>• People (1)</li> <li>• Legal &amp; Regulatory (1)</li> </ul>	<b>Terminate/treat/transfer/tolerate</b>	Treat
<b>Reason why Identified</b>							
<p>There is a legal requirement (Reg. 5 Management of Health and Safety at Work Regulations 1999) to put in place arrangements to monitor and review health and safety preventive and protective measures.</p>							

Risk Level (Pre-mitigation)					Risk Level (Post-mitigation)					Target Risk Level
Year	Likelihood	Impact	Risk Level	Risk Score	Year	Likelihood	Impact	Risk Level	Risk Score	
2025/26	4	4	High	16	2025/26	4	4	High	16	
2026/27	*	*	*	*	2026/27	*	*	*	*	
2027/28	*	*	*	*	2027/28	*	*	*	*	
*The risk levels pre and post mitigation are yet to be determined for future years as the mitigating actions planned for 2024/25 will provide evidence of the adequacy of current arrangements but not in themselves reduce the risk. Implementation of any recommendations will reduce the risk.										
Mitigating Actions										
Mitigating Action		Responsibility Holder & Timescale	Mitigation action progress							RAG
Page 118	i) Undertake a health and safety assurance audit to identify current arrangements in place across the Council to monitor and report health and safety performance.		KT April 2025	High level review completed which identified some good practice but also some significant gaps.						
	ii) Having regard to i) above, assess the adequacy of current arrangements and make recommendations for improvement as necessary, having regard to capacity and capability across the Council		KT December 2025	Work to develop recommendations for improvement ongoing. Capacity in Corporate H&S increased to provide central resource for assurance function. Preliminary discussion with internal audit about proposal for H&S assurance in schools. To be informed by internal audit of Compliance function in Property Services. Revised completion date December 2025.						

Ref	5	Risk	Potential risk that: Controls to protect the health, safety and welfare of lone workers are either not in place or not being effectively implemented across some services which compromises staff safety								
Risk Owner	Peter Davies	Strategic objective	Implementing effective controls to protect the health and safety of lone workers will contribute to ensuring Monmouthshire is a <b>safe place to live</b>	Risk category and appetite level	Risk Categories <ul style="list-style-type: none"><li>Legal and regulatory</li><li>People</li><li>Reputational</li><li>Governance</li></ul> Appetite level <ul style="list-style-type: none"><li>Health &amp; Safety (1)</li><li>Reputational (2)</li><li>People (1)</li><li>Legal &amp; Regulatory (1)</li></ul>		Terminate/treat/transfer/tolerate	Treat			
Reason why Identified											
The risks associated with lone working and the need for improved controls has been raised by staff. The Council has a legal duty to ensure workers are safe.											
Page 119	Risk Level (Pre-mitigation)				Risk Level (Post-mitigation)					Target Risk Level	
	Year	Likelihood	Impact	Risk Level	Risk Score	Year	Likelihood	Impact	Risk Level	Risk Score	Low (4)
	2025/26	3	4	High	12	2025/26	2	4	Medium	8	
	2026/27	2	4	Medium	9	2026/27	1	4	Low	4	
	2027/28	1	4	Low	4	2027/28	1	4	Low	4	

Mitigating Actions			
Mitigating Action	Responsibility Holder & Timescale	Mitigation action progress	RAG
i) Review and revise as appropriate the Council's lone working policy.	KT September 2025	Completed and will be considered by JAG September 2025	
ii) Following consultation and sign off, communicate the Council's lone worker policy to staff	KT October 2025	Awaiting sign off	
iii) Identify and roll out suitable lone worker training for staff and managers	KT October 2025	E learning under development. Face to face training currently being rolled out across Directorates.	



Ref	6	Risk	Potential Risk that: Workers are subject to violence and aggression at work which may result in injury, lost working days, anxiety and subsequent insurance claim and the Council’s arrangements for managing these risks are found to be inadequate.							
Risk Owner	Peter Davies	Strategic objective	Improving the Council’s arrangements for managing the risk of violence and aggression to workers will contribute to ensuring Monmouthshire is a <b>safe place to live</b>	Risk category and appetite level	Risk Categories <ul style="list-style-type: none"><li>Legal and regulatory</li><li>People</li><li>Reputational</li><li>Governance</li></ul> Appetite level <ul style="list-style-type: none"><li>Health &amp; Safety (1)</li><li>Reputational (2)</li><li>People (1)</li><li>Legal &amp; Regulatory (1)</li></ul>	Terminate/treat/transfer/tolerate	Treat			
Reason why Identified										
The Council has a legal duty to ensure the health, safety and welfare at work of its employees. The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risks to employees and make arrangements for their health and safety by effective: planning, organisation, control, monitoring and review. The risks covered should include the need to protect employees from exposure to reasonably foreseeable violence. There is evidence of an increase in violence and aggression to workers and it is important that the Council has robust arrangements in place for managing the risks and recording incidents. Trade Unions have requested consideration of a <i>Potentially Violent Persons Register</i> to be available to the Council’s front- line workers.										
Risk Level (Pre-mitigation)					Risk Level (Post-mitigation)					Target Risk Level
Year	Likelihood	Impact	Risk Level	Risk Score	Year	Likelihood	Impact	Risk Level	Risk Score	
2024/25	3	4	High	12	2024/25	2	4	Medium	8	

2025/26	2	4	Medium	8	2025/26	*	*	Medium	*	
2026/27	*	*		*	2026/27	*	*		*	
*Further reducing the risk in 2026/27 will be dependent on the development and maintenance of a Potentially Violent Persons Register for the Authority which can be accessed by front line officers.										
Mitigating Actions										
Mitigating Action		Responsibility Holder & Timescale	Mitigation action progress							RAG
Page 122	i) Review and revise as appropriate the Council’s Violence at Work Policy	KT March 2025	New policy drafted and currently subject to consultation							
	ii) Following consultation and sign off, communicate the revised Violence at Work policy to staff	KT December 2025 onwards	See above. New policy to be considered by JAG December 2025							
	iii) Roll out training in managing violence and aggression at work to managers and staff	KT March 2025	Good progress being made with training delivered across Social Care, Monlife, Housing. Training ongoing.							
	iv) Develop proposals for a Employee Protection Register which can be accessed by front line workers for consideration by Corporate Health and Safety Group	KT March 2026	Initial proposals discussed by Corporate Health and Safety group. Work ongoing.							

Ref	7	Risk	<b>Potential risk that:</b> Work-related sickness absence will increase. Nationally, the rate of self-reported, work-related ill health was higher in 2022/23 than the 2018/20 pre-COVID level, driven by a higher rate of self-reported work-related stress, depression or anxiety which had shown signs of increasing in the recent years prior to the coronavirus pandemic having been broadly flat since 1998/99. Across the Authority, psychological ill health absence (includes stress, depression, anxiety, low mood) accounted for 9,014.74 lost working days in 2023/24 of which 4,040.15 were work related. This is an increase on 8,450 reported in 2022/23. Psychological illness represented 26.7% of the Authority's sickness absence (12% was work related), and there has been an overall upward trend over the last seven years.				
<b>Risk Owner</b>  Page 123	Peter Davies	<b>Strategic objective</b>	Improving the Council's arrangements for reporting and managing work-related sickness absence will contribute to ensuring Monmouthshire is a safe place to live	<b>Risk category and appetite level</b>	<b>Risk Categories</b> <ul style="list-style-type: none"> <li>Legal and regulatory</li> <li>People</li> <li>Reputational</li> <li>Governance</li> </ul> <b>Appetite level</b> <ul style="list-style-type: none"> <li>Health &amp; Safety (1)</li> <li>Reputational (2)</li> <li>People (1)</li> <li>Legal &amp; Regulatory (1)</li> </ul>	<b>Terminate/treat/transfer/tolerate</b>	Treat
<b>Reason why Identified</b>							
<p>Work-related sickness absence is a financial burden on the Authority. Reducing work-related ill-health can help to reduce the burden on healthcare services, as well as the social and economic costs of absenteeism and long-term sickness. Robust systems need to be in place to record and manage work-related ill-health and a key challenge for the Authority is the need to address the underlying causes. This may involve changes to working practices and/or providing more support and training for employees, to help them manage the physical and psychological demands of their work.</p> <p>The national regulator for workplace health and safety, the HSE has identified reducing work-related ill health as its top priority for the next decade. This objective reflects a growing recognition of the significant impact that work-related ill health can have on individuals, families, and society as a whole.</p>							

Risk Level (Pre-mitigation)					Risk Level (Post-mitigation)					Target Risk Level
Year	Likelihood	Impact	Risk Level	Risk Score	Year	Likelihood	Impact	Risk Level	Risk Score	
2024/25	3	4	High	12	2024/25	2	4	Medium	8	
2025/26	2	4	Medium	8	2025/26	*	*	Medium	*	
2026/27	*	*		*	2026/27	*	*		*	
Mitigating Actions										
Mitigating Action		Responsibility Holder & Timescale	Mitigation action progress							RAG
Page 124	i) Establish a task and finish group to review the adequacy of the systems in place for recording and reporting <b>work-related</b> sickness absence (both psychological and physical ill- health) and implement improvements as necessary.		PG December 2025	Functionality of system is under review to ensure we are able to provide accurate reports on work related sickness absence going forward.						
	ii) Using data from i) provide quarterly <b>work-related</b> sickness absence reports to Directorate Health & Safety working groups and the Corporate Health & Safety group to identify any trends and hotspots		PG December 2025	See above						

	and inform actions for improvement.			
	iii) Implementing actions in Risk 2 relating to the reporting and investigation of accidents and incidents, Risk 3 Training, Risk 4 Assurance, Risk 5 Lone workers, and Risk 6 on Violence at Work should have a positive impact on work -related sickness absence.	March 2026	See above	
Page 125	iv) Promote the Council's Wellbeing and Health offering to employees	LKD March 2026	Information available on The Hub. Further work will be carried out to increase awareness	
	v) Managers to do more timely referrals to Occupational Health	PG March 2026	This has been identified as a priority for HR. Absence management policy currently under review	



The Council is faced with the situation where day to day responsibility and resources are often delegated to premises/service level but with the ultimate accountability remaining at corporate level within the Council. Compliance officers in property services undertake compliance visits to properties and consider some health and safety risks identified. However, the outcome of these visits is not reported in such a way that trends can be identified or conclusions made around levels of compliance, and performance in rectifying non compliances is not reported. Even if all relevant policies and procedures were in place the Council is faced with the situation of simply not knowing the level of compliance across the portfolio for which it has responsibility. The discovery of non-compliance may only be as a result of an incident on a particular site. In addition to the direct consequences of any incident, the Council could be faced with damage to its reputation, financial loss, individual officers could be faced with legal proceedings and in the worst case, lives of building users could be lost.

Risk Level (Pre-mitigation)					Risk Level (Post-mitigation)					Target Risk Level
Year	Likelihood	Impact	Risk Level	Risk Score	Year	Likelihood	Impact	Risk Level	Risk Score	Risk Level 4
2024/25	3	4	High	12	2024/25	2	4	Medium	8	
2025/26	2	4	Medium	8	2025/26	1	4	Low	4	
2026/27	1	4	Low	4	2026/27	1	4	Low	4	

Mitigating Actions				
Mitigating Action		Responsibility Holder & Timescale	Mitigation action progress	RAG
i) Develop and deliver training for staff responsible for properties 'responsible persons' on property related health and safety matters		KT March 2026	On track. Generic <i>Headteachers as Property Managers</i> training completed. Programme of asbestos training completed including <i>Asbestos Awareness, Duty to Manage Asbestos. Health and Safety Handbook for Property Managers</i> developed to be launched October 2025.	Yellow
ii) Internal audit review of compliance function in Property Services scheduled 2025/26		JF September 2025	Audit completed and draft report issued. Awaiting management feedback.	

iv) Implement recommendations arising from ii) above	NK March 2026	Awaiting finalisation of audit report	
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## RIDDOR REPORTS 2024 /2025

RIDDOR REFERENCE	RIDDOR DATE	INCIDENT DATE	DIRECTORATE	TYPE OF INCIDENT	BRIEF DESCRIPTION OF INCIDENT	REMEDIAL ACTION
B9BDAA8D17	29/04/2024	20/04/2024	Social Care, Safeguarding & Health	More than 7 day absence.	Injured party accidentally dropped pyrex bowl, instinctively caught it but it had struck worktop and smashed. Deep lacerations to 3 fingers	None
D16D9BF4D	30/04/2024	12/04/2024	Communities & Place	More than 7 day injury,	Slip, trip, fall on same level to waste collection operative due to pot hole in road. Twisted ankle	Pot hole reported to Highways department for repair. PPE in place - non - slip boots. Supervisors advised waste staff not to rush & take extra care.
A6C410A127	30/04/2024	19/04/2024	Communities & Place	More than 7 day injury,	Lifting handling sustained back injury loading waste bags onto vehicle	All grounds staff trained in manual handling. "Toolbox" given via supervisors not to lift / push / pull items which are too heavy and seek assistance.
F516992123	30/04/2024	16/04/2024	Communities & Place	More than 7-day injury,	Slip, trip, fall on same level. Employee tripped over stone on yard floor performing banksman duties Sustained sprained ankle	Depot yard area swept to remove any large debris. PPE in place - non - slip boots in place. Supervisor

						advised all depot staff not to rush & take extra care.
E7D393FF12	20/06/2024	09/06/2024	Communities & Place	More than 7 day injury,	Worker sustained laceration to shin while manoeuvring over some vehicle safety fence	Highways team advised to take extra care and not rush.
16C123FD15	04/07/2024	01/07/2024	Monlife	Child taken directly to hospital for treatment	Finger entrapment in fire door causing laceration. No damage to bones or tendons confirmed. Wound dressed.	Visiting school staff to be briefed on need to maintain supervision and engage pupils with some of the resources available on site and planned activities rather than provide them with free time in the evenings.  Exploring provision of fire door retainers and finger guards.
E8911417	08/07/2024	04/07/2024	People & Governance	Fracture to foot	Employee tripped when foot went into hole in grass while taking down sign outside polling station	Church warden notified of incident so they can take remedial action to prevent a recurrence i.e. fill holes.
C114711A17	11/07/2024	02/07/2024	Communities and Place	More than 7 day injury.	Employee hit by vehicle driven by member of the public during waste collection	Full PPE worn by all operational staff which includes High visibility jackets & trousers, bump caps and gloves. No fault of staff. Member of public who was driving to blame.
C3DDB41231	19/08/2024	06/08/2024	Communities and Place	More than 7 day injury.	Employee fell through rusty manhole cover while strimming	Risk assessment for task updated to include: All areas to be walked & visually

					grass sustaining strained ligament to knee	checked for potential hazards, areas prior to cutting & strimming.  Manhole wasn't checked for safety by NHS property services. No fault of MCC staff member.
105B111CE7	29/08/2024	22/08/2025	Social Care, Safeguarding & Health	Fractured wrist	Employee slipped on stairs	Manager reinforced need for flat, enclosed, sensible footwear by staff also to use handrail provided and .  walk slowly and steadily, do not rush.
11A1558614	14/10/2024	12/10/2023	Monlife	Member of Public taken directly to hospital for treatment	Asphyxiation leisure centre pool	Internal investigation by Corporate H&S Manager. Report with recommendations to prevent recurrence issued to management. Recommendations accepted and being implemented.
17211F9586	25/10/2024	17/10/2024	Social Care, Safeguarding & Health	Care home resident taken directly to hospital for treatment	Laceration to head sustained during fall	Internal investigation by manager identified shortfall in standard of care by agency worker during night shift. Agency notified of incident and standards expected reinforced. Duty to Report submitted to safeguarding.

F817DD4D08	29/01/2025	22/01/2025	Communities and Place	More than 7 day injury	Fall from height down some stairs, sprain right hamstring and right gluteal	Staff member advised to concentrate on the task when walking downstairs
11D12E15B1	05/02/2025	04/02/2025	Children and Young People	Teaching assistant fracture to arm	Tripped over computer cable	Computer cable unplugged by and staff in SRB reminded of important of cable safety. Wider communication to staff also issued by Headteacher.
12B136DA12	26/02/2025	16/02/2025	Communities and Place	More than 7 day injury	Employee tripped off edge of pavement spraining ankle and wrist	Staff member advised to take extra care and not to rush.
C212F13E12	25/03/2025	17/03/2025	Children and Young People	More than 7 day injury	School caretaker went to hospital, torn ligament sustained lifting black bag into refuse bin	Headteacher reminded staff not to overload black bags. Training need identified for caretaker. Caretaker manual handling training to be delivered 2025



monmouthshire  
sir fynwy

## Integrated Impact Assessment Template

(incorporating Equalities, Socio-economic Duty, Future Generations, Welsh Language Measures, Corporate Parenting)

<b>Name of the Officer</b> completing the evaluation  Kate Thompson  <b>Phone no:</b> 07792 558027 <b>E-mail:</b> Katethompson@monmouthshire.gov.uk	<b>Please give a brief description of the aims of the proposal</b>  Health and Safety Annual Report 2024/25  To consider and approve the Council's Annual Health and Safety Report for 2024/25.
<b>Name of Service area</b>  Corporate Health and Safety	<b>Date</b>  January 2026

**12** 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.

<b>133</b> <u>Protected Characteristics</u>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>Age</b> <i>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.</i>	Effective health and safety management promotes safe working environments for all age groups and supports tailored risk management for young workers.	None	

<u>Protected Characteristics</u>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>Disability</b> <i>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.</i>	Effective health and safety management ensures reasonable adjustments and accessible work environments. Emphasises risk assessments for those with additional needs.	None	
<b>Gender reassignment</b> <i>Consider the provision of inclusive services for transgender people and groups. Also consider what issues there are for employment and training.</i>	Effective health and safety management supports fair treatment and inclusive workplace practices.	None	
<b>Marriage or civil partnership</b> <i>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.</i>	Health and safety policies apply equally to all staff.	None	

<u>Protected Characteristics</u>	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?
<b>Pregnancy or maternity</b> <i>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.</i>	Ensures risk assessments and appropriate adjustments are in place to protect new and expectant mothers.	None	
<b>Race</b> <i>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 &amp; Traveler, migrant communities and recording of racist incidents etc.</i>	Health and safety information and training are provided inclusively and resources can be sourced in a range of languages	None	
<b>Religion or Belief</b> <i>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.</i>	A flexible approach to health and safety management ensures inclusive participation.	None	

<u>Protected Characteristics</u>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>Sex</b> <i>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.</i>	Effective health and safety management ensures equal protection for male and female employees in all work environments.	None	
<b>Sexual Orientation</b> <i>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.</i>	Effective health and safety management promotes an inclusive culture with no discrimination in health and safety processes.	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



<u>Socio-economic Duty</u>	<b>Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage</b>	<b>Describe any negative impacts your proposal has in respect of people suffering from socio economic disadvantage.</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts in relation to the Socio-economic disadvantage?</b>
<i>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?</i>	Effective health and safety management supports fair treatment and safe conditions for all employees including those on lower incomes, or in higher risk front line roles. This contributes positively to reducing inequality of outcomes associated with socio economic disadvantage.	None	

### 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.*

<b>How does your proposal impact on the following aspects of the <a href="#">Council's Welsh Language Standards</a>:</b>	<b>Describe the positive impacts of this proposal</b>	<b>Describe the negative impacts of this proposal</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts</b>
<b>Policy Making:</b> <i>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 than the English language. Include any data and evidence e.g. WESP, Census Data, Cymraeg 2050, Welsh Language Strategy.</i>	N/A		
<b>Operational:</b> <b>Recruitment &amp; Training of workforce</b> <i>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.</i>	N/A		
<b>Service Delivery:</b> <b>Use of Welsh language in service delivery</b> <i>When advertising our services you must promote the fact that people can deal with the council in Welsh by</i>	N/A		

phone, email, twitter, Facebook, letters, forms, website transactions etc.			
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**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!




<u><b>Well Being Goals</b></u>	<b>Describe the positive impacts the proposal has on the wellbeing goal.</b>	<b>Describe the negative impacts the proposal has on the wellbeing goal.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> <i>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.</i>	A safer healthier workforce supports higher productivity and reduced sickness absence. Promotes effective service delivery and sustainable employment.	None	
<b>A resilient Wales</b> <i>Maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</i>	Encourages a culture of prevention and resilience within the workforce, reducing environmental and operational risks.  Organisations that manage risks well are better prepared for emergencies or unexpected hazards.	None	
<b>A healthier Wales</b> <i>People's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</i>	Directly contributes by reducing workplace injury and illness, promoting physical and mental health and supporting staff wellbeing initiatives.	None	

<u>Well Being Goals</u>	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?
<b>A Wales of cohesive communities</b> <i>Communities are attractive, viable, safe and well connected</i>	Promotes safe environments in schools, community spaces and public settings enhancing trust in local services and confidence in local services.	None	
<b>A globally responsible Wales</b> <i>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</i>	Embeds ethical and responsible practices through safe, sustainable and well governed operations.	None	
<div>Page 140</div> <b>A Wales of vibrant culture and thriving Welsh language</b> <i>Promotes and protects culture, heritage and the Welsh language, and participation in the arts, and sports and recreation</i>	<p>Although health and safety may seem mainly about compliance and accident prevention, it plays a deep supporting role in nurturing culture and language by:</p> <p><b>Creating safe environments for cultural participation.</b></p> <ul style="list-style-type: none"> <li>• Festivals, community events, museums, theatres and heritage sites depend on robust health and safety management to operate safely.</li> <li>• When people feel safe at cultural gatherings they are more likely to participate and engage.</li> <li>• Effective health and safety management ensures these events run smoothly, inclusively and without unnecessary risk, helping cultural expression thrive.</li> </ul> <p><b>Protecting the workforce in cultural and creative sectors</b></p>	None	

<u>Well Being Goals</u>	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?
	<ul style="list-style-type: none"> <li>• Many people work in arts, tourism and heritage, sectors that are vital to Wales's cultural identity.</li> <li>• Good health and safety practices protect these workers ensuring sustainable careers and the continuation of Welsh cultural industries.</li> </ul>		
<b>A more equal Wales</b> <i>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)</i>	Ensures all employees and service users regardless of protected characteristics have equitable access to safe workplaces and services.		

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

<p><b><u>Sustainable Development Principles</u></b></p>	<p><b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b></p>	<p><b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b></p>
<div data-bbox="98 263 293 464">  </div> <p data-bbox="129 475 264 507"><b>Long Term</b></p> <p data-bbox="318 256 595 403">Balancing short term need with long term and planning for the future</p> <p data-bbox="318 437 595 536"><i>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)</i></p>	<p>Health and safety management supports the long term health and wellbeing of staff, service users and communities by reducing preventable accidents, ill health and associated costs. Encourages sustained improvements in safety culture.</p>	
<div data-bbox="98 799 293 1000">  </div> <p data-bbox="112 1011 277 1043"><b>Collaboration</b></p> <p data-bbox="318 793 595 904">Working together with other partners to deliver objectives</p>	<p>Annual report developed collaboratively with Directorates, HR, Insurance and our occupational health provider. Promotes shared responsibility for health and safety across all service areas.</p>	

<p><b><u>Sustainable Development Principles</u></b></p>	<p><b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b></p>	<p><b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b></p>
<div data-bbox="107 268 280 448">  </div> <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p> <p><i>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?</i></p>	<p>Effective health and safety management engages employees, managers and service users through training, consultation and feedback mechanisms to shape safer working practices and support a positive safety culture.</p>	
<div data-bbox="107 667 280 847">  </div> <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Effective health and safety management focuses on proactive management of risks through improved monitoring training and early intervention. Helps prevent harm, sickness absence and operational disruption.</p>	
<div data-bbox="107 920 280 1101">  </div> <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><i>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</i></p>	<p>Effective health and safety management aligns health, safety and wellbeing objectives with the Council's Corporate Plan, Workforce strategy and Wellbeing objectives. Contributing to an effective and resilient organization.</p>	

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?
<p><b><u>Safeguarding</u></b></p> <p><i>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.</i></p>	<p>Effective health and safety management: is a cornerstone of safeguarding in that it:</p> <ul style="list-style-type: none"> <li>• Creates safe environments</li> <li>• Promotes a culture of care and accountability</li> <li>• Supports staff training and awareness</li> <li>• Ensures safe recruitment and supervision</li> <li>• Promotes wellbeing and inclusion</li> <li>• Promotes effective record keeping and risk assessment</li> </ul>	<p>None</p>	



<p><b><u>Corporate Parenting, Care Leavers and Care Experienced People</u></b></p> <p><i>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.</i></p>	<p>Effective health and safety management ensures environments, such as residential homes, schools, workplaces or community spaces are physically and psychologically safe.</p>		
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## 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.*

This is only the Council's second Annual Health and Safety Report and the first to be presented to elected members. It provides a baseline position against which future performance can be compared.

**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*

Effective management of health and safety has positive impacts across all well-being goals and protected groups. It strengthens the Council's ability to safeguard staff and communities, prevent harm and promote equality, well-being and long- term sustainability.

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

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

**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 <i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinet etc</i>	Date considered	Brief description of any amendments made following consideration
1	Governance and Audit Committee	October 2025	None
	Performance and Overview Committee	November 2025	None



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**SUBJECT: REVOKING THE USK AIR QUALITY MANAGEMENT AREA ORDER 2005**

**MEETING: Individual Cabinet Member Decision – County Cllr Angela Sandles**

**DATE: 14<sup>th</sup> January 2026**

**DIVISION/WARDS AFFECTED: Llanbadoc & Usk Ward**

**1. PURPOSE:**

- 1.1 To inform the Cabinet Member of the need to revoke the Usk Air Quality Management Area Order 2005 and agree the principal steps for doing so.

**2. RECOMMENDATIONS:**

- 2.1 Approve the undertaking of a process with a view to revoking the Usk Air Quality Management Area Order 2005.
- 2.2 Endorse a public consultation of four weeks duration, with residents, businesses and other interested parties in the vicinity of the Usk Air Quality Management Area, which will notify these stakeholders of the intention to revoke the Order and invite representations.
- 2.3 On completion of the public consultation a further report to be submitted for Individual Cabinet Member Decision on the revocation of the Order.

**3. KEY ISSUES:**

- 3.1 Local authorities have a duty under the Environment Act 1995 to monitor the quality of air within their administrative areas, produce an annual report (to Welsh Government in Wales) and designate special management areas known as Air Quality Management Areas (AQMA) where pollutants exceed certain levels.
- 3.2 On the 14<sup>th</sup> November 2005 Monmouthshire County Council declared an AQMA by Order, largely focused on Bridge Street and parts of Castle Parade, Usk, as the annual objective level for nitrogen dioxide of 40µg/m<sup>3</sup> specified in the Air Quality (Wales) Regulations 2000 was not being met. The nitrogen dioxide pollutant is largely emitted by motor vehicles. A copy of the Order is provided in Appendix One.
- 3.3 An Air Quality Action Plan (AQAP) for Usk was developed by the Council, approved by Welsh Government and took effect in September 2009. The AQAP, updated by the Council in January 2023, sets out a number of measures which may help reduce nitrogen dioxide levels. These are prioritised for action based on air quality impact, cost, feasibility,

wider impacts and timescales. In particular the focus has been on actions that can help reduce congestion and improve flow of traffic along Bridge Street.

- 3.4 During the drafting of the 2009 Action Plan the Usk Air Quality Steering Group was set up as a means of consultation with relevant stakeholders invited to the meetings to discuss and have an input into the AQAP. The Steering Group, chaired and led by Environmental Health, has subsequently met several times a year and has included representatives from Usk Town Council, Llanbadoc Community Council, Usk Civic Society, area County Councillors and officers from the Council's Highways, Planning, Trading Standards and Placemaking teams. The Steering Group has continually reviewed and assessed the plan's measures and the progress made towards achieving them.
- 3.5 Air quality has been monitored throughout this period by the Environmental Health team with a network of diffusion tubes in the management area providing data each month on the nitrogen dioxide levels. The levels have been improving since 2012 and the annual objective level has not been exceeded at any of the monitoring locations since 2015. This improvement in air quality has been reflected across the county and indeed there have been no exceedances of the nitrogen dioxide annual objective level since 2020 in the one other AQMA located at Hardwick Hill (A48) in Chepstow.
- 3.6 A significant factor for the improving air quality is the development of cleaner vehicle engine technology, but key measures taken in the Usk AQAP have included:
- Implementation of a 20mph zone.
  - Enforcement of double yellow line parking.
  - Lorry Watch scheme to help enforce a Road Traffic Order (a weight-based order to prevent Heavy Goods Vehicles entering the town unless they have business in Usk).
  - Improved signage.
  - Development of the Usk Town Masterplan.
- 3.7 The statutory guidance provides that revocation of an AQMA should be considered following three consecutive years of compliance with the objective level and there should not be any declared AQMAs where there has been compliance for a consecutive five - year period. When monitoring with diffusion tubes, as is the case in Usk, the levels should be below  $36\mu\text{g}/\text{m}^3$  which is 10% below the  $40\mu\text{g}/\text{m}^3$  annual objective level as this allows for a margin of error in the monitoring method.
- 3.8 The monitoring undertaken shows that 2024 was the seventh year below  $36\mu\text{g}/\text{m}^3$ . This additional two years to the five – year period advocated by the guidance allows for the expected lower pollution levels that could be reasonably expected for 2020 and 2021 due to reduced vehicle movements during the Covid pandemic.
- 3.9 The Steering Group in its most recent meeting on the 9<sup>th</sup> October 2025 endorsed the need to revoke the AQMA and agreed the residents, businesses and other interested parties in the vicinity should be notified of the intention to do so and given the opportunity to make representations. To this end it is proposed that a bilingual proposal note, provided in draft in Appendix Two, is provided on the Council's website giving the opportunity for representations. In addition, it will be sent directly to each residential and business property within the boundaries of the AQMA and other stakeholders including the Usk

Town Council, Llanbadoc Community Council, local county councillors, other members of the Usk AQMA Steering Group and Welsh Government. There is no timescale set in the guidance for this consultation which is intended to be for a four-week period.

- 3.10 On completion of the consultation, any representations received will be considered and the findings presented in a further report to Cabinet member for decision on the revocation of the Order.

#### 4.0 **INTEGRATED IMPACT ASSESSMENT, (includes equality, future generations, social justice, safeguarding and corporate parenting):**

- 4.1 The completed Integrated Impact Assessment is provided in Appendix Three.
- 4.2 The proposal has no implications in relation to any of the protected characteristics:

### 5. **OPTIONS APPRAISAL:**

- 5.1 To continue with the existing Usk Air Quality Management Area as designated by the Order made in November 2005 or, as proposed, to undertake the process outlined with a view to revoking the Order.
- 5.2 The review process is in line with statutory guidance provided in Local Air Quality Management Technical Guidance (TG22) (May 2025) and The Local Air Environment Local air quality and soundscapes management in Wales 2025 (July 2025). It is important to revoke an AQMA at the earliest opportunity to properly reflect the air quality conditions and assist in the proportionate allocation of Council resources.

### 6. **EVALUATION CRITERIA:**

- 6.1 Following consultation, the findings will be considered and a further report put to Cabinet member on whether the revocation of the Order is still recommended. The further report to provide an outline for further monitoring and moving to an air quality improvement plan post revocation to help focus measures on improving air quality.

### 7. **REASONS:**

- 7.1 Undertaking the review process is justified, proportionate and in line with the requirements set by legislation.

### 8. **RESOURCE IMPLICATIONS:**

- 8.1 None directly arising from the review process or the actual revoking of the Usk Air Quality Management Area Order 2005 if it proceeds.

### 9. **CONSULTEES**

Cabinet.  
Strategic Leadership Team.

**10. BACKGROUND PAPERS:**

Monmouthshire County Council Usk Air Quality Action Plan Update January 2023

**11 AUTHOR:** Huw Owen, Principal EHO and Paul White, Specialist EHO (Pollution)

**12 Contact Details:**

**Huw Owen:** Tel 01873 735433; Email: [huwowen@monmouthshire.gov.uk](mailto:huwowen@monmouthshire.gov.uk)

**Paul White:** Tel 01873 735449; Email [paulwhite@monmouthshire.gov.uk](mailto:paulwhite@monmouthshire.gov.uk)

**Appendices**

Appendix One: Usk Air Quality Management Area Order 2005.

Appendix Two: Revocation of Usk Air Quality Management Area Order 2005 Proposal Note  
(draft)

Appendix Three: Integrated Impact Assessment.



**MONMOUTHSHIRE COUNTY COUNCIL**

**ENVIRONMENT ACT 1995  
PART IV**

## ENVIRONMENT ACT 1995 - PART IV

### MONMOUTHSHIRE COUNTY COUNCIL

#### USK AIR QUALITY MANAGEMENT ORDER 2005

Monmouthshire County Council (hereinafter called "The Council") has conducted a detailed assessment of air quality within the County and has concluded that the annual air quality objective for nitrogen dioxide, as specified in the Air Quality (Wales) Regulations 2000, is unlikely to be met by the relevant date in the area designated by this Order.

The Council, in exercise of the powers conferred upon it by Section 83 (1) of the Environment Act 1995, hereby declare that:

1. The area shaded green on the attached plan to this Order, shall be designated as an Air Quality Management Area.
2. The Order shall be cited as the Monmouthshire County Council Usk Air Quality Management Order 2005.
3. The Order shall be in relation to annual objective for nitrogen dioxide only.
4. The Order shall come into force on 21 November 2005

This Order may be varied or revoked by a subsequent order pursuant to the provisions of Sections 83 (1) and (2) of the Environmental Protection Act 1995.

THE COMMON SEAL OF  
MONMOUTHSHIRE COUNTY COUNCIL  
WAS HERETO AFFIXED  
ON 14<sup>TH</sup> DAY OF NOVEMBER 2005

In the presence of

*V. E. Smith*

.....  
A Member of the Council

*R. Tanti*

.....  
Authorised Signatory





monmouthshire  
COUNTY COUNCIL  
SIR JAMES

# AIR QUALITY MANAGEMENT AREA BRIDGE STREET USK

DRAWING No. BT/AP/AQN  
SCALE 1:2000  
DATE MAY 16 2005



THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE.  
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MONMOUTHSHIRE COUNTY COUNCIL LAG00121.2005

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## Revocation of Usk Air Quality Management Area Order 2005 Proposal Note

Following a successful and sustained reduction in air pollution at Bridge Street in Usk, Environmental Health, Monmouthshire County Council, are writing to let you know that we propose to revoke the Air Quality Management Area (AQMA) in Usk.

This does not mean that air quality monitoring will stop, but it does mean that it will no longer show on searches as an AQMA, for example when people are buying and selling a property in the area.

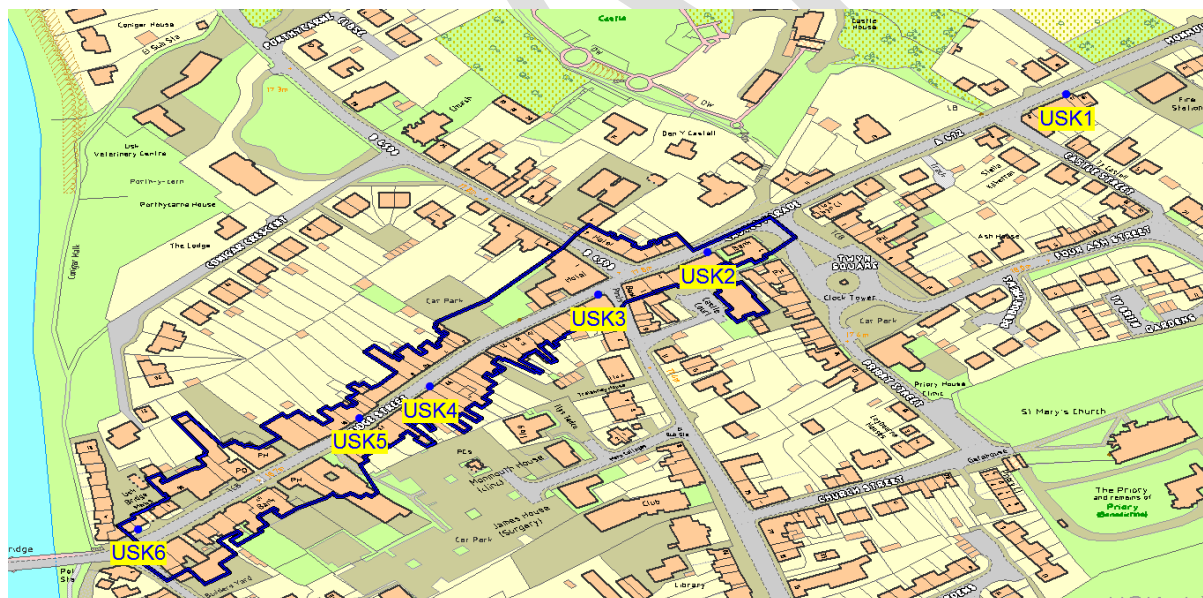
### Background

The Usk AQMA was declared by Monmouthshire County Council in November 2005 due to an exceedance of the annual mean nitrogen dioxide objective level of  $40\mu\text{g}/\text{m}^3$  (micrograms of nitrogen dioxide per cubic meter of ambient air) along the A472 Bridge Street and parts of Castle Parade.

Monitoring has been undertaken at six locations along Bridge Street since 2005, and three locations in Woodside since 2017 and an Air Quality Action Plan and Air Quality Steering Group was established in 2009 to address the issues that contributed to the exceedance of nitrogen dioxide.

Since 2012 air quality has been improving and as of 2025 the objective level of  $40\mu\text{g}/\text{m}^3$  has not been exceeded for eleven consecutive years.

**Figure 1 Usk Air Quality Management Area Boundary and Nitrogen Dioxide Monitoring Locations**



**DEFRA and the Welsh Government have provided advice to Local Authorities as follows:**

"The revocation of an AQMA should be considered following three consecutive years of compliance, **10% below** the relevant objective at the point of exposure. Where there have been no exceedances for the past five years, local authorities must proceed with plans to revoke the AQMA. The LAQM Technical Guidance 2022 is clear in this respect:

"There should not be any declared AQMAs for which compliance with the relevant objective has been achieved for a consecutive five-year period."

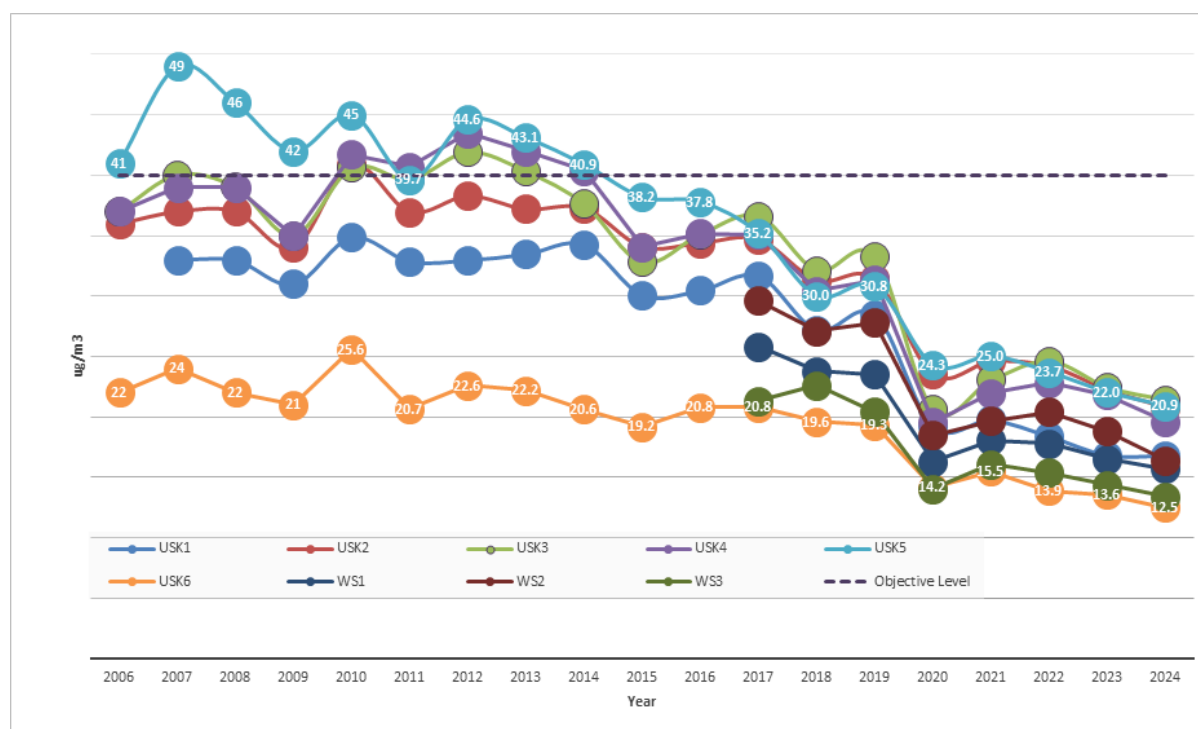
DRAFT COPY

Because of the COVID-19 pandemic the “consecutive five-year period” below 10% of the objective level ( $36\mu\text{g}/\text{m}^3$ ) was extended to a seven-year period to ensure the large decreases in pollution that occurred during 2020/21 did not reverse following the pandemic.

### Current Air Quality Levels

Monitoring has shown that there have been no locations above  $36\mu\text{g}/\text{m}^3$  since 2017 (seven consecutive years) and air quality has continued to improve since 2020, with the 2024 calendar year having the lowest concentrations in nitrogen dioxide ever recorded. In 2024 the highest concentration was  $21.4\mu\text{g}/\text{m}^3$  which is almost half of the objective level and a  $20\mu\text{g}/\text{m}^3$  decrease over its highest concentration in 2012. Preliminary 2025 concentrations show that concentrations remain similar to 2024.

Figure 2 – Annual Mean Nitrogen Dioxide Diffusion Tube Concentrations 2006-2024 –Usk & Woodside



\*The dash line represents the annual mean objective level of  $40\mu\text{g}/\text{m}^3$

### What does this mean for monitoring of pollution levels?

Revocation of the AQMA does not mean that Monmouthshire County Council are going to stop monitoring air pollution in Usk. We are committed to continuing monitoring both in Usk and throughout Monmouthshire. We are also committed to continuing our work to reduce levels of pollution throughout the County.

### Why are we consulting if the area no longer meets the need for an AQMA?

We are writing to notify you on our intention to revoke the AQMA and to invite feedback should you think there are any other factors that need to be considered. If you wish to make any representation with regards to these proposals, please email us with your comments at [environmentalhealth@monmouthshire.gov.uk](mailto:environmentalhealth@monmouthshire.gov.uk) by midday on xxxxxxxxxxxx

For more information, please see the 2025 Air Quality Report – LINK

This consultation is also on our website – LINK

The Draft Revocation Order can be viewed on our website - LINK TO DRAFT ORDER



## Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

<p><b>Name of the Officer</b> completing the evaluation: Huw Owen, Principal Environmental Health Officer</p> <p>Phone no: 01873 735433 E-mail: huwowen@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To inform the Cabinet Member of the need to revoke the Usk Air Quality Management Area Order 2005 and agree the principal steps for doing so, namely:</p> <ul style="list-style-type: none"><li>- Approve the undertaking of a process with a view to revoking the Order:</li><li>- Endorse a public consultation of four weeks duration, which will notify the residents and businesses in the vicinity of the Air Quality Management Area (AQMA) of the intention to revoke the Order and invite representations.</li><li>- On completion of the public consultation the findings to be presented in a further report to Cabinet member for decision on the revocation of the Order.</li></ul>
<p><b>Name of Service area</b></p> <p>Public Protection</p>	<p><b>Date</b></p> <p>14<sup>th</sup> January 2026</p>

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

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	The process of revoking the Usk Air Quality Management Area Order 2005 will have a neutral impact on people or groups of people with protected characteristics. The consultation though gives the opportunity for feedback to be given on the proposal the findings of which will be considered in a further report for decision on the revocation.	None	N/A
Disability	None	None	N/A
Gender reassignment	None	None	N/A
Marriage or civil partnership	None	None	N/A
Pregnancy or maternity	None	None	N/A
Race	None	None	N/A
Religion or Belief	None	None	N/A



<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Sex	None	None	N/A
Sexual Orientation	None	None	N/A

## 2. The Socio-economic Duty and Social Justice

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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.

	<b>Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage</b>	<b>Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>Socio-economic Duty and Social Justice</b>	None	None	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
<b>Policy Making</b>  Effects on the use of the Welsh language,  Promoting Welsh language  Treating the Welsh language no less favourably	Consultation / proposal note will be bilingual	None	N/A
<b>Operational</b>  Recruitment & Training of workforce	None	None	N/A
<b>Service delivery</b>  Use of Welsh language in service delivery  Promoting use of the language	None	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?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Positive: It is important to revoke an AQMA at the earliest opportunity to properly reflect the air quality conditions and assist in the proportionate allocation of Council resources.	N/A
<b>A resilient Wales</b> Maintain and enhance biodiversity and land, river and coastal ecosystems that support resilience and can adapt to change (e.g. climate change)	Positive: Demonstrates improving air quality which is inter related with all ecosystems.	N/A
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Positive: Demonstrates improving air quality which has a direct link to health and well being.	N/A
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive: Demonstrates improving air quality.	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive: setting an example on what can be achieved locally.	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No impact	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?
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	No impact	N/A

#### 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?
 Long Term <p>Balancing short term need with long term and planning for the future</p>	Steps advocated in the report are in accord with legislation and statutory guidance. Revocation of the Order will help focus on moving to a better air quality improvement plan.	
 Collaboration <p>Working together with other partners to deliver objectives</p>	The Usk Air Quality Steering Group has been working with the aim of improving air quality for 15+ years and an essential part of helping to improve air quality.	Steering Group will continue post revocation to help focus on improving air quality.
 Involvement <p>Involving those with an interest and seeking their views</p>	Steering Group has a wide representation. The consultation / proposal note will be sent directly to each residential and business property within the boundaries of the AQMA and other stakeholders	Steering Group will continue post revocation to help focus on improving air quality.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Air quality monitoring since 2007 has been key to support evidence based decisions by the Steering Group and the data has been available to other agencies when considering matters that may have impacted on air quality.</p>	<p>Air quality monitoring will continue post revocation to help support evidence based decisions and focusing on measures that may help deliver improvements in air quality.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Revocation of the AQMA will be a clear statement and an example of good partnership working.</p>	

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	None	.None	N/A
Corporate Parenting	None	None	N/A

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

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Air quality monitoring for approximately 20 years, 2/3 Steering Group meetings including local members since 2009 and annual air quality reports to Welsh Government which have been appraised and approved.

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?

Demonstrates partnership working supported by a strong evidence base (air quality monitoring) and a good news message of improving air quality. Revocation of the Air Quality Management Area will help re focus on improving air quality further.

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
Await decision on the 14 <sup>th</sup> January 2026 and if recommendations approved consult with residents, businesses and other stakeholders in the vicinity of the AQMA for 4 weeks. Representations received will be considered and findings considered in a further report for ICMD on revoking the Order 2005.	January – March 2026.	Huw Owen. Environmental Health

**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.	ICMD 14 <sup>th</sup> January 2026	14 <sup>th</sup> January 2026	

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Monmouthshire County Council

Usk Air Quality Action Plan Update

In fulfillment of Part IV of the Environment Act 1995

Local Air Quality Management

12<sup>st</sup> January 2023

<b><i>Local Authority Officer</i></b>	Paul White
<b><i>Department</i></b>	Environmental Health
<b><i>Address</i></b>	County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA
<b><i>Telephone</i></b>	01873 735420
<b><i>E-mail</i></b>	environmentalhealth@monmouthshire.gov.uk
<b><i>Report Reference number</i></b>	MCC/LAQM/AQAP/Usk/2023
<b><i>Date</i></b>	12 January 2023

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## 1. Introduction

### 1.1 Air Quality in Usk

Generally, air quality in Monmouthshire is good; however, there are some hotspots of poor air quality close to busy or congested roads. As such, these roads are monitored closely for nitrogen dioxide, which is one of the main pollutants from vehicle emissions.

Two areas in Monmouthshire have exceeded the annual mean national objective level for nitrogen dioxide and have therefore been declared Air Quality Management Areas (AQMA). Both AQMA's have Air Quality Action Plans (AQAP) to address these exceedances. AQMA(s) are seen by local authorities as the focal points to channel resources into the most pressing areas of pollution as a priority.

Both AQMAs were declared due to traffic emissions that resulted in an annual mean of nitrogen dioxide at or above the objective level of  $40\mu\text{g}/\text{m}^3$ . The objective level had to be achieved by 2005. It was not considered likely that the 1-hour mean objective level of  $200\mu\text{g}/\text{m}^3$  (not to be exceeded more than 18 times a year) would be exceeded as measurements across the UK have shown that the 1-hour nitrogen dioxide objective is unlikely to be exceeded where the annual mean concentration is below  $60\mu\text{g}/\text{m}^3$ .

The AQMAs are: -

- The A472 along Bridge Street and parts of Castle Parade in Usk,
- The A48 (Hardwick Hill) In Chepstow.

The Usk AQMA was declared in November 2005 and the AQAP was finalised in September 2009.

A summary of AQMAs declared by Monmouthshire County Council can be found in Table 1.1 Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online at <http://www.monmouthshire.gov.uk/air-quality> and [https://uk-air.defra.gov.uk/aqma/local-authorities?la\\_id=403](https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=403)

Table 1.1 – Declared Air Quality Management Areas

AQMA	Relevant Air Quality Objective(s)	Comments on Air Quality Trend	Description	Action Plan
Bridge Street, Usk	NO <sub>2</sub> annual mean	There have been improvements in air quality in the AQMA over the last 4 years. There have been no exceedances for 4 years	An area encompassing Bridge Street, from its junction with Newmarket Street up to and including the area around the junction with Castle Parade and Porthycarne Street	<a href="http://www.monmouthshire.gov.uk/app/uploads/2013/08/Usk-Action-Plan-Final-September-2009.pdf">http://www.monmouthshire.gov.uk/app/uploads/2013/08/Usk-Action-Plan-Final-September-2009.pdf</a>
Hardwick Hill, Chepstow	NO <sub>2</sub> annual mean	There have been improvements in air quality in the AQMA over the last 4 years. One location continues to exceed.	An area encompassing properties either side of the A48, between the roundabout with the A466 to the west and extending east just beyond the junction with the B4293 at Hardwick Terrace	<a href="http://www.monmouthshire.gov.uk/app/uploads/2013/06/Chepstow-AQAP-Final-31-August-2011.pdf">http://www.monmouthshire.gov.uk/app/uploads/2013/06/Chepstow-AQAP-Final-31-August-2011.pdf</a>

AMQA boundary maps within Monmouthshire can be viewed at [https://uk-air.defra.gov.uk/aqma/local-authorities?la\\_id=403](https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=403) Usk AQMA Boundary is shown in figure 2.1

During the drafting of the 2009 Action Plan the Usk Air Quality Steering Group was set up as a means of consultation and all relevant stakeholders were invited to the meetings to discuss and have an input into the AQAP.

Since the finalisation of the AQAP the steering group has continued to meet two to three times a year with the purpose of continually reviewing and assessing the plan's measures and the progress made towards achieving them.

The AQAP is a live document and therefore has continued to evolve over time with full input from the steering group. Some of the original actions have been implemented (some have been successful and some have not), some of the actions have evolved as new information has come to light, some have been trailed or modelled, but found to not be feasible to implement fully, or found to have a negative effect on air quality.

During this time air quality monitoring has continued in Usk and in recent years has expanded south of the AQMA into Woodside and a continuous air quality sensor has been installed at Usk primary School, which is north of the AQMA boundary.

This monitoring has shown that there has been a clear improvement in nitrogen dioxide levels since 2012, and there were no exceedances of the objective level between 2015 and 2020.

In 2013, the highest recorded nitrogen dioxide concentration in Usk was  $43.1\mu\text{g}/\text{m}^3$  and the highest concentration in 2018 was  $32.1\mu\text{g}/\text{m}^3$ .

In 2019 Monmouthshire County Council and Usk Town Council made a joint commitment to regenerating the town of Usk and is in the first stages of implementing the Usk and Woodside Improvement Master Plan. This plan is looking at a wide range of issues including traffic and air quality. It is hoped that many of the AQAP measures going forward will be considered and implemented through this Master Plan.

## 2 2009 Air Quality Action Plan

### 2.1 Introduction

The original Air Quality Action Plan is still available on Monmouthshire County Councils website and remains relevant. This update should be read alongside the original.

The original AQAP was prepared by Air Quality Consultants Ltd on behalf of Monmouthshire County Council with full input from the Usk Air Quality Steering Group. The Group is made up of relevant officers from MCC (e.g. Environmental Health, Trading Standards, Passenger Transport, Highways and Planning) County Councillors, Town Council, Police, Civic Society and Chamber of Commerce.

In preparing, the 2009 AQAP, and the Further Assessment that supported the plan, Air Quality Consultants undertook Air Quality Modelling to determine the extent of the AQMA and a source apportionment study to identify the emission sources contributing to the nitrogen dioxide concentrations. In addition, they calculated the air quality improvements necessary to meet the objective level and proposed an action plan of 14 measures that were assessed by their cost effectiveness, wider impacts, air quality impact and feasibility.

That work is not replicated in the AQAP 2021 update; however, it is summarised below.

### 2.2 Usk AQMA Boundary

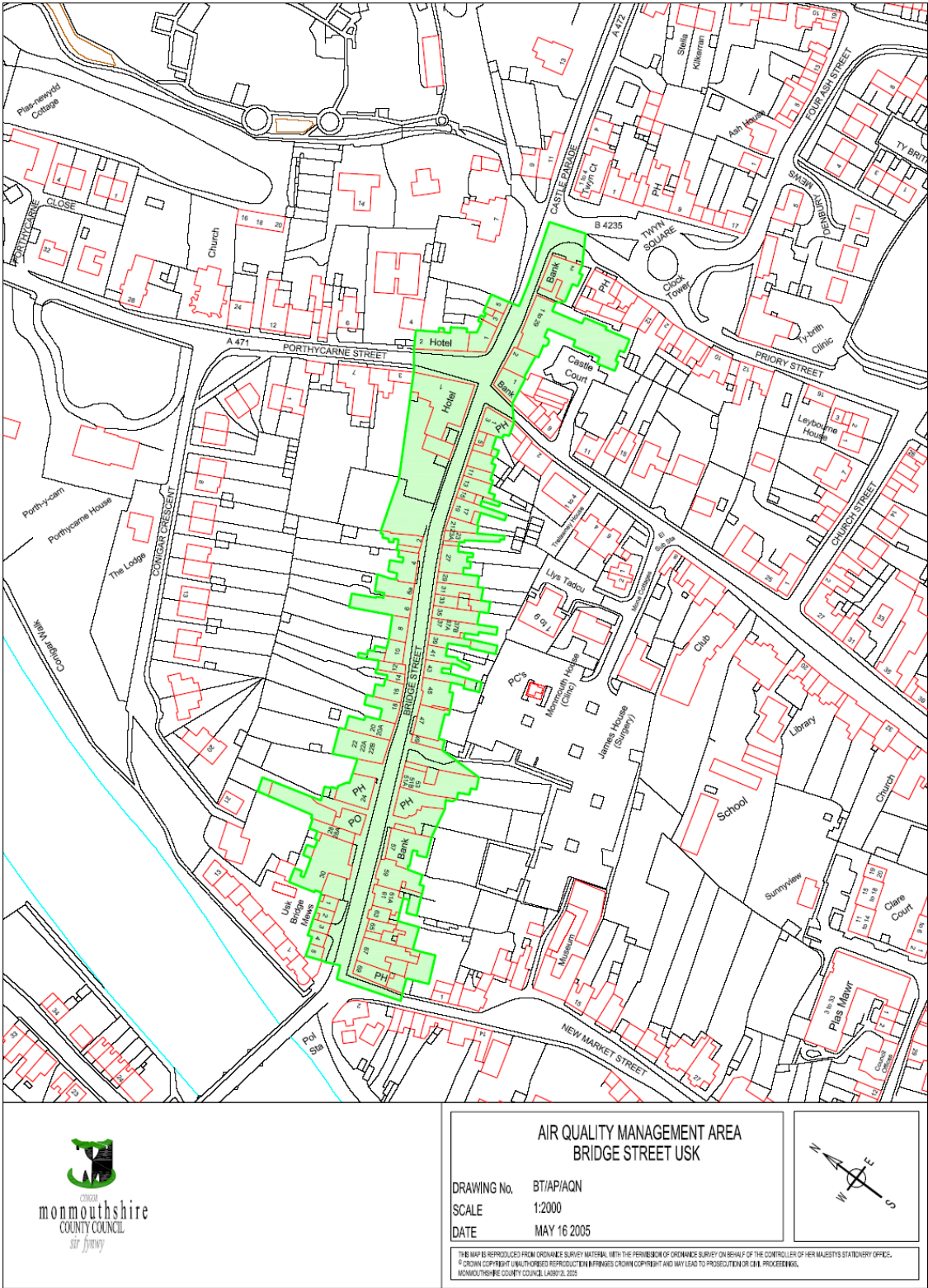
The results of both diffusion tube monitoring and modelling indicated that the area of likely exceeded of nitrogen dioxide included the A472 in Bridge Street and parts of Castle Parade. The AQMA boundary map is shown in Figure 2.1

Continued monitoring since the AQMA was declared, including expanded monitoring outside the AQMA boundary, has indicated that the original boundary is still valid, as no exceedances have been identified outside of the boundary.

The only monitored exceedances of the annual objective level are limited to a small section of Bridge Street between monitoring Locations USK5 and USK3 (Figure 3.1). Since 2014 the exceedances were limited to USK4 and USK5 and between 2015 and 2020 there were no exceedances.



Figure 2.1 – USK AQMA boundary on Bridge Street



## 2.2 Source Apportionment

Results from the original Further Assessment and AQAP indicated that the only emission sources contributing to the nitrogen dioxide with the AQMA were traffic emissions, and that there were no localised point source emissions (e.g. industrial), and no area source emissions (e.g. domestic heating) of any significance along Bridge Street. There have been no additional sources introduced since the time of the original AQAP.

Results from the ADMS modelling undertaken for the Further Assessment indicated that at worst case receptors the main sources of nitrogen dioxide were cars and light goods vehicles (LGV), however contribution from heavy goods vehicles (HGV) were also significant. This is summarised in Table 2.1.

**Table 2.1 Modelled Annual Mean (2006) Nitrogen Dioxide Concentrations at the Worst-Case Receptors and the Contribution of Each Source to the Total.**

Receptor	Background	Car+LGV	HGV	Buses	Total
<b>Annual Mean Concentration (<math>\mu\text{gm}^{-3}</math>)</b>					
79 <sup>1</sup>	9.1	22.6	11.2	0.8	43.8
USK5 <sup>2</sup>	9.1	19.1	9.5	0.8	38.4
<b>Percentage Contribution to the Total (%) <sup>a</sup></b>					
<b>Bridge Street AQMA</b>					
79 <sup>1</sup>	20.7	51.7	25.7	1.9	100
USK5 <sup>2</sup>	23.5	49.6	24.8	2.0	100

<sup>a</sup> contribution based on un-rounded results

<sup>1</sup> The Three Salmons Hotel at the northern junction of Porthycarne Street [A471] and Bridge Street, but as there are no permanent residents it is not classed as a relevant exposure, such as a house or school, but is included in this analysis to indicate worst-case conditions within the AQMA. The data is modelled.

<sup>2</sup> The location is diffusion tube U2 in the original AQAP. In recent years, it has been relabelled to USK5 (Figure 3.1).

It is located at 16 Bridge Street and due to the proximity of housing, it is considered as being representative of relative exposure. The data is measured.

## 2.3 Air Quality Improvements Needed

The 2009 AQAP identified the air quality improvements necessary to meet the annual mean nitrogen dioxide objective level of  $40\mu\text{g}/\text{m}^3$ . This was defined as the difference between the highest predicted concentration within the AQMA in 2006 and the objective level. It considered both nitrogen dioxide and nitrogen oxides and is summarised in Table 2.2

**Table 2.2 Improvement in Annual Mean Nitrogen Dioxide Concentrations and in Emissions of Oxides of Nitrogen at the Worst-Case Representative Receptor in 2006<sup>1</sup>.**

Receptor	Required reduction in annual mean nitrogen dioxide concentration $\mu\text{g}/\text{m}^3$	Required reduction in emissions of oxides of nitrogen from local roads (%)
79 <sup>1</sup>	3.8	17
USK5 <sup>2</sup>	0.7	3

<sup>1</sup> this location is not representative of relevant exposure, but is included in the analysis to indicate worst-case conditions within the AQMA.

<sup>2</sup> representative of relevant exposure – 16 Bridge Street. Labelled as U2 in original AQAP

In 2006 the monitored nitrogen dioxide concentration at USK 5 (previously labelled as U2) was  $40.7\mu\text{g}/\text{m}^3$  and the modelled concentration at the Three Salmons Hotel (model Location 79) was  $43.8\mu\text{g}/\text{m}^3$ . Since 2006, no additional modelling has been undertaken however, USK5 has continued to be monitored and reported in the annual air quality progress reports. In 2007, USK5 increased to its highest concentration of  $49\mu\text{g}/\text{m}^3$  but has since reduced to  $30.3\mu\text{g}/\text{m}^3$  in 2019 (and was lower again in 2020). In 2019, the worst-case monitoring location was USK3 at  $33.3\mu\text{g}/\text{m}^3$ . In 2020 the worst-case location was USK5 at  $24.3\mu\text{g}/\text{m}^3$ .

Currently there is no improvement necessary to achieve the annual nitrogen dioxide objective level of  $40\mu\text{g}/\text{m}^3$ . The last year of recorded exceedances was 2014, when USK4 was  $40.4\mu\text{g}/\text{m}^3$  and USK5  $40.9\mu\text{g}/\text{m}^3$  concentrations was  $40.9\mu\text{g}/\text{m}^3$ .

<sup>1</sup> These data are slightly different to those that can be derived using the NO<sub>x</sub> to NO<sub>2</sub> calculator published by Defra (2005). This is because the calculator is based on national default concentration relationships, but these data are derived directly from the model results and use the adjustment factors built into the model verification.

The Further Assessment made predictions at worst-case receptors using future year projection factors applied to modelled 2006 data. These projections identified that nitrogen dioxide concentration would decrease each year, however the objective level would not be achieved until 2009 (see Table 2.3)

**Table 2.3 Modelled and Estimated Annual Mean Nitrogen Dioxide Concentrations ( $\mu\text{g}/\text{m}^3$ ) at the Worst-Case Representative Receptors – based on 2006 data**

Receptor	2006	2007 <sup>a</sup>	2008 <sup>a</sup>	2009 <sup>a</sup>	2010 <sup>a</sup>
79 (modelled)	43.8	42.4	40.9	39.3	37.9
USK5 (measured)	40.7	39.4	38.0	36.6	35.2
USK5 (modelled)	38.4	37.2	35.9	34.5	33.3
Statutory Objective for 2005	40				
EU Limit Value for 2010					40

<sup>a</sup> Estimated from 2006 measured values using the future year projection factors available on the UK Air Quality Archive.

However measured concentrations since 2006 did not follow this predicted decrease, and in fact concentrations increased at USK5 to  $49\mu\text{g}/\text{m}^3$  in 2007, and then remained variable until 2012, then they started to steadily decrease. However, the actual date when the objective level was met did not occur until 2015, eight years later than originally predicted.

It should be noted that this situation was not unique to Usk, as it was a UK wide issue, where the original future year projection factors did not follow the real-world circumstances.

Table 2.4 presents the actual USK5 monitored concentrations between 2006 and 2020

**Table 2.4 Monitored Annual Mean Nitrogen Dioxide Concentrations ( $\mu\text{g}/\text{m}^3$ ) at USK5**

Receptor	2006	2007	2008	2009	2010	2011	2012	2013
USK5 (measured)	<b>40.7</b>	<b>49.0</b>	<b>45.6</b>	<b>41.9</b>	<b>45.0</b>	39.7	<b>44.6</b>	<b>43.1</b>
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	
	<b>40.9</b>	38.2	37.8	35.2	30.0	30.8	24.3	

Concentrations in **BOLD** are exceedances of the annual mean objective level

### 2.3 2009 Action Plan Measures

A series of potential measures were identified by the consultant and MCC, and put through a number of screening tools and were consulted upon within MCC, the Usk Air Quality Steering Group members, and then the wider public and businesses of Usk. These measures were distilled down into 14 actions and prioritised for action based on air quality impact, cost, feasibility, wider impacts and timescale.

The full process is detailed in the original 2009 Action Plan and the 14 measures taken forward in the 2009 Plan are presented in Table 2.5.

The measures were given a ranking of 1 to 14. Those thought most cost-effective and likely to deliver the most effective solution to the problem in Usk were traffic management measures. Addressing the through-flow of heavy goods vehicles along the A472, together with a consideration of delivery times were the specific measures most likely to deliver improvements.

**Table 2.5 Prioritisation of 14 measures – 2009 Action Plan**

Ranking of measures (in order of priority)				
Measure	Overall cost-effectiveness	Overall air quality improvement (and time-scale involved)	% people positively affected by option	RANKING
6. Management of on and off-street parking consideration of delivery-time strategy.	Medium (low to medium costs)	Medium (short to medium-term)	Medium (residents & shoppers, not retailers)	<b>1</b>
5. HGV restriction along Bridge Street – To be informed by surveys and subsequent report (see para. 7.4)	Medium (medium costs- mainly to others and not Council)	Medium (medium-term)	High (residents, shoppers)	<b>2</b>
3. Encourage walking as a mode of transport	High (low cost)	Low (short-term)	High (residents, shoppers, retailers)	<b>3</b>
8. Increase the number of public transport services to and from Usk. To include community transport	Low-medium (high costs to others)	Low (medium to long-term)	Low-medium (residents and shoppers)	<b>4</b>
9. Contain indirect emissions from future development and from changes of land use that would generate traffic	High (low costs)	Low (short to medium-term)	Medium-high (residents, shoppers & retailers)	<b>5</b>
15. Travel Awareness campaigns e.g. Green Travel Days etc.	High (low costs)	Low (short to medium-term)	Medium (residents, retailers and shoppers)	<b>6</b>
New – Informed by Steering Group  Work with school and others to produce community and school traffic plan	High (possible grant input)	Low (medium term)	Low (residents with emphasis on those with primary school age children)	<b>7</b>
1. Encourage more cycling; implement hierarchy of urban & inter-urban cycle routes	High (low cost)	Low (short-term)	Potentially high (residents, shoppers, retailers)	<b>8</b>
2. Support & promote facilities for cyclists at school and in town centres	High (low cost)	Low (short-term)	Potentially high (residents, shoppers, retailers)	<b>9</b>
13. Car club scheme	High (low-medium costs)	Low (short to medium-term)	Medium (residents and retailers)	<b>10</b>
New – Informed by Steering Group  Develop kerb side recycling collections to reduce traffic to civic amenity site	High (costs factored into MCC waste strategy)	Low (short term)	Low (percentage of local residents)	<b>11</b>
14. Flexible home-working, work-time	High (low costs)	Low (short-term)	Low-medium (residents and retailers)	<b>12</b>

7. Implement new 20mph speed limits/ zones	Low-medium (low to medium costs)	Low (medium-term)	Low (some residents only)	<b>13</b>
New – Informed by Steering Group  Investigation of altering traffic flows through the town	To be determined	Could be high (long term)	Potentially high to residents, shoppers and businesses in the vicinity	<b>14</b>

## 2.5 Previous Reports in Relation to Usk Air Quality

Below is a chronological summary of previous air quality reports from 2003 until 2019 that relate to Usk. Further detail on each report can be found in the previous reports available on Monmouthshire County Council's website.

### A chronological summary of previous air quality reports

Report Name	Date	Outcome
<b>Updating and Screening Assessment (Round 2)</b>	<b>June 2003</b>	<b>Detailed Assessment required for nitrogen dioxide at four roadside locations. Two in Monmouth, and one each in Usk and Chepstow</b>
<b>Interim Detailed Assessment (9 months monitoring)</b>	November 2004	AQMA required for Bridge Street in Usk.
<b>Detailed Assessment (12 months monitoring)</b>	February 2005	AQMA for Usk confirmed.
<b>Progress Report</b>	May 2005	Confirmed nitrogen dioxide exceedance in Usk.
<b>AQMA declared for Bridge Street, Usk</b>	November 2005	The location is shown in Figure 1
<b>Further Assessment for Usk AQMA</b>	April 2007	Confirmed the AQMA should be retained with no changes to the boundary
<b>Progress Report</b>	November 2008	NO <sub>2</sub> exceedances limited to the two AQMA's.

<b>Updating and Screening Assessment (Round 4)</b>	<b>May 2009</b>	<b>Little changed in source emissions since 2006</b>
<b>Usk Air Quality Action Plan</b>	September 2009	Agreed by Welsh Assembly Government on November 2009. 14 proposed measures to improve air quality
<b>Progress Report</b>	May 2010	Only the two AQMA's exceeded nitrogen dioxide objective levels. No Detailed Assessment required.
<b>Progress Report</b>	June 2011	Nitrogen dioxide is still the only pollutant that exceeds the objective level, and these exceedances are contained in the two declared AQMAs in Usk and Chepstow.
<b>Updating and Screening Assessment (Round 5)</b>	<b>April 2012</b>	<b>Air quality within Monmouthshire continues to meet the relevant air quality objectives outside of the declared AQMAs. Within the AQMAs there are still exceedances of the nitrogen dioxide objective at Hardwick Hill, Chepstow and Bridge Street, Usk.</b>
<b>Progress Report</b>	April 2013	Nitrogen dioxide was still the only pollutant that exceeded the objective level. The two Air Quality Management Areas still exceeded.  Nitrogen Dioxide levels across the County increased sharply in 2012.
<b>Progress Report</b>	April 2014	Nitrogen dioxide was still the only pollutant that exceeded the objective level. The two Air Quality Management Areas still exceeded.  Nitrogen dioxide levels were lower in 2013 than
<b>Updating and Screening Assessment (Round 6)</b>	<b>April 2015</b>	<b>The two AQMA's continued to experience exceedances of the nitrogen dioxide annual mean at two locations in each town. Concentrations in 2014 were fairly similar to those recorded in 2013 (which had seen a decrease from 2012). There were no exceedances outside the AQMA's</b>



<b>Progress Report 2016</b>	April 2016	Nitrogen dioxide, PM10 and PM2.5 concentrations decreased at all locations in the County and for the first year there were no exceedances in the Usk AQMA.
<b>Progress Report 2017</b>	September 2017	For the second year, all six monitoring locations the Usk AQMA were below the nitrogen dioxide annual mean objective level.
<b>Annual Progress Report 2018</b>	September 2018	Third year with no exceedance in Usk AQMA. Concentrations broadly similar to 2017. Additional monitoring undertaken in Woodside south of Usk AQMA – the highest concentration was 29.6µg/m <sup>3</sup> at WS2
<b>Annual Progress Report 2019</b>	September 2019	<b>Fourth year with no exceedance in Usk AQMA and all locations recorded their lowest concentrations to date. The highest concentration in Usk was 32.1µg/m<sup>3</sup> (USK3). The first year in Usk that all locations were more than 10% below the objective level. The highest concentration from the three Woodside locations was 27.1µg/m<sup>3</sup> (WS2)</b>
<b>Annual Progress Report 2020</b>	September 2020	2019 was the fifth year with no exceedance in Usk AQMA, and second year with concentrations under 36µg/m <sup>3</sup> (10% of objective level). Generally, concentrations in Usk was similar to those recorded in 2018. The highest concentration in Usk was 33.3µg/m <sup>3</sup> (USK3) and in Woodside 27.8µg/m <sup>3</sup> (WS2)
<b>Annual Progress Report 2021</b>	August 2021	Air Quality improved significantly in 2020, due to the COVID pandemic and lockdowns. The largest decrease was during the March-June 2020 lockdown. This was the sixth year with no exceedances of the NO <sub>2</sub> objective level and third below 10% of the OL. The highest concentration in Usk was 24.3µg/m <sup>3</sup> (USK 5) and in Woodside – 18.5 µg/m <sup>3</sup> (WS2)
<b>Annual Progress Report 2022</b>	September 2022	Seventh year with no exceedances of nitrogen dioxide objective level and fourth below 10% of the OL. The range was 15.5 - 25µg/m <sup>3</sup> (Usk 6 and Usk 5).

### 3. Air Quality Monitoring in Usk

#### 3.1 Monitoring between 2006 – 2021

Nitrogen Dioxide has continued to be monitored by diffusion tube in Usk, and from 2017 monitoring was extended west of Usk Bridge into Woodside with three locations around the junction with the bridge. Table 3.1 identifies the monitoring locations, which are shown in figures 3.1 and 3.2.

Table 3.2 and Figure 3.3 present the annual mean concentrations at all Usk and Woodside locations between 2006 and 2021.

As required by Technical Guidance, all diffusion tube annual means have been bias adjusted to the National bias adjustment factor. Further details can be found in each of the annual air quality reports on MCC website for the corresponding year of monitoring.

**Table 3.1 Details of Usk Nitrogen Dioxide Diffusion Tube Sites**

Site Name	ID	Site Type	OS Grid Ref		Site Height (m)	In AQMA	Relevant Exposure	Distance to receptor (m)	Distance to kerb of nearest road (m)	Worst-case exposure	Date of Installation/removal
			X	Y							
14A Castle Parade, Usk	USK1	Roadside	337860	201039	2.3	No	Yes	0.16	1.6	Yes	04/07/2007
Castle Court, Usk. Rainwater Pipe	USK2	Roadside/ Urban Centre	337710	200936	2.45	Yes	Yes	0.16	1.35	Yes	02/08/2005
White Hart, 5 Bridge Street, Usk Rainwater Pipe	USK3	Roadside/ Urban Centre	337663	200906	2.4	Yes	Yes	0.15	1.3	Yes	02/01/2004
35 Bridge Street, Usk	USK4	Roadside/ Urban Centre	337596	200849	2.5	Yes	Yes	0.15	1.3	Yes	04/11/2003
Lamp Post adjacent to No.16 Bridge Street, Usk	USK5	Roadside/ Urban Centre	337562	200824	2.4	Yes	Yes	0.54	1.2	Yes	04/02/2003
4 Usk Bridge Mews, Usk Rainwater Pipe	USK6	Roadside/ Urban Centre	337473	200755	2.6	Yes	Yes	0.21	4.9	Yes	02/01/2004
13 Woodside, Usk, Rainwater pipe	WS1	Kerbside	337363	200707	2.5	No	Yes	0.15	1	Yes	03/01/2017
19 Woodside, Llanbadoc, Usk, Rainwater pipe	WS2	Roadside	337356	200736	1.8	No	Yes	0.23	2.6	Yes	03/01/2017
22 Woodside, Llanbadoc, Usk, Rainwater pipe	WS3	Roadside	337364	200749	2.5	No	Yes	0	1.5	Yes	03/01/2017

Figure 3.1 - Nitrogen Dioxide Monitoring Locations – Bridge Street, Usk

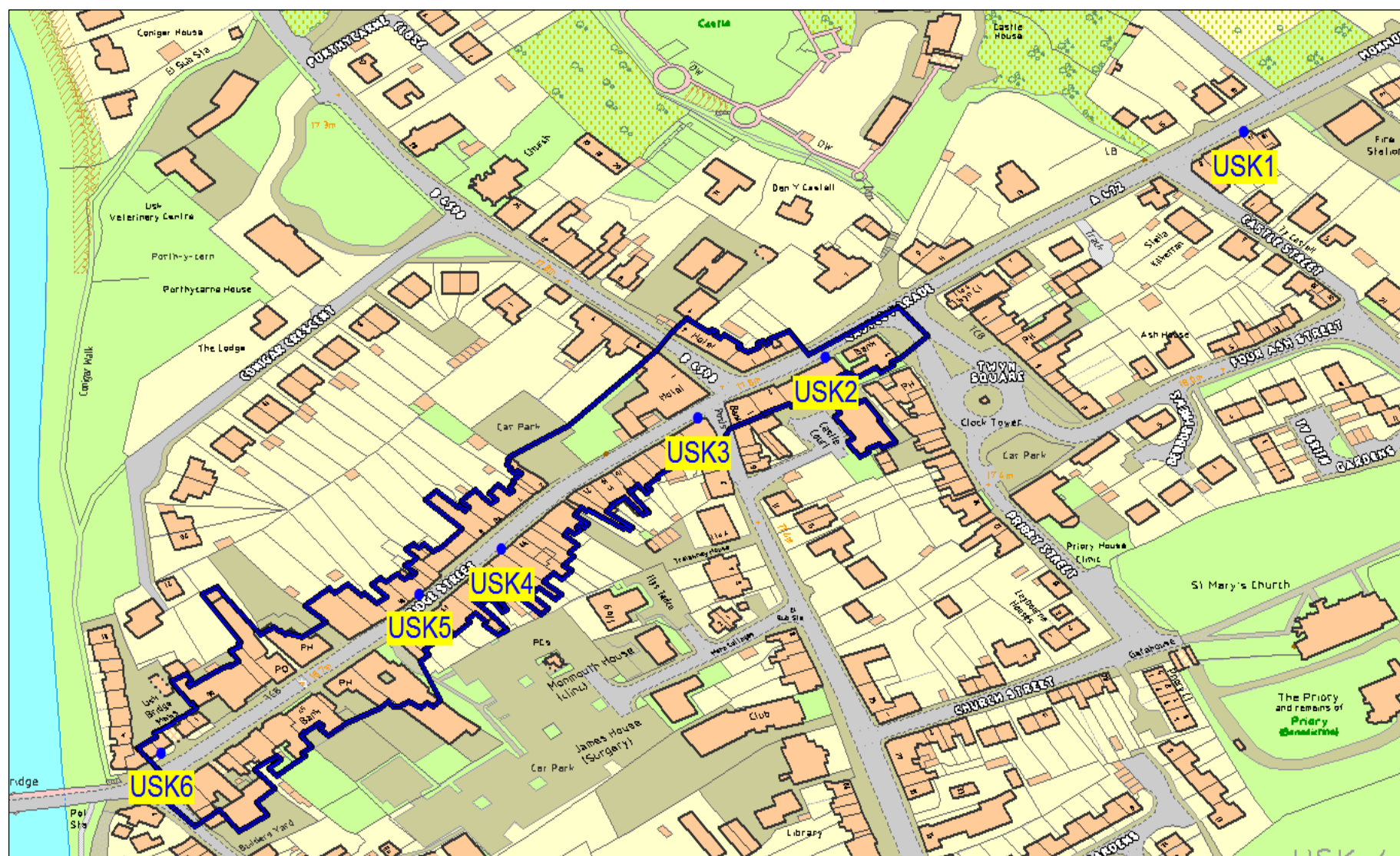
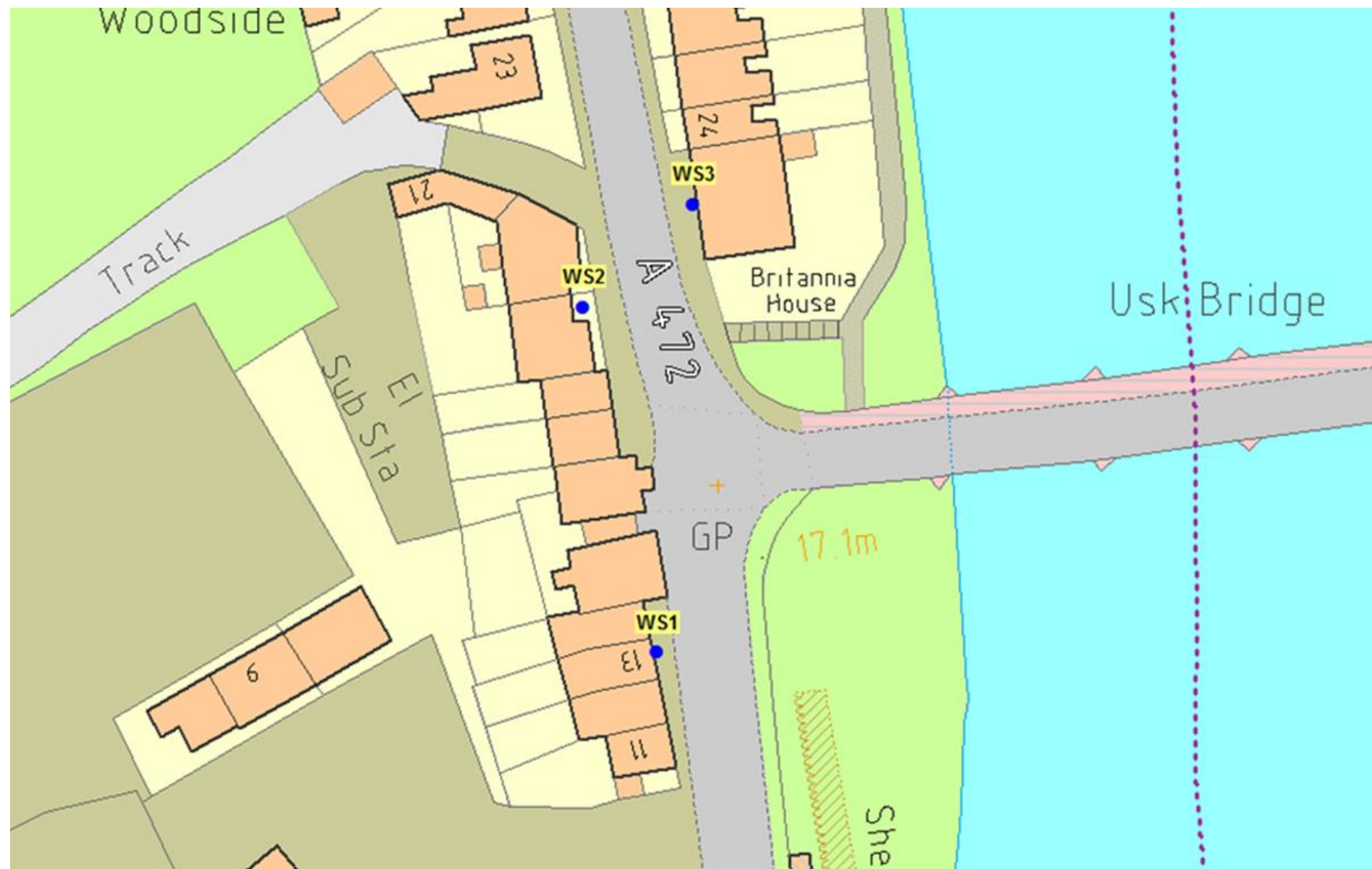


Figure 3.2 - Nitrogen Dioxide Monitoring Locations – Woodside, Usk



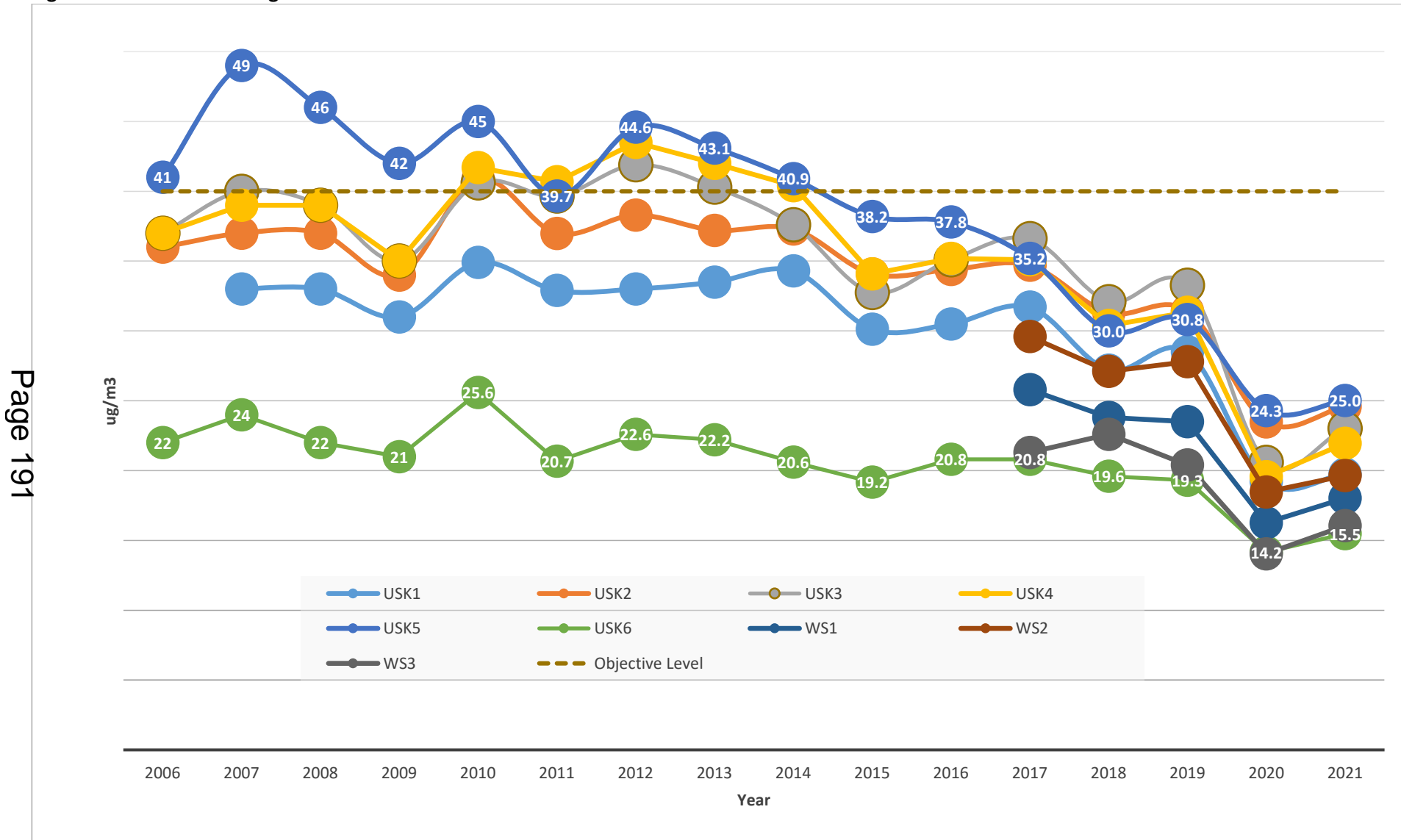
**Table 3.2 Nitrogen Dioxide Annual Mean Concentration in Usk 2006-2021**

Site ID	NO <sub>2</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(1)</sup>															
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
USK1	Not monitored	33.0	32.8	31.1	34.9	32.9	33.0	33.5	34.3	30.1	30.5	31.7	27.2	28.5	19.2	19.7
USK2	36	37.0	37.2	34.4	<b>40.9</b>	37.0	38.3	37.2	37.3	34.1	34.4	34.7	31.3	31.4	23.5	24.6
USK3	37	<b>40.0</b>	38.9	35.3	<b>40.6</b>	39.7	<b>41.9</b>	<b>40.3</b>	37.6	32.8	35.1	36.6	32.1	33.3	20.6	23
USK4	37	39.0	39.0	35.4	<b>41.7</b>	<b>40.7</b>	<b>43.5</b>	<b>42.0</b>	<b>40.4</b>	34.1	35.2	35.1	30.4	31.3	19.6	22
USK5	<b>41</b>	<b>49.0</b>	<b>45.6</b>	<b>41.9</b>	<b>45.0</b>	39.7	<b>44.6</b>	<b>43.1</b>	<b>40.9</b>	38.2	37.8	35.2	30.0	30.8	24.3	25
USK6	22	24.0	21.6	20.9	25.6	20.7	22.6	22.2	20.6	19.2	20.8	20.8	19.6	19.3	14.2	15
WS1												25.8	23.8	23.5	16.3	18
WS2												29.6	27.1	27.8	18.5	19.7
WS3												21.3	22.6	20.4	14.0	16.1

**Notes:** Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

(1) As required by Technical Guidance, all diffusion tube annual means have been bias adjusted to the National bias adjustment factor. Further details can be found in the annual progress reports. Un-bias adjusted monthly diffusion tube data can be found in each year's annual report available on MCC website

Figure 3.3 Usk Nitrogen Dioxide Annual Mean Concentrations 2006 – 2021





### 3.2 Comparison of 2006-2021 Nitrogen Dioxide Monitoring Results with the Air Quality Objectives

Historically there are four monitoring locations which have exceeded the nitrogen dioxide annual mean objective level of  $40\mu\text{g}/\text{m}^3$ .

- USK2 (Castle Court) 2010
- USK3 (5 Bridge St) 2007, 2010, 2012, 2013
- USK4 (35 Bridge St) 2010, 2011, 2012, 2013, 2014
- USK5 (16 Bridge St) 2007, 2008, 2009, 2010, 2012, 2013, 2014

Since 2014, no locations have exceeded the annual mean objective level.

#### Annual summary of nitrogen dioxide trends 2007-2021

- 2007 to 2009 – Annual variations but a general decrease
- 2010 – All locations increased to highest concentrations to that date (apart from one). Four locations exceeded the objective level, which is the only year that this occurred. This was the only year that USK2 exceeded.
- 2011 – All locations decreased and only one location exceeded the objective level.
- 2012 – All locations increased. Three locations exceeded the objective level. Two locations were at their highest concentrations. Since 2012 no locations have recorded higher concentrations.
- 2013 – Decrease at all locations except one – hypothesised that 2012 was very high due to poor atmospheric conditions. Three locations exceeded the objective level.
- 2014 – Variation – four locations decreased again, two increased. Two locations exceeded the objective level.
- 2015 – Further decrease at all locations. Generally, the lowest concentrations since 2007 (up until 2015). The first year that there were no exceedances of the objective level.
- 2016 – Slight increase but remain lower than 2007-2014. Second continuous year with no exceedances of the objective level.
- 2017 – Slight increase again, but third continuous year with no exceedances of the objective level. First full year of data for the three Woodside locations, none of which were in exceedance of the objective level.



- 2018 – Decrease at all six Usk locations to lowest concentrations since monitoring began. Fourth continuous year with no exceedances of the objective level. First year with all locations under 10% of the objective level (i.e. under  $36\mu\text{g}/\text{m}^3$ ). Two Woodside locations decreased, and one increased slightly. Important to note that 2 months early 2018 some of the town was closed for gas main works. Different sections were closed at different times, but this resulted in two months of lower concentrations.
- 2019 – Slight increase at most locations over 2018 (six of nine), however increases and decreases were so low it is fair to say concentrations have remained stable for two years, bearing in mind Bridge Street was closed for 2 months in 2018. A town wide average of all locations indicates that the town mean in 2018 and 2019 was  $27\mu\text{g}/\text{m}^3$ . It was the fifth continuous year with no exceedances of the objective level. Second year with all locations below 10% of the objective level.
- 2020 – Significant decreases in nitrogen dioxide at all nine locations in Usk and Woodside, due to the COVID pandemic. Concentrations in Usk ranged between  $14.2\mu\text{g}/\text{m}^3$  and  $24.3\mu\text{g}/\text{m}^3$ , and in Woodside between  $14\mu\text{g}/\text{m}^3$  and  $18.5\mu\text{g}/\text{m}^3$ . This was the sixth continuous year below  $40\mu\text{g}/\text{m}^3$  and third below  $36\mu\text{g}/\text{m}^3$ .
- 2021 – Slight increase compared to 2020, but lower than 2019. The largest increases were USK 3 and USK4 which both increased by  $2.4\mu\text{g}/\text{m}^3$  to 23 and  $24\mu\text{g}/\text{m}^3$  respectively. The highest location in 2021 was Usk 5 at  $25\mu\text{g}/\text{m}^3$ . Historically the highest location in Usk was USK5 in 2007 at  $49\mu\text{g}/\text{m}^3$ . The lowest concentration in Usk in 2021 was USK 6 at  $15.5\mu\text{g}/\text{m}^3$ .

Typically, USK5 has been the location with the highest nitrogen dioxide concentrations. It was at its highest concentration in 2007 when it reached  $49\mu\text{g}/\text{m}^3$ . In 2018, it reached its lowest concentration at  $30.0\mu\text{g}/\text{m}^3$  (apart from 2020 and 2021 when it was  $24.3$  and  $25\mu\text{g}/\text{m}^3$ ) which is a  $19\mu\text{g}/\text{m}^3$  decrease in 2018 and most recently (2021) a  $24\mu\text{g}/\text{m}^3$  decrease.

In 2017, 2018 and 2019 USK3 became the worst-case location in the town with a 2019 concentration of  $33.3\mu\text{g}/\text{m}^3$ , compared to USK5 which was  $30.8\mu\text{g}/\text{m}^3$  in 2019. In 2020 and 2021 it decreased to the third highest location however, with both USK2 and USK5 recording higher concentrations.

## Schools Monitoring Project

In August 2018, Environmental Health installed a continuous air quality sensor at Chepstow Comprehensive School and Usk Primary School, and then at St Mary's Primary School, in Bulwalk Chepstow and Monmouth Comprehensive School in June 2020.

The sensors are the Air Quality Transmitter AQT410 manufactured by Vaisala. They continuously monitor nitrogen dioxide, nitric oxide, ozone, carbon monoxide, air temperature, humidity, and air pressure. The schools have access to the data via a website and a number of educational packages. There is the potential for the data to be used by the school as an educational resource which will help raise awareness of the importance of improved air quality amongst staff, pupils and their parents, and highlight the contributions that each of us can make to improving air quality such as walking to school, switching engines off etc.

Usk R.C Primary School is just outside the eastern boundary of the Chepstow AQMA and the sensor was installed on the north side of the school building to monitor emissions at the classrooms and playground closest to the A472 (Monmouth Road, that becomes Bridge Street).

**Table 3.3 – 2018 - 2021 Monthly & Annual Mean Concentrations for NO<sub>2</sub>, at AQT410 Sensor – Usk School**

	Nitrogen dioxide average in µg/m <sup>3</sup>			
Month	2018	2019	2020	2021
January	Not installed	32.7	16.9	21.5
February		30.9	22.1	25.1
March		24.6	24.6	33.0
April		25.5	34.9	42.0
May		30.4	45.9	44.1
June		26.8	39.4	49.0
July		26.5	33.2	22.3
August	Settling	26.1	38.5	34.2
September		25.0	36.4	M
October	30	19.6	30.8	38.5
November	19	16.0	27.5	34.5
December	21	17.8	23.1	32.8
Average	23	25.1	31.1	34.3

## 4.0 Implementation of 2009 Action Plan

Monmouthshire County Council has taken forward a number of the identified Action Plan Measures since 2009 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 4.1.

Key completed measures in Usk are:

- Implementation of a 20 mile an hour zone through the Usk Air Quality Management Area,
- Enforcement of double yellow line parking,
- Implementation of a Lorry watch scheme to help enforce the Road Traffic Order (RTO), as well as improved signage. The RTO for Usk is a weight based order to prevent Heavy Goods Vehicles (HGV's) entering the town unless they have business in Usk
- Scoping/feasibility of creating a shared space (for vehicles and pedestrians in the Usk AQMA.
- Installation of bike stands on Bridge Street

Key measures that were not successful are:

- Creating of a new Road Traffic Order to prevent HGV's from the Caerleon RTO entering the Usk RTO
- Creating a time based RTO to restrict HGV access to Usk at peak traffic times
- Investigation of altering traffic flows through the town were investigated and modelled, however all options increased congestion and air pollution.

Table 4.1 – Progress on the original 2009 Usk Action Plan Measures to Improve Air Quality

Action Plan Measure No.	Measure	Lead authority	Implementation Phase	Indicator	Progress to date	Progress in the last 12 months	Estimated Completion Date	Comments relating to emissions reductions
6.	Management of on and off-street parking consideration of delivery time strategy	MCC	Complete	n/a	<p>Police in Usk have increased enforcement of on street parking.</p> <p>M.C.C improved car park signage</p> <p>Chamber of Commerce re-established and members of Steering Group.</p> <p>Chamber of Commerce actively engaging with businesses (letters and emails and meetings) to promote non-roadside deliveries</p>	M.C.C. have taken over enforcement of double yellow line parking, in bid to increase enforcement.	Complete, however ongoing work required to continually engage with police, Civil Enforcement Officers and chamber of commerce	Reducing on street parking has improved congestion at peak times.

Action Plan Measure No.	Measure	Lead authority	Implement ation Phase	Indicator	Progress to date	Progress in the last 12 months	Estimated Completion Date	Comments relating to emissions reductions
					and/or off-peak deliveries			
5.	HGV Restriction along Bridge Street – to be informed by surveys and subsequent report	MCC	Complete	HGV numbers	<p>There is a RTO in place, but difficult for police to enforce due to its length and proximity to the Caerleon RTO. As such enforcement is minimum and two Caerleon businesses have been allowed to breach the RTO without penalty. In addition, there are local businesses who use HGV’s that are exempt. As such the RTO has not been successful in the past.</p> <p>MCC has spent a great deal of time working with the police and local businesses and town council to replace the RTO with a more effective one. First a shortened RTO was proposed, but opposed by local businesses, secondly a time ban (e.g. no HGV’s at all in peak traffic times) but was again opposed.</p> <p>It has now been decided to no longer pursue the implementation of new RTO’s however the current one is still in place.</p>	<p>Current RTO: -</p> <p>Signage in place</p> <p>Lorry Watch – ongoing</p> <p>All HGV’s reported are contacted by MCC officers.</p> <p>This has resulted in a reduction in the number of HGV’s using the town as a short cut.</p> <p>Typically once contacted the companies do not offend again.</p>	Emissions reductions if HGVs are taken off the route through Usk. Likely to be the most beneficial measure in terms of reducing emissions and concentrations.	

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Action Plan Measure No.	Measure	Lead authority	Implementation Phase	Indicator	Progress to date	Progress in the last 12 months	Estimated Completion Date	Comments relating to emissions reductions
					Work has been undertaken, however, to try to make the exiting RTO more effective - Signage improved (sat nav signs and CCTV signs), and a Lorry Watch Scheme was implemented and run by a consultancy, but has now been taken over by Trading Standards. HGV's in breach of the RTO are recorded by local volunteers to TS, who send warning letters, and if necessary fines to the company.			
	Encourage walking as a mode of transport	MCC	On going	n/a	MCC undertaken Active Travel Act duties including identification of walking routes in Usk and improvements to routes.	On going		Unlikely to be significant emissions reductions.
8.	Increase the number of public transport services to and from Usk. include community transport	MCC	Ongoing	Numbers of public transport services	Bus companies report loss of money from routes and require additional MCC funding. Currently MCC priority is to return bus services to previous levels	Ongoing		Unlikely to be significant emissions reductions.
9.	Contain indirect emissions from future development and from changes of land use that would generate traffic	MCC	Ongoing	Numbers of air quality assessments requested	Proactive engagement with Planning authority that may have air quality implications	Ongoing		Could be significant depending on numbers of planning applications.

Action Plan Measure No.	Measure	Lead authority	Implementation Phase	Indicator	Progress to date	Progress in the last 12 months	Estimated Completion Date	Comments relating to emissions reductions
15	Travel Awareness Campaigns	MCC	Ongoing but not specifically targeting Usk at the moment	n/a	None in Usk	n/a	Ongoing	Sustained travel awareness campaigns coupled with improvements to alternatives could reduce car use and therefore reduce emissions.
New	Work with school and others to produce a community and school traffic plan	MCC in partnership	Ongoing	Numbers of Travel Plans in place	A member of the Steering Group is a Governor at Usk School and is proactively engaging with the School to encourage improve parking arrangements and to encourage walking on behalf of the Group.	Air Quality monitoring undertaken at School, coupled with potential education opportunities using the monitoring data. Educating the children should help inform parents of emissions from school drop-offs and encourage alternative.	On-going – Continuous monitoring installed at school in summer 2018, and school taking part in Eco School diffusion tube monitoring education package. Monitoring data from the sensor will be available to the school for teaching purposes via a website.  Anti-Idling group set up within MCC	Could potentially provide reductions in emissions at locations close to schools, or at congestion hotspots.

Action Plan Measure No.	Measure	Lead authority	Implementation Phase	Indicator	Progress to date	Progress in the last 12 months	Estimated Completion Date	Comments relating to emissions reductions
							with intentions of promoting anti idling campaigns starting in 2020 and focused on School pick up and drop off times	
1.	Encourage more cycling: implement hierarchy of urban and inter-urban cycle routes	MCC	On-going	Numbers of cyclists	MCC working on Active Travel Act that will include Usk cycle and walking routes	MCC working through the stages of the Active Travel Act.  Specific work to create new walking and cycling connections to Coleg Gwent and MCC County Hall, and then South towards Pontypool. – Planning applications made	On-going	Potential reductions in emissions if modal shift from car to cycling.
2.	Support and promote facilities for cyclists at school and in town centres	MCC	On-going	Numbers of cyclists	Provision of cycle racks on Bridge Street	Part of Active Travel Act work	On-going	Potential reductions in emissions if modal shift from car to cycling.



Action Plan Measure No.	Measure	Lead authority	Implementation Phase	Indicator	Progress to date	Progress in the last 12 months	Estimated Completion Date	Comments relating to emissions reductions
13.	Car club scheme	MCC	n/a	n/a	n/a	Not being progressed – unlikely to be effective	n/a	n/a
New	Develop kerbside recycling collections to reduce traffic to civic amenity site	MCC	Complete	n/a	Complete	n/a	n/a	Unlikely to have a major impact on emissions. Included in original Action Plan to reduce number of household trips to Municipal Refuse Site.
14.	Flexible home working, work times etc.	MCC	Ongoing	Number of work-related trips in private single occupancy cars.	Promoted within MCC.	Much greater levels of homeworking within MCC	Ongoing	Due to COVID 19 pandemic from early 2020 - home working is much more prevalent and acceptable for employers. The benefits to the environment have been seen. – especially March – June 2020.  MCC has stated that they will encourage more home working and remote meetings
7.	Implement new 20mph speed limits/ zones on Bridge Street	MCC	Complete	n/a	This has now been put in place by MCC in 2018 Modelling undertaken for 20mph – however it showed increased	A Share Space Concept was considered by MCC and a consultant.  This work has now been rolled into the	Completed	Traffic studies have shown that vehicles in Usk do not tend to exceed 20mph in the day. However, it is possible that less accelerating and braking up to and down from 30mph might reduce emissions, and a 20mph zone might discourage

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Action Plan Measure No.	Measure	Lead authority	Implementation Phase	Indicator	Progress to date	Progress in the last 12 months	Estimated Completion Date	Comments relating to emissions reductions
					emissions, as it created additional queuing. Therefore, implemented without road obstacles that could increase congestion.	Strategic Vision Plan for Usk	On-going – early stages of viability work	<p>certain vehicles, who could take a faster road.</p> <p>2018 was the first full year of 20mph, and emissions in Usk were recorded at an all-time low (however this occurred Countywide), this continued into 2019 with only a slight increase in emissions.</p> <p>In addition, it is possible that this will be the first step in making Usk town centre a more pedestrian orientated place, rather than a vehicle through route. Options are being looked into to create a Shared Space.</p>
<b>New</b>	Investigation of altering traffic flows through the town	MCC	<b>Complete</b>	n/a	<p>Considered again in 2014 and modelled for a number of options. Each option, however, increased congestion and emissions.</p> <p>It was considered again as part of the Master Plan 'but no longer considered a feasible option following consultation</p>		Will not be progressed	Increased emissions

## 5.0 Usk Air Quality Action Plan 2023 and The Future for Air Quality Improvements in Usk

The 2009 Action Plan has had some success at reducing traffic overall, reducing HGV's, improving traffic flow. Air quality has improved significantly, and it has been five years since the last exceedance of the annual objective level.

However, as all the actions have now been considered, and either implemented and completed, implemented and are ongoing, or been scoped or tried and been unsuccessful, it is time to move forward and to put in place a framework that will continue to improve air quality.

The Usk & Woodside Improvement Master Plan will be an integral framework for air quality improvements in the town.

This is a strategic vision for Usk that will outline the future of the town and is being worked on jointly by Monmouthshire County Council and Usk Town Council.

The 2009 Air Quality Action Plan measures are included in the Master Plan, to bring about holistic improvements to the town that will include reduction of traffic, encouragement of a more pedestrianised town centre, improved digital integration and as a result improved air quality and a safer and more health town.

The framework will direct change in the town over the next five years and beyond and will be based on extensive engagement with key stake holders and the wider community. It is currently on its 4th Draft and has already gone through a number of consultations.

The Air Quality Steering Group have fed into the strategy and many of the key air quality improvement goals will be included.

Some of the key themes of the Strategy are:-

- Action for Future Generations

Rethink and evolve thinking around localised energy production, the local environment and the way people travel.

- Business: Proudly Independent

Recasting Usk as a specialist independent town by supporting local businesses

- Reclaiming Usk's streets and spaces

Reversing decades of car orientated practices and returning Usk to a place for people not cars. For example, Twyn Square to become a public space to provide a place to meet, gather and showcase Usk. Trialling innovating street designs for Bridge Street to make it safer, more walkable, more attractive and to help improve air quality.

- Environment and botanics

Capitalise on Usk's rural setting and identity as the Town of Flowers to provide wider benefits

To integrate the original 2009 Action Plan and the Usk Town Improvement Master Plan the Action Plan has been updated to a 2023 version as shown in Table 5.1.

The Action Plan was written in consultation with the Usk Air Quality Steering Group, that meets twice a year to review and update on progress of the Action Plan Measures.

Ranking is based on a combination of items that must be delivered first before further actions can be delivered, cost effectiveness, air quality improvement the action will deliver (and timescale for it to be realised) and the number of people positively affected).

MCC in consultation with the Steering Group, and Welsh Government will look to revoke the Air Quality Management Area if the objective level remains below  $36\mu\text{g}/\text{m}^3$  for six or seven consecutive years. This increase over the five years mentioned in LAQM.PG(W)16 is to take account of the reduced traffic associated with the 2020 and 2021 COVID 19 lockdowns.

If this occurs and the AQMA is revoked the AQAP could form the basis of a local air quality strategy to emphasis the council's role in delivering cleaner air and to ensure air quality issues maintain a high profile locally. It is Lilley that diffusion tube monitoring will remain in place, to ensure that if pollution does increase it can be identified early.

**Table 5.1 – Usk Air Quality Action Plan 2023**

<b>Ranking of measures (in order of priority)</b>				
<b>Measure</b>	<b>Overall cost-effectiveness</b>	<b>Overall air quality improvement (and time-scale involved)</b>	<b>% people positively affected by option</b>	<b>RANKING</b>
Procurement of ANPR traffic data and commission of parking survey to help inform future actions	Medium (medium cost)	No direct improvement but will help inform further actions	High – residents, shoppers, retailers	<b>1</b>
Traffic Enforcement  Both 20mph zones by police and double yellow line parking by MCC Civic Enforcement Officers	Medium (low to medium costs)	Medium (this will be an ongoing action)	Medium (residents & shoppers, not retailers)	<b>2</b>
Town wide parking strategy  Traffic Regulation Orders to restrict parking or limit waiting and improve pedestrian amenity and traffic flow.  Improve car parks and introduce EVC points, consider residents parking permits and car park charging or time restrictions	Medium to High – dependant on range of measures	Medium – approx. 12 months	Medium (residents)	<b>3</b>
Improved Public transport – additional bus routes to Pontypool & Abergavenny	Medium	Medium (1-5 years)	Medium (workers, shoppers, visitors residents)	<b>4</b>
HGV Lorry Watch to continue with letter warnings and enforcement by MCC	High (low costs – Volunteer spotters and enforcement by MCC)	Medium (medium-term)	High (residents, shoppers, retailers)	<b>5</b>
Improving Active Travel, including connecting Coleg Gwent campus, MCC offices (e.g. utilising the former railway line as a high-quality pedestrian cycle route) and Usk Island to the town and the two Sustrans routes (423 and 42).  Improvement of Sustrans routes  Create an active travel hub in Twyn Square	High (low cost)	Low (1-5 years)	High (residents, shoppers, retailers, visitors)	<b>6</b>
Increase the number of public transport services to and from Usk. To include community transport	Low-medium (high costs to others)	Low (medium to long-term)	Low-medium (residents and shoppers)	<b>7</b>

Contain indirect emissions from future development and from changes of land use that would generate traffic	High (low costs)	Low (short to medium-term)	Medium-high (residents, shoppers & retailers)	<b>8</b>
Bike Hire Scheme from Coleg Gwent	medium (low costs)	Low- medium dependant on uptake (12 months)	Medium (college students, MCC Staff, visitors)	<b>9</b>
Work with school and others to produce community and school traffic plan –  School Air Quality Sensor to help with this	High (possible grant input)	Low (medium term)	Low (residents with emphasis on those with primary school age children)	<b>10</b>
Support & promote facilities for cyclists at school and in town centres	High (low cost)	Low (short-term)	Potentially high (residents, shoppers, retailers)	<b>11</b>
Public Realm improvements to Twyn Square (e.g. remove roundabout, restrict traffic, widen pavements, provide café/pub outside seating areas, improve green infrastructure)	High (medium-high costs)	Medium (1-5 years)	Medium (residents retailers, shoppers & visitors)	<b>12</b>
Pedestrian priority interventions for Bridge Street to reduce traffic, and encourage shoppers	High (High costs)	High (1-5 years)	High (residents, retailers, shoppers, visitors)	<b>13</b>
Implement new 20mph speed limits/ zones – Bridge Street Zone has been completed, other zones in the town could be beneficial)	Low-medium (low to medium costs)	Low (medium-term)	Low (some residents only)	<b>14</b>
River Usk Pedestrian Bridge (part of Active Travel)  First – assess strategic need as part of active travel strategy. If case undertake feasibility assessment & determine location, costs, funding, design.	Medium (high cost)	Medium (1-5 years)	Potentially high to residents, shoppers and businesses in the vicinity	<b>15</b>

## Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the LA intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
APR	Air quality Annual Progress Report
AURN	Automatic Urban and Rural Network (UK air quality monitoring network)
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
MCC	Monmouthshire County Council
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO <sub>2</sub>	Sulphur Dioxide
WG	Welsh Government

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