

# Public Document Pack



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Dydd Mercher, 30 Tachwedd  
2016

## Hysbysiad o gyfarfod

# Pwyllgor Craffu Cwmunedau Cryf

Dydd Iau, 8fed Rhagfyr, 2016 at 10.00 am

## AGENDA

**BYDD CYFARFOD CYN I AELODAU'R PWYLLGOR 30 COFNODION CYN I'R  
CYCHWYN Y CYFARFOD**

Eitem ddim	Eitem	Tudalennau
1.	Ymddiheuriadau am absenoldeb	
2.	Datganiadau o Fuddiant	
3.	Fforwm Cyhoeddus Agored	
4.	Cadarnhau cofnodion y cyfarfod blaenorol	1 - 8
5.	Rhestr o gamau gweithredu	9 - 10
6.	Partneriaethau a ariennir gan grantiau	11 - 16
7.	Cynllun gwella hawliau tramwy	17 - 34
8.	Amcanion gwella, perfformiad ac asesu risg	35 - 64
9.	Strategaeth iaith Gymraeg	65 - 90
10.	Rhaglen waith cymunedau cryf	91 - 92
11.	Blaenraglen Cabinet & Cyngor	93 - 112
12.	Cadarnhau dyddiad ac amser y cyfarfod nesaf	
	26 <sup>th</sup> January 2017 at 10am – premeeting at 9.30am	

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**Paul Matthews**

**Prif Weithredwr**

## CYNGOR SIR FYNWY

### MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

S. Howarth  
V. Smith  
D. Dovey  
A. Easson  
S. Jones  
P. Jordan  
A. Webb  
S. White  
P. Watts

### Gwybodaeth Gyhoeddus

#### **Mynediad i gopiâu papur o agendâu ac adroddiadau**

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

#### **Edrych ar y cyfarfod ar-lein**

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

#### **Y Gymraeg**

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

# Public Document Pack Agenda Item 4

## MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Strong Communities Select Committee held  
at on Thursday, 10th November, 2016 at 10.00 am

**PRESENT:** County Councillor S. Howarth (Chairman)  
County Councillor A. Easson (Vice Chairman)

County Councillors: D. Dovey, S. Jones, V. Smith, S. White and  
P. Watts

### **OFFICERS IN ATTENDANCE:**

Rachel Jowitt	Head of Waste & Street Services
Roger Hoggins	Head of Operations
Mark Howcroft	Assistant Head of Finance
Hazel Ilett	Scrutiny Manager
Carl Touhig	Recycling Strategy and Business Manager
Paula Harris	Democratic Services Officer

### **ALSO IN ATTENDANCE:**

Nick Tandy	Suez UK
Nik Hughes Roberts	Suez UK

#### **1. Apologies for absence**

We received apologies County Councillor A. Webb.

#### **2. Declarations of Interest**

None received.

#### **3. Open Public Forum**

We were joined in the Chamber by members of the public who wished to speak in response to the speeding and road safety item on the previous meeting agenda 15<sup>th</sup> September 2016.

A Member of the public, Nick Vincent and his wife attended to share their experience of successfully campaigning for lower speed limit in their community. During their campaign they had encountered issues of enforcement and felt that they had been passed around by various bodies including MCC, the Police and Go Safe.

Mr Vincent commented that from a resident's point of view it appeared that obstacles are placed on the way of progress and that communities deserved to have their voices heard. Mr Vincent also felt that when decisions were made he was not made aware of the reasoning behind them and that the process lacked honest and open debate.

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The Chair thanked Mr Vincent for his input and commented that residents like Mr Vincent would be useful as witnesses at the new Task and Finish Group.

Mr Sutherland, a member of the public, asked if an offer to fund speed cameras made by a member of the public at the 15<sup>th</sup> September 2016 meeting had been taken up. In response we were told by the Head of Operations that the Usk/Woodside design is being discussed next week and as prices of speed cameras come down it becomes more feasible, at present the average speed camera cost is 100K per mile.

#### **4. To confirm minutes of the previous meeting**

The minutes of the committee meeting dated 15<sup>th</sup> September 2016 were confirmed and signed by the Chairman.

#### **5. Action list**

- Speeding and Road Safety ~ to consider the policy and speeding enforcement and arrange a Members Seminar on the subject.

The seminar took place on the 8<sup>th</sup> November 2016 with actions to follow.

- Revenue & Capital Monitoring 2016/17 Period 1 outturn forecast statement - update on Raglan market.

This issue has been passed to the Audit Committee who will discuss on the 17<sup>th</sup> November 2016.

- Revenue & Capital Monitoring 2016/17 Period 1 outturn forecast statement - organisational structure/sickness/wellbeing report.

A report is going to the Audit Committee 17<sup>th</sup> November 2016, we will look to bring to SC at a later date.

- Street Lighting ~ to scrutinise a progress report on street lighting (policy and costs), a press release to update residents.

Done on the 18<sup>th</sup> October 2016 via Dewi Jones Press Officer.

#### **6. Public Toilets - A progress report on implementation of the review's recommendations.**

##### **Context:**

Provide members with an update on the provision of public toilets within the county.

##### **Key Issues:**

## **MONMOUTHSHIRE COUNTY COUNCIL**

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The Strong Communities Select Committee initially investigated the provision of public conveniences in 2010 and Cabinet subsequently adopted various recommendations of the Select Committee.

Since the review the provision of public toilets has been gradually transferred to community and town councils, the funding implications being reflected in the various budgets approved.

The provision of public toilets has gradually been transferred to local councils since the review. Three toilets were closed (Bulwark, Raglan, Tintern) but otherwise they have remained open being funded and managed by the local council or county council.

The initiative has demonstrated the capacity for the local councils to work collaboratively with the County Council to maintain local service provision during difficult financial circumstances.

Budget mandates have supported further transfer of services to local councils, including public toilet provision where this has not happened so far.

#### **Member Scrutiny:**

Members spoke of their support of collaborative working.

A Member brought up the Public Health Bill, now back at stage one and hoped that as statutory consultees we would be invited to comment.

It was stressed that members of the public should be made aware of the contribution made by Town Councils towards the upkeep of the public toilets, in the case of Abergavenny 58k is being put into the scheme by the Town Council.

The Chair referred Members back to the original Public Toilet consultation where town councils were told to take them on or lose them with Cabinet agreeing some funding for towns who take them on.

A Member spoke of the toilets being an asset to the town, the issue being the age of the toilets. It was asked should old facilities be knocked down to make way for 'super toilet' or should councils keep paying into the maintenance of old buildings.

It was asked how much engagement has taken place with shops and pubs in the towns and if there was money available for them to participate by offering their facilities to the public.

A Member expressed their frustration and said that if this issue had been addressed years ago that provision would not have been lost.

A question was raised regarding the sale of a public toilet in Raglan and we were told that the Coordinating Board had asked the Audit Committee to look at this and they had referred it back to the Estates department.

A Member asked if a charge should be levied for use of the public toilets.

## MONMOUTHSHIRE COUNTY COUNCIL

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#### **Committee's Conclusion:**

The Chair thanked the Officers for the report and looked forward to receiving regular updates on the subject.

#### **7. Prosiect Gwyrdd - An update report on the residual waste partnership.**

##### **Context:**

Members to receive an update on the implementation of the Prosiect Gwyrdd Energy from Waste Contract.

##### **Key Issues:**

Members will recall that MCC is and will remain a partner of Prosiect Gwyrdd (PG) until 2048. Between 2007-13 the SE Wales LAs of MCC, Caerphilly, Cardiff, Newport and Vale of Glamorgan worked together and with Welsh Government to structure a procurement to replace landfill as the main form of disposal for residual waste. The need to replace landfill was driven by:

- Landfill Directive (1999) requirements which placed a statutory limit on the amount of biodegradable municipal waste (BMW) that Councils could send to landfill
- Landfill tax escalator and the increasing costs of landfill
- Landfill being the least environmentally sustainable method to dispose of waste
- Increasing recycling performance and the need to have complimentary infrastructure in place for waste that cannot be recycled
- Lack of landfill provision across the UK

Following a robust and well-structured procurement, in December 2013 Viridor were awarded the contract from Cardiff as the Lead Authority. The Partnership which is formalised by a Contract between the LAs to allow Cardiff to contract with Viridor is called Prosiect Gwyrdd and is governed by a Joint Working Agreement 2.

Through the procurement process a scrutiny panel was established made up of Councillors from the relevant Scrutiny Committees. MCC's representatives were Cllr. S. Howarth and Cllr. V. Smith. The purpose of the panel was to:

- Scrutinise the procurement process for robustness, clarity and programme management (e.g. meeting timescales)



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- Ensure the process took account of a wide range of views. One of the biggest successes of the panel was their Call for Evidence which engaged a wide range of stakeholders and interested parties and produced a final report which gave clear recommendations to the Prosiect Gwyrdd Joint Committee to help inform the final contract
- Provide local input and a link to internal Council scrutiny processes

The use of a scrutiny panel through a partnership procurement was held up as best practice and added significant value to the partnership.

#### **Member Scrutiny:**

Members were informed that increasing capacity meant that Viridor were increasing tonnage not the size of their building.

We were told of the scrutiny taking place of Cardiff and their scrutiny of Viridor with MCC Cabinet Members Jones and Murphy being involved in the process.

Members expressed interest in the offer of a site visit. (ACTION R.J.)

The Chair commented on the LDP bringing extra properties to the area and the subsequent strain on facilities.

#### **Committee's Conclusion:**

The Chair thanked the Officers for the report and asked that the next update includes information on the long term plan.

### **8. Revenue & Capital Monitoring 2016/17 - Period 2 Outturn Forecast Statement**

#### **Context:**

A report was presented to the Committee to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 2 which represents month 6 financial information for the 2016/17 financial year.

This report will also be considered by Select Committees as part of their responsibility to;

- assess whether effective budget monitoring is taking place
- monitor the extent to which budgets are spent in accordance with agreed budget and policy framework
- challenge the reasonableness of projected over or underspends

## MONMOUTHSHIRE COUNTY COUNCIL

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- monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

#### **Key Issues & recommendations to Cabinet:**

That Cabinet notes the extent of forecast revenue overspend at period 2 of £839,000, an improvement of £529,000 on previous reported position at period 1.

That Cabinet expects Chief Officers to continue to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 6 onwards.

That Cabinet appreciates the extent of predicted schools reserve usage and an anticipation that a further 4 schools will be in a deficit position by end of 2016-17.

That Cabinet approves a caveated use of reserves to finance £318,000 employment tribunal costs if the Council's budget is not able to absorb the effect of this extraordinary expenditure over the remaining 6 months of financial year.

That Cabinet considers the capital monitoring, specific over and underspends, and importantly that Cabinet recognises the risk associated with having to rely on a use of capital receipts in the year of sale and the potential for this to have significant revenue pressures should receipts be delayed and temporary borrowing be required.

#### **Member Scrutiny:**

A Member asked about tribunal costs and was told that periodically MCC's employment policies were found wanting. And an amount was awarded to an ex-employee of the council.

It was asked why we made fewer council tax benefit payments and were told that we are having less call to, it was not a statutory issue. It was asked if this benefit was not being publicised or are we budgeting too much for this.

It was asked why we are not achieving targets with Community Hubs.

A Member commented that Members are looking to meet with the Borough Theatre, with Officer Ian Saunders to clarify issues. This meeting will be opened up to all members.

A member requested the remit of Strong Communities clarified.

The Chair asked about an overspend in markets. We were answered that staff from Markets are now asked to stay later due to shared access with the Borough Theatre and other related issues. The Chair raised this as concern as markets have always previously been a valuable asset to the council and asked the Chair of Economy and Development to look at this.

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The position of the community asset transfer in Chepstow was asked about and if we were on track to achieve this mandate. In answer the officer replied he was not familiar with this but will facilitate a reply. (ACTION M.H.)

The Members commented that they felt on the periphery of the process and feel that there is potential for MCC to do much better. Members were concerned that they were not asked for ideas/input and they could add value to the process if they got involved.

Members asked for an update on Raglan cattle market and the Head of Operations said he would speak to the Estates department and return to committee with an answer. (ACTION R.H.)

#### **Committee's Conclusion:**

The Chair spoke of the hard work of the Select Committee and the large scope of the Strong Communities. It was stressed the importance of quality of scrutiny rather than the quantity.

#### **9. Recycling Contract - Discussion on the background to the procurement and the contract for kerbside recycling.**

##### **Context:**

A report was presented to update Members on the kerbside dry recycling reprocessing contract. We were joined in the Chamber by Nick Tandy and Nick Hughes-Roberts from Suez UK.

##### **Key Issues:**

In light of the Recycling Review Committee has asked for an update and overview of the contract with Suez for the reprocessing and onward management of the dry recycling currently collected at kerbside by MCC.

##### **Member Scrutiny:**

When asked questions on tonnage calculations we were told by the Head of Waste and Street Services that MCC is looking for 2-3 month data and will update the committee in January 2017.

The visitors from Suez UK praised MCC for the quality of the recycling materials collected.

When asked about contaminated waste the Head of Waste and Street Services replied that she would rather a resident puts the wrong item in the wrong recycling bag rather than not recycle at all. At present there only 2 education officers available and we have to ensure that the message to recycle is heard by the residents.

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### Minutes of the meeting of Strong Communities Select Committee held at on Thursday, 10th November, 2016 at 10.00 am

A Member asked how the pilot scheme was progressing and we were told that officers were pleased with the results.

#### **Committee's Conclusion:**

The Chair thanked the visitors from Suez UK and looks forward to hearing the results of the pilot scheme.

#### **10. Strong Communities forward Work Programme November 2016**

Members discussed the Work Programme for the Strong Communities Select Committee. In doing so, the following points were noted;

- The task and finish group for road safety needs to be established and terms of reference set.
- Street lights still an issue, an update required (ACTION R.H.).
- People Services/wellbeing review.

#### **11. Cabinet and Council forward work programme**

Members considered the Cabinet Forward Work Planner – no issues were identified as requiring pre-decision scrutiny.

#### **12. Date and time of next meeting**

8<sup>th</sup> December 2016 10am (pre meeting at 9.30am)

**The meeting ended at 13:45**

## Strong Communities Select Committee

### Action List

10<sup>th</sup> November 2016

<b>Minute Item:</b>	<b>Subject</b>	<b>Officer</b>	<b>Outcome</b>
Public Open Forum	Update on Street Lighting requested by County Councillor T. Easson.	Roger Hoggins	Update sent 16/11/16
7	Prosiect Gwyrdd - An update report on the residual waste partnership. - Organise Viridor site visit.	Rachel Jowett	
8	An update on the position of the community asset transfer in Chepstow.	Mark Howcroft	
8	Update on Raglan cattle market	Roger Hoggins via Estates	

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<b>SUBJECT:</b>	<b>Review the Third Sector Contribution to the Partnership Landscape in Monmouthshire.</b>
<b>MEETING:</b>	<b>Stronger Communities Select Committee</b>
<b>DATE:</b>	<b>8<sup>th</sup> December 2016</b>

## NON-PUBLICATION

### 1. **PURPOSE:**

- 1.1 To provide relevant partnership information to the Stronger Communities Select Committee in relation to the contribution of third sector organisations.
- 1.2 To focus on the representation, activity and delivery of third sector partners across the partnership landscape within Monmouthshire, under the direction of the Monmouthshire Public Service Board (formally Local Service Board).
- 1.3 To have an oversight of the funding provided to third sector partners.

### 2. **RECOMMENDATIONS:**

- 2.1 The Select Committee have an oversight of the partnership structure and landscape which contributes to the delivery of the Monmouthshire Single Integrated Plan, under the direction of the Public Service Board.
- 2.2 The Select Committee review the role of the third sector and how they contribute to the Monmouthshire Single Integrated Plan.
- 2.3 The Select Committee review with a critical eye, the representation, spread and scope of third sector organisations across the Monmouthshire partnership landscape and how well represented they are currently under the Public Service Board.
- 2.4 The Select Committee review and have a clear oversight of the funding arrangements allocated by Monmouthshire County Council to third sector organisation.

### 3. **REASONS:**

- 3.1 In 2012 the Welsh Government Statutory Guidance “Shared Purpose, Shared Delivery” rationalised the partnership landscape, by reducing complexity and duplication, and freeing up resources, through the development of Local Service Boards and the Single Integrated Plan. In April 2016 the Wellbeing of Future Generations Act came into force and the Monmouthshire Local Service Board transitioned into a statutory Public Service Board with the responsibility of overseeing the remaining year of the Single Integrated Plan, which runs until March 2017.

# VISION

## Sustainable and resilient communities

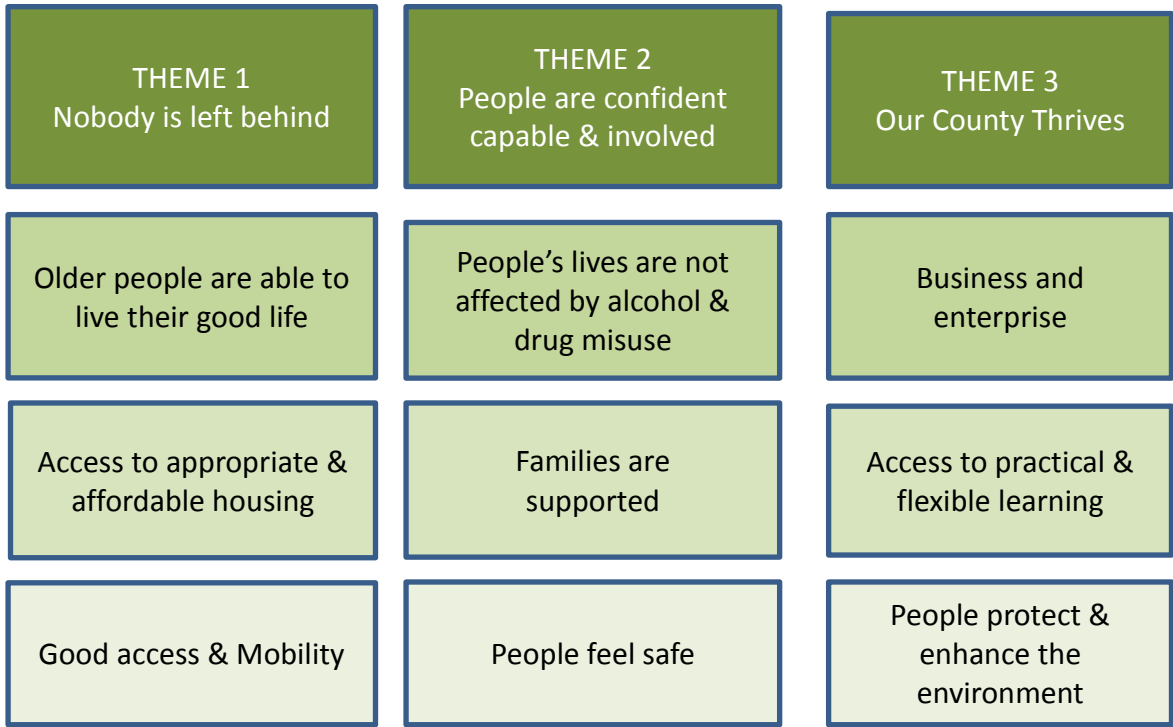
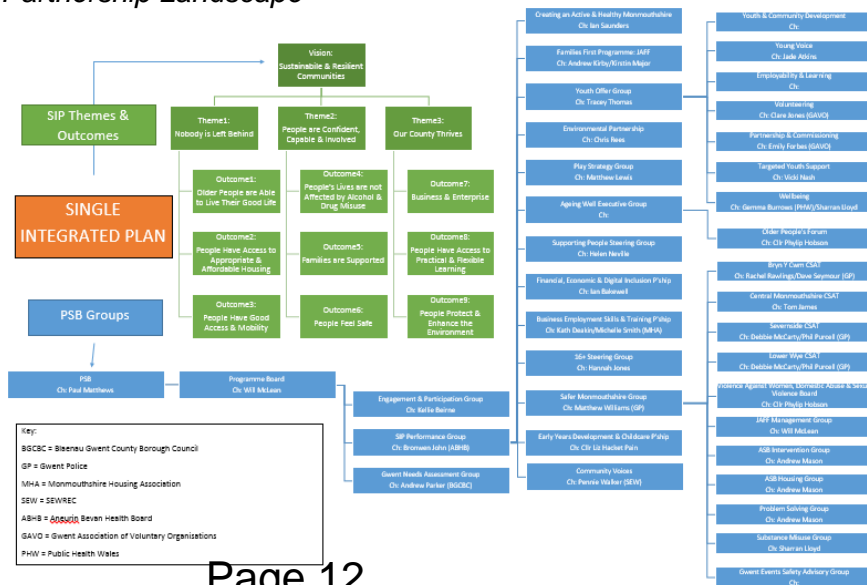


Image 1: Monmouthshire Single Integrated Plan outcomes 2013-17

**3.2** Following the audit and review of the partnership landscape in 2014/15, the Strategic Partnership team concentrated on shaping the partnership landscape into a structure that was accessible to all partners. Strategic partnership groups were mapped and reviewed and this enabled us to understand the complexities of partnership arrangements, the robustness of partnership governance and how they were contributing to improving population outcomes identified in the SIP for Monmouthshire and reporting into the Public Service Board. **(Appendix A)**

Image 2: PSB & Partnership Landscape





**3.3** The Partnership landscape in Monmouthshire fully embraces multi-agency working, with representation from a wide range of partner organisations, including the third sector, who work collaboratively to improve the outcomes for Monmouthshire residents. Collaboration and partnership working forms a key part of the delivery mechanism across the county, and it is important that the Select Committee have a solid oversight of this work and the contribution of our third sector partners in this wide and varied landscape. **(Appendix B)**



Image 3: Partnership group membership, with third sector organisations highlighted

**3.4** Funding is awarded to some of our third sector partners, who contribute towards the outcomes of the Monmouthshire Single Integrated Plan. This funding is as follows:

Organisation	Project	Amount 2016/17
GAVO	Third Sector Compact	£9,878
Citizens Advice Bureau	Advice Service	£56,887
Home Start	Families First Programme	£31,000
Crossroads, Young Carers	Families First Programme	£50,486
<b>Total</b>		<b>£148,251</b>

**4. RESOURCE IMPLICATIONS:**

The Strategic Partnership team, currently manage the partnership landscape and the relationships with the partners under the Public Service Board.

**5. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

There are no implications at this review stage.

**6. Appendices:**

- Appendix A: Monmouthshire Public Service Board Partnership Landscape
- Appendix B: Partnership groups membership: with third sector organisations highlighted

**7. BACKGROUND PAPERS:**

- Monmouthshire Single Integrated Plan 2013 -17

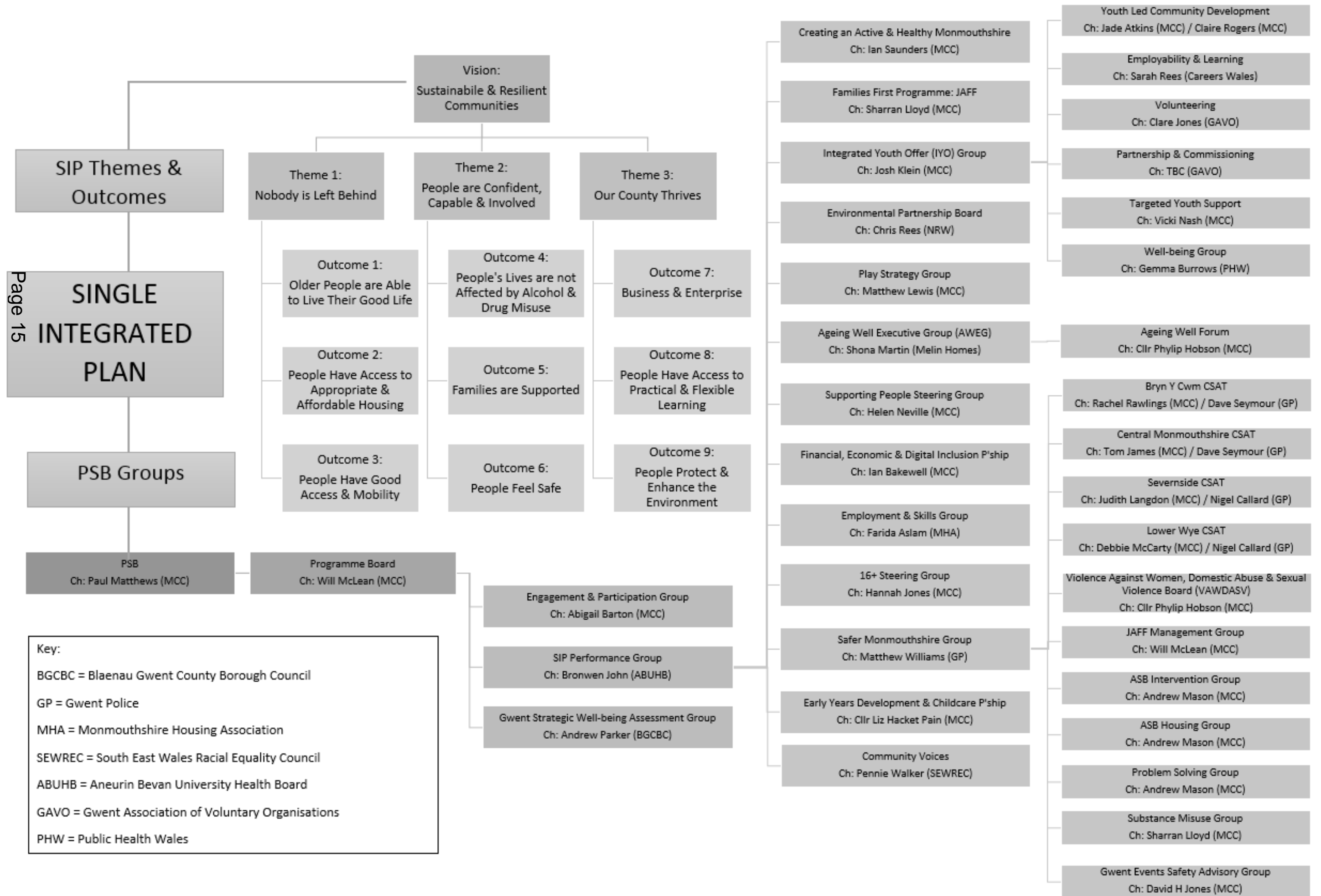
**8. AUTHORS:**

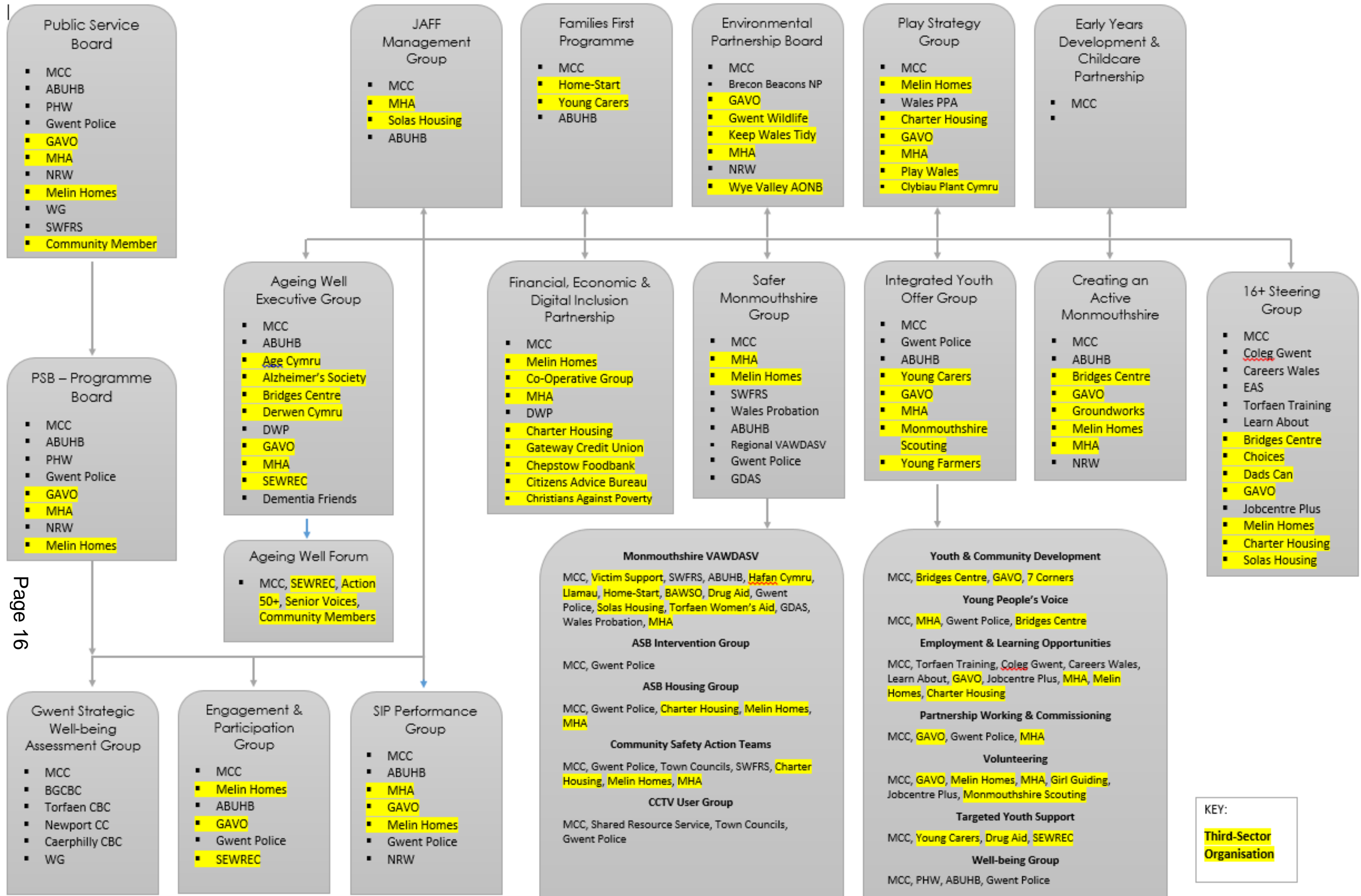
Sharran Lloyd, LSB/PSB Development Manager

**9. CONTACT DETAILS:**

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E-mail: [Sharranlloyd@Monmouthshire.gov.uk](mailto:Sharranlloyd@Monmouthshire.gov.uk)





KEY:  
Third-Sector Organisation

<b>SUBJECT:</b>	<b>RIGHTS OF WAY IMPROVEMENT PLAN</b>
<b>MEETING:</b>	<b>Strong Communities Select</b>
<b>DATE:</b>	<b>8 December 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

## 1. PURPOSE:

- 1.1 To seek the Committee's views on the scope of and progress on the Review of the Rights of Way Improvement Plan.

## 2. RECOMMENDATIONS:

- 2.1 That the Committee note and provide comments on:
  - i. The scope of and progress on the review;
  - ii. The proposed timescales for further reporting to the Committee on the outcome of the initial assessments

## 3. KEY ISSUES:

- 3.1 The Rights of Way Improvement Plan (RoWIP) is a statutory plan required by the Countryside & Rights of Way Act 2000 to cover the management, development, integration and promotion of local rights of way networks. Welsh Government published Guidance on the Review of RoWIPs in July 2016.
- 3.2 The Monmouthshire RoWIP was approved in 2007 (and can be viewed at <http://www.monmouthshire.gov.uk/app/uploads/2013/09/ROWIP-final-doc.pdf>). We are now required to carry out a new assessment; review the existing plan and decide whether or not to amend it; and if required to publish a new plan within 12 months of that decision (see appended diagram extracted from guidance).
- 3.3 The review requirements and the proposed timetable are set out in the appended paper. The formal review has to take place within 10 years of the plan's original approval (i.e. before Oct 2017) and our proposal is to complete that stage by July 2017 and to publish a final plan by March 2018.
- 3.4 The existing RoWIP took a "benefits driven" approach to countryside access management based on the following vision:
  - *To recognise the economic, social and heritage value of our public rights of way network as an important investment in the future for the residents and visitors of Monmouthshire.*

- *To maintain and improve local rights of way in order to promote and encourage their use and enjoyment for the physical and mental well-being of all of Monmouthshire's residents and visitors.*
- *To sustain the quality and diversity of Monmouthshire's countryside and to promote responsible countryside access for all.*

Our assessment is that the existing RoWIP has been very successful in guiding this approach to countryside access management and has helped secure external investment over the last decade. So the proposed approach is to review and refine and set the RoWIP into the new wellbeing / natural resource management policy context but aim not lose the essence of the original plan.

3.5 As required by statute the Local Access Forum has been consulted on the proposed scope and timetable and the intention is that the new Local Access Forum will be consulted throughout; the RoWIP being its main focus of work over the coming months. The guidance suggests the involvement of the LAF should cover:

- Assisting with dialogue through contacts with national, regional and local organisations;
- Informing the data gathering exercise including the extent to which local rights of way meet the present and likely future needs of the public;
- Advising on how the network could be improved for the public and where there are particular land management concerns;
- Advising on the related issue of access to open countryside especially where new linear routes may be desirable;
- Providing advice on prioritising implementation;
- Commenting on published draft plans; and
- Assisting in the resolution of conflicts between different representations when plans are issued for consultation.

3.6 In addition formal MCC scrutiny and approval is built into the timetable at appropriate stages. Specifically the following is proposed regarding scrutiny:

- Reporting the outcome of the statutory assessments to this committee in Summer 2017 prior to a decision as to whether to amend/prepare a new RoWIP
- Reporting on the outcome of consultations on an amended/new RoWIP in early 2018 prior to a decision to approve / publish a final plan
- After the approval of the new RoWIP the opportunity to consider the annual reports which are a new requirement over the new plan period

3.7 Following the guidance the scope of the new RoWIP assessments will cover all of Monmouthshire including that part within the Brecon Beacons National Park. This will require either a joint sub group with the Brecon Beacons LAF or for both Forums to meet together at the appropriate stages of the review. Brecon Beacons National Park Authority has recently informally indicated that they intend to prepare their own RoWIP (which they may do provided that it reflects the RoWIPs each highway authority is preparing) and so the precise approach to joint working will be settled in the coming months and considered by the new LAF.

#### 4. REASONS:

- 4.1 A review of the RoWIP is required by s60 (3) of the CROW Act 2000. Statutory Guidance for RoWIP Reviews has been published by Welsh Government.
- 4.2 Appropriately managed and promoted public rights of way, countryside and coastal access support the tourism economy and locally accessible services by developing the county's walking product. The countryside access network provides opportunities for residents and visitors to enjoy active and healthy lifestyles and provides direct and indirect volunteering and community involvement opportunities to contribute to healthy and fulfilled lives.

#### 5. AUTHORS:

Ruth Rourke  
**Principal Countryside Access Officer**

Matthew Lewis,  
**Green Infrastructure and Countryside Manager**  
Tourism Leisure & Culture

#### 6. CONTACT DETAILS:

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#### 7. APPENDICES:

**Appendix 1:** Process diagram from Welsh Government Guidance July 2016  
<http://gov.wales/docs/desh/publications/160711rights-of-way-improvement-plans-en.pdf>

**Appendix 2:** MCC Public Rights of Way Improvement Plan Timetable Review 2016  
(August 2016)

Appendix 1:



Diagram 1: Summary of the ROWIP process and timetable





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## **PUBLIC RIGHTS OF WAY IMPROVEMENT PLAN (RoWIP) REVIEW 2016**

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**This document outlines the timetable, the assessments to be made, and how the authority will deliver and fund the review of the existing Rights of Way Improvement Plan.**

Final August 2016 R Rourke

# The Review of the “Rights of Way Improvement Plan” (RoWIP) for Monmouthshire

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## Background

1. In October 2007 Monmouthshire County Council published its Right of Way Improvement Plan (RoWIP). This plan is the means by which Monmouthshire County Council identifies, prioritises and plans for improvements to the Access available in the County. The plan sets out the priorities and objectives for countryside access since 2007 and has provided the basis for all rights of way work.
2. Legislation now requires that we review the plan and publish another. This report examines what we need to do, how it will be funded and a timetable for the review. Welsh Government Guidance can be found here:  
<http://gov.wales/topics/environmentcountryside/consmanagement/rights-of-way-and-wider-access/rights-of-way/?lang=en>

## Review Requirements

3. Section 60 of the Countryside and Rights of Way Act 2000 requires the Authority to make new assessments as specified in the act, review the existing RoWIP and decide whether to amend it. The assessments are:
  - An assessment of the extent to which local rights of way meet the present and likely future needs of the public,
  - The opportunities provided by local rights of way for exercise and other forms of open air recreation and the enjoyment of the County.
  - The accessibility of rights of way to blind or partially sighted persons and others with mobility problems.

The plan must also contain a statement of the action the authority proposes to take for the management of rights of way, and for securing an improved network of rights of way, with particular regard to the matters dealt with in the assessment.

4. In addition the Welsh Government RoWIP Guidance requires assessments on:
  - The condition of the row network and its record (Definitive Map and Statement) and NRW require information on records of limitation and the processes in place for authorising this.
  - Publicity and management
  - Resources available to meet people’s needs
  - An evaluation of the degree to which the current RoWIP has been delivered
  - Opportunities to contribute to Active Travel objectives
  - Opportunities to contribute to Well-Being objectives
  - Opportunities to contribute to The Equality Act 2010
  - Opportunities to deliver other plans and objectives.

- A review of policy statements
5. “Local Rights of Way” is defined to include all rights of way shown on the Definitive Map, all other footpaths, bridleways and all cycle tracks not at the side of carriageways. We are also able to extend the scope of the plan to include Access Land and other provision which is important in our area.
  6. The new RoWIP is required to have “Delivery Statements”. These will be reviewed every year to show progress of tasks within the RoWIP and also to identify the tasks that will be undertaken every year. This will provide a way to keep the document up-to-date and for progress to be monitored.
  7. Another difference is that we are required this time to include within Monmouthshire’s ROWIP all of the area in Monmouthshire that falls within the Brecon Beacons National Park (BBNP). There will therefore be a need for a sub group, or for both Monmouthshire’s Local Access Forum and the Brecon Beacons Local Access Forum to meet together at the appropriate stages of this review. Alternatively should the BBNP Authority decide to review their own RoWIP at some point than we would work closely together to ensure that both RoWIPs are compatible and based on the same evidence.
  8. There will also need to be revision and discussion about expanding Monmouthshire’s policies such as Least Restrictive Access and methods of working (i.e. Monmouthshire’s Prioritisation system) into the National Park. This can be done as part of the assessment work.

### **Consultation and Public Participation**

9. The final revised improvement plan must enjoy broad support from all interested parties. This requires that all such parties have appropriate opportunities to contribute and guide the review process. A list of consultees will be prepared and publicity will take place to ensure that all those who wish to be involved are consulted at each stage.
10. Statutory Consultees will include all Town and Community Councils, Brecon Beacons National Park, Wye Valley AONB, each local highway authority adjoining Monmouthshire and their Local Access Forums, Monmouthshire’s Local Access Forum, Natural Resources Wales, all statutory groups that receive legal orders and local User Groups.
11. Consultation with wider interests needs to occur at two separate stages of the plan development process.
  - At the outset (stage 2), to inform people of the process and to invite contributions
  - At Stage 5, to consult on the draft improvement plan.
12. Monmouthshire’s website will be used to make all relevant assessments, drafts etc. available to the public. The Authority will also publish in at

least two local newspapers notice of how the draft can be inspected and how representations can be made.

13. A copy of documents will also be available for free inspection at all reasonable times at County Hall. A copy of the draft RoWIP and assessments will be available for download or on payment of a reasonable charge for printed versions. All reports will be available free of charge in other formats (such as audio) on request. All consultation documents will also be in Welsh as per Monmouthshire's Welsh Language Policy.
14. Monmouthshire's Local Access Forum and Cabinet /Scrutiny Committee will receive reports on progress at various stages of the review.
15. This approach meets the legislative and Welsh Assembly Government requirements for participation and consultation.

### **Scope of the Improvement Plan Review**

16. Significant changes have occurred since the publication of the current RoWIP, in terms of the way in which they are managed, funded and in legislation. There is now an even greater need to have clear, evidence-based and prioritised plan to target resources whilst giving the greatest public benefit by delivering across multiple policy areas and integrating with other services and partners.
17. The new Improvement Plan should therefore encompass countryside access in its widest sense. Doing so will produce a holistic plan that is not only able to address the rights of way network, but also access to the natural environment, health benefits, biodiversity & green infrastructure, sustainable transport (link to active travel plan), tourism and contribute to the wellbeing objectives / statement, Child Obesity and Creating an Active and Healthy Monmouthshire Strategies etc.

### **The Improvement plan review process**

18. Although much of the existing RoWIP still works well, there is opportunity within this review to take a "fresh look" at what people want from the path network and plan their management around meeting this demand rather than simply maintaining the status quo.
19. For this reason the recommended approach is for Monmouthshire to conduct two separate (although related) areas of research:
20. A thorough and objective review of the present situation in terms of the extent, nature and quality of the path network and other access opportunity within Monmouthshire and the way that it is managed. This will include an assessment of the condition of the Definitive Map and its associated records (Modifications and Legal Orders), Maintenance and Enforcement issues. A review of the provision of information to the public and the wider societal benefits that the path network (and other

access opportunity) currently provides. It is suggested that most of this work can be carried out in house.

21. A study of the way that the current provision is being used, including the identification of shortfalls and missed opportunities, particularly from the differing perspectives of the various interest groups. The Welsh Government Guidance suggests that this work should extend to establishing unfulfilled demand for countryside access opportunity. Research therefore needs to encompass the “non-users” and “user” communities.
22. Some of this work may be done by workshops and questionnaires, but in order to meet the time frame elements may be contracted out. As much as possible this will be integrated with the wellbeing assessments and the development of the Creating an Active and Healthy Monmouthshire Strategy involving internal and external stakeholders.
23. Having completed these two areas of research, an evaluation needs to be made to establish the extent to which current provision and management meets existing and likely demand. More importantly perhaps, will be to establish what action is required where the existing and likely demand is not being met. This also has to have regard to the current RoWIP and how this has fulfilled these objectives which is another assessment that must be undertaken.
24. In addition as outline in paragraphs 3 and 4 other assessments will also be required. Mostly this is desk top work with the aid of lots of research and some consultation with appropriate organisations. It is important to note that throughout the assessments it will be necessary to engage with and have the assistance of an officer from the BBNP. They hold relevant documents and information about the National Park and also a review of their own RoWIP may more appropriately be undertaken by them rather than MCC Officers. The review may well bring up decisions to be made about how to integrate policies and management of the rights of way network that could need resolving before a draft RoWIP can be compiled.

#### **Resource implications and timetable**

25. The above provides a list of tasks which the Countryside Access team need to complete in order to review the first rights of way improvement plan for Monmouthshire.
26. It is difficult to estimate staff resources. Ideally a full time dedicated officer is required. However given the funding restraints that Monmouthshire currently has it is not possible to employ a specific member of staff. Instead the Principal Rights of Way Officer will undertake the majority of the work with assistance as required by other staff within the Authority and BBNP.

27. It is difficult to estimate the amount of resources required for the research. Most can be done by interrogating records such as the Countryside Access Management System (CAMS) and consultation. The Countryside Access budget will have to be reconfigured so that there is funding for costs such as printing, adverts, meetings etc. This amount is currently unknown but using our knowledge from the production of the current RoWIP it is estimated to be in region of £5,000. Additional funding sources will be sought from grants to contract out elements of the research that otherwise may be difficult to research with existing staff, or where it is thought best to seek a more independent view.
28. Subject to availability of resources it is recommended that the Improvement Plan review process commences as early as possible (September 2016).

### **Conclusion**

29. Government signals the importance of the “rights of way improvement plan” by the fact that its development and review is still a statutory duty. The improvement plan review provides a major opportunity for Monmouthshire to thoroughly overhaul access opportunities and to ensure that it delivers countryside access that truly meets the present and future needs of users, landowners and other interests in a modern way, linking with wider policies and objectives and more partners.

## Provisional Rights of Way Improvement plan Delivery timetable

Task	Target date	Notes
Stage 1 Briefing of Members establishing draft timetable etc.	September 2016	2016 Most intensive year in terms of background work and assessments required.
Stage 2 initial consultation	October – December 2016	Target dates open to review according to committee cycles etc. However consultations have minimum period of 12 weeks and there is a <b>12 month time limit to publish a new RoWIP from the date a decision is made in stage 4 to compile a new RoWIP</b> . Also the decision to review the RoWIP <b>must be</b> made within 10 years of the publication of the current rowip.
Stage 3 Carry out assessments	Ongoing from September 2016	
Stage 4 Decision after Review assessments have been made (LAF /Scrutiny / Cabinet)	July 2017 (Legal deadline for Monmouthshire is October 2017 but it is sooner for BBNP).	
Stage 5 Prepare new Draft ROWIP and example delivery Statement	August/September 2017	
Undertake Consultations on draft RoWIP12 weeks	October /December 2017	
Assessment and revision of draft (LAF / Scrutiny/ Cabinet)	January/February 2018	
Stage 6 Publish final plan and promote	March 2018	
Monitor and prepare annual progress and delivery statements	ongoing	

## Rights of Way Improvement Plan Review delivery tasks and provisional timetable

30. This table endeavours to summarise tasks that will need to be undertaken and their resource implications for the successful review and publication of a revised RoWIP. It also includes a provisional timetable.

31. Inevitably this is informed guesswork. Some areas of work are described in greater detail and are also more prescriptive than other areas; this to some degree reflects the confidence with which we have been able to forecast work requirements.

32. In practice some tasks will become redundant and others will need to be introduced. Many organisations, individuals and groups will be required to participate. Assistance will be particularly sought from volunteers and the Local Access Forums groups to disseminate information, consider representations and to assist at events particularly during the autumn/winter of 2016 when assessments are being carried out.

Task Group	Task	When
Management and organisational <b>Stage 1</b> <b>Outline and timetable</b>	<i>Discuss review of RoWIP with partner HA's.</i> <ul style="list-style-type: none"> <li>○ Identify lead officers etc within other authorities</li> <li>○ Consultation with BBNP regarding how to deliver their part of the RoWIP and identification lead officer.</li> <li>○ Consideration of how and when BBNP LAF needs to be involved in conjunction with MCC LAF.</li> <li>○ <b>Draft timetable and outline of process. Translation required</b></li> <li>○ Go to LAF Agree provisional rights of way improvement plan timetable (and consultation list)</li> <li>○ Brief County Councilors and other officers in MCC.</li> <li>○ Establish web pages (within corporate area); publish outline and timetable for development of ROWIP in Monmouthshire in Welsh and English</li> <li>○ Establish any terms of reference for review and any known changes.</li> </ul>	<b>Sept 2016</b>



<p><b>First Stage Consultation</b></p> <p>MCC Management</p>	<ul style="list-style-type: none"> <li>○ Prepare a list of consultees and check this against the requirements of the legislation and the WG guidance. (seek LAF approval)</li> <li>○ <b>Consult (as per list) each LA adjoining us, each Town/Community council, BBNP, LAF, NRW, Statutory consultees for orders, such other persons which may be considered appropriate including internal stakeholders (social service, tourism, health board, Leisure, Highways etc.).</b></li> <li>○ <b>Ensure this report and any other information in the consultation letter is published on the web site after translation.</b></li> <li>○ Go to Scrutiny committee</li> <li>○ Publish review procedures and website in local newspapers and social media.</li> <li>○ Set up procedure for acknowledging and recording responses.</li> <li>○ At the end of the consultation period, collate and assess responses and prepare a report for discussion by both Local Access Forums.</li> <li>○ Take on board the comments made as appropriate, including highlighting any issues which may subsequently need special attention and modifying if necessary the plan making process or timetable.</li> <li>○ Publish a summary of the responses on the Monmouthshire web site. (Advertise on social media also). Update the timetable and rights of way improvement plan process as necessary.</li> </ul>	<p>September</p> <p><b>October 2016 to December 2016</b></p> <p>Autumn 2016</p>
<p><b>Stage 3 The assessments</b></p> <p>ALL to be involved</p>	<ul style="list-style-type: none"> <li>○ Develop a reference list and collate appropriate documents to review opportunities to deliver other plans and objectives.</li> <li>○ Consider opportunities to contribute to Well-being objectives and Obesity Plans</li> <li>○ Consider, by consultations with relevant</li> </ul>	<p><b>Ongoing from September 2016</b></p>

<p>Volunteers and Laf's required to attend meetings/questionnaires etc.</p>	<p>groups/individuals/organisations , the accessibility of row to blind or partially sighted persons and others with mobility problems. This also gives the opportunity to review the GP referral scheme and health walks to consider how to expand and better manage this provision in the future. This could all be done in conjunction with the Well-Being and Future Generations development group.</p> <ul style="list-style-type: none"> <li>○ Prepare a "total access map" or consider use of additional information on our online mapping to show public the extent of access provision.</li> <li>○ Consider the current RoWIP and what has been achieved and not achieved in a report.</li> <li>○ Consider how prow could provide opportunities for Active Travel and how these routes link into the current PROW network. Also consult highways about other cycling issues.</li> <li>○ Assess records and current progress in delivering a new Definitive Map and Statement. This will also consider, Legal orders, modification orders, "Lost Ways and 2020 deadline, anomalies and other types of record keeping such as CAMS. BBNP records also need to be interrogated.</li> <li>○ Interrogate CAMS/ info held by BBNP to assess condition of the rights of way network. Identify and carry out additional surveys on ground as required. Also consider resources and enforcement issues.</li> <li>○ Assess situation regarding policies for prow management and all types of Legal Orders including information on records of limitations.</li> <li>○ Assess progress on current RoWIP and start identifying any changes</li> <li>○ Assess Promotion and publicity</li> <li>○ Assess resources and management of service to deliver all of the above</li> <li>○ Establish method (questionnaires/survey/meetings) and carry out research into</li> </ul>	
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<p><b>Stage 4 Review of Previous RoWIP</b></p> <p><b>Stage 5 Publish draft ROWIP and Second Consultation stage</b></p> <p>BBNP, MCC, LAF's</p>	<p>existing use (spatial and temporal) and issues for each of the key user types. This should also have particular regard for likely future needs of the public. Individual questionnaires to be published for community and town councils, businesses, general public, cyclists, walkers and horse riders. Surveys to be advertised in all types of media. Seek sponsored local prize for completing questionnaires to add to opportunities to advertise rowip review.</p> <ul style="list-style-type: none"> <li>○ Analyse responses and information from assessments. Publish on internet and prepare a report on the overall results from these assessments.</li> <li>○ <b>Formal decision to be made and published on whether to amend the RoWIP</b></li> <li>○ <b>Prepare draft rights of way improvement plan and get it translated into Welsh</b></li> <li>○ Check the draft against the specific requirement of the legislation (sections 60, and 61 CRoW Act) and the WG guidance and remedy any omissions.</li> <li>○ Discuss with LAF and Cabinet for endorsement Make necessary adjustments</li> <li>○ Prepare a covering letter to go out with copies of the draft Improvement Plan and setting out consultation arrangements. Ensure a minimum of 12 weeks is allowed for responses.</li> <li>○ Prepare covering letters to go with consultation document following same procedures as those used for first stage consultations.</li> <li>○ Prepare formal notice for publication in at least 2 local newspapers stating how a copy of the plan can be inspected and how representations can be made.</li> <li>○ Arrange for copies of the draft plan to be made available for inspection at the locations.</li> </ul>	<p><b>End July 2017</b></p> <p><b>August/Sep t 2017</b></p>
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<p><b>Analysis and assessment of the second consultation responses</b></p>	<p>Ensure they will be available for whole of the consultation period</p> <ul style="list-style-type: none"> <li>○ Decide on the need for other consultation materials or measures (simple summary and “tick-box” voting form, public meeting, travelling exhibition, etc) and prepare or arrange these as necessary.</li> <li>○ Ensure copy of the consultation document is posted on the web site</li> <li>○ Arrange meetings with consultees as required</li> <li>○ Keep list of consultees updated as necessary</li> <li>○ <b><i>Distribute second stage consultation with the draft Improvement Plan when all arrangements are in place. Send out copies of the draft plan with letters inviting representations to be made. Publish notices in local newspapers, social media etc. Ensure copies of the plan are available for inspection at the locations specified in the notice.</i></b></li> </ul> <ul style="list-style-type: none"> <li>□ <b>Acknowledge receipt of responses, chase for replies, record responses for analysis.</b></li> <li>□ Identify any responses that are outside scope of the improvement Plan or can be dealt with by simple changes. Notify respondent and make changes as necessary.</li> <li>□ Consider where necessary the need to obtain clarification of the respondent’s views or the scope there may be for overcoming points of objection. In appropriate cases set up a meeting. Ensure that a note is made of any such meetings.</li> <li>□ <b><i>Prepare a report on 2<sup>nd</sup> stage responses for discussion internally and with LAF.</i></b></li> <li>□ <b>Publish the response report on the web site</b></li> <li>□ <b>Management/Cabinet Member/LAF to make final decisions on potential amendments.</b> A procedure for considering substantive objections should be agreed before the draft Improvement Plan is published.</li> </ul>	<p>October-December 2017</p> <p>Ongoing to some extent from stage above, but to be completed by end February 2018</p>
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<p><b>Stage 6 Publish the final Improvement Plan</b></p>	<ul style="list-style-type: none"> <li>❑ Consider whether any of the changes that are to be made to the draft improvement plan are such that, had they been included in the original draft plan they would have given rise to significant objections. If necessary take advice on whether it may be necessary to re-advertise a second draft plan.</li> <li>❑ <b>Prepare a final text by amending the draft plan and delivery statements in accordance with agreed changes.</b></li> <li>❑ <b><i>Publish the final plan</i></b></li> <li>❑ Write to all those who have contributed to the plan or made representations thanking them and enclosing a copy of the final plan.</li> <li>❑ Consider the need to publish a notice in local newspapers or other means of publicising the completion of the RoWIP.</li> <li>❑ Ensure copies of the plan are available for inspection on the Council's website, at the One Stop Shops, County Hall, libraries and that copies are available to anyone who requests one.</li> </ul>	<p><b>March 2018</b></p>
<p><b>Stage 7 Monitor /update annual delivery statements</b></p>	<p><b>Monitor RoWIP and update Delivery Plans annually. Review again in 10 years.</b></p>	<p><b>Ongoing from publication</b></p>

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**SUBJECT: Improvement Objectives and Performance indicators – 2016/17  
Quarter 2 update**

**MEETING: Strong Communities Select Committee**

**DATE: 8<sup>th</sup> December 2016**

**DIVISIONS/WARDS AFFECTED: All**

## **1. PURPOSE**

- 1.1 To present quarter 2 performance data for the Improvement Objectives which are under the remit of Strong Communities Select Committee:

Improvement Objective 4 - Maintaining locally accessible services (Appendix A)  
Improvement Objective 5 - We want to be an efficient, effective and sustainable organisation (Appendix B)

- 1.2 To present the latest performance against wider key national performance indicators that are under the committee's remit (Appendix C)

## **2. RECOMMENDATIONS**

- 2.1 That members scrutinise the performance achieved and impact made, particularly in areas that fall under the committee's remit, to assess progress and performance against the objectives.
- 2.2 That members identify and explore any areas of underperformance or concern, and to seek assurance from those responsible for future activity where they conclude that performance needs to improve.

## **3. KEY ISSUES**

- 3.1 Improvement Objectives are set annually by the Council to deliver on priorities, these are set in the Council's Improvement Plan 2016/17. Despite objectives being focussed on the long term the specific activities that support them are particularly focussed for the year ahead.
- 3.3 Activity that contributes to the delivery of some objectives cross cuts Select Committee remits and these will also be reported to the other relevant committee(s). Therefore it is suggested members particularly focus their scrutiny on the activity relevant to the committee with consideration of its contribution to the objective as a whole.
- 3.4 The Improvement Objectives will be evaluated at the end of the year (2016/17) based on the council's self-evaluation framework, as set in the Improvement Plan 2016-17. Performance against them will be reported to Select Committee and in the Stage 2 Improvement Plan published in October each year.
- 3.5 This is likely to be the final annual cycle of Improvement Planning in this format. The council is currently undertaking two substantial assessments of need and wellbeing within the county as a consequence of the Wellbeing of Future Generations Act and the Social Services and Wellbeing Act. This information will provide a much deeper evidence base of well-being in the County and will be used to review the council's

current improvement objectives in preparation for the publication of the council's well-being objectives by 31st March 2017.

- 3.6 Appendix C sets out further Key Performance Indicators from the National Performance indicator set that are under the committee's remit. The primary purpose is to highlight the performance achieved so far in 2016/17. In some cases this may result in duplication of indicators already included in other sections of the report. Where indicators relate to the performance of services that are under the remit of more than one committee these will also be reported to the other relevant committee(s).

**4. REASONS:**

- 4.1 To ensure that members have an understanding of performance against these areas of work and are able to scrutinise them to ensure a rigorous focus on improvement and delivering its priorities of education, support for vulnerable people, support for enterprise and job creation and maintaining locally accessible services.

**5. AUTHORS:**

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## Appendix A

### MCC Improvement Objective 4: Maintaining locally accessible services

<p><b>Council Priority:</b> Maintaining locally accessible services</p> <p><b>Well-being goal contributed to:</b></p> <p><b>A Wales of cohesive communities</b> - Attractive, viable, safe and well-connected communities.</p> <p><b>A prosperous Wales</b> – Focussing on using resources efficiently, developing skills and an economy which generates wealth and provides employment.</p> <p><b>A resilient Wales</b> - A natural environment supporting social, economic and ecological resilience</p>	<p><b>Single Integrated Plan Outcome:</b> People have good access and mobility and People protect and enhance the environment</p>
<p><b>What the Single Integrated Plan identifies that we will contribute to:</b></p>	<p><b>Why have we chosen this?</b></p>
<p>For people to have good access and mobility, we need:</p> <ul style="list-style-type: none"> <li>• To ensure rural communities have good access to services</li> </ul> <p>To enhance our environment, we need:</p> <ul style="list-style-type: none"> <li>• To enable people to enjoy more of Monmouthshire</li> <li>• To produce less waste and recycle more</li> </ul>	<p>Maintaining local access to services is crucially important to us, we will work hard to be effective in delivery of our services. The political administration's Continuance Agreement 2015-17 makes it clear that while there are tough choices to be made in the next couple of years the council will seek to ensure all valued services survive whether they are best placed to be provided by the council or other organisations.</p>
<p><b>Overview</b></p>	
<p>An independent option appraisal for Leisure, Tourism, Culture and Youth Services has been completed and a full Business Case is being developed.</p> <p>A trial involving approximately 6500 households on the separate collection of glass in a recycling box commenced in September 2016. The provisional recycling rate at quarter 2 2016/17 is 70.3%, which is above the Council's targeted level and the Welsh recycling target for 2025 of 70%.</p> <p>Applications continue to be invited for projects in line with the 5 themes of the Rural Development Plan (RDP). 15 projects have been approved by the Local Action Group so far in 2016/17. As the projects are mainly still in the infancy of their funding period outputs reported through the RDP LEADER Performance Framework are low so far.</p> <p>Community Hubs, combining One stop shops and library services have been established in Caldicot, Chepstow, Monmouth and Usk, with work continuing to establish a community hub in Abergavenny.</p>	

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
Ensure that tourism, leisure, culture services and the Youth Service can continue to prosper by being delivered in a different way.	October 2016  Draft Business Plan requiring Political approval	Milestone: Option appraisal completed  Milestone: Business plans considered via council process	An independent option appraisal for the Leisure, Tourism, Culture and Youth Services has been completed and presented to a joint select Committee on 19 <sup>th</sup> September.  The option appraisal including scrutiny's conclusions was presented to cabinet in October 2016 who approved the next stage of the project to develop a full Business Case and to continue the staff, community and service user consultation process. The business case is planned for further consideration by Members early in 2017.	The purpose of the proposed new Delivery Option is to ensure much valued local services are maintained.  It aims to enable services to be kept open but with more community focus and coordination.	On target
Page 38  Undertake a 6 month pilot on separating glass at kerbside.	March 2017	Milestone: Pilot review completed and results of the review reported Measure: Recycling rate Measure: Landfill rate Measure: Waste to energy rate	The separate collection of glass in a recycling box trial commenced in September 2016. Approximately 6500 households have been included in the trial including parts of Abergavenny, Gilwern and Govilon, Llanellen, Goytre, Little Mill and Llangybi.  On completion of the trial the results will be analysed, and reported to Strong Communities select in January 2017 and Cabinet in March 2017, this will include factors such as if collection vehicles can cope with the separated materials and the quality of recycling.  The trial will determine if this method works and the scheme is expanded countywide in 2017/18.	Separating glass will improve the quality of our recycling. The glass can then be reprocessed locally and this will reduce the overall cost of our recycling service.  The provisional 2016/17 quarter 2 performance data for waste is: The recycling rate is 70.3%, which is above the Council's targeted level of 66% and the Welsh recycling target for 2025 of 70%. The landfill rate continued to decrease to 0.7% and waste used for heat and power has increased to 27.3%.  This is largely due to the continued cooperation of residents. Along with a few other factors including energy recovery of all of Monmouthshire's	On target

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
				residual household waste at an energy-from-waste plant. It should be noted that it is unlikely that the annual recycling percentage will remain this high because collection of compostable garden waste reduces during the winter.	
Continue to identify projects as part of the Vale of Usk Rural Development Plan (RDP) LEADER programme for the 2014-2020 funding period. <sup>i</sup>	On-going	Milestone: Local Action Group agree the projects that will be funded. Measure: Number of LEADER projects supported <sup>ii</sup> Milestone: Outcomes achieved.	Applications continue to be invited for projects in line with the 5 themes of the RDP.  Various communication channels continue to be used to promote applications including Facebook and Twitter accounts.  15 projects have been approved by the Local Action Group during the first six months of the year totalling £111,000 of RDP funds committed.  The actual spend is low but will increase rapidly as the programme develops. Approximately 15 other projects are currently being worked on to bring them to full application stage.	As the projects are mainly still in the infancy of their funding period outputs reported through the RDP LEADER Performance Framework are low so far.  Examples of some approved projects include: Energy days; Monmouthshire Community Climate Champions have pulled together a series of Energy Days to mark EU Sustainable Energy Week Digital Open Badges; to develop a digital evaluation tool which will deliver training, measure competencies and offer a platform for enhanced development of digital skills. A Country Kitchen at the Eisteddfod, A broadband pilot in central Monmouthshire plus other smaller projects that can be viewed <a href="#">here</a>	On target
Establish a community hub in Abergavenny which brings together library and one-stop-shop services	March 2017	Milestone: Completed consultation, achieved funding and statutory consents (planning & listed building).	Community Hubs, combining One stop shops and library services have been established in Caldicot, Chepstow, Monmouth and Usk.  The Abergavenny hub has been delayed due to the need to provide an alternative delivery venue. An outline	Abergavenny is currently running stand alone dual provisions, the development of the hub will allow Abergavenny to have consistent provision with the other towns in Monmouthshire and enable the achievement of their apportioned element of the revenue	On target (with the exception of statutory consents)

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
		Commenced on site work.	<p>business case has been developed which explores two possibilities identified by stakeholders, the Town Hall and the former Richards building on Frogmore Street. Initial plans and costs have been developed. These demonstrate that either building could accommodate the new hub facility.</p> <p>In September 2016 Council agreed that the preferred location for the development of the community hub is within the Town Hall, Abergavenny and agreed funding for the cost of finalising the detailed designs and business case. On completion of the detailed designs and business case a report will be presented to council to seek approval for the scheme to be undertaken.</p>	<p>savings.</p> <p>The development of a final detailed plan will also enable costs and timelines to be established and work undertaken in conjunction with an advisory group made up of representatives from the buildings occupiers. This will ensure that the plans reflect operational needs during and after the construction period</p>	

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How will we know the difference it has made	2014-15	2015-16	2016-17 Target	2016-17 Actual
Number of RDP LEADER programme projects supported <sup>iii</sup>	Not applicable	3	30	15
Percentage of municipal waste collected that is sent to landfill	18.1%	13.1%	6%	0.7% (Q2 provisional)
Percentage of municipal waste that is prepared for reuse or recycled	63.2%	61.7%	66%	70.3% (Q2 provisional)
The percentage of local authority municipal waste used to recover heat and power	16.9%	25.4%	28%	27.3% (Q2 provisional)

## Appendix B

MCC Improvement Objective 5: We want to be an efficient, effective and sustainable organisation					
<p><b>Council Priority:</b> Being an efficient organisation helps us to maximise the impact on the council's priorities</p> <p><b>Well-being goal contributed to:</b> This objective helps us maximise our impact and contribution to the seven well-being goals</p>			<p><b>Single Integrated Plan Outcome:</b> We will improve at all key stages of education</p>		
<p><b>What the Single Integrated Plan identifies that we will contribute to:</b></p> <p>This objective is about our efficiency and effectiveness as an organisation. By doing the basics well we can maximise the amount of money that we can spend on front-line services.</p>			<p><b>Why have we chosen this?</b></p> <p>Alongside severe financial constraint as reflected in our Medium Term Financial Plan, we face changes in customer needs and expectations, together with challenges as a result of new technologies and regulatory and policy changes. We must continue to develop and implement processes and ways of working that will help us meet these challenges to maximise our chances of success and remain relevant to the citizens we serve.</p>		
Overview					
<p>Overall the Net Council Fund at month 6 is reporting a £839,000 deficit. Work continues to ensure council services are delivered within the budget set for 2016/17 and specific savings achieved - the percentage of mandate savings projected to be delivered in 2016/17 at month 6 is 72%.</p> <p>Extensive work continues to collate and analyse information and data to produce the well-being assessment and population needs assessment. The Future Monmouthshire programme has commenced two inter-related pieces of work: a short-term focus on balancing the budget without taking action that will hamper our ability to contribute to the well-being of future generations and a longer term focus on future public services and understanding some of the problems we need to address, this work will incorporate the findings of the well-being assessment that is currently being produced.</p> <p>The workforce delivery plan of the People and Organisational Development Strategy for 2016/17 continues to be delivered, including activity in priority areas on attendance management.</p>					
What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
<p>Deliver council services within the budget set for 2016/17.</p>	<p>ongoing</p>	<p>Measure: Delivery of the budget within a parameter of +/- 0.5%. Measure: Percentage of savings in the budget being delivered</p>	<p>In January 2016 council agreed the Medium Term Financial Plan (MTFP) to set the 2016/17 budget. This includes £3.659 million of specific saving initiatives identified for 2016/17.</p> <p>The forecast revenue outturn position is reported quarterly to members.</p>	<p>Overall the Net Council Fund at month 6 is reporting a £839,000 deficit, this is an improved position against the month 2 position. The deficit at month 6 is also an improvement on the equivalent position last year. This is significantly affected by council tax receipts and treasury improvements. The net cost</p>	<p>Behind target</p>

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
Page 42			<p>Alongside this mandated budget savings are assessed and using a traffic light system to indicate whether savings are likely to be achieved or reasons explaining why the mandate is delayed and next steps.</p> <p>Where savings are deemed unachievable an alternative recovery plan is developed which presents alternative savings.</p> <p>In social care &amp; health there are recovery plans in place across adults and children's services, opportunities to seek other funding and use external funding streams where possible are being explored and existing budgets are being reviewed to see how they can be prioritised.</p>	<p>of services is reporting a 1.36% (£1,966,000) overspend. Social Care &amp; Health is reporting the most significant directorate overspend at month 6 (£1,070,000).</p> <p>Directorates are continuing to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 6 onwards.</p> <p>The percentage of mandate savings projected to be delivered in 2016/17 is 72% (£2,638,000 of the £3,659,000 identified savings). Currently £315,000 savings are being deemed unachievable at the end of month 6, and a further £706,000 are unlikely to be delivered in 2016-17 and are expected to be delivered in future years. This is behind the target set and down from 92% in the first period monitoring.</p>	
Produce a Population Assessment and Well-being Assessment in line with the Well-being of Future Generations Act and Social Services and Well-being Act	March 2017	Milestone: Population Assessment and Well-being assessment complete.	<p>Extensive work continues to complete the assessments, this includes:</p> <p>We have been working with councils and other partners across Gwent to collate and analyse data sets to help us understand the social, economic, environmental and cultural wellbeing of the county and the communities within it.</p>	This work will provide the Public Service Board and the council with a much deeper evidence base and understanding of well-being in Monmouthshire. This will help the PSB prepare a more rigorous plan and objectives for the county. Facilitating them to look at the long term, consider what the evidence	On target

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			<p>We have begun an extensive engagement exercise called “Our Monmouthshire”. Staff and Public Service Board (PSB) partners have been attending a wide-range of community events to share data and gather people’s views. More than 20 events have been attended and over 800 responses received so far.</p> <p>These are being summarised alongside policy documents, academic research and future trends reports to produce the well-being assessment and population needs assessment. These are on the council planner for the March 2017 meeting</p>	<p>tells them about how to prevent problems from happening or getting worse, and involve other people with an interest in the well-being of the area.</p> <p>These assessments will also inform the council well-being objectives, delivery of social care services and the Future Monmouthshire programme of work.</p>	
<p>Page 43</p> <p>Undertake a whole authority strategic programme of work to develop a new operating model for the council.</p>	<p>March 2017</p>	<p>Milestone: Business model, with clear workforce delivery requirements, agreed by Council</p>	<p>In May 2016 Cabinet commissioned a strategic programme of whole-authority work called ‘Future Monmouthshire’.</p> <p>The programme has commenced with two inter-related pieces of work.</p> <p>The short-term focus has involved work across the whole authority to identify potential cost-reductions to ensure that the organisation can balance its budget across the next medium term financial plan without taking action that will hamper our ability to contribute to the well-being of future generations.</p> <p>The longer term focus is about re-imagining what public services could</p>	<p>The work has already enabled teams to identify some savings that will be incorporated into the 2017-18 budget. These will be reported in more detail as part of the scrutiny of the budget.</p> <p>The well-being assessment is on course to be finalised in March 2017.</p> <p>Future Monmouthshire will inform the development of a new business model for the council in order to equip it to meet its goals amidst increasing change and uncertainty. The new business model will have a clear purpose: to create solutions to some of the county’s biggest challenges</p>	<p>On target</p>

What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
			look like in the future and understanding some of the problems we need to address. This work will incorporate the findings of the well-being assessment that is currently being produced.		
<p>Implement the Workforce Delivery Plan of the People and Organisational Development Strategy for 2016/17, including: continuing to review processes around the management of attendance, ensuring we are delivering cost effective solutions to attendance problems</p>	<p>March 2017</p>	<p>Milestone: Annual report evaluating progress of the workforce delivery plan Measure: Number of working days lost due to sickness absence</p>	<p>A people services annual report for 2015/16 has been produced providing a summary of progress against key areas for improvement during the year.</p> <p>A People Services business plan for 2016-17 that contains the Delivery Plan for the concluding year of People organisational development strategy has been established. Much of plan represents a continuation of the programme of work for 2015/16. However specific regard has been given through the collation and review of evidence, demand as well as feedback, notably from the Authority's Corporate Assessment in 2015, to shape the future People services offer.</p> <p>The attendance and wellbeing policy is being reviewed and will be presented to the People board commencing the consultation with managers and staff.</p>	<p>The action plan covers a wide range of activity on planning for, supporting and developing our people. A summary of progress at quarter two on attendance management includes: Human Resources officers have been working closely with managers in priority areas on attendance management including providing training and support, with routinely scheduled attendance management training available to all staff with management responsibility.</p> <p>While it is still early for the full impact of some arrangements to be evaluated, it is projected, based on six months data, that in 2016/17 an average of 10.06 working days/shifts per full-time equivalent (FTE) employee will be lost due to sickness absence. Trends indicate the rate is likely to increase during the winter months. This is in line with the projection at the same time last year and therefore the annual rate could be similar to 2015/16. Work is also continuing to ensure accurate and timely reporting of sickness information.</p>	<p>On target</p>



What will we do?	Timescale/ milestone	How we will measure success	What have we done?	What difference has it made?	Progress
Take action in response to reports from our regulators.	ongoing	Measure: Percentage of staff completing a performance appraisal Measure: Number of working days lost due to sickness absence Measure: Percentage of national performance indicators that are in the top quartile Measure: Percentage of national performance indicators that are improving (measures relate to some proposals from WAO reports)	So far this year a number of audits have been completed by Wales Audit Office including Corporate Assessment Follow-on Reviews on Performance Management, Governance, Human Resources and Information Technology.  The Council has created action plans to set out responses to address relevant proposals in the reports that have been published.  In addition a number of proposals from reports issued in the previous years are still being addressed through the Council's established proposal monitoring arrangement. The most recent update on progress is being completed for audit committee in December 2016. These are mainly from the Corporate Assessment undertaken in 2015.	The latest Wales Audit Office Annual Improvement Report (AIR) published in August 2016 concludes "Based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the council will comply with the requirements of the measure during 2016-17 provided it continues to maintain the current pace of improvement."	On target.

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How will we know the difference it has made	2014-15	2015-16	2016-17 Target	2016/17 Actual
Percentage revenue outturn expenditure against budget (over/underspend)	327k (0.2% overspend)	166k (0.1% overspend)	+/- 0.5%.	£1.966 million (1.36% overspend)
Percentage of budget savings delivered	93%	89%	100%	72%
Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence	9.8	11.6	11.6	10.06
Percentage of staff that require a performance appraisal who have completed an appraisal	84%	54%	100%	Not yet available <sup>iv</sup>
Percentage of national performance indicators that are in the top quartile	44%	35%	40%	Annual
Percentage of national performance indicators that are improving or at maximum <sup>v</sup>	84%	45%	50%	Annual

## Appendix C

Index	
Improved or At maximum	Improvement >2.5% or at Maximum
Marginal Improvement	Improvement 0.1% - 2.4%
Unchanged	Unchanged - 0%
Marginal Decline	Marginal Decline - -0.1% - -2.4%
Declined	Declined - >-2.5%
N/A - Not applicable	Trend Not applicable

Ref	National Performance Indicator framework	2013/14	2014/15	2015/16	2016/17 Q2	Target 16/17	Target met? 16/17	Trend 15/16 - 16/17	Quartile 2015/16	Comment
STS/025	The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness	99.4	99.4	99.1	99.15	99	✓	Marginal Improvement	Top	The target is to maintain the high level of cleanliness, which Q2 data shows is being achieved.
ST/002	The percentage of reported fly tipping incidents cleared within 5 working days	95.98	97.71	96.68	98.57	97.5	✓	Marginal Improvement	Upper Middle	The target is to maintain performance on fly tipping clearance which Q2 data shows is being achieved.
THS/007	The percentage of adults aged 60 or over who hold a concessionary bus pass	77.5	79.2	79.2	Annual	80	N/A	N/A	Lower Middle	The target has been set to maintain the take up rate of bus passes
THS/012	The percentage of principal (A) roads, non-principal (B) roads and non-principal (C) roads that are in overall poor condition	9.8	9.7	9.2	Annual	10.5	N/A	N/A	Lower Middle	The highway maintenance programme is delivered by prioritising schemes on the basis of need. The 15/16 performance was better than that projected but with the assessment being based upon 2 and 4 year data (A&B and C roads respectively) the reduction in capital investment will eventually impact upon road condition so an assumed small deterioration in road condition is reasonable
WMT/004b	The percentage of municipal waste collected by local authorities sent to landfill	34.23	18.06	13.15	0.7	6	✓	Improved	Upper Middle	(Q2 provisional data). The landfill rate has continued to decrease due to the continued use of energy from waste

Ref	National Performance Indicator framework	2013/14	2014/15	2015/16	2016/17 Q2	Target 16/17	Target met? 16/17	Trend 15/16 - 16/17	Quartile 2015/16	Comment
WMT/009b	The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled that are composted or treated biologically in another way	62.94	63.21	61.87	70.31	66	✓	Improved	Upper Middle	(Q2 provisional data).The recycling rate at quarter 2 2016/17 is 70.3%, which is above the Council's targeted level and the Welsh recycling target for 2025 of 70%. The rate is likely to decrease during the winter months.
PPN/009	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	91.2	93.9	93.8	94.6	93	✓	Marginal Improvement	Lower Middle	Target to maintain the number of broadly compliant food hygiene premises in Monmouthshire.
LCL/001b	The number of visits to public libraries during the year, per 1,000 population	7270	7434	7478	7779	7500	✓	Improved	Top	Full year projection based on six months of visits. The Community Hubs have been in place since October 2015. The formation of the hubs has contributed to an increase in visits to the hub/libraries in the first 6 months of 2016/17 compared to the same period in 2015/16.
Page 49 CFL/002	Average sickness days per employee (FTE)	N/A	9.8	11.6	10.06	10.8	✓	Improved	Bottom	There was a marked increase in sickness absence in 15/16. Work has been focussed on providing targeted support and reviewing processes around the management of attendance, ensuring we are delivering cost effective solutions to attendance problems. It is projected, based on six months data, that in 2016/17 an average of 10.06 working days/shifts per full-time equivalent (FTE) employee will be lost due to sickness absence. Trends indicate the rate is likely to increase during the winter months. This is in line with the projection at the same time last year and therefore the annual rate could be similar to 2015/16. Work is also continuing to ensure accurate and timely reporting of sickness information.
CAM/037	The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings over 1,000 square metres	N/A	4.1	3.6	Annual	3	N/A	N/A	Upper Middle	Data for this indicator is reported a year in arrears as part of the national data return . However as we have provisional data available for 2015/16 we have used it in our local reporting to provide the most up-to-date position on performance. The data shown as 14/15 is reported as 15/16 in national publications. Latest data shows the average score was 88.3 in 14/15 and 85.1 in 15/16 (an improvement in performance)

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- <sup>i</sup> Monmouthshire Council is the Administrative Body for the programme, the Vale of Usk allocation has an approximate 80:20 split between Monmouthshire and Newport.
- <sup>ii</sup> Approved projects and supporting LAG minutes are shown on the projects section of the [www.valeofusk.org](http://www.valeofusk.org) website.
- <sup>iii</sup> The target provides an indication of forecast projects, this may vary depending on projects that apply for funding and full information is available on [www.valeofusk.org](http://www.valeofusk.org).
- <sup>iv</sup> . Work is underway to investigate the possibility of developing a new recording module. While this work continues an interim recording system has been implemented to provide clear data on completion rates of appraisals in 2016/17, a progress update is due later in December 2016.
- <sup>v</sup> National performance indicators from the National Strategic Indicators and Public accountability measures set. Only indicators that can be directly compared to the previous year and were published in the year by the council are included.

<b>SUBJECT:</b>	<b>Strategic Risk Assessment 2016</b>
<b>MEETING:</b>	<b>Strong Communities Select Committee</b>
<b>DATE:</b>	<b>8<sup>th</sup> December 2016</b>
<b>DIVISIONS/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE:**

- 1.1 To provide members with an overview of the current strategic risks facing the authority as provided in appendix 1.

**2. RECOMMENDATIONS:**

- 2.1 That members consider the strategic risks presented for the next three years, in particular those of relevance to the committee and scrutinise the extent to which:
- all relevant risks facing the authority are appropriately captured,
  - the level of risk applied is appropriate based on the matrix in the council's risk management policy and guidance (appendix 2) and
  - mitigating actions are proportionate and appropriate
- 2.2 That members use the risk assessment on an on-going basis to hold the responsibility holders to account to ensure that risk is being appropriately managed.
- 2.3 Use the risk assessment to inform the future work programme of the committee.

**3. KEY ISSUES:**

- 3.1 The risk assessment ensures that:
- Strategic risks are identified and monitored by the authority.
  - Risk controls are appropriate and proportionate
  - Senior managers and elected members systematically review the strategic risks facing the authority.
- 3.2 The existing risks on the Strategic Risk Assessment have been updated based on evidence available in 2016, as presented at Appendix 1. Changes to the council's risk management policy were approved by Cabinet in March 2015 and continue to be applied to the strategic risk register. These are:
- including pre-mitigation and post-mitigation risk scores, this was also a key recommendation from scrutiny of the 2014 risk assessment
  - ensuring greater clarity to the phrasing of risk so that each statement includes an event, cause and effect as shown below:

Event	Cause	Effect
Risk of...Failure to...Lack of ...Loss of...Uncertainty of ...Inability to...Delay in...	Because of...Due to...As a result of...	Leads to...and/or... result in...

3.3 The risk assessment only covers high and medium level risks. Lower level operational risks are not registered unless they are projected to escalate within the three years covered. These need to be managed and monitored through teams' service plans. The pre and post mitigation risk levels are presented separately. In most cases mitigating actions result in a change to the likelihood of the risk rather than the consequences as our actions are generally aimed at reducing the chance of a negative event occurring rather than lessening it's impact. Clearly there will be exceptions.

3.4 Following presentation to select committees, the risk assessment will be presented to Cabinet for sign off. The risk assessment is a living document and will evolve over the course of the year as new information comes to light. An up-to-date risk log is accessible to members on the Council's intranet - The Hub. This will ensure, as well as the ongoing specific scrutiny of the risk assessment annually, that select committees are able to re-visit the information at any point in the year to re-prioritise their work plan as appropriate.

**4. REASONS:**

4.1 To provide timely and contributory information to the authority's performance management framework in ensuring that the authority is well-run and is able to contribute to achieving sustainable and resilient communities.

**5. AUTHORS:**

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Appendix 1

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
1	<p>Potential Risk that:</p> <p>The authority is unable to deliver its political priorities in the future because it does not yet have clarity on its future business model or longer term financial plan.</p>	<p>Work is continuing on the need to address the longer term issue of a reducing resource base as part of the MTFP, there remains a shortfall. At present the outputs from Future Monmouthshire are contributing to 17-18 while the longer-term benefits cannot yet be costed. This means the authority does not have a longer term financial plan and its current business model could become unsustainable in the long term.</p> <p>The council’s partnership administration continuance agreement sets clear priorities and performance expectations in line with these resource priorities, this only extends to 2017.</p> <p>The introduction of the Well-being of Future Generations Act requires us to plan on a decadal and generational basis and our current models do not extend to this timeframe.</p> <p>Continued uncertainty on the future direction of local government make it difficult to plan for the long term.</p> <p>Lack of understanding of the future model of the organisation means it is difficult to develop consistent workforce planning, preparing a workforce plan for the authority is a</p>	2016 /17	Unlikely	Major	Low	<p>Approval has been given for the Future Monmouthshire work which will inform the development of a new business model for the council. The budget setting process for 2017/18 has been informed by this work, the process is developing proposals to balance the budget in 17-18 while in the longer term align resources to the future business model once developed.</p> <p>Future Monmouthshire has set a number of guiding principles that has informed the budget setting process to help ensure that any work and decisions that need to be made in the short term can be consistent with ongoing work to establish the medium and long term picture.</p>	<p>To develop and specify the business model for the authority in the long term through the Future Monmouthshire programme.</p> <p>Following the development of the business model ensure the Council’s key delivery strategies Improvement Plan, MTFP, People Strategy, Asset Management Plan and iCounty Strategy all align to this model.</p>	2016 /17	Unlikely	Major	Low	Paul Matthews	Peter Fox	All
2017 /18	Possible	Major	Medium	2017 /18	Unlikely	Major			Low						
2018 /19	Possible	Major	Medium	2018 /19	Unlikely	Major			Low						

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
		proposal for improvement from Wales Audit Office Annual Improvement report 2015.													
2	Potential Risk that:  Some services may become financially unsustainable in the short to medium term as a result of reducing budgets and increasing demand	<p>- The effect of the roll forward of the MTFP model, revised assumptions and pressures, a revised gap of £10.5 million over the period of the plan from 2017/18 – 2020/21 at October 2016 (This is a working target until more information becomes available)</p> <p>- This is after a significant period of financial challenges. Over the last four years the council has had to manage a reduction in service budgets of £18.1 million resulting in achieving further savings becoming increasingly more challenging.</p> <p>-The council’s reserves have fallen by £7.5 million over the past 4 years and there is less opportunity to replenish reserve balances as budgets get tighter,</p> <p>- At the same time pressures on the budget have been increasing in terms of demographic growth, demand, contract price inflation and redundancy costs.</p> <p>- A range of services have identified demand for services is increasing including planning, housing and public protection.</p> <p>- A range of services have identified the risk of not complying with legislative changes for example Welsh Language Standards.</p> <p>- An ageing population and complexity of demand in children’s services will place increased pressure on services.</p>	2016/17	Unlikely	Major	Low	<p>In January 2016 Council approved the budget for 2016/17. This included new mandates developed for 2016/17 and mandates that were already in the MTFP.</p> <p>Overall Net Council Fund at month 6 is reporting a £839,000 deficit, this is an improved position against the month 2 position. The deficit at month 6 is also an improvement on the equivalent position last year. This is significantly affected by council tax receipts and treasury improvements. The net cost of services is reporting a 1.36% (£1,966,000) overspend. Social Care &amp; Health is reporting an overspend at month 6 (£1,070,000 million). In social care &amp; health there are recovery plans in place across adults and children’s services, opportunities to seek other funding and use external funding streams where possible are being explored and existing budgets are being reviewed to see how they can be prioritised.</p> <p>Directorates are continuing to review the levels of over and underspends and reallocate budgets to reduce the extent of compensatory positions needing to be reported from month 6 onwards.</p>	<p>- Ensure that services deliver within the budgets and deliver savings targets - Monitor progress against existing mandates that are part of the MTFP and report progress to Cabinet and Select Committee quarterly.</p> <p>- All services to model savings for 2017-18 based on an updated process aligned to Future Monmouthshire</p> <p>- Ensure that the detailed business cases that will deliver the budget proposals are fully costed, stress-tested and managed</p> <p>- Consider how best to use capacity fund and any external funding sources to supplement the change programme required</p> <p>- Review contractual arrangements to balance stability, value for money &amp; risk</p> <p>- Implement a three year service and financial plan in children’s services to ensure the service is able to deliver a balanced budget and continue to develop workforce practice.</p> <p>- Continued identification of pressures, including an assessment of any ongoing pressures in the current year’s budget. These will be rigorously reviewed and challenged.</p> <p>- Continue to Implement the income generation strategy. Use the ideas listed in the appendix to the income generation</p>	2016/17	Unlikely	Major	Low	Joy Robson	Phil Murphy	All
			2017/18	Possible	Major	Medium			2017/18	Unlikely	Major	Low			
			2018/19	Possible	Major	Medium			2018/19	Unlikely	Major	Low			





Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
		<ul style="list-style-type: none"> <li>- A number of significant pressures are documented that are not currently funded.</li> <li>- Highways and property surveys highlight significant capital demand which is presently unfunded.</li> <li>- In the event of emergency pressures resources will have to be diverted due to lack of capacity in the capital budget</li> <li>- Work is continuing on developing the CCR city deal which will require significant capital investment.</li> </ul>					properties has been created and scrutinised by Economy and Development Select Committee the plan is being reviewed based on the feedback and principles of Future Monmouthshire	capital MTFP taking into account any slippage and the requirement to increase the capital budget for the Future Schools programme (Council report – 20th October 2016).							
4	Potential that the Council does not make sufficient progress in areas of weakness identified by regulators leading to underperformance	<ul style="list-style-type: none"> <li>- Following a positive performance trajectory up until 2014-15 we saw performance plateau with declines in some services in 2015-16.</li> <li>- Gap in attainment between ‘all pupils’ and those eligible for Free School Meals has narrowed in key stages 2 &amp;3 for most indicators but remains a concern in Foundation phase and key stage 4.</li> <li>- The Wales Audit Office Annual Improvement Report (AIR) published in August 2016 concludes “Based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the council will comply with the requirements of the measure during 2016-17 provided it continues to maintain the current pace of improvement.”</li> <li>- WAO follow-up inspections on Governance, Performance</li> </ul>	2016 /17	Unlikely	Substantial	Low	<p>Following the Monitoring visit in November 2015, Estyn has judged that Monmouthshire County Council’s education services for children and young people has made strong progress in addressing two of the six recommendations arising from the inspection of November 2012, and satisfactory progress in addressing the other four and concluded that the authority is no longer in need of special measures</p> <p>The Council has created action plans to set out responses to address relevant proposals in the reports that have been published by WAO, as part of the Council’s established proposal monitoring arrangement. The most recent update on progress is being completed for audit committee in December 2016, with many proposals requiring further work to address them</p>	<ul style="list-style-type: none"> <li>- Manage our actions in response to Estyn, CSSIW and WAO via existing mechanisms.</li> <li>-Ensure a continued focus on the issues referenced in the Estyn monitoring visit letter in January 2016</li> <li>- Ensure the commissioned arrangements with the EAS address the authority’s concerns in challenging and supporting schools</li> <li>- Report Proposals for improvement and overview of performance arrangements to audit committee.</li> </ul>	2016 /17	unlikely	Substantial	Low	Will McLean	Peter Fox	CYP
			2017 /18	Possible	Substantial	Medium			2017 /18	Unlikely	Substantial	Low		Geoff Burrows	Audit committee
			2018 /19	Possible	Substantial	Medium			2018 /19	Unlikely	Substantial	Low		Liz Hackett-Pain	

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
		Management and IT published in 2016 did not produce any statutory recommendations but have produced a number of proposals for improvement.													
5a Page 55	Potential for significant harm to vulnerable children or adults due to factors outside our control.	- The likelihood of this occurring in a given year is low. However the significant harm that can occur due to factors that are outside our control mean that this will always be a risk.  - Volunteering is increasingly part of meeting community needs and it is important to have consistency across the LA in the use of volunteers particularly in respect of HR practices and training.	2015 /16	Possible	Major	Medium	We have strengthened our safeguarding arrangements in both Adults and Children’s Services. The Head of Children’s Services has now been given clear responsibility for safeguarding and this has been incorporated into her title from July 2016. Similarly safeguarding has been added to the role title of the Cabinet member.  We have raised awareness of safeguarding across the authority and its partners.  We have Implemented a quality assurance framework (SAFE - Self-Assessment Framework for Evaluation)  A number of the authority’s most senior officers have been placed on the Safeguarding Group.	- Continually monitor and evaluate process and practice and review accountability for safeguarding - Deliver actions set in service plans for POVA and Safeguarding - Ensure that robust systems are in place within the authority to respond to any concerns arising from allegations or organised abuse - Implement second phase of the SAFE process - Drive the strategic agenda and the associated programme of activities for safeguarding through the Corporate Coordinating Group including undertaking a second review of safeguarding policy and continuing to promote and review safe recruitment practices. - Ensure safeguarding is reflected in all council service improvement plans and in roles / responsibilities as appropriate.	2015 /16	Possible	Major	Medium	Jane Rodgers / Julie Boothroyd	Liz Hackett Pain  Geoff Burrows	CYP Adults
5b	Potential for significant harm to vulnerable children or adults due to failure of services and/or partners to act accountably for safeguarding														
6	Potential Risk that:	- Gap in attainment between ‘all pupils’ and those eligible for Free School Meals has	2016 /17	Possible	Major	Medium	Following the Monitoring visit in November 2015, Estyn has judged that Monmouthshire County	-Ensure a continued focus on the issues referenced in the	2016 /17	Unlikely	Major	Low	Will Mclean	Liz Hackett Pain	CYP

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
	Failure to meet the needs of individual learners may result in them not achieving their full potential.	<p>narrowed in key stages 2 &amp;3 for most indicators but remains a concern in Foundation phase and key stage 4.</p> <p>- Variation in standards across schools, with many schools judged by Estyn to be adequate and remaining in amber and red support categories for more than a year.</p> <p>- Poor leadership, management, capacity and performance in some schools</p> <p>- Unsustainable provision to meet the demand for Welsh Medium education provision</p> <p>- Not achieving the number of A* and A grades amongst the cohort of more able and talented pupils</p> <p>Estyn identified:</p> <p>- Evaluation of progress and actions to be taken by the school and EAS are generally not clear enough to record school progress</p> <p>- Notes of monthly meetings do not provide enough detail about the quality of support and challenge in individual schools or identify specific actions for follow up to identify the key areas of strength and priorities for improvement in each school.</p>	2017 /18	Possible	Major	Medium	<p>Council’s education services for children and young people has made strong progress in addressing two of the six recommendations arising from the inspection of November 2012, and satisfactory progress in addressing the other four and concluded that the authority is no longer in need of special measures</p> <p>A draft Welsh in Education Strategic Plan has been developed for consultation setting out the council’s vision and action plan for developing Welsh in Education within the County.</p> <p>The review of Additional Learning Needs strategy and policy continues.</p> <p>We have defined our working relationship with the EAS to ensure:</p> <ul style="list-style-type: none"> <li>• That the gap in performance between pupils receiving free school meals and those not receiving free school meals is narrowed</li> <li>• Greater scrutiny of the Pupil Deprivation Grant (PDG) expenditure to tackle the impact of poverty on pupil learning and performance</li> <li>• Better targeted intervention in schools based on a better understanding of individual pupils potential.</li> <li>• Improving categorisation of schools in line with the</li> </ul>	<p>Estyn monitoring visit letter in January 2016</p> <p>-Improve the quality of self-evaluation in the CYP directorate.</p> <p>- Focus on the attainment at the expected level plus one in our primary settings</p> <p>- Work closely with our secondary schools to ensure they are prepared for the new examination requirements</p> <p>- Ensure that the Additional Learning Needs review delivers sustainable, adequate and appropriate support to pupils with Additional Learning Needs</p> <p>- Ensure the commissioned arrangements with the EAS address the authority’s concerns in challenging and supporting schools</p> <p>- Deliver the Welsh Education Strategic Plan in collaboration with neighbouring authorities</p>	2017 /18	Unlikely	Major	Low			
			2018 /19	Possible	Major	Medium			2018 /19	Unlikely	Major	Low			

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
							national model resulting in more appropriate challenge and support to schools to drive up standards in leadership and performance								
7a	Revised risk: Potential Risk that: Schools do not have the necessary ICT infrastructure meaning they are unable to maximise their offer to learner's needs.	Schools and the EAS depend on reliable equipment and support from the SRS to implement systems for pupil tracking and to meet curriculum needs.  Some schools do not have the ICT infrastructure to support these systems fully.	2016 /17  2017 /18  2018 /19	Possible  Possible  Possible	Substantial  Substantial  Substantial	Medium  Medium  Medium	A comprehensive Service Level Agreement with the SRS and schools commenced in April 2016. The council has approved a business case for £885,000 of investment in schools ICT infrastructure.  The first phase of the investment programme is due for completion by March 2017, behind the original schedule due to further cabinet and council approval required to proceed with the investment as not all schools had signed up to the SLA.  Phase 2 of the investment programme, migration of schools data and information storage, has already commenced with several schools already migrated to the SRS. Schools with the oldest servers have been prioritised.	Finish the implementation phase 1 of the ICT in schools improvements, upgrading equipment and infrastructure as well as implementing SIMS in the classroom.  Complete Phase 2 of the investment - the migration of school based server infrastructure up to the SRS over an 18 month period.	2016 /17  2017 /18  2018 /19	Possible  Possible  Unlikely	Substantial  Substantial  Substantial	Medium  Medium  Low	Peter Davies	Bob Greenland  Liz Hackett Pain	Economy and Development
7b	Potential Risk that:  Insufficient ICT infrastructure and skills in the county have the potential to lead to social and economic disadvantages	-It is likely that 4-6% of our most rural areas will not be impacted by the roll out of Superfast broadband  A significant skills issue exists in the County. 19% of households don't have internet access and 20% (approximately 14,363) adults in Monmouthshire don't use the internet <sup>1</sup> .	2016 /17  2017 /18  2018 /19	Likely  Likely  Likely	Substantial  Substantial  Substantial	Medium  Medium  Medium	A collaboration with the UK Government and AB Internet to enable next generation superfast wireless broadband services to the remaining 4-6% of the County's broadband' not spots' has been undertaken but legacy issues still remain. The project was originally targeted at 1696 properties but three sites had to be de-scoped due to project time constraints reducing the total	-Deliver the I County digital road map which has three main areas of focus: 1) internal systems, processes, data and infrastructure 2) community, economic, business and education dimensions 3) opportunities for commercialisation	2016 /17  2017 /18  2018 /19	Likely  Likely  Possible	Substantial  Substantial  Substantial	Medium  Medium  Medium	Cath Fallon	Bob Greenland	Economy and Development

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
		<p>Monmouthshire residents have high demand for broadband services, Ofcom figures indicating a 74% adoption rate.</p> <p>Other drivers include the council needs to prepare for increased digital public service delivery, the implementation of the Online Universal Credit system, children’s learning opportunities and the provision of digital health care.</p>					<p>intervention figure to 1060 premises.</p> <p>Following approval of the broadband in Monmouthshire report:</p> <ul style="list-style-type: none"> <li>- promotional activity to support the Super-connected Cities voucher Scheme has been undertaken, this closed in October 2015</li> <li>- Local promotion and maximisation of the WG ICT exploitation programme</li> <li>- Promotion of the <a href="#">Access Broadband</a> Cymru scheme for areas outside the superfast Cymru roll out.</li> </ul> <p>A Digital Monmouthshire web portal has been developed which is hosted as part of the <a href="http://www.monmouthshire.biz">www.monmouthshire.biz</a> offer.</p> <p>At least 36,400 premises are now able to access Superfast Broadband connections and there is an increased uptake with Monmouthshire’s figures now standing at 19.8%.</p>	<p>Continue to collaborate with the Superfast Business Wales team to support their ICT Exploitation programme.</p> <p>Enable the rollout and exploitation of high speed broadband across the County for both businesses and communities.</p> <p>Trail the roll out of the <a href="#">TV white space</a> broadband pilot which will enable isolated rural communities to enjoy the same digital connectivity as in urban areas and, if successful, will be replicable in other rural areas.</p> <p>Approval of an application for an RDP ICT county wide skills programme.</p>							
8	<p>Potential Risk that:</p> <p>Reductions in our workforce due to budgetary pressures will impact on our capacity to deliver transformational change and improve performance.</p>	<ul style="list-style-type: none"> <li>- Our people are central to the success of our council and county. Organisational culture impacts on our ability to address future challenges and make sustained improvements in areas that require it.</li> <li>- Continued economic constraint and local government reform can impact on staff morale and service objectives.</li> <li>-The number of employees has reduced in recent years.</li> </ul>	2016/17	Possible	Substantial	Medium	<p>A people and organisational strategy progress report summarising the outcomes achieved in 2015/16 has been completed, progress includes;</p> <ul style="list-style-type: none"> <li>- providing flexible training opportunities that are aligned to training needs identified across the organisation;</li> <li>- Responding with action and outcomes to feedback from the staff conference and staff survey;</li> </ul>	<ul style="list-style-type: none"> <li>- To implement the people and organisational strategy (2016-17) delivery plan including the next steps in delivering a coherent and cohesive People Services offer to the organisation</li> <li>- Continue to engage with staff on the People and Organisational Development Strategy to ensure the strategy</li> </ul>	2016/17	Possible	Substantial	Medium	Tracey Harry	Phil Murphy	Strong Communities
			2017/18	Possible	Substantial	Medium			2017/18	Possible	Substantial	Medium			
			2018/19	Possible	Substantial	Medium			2018/19	Unlikely	Substantial	Low			

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
		<p>- Sickness increased to an average of 11.6 days per FTE employee in the year to March 2016. 21% of sickness was due to psychological reasons</p> <p>- WAO Annual improvement report in 2015 proposed improvements to the people and organisational strategy in order to make best use of its people resources. A follow up report on HR arrangements is due to be published in winter 2016.</p> <p>- A range of services have identified risks to their capacity for service delivery.</p>					<p>- Developing ways of communicating with our workforce and understanding their concerns and issues (e.g. MonMinds staff peer group), as well as providing leadership insights and talks;</p> <p>- Revising the staff appraisal process, check in check out, and rolling out.</p> <p>- Evidence has been collated and reviewed and a revised offer has been created to meet the needs of those people both on and off our payroll, a delivery plan for the final year of the people and organisational strategy (2016-17) has been established</p> <p>- The draft reviewed attendance and wellbeing policy will be presented to People board commencing the consultation with managers and staff.</p>	<p>continues to focus on addressing identified needs</p> <p>- Complete the review of processes around the management of attendance, ensuring we are delivering cost effective solutions to attendance problems</p> <p>- Continue to implement and develop process to provide managers and management teams with information on the workforce.</p>							
9a	<p>Potential Risk that:</p> <p>Not having appropriate governance mechanisms does not make it easy for communities to work with us when we are co-delivering and co-developing services which will impact on our shared ability to deliver sustainable and resilient communities.</p>	<p>Concerns on overlapping and complicated community governance structures have led to some dissatisfaction amongst community stakeholders.</p> <p>There is a recognised disconnect between the process and delivery frameworks set up to support community governance.</p>	2016/17	Possible	Substantial	Medium	<p>A community governance review has been completed. A cross party Member working group was established and met to discuss the proposal. The proposals have been presented to all area committees and the strategic transport group. The review is due to go to Council in December.</p> <p>Five new cluster town and community councils have been set up and allocated an SLT lead. The governance review will need to consider this.</p> <p>A volunteer coordinator was appointed and is leading the council's <i>A County That Serves</i> volunteering programme that</p>	<p>Present the Community Governance proposals to full Council for decision (scheduled December 2016)</p> <p>Subject to decision, implement the agreed community governance proposal from April 2017.</p> <p>Continue to implement the "A County That Serves" volunteering programme"</p> <p>Continue to implement the volunteer tool kit to clarify information, procedures and processes on volunteering .</p>	2016/17	Possible	Substantial	Medium	Will McLean	Phil Hobson	Strong Communities
			2017/18	Possible	Substantial	Medium			2017/18	Possible	Substantial	Medium			
			2018/19	Possible	Substantial	Medium			2018/19	Unlikely	Substantial	Low			

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
							aims to support and enable volunteers.								
9b	Potential Risk that:  Not having appropriate governance mechanisms when establishing new collaborative or alternative delivery models that are often complex could impact on our shared ability to deliver objectives.	The Council works collaboratively to deliver a variety of services and is increasingly considering alternative delivery models to sustain services for example for Leisure, Tourism, Culture and Youth Services. These models are often complex and have many risks and challenges.  A 2016 Governance study by Wales Audit Office concluded that ‘the Council has made progress in improving its governance arrangements although more work is needed to strengthen the transparency of decision making and recording’  A 2016 IT study by Wales Audit Office made a proposal for improvement that the council needs to ‘Negotiate and agree commercial grade Service Level Agreements with SRS in advance of new organisations joining the partnership to support sound governance, and to enable the Council to measure service delivery, and assure itself that its IT needs continue to be met.’	2016 /17  2017 /18  2018 /19	Possible  Possible  Possible	Substantial  Substantial  Substantial	Medium  Medium  Medium	An independent option appraisal for Leisure, Tourism, Culture and Youth Services has been completed, cabinet approved the next stage of the project to develop a full Business Case and to continue the staff, community and service user consultation process.  WAO Proposals for improvement on the Council’s existing governance arrangements continue to be addressed.  An action plan has been established to address the Wales Audit Office proposals from the IT study.	Complete and present the full business case on Leisure, Tourism, Culture and Youth Services for further consideration by Members.  Continue to implement actions to address the proposals for improvement identified by Wales Audit Office  Complete the development of a commercial grade Service Level Agreement with SRS, which will need agreement with all partners.	2016 /17  2017 /18  2018 /19	Possible  Possible  Unlikely	Substantial  Substantial  Substantial	Medium  Medium  Low	Will McLean / Peter Davies	Peter Fox  Bob Greenland	Audit committee
10	Potential Risk that:  The current configuration of the recycling service becomes unviable	Monmouthshire does not currently collect recycling in line with the preferred Welsh Government method.	2016 /17  2017 /18	Unlikely  unlikely	Mode rate  mode rate	Low  Low	A pressure mandate was accepted by Council to fund £1.2million pressures in the MTFP over 2016/17 and 2017/18 due to an Increase in recycling costs, the Welsh Government grant	To complete the recycling review report to determine the Council’s long term recycling strategy with cabinet approval in March 2017.	2016 /17  2017 /18	Unlikely  unlikely	Mode rate  mode rate	Low  Low	Rachel Jowitt	Bryan Jones	Strong Communities



Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
Page 61	because of legislation requirements and financial constraints.	Long term uncertainty over Welsh Government funding and future costs of the service.	2018/19	Likely	Substantial	Medium	reduction and growth in waste tonnages.	To continue to liaise with Welsh Government on Environmental Grant funding.	2018/19	unlikely	Substantial	Low			
		The Welsh Government grant was cut by 6.4% and is due to be cut by a further 7% in 2017/18.					The recycling review is currently undertaking a trial and will report by March 2017 with a view to setting a long term financial model for the service as well as demonstrating legislative compliance.								
11 new	Potential Risk that:  Political, legislative and financial uncertainty for council services and local businesses as a result of Britain leaving the European Union.	The vote to leave the EU has caused political uncertainty that could impact on local government financial settlements if further austerity is required. This could also impact on regional projects such as the City Deal further compounded by political changes in Westminster.	2016/17	Almost Certain	substantial	High	The Council already has an established Medium Term financial plan to model financial assumptions and scenarios for planning future service budgets.	Many of the negotiations and decisions on Britain leaving the EU are outside of the council's control, given this and the current uncertainty the post mitigation risk levels have not been assessed to change.  Actions we will be taking include: Continued liaison and work with partners such as Welsh Government, WLGA and treasury advisers to understand and plan for any implications.  Continue to refine and update the Medium Term Financial Planning model and assumptions for future service budgets.	2016/17	Almost Certain	substantial	High	Senior Leadership team	All	Economy and Development  Strong Communities
		Many council services are governed by EU legislation or follow EU led policy, for example procurement rules. There will be uncertainty while the process for extricating the UK from this law is established.	2017/18	Almost Certain	substantial	High	The Council has established working relationships with key partners, such as the Welsh Government, the WLGA and treasury advisers to work with in understanding the impact on Council services.		2017/18	Almost Certain	substantial	High			
			Expectations of further austerity and a subsequent fall off in inward investment and growth while restrictions on labour mobility could impact on local firms;	2018/19	Almost Certain	substantial	High			2018/19	Almost Certain	substantial			

Ref	Risk	Reason why identified	Risk Level (Pre – mitigation)				Mitigation already undertaken	Future Actions and timescales	Risk Level (Post – mitigation)				Service & Risk Owner	Cabinet Member	Select Committee
			Year	Likelihood	Impact	Risk Level			Year	Likelihood	Impact	Risk Level			
		<p>Some projects rely directly on EU funding, such as the Rural Development Plan (RDP).</p> <p>Market volatility, inflation and financial uncertainty could impact on council revenue budgets and borrowing costs for capital schemes. Any market volatility resulting from triggering Article 50 could impact on the local government pension schemes.</p> <p>The leave vote created divisions: regionally and between age groups that could raise concern over social inclusion and a rise in hate crime.</p>													

**Risk Matrix**

The Council uses a 'traffic light' system of Red/Amber/Green associated with High/Medium/Low. A copy of the full policy and guidance is available to staff and members on The Hub.

Impact/Severity	major	Low	Medium	High	High
	substantial	Low	Medium	Medium	High
	moderate	Low	Low	Medium	Medium
	minor	Low	Low	Low	Low
		Unlikely	possible	Likely	Almost certain
		Likelihood			

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<sup>i</sup> Recent figures obtained from the 'Get Monmouthshire On Line'

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**SUBJECT: Monmouthshire County Council 5 Yr Welsh Language Strategy 2017- 22**  
**MEETING: Strong Communities Select Committee**  
**DATE: 8<sup>th</sup> December 2016**  
**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

- 1.1 To present the Welsh Language Strategy for 2017 – 2022, which has been produced in line with the requirements of the Welsh Language (Wales) Measure 2011 and specifically Standards 145 and 146. This strategy is closely linked to our Welsh in Education Strategic Plan (WESP) 2016 which has been scrutinised by the Children and Young People’s Select Committee. In order to ensure a consistency in approach and to ease performance monitoring, some of the performance measures have been shared. The strategy will be subject to formal consultation between the 21st November and the 16<sup>th</sup> December 2016.

**2. RECOMMENDATIONS:**

- 2.1 That Strong Communities Select scrutinise the 5 Year Strategy.  
2.2 That the Committee annually monitor progress in order that we achieve our targets. The report will be forwarded to Cabinet on the 20<sup>th</sup> January 2017 for formal adoption.

**3. KEY ISSUES:**

- 3.1 The 5 Year Welsh Language Strategy sets out a vision of how the Welsh Language will look in Monmouthshire in 5 years’ time and targets have been set to achieve that vision accordingly. As previously stated the timing of the statutory requirement to produce a Welsh in Education Strategic Plan (WESP) has been fortuitous as is the Welsh Assembly Government’s ambitious Strategy to have a million Welsh Speakers in Wales by 2050. These two has given added impetus to the vision and its targets. This strategy is challenging but achievable with the appropriate level of planning and support from our partners in the Council’s Welsh Language Forum.

**4. REASONS:**

Monmouthshire County Council has a statutory responsibility to produce a 5 Year Welsh Language Strategy 2017 - 2022 under the Welsh Language (Wales) Measure 2011.

**5. RESOURCE IMPLICATIONS:**

- 5.1 There are no additional financial or human resource implications arising out of this monitoring report.
- 5.2 The Scheme will be published, on approval by Cabinet on 20<sup>th</sup> January 2017 on the council's intranet and corporate website.

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

There are no significant equality impacts identified in the assessment (Appendix 1).

The actual impacts from this report's recommendations will be reviewed annually.

**7. CONSULTEES:**

Strong Communities Select, Menter Iaith Blaenau Gwent Torfaen Mynwy (MIBGTM), the Urdd, Mudiad Meithrin, Public Consultation Exercise, Ysgol Gymraeg Y Fenni, Ysgol Gymraeg Y Ffin, Ysgol Gyfun Gwynllyw and Ysgol Gyfun Gwent Is Coed, Rhieni Dros Addysg Gymraeg (RHAG).

**8. BACKGROUND PAPERS:**

Monmouthshire County Council's Welsh Language Standards

**9. AUTHOR:**

Alan Burkitt Policy Officer Equalities and Welsh Language

**10. CONTACT DETAILS:**

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# Strategaeth yr Iaith Gymraeg 2017-2022



monmouthshire  
sir fynwy

Paratowyd dan Fesur y Gymraeg (Cymru) 2011



# Welsh Language Strategy 2017-2022



monmouthshire  
sir fynwy

Prepared under the Welsh Language (Wales)  
Measure 2011

# Cynnwys

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## Rhagair

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Daw'r strategaeth hon ar adeg bwysig ar gyfer y Gymraeg yn ein sir. Yn 2016 croesawodd Sir Fynwy yr Eisteddfod Genedlaethol gyda dros 140,000 o ymwelwyr, y tro cyntaf mewn dros ganrif pan ddychwelodd i'r faes hyfryd yn Nolydd y Castell Y Fenni. Rydym yn falch tu hwnt o frwdfrydedd y sir, ei phobl a busnesau wrth fanteisio ar y cyfle i hyrwyddo a choleddu'r ŵyl unigryw hon.

Bum mlynedd ar hugain yn ôl roedd y gyfran a siaradai Gymraeg y sir yn is nag erioed ac nid oedd fawr ddim i awgrymu y byddai'r iaith yn gweld adfywiad yn yr ardal. Fodd bynnag, yn y blynyddoedd dilynol, bu adfywiad hynod yn yr iaith ac yn y cyfnod hwnnw gwelsom gynnydd bedair gwaith trosodd gyda chyfrifiad 2011 yn dangos bod 8,780 o breswylwyr Sir Fynwy yn rhugl yn y Gymraeg gyda miloedd o eraill â rhyw lefel o allu yn yr iaith.

Daeth Deddf Llesiant Cenedlaethau'r Dyfodol i rym yn 2016 gyda nod glir i gyrff cyhoeddus weithio tuag at Gymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu diwylliant yn ffynnu. Mae gennym hefyd Safonau'r Gymraeg a strategaeth Mwy na Geiriau 2012 sy'n hyrwyddo'r defnydd o'r Gymraeg mewn llywodraeth leol a'r sector gofal iechyd.

Credwn y gellir defnyddio'r sylfaen deddfwriaethol hwn a brwdfrydedd pobl Sir Fynwy tuag at yr iaith o ran rhoi gwaddol parhaol i'r sir er budd y preswylwyr ac ymwelwyr y presennol a phreswylwyr ac ymwelwyr y dyfodol i'r gornel arbennig hon o Gymru.

Paul Matthews **Prif Weithredwr,**

Cynghorydd Peter Fox, **Arweinydd y Cyngor**

Cynghorydd Phylip Hobson, **Dirprwy Arweinydd a Hyrwyddwr Cydraddoldeb**

## Foreword

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This strategy comes at an important point for the Welsh language in our county. In 2016 Monmouthshire hosted the National Eisteddfod with its 140,000 visitors for the first time in over 100 years when it returned to the beautiful setting of Castle Meadows Abergavenny. The enthusiasm with which the county, its people and businesses seized the opportunity to promote and embrace this unique festival is something that we take huge pride in.

Twenty five years ago the proportion of people speaking Welsh in the country was at an all-time low and there was precious little to indicate that the fortunes of the language would ever revive in the area. However, in the years following, the language has remarkably revived and in that time we have seen a four-fold increase with the 2011 census showing that 8,780 Monmouthshire residents are fluent Welsh speakers with many thousands of others having some level of language skill.

2016 heralded the introduction of The Well-being of Future Generations Act with a clear goal for public bodies to work towards a Wales of thriving culture and vibrant Welsh language. We also have new Welsh Language Standards and the “More than Words Strategy 2012” which promote the use of the Welsh Language in local government and the social care sector.

We believe that this new legislative basis and the enthusiasm of the people of Monmouthshire towards the language can be harnessed in terms of providing a lasting legacy in the county to benefit current and future residents and visitors to this special corner of Wales.

Paul Matthews, **Chief Executive**

Councillor Peter Fox, **Leader of the Council**

Councillor Phylip Hobson, **Deputy Leader and Equality Champion**

## Cyflwyniad a Chyd-destun

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Mae'r cyfrifiad wedi cofnodi cynnydd nifer sylweddol yn nifer y siaradwyr Cymraeg sy'n byw yn Sir Fynwy, o 2.3% o'r boblogaeth yn 1991 i 9.9% yn 2001. Mae Deddf yr Iaith Gymraeg 1993, cynllun *Iaith Pawb* Llywodraeth Cynulliad Cymru ac addysgu gorfodol y Gymraeg mewn ysgolion a darpariaeth wych Cymraeg i Oedolion yn rhai o'r rhesymau allweddol am y cynnydd.

Bu cynnydd mawr mewn addysg cyfrwng Cymraeg ar draws y genedl yn y blynyddoedd diweddar ac yn Sir Fynwy caiff hyn ei ddarparu ar lefel gynradd gan Ysgol Gymraeg y Fenni ac Ysgol y Ffin yn Sandy Lane, Cil-y-coed a bu cynnydd sylweddol yn y nifer sy'n mynychu'r ddwy ysgol ers eu sefydlu. Sefydlwyd Ysgol y Fenni ym mis Medi 1994 gyda 27 ar y gofrestr ac Ysgol y Ffin ym mis Medi 2001 gyda 16 ar y gofrestr. Yn 2015-16 roedd 170 o ddisgyblion wedi cofrestru yn Ysgol y Fenni ac 141 yn Ysgol y Ffin. Mae Ysgol Gymraeg y Fenni yn disgwyl 227 ym mis Medi 2016. Ar ôl gorffen eu haddysg gynradd, mae disgyblion mewn addysg cyfrwng Cymraeg yn mynychu Ysgol Gyfun Gwynllyw yn awdurdod cyfagos Torfaen neu'r ysgol Gymraeg newydd a agorodd yng Nghasnewydd ym mis Medi 2016 - Ysgol Gymraeg Gwent Is-coed.

Y fframwaith statudol ar gyfer y Gymraeg yn Sir Fynwy sy'n rhoi nerth i'r strategaeth hon yw:

- Mesur y Gymraeg (Cymru) 2011
- Deddf Llesiant Cenedlaethau'r Dyfodol 2011

Mae Deddf Llesiant Cenedlaethau'r Dyfodol yn rhoi nod llesiant o:

- Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu
- Cymdeithas sy'n hyrwyddo a diogelu diwylliant, treftadaeth a'r Gymraeg

Mae ffactorau eraill sy'n dylanwadu ar y ffordd y bydd y strategaeth yn symud ymlaen â'r strategaeth:

- Strategaeth Mwy Na Geiriau 2012 – defnyddio'r Gymraeg mewn gofal cymdeithasol
- 1 miliwn o siaradwyr gan 2050 - ymrwymiad maniffesto y Blaid Lafur a ddenodd gefnogaeth drawsbleidiol yn y Cynulliad.

## Introduction and Context

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The census has recorded a significant increase in the number of Welsh speakers residing in Monmouthshire, from 2.3% of the population in 1991 to 9.9% in 2011. The Welsh Language Act 1993, the Welsh Assembly Government's *laith Pawb* initiative, the compulsory teaching of Welsh in schools, and the fantastic Welsh For Adults provision are some of the key reasons behind this increase.

In recent years there has been a resurgence in Welsh medium education across the whole of the nation and in Monmouthshire this is provided at primary level by Ysgol Gymraeg y Fenni in Abergavenny and Ysgol y Ffin in Sandy Lane Caldicot and numbers attending both schools have increased significantly since their establishment. Ysgol y Fenni was established in September 1994 with a pupil roll of 27 and Ysgol y Ffin in September 2001 with a pupil roll of 16. In 2015 -16 there were 170 pupils registered in Ysgol y Fenni and 141 in Ysgol Y Ffin. In September 2016 Ysgol Gymraeg Y Fenni are expecting 227. Upon the completion of their primary education, pupils in Welsh-medium education attend Ysgol Gyfun Gwynllyw in the neighbouring authority of Torfaen or the new Welsh School which opened in Newport in September 2017 – Ysgol Gymraeg Gwent Is-Coed.

The statutory framework for the Welsh language in Monmouthshire which gives strength to this strategy is as follows:

- The Welsh Language (Wales) Measure 2011
- The Well Being of Future Generations Act 2011:

The latter sets a clear well-being goal of

- A Wales of a vibrant culture and a thriving Welsh Language.
- A society that promotes and protects culture, heritage and the Welsh Language

There are other factors which influence the way in which the strategy will be take forward:

- The More than Words Strategy/Strategaeth Mwy Na Geiriau 2012 – the use of the Welsh Language in Social Care.
- One million speakers by 2050 – The Labour manifesto commitment that has attracted cross party support in the Senedd.

## Y Safonau'r Iaith Gymraeg:

Cyflwynwyd Safonau'r Gymraeg newydd ym mis Mawrth 2016. Mae 176 safon yn gymwys i Gyngor Sir Fynwy. Mae dau yn neilltuol yn gosod y gofynion i gynhyrchu a monitro Strategaeth ar gyfer y Gymraeg. Y rhain yw:

### **Safon 145**

Rhaid ichi lunio, a chyhoeddi ar eich gwefan, strategaeth 5 mlynedd sy'n esbonio sut yr ydych yn bwriadu mynd ati i hybu'r Gymraeg ac i hwyluso defnyddio'r Gymraeg yn ehangach yn eich ardal, a rhaid i'r strategaeth gynnwys (ymysg pethau eraill) -

(a) targed (yn nhermau canran y siaradwyr yn eich ardal) ar gyfer cynyddu neu gynnal nifer y siaradwyr Cymraeg yn eich ardal erbyn diwedd y cyfnod o 5 mlynedd o dan sylw, a

(b) datganiad sy'n esbonio sut yr ydych yn bwriadu cyrraedd y targed hwnnw; a rhaid ichi adolygu'r strategaeth a chyhoeddi fersiwn ddiwygiedig ohoni ar eich gwefan o fewn 5 mlynedd i ddyddiad cyhoeddi'r strategaeth (neu i ddyddiad cyhoeddi fersiwn ddiwygiedig ohoni).

### **Safon 146**

Bum mlynedd ar ôl cyhoeddi strategaeth yn unol â safon 145 rhaid ichi -

(a) asesu i ba raddau yr ydych wedi dilyn y strategaeth honno ac wedi cyrraedd y targed a osodwyd ganddi, a

(b) cyhoeddi'r asesiad ar eich gwefan, gan sicrhau ei fod yn cynnwys yr wybodaeth a ganlyn.

(i) nifer y siaradwyr Cymraeg yn eich ardal ac oedran y siaradwyr hynny;

(ii) rhestr o'r gweithgareddau a drefnwyd gennych neu a ariannwyd gennych yn ystod y 5 mlynedd flaenorol er mwyn hybu defnyddio'r Gymraeg.

Er yn heriol a blaengar, mae'r targedau yn y strategaeth hon yn adlewyrchu'r hyn y mae'r Cyngor yn ei gredu y gellir yn realistig ei gyflawni o fewn ei chwmpas 5 mlynedd; maent yn gymesur i broffil ieithyddol ac yn sir ac yn gydnaws â gofynion blaenoriaethau corfforaethol eraill y Cyngor fel y nodir uchod.



## The Welsh Language Standards.

March 2016 saw the introduction of the new Welsh language standards. There are 176 standards applying to Monmouthshire County Council. Two in particular set out the requirement to produce and monitor a Welsh Language Strategy. These are:

### **Standard 145**

You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) –

- (a) A target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and
- (b) A statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).

### **Standard 146**

Five years after publishing a strategy in accordance with standard 145 you must –

- (a) Assess to what extent you have followed that strategy and have reached the target set by it, and
- (b) Publish that assessment on your website, ensuring that it contains the following information –
  - (i) The number of Welsh speakers in your area, and the age of those speakers;
  - (ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.

While challenging and progressive, the targets contained in this strategy reflect what the Council believes to be realistically achievable within its 5 year lifespan; they are proportionate to the linguistic profile of the county, and consistent with the requirements of the councils other corporate priorities as listed above.

## Gweledigaeth Sir Fynwy - Sut olwg fydd ar Yr Iaith yn y Sir erbyn 2022

Fel rhan o'r weledigaeth hon mae'n hanfodol ein bod yn hyrwyddo a diogelu diwylliant, treftadaeth a'r iaith Gymraeg gan annog pobl i gymryd rhan lawn yn eu cymunedau.

Y weledigaeth ar gyfer ein sir yw adeiladu cymunedau cynaliadwy a chryf.

Byddwn yn adeiladu ar waddol cynnal yr Eisteddfod Genedlaethol yn y sir fel y bydd Sir Fynwy yn 2022 yn fan lle mae:

- Yr iaith Gymraeg yn fyw ac egnïol
- Pobl yn gallu rhyngweithio gyda'r Cyngor drwy gyfrwng y Gymraeg
- Mwy o gyfleoedd i gymryd rhan mewn gweithgareddau drwy gyfrwng y Gymraeg
- Mwy o blant yn cael eu haddysgu drwy gyfrwng y Gymraeg
- Mwy o gyfleoedd i ddysgu'r iaith.

Ar y tudalennau dilynol dangoswn rai o'r camau gweithredu fydd yn rhoi'r weledigaeth hon ar waith:

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# The Monmouthshire Vision – What will the Language look like in the County by 2022

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The vision for our county is of building sustainable and resilient communities. As part of this vision it is essential that we promote and protect culture, heritage and the Welsh language encouraging people to participate fully in their communities.

We will build on the legacy of hosting the national Eisteddfod so that by 2022

Monmouthshire is a county where:

- The Welsh Language is live and dynamic.
- People can interact with the Council through the medium of Welsh.
- More opportunities to engage in activities through the medium of Welsh
- More children are educated through the medium of Welsh.
- There are wider opportunities to learn the language.

In the following pages we show some of the actions that we will deliver to turn this vision into a reality.

## Sut y gallwn wneud hyn

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1. Bydd penodi staff sy'n siarad Cymraeg i swyddi allweddol ar y rheng flaen yn rhoi sylw i'r Cyngor fel cyflogwr Cymraeg o ddewis ac yn rhoi cyfle i bobl a addysgwyd yn lleol ac sy'n siarad Cymraeg i weithio drwy gyfrwng y Gymraeg. Gall hyn hefyd ddenu siaradwyr Cymraeg o Gaerdydd ac ymhellach i'r gorllewin.
2. Rhoi mwy o gyfleoedd i blant i ddysgu'r iaith yn y Sir.
3. Rhoi cyfle i staff fynychu sesiynau ymwybyddiaeth o'r Gymraeg ac wedyn symud ymlaen i ddsbarthiadau Cymraeg i ddysgu'r iaith.
4. Annog staff i ddysgu Cymraeg ar-lein gyda Say Something in Welsh neu Duo Lingo.
5. Gweithio'n agos gyda phartneriaid, y Fenter Iaith, yr Urdd, Comisiynydd y Gymraeg, Llywodraeth Cymru, Coleg Gwent, Y Bwrdd Iechyd Lleol a chynghorau cyfagos i normaleiddio a rhoi cyfleoedd i ddysgu a defnyddio'r iaith yn y gwaith a hefyd yn gymdeithasol.
6. Rhoi mwy o gyfle i'r cyhoedd i gael mynediad i wasanaethau a chyrsgiau drwy gyfrwng y Gymraeg.
7. Agor pob cyfarfod gwleidyddol gyda chyfarfod dwyieithog i normaleiddio'r iaith.
8. Harneisio egni ac ewyllys da pwyllgorau codi arian lleol i gynyddu'r defnydd o'r iaith.
9. Harneisio'r siaradwyr Cymraeg a wirfoddolodd ar gyfer yr Eisteddfod er budd y gymuned Gymraeg.

## How can we do this

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1. The appointment of Welsh speaking staff to key front posts will highlight the council as a Welsh Language employer of choice and give Welsh speaking, locally educated people the opportunity to work through the medium of Welsh. This may also attract Welsh speakers from Cardiff and further West.
2. Provide greater opportunities for children to learn the language in the county.
3. Provide staff the opportunity to attend Welsh Language awareness sessions and then move on to Welsh classes to learn the language.
4. Actively encourage staff to learn Welsh on-line with either “Say Something in Welsh” or “Duo Lingo”
5. Work closely with partners, Menter Iaith, Urdd, Welsh Language Commissioner, Welsh Government, Coleg Gwent, The local Health Board and neighbouring Councils to normalise and give opportunities to both learn and use the language, both in work and socially.
6. Give the public greater opportunity to access services and courses through the medium of Welsh.  
Open all political meetings with a bilingual greeting to normalise the language.
7. Harness the energy and goodwill of the local fundraising committees to raise the use of the language.
8. Welsh speaking volunteers for Eisteddfod harnessed for the Community

## Targedau

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Rydym wedi gosod nifer o dargedau fydd yn dangos pa mor dda yr ydym yn cyflawni ein camau gweithredu ac yn helpu i ddangos ein cynnydd tuag at nodau'r strategaeth bum mlynedd. Mae hyn yn cynnwys:

- Cynyddu nifer y staff rhugl eu Cymraeg sy'n gweithio i'r Cyngor o 28 i 40 – cynnydd o 53.8%.
- Cynyddu nifer y staff sy'n dysgu Cymraeg o 14 i 28 erbyn diwedd y strategaeth yma – cynnydd o 100%.
- Cynyddu canran plant a phobl ifanc Sir Fynwy a addysgir drwy gyfrwng y Gymraeg o 577 neu 5.2% i 663 neu 15% erbyn 2022.
- Cynyddu cyfradd trosglwyddo o Gyfnod Allweddol 2 i 3 i 100% erbyn 2022. (2016-17 Ysgol Gymraeg Y Ffin 93.3% neu 14 allan o 15 / Ysgol Gymraeg Y Fenni 78.6% neu 22 allan o 28 / Cyfanswm 83.7% neu 36 allan o 43)
- Cynyddu'r cyfran o bobl ifanc Sir Fynwy sy'n gadael yr ysgol gyda sgiliau dwyieithog (Cymraeg a Saesneg) y gellir eu defnyddio yn y gweithle o 577 neu 5.2% i 1,106 neu 10% erbyn 2022

# Targets

We have set a number of targets that will show how well we are delivering our actions and help show the progress we are making towards the aspirations of the five year strategy. These include:

- Increasing the number of fluent Welsh speaking staff in the Council from 28 to 40 - an increase of 53.8%
- Increasing the numbers of staff learning Welsh from 14 to 28 by the end of this strategy – an increase of 100%.
- Increasing the percentage of Monmouthshire children and young people educated through the medium of Welsh from 577 or 5.2% to 663 or 15% by 2022.
- Increasing the rate of transition from Key Stage 2 to 3 to 95% by 2022. (2016 - 2017 Ysgol Gymraeg Y Ffin 93.3% or 14 out of 15 / Ysgol Gymraeg Y Fenni 78.6% or 22 out of 28 / Total 83.7% or 36 out of 43) .
- Increasing the percentage of young people in Monmouthshire leaving school with bilingual skills (Welsh and English) that can be used in the workplace from 577 or 5.2% to 1,106 or 10% by 2022.

# Atodiadau

Atodiad 1-Cyngor Sir Fynwy - canran o'r boblogaeth 3 oed a throsodd a all siarad Cymraeg yn ôl ardal gymunedol Cyfrifiad 2011.

Enw Adran Etholiadol	Preselwyr 3+	Siarad	Siarad	Siarad,darllen + ysgrifennu,	Siarad,darllen + ysgrifennu,
	Rhifau	Rhifau	%	Rhifau	%
Caer-went	1735	151	8.7	114	6.6
Castell Cil-y-coed	1885	221	11.7	166	8.8
Cantref	1994	169	8.5	127	6.4
Castell	1749	173	9.9	127	7.3
Croesonnen	2330	232	10	160	6.9
Crucornau Fawr	2054	216	10.5	158	7.7
Devauden	1448	139	9.6	94	6.5
Llanddewi	1888	172	9.1	120	6.4
Dixton gydag Osbaston	2501	180	7.2	129	5.2
Drybridge	3291	346	10.5	238	7.2
Goetre Fawr	2332	270	11.6	197	8.4
Green Lane	2014	220	10.9	147	7.3
Grofield	1785	185	10.4	128	7.2
Lansdown	2125	202	9.5	129	6.1
Larkfield	1952	151	7.7	108	5.5
Llanbadog	1281	135	10.5	96	7.5
Bryn Llanelli	3818	337	8.8	253	6.6
Llan-ffwyst Fawr	1811	211	11.7	158	8.7
Llangybi Fawr	1820	163	9	132	7.3
Llanofer	2244	173	7.7	128	5.7
Llandeilo Gresynni	1718	164	9.5	118	6.9
Llanwenarth Tu Draw	1406	117	8.3	92	6.5
Y Maerdy	1432	150	10.5	109	7.6
Y Felin	2424	263	10.8	209	8.6
Llanfihangel Troddi	1221	108	8.8	86	7
Overmonnow	2314	196	8.5	146	6.3
Porth y Sgewin	2083	220	10.6	167	8
Y Priordy	2117	219	10.3	166	7.8
Rhaglan	1876	209	11.1	144	7.7
Rogiet	1747	272	15.6	203	11.6
St. Arvans	1569	134	8.5	95	6.1
St. Christopher's	2490	299	12	214	8.6
St. Kingsmark	3032	247	8.1	186	6.1
St. Mary's	1776	120	6.8	82	4.6
Hafren	1630	172	10.6	123	7.5
Drenewydd Gelli-farch	2158	172	8	112	5.2
The Elms	3536	452	12.8	335	9.5
Thornwell	2630	282	10.7	189	7.2
Tryleg Unedig	2694	261	9.7	187	6.9
Brynbuga	2766	271	9.8	195	7
West End	1861	199	10.7	155	8.3
Wyesham	2072	207	10	151	7.3
<b>Total</b>	<b>88609</b>	<b>8780</b>	<b>9.90%</b>	<b>6373</b>	<b>7.20%</b>



# Appendices

## Appendix 1-Monmouthshire County Council – percentage of the population 3 and over able to speak Welsh by community area Census 2011

	Residents 3+	Speak	Speak	Speak, Read + Write	Speak, Read + Write
Electoral Division Name	Numbers	Numbers	%	Numbers	%
Caerwent	1735	151	8.7	114	6.6
Caldicot Castle	1885	221	11.7	166	8.8
Cantref	1994	169	8.5	127	6.4
Castle	1749	173	9.9	127	7.3
Croesonen	2330	232	10	160	6.9
Crucorney	2054	216	10.5	158	7.7
Devauden	1448	139	9.6	94	6.5
Dewstow	1888	172	9.1	120	6.4
Dixton with Osbaston	2501	180	7.2	129	5.2
Drybridge	3291	346	10.5	238	7.2
Goetre Fawr	2332	270	11.6	197	8.4
Green Lane	2014	220	10.9	147	7.3
Grofield	1785	185	10.4	128	7.2
Lansdown	2125	202	9.5	129	6.1
Larkfield	1952	151	7.7	108	5.5
Llanbadoc	1281	135	10.5	96	7.5
Llanelly Hill	3818	337	8.8	253	6.6
Llanfoist Fawr	1811	211	11.7	158	8.7
Llangybi Fawr	1820	163	9	132	7.3
Llanover	2244	173	7.7	128	5.7
Llantilio Crossenny	1718	164	9.5	118	6.9
Llanwenarth Ultra	1406	117	8.3	92	6.5
Mardy	1432	150	10.5	109	7.6
Mill	2424	263	10.8	209	8.6
Mitchel Troy	1221	108	8.8	86	7
Overmonnow	2314	196	8.5	146	6.3
Portskewett	2083	220	10.6	167	8
Priory	2117	219	10.3	166	7.8
Raglan	1876	209	11.1	144	7.7
Rogiet	1747	272	15.6	203	11.6
St. Arvans	1569	134	8.5	95	6.1
St. Christopher's	2490	299	12	214	8.6
St. Kingsmark	3032	247	8.1	186	6.1
St. Mary's	1776	120	6.8	82	4.6
Severn	1630	172	10.6	123	7.5
Shirenewton	2158	172	8	112	5.2
The Elms	3536	452	12.8	335	9.5
Thornwell	2630	282	10.7	189	7.2
Trellech United	2694	261	9.7	187	6.9
Usk	2766	271	9.8	195	7
West End	1861	199	10.7	155	8.3
Wyesham	2072	207	10	151	7.3
<b>Total</b>	<b>88609</b>	<b>8780</b>	<b>9.90%</b>	<b>6373</b>	<b>7.20%</b>

## Atodiad 2 Cynllun Gweithredu 2017 - 2022

	Beth	Sut	Pryd	Gweledigaeth	Pwy
1	Penodi mwy o staff sy'n siarad Cymraeg i swyddi allweddol	Cynllunio gweithlu adrannol Asesu pob swydd wag yn unigol	Parhaus	Gall pobl gysylltu gyda'r Cyngor drwy gyfrwng y Gymraeg	Adnoddau Dynol a rheolwyr llinell
2	Rhoi mwy o gyfleoedd i blant ddysgu'r iaith yn y Sir	Hyrwyddo addysg cyfrwng Cymraeg ar oedran ifanc		Mwy o blant yn cael eu haddysg drwy gyfrwng y Gymraeg	Rhieni Dros Addysg Gymraeg (RHAG), Menter Iaith, Yr Urdd, Cyfarwyddiaeth Plant a Phobl Ifanc, Twf, Mudiad Meithrin
3	Rhoi cyfle i staff fynychu sesiynau ymwybyddiaeth o'r Gymraeg ac wedyn symud ymlaen i ddsbarthiadau Cymraeg i ddysgu'r iaith	Trefnu rhaglen o ddsbarthiadau ar gyfer dysgwyr		Mwy o gyfleoedd i ddysgu'r iaith	Swyddog y Gymraeg, Addysg Oedolion, Coleg Gwent
4	Annog staff i ddysgu Cymraeg ar-lein gyda Say Something in Welsh neu Duo Lingo	Hysbysebu cyrsiau ar y fewnrwyd a thrwy e-bost  Trefnu sesiwn ymwybyddiaeth gyda Say Something in Welsh ar gyfer sesiwn flasu gyda staff	Hydref 2016  Gorffennaf 2017	Mwy o gyfleoedd i ddysgu'r iaith	Swyddog y Gymraeg, Cyfathrebu

5	Gweithio'n agos gyda phartneriaid, i normaleiddio a rhoi cyfleoedd i ddysgu a defnyddio'r iaith yn y gwaith a hefyd y gymdeithasol	Weithio mewn partneriaeth gyda chydweithwyr i wneud yn siŵr fod y cyfle i Gyngor Sir Fynwy bod yn rhan o bob cynllun partneriaeth a drefnir	Parhaus	Mwy o gyfleoedd i gymryd rhan mewn gweithgareddau drwy gyfrwng y Gymraeg	Swyddog Iaith Gymraeg, Menter Iaith, yr Urdd, Gwasanaethau Hamdden, Gwasanaethau Ieuencid
6	Rhoi mwy o gyfleoedd i'r cyhoedd i gael mynediad i wasanaethau a chyrsgiau drwy gyfrwng y Gymraeg	Canfod pa gwasanaethau mae'r cyhoedd ei eisiau drwy gyfrwng y Gymraeg.  Edrych ar benodi siaradwyr Cymraeg neu weithio mewn partneriaeth i ddarparu'r gwasanaeth/gweithgaredd	Parhaus  Parhaus ac yn gynyddol aml	Pobl yn gallu rhyngweithio gyda'r Cyngor drwy gyfrwng y Gymraeg	Adrannau'r Cyngor  Gweithio gyda Menter Iaith, yr Urdd, awdurdodau cyfagos
7	Harneisio egni ac ewyllys da pwyllgorau codi arian lleol i gynyddu defnydd yr iaith	Gweithio gyda'r pwyllgorau codi arian i drafod 'gwaddol' briodol ar gyfer yr Eisteddfod	2017	Y Gymraeg yn "fyw a deinamig"	Swyddog y Gymraeg
8	Harneisio siaradwyr Cymraeg a wirfoddolodd yn yr Eisteddfod er lles y gymuned Cymraeg	Adeiladu bas data o siaradwyr Cymraeg i weithio fel gwirfoddolwyr mewn digwyddiadau y cyngor ac hefyd y gymuned	2017	Y Gymraeg yn "fyw a deinamig"	Swyddog Gwirfoddoli Swyddog y Gymraeg

## Appendix 2 – Action plan 2017 - 2022

	What	How	when	Vision	Who
1	Appoint additional Welsh speaking staff to key posts	Departmental workforce planning Assess each vacancy on its merits	Ongoing	People can interact with the Council through the medium of Welsh	Human Resources and Line managers.
2	Provide greater opportunities for children to learn the language in the County.	Promote Welsh Medium education at an early age.		More children are educated through the medium of Welsh.	Rhieni Dros Addysg Gymraeg (RHAG), Menter Iaith, The Urdd, Children and Young People Directorate (CYP), TWF, Mudiad Ysgolion Meithrin (MYM)
3	Provide staff the opportunity to attend Welsh Language awareness sessions and then move on to Welsh classes to learn the language.	Arrange a programme of classes for learners.		There are wider opportunities to learn the language	Welsh Language Officer, Adult Education, Coleg Gwent
4	Actively encourage staff to learn Welsh on-line with both “Say Something in Welsh” (SSIW) or “Duo Lingo”	Advertise courses on intranet and e mail.  Arrange an awareness session with SSIW for a taster session for staff	Oct 2016  July 2017	There are wider opportunities to learn the language	Welsh Language Officer, Communication

5	Work closely with partners, to normalise and give opportunities to both learn and use the language, both in work and socially.	Work in partnership with colleagues to make sure that Monmouthshire County Council have the opportunity to be involved in every partnership initiative that is organised.	Ongoing	More opportunities to engage in activities through the medium of Welsh	Welsh Language Officer, Menter Iath, Urdd, Leisure Services, Youth Services
6	Give the public greater opportunity to access services and courses through the medium of Welsh	Find out what services the public want through the medium of Welsh.  Look to appoint Welsh Speakers or work in partnership to provide the service/activity	Ongoing  Ongoing and with increasing frequency	People can interact with the Council through the medium of Welsh	Council departments  Work with Menter Iath, Urdd, neighbouring authorities
7	Harness the energy and goodwill of the local fundraising committees to raise the use of the language	Work with the Eisteddfod fundraising committees to develop an appropriate "Legacy" for the Eisteddfod.	2017	The Welsh Language is "Live and Dynamic"	Welsh Language Officer,
8	Harness Welsh speaking volunteers for Eisteddfod for the good of the Welsh speaking community	Build a database of Welsh speakers to act as volunteers at council and community events.	2017	The Welsh Language is "Live and Dynamic"	Volunteering Officer Welsh Language Officer



## Monmouthshire's Scrutiny Forward Work Programme 2016

Strong Communities Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
8 <sup>th</sup> Dec 2016	Grant Funded Partnerships	Discussion with GAVO on the Compact agreement and outcomes for Monmouthshire.	Sharran Lloyd GAVO	Performance Monitoring
	Rights of Way Improvement Plan	Scrutiny of the Rights of Way Improvement Plan during the consultation/assessment phase and prior to a decision in Spring 2017.	Matthew Lewis	Policy Development
	Improvement Objectives, Performance and Risk Assessment	Scrutiny of the following: 1) Improvement Objectives - Six month progress 2) Performance Indicators - Quarter 2 update 3) Strategic Risk assessment 2016	Richard Jones	Performance Monitoring
	Welsh Language Strategy	To conduct pre-decision scrutiny on the Councils 5 Year Welsh Language Strategy	Alan Burkitt	Pre-decision Scrutiny
Special Meeting 16 <sup>th</sup> January at 2pm	Recycling Review	To scrutinise the output of the Recycling Review and discuss the future Recycling proposals ahead of a decision being taken by Cabinet in March 2017.	Rachel Jowitt	Policy Development
26 <sup>th</sup> Jan 2016	Budget Scrutiny	Scrutiny of the budgetary proposals for 2017-2018.	Joy Robson	Budget Scrutiny
27 <sup>th</sup> Feb 2017 2pm Joint Select Committee	Alternative Service Delivery Model	Scrutiny of the business case for the new Delivery Model	Tracey Thomas Ian Saunders Cath Fallon	Pre-decision Scrutiny
Joint meeting with Economy Select and Adults Select (Planning	Supplementary Planning Guidance on Affordable Housing	Pre-decision scrutiny of an SPG prepared on Affordable Housing in Monmouthshire.	Mark Hand	Policy Development

## *Monmouthshire's Scrutiny Forward Work Programme 2016*

<b>Strong Communities Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
committee to be invited)				
Date TBC				
2 <sup>nd</sup> March 2016	Burial Charges	Position report requested (possibly emailed to members)	Roger Hoggins	Performance Monitoring
	Budget Monitoring	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring
6 <sup>th</sup> April 2016	Employee Wellbeing	- Scrutiny of the Attendance and Wellbeing Policy.	People Services	Policy Development
	TBC	- Performance report on Sickness Absence.		

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### Possible Future Work Programme Items:

- Refugees and Asylum Seekers
- Flood Risk Management Plan - Action Plan delivery/progress report.
- Rights of Way Improvement Plan ~ Scrutiny and Cabinet on the final plan (Jan / Feb 2018)



## Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
<b>2<sup>nd</sup> MARCH 2016 – CABINET</b>			
MEET strategy			Tracey Thomas
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16 meeting 5 held on the 21 <sup>st</sup> January 2016		Dave Jarrett
2015/16 Education & Welsh Church Trust Funds Investment & Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2016/17 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2015/16 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
New Monmouthshire Carers Strategy (Adults)			Deb Saunders
Mounton House Formula Change			Nikki Wellington
Review of the Proposed closure of Deri View			Debbie Morgan
Removal of post from CYP			Sharon Randall

Subject	Purpose	Consultees	Author
			Smith
SRS			Sian Hayward
Pay Policy			Sally Thomas
<b>9<sup>th</sup> MARCH 2016 – INDIVIUDAL DECISION</b>			
Flexi retirement request			Ian Bakewell
Allocation Policy			Karen Durant
<b>10<sup>th</sup> MARCH 2016 – COUNCIL</b>			
Final Composite Council Tax Resolution	To set budget and council tax for 2016/17		Joy Robson
Treasury Management Strategy 2016/17	To accept the annual treasury management strategy		Joy Robson
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
Waste Strategy			Carl Touhig/ Roger Hoggins
CIL			Martin Davies
SPG			Martin Davies
Draft Diary			
Pay Policy			Sally Thomas
<b>23<sup>rd</sup> MARCH 2016 – INDIVIUDAL CABINET MEMBER DEICSIONS</b>			
Release of restrictive covenant			Gareth King
Creation of business support officer post	To gain agreement to employ a full-time Business Support Officer within Children's		Gill Cox

Subject	Purpose	Consultees	Author
	Services.		
Tender for Treasury Services			Mark Howcroft/Jon Davies
Conservation area appraisals	To adopt as supplementary planning guidance		Mark Hand
Flexible retirement request			Roger Hoggins
<b>24<sup>th</sup> MARCH 2016 – SPECIAL CABINET</b>			
Risk Assessment			Richard Jones
Proposed closure of Llanfair Kilgeddin CIW VA Primary School (23 <sup>rd</sup> March)			Debbie Morgan
Proposed establishment of an ALN facility and reduction in the capacity at Monmouth Comprehensive School (23 <sup>rd</sup> March 2016)			Debbie Morgan
Removal of CYP post (EXEMPT)			Sharon Randall-Smith
CYP Call-In (Mounton House)			Tracey Harry
<b>13<sup>TH</sup> APRIL 2016 - CABINET</b>			
Digital Strategy	To update members on progress with the digital strategy and to agree the next steps.		Sian Hayward
Community Coordination evaluation of pilot			Matt Gatehouse
Proposed Closure of Deri View Special Needs Resource Base			Debbie Morgan
Mardy Park			Colin Richings
EAS Business Plan			Debbie Hartevelde (EAS)
Play Sufficiency Assessment			Matthew Lewis
People and organisational			Lisa Knight Davies

Subject	Purpose	Consultees	Author
strategy			
Acorn Staffing Restructure			Clair Evans
Recommendations from Select			Hazel Ilett
<b>27<sup>th</sup> APRIL 2016 – INDIVIDUAL DECISION</b>			
SHG Programme			Shirley Wiggam
Moving Boverton House from CYP into the Enterprise Directorate			Ian Saunders
Monmouthshire Flood Risk Management Plan			Dave Harris
Primary Shopping Frontages Supplementary Planning Guidance'			Jane Coppock
<b>4<sup>th</sup> MAY 2016 – CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 5 held on the 10 <sup>th</sup> March 2016		Dave Jarrett
BUDGET MANDATE 2016/17 – PREPAREDNESS ASSESSMENT	To provide Cabinet with an assessment on the preparedness of services to deliver the 2016/17 budget mandates.		Deb Mountfield
Gilwern Setion 106 Funding	reporting back following the deferral of the Gilwern decisions at the February meeting		Mike Moran
Church Road Caldicot S106	new, short report to include some funding into the capital budget for 2016/17		Mike Moran
Monmouth S106 Funding			Mike Moran
Transfer management of			Cath Sheen

Subject	Purpose	Consultees	Author
Raglan VC Primary school former Junior building to the Enterprise Directorate			
Funding to Caldicot Town Team – Caldicot goes pop			Judith Langdon
Funding to Caldicot Town Team – Caldicot Market			Judith Langdon
<b>4<sup>th</sup> MAY 2016 – SPECIAL COUNCIL</b>			
<b>11<sup>TH</sup> MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Transfer member of staff from Policy and Performance to CYP Directorate			Will McLean
SWTRA			Roger Hoggins
Monmouth Section 106 Funding – St Thomas Church Hall.			Mike Moran
40mph Speed Limit B4235 Myndbach			Paul Keeble
<b>12<sup>TH</sup> MAY 2016 – COUNCIL</b>			
Improvement Plan 2016-17			Matt Gatehouse
<b>25<sup>TH</sup> MAY 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Supplementary Planning Guidance – Draft Programme			Jane Coppock
Review of the administrative fee (Abergavenny Town Centre Loan Scheme) Councillor Greenland.			Stephen Griffiths
Review of the Council's Planning Pre-application			Craig O'Connor

Subject	Purpose	Consultees	Author
Advice Service including the proposal to increase the charges for this service			
Proposed prohibition of waiting at any time & prohibition of driving (except for access) mount way, chepstow.			Paul Keeble
<b>8<sup>th</sup> JUNE 2016 – CABINET</b>			
Contaminated Land report for Cabinet decision	To consider the options for revising the Authority's Contaminated Land Inspection Strategy		Huw Owen / David Jones
Review of Sundry Debtors policy	To agree the updated Sundry Debtor Policy, to ensure that the Authority continues to adopt a consistent and transparent approach to the management of its sundry debts.		Joy Robson
Revenue & Capital Monitoring 2015/16 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2015/16 financial year.		Mark Howcroft
Monmouthshire Carers strategy	To gain the approval of Cabinet, for the publication of the Monmouthshire Carers Strategy 2016-2019.		Bernard Boniface/ Deb Saunders
Volunteering Strategy	To introduce the Draft Volunteering Strategy 2016-19		Owen Wilce
Capital Programme Report	To seek member approval for highway and transportation schemes as part of Welsh Government transport grants and Section 106 agreements associated with new developments throughout Monmouthshire		Paul Keeble
S106 Funding Newport Road, Caldicot	To consider the release of S106 funding from the Newport Road allocation to enable the Caldicot Linkage Scheme to proceed		Deb Hill-Howells
Hydrogen Car Trial			Ben Winstanley / Roger Hoggins

Subject	Purpose	Consultees	Author
Changes to the EAS business arrangements	To seek Cabinet approval of the changes on Governance arrangements; Business arrangements; Funding arrangements		Sharon Randall Smith
Caerwent House	To update Cabinet on project progress and proposed action with regards to the Compulsory Purchase Order in relation to Caerwent House.		Philip Thomas
<b>15<sup>TH</sup> JUNE – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Establishing two temporary posts to facilitate new duties under the social services & well-being (wales) act 2014, part 11 – to assess and meet the needs of adults in the secure estate.			Julie Boothroyd
Capability Policy for school based employees			Sally Thomas
<b>16<sup>th</sup> JUNE - COUNCIL</b>			
Update on Syrian Resettlement Programme			Will McLean
Audit Committee Annual Report 2015/16, Annual report 2014/15			Andrew Wathan
<b>29<sup>th</sup> JUNE 2016 – INDIVIDUAL CABINET DECISION</b>			
EU Project			Deserie Mansfield
Re-Allocation of Resources within Development Management			Mark Hand
Amendments to the protocol on public speaking at Planning Committee			Mark Hand
<b>6<sup>TH</sup> JULY 2016 – CABINET</b>			
Welsh Language Monitoring			Alan Burkitt

Subject	Purpose	Consultees	Author
Report			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 1 held on the 16th June 2016.		Dave Jarrett
Review of Reserves			Joy Robson
End of year performance on Whole Authority Safeguarding			Teresa Norris / Claire Marchant
Proposed changes to the whole authority safeguarding approach			Teresa Norris / Claire Marchant
Car Park Management and Obstructions in the Highway			Roger Hoggins
LSS Annual report			Claire Marchant
100			
<b>13<sup>th</sup> July – INDIVIDUAL CABINET MEMBER DECISION</b>			
Proposed prohibition of waiting at any time & prohibition of waiting mon – sat 10:00am – 3:00pm, st kingsmark avenue,			Paul Keeble
Proposed 30mph speed limit, R139 Crick Road, Crick.			Paul Keeble
Proposed prohibition of waiting at any time & prohibition of waiting mon – fri 8am – 5pm, Monmouth Road & other roads, Usk			Paul Keeble



Subject	Purpose	Consultees	Author
Proposed 30mph speed limit, R122 (Crick to Shirenewton ), Crick.			Paul Keeble
Proposed 40mph speed limit, R122 Earlswood Road, Crick.			Paul Keeble
Proposed weight restriction order Usk			Paul Keeble
Monmouthshire Meals Leadership			Colin Richings
Mounon House – Catering Staff restructure			Rob O’Dwyer
<b>27<sup>TH</sup> JULY – INDIVIDUAL CABINET MEMBER DECISION</b>			
Wye Valley Management Plan			Matthew Lewis
Procurement Memorandum for Understanding for Regional Garden Waste Treatment			Carl Touhig
Team Abergavenny Business Case for Capital Expenditure	To consider an application for expenditure		Deb McCarty
Review of the Council’s Allocation Scheme			Karen Durrant
Language and Play/Engagement Worker Post Deletion Proposal			Beth Watkins
<b>27<sup>TH</sup> JULY – CABINET</b>			
Budget Monitoring report – Period 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Children’s Services Improvement Reports			Claire Marchant
Redundancy Report –	<b>EXEMPT REPORT</b>		Ian Saunders

Subject	Purpose	Consultees	Author
Leisure Services			
Crick Road			Deb Hill-Howells
Effectiveness of Council Services – Q4			Matt Gatehouse
People Services Annual Report			Peter Davies
Social Care and Health Restructure Report			Claire Marchant
<b>28<sup>th</sup> JULY - COUNCIL</b>			
DSS Annual report			Claire Marchant
Solar Farm revised business case			Ben Winstanley
Safeguarding – year end performance 2015/16	To sign off end of year performance 2015/16 and present a new way forward on safeguarding		Teresa Norris
CYP Chief Officer report			Sarah McGuinness
Sustainable Development Policy			Matthew Gatehouse
<b>17<sup>th</sup> AUGUST – INDIVIDUAL CABINET MEMBER DECISION</b>			
Map Modification Order			Mandy Mussell
Delegated Waste Enforcement Powers for Waste and Street Services			Carl Touhig
Job Evaluation In Respect Of The Occupational Therapist In The Children With Disabilities Team Monmouthshire.			Carol Buck
<b>31<sup>ST</sup> AUGUST 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Procurement Card Policy	To seek approval of the Procurement Card Policy to be used within the Authority		Lisa Widenham

Subject	Purpose	Consultees	Author
Training And Events Co-ordination			John McConnachie
Temporary Animal Health & Feed Officer			Gareth Walters
DEFINITIVE MAP MODIFICATION ORDER 2016, Section 53 (C)(i) Wildlife and Countryside Act 1981, Restricted Byway (53-16), Great Panta, Devauden			Paul Keeble
<b>7<sup>TH</sup> SEPTEMBER - CABINET</b>			
Section 106 Education Contributions - Land at Ty Mawr and Cae Meldon, Gilwern	To decide on the use of education balances available from the Section 106 Agreements relating to the development of land at Tw Mawr and at Cae Meldon, Gilwern.		Simon Kneafsey
Allocation of Section 106 Funds – Magor and Undy			Deb Hill Howells
Youth Offending Service Restructure Report			Jacalyn Richards
Effectiveness of Council Services – Q1 2016/17 update			Richard Jones
Caldicot Town Team Section 106 Funding Pilot			Judith Langdon
Recommendations from Select Committees			Hazel Ilett
<b>14<sup>TH</sup> SEPTEMBER – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Permanent Adoption of post CDLL18			R Tranter
To Establish The Temporary Post Of Carers Development Manager			B Boniface

Subject	Purpose	Consultees	Author
<b>22<sup>ND</sup> SEPTEMBER 2016 – COUNCIL</b>			
MCC Audited Accounts 2015/16(formal approval	To present the audited Statement of Accounts for 2015/16 for approval by Council		Joy Robson
ISA 260 report – MCC accounts	To provide external audits report on the Statement of Accounts 2015/16		WAO
Re-Appointment of Monmouthshire Local Access Forum	To secure the appointment of members to the Monmouthshire Local Access Forum for its next 3 year period.		Matthew Lewis
Provision of a Community Hub in Abergavenny			Deb Hill-Howells
Stage 2 Improvement Plan – How we performed 2015/16			Richard Jones
City Deal			
Future Schools Programme			Simon Kneafsey
<b>28<sup>TH</sup> SEPTEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Emergency planning – business continuity register of priority services	To seek agreement from the Emergency Planning ‘Portfolio Holder’ to the revised and updated MCC Register of Priority Services.		Ian Hardman
<b>5<sup>TH</sup> OCTOBER 2016 – CABINET</b>			
Gilwern Section 106 funding			Mike Moran
Community Asset Transfer of Caerwent Hall and Playing fields			Ben Winstanley
LDP/AMR			Jane Coppock
<b>12<sup>TH</sup> OCTOBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Monmouthshire Museums Accreditation			Rachel Rogers
Carer Information And Support			Bernard Boniface

Subject	Purpose	Consultees	Author
Request for Change in Establishment	<b>EXEMPT REPORT</b>		Ruth Donovan
<b>20<sup>TH</sup> OCTOBER 2016 – COUNCIL</b>			
Future Schools			Will Mclean/Pete Davies
<b>26<sup>TH</sup> OCTOBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
Redundancy costs for one employee arising from relocation of My Day My Life (Swanraft) to Overmonnow Resource Centre'			Shelley Welton
Creation of an apprentice position on the Financial System support team			Lisa Widenham
Change of Senior Practitioner Social Worker to Social Worker Post			Julie Boothroyd
Private Rented Sector Housing Development Policy			Ian Bakewell
Job Evaluation Of Legal Assistant Post CDLL 39			Rob Tranter
<b>2<sup>ND</sup> NOVEMBER 2016 – CABINET</b>			
Discretionary Housing Payments			Ruth Donovan
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 2 held on 22 <sup>nd</sup> September 2016.		Dave Jarrett
MTFP and Budget proposals for 2017/18	To provide Cabinet with revenue Budget Proposals for 2017/18 for consultation purposes		Joy Robson

Subject	Purpose	Consultees	Author
Revenue & Capital Monitoring 2016/17- Period 2 Outturn Forecast Statement	The purpose of this report is to provide Members with information on the forecast revenue outturn position of the Authority at the end of period 2 which represents month 6 financial information for the 2016/17 financial year		Joy Robson/Mark Howcroft
Delivering Excellent Practice in Children's Services - Progress report			Deb Hill Howells
Abergavenny Town Centre Loan Application	EXEMPT REPORT To approve the recommendation of the Abergavenny Town Centre Loan Board		Steve Griffiths
Revised Staff Contractual arrangements – Individual Support Service			Ceri York
SE:	For approval to submit for examination		Mark Hand
Undy Athletic Football Club Community Asset Transfer			Ben Winstanley
<b>16<sup>th</sup> NOVEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
<b>30<sup>th</sup> NOVEMBER 2016 – INDIVIDUAL CABINET MEMBER DECISION</b>			
DEFINITIVE MAP MODIFICATION ORDER 2016, Section 53 (C)(i) Wildlife and Countryside Act 1981, Restricted Byway (53-16), Great Panta, Devauden			Paul Keeble
Proposed allocation of community learning redundancy costs to reserves	To request member approval to use reserve funding to meet redundancy costs by the Community Learning Department in the Enterprise Directorate in 16/17.	<b>DEFERRED</b>	Andrea Charles
<b>1<sup>st</sup> DECEMBER 2016 - COUNCIL</b>			

Subject	Purpose	Consultees	Author
CYP CHIEF OFFICER REPORT			Sarah McGuinness
Stock Transfer Agreement – service charge de-pooling			Ian Bakewell
Proposal to revise the Policy on Minimum Revenue Provision (MRP) in respect of Supported Borrowing for 2016/17 onwards			Joy Robson
<b>7<sup>TH</sup> DECEMBER 2016 – CABINET</b>			
Payroll and HR support restructure			Tracey Harry
Effectiveness of Council Services – Quarter 2 update			Richard Jones
Council Tax Base 2017/18 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government together with the collection rate to be applied for 2017/18 and to make other necessary related statutory decisions		Sue Deacy/Ruth Donovan
Section 106 Funding – Magor GRIP 3 Report			Mike Moran
Future Museums			Cath Fallon
Yprentis / CMC <sup>2</sup>			Cath Fallon
Individual Support Service – Proposed Implementation of Revised Contractual Arrangements			Shelley Welton
<b>14<sup>TH</sup> DECEMBER 2016 – INDIVIDUAL MEMBER DECISION</b>			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales)	To seek approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2017/18 financial year as required by statute		Joy Robson

Subject	Purpose	Consultees	Author
Regulations 1995			
Lodged Procurement Card Policy			Lisa Widdenham
<b>16<sup>TH</sup> DECEMBER 2016 – SPECIAL CABINET</b>			
Capital Budget Proposals	To outline the proposed capital budget for 2017/18 and indicative capital budgets for the 3 years 2018/19 to 2020/21		Joy Robson
Revenue Budget Proposals			Joy Robson
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2017/18		Joy Robson
Section 106 Funding, 3G Patch and Caldicot Castle Play Area.			Mike Moran
<b>4<sup>TH</sup> JANUARY 2017 – INDIVIDUAL CABINET MEMBER DECISION</b>			
∞			Andrew Mason
Housing Renewals Team – Flexible Retirement	<b>EXEMPT REPORT</b>		John Parfitt
<b>11<sup>TH</sup> JANUARY 2017 – CABINET</b>			
Replacement of Dragon Waste, HWRC, Transfer Station and Haulage Contract	To seek Cabinet approval to begin the procurement process to replace the Dragon Waste HWRC, Transfer Station and Haulage Contract in 2018 and to approve levels of delegation for contract award subject to the funding envelope outlined in the report.		Rachel Jowitt
Welsh Church Fund working group	The purpose of this report is to make recommendations to Cabinet on the schedule of applications 2016/17, meeting 3 held on 1st December 2016.		Dave Jarrett
Chippenham Mead play area, Monmouth	<b>**PRESENTATION PRIOR TO ITEM – RACHEL JUPP – FRIENDS OF CHIPPENHEMA MEAD GROUP**</b>		Mike Moran



Subject	Purpose	Consultees	Author
Licensing Section Restructure			David Jones
The Knoll, Abergavenny Section 106 funding			Mike Moran
<b>18<sup>TH</sup> JANUARY 2017 – INDIVIDUAL MEMBER DECISION</b>			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2017/18 as required by statute.		Joy Robson
<b>19<sup>TH</sup> JANUARY 2017 - COUNCIL</b>			
5 Year Welsh Language Strategy			Alan Burkitt
Council Tax Reduction Scheme 2017/18			Ruth Donovan
Community Governance Report			Will McLean
Future of MCC's HWRC, Transfer Station and Residual Waste Haulage Contract.	To agree the procurement strategy and affordability envelope to commence procurement and to award appropriate delegations for contract award.		Rachel Jowitt
<b>1<sup>ST</sup> FEBRUARY 2017 – CABINET</b>			
Revenue & Capital Budget final proposals after public consultation	To present Revenue and Capital Budget proposals following receipt of final settlement		Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 <sup>th</sup>		Dave Jarrett

Subject	Purpose	Consultees	Author
	January 2017.		
Asset Management Strategy			Deb Hill Howells
Budget Monitoring report – period 9	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Counselling service for young people & families			Josh Klein
Update on youth work in Abergavenny and the surrounding areas.			Josh Klein
<b>10<sup>TH</sup> FEBRUARY 2017 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Childcare Sufficiency Assessment 2017			Sue Hall
<b>15<sup>TH</sup> FEBRUARY 2017 – SPECIAL CABINET</b>			
Final Draft Budget Proposals for recommendation to Council			
<b>1<sup>ST</sup> MARCH 2017 – CABINET</b>			
2016/17 Education and Welsh Church Trust Funds Investment and Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2017/18 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2016/17 grant allocation to Local Authority beneficiaries of the Welsh Church Fund		Dave Jarrett
Outcomes of the Recycling Review.	Cabinet to agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt

Subject	Purpose	Consultees	Author
ADM – Business Case			Tracey Thomas
<b>9<sup>TH</sup> MARCH 2017 - COUNCIL</b>			
Final Budget Proposals			Joy Robson
Final Composite Council Tax Resolution	To set budget and Council tax for 2017/18		Joy Robson
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
<b>30<sup>th</sup> MARCH 2017 - COUNCIL</b>			
ADM Business Case			Tracey Thomas
Population Needs Assessment			Matt Gatehouse
Well-being Assessment			Matt Gatehouse
<b>5<sup>TH</sup> APRIL 2017 – CABINET</b>			
Welsh Church Fund Working Group	The Purpose of this report is to make recommendations to Cabinet on the Schedule of applications 2016/17, meeting 6 held on the 9 <sup>th</sup> March 2017		Dave Jarrett
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 7 held on the 30 <sup>th</sup> March 2017.		Dave Jarrett
<b>3<sup>RD</sup> MAY 2017 – CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17, meeting 8 held on the ..... 2017.		Dave Jarrett

<b>Subject</b>	<b>Purpose</b>	<b>Consultees</b>	<b>Author</b>
Transfer of management of Raglan VC Primary School	To receive a progress update on the transfer of the management of Raglan VC Primary School former junior building to the Enterprise Directorate.		Cath Sheen