

Equality and Diversity  
Cydraddoldeb ac  
Amrwyiaeth



Strategic Equality Plan

8th Annual Report

Period 2018 – 2019



monmouthshire  
sir fynwy

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# Version Control

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# Strategic Equality Plan

## Annual Report 2018 to 2019

This document is available on the Council's website at

<https://www.monmouthshire.gov.uk/equality-and-diversity>

If you require a hard copy of this document or a copy in a different format, e.g. large print, Braille, audio version, word format for screen readers etc. please contact the:

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## Foreword

The Public Sector Equality Duty requires that all public authorities covered under the specific duties in Wales should publish an annual equality report by the 31<sup>st</sup> March each year and, therefore, we are delighted to present Monmouthshire County Council's eighth annual report on its second Strategic Equality Plan. Compliance with the Equality Act 2010 continues to present real challenges for Monmouthshire County Council in ensuring that its functions, decisions and behaviours fully take into account the impact they make on people/groups of people with protected characteristics. The Austerity agenda coupled with Monmouthshire continually being presented with having the lowest financial settlement in Wales makes providing quality services that meet people's needs exceptionally challenging. Having said that Monmouthshire continues to lead the way in finding innovative ways of delivering these services despite diminishing resources. Hopefully you can see from our examples of good practice Monmouthshire County Council continues to work exceptionally hard to deliver for its citizens who come under the umbrella of the protected characteristics. It is also worth noting that we have as a council have done a considerable piece of work on poverty and the potential cumulative impact on those with protected characteristics of proposals to increase charges to services. We have also taken into consideration how the forthcoming Socio Economic Duty may have an impact.

**Councillor Sara Jones**

**Cabinet Member Social Justice + Community Development**

**Paul Matthews**

**Chief Executive**

## Glossary of acronyms

EqIA – Equality Impact Assessment

WLGA – Welsh Local Government Association

EHRC – Equality and Human Rights Commission

SEWREC – South East Wales Regional Equality Council

CAIR – Monmouthshire Disablement Association

SACRE - Standing Advisory Council on Religious Education

GAVO – Gwent Association of Voluntary Organisations

MEDG – Monmouthshire Equality and Diversity Group

CEN – Corporate Equality Network

FGE – Future Generations Evaluations

LGBTQ – Lesbian, Bi-sexual, Trans-gender, (Gender) Queer

# Introduction

## Links to strategies

The Council's Strategic Equality Plan (2) 2016 – 2020 was approved by Council on the 3<sup>rd</sup> March 2016. It is important to note that it is not a standalone plan and has close links to a number of other key council, partnership and national strategies, plans and policies. Some of these are specifically focussed on equality and others have included equality as one of the key themes. Examples being:

- Welsh Language Measure (Wales) Act 2011
- “Strategaeth Mwy na geiriau”/”More than words strategy” 2011 and 2016
- Monmouthshire Local Development Plan 2011-21
- Strategy for Older People Wales Phase 3
- Monmouthshire County Council Well-being Plan 2018
- Well Being of Future Generations Act 1<sup>st</sup> April 2016
- Social Care and Well-being (Wales) Act 2014
- (Draft) Social Justice Strategy 2017 - 2022
- (Draft) Tackling Loneliness and Isolation Strategy

The Equality Act 2010 not only requires the Council to comply with its general and specific duties (highlighted below), but also provides an opportunity for it to demonstrate its commitment to the principles of equality which have been a feature of its functions prior to the implementation of the Act.

## The 3 aims of the General Duty of the Equality Act 2010

In exercising its functions the Council must have due regard to:

1. eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
2. advance equality of opportunity between people who share a relevant protected characteristic and those who do not;
3. foster good relations between people who share a protected characteristic and those who do not;

The act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

## The Specific Duties in Wales

The broad purpose of the specific duties is to help public bodies, such as this Council, in their performance of the general duty, and to aid transparency. In Wales the specific duties are set by the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

The following are the specific duties:

- Setting equality objectives and publishing strategic equality plans
- Engagement
- Assessment of impact
- Equality information
- Employment information, pay differences and staff training
- Procurement
- Reporting and publishing

Below is how we have performed in complying with the specific duties:

## Monmouthshire's strategic equality objectives.

1. **Doing the basics** – we must do what we are required to do under the Equality Act 2010
2. **Educating and guiding** – working closely with both staff and Elected Members offering training, advice and guidance to enable them to make informed decisions.
3. **Celebrating and Commemorating**– it is important that we celebrate/recognise key equality days to raise public awareness and show our respect as an organisation.
4. **Making a difference** – Working in partnership on projects that have a positive impact on people or groups of people with protected characteristics.
5. **Keeping our focus** – Despite challenging times we have to keep our focus on the more vulnerable people we provide services to.

## What we do well

### **Monmouthshire County Council Budget Engagement 2018 - 2019**

Our engagement and communication brief was to produce a comprehensive suite of communications to; provide information on the financial situation, share the proposed ideas and enable residents to share their views.

We created opportunities for communities to become informed so that they were able to participate and engage with us at a level appropriate for them. Our mechanisms allowed people to receive as much or as little information as they felt necessary. (For more detailed information please see **Appendix 3** at the end of this document)

## The Community Hubs

As you can see from the information below the Council's Hubs in their broadest capacity interact daily with groups and individuals that fall within many of the protected characteristics as part of their commitment towards the Equality agenda, for example...

- Cymraeg i Blant – Welsh Rhyme and Sign Sessions have been taking place in the Gilwern Library on a Wednesday since September 2018. The Session is very popular, sometimes up to 10 adults.
- During 2018 the Library Service launched Reading Well For Dementia Wales. This project recommends books patients might find helpful if they have dementia, are caring for someone with dementia, or want to find out more about the condition. The books include information and advice, help after diagnosis, practical support for carers and personal stories.

- Chepstow Community Hub held a Dementia Awareness course in March 2019.
- On 24<sup>th</sup> January 2019 we held an event at Chepstow Hub to mark Holocaust Memorial Day and to remember the millions killed in the Holocaust, under Nazi persecution and in subsequent genocides in Cambodia, Rwanda, Bosnia and Darfur. The theme was “Torn from home”, so iNEED, the local refugee support charity, brought the event up-to-date by talking about how they support refugees now. During the event a local resident who lost her parents in the Holocaust witnessed her son lighting a candle. Chepstow School pupils talked about their visit to the Sachsenhausen concentration camp in Berlin and, from the Holocaust Memorial Day web site, we showed a film clip of a Holocaust survivor talking about her experience of being part of the Kindertransport.
- Monmouthshire Library Service has a Home Delivery Service which delivers pre-selected books in all formats (ordinary print, large print and audio) to people who are unable to visit their local library through mobility issues, ill-health or frailty? Our Outreach Officer has developed a good partnership with Sight Cymru over the last couple of years. Sight Cymru let their customers know of our Home Delivery Service and can supply boom boxes specifically designed for visually impaired people, and our Outreach Officer then chooses and delivers audio books on memory sticks to the customers. We had 22 of these customers last year, and to some of them this is a very vital service.

- We continued to work with Cymraeg i Blant to offer a range of activities – Baby Massage, Baby Rhyme and Sign, Baby Yoga, Ti a Fi, and Clwb Cwtch in various Hubs and libraries throughout the county.
- We continued to run Shared Reading Groups in Abergavenny Library, Chepstow Community Hub and Usk Community Hub. On 10<sup>th</sup> January 2019 we started using volunteers to run a group in Foxhunters, a Care Home in Llanfoist. Shared Reading is where a group of people, one of them a trained Reader Leader, reads an extract from a great novel, short story or poem aloud. We stop and talk about what we have read. There is no need for group members to read aloud or speak – it's fine to just listen. The idea is to create a space where people feel at ease. Shared Reading is good for mental health, helping people feel more connected to others and to experience improved wellbeing.

## Volunteering

Monmouthshire Council have 81 volunteers recruited by Volunteering for Wellbeing in all of our Social Care and Health Settings across the county supporting elderly members of our community. We also have volunteers that support people with specific needs such as Autism, learning challenges etc. 75 Volunteers support the Countryside Service which includes leading guided walks which are predominantly accessed by older people.

Volunteers make a measurable impact on members of our community that need extra support of opportunities.

We also support volunteers who have additional needs as an example we are currently offering an adult on the Autistic Spectrum a supportive volunteering opportunity within the Caldicot Castle and Country Park team.

## Monmouthshire Disability Sports 2018-19

### Disability Sport Wales (DSW) Monmouthshire

- **29136** Number of Participatory opportunities in Disability Sport Monmouthshire.
- **45** Clubs/sessions in Disability Sport Monmouthshire.
- **16** insport accredited clubs in Monmouthshire.
- **941** Every year 5 Pupil in Monmouthshire completed Disability Inclusion Training as part of our Playmaker Conferences.

### National Exercise Referral Scheme (NERS)

1295 Referrals.

917 (71%) Attended First Consultations.

852 (84%) Attended First Exercise Session.

464 (64%) Completed 16 Week Review.

231 (50%) Completed 52 Week Review.

(68%) of people on the Generic Pathway were recorded as still exercising with almost half losing weight, increasing fitness and function.

(80% of people on the Generic Pathway reported improved Mental Health outcomes).

## Syrian Refugee re-settlement Programme

Monmouthshire continues to support the Home Office's Vulnerable Persons Resettlement and Vulnerable Children's Resettlement Schemes. The schemes resettle vulnerable families affected by the crises in Syria and other Middle Eastern regions. We now have 6 families living in Monmouthshire who are supported by our VPRS team. The team work to ensure families have everything they need to feel safe and secure in their new homes, and to play an active role in their local communities, including access to English classes, education and volunteering opportunities. We continue to work alongside Abergavenny Town of Sanctuary to welcome families to the area and support their integration through participation in local events including the Abergavenny Food Festival.

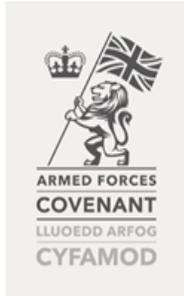
## MY MATES

**My Mates** support people with learning disabilities to live independently with access to early intervention services in the community, and greater public awareness and understanding of people with learning disabilities needs. The team continue to liaise with LGBT+ services to provide support, advice and information to our members & continue to liaise with S.A.F.E project, including the Male S.A.F.E project to share information with other potential members as well as referring members in to the project where necessary. Planning continues for workshops, informal group & one-to-one discussions. An example of workshops that have taken place throughout Q3 include: Staying Safe, Online Safety, Relationships & Sexual Health & Wellbeing. The MM team continue to create links throughout Gwent, with Local Authorities, key stakeholders, potential members. We continue to hold open conversations with our existing members on a range of topics, including subjects that were previously shied away from, for example sexual desires, sexual orientation & health. The MM Team continue to attend conferences & learning events in order to benefit our skills & knowledge to better support our members. During Q3 the team have continued to engage with commissioned providers & have also attended LD Wales Conference & presented at Social Care Wales Staff Training Conference to share our good practice & on-going success. As previous Social Care Accolade winners, MM have been invited to judge the 2020 awards under the heading of Innovation.

Listening to what matters to people it is very apparent that friendships, social opportunities as well as the possibility of a deeper relationship figure very high on the list. In the past this has been somewhat shied away from. As of

16th December 2019 My Mates has 240 members, a combination of members from all Gwent authorities. Members continue to grow in independence, members are supporting each other, advocating, sharing transport & friends are meeting each other outside of arranged events. Members continue to utilise technology that they were previously unfamiliar with, displaying increased confidence when communicating with the MM team & each other. There has been a continued growth in cross-county friendships & relationships. Members continue to make the choice not to access LA services, and instead meet at MM events, enabling interaction & socialisation, unpaid friendships are blossoming. MM utilise public transport wherever possible, it has been noted that members have confidently used the bus & train network to attend events, socials & to meet up with each other outside of MM.

Number of MM members (240 @ 16th December 2019), 117 Male, 123 Female. • Range of member led social activities including coffee shops, meals, pubs, bowling, theatre, nightclub, concerts, PRIDE, shopping trips, mini golf, and the Christmas Ball). • Advice and information offered (CCard drop-ins, individual advice sessions face to face, email and telephone, social media - offered continually to members - unable to record each individual contact with members as this occurs daily. This is in-line with our members increasing in confidence & building trust. Pop Up Events have taken place to promote MM throughout Gwent, numerous workshops & conferences have taken place and the MM team continue to have open conversations with members to increase members confidence around keeping safe, money advice & travelling on public transport • Deeper relationships supported: As our membership increases, there are more opportunities for cross county relationships, these are supported continuously. Members are growing in confidence, & we have seen a flourish in relationship interest.



## Armed Forces in Monmouthshire

### Supporting Service Children in Education

Monmouthshire County Council and Newport City Council were successful in securing funding from the MOD to employ an Education Support Officer whose role would be to work with all schools to raise awareness of Service Children and the potential educational difficulties they may experience. The key aspects of this role are to:

- Plan, coordinate and deliver support to families in Newport and Monmouthshire affected by mobility and deployment or returning from Her Majesty's Service to their home local authority area
- Coordinate and enable the development of expertise to provide specialist wellbeing support within the school environment working with existing providers and facilitating their integration into other statutory services.
- To advise and guide schools on applying for additional funding to support Service Children
- To train staff and raise awareness of Service Children and share best practice of providing in-school support

## **Monmouthshire Armed Forces Forum (MAFF)**

The Monmouthshire Armed Forces Forum has been re-established to help ensure the aims and objectives of the Armed Forces Covenant are fulfilled. The forum members consist of a broad spectrum of local authority departments, 3rd Sector organisations, Reserve Units, Armed Forces Family Federations, Veteran groups, RFEA, Career Transition Partnership and local armed forces associations.

## EXAMPLES OF GOOD PRACTICE 2018 - 2019

- 24 elected members had **Equality Impact Assessment training** in April and May 2018
- **Monmouthshire Pride Event** in Caldicot Castle 3<sup>rd</sup> Aug 2018 – over 750 attended
- Monmouthshire published a **Social Justice Strategy** in April 2017 and was in the process of producing a **Loneliness and Isolation Strategy** – Once agreed it will be the 1<sup>st</sup> in UK
- It was agreed by Council on the 11<sup>th</sup> July that **care leavers** would not be charged council tax.
- **Trans swimming** sessions were arranged for Monmouth Leisure Centre.
- The **Monmouthshire Inclusion Group** has been re-purposed to link more closely with the “Is Wales Fairer 2018” report, the Well- Being and Social Justice Strategy. It will deal with identified issues on a task and finish basis.
- A **Trans well-being day** was held at Hilston Park Monmouth on the 29th Sep 2018
- Monmouthshire County Council is committed to the **Gwent Charter for Working Together** which it signed in March 2018. We have carried out a range of public engagement ranging from specific issues through to asking people to help us shape the future of the county. This has in the past involved a wide range of groups including Monmouthshire People’s First and CAIR. Of course the council recognises that we’re in a changing world and are always interested in talking to local groups who have ideas about how we can improve.
- The Council’s **Democratic Services Committee** have been looking at how they can increase public involvement in decision-making. They have compiled a list of topics that are of greatest interest to the public based on clear criteria to inform which issues are prioritised for public engagement. A new section of the

website will be created clearly signposting people and letting them know how they can contribute. Policy issues or key decisions may be scheduled for public meetings, with local issues being directed to the area committees. In other cases engagement may be on-line or via conventional questionnaires. In all cases consultation methods will take account the communication needs of those whose views are sought. In some cases there will be a need to target communications towards particular groups or communities with proactive invitations to get involved and this will include who advocate on behalf of people with disabilities.

- In October 2018 as part of the **Managers Induction** process and equality session was held.
- An **equality awareness session** was given to social care staff in Monnow Vale Hospital – social care and ABHB staff were in attendance
- The **Access For All Forum** restarted on the 23<sup>rd</sup> November 2018 under the leadership of Tony Crowhust.
- Kate Williams from Monmouthshire County Council shared with the group details of the **Gov Tech Challenge**. The Challenge seeks tech companies to research and pilot new technology in a bid to combat rural loneliness and transport deprivation. Helping people to help each other, the solutions would ease pressures on health and social care budgets and reduce local transport subsidies. The Challenge is at an exciting stage as final projects are being chosen and more details will be shared in coming weeks.
- Community Wellbeing leads Fred Weston and Ashley Morgan talked of the local authorities **Community Wellbeing Network**. The Network is a collaboration of services including health, voluntary organisations and the council who work together to provide a joined up and seamless services approach to keeping people well.

- The preventative approach aims to provide help and support at the earliest opportunity to reduce hospital admissions, doctor's surgeries and prevent referral to social services which aids wellbeing and hope to reduce isolation and loneliness.
- **Holocaust Memorial Day** was commemorated in Chepstow Community Hub on Thursday 24<sup>th</sup> January 2019. The event included a talk from a Holocaust survivor, readings from books on the Holocaust, and a talk by pupils who had visited the camps. All the other Hubs and Libraries produced displays highlighting the campaign.
- As at the end of October over 2,102 staff had completed the Group 1 on line **VAWDASV training (Violence against women, domestic abuse and sexual violence)**. The Authority was therefore RAG amber with 68.47% of the workforce completing group 1, just under a further 2% to complete the training before the Authority hits green.
- **Equality and Welsh language sessions** for both Managers Induction and Market Place events for staff
- Events have been held for the female students of Caldicot and Monmouth Comprehensive schools on the 8<sup>th</sup> March 2019 to celebrate **International Women's Day highlighting** the achievements of the county's women. A variety of speakers attended Caldicot School following a Facebook appeal asking local people to nominate women who inspire them - 101 comments were received with some amazing examples of the difference that women make in their communities every day. Inspiring stories were shared and discussions held to help girls consider their future goals.

## Our engagement groups and partners

- Monmouthshire Inclusion Group (formerly the Monmouthshire Equality and Diversity Group – **MEDG**) - (consisting of: Aneurin Bevan Health Board, GAVO, Heddlu Gwent Police, Charter Housing, SACRE, Monmouthshire Housing, The Police Authority, Access For All Forum, Action 50+ Abergavenny, SEWREC, Melin Housing Association). This group has not met for quite some time and it is anticipated that it will be re-purposed in the near future in order that it can continue to act as an independent engagement group and play a key role in advising/challenging the Council.
- **GAVO** (Gwent Association of Voluntary Organisations) has an extensive database to which they circulate relevant Council information.
- The **Access For All Forum** restarted on the 23<sup>rd</sup> November 2018 under the leadership of Tony Crowhust. The **Forum** had lost momentum as the Lottery funding that funded a full time co-ordinator came to an end. Discussions then took place with Tony to secure the future of the group as it acts as a critical friend to the council and is highly regarded as it allows disabled groups and individuals to discuss issues that affect them and ask questions of the council.
- The **Older People's Forum** is currently not meeting due to health issues with the chair person. It is meant to run in tandem with the Access for All Forum and enable our ageing population to be consulted and engaged in matters that directly affect them. Also it affords them the opportunity to be a 'voice' for older people in Monmouthshire through consultations, questionnaires, surveys, dissemination of information, interaction between service users and service supplier, relating to the development and delivery and will provide

feedback and inform the Ageing Well Executive Group action plan and priorities. It is anticipated that the group will be re-invigorated as it is a very valuable resource.

## Assessment of Impact

Since the Equality Act introduced the requirement for organisations to Impact Assess the council has repeatedly updated the EQIA toolkit in order to ensure that it is both increasingly robust and user friendly. The most recent version has taken on the specific requirements of the Well Being of Future Generations Act (WBFGA). The toolkit has taken on the following legislative requirements to become a unified assessment document:

- Equality Act 2010 and the consideration of the needs of those with Protected characteristics,
- Well Being of Future Generations Act April 2016,
- Socio economic Duty / poverty
- Welsh Language (Wales) Measure 2011
- Corporate Parenting
- Safeguarding

In order to try and ensure that the EQIA's are sufficiently robust to allow elected members to make properly informed decisions a sub group consisting of the Equality and Welsh Language Officer, the Sustainability Policy Officer and the Performance Manager continue to meet monthly. They review and advise on the

quality and robustness of all EQIA's accompanying reports requiring a decision. Also this small group plays a key role in scrutinising the proposals for savings in the annual round of Medium Term Financial Process (MTFP). It advises senior officers and managers on the quality of their reports, EQIA assessments and also the potential negative cumulative impact brought about by increases in fees and charges upon those least able to pay.

## Equality Information

For the Council the collection of relevant equality information is essential when it comes to knowing our service users and shaping the services that we need to provide. It is widely recognised that there remain significant challenges when it comes to collecting accurate information in relation to equality and diversity, particularly for some of the more “sensitive” of the protected characteristics such as sexual orientation and gender reassignment. That said, the Council has remained firm in its support of the principles of the Equality Act 2010.

## Employment Information

Human Resources Division operates an on-line data collection system which provide all the information the council needs to understand the make up of its staff in respect of the protected characteristics. Even though the system itself is sufficiently robust it continues to be a challenge to get staff to complete these forms but it appears that this is improving with time and also due to regular reminders from the Chief Executive.

## Pay Differences (Gender pay gap)

Appendix 2 at the end of this document is Monmouthshire County Councils published Gender Pay Report for 2018 – 2019.

## Staff and Elected Member Training

- The Council's Induction Programme has a specific section which deals with the Equality Act 2010, equalities in general and the Welsh Language.
- 24 elected members had EQIA training with Dai Thomas Cwmni2 (External provider) in April and May 2018

## Procurement

- The Council's Procurement process uses the documentation of the Welsh Purchasing Consortium therefore it is comprehensive in how Equalities is considered.

## Reporting and Publishing

- This report is being published as per the requirements of the Equality Act 2010 and will be available in alternative formats upon request from the 1<sup>st</sup> April 2020

# Appendix 1 - Action Plans - How this action plan is set out

Provides a unique reference number for each action

Provides details on the intended action under each of the five equality objective

Outlines the intended timescale for delivering the action

Provides information on who is responsible and accountable for making the action happen

Outlines whether it is considered the action will have an impact on each of the protected characteristics, includes



Ref No	Action	Timescale	Responsibility	Impact on Protected Characteristics			
				S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

## Understanding the Acronyms

S = Sex

R = Race

SO = Sexual Orientation

W = Welsh Language

A = Age

R&B = Religion + Belief

GR = Gender Reassignment

D = Disability

P&M = pregnancy + maternity

M & CP = Marriage and Civil Partnership

## Objective One – Doing the basics

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
1	Report annually on progress of Strategic Equality Plan through Council political and professional structures  <b>Done annually as legal requirement</b>	Annually	Policy Officer Equality + Welsh Language  Corporate Equality Network	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
2	Promote the Monmouthshire Strategic Equality Plan and Equality Objectives  <b>Done as required</b>	2016 -20	Corporate Communications  Corporate Equality Network  Monmouthshire Inclusion Group  Elected Member Equality Champion	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

3	Produce a project plan for the implementation of the Welsh Language Standards <b>Project plan completed and fully actioned according to timescales</b>	2016 - 17	Policy Officer Equality + Welsh Language  Welsh Language Support Officer	S	SO	
				A	GR	
				D	M & CP	
				R	P & M	
				R&B	W	✓
4	Produce an Annual Monitoring Report for the Welsh Language Standards <b>Produced annually as legally required</b>	Annual	Policy Officer Equality + Welsh Language  Welsh Language Support Officer	S	SO	
				A	GR	
				D	M & CP	
				R	P & M	
				R&B	W	✓
5	Produce a 5 year strategy to set out how the Council proposes to promote the Welsh Language and to facilitate the use of the Welsh Language more widely in Monmouthshire. <b>Strategy produced and agreed by Council 19<sup>th</sup> January 2017</b>	30 <sup>th</sup> September 2016	Policy Officer Equality + Welsh Language  Welsh Language Support Officer	S	SO	
				A	GR	
				D	M & CP	
				R	P & M	
				R&B	W	✓

6	Circulate a questionnaire to collect information regarding all existing staff across all the protected characteristics  <b>Data is being collected but by no means comprehensive as yet.</b>	April 2017	Policy Officer Equality + Welsh Language  Employee Services	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
7	To annually submit to the Stonewall Employers Index  <b>Due to cost and value for money issues it was decided not to re-engage with Stonewall on the Index.</b>	Annually every September	Policy Officer Equality and Welsh Language  All directorates	S		SO	✓
				A		GR	✓
				D		M & CP	✓
				R		P & M	
				R&B		W	

## Objective Two- Educating and guiding

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
8	<p>Ensure that the Policy Officer Equality and Welsh Language works closely with the Elected Member Equality Champion to maintain the high profile of Equality/Diversity/Inclusion agenda within the Council</p> <p><b>The Policy Officer Equality and Welsh Language and the Elected Member Champion meet to keep up to date with any new developments/ progress.</b></p>	2016 -20	<p>Policy Officer Equality + Welsh Language</p> <p>Deputy Leader (Equality Champion)</p>	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
9	<p>Hold staff and Elected Member awareness and briefing Sessions on relevant equality topics as and when required</p> <p><b>Managers training sessions introduced and bespoke sessions arranged for newly elected members</b></p>	<p>As required</p> <p>2016 -20</p>	<p>Policy Officer Equality + Welsh Language</p> <p>Corporate training</p> <p>Members Secretariat</p>	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

10	Provide advice and guidance to elected members and Council staff on equality issues as required  <b>As above</b>	2016 -20	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
11	Produce equality focused communications e.g. stories and articles for The Hub, Council website, Facebook and Twitter.  <b>This is being done but not bi-monthly as initially anticipated.</b>	Bi-monthly	Corporate Communications  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
12	Ensure the relevant Equality web pages of the Council website contain up-to-date equality information  <b>Equality pages of the Internet and Intranet updated as and when required.</b>	Continually update	Digital Marketing Officer.	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

## Objective Three – Celebrating and Commemorating

<b>13</b>	Celebrate “International Womens Day”. <b>Publicity sent out.</b>	8 <sup>th</sup> March	Corporate Communications Policy Officer Equality and Welsh Language	S	✓	SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	
<b>14</b>	Celebrate “LGBT History Month”. <b>Not celebrated</b>	Every February	Corporate Communications Policy Officer Equality and Welsh Language	S		SO	✓
				A		GR	✓
				D		M & CP	✓
				R		P & M	
				R&B		W	
<b>15</b>	Publicise “Anti- Bullying Week”. <b>Publicity shared</b>	Every November	Corporate Communications Policy Officer Equality and Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	
				R&B	✓	W	

16	Commemorate “Holocaust Memorial Day”. <b>Commemorated with an event in Caldicot Hub and information provided in other hubs.</b>	Every 27 <sup>th</sup> January	Corporate Communications Policy Officer Equality and Welsh Language	S		SO	
				A		GR	
				D		M & CP	
				R	✓	P & M	
				R&B	✓	W	
17	Publicise “White Ribbon awareness” <b>Publicity shared</b>	Every November	Corporate Communications Policy Officer Equality and Welsh Language	S	✓	SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	
18	Celebrate “IDAHOT (International Day against Homophobia and Transphobia) Day”. <b>Not publicised</b>	Every May	Corporate Communications Policy Officer Equality and Welsh Language	S		SO	✓
				A		GR	✓
				D		M & CP	
				R		P & M	
				R&B		W	

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
19	Support Macmillan Cancer Care <b>Campaign is highlighted</b>	Every September	Corporate Communications  Policy Officer Equality and Welsh Language	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
20	Commemorate Remembrance Day <b>Event arranged by the Leader of the Councils secretary. Attended by elected members and invited dignitaries</b>	11 <sup>th</sup> November	Corporate Communications  Policy Officer Equality and Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
21	Promote Foster Care Fortnight <b>Promotion campaign organised by the councils Fostering Team and promoted by the Communications team</b>	16 <sup>th</sup> – 29 May	Corporate Communications  Policy Officer Equality and Welsh Language	S	✓	SO	
				A	✓	GR	
				D		M & CP	
				R		P & M	
				R&B		W	

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics								
				S	A	D	R	R&B	SO	GR	M & CP	P & M
22	Publicise Hate Crime Week <b>Shared publicity</b>	Every October	Corporate Communications  Policy Officer Equality and Welsh Language	✓					SO			✓
				✓					GR			✓
				✓					M & CP			✓
				✓					P & M			✓
				✓					W			✓
23	Celebrate Fairtrade Fortnight <b>Regular events organised by the councils Sustainability Policy Officer.</b>	Every Feb/Mar	Sustainable Development Officer  Corporate Communications						SO			
									GR			
									M & CP			
				✓					P & M			
									W			
24	Celebrate Santes Dwynwen's Day <b>Communications Team arrange a Facebook and Twitter presence to celebrate the day and support/promote the Welsh language</b>	25 <sup>th</sup> January	Corporate Communications  Policy Officer Equality + Welsh Language						SO			
									GR			
									M & CP			
									P & M			
									W			✓

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
25	Celebrate the Eisteddfod – Welsh Language and Cultural Festival <b>Legacy work continues – monument erected on the Castle Meadow site</b>	April – Aug 2016	Corporate Communications Policy Officer Equality + Welsh Language	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓
26	Celebrate “Diwrnod Shwmae” – celebration of the Welsh Language <b>As 24 in above</b>	15 <sup>th</sup> October	Corporate Communications Policy Officer Equality + Welsh Language	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓
27	Celebrate St David’s Day <b>As in 24 and 26 above</b>	1 <sup>st</sup> March	Corporate Communications Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓

## Objective Four – Making a difference

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
28	Support and work with the Menter Iaith, Urdd, WESP and Greater Gwent Fforwm Iaith to improve Welsh Language provision within Monmouthshire.  <b>Policy Officer attends the WESP and the local Fforwm Iaith. Also there is a sub group (Grŵp Hybu) that is there to promote Welsh medium education in the county.</b>	2012 - 16	Policy Officer Equality + Welsh Language  Children and Young Peoples Directorate	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓
29	Attend Cair etc to engage, support and exchange information  <b>CAIR has sadly disbanded due the the death of the Secretary and driving force Jenny Barnes.</b>	2016 - 20	Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

30	Implement the VAWDASV (Violence against Women Domestic Abuse and Sexual Violence) Local action Plan. <b>Welsh Government have changed from a local to a regional approach with a regional action plan.</b>	Action Plan	PSB Development Manager	S	✓	SO	✓
				A	✓	GR	✓
				D		M & CP	
				R	✓	P & M	
				R&B		W	
31	Work towards the attainment of the British Sign Language (BSL) Charter <b>Unfortunately this was not achieved as the council's Sensory Impairment Practitioner left the Council and also the 3 year Lottery funded project ended</b>	March 2017	Policy Officer Equality and Welsh Language.  Sensory Impairment Practitioner  Corporate Training	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
32	Implement the Anti poverty action plan and the programme of intent <b>A Tackling Poverty Plan is being developed and actioned by FEDIP</b>	Action plan	PSB Development Manager	S	✓	SO	✓
				A	✓	GR	✓
				D		M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	

33	Work towards attainment of the Disability Silver and Gold awards  <b>Working towards Silver award – November 2019</b>	Silver 2016-17  Gold 2018-19	Disability Sports Officer	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
34	Implement the Ageing Well action plan (linked to the SIP)  <b>The above has been completed and a new action plan is being developed in light of the evidence gleaned from the “Well being assessment”</b>	Action plan	PSB Development Manager	S	✓	SO	
				A	✓	GR	
				D		M & CP	
				R		P & M	
				R&B		W	
35	Re engage with Time 4 change champion project  <b>Decision made that MCC will not re-engage with Time 4 Change</b>	Sept 2016	Policy Officer Equality and Welsh Language  Time 4 Change Champions  Employee Services	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

36	To work in partnership with SEWREC to support the Access 4 All and 50+ Forum which gives the opportunity for people to ask questions of the Council  <b>The Forum has been successfully restarted under the leadership of Tony Crowhurst of the Disability Advice Project.</b>	quarterly	SEWREC (South East Wales Regional Equality Council)  Policy Officer Equality and Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
7	A representative to attend the Gypsy Traveller Network which is tasked with having dialogue with the Gypsy Traveller population of Monmouthshire, Torfaen and Newport  <b>The group has not met in the last 2/3 years</b>	Bi- monthly meetings	Policy Officer Equality and Welsh Language  Housing Manager	S		SO	
				A		GR	
				D		M & CP	
				R	✓	P & M	
				R&B		W	
38	Implement the “Mwy na Geiriau/More than Words” action plan  <b>Policy Officer meets with Social services lead to progress and write annual progress report for Welsh Government and Director of Social Services Annual Report</b>	Annual action plan from Welsh Govt	Social Care  Policy Officer Equality and Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓

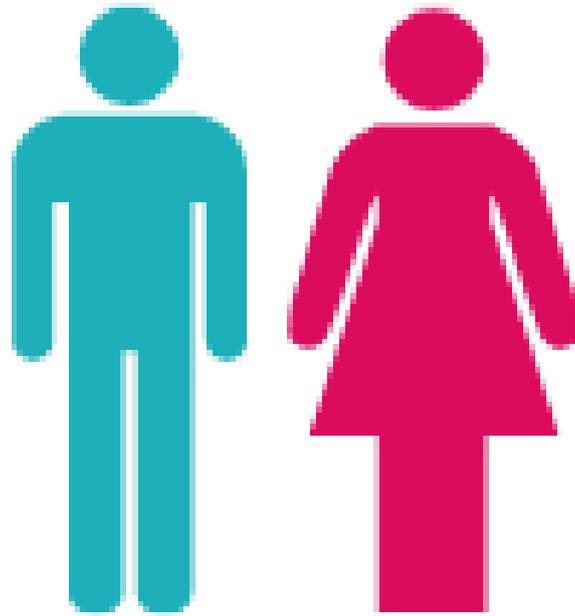
39	Implement the Well-being Group action plan. <b>Currently being developed</b>	Action plan to be followed	PSB Development Manager	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
40	Monmouthshire is in the process of re-locating 20 households of Syrian Refugees to the County over the next 5 years. <b>Refugees re-located and settled well.</b>	Annual report	Housing Manager Elected Member Equality Champion Community Cohesion Officer	S		SO	
				A		GR	
				D		M & CP	
				R	✓	P & M	
				R&B	✓	W	

## Objective Five – Keeping our Focus

41	Establish a Welsh Language Task and Finish Group for the implementation of the Welsh Language Standards  <b>Policy Officer keeps in touch with senior officers of individual departments to discuss implications and issues arising from the Standards</b>	2016 -2017	Policy Officer Equality + Welsh Language  Welsh Language Support Officer	S		SO	
				A		GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓
42	Regularly review and improve the Equality Impact Assessment process in conjunction with the requirements of the Well-being of Future Generations (Wales) Act 2015.  <b>Document reviewed and up dated</b>	Regular review and update	Policy Officer Equality + Welsh Language  Sustainable Development Officer  Policy and Performance Manager	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

43	Monmouthshire Inclusion Group (Ex-Monmouthshire Equality and Diversity Group – MEDG) <b>This group is to be replaced with task and finish groups to address specific issues.</b>	To meet quarterly	Policy Officer Equality and Welsh Language Elected Member Equality Champion	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
44	LGBTQ+ Group to positively promote this protected characteristic <b>Regularly meeting and membership expanding</b>	Annual Report	Youth Services Manager	S		SO	✓
				A	✓	GR	✓
				D		M & CP	
				R		P & M	
				R&B		W	
45	To ensure that the Impact assessment of the annual financial saving mandates/proposals is robust <b>System amended annually</b>	Annually Aug – Mar	Programme Manager Legal Services, Equalities Officer, People Services.	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

Appendix 2



# Contents

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## Introduction

The Gender Pay Gap Information Regulations require all employers with 250 or more employees to report their Gender Pay Gap annually, publishing on a national Government website as well as the organisations website. The Gender Pay Gap Information Regulations apply to employers in the public and private sector.

In addition to these new regulations, employers in the public sector are subject to a specific public sector equality duty in respect of their functions - The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

The regulations apply to all employers with 250 or more employees on the "snapshot" date. The "snapshot" date for the public sector is 31 March each year. Therefore, the Council is required to publish its gender pay gap for each year on the Monmouthshire County Council website and on the Government website (GOV.UK), no later than 31 March of the following year. Therefore, for the "snapshot" date of 31 March 2019, the findings must be published no later than 31 March 2020.

The purpose of Gender Pay Gap reporting is to achieve greater gender equality across the UK and increase pay transparency. In 2017, the Office for National Statistics put the overall gender pay gap for all employees in the UK at a median of 18.4% an increase from 18.1% the previous year. The gender pay gap is an analysis of gender distribution across the workforce.

Monmouthshire County Council is committed to the principle of equal pay for all employees by ensuring that it meets the requirements of the Equality Act. To achieve this the Council introduced Single Status and uses the Greater London Provincial Council (GLPC) job evaluation scheme to assess the value of all National Joint Council (NJC) jobs across the organisation, which provides evidence in support of the banding of each job within our grading structure. Salaries are paid according to band and incremental annual progression within the band occurs irrespective of an employee's gender.

## What do we have to report?

The regulations require employers to publish the following information:

- The mean gender pay gap;
- The median gender pay gap;
- The mean bonus pay gap;
- The median bonus pay gap;
- The relative proportions of male and female employees in each quartile pay band.

## Workforce Profile

As of the 'snapshot date' of 31 March 2019 the Councils workforce profile was as follows:



The Full Time and Part Time gender ratios was:



Part Time 4:1

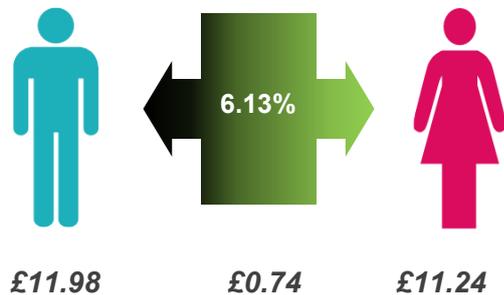
Full Time 1:1.1

### Mean Gender Pay Gap



The mean gender pay gap is the difference between the average hourly earnings of men and women.

### Median Gender Pay Gap



The median pay gap is the difference between the mid points in the ranges of hourly earnings of men and women.

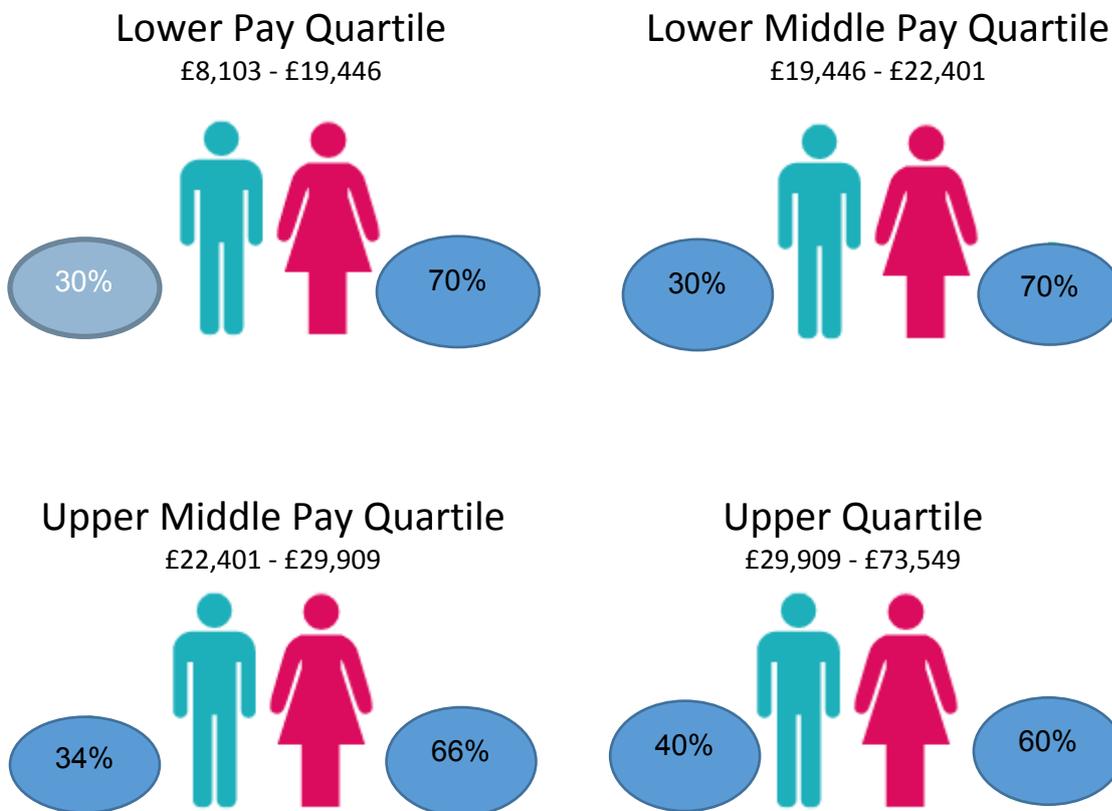
### Bonus Pay

Monmouthshire County Council has not operated any bonus schemes since 2009 - upon the introduction of Single Status.

**Bonus Pay Gap 0%**



## Quartile Pay Bands



## Conclusions

The Mean Gender Pay Gap for all workers at 31 March 2019 was 6.13%, with an actual difference in hourly rates of £0.78.

The Median Pay Gap for all workers at 31 March 2019 was 6.13%, with an actual difference in hourly rates of £0.74.

Quartile Analysis shows, that in the Upper Middle there has been an increase in the percentage of males from 31% to 34%, however there is a relatively stable proportion of female to male as you would expect based on the overall proportion of workers being 28% male to 72% female. The proportion of males to females increases through the quartiles.

## Factors affecting the Gender Pay Gap

The pay gap is strongly affected by the makeup of the Council's workforce and its distribution.

The majority of the Council's staff are in the lower grades, this means that the overall pay gap is distorted, reflecting workforce composition rather than pay inequalities. This is particularly evident in Cleaning, Catering and Social Care, which has a large female workforce who in general terms work more part time hours, as opposed to roles dominated

by males in areas such as Highways, Waste and Landscape who tend to work full time hours. Therefore, the Gender Pay Gap is as much a societal gap as a pure pay gap.

The Council has a very stable workforce and for 2018/2019 had a low turnover rate at 8.73% meaning there are only a few vacancies that give an opportunity for changes in the makeup of the workforce.

## What we have done

Monmouthshire County Council is committed to equality in the workplace having already taken several measures to ensure that it is a fair and equitable employer by:

- Ensuring equal pay for work of equal value using job evaluation.
- Monmouthshire County Council's grading structure has 13 grades with 5 increments in ten of the grades, 3 increments in two of the grades and 4 increments in one of the grades. Grades span across SCP 1- 51 with associated salaries from £17,364 (SCP 1) to £53,718 (SCP 51). More information about the GLPC and the grades can be found in the Council's Single Status Collective Agreement.  
The implementation of the new pay spine (with effect from 1 April 2019) has introduced a minimum spinal column point of £9.00 per hour. This is in line with the rate set by the Living Wage Foundation.  
On 9 January 2019, Monmouthshire County Council Cabinet approved the new pay spine (which was effective 1 April 2019)
- Promoting and supporting a number of flexible working policies for all employees within the organisation, irrespective of gender. These include job share, part time working and, term time working. In some areas, there is also a flexibility, under agile working, to work from different locations.

The Council is therefore confident that its gender pay gap does not stem from paying male and female employees differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which male and females work within the Council and the salaries that these roles attract.

## **APPENDIX 3**

### **Monmouthshire County Council Budget Engagement 2019 2020**

Our engagement and communication brief was to produce a suite of communications to; provide information on the financial situation, share the proposed ideas and enable residents to share their views.

We created opportunities for communities to become informed so that they were able to participate and engage with us at a level appropriate for them. Our mechanisms allowed people to receive as much or as little information as they felt necessary.

#### **Website**

A Budget 19/20 page was published  
[www.monmouthshire.gov.uk/budget-2019-2020](http://www.monmouthshire.gov.uk/budget-2019-2020)

The page provided a comprehensive overview of the financial situation and links to the proposals from the cabinet reports. Cllr Murphy presentation along with list of public meetings for residents to attend.

#### **Press release**

Issued to local media outlets, Wales wide and national media. The release contained information on some of the key proposals that would affect residents.

#### **Online Survey**

A short online survey was available for residents to feedback thoughts on the proposals.

#### **Public meetings**

##### **Area Forums**

It was agreed that Area Meetings which are attended by elected members and Town and Community Councils would be open to members of the public. The meetings were planned during daytime hours.

## **Public Budget Meetings**

When planning the budget engagement it was decided that there would be no evening meetings – the decision was made due to a decline in attendance at public meetings in recent years. (Not a single person attended a public meeting at County Hall, Usk in January 2018).

However when information was shared on social media some residents commented that daytime meetings were not accessible to those who work or have commitments during the day. Subsequently two meetings were arranged to take place at King Henry VIII and Chepstow Hub 6.30pm – 7.30pm.

## **Targeted meetings**

### **Access for All**

Access for All is a meeting for people with disabilities, parents of children with disabilities, older people and interested organisations. The meeting is chaired and coordinated by Tony Crowhurst and provides information and advice to vulnerable residents.

Monmouthshire Budget Engagement was one aspect of the meeting.

Cllr Phil Murphy, Cabinet Member for Finance provided a presentation which included a comprehensive overview of the budget pressures and savings.

Engagement was tailored to provide relevant and appropriate information for the relevant groups and individuals. Julie Boothroyd Chief Officer for Social Care and Health and Eve Parkinson Head of Adults provided information and talked about issues that affect the group.

### **Young Peoples Budget Session**

Engaging with young people is essential. To engage effectively we aim to go to existing events to talk to young people about things that will affect them.

Members of the Engagement and Communication Team visited the Monmouthshire Sports Leaders Conference on Wednesday 30th

January. 85 young people from all four secondary schools aged 11-14 from across Monmouthshire gathered at Caldicot Leisure Centre for the conference, delivered by The Monmouthshire Sports Development Team.

### **Twitter and Facebook**

The council's social media channels were used to share information about the range of opportunities residents could find out more and get involved in the budget engagement.

### **Short You Tube clip**

Cllr Phil Murphy filmed a face to camera clip which explained to residents the impact of the budget situation and answered some of the important queries that have emerged from residents. The clip was well received and was shared on social media, available on You Tube and embedded in to the budget page of the website.

### **Time line of engagement**

- 19.12.18 Monmouthshire Budget Consultation begins
- 20.12.18 Monmouthshire Budget Engagement launch - Press release issued to local and Wales wide media
- 20.12.18 Website updated including links to the budget proposals and survey
- 24.12.18 Press release shared on Face book and Twitter
- 07.01.19 Press release and social media update - rearranged date for Access for All Meeting.
- 11.01.19 Press release and social media - Area Committee Meetings
- 18.01.19 Cllr Phil Murphy Budget 19/20 You Tube film shared on social media and website.
- 22.01.19 Public meetings arranged and publicised due to feedback from public for evening meetings. Press release issued, website updated and share on social media
- 23.01.19 Lower Wye Area Committee 10.00am – Chepstow Leisure Centre
- 23.01.19 Severnside Area Committee 1.00pm – Innovation House Magor

- 25.01.19 Access for All 10.30am – 12.30pm The Usk Memorial Hall
- 29.01.19 Public Meeting King Henry VIII School 6.30pm – 7.30pm
- 30.01.19 Central Mon Area Committee 10.30am Monmouthshire County Council – County Hall, Usk
- 30.01.19 North Monmouthshire Area Committee 1.00pm Abergavenny Town Hall.
- 30.01.19 Young People Budget session at Caldicot Leisure Centre
- 30.01.19 Public Meeting Chepstow Hub 6.30pm – 7.30pm
- 31.01.19 Monmouthshire Budget Consultation ends

## Website

3,337 people visited our web page [www.monmouthshire.gov.uk/budget-2019-2020](http://www.monmouthshire.gov.uk/budget-2019-2020)

## Survey Feedback to Budget proposals

86 responses to the online survey

Q 1. How do you feel about our proposals?

- 1% (1) Strongly agree with the proposals
- 15% (13) Agree with the proposals
- 34% (29) Disagree with the proposals
- 36% (31) Strongly disagree with the proposals
- 14% ( 11) Not sure

We asked for residents to share their thoughts on the proposals and the most comments were received about Waste and Recycling changes.

Other areas that received responses were as follows:

- Maintaining services
- Charging charges for Blue Badges
- Car park proposals
- Business rates
- Education
- 21<sup>st</sup> Century Schools
- Council Tax
- Dog fouling bins
- Abergavenny

- Local development
- Learning for the future
- Mon Life (Leisure Services)
- Social media

### **Email correspondence**

Residents were welcome to feedback via email  
[contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk)

A number of emails were received that focused on two specific areas:

- **Engagement**
- **Blue Badges**