

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 18 July 2017

Dear Councillor

## INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 26 July 2017.

- 1. Sale of Approx 11 Acres of Agricultural Land in Goytre** 1 - 6  
  
**Division/Wards Affected:** Goytre Fawr  
**CABINET MEMBER:** County Councillor P Murphy  
  
**AUTHOR:** Gareth King MRICS - Principal Surveyor  
  
**CONTACT DETAILS:**  
  
Tel: 01633 748 331  
E-mail: [garethking@monmouthshire.gov.uk](mailto:garethking@monmouthshire.gov.uk)
- 2. Raglan Village Hall Update** 7 - 10  
  
**Division/Wards Affected:** All Wards  
**CABINET MEMBER:** County Councillor P Murphy  
  
**AUTHOR:** Debra Hill-Howells  
  
**CONTACT DETAILS:**  
  
Tel: 01633 644281  
E-mail: [debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)
- 3. Allocation of funding to Develop a Town Centre Regeneration Plan, Caldicot** 11 - 22  
  
**Division/Wards Affected:** Caldicot Castle; Dewstow; Green Lane; Mill; Portskewett; Rogiet; Severn; The Elms; West End  
**CABINET MEMBER:** County Councillor S B Jones  
  
**AUTHOR:** Roger Hoggins, Head of Operations  
**CONTACT DETAILS:** [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

4. **Youth Enterprise - European Structural Fund (ESF) Programmes - Inspire Programmes - Inspire Administrator Re-Evaluation** 23 - 48

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** County Councillor RJB Greenland

**AUTHOR:**

Hannah Jones, MCC Youth Enterprise Manager

**CONTACT DETAILS:**

**Tel:** 07738 340418

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

5. **Rural Development Programme - Pollinator Project Co-Ordinator** 49 - 66

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** County Councillor RJB Greenland

**AUTHOR:**

Cath Fallon, Head of Economy and Innovation

**CONTACT DETAILS:**

**Tel:** 07557 190969

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

6. **Lease of Unit 10C, Severnbridge Industrial Estate** 67 - 72

**Division/Wards Affected:** Caldicot Castle; Dewstow; Green Lane; Mill; Portskewett; Rogiet; Severn; The Elms; West End

**CABINET MEMBER:** County Councillor P Murphy

**AUTHORS**

Roger Hoggins, Head of Operations

**CONTACT DETAILS:** [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)

Debbie Jackson, Fleet Manager

**CONTACT DETAILS:** [debbiejackson@monmouthshire.gov.uk](mailto:debbiejackson@monmouthshire.gov.uk)

7. **Caldicot Town Team Funding - Enhancement of Pedestrian Area, Newport Road, Caldicot.** 73 - 90

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** County Councillor Sara Jones

**AUTHOR:** Judith Langdon, Whole Place Officer

**CONTACT DETAILS:** [judithlangdon@monmouthshire.gov.uk](mailto:judithlangdon@monmouthshire.gov.uk)

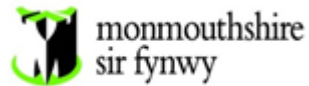
Yours sincerely,

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

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<b>Whole Authority Strategy &amp; Direction</b> CCR Joint Cabinet & Regional Development; Organisation review; Regional working; Government relations; Public Service Board; WLGA.	WLGA Council WLGA Coordinating Board Public Service Board	Portskewett
R.J.W. Greenland (Deputy Leader)	<b>Enterprise</b> Land use planning; Economic development; Tourism; Development control; Building control; Housing & homeless; Leisure; Youth; Adult education; Outdoor education; Community Hubs; Cultural services.	WLGA Council Capital Region Tourism	Devauden
R.P. Jordan	<b>Governance</b> Council & Executive decision support; Scrutiny; Regulatory Committee standards; Member support; Community governance; Elections; Democracy promotion & engagement; Law; Ethics & standards; Whole authority performance; Whole authority service planning & evaluation		Cantref
R. John	<b>Children &amp; Young People</b> School standards; School improvement; School governance; EAS overview; Early Years; Additional Learning Needs; Inclusion; Extended curriculum; Admissions; Catchment areas; Post 16 offer; Coleg Gwent liaison	Joint Education Group (EAS) WJEC	Mitchel Troy
P. Jones	<b>Social Care, Safeguarding &amp; Health</b> Children; Adult; Fostering & Adoption; Youth offending service; Supporting people; Whole authority safeguarding; Disabilities; Mental health; Public health; Health liaison		Raglan
P. Murphy	<b>Resources</b> Finance; Information technology (SRS); Human Resources; Training; Health & Safety; Emergency planning; Procurement; Audit; Land & buildings (inc. Estate, Cemeteries, Allotments, Farms); Property maintenance; Digital office; Commercial office.	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
S.B. Jones	<b>County Operations</b> Highways maintenance, Transport, Traffic & Network Management; Fleet management; Waste including recycling; Public conveniences; Car parks; Parks & open spaces; Cleansing; Countryside; Landscapes &	SEWTA Prosiect Gwyrdd	Goytre Fawr

	biodiversity; Flood Risk.		
S. L. Jones	<b>Social Justice &amp; Community Development</b> Community engagement; Deprivation & Isolation; Community safety; Social cohesion; Poverty; Equalities; Diversity; Welsh language; Public relations; Trading standards; Environmental Health; Licensing; Communications		Llanover



## Sustainable and Resilient Communities

### Outcomes we are working towards

#### **Nobody Is Left Behind**

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

#### **People Are Confident, Capable and Involved**

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

#### **Our County Thrives**

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

### Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

### Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.



This page is intentionally left blank



<b>SUBJECT:</b>	<b>SALE OF APPROX. 11 ACRES OF AGRICULTURAL LAND IN GOYTRE.</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision - Cllr P Murphy</b>
<b>DATE:</b>	<b>26<sup>th</sup> July 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>Goytre Fawr</b>

**1. PURPOSE:**

1.1 - To seek consent to dispose of a piece of agricultural land in Goytre on the open market.

**2. RECOMMENDATIONS:**

2.1 - That the land be disposed of on the open market following its surrender back from the former tenant earlier this year.

**3. KEY ISSUES:**

3.1 - The land forms part of the Council's farm estate and was previously let on a lifetime tenancy to a local farmer as part of his farming activities in the locality.

3.2 - The tenant passed away recently and following a mutual agreement being reached between the late tenant's estates and the County Council the land was surrendered for nil consideration back the Council in February 2017.

3.3 - Following due diligence by members of the Estates team to establish if the land could be used to generate additional revenue income (beyond what could be achieved from renting as agricultural land), it was established that this was not an option for a number of reasons.

3.4 - Following this assessment and given the Council's need to generate capital receipts in support of the 21<sup>st</sup> Century School programme we are recommending that the land be disposed of.

3.5 - As with previous disposals of bare land in the County, we recommend that the land be sold via public auction by a local agent. This provides exposure to the local market and is also transparent in relation to purchaser and price paid.

3.6 - The guide price and reserve will be agreed with between the auctioneer, the Estates Manager and Cabinet Member for Resources in the run up to the auction.

3.7 - The sale contract will include an overage (or clawback) provision in the Council's standard form to enable the Council to share in the benefit from any change of use in the future.

#### **4. REASONS:**

4.1 - The land is currently vacant and generating no income to the Council

4.2 - The sale of the land will relieve the Council of any maintenance or insurance liabilities on the land

4.3 - The sale will generate a capital receipt in support of the 21<sup>st</sup> Century Schools programme.

#### **5. RESOURCE IMPLICATIONS:**

5.1 - The sale will generate a capital receipt for the Council

5.2 - As with previous auction disposals, we will be requiring the purchaser to reimburse the Council's costs in the matter.

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

The disposal of this land does not affect the operation nor provision of any services to the public and therefore does not require a Future Generations Assessment.

#### **7. CONSULTEES:**

Local Member - Cllr Bryan Jones

Cabinet Member - Cllr Phil Murphy

Legal Services - Joanne Chase

SLT

Estates Manager - Ben Winstanley

Head of Community Led Delivery - Debra Hill-Howells

Head of Operations - Roger Hoggins

A query was received from the Cabinet member in relation to this report, following this, amendments were made to the 'Key Issues' sections to incorporate the information as requested.

#### **8. BACKGROUND PAPERS:**

8.1 - Location Plan

#### **9. AUTHOR:**

Gareth King MRICS - Principal Surveyor

#### **10. CONTACT DETAILS:**

**Tel:** 01633 748 331

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



This page is intentionally left blank



This page is intentionally left blank

<b>SUBJECT:</b>	<b>Raglan Village Hall Update</b>
<b>MEETING:</b>	<b>INDIVIDUAL CABNET MEMBER DECISION</b>
<b>DATE:</b>	<b>26<sup>th</sup> July 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

To provide an update on progress on the community asset transfer of the Raglan MUGA and former Junior School, which were the subject of a report to Cabinet in July 2015.

## 2. RECOMMENDATIONS:

- 2.1 That the 2 year timeframe be extended by a further 24 months to enable the legal completion of the transfer of the MUGA to Raglan Community Council and the completion of a lottery bid by Raglan Village Hall Association (RVHA) for the development of a new village hall.

## 3. KEY ISSUES:

- 3.1 Cabinet consented to two community asset transfer applications in July 2015 to enable the local community to safeguard and develop facilities which arose from concerns over the community elements of the new primary school.
- 3.2 The Estates team have continued to work closely with RVHA, who successfully secured a BIG Lottery (People and Places) capital development grant of £47,904 in August 2016. This has been used to fund the appointment of a design team and planning consent for a new hall was granted in June of this year.
- 3.3 The group will be submitting a further application to Big Lottery in August to secure 50% funding of the estimated £1,000,000 required to fund the project. The remainder of the capital build cost will be sought from the Welsh Assembly Government and the Garfield Weston Trust once Big Lottery funding has been secured.
- 3.4 In the interim the RVHA have assumed responsibility for the management of Raglan Old Church School (ROCS) which is being run as a community building until the new hall can be constructed. The Council has provided temporary toilet facilities and undertaken minor works to enable the hall to be used.

3.5 The business plan for the transfer of the MUGA was agreed earlier this year and this Council's legal team are in the process of transferring the MUGA to Raglan Community Council. This process should be concluded shortly.

#### **4. REASONS:**

4.1 The RVHA are a local community group made up of volunteers who have worked tirelessly for a number of years to realise their ambition of creating a community hub within Raglan. As a result of the development of a new primary school, Cabinet agreed to undertake a community asset transfer of the former junior school site as the preferred location for the new hall.

4.2 Achieving planning consent was a milestone requirement from Big Lottery and has enabled the group to progress to the next stage of the application process. Given the significant work that has been undertaken to date, the group has requested an extension of the 2 year timeframe imposed by Cabinet to provide them with sufficient time to secure funding to enable the construction of the hall.

4.3 Officers will continue to work with the group to provide technical support and advice when required.

4.4 Our Legal team provided draft transfer documents to Raglan Community Council at the beginning of March for the community asset transfer of the MUGA facility. The legal process should be completed shortly, at which point the Community Council will assume responsibility for the operation and maintenance of the MUGA. Given the point that this process has reached it would not be in the interests of the local community to withdraw from this process due to the proximity of the 2 year time limit previously imposed by Cabinet.

#### **5. RESOURCE IMPLICATIONS:**

5.1 As outlined in the previous report, there will be an opportunity cost of circa £150k in undertaking the community asset transfer of these assets. The sale of Raglan Old Church School building which is currently being utilised as the community hall will offset part of this loss, the exact amount to be clarified when timescales are clarified and planning advice is sought.

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

6.1 The original Wellbeing evaluation identified positive outcomes in the event that the community asset transfer of both facilities proceeded, by safeguarding local facilities and enabling the development of a new community hall. There are no safeguarding or corporate parenting implications associated with this report.



**7. CONSULTEES:**

SLT  
Cabinet members  
Joy Robson

**8. BACKGROUND PAPERS:**

Cabinet Report – 15<sup>th</sup> July 2015  
Planning application reference DC/2017/00250

**9. AUTHOR:**

Debra Hill-Howells

**10. CONTACT DETAILS:**

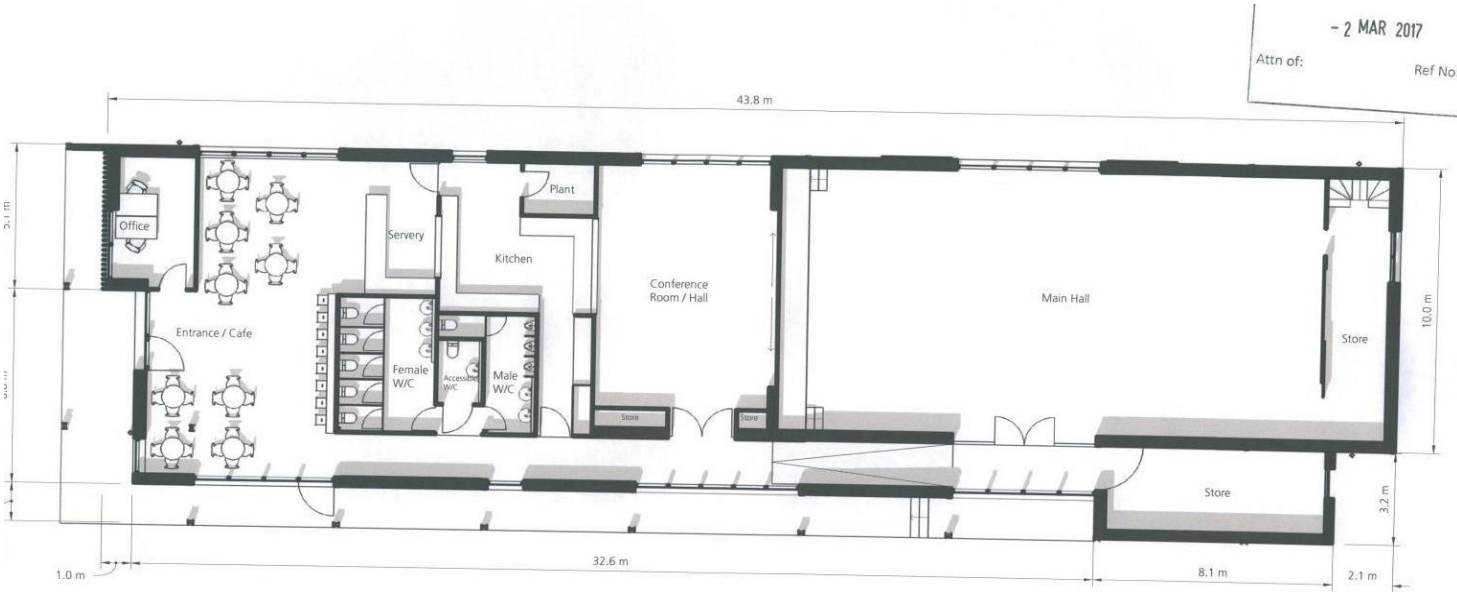
**Tel:** 01633 644281

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

Appendix 1 – Consented design for new Community Hall (Hub)



Ground Floor layout





## REPORT

**SUBJECT: Allocation of funding to Develop a Town Centre Regeneration Plan, Caldicot**

**MEETING: Individual Cabinet member decision (Cllr Bryan Jones)**

**DATE: 26<sup>th</sup> July 2017**

**DIVISION/WARDS AFFECTED: Caldicot**

### 1. PURPOSE

To gain approval to develop a town centre regeneration plan for Caldicot using S106 funding already available for improvements to Newport Road , Caldicot and walking and cycling improvements

### 2. RECOMMENDATIONS

- 2.1 That £30,000 be allocated from the S106 fund already available for improvements to Newport Road, Caldicot (£170,000) and walking and cycling improvements (£50,000); this to be used to acquire specialist support to develop a town centre regeneration plan.
- 2.2 That the remaining £190,000 be held in abeyance should funding be required in support of any grant applications contemplated.
- 2.3 Should timescales demand that the £190,000 revert to spending upon improvements to the pedestrianized area, Newport Road, Caldicot and walking and cycling improvements.

### 3. KEY ISSUES

- 3.1 In June 2016 a report was approved by Cabinet to, amongst other things, allocate S106 money to fund improvements to Newport Road (pedestrianized area), Caldicot Town Centre and walking and cycling improvements in Caldicot.
- 3.2 Originally £200,000 was allocated to the Newport Road project but £30,000 was subsequently reallocated to support the linkage scheme.
- 3.3 Whilst the £170,000 for Newport Road and £50,000 for improved walking and cycling routes are obviously significant sums and would undoubtedly deliver improvements there is speculation that this funding might be enhanced through grant applications and/or support from other organisations which would lever in additional funding to support a regeneration plan and provide more extensive improvements.

- 3.4 A visioning document for the future of Caldicot Town Centre was presented in 2015 but to date no further works have been commissioned to seek member support for any or all aspects of the vision or to undertake consultation with potential partners (landlords, retail, social housing etc.) to turn this into a regeneration plan.
- 3.5 At present no resources are available to elaborate upon the vision or to create a more tangible plan based upon consultation with other potential stakeholders.

#### **4. REASONS**

- 4.1 The recommendation seeks to use the funding available to acquire additional specialist resources to develop the vision into a regeneration plan and if possible to highlight options and opportunities to lever in extra funding through grant, from partner organisations, disposal of assets etc.
- 4.2 S106 funding must be spent by 25<sup>th</sup> July 2019 so recommendation 2.3 acts as a 'backstop' allowing officers to spend the funding available should time not allow for the creation and approval of the wider plan proposed in recommendation 2.1 and 2.2.

#### **4. RESOURCE IMPLICATIONS:**

The report seeks approval to allocate S106 funding (£170,000 and £50,000 already approved) to the recruitment of specialist support and in support of grant applications, match funding etc.

#### **6. FUTURE GENERATIONS and EQUALITY ASSESSMENT**

Attached

**SAFEGUARDING ASSESSMENT:** None apply to this report

#### **7. CONSULTEES:**

Cabinet  
Caldicot county councilors  
Whole Place team  
SLT  
Caldicot Town Team

( Proposal developed in conjunction with Place Team and Town Team and no further comments received).

8. **BACKGROUND PAPERS:** Reports to Cabinet on the 8<sup>th</sup> June 2016 titled:  
Capital programme report  
S106 funding , Newport Road, Caldicot

#### **9. AUTHORS**

Roger Hoggins, Head of Operations

CONTACT DETAILS: [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)



## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation</p> <p>Roger Hoggins  <b>Phone no: 01633 644133</b>  <b>E-mail: rogerhoggins@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To approve the use of S106 funding to employ specialist support to develop a town centre regeneration plan.</p>
<p><b>Name of Service</b></p> <p>Town centre regeneration (S106 funding)</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>7<sup>th</sup> July 2017</p>

**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc**





Page 3


**Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Makes best use of available funding to create a holistic town centre regeneration plan involving other stakeholders.</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Inherent is support for active travel (walking and cycling)</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Walking and cycling included in plan	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Improvements to Caldicot Town centre makes it a nicer place to live and visit	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, pregnancy or maternity</i>	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The report seeks to direct funding to create a long term redevelopment plan making best use of funding available.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The plan will investigate working with other groups and organisations to develop a complete plan looking at infrastructure, retail, business, housing.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Requires working with Caldcot Town team, town council, local members, business, housing partners.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Intends to deliver an improved town centre environment in which people can take pride and respect.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Works with other bodies such as WG, social housing, retail landlords, town team to arrive at plans to their mutual benefit.</p>	

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<p><i>Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.</i></p>		



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	<i>What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.</i>		
Gender reassignment	<i>Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.</i>		
Marriage or civil Partnership	<i>Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance</i>		
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, goods and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	<p><i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy &amp; Traveller, migrant communities and recording of racist incidents etc.</i></p>		
Religion or Belief	<p><i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i></p>		
Sex	<p><i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i></p>		
Sexual Orientation	<p><i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i></p>		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.and also the requirement to promote the language.</i>		

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>Safeguarding in this context applies to both children (not yet reached 18<sup>th</sup> birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i>	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>		

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

- Discussions with officers, members, town team has developed this proposal to make best use of the funding available and hopefully to lever in support and funding from other organisations to deliver a much more significant plan.

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

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

Page 20

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Assuming support a specialist will be recruited.	Within 3 months of approval	Whole place team	

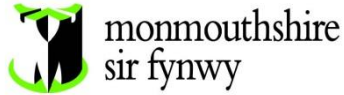
**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

The impacts of this proposal will be evaluated on:	
--	--

9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	ICMD	<b>26</b> <sup>07/2017</sup>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

This page is intentionally left blank



**SUBJECT: YOUTH ENTERPRISE – EUROPEAN STRUCTURAL FUND (ESF) PROGRAMMES – INSPIRE PROGRAMMES – INSPIRE ADMINISTRATOR RE-EVALUATION**

**MEETING: INDIVIDUAL MEMBER DECISION**

**DATE: 26<sup>TH</sup> July 2017**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

**1.1** Further to Cabinet approval for the implementation of the Inspire programmes, Inspire2Achieve (I2A) and Inspire2Work (I2W) in [March 2016](#), Youth Enterprise's request for additional funding in 5<sup>th</sup> July 2017 Cabinet was approved to enable the enhanced delivery of the existing I2W programme which provides post 16 support, intervention and employment opportunities utilising European Structural Fund (ESF) monies. Further to approval of the programme enhancement, the roles of Inspire Administration Worker (22.5 hours) and Inspire2Work Administrator (14.5 hours) have been re-evaluated in line with the additional responsibilities which has resulted in an increase in salary. Both of these posts are held by a single member of staff.

**2. RECOMMENDATIONS:**

**2.1** To approve the re-grading of the Administrator post and the subsequent salary increase for the postholder.

**3. KEY ISSUES:**

**3.1** The I2A and I2W programmes were approved by Cabinet in March 2016 for three years, with an increase in programme provision for 18 to 24 year olds approved by Cabinet on the 5<sup>th</sup> July 2017.

**3.2** Members have previously been made aware that Welsh Government has implemented the Youth Engagement and Progression Framework 2013, which provides a delivery model centred on the needs of young people identifying six key areas for achieving better outcomes for young people. The principles of the framework is embedded in the Inspire programmes and is designed to secure added value whilst reflecting the needs and aspirations of Monmouthshire's young people and the Authority's Single Integrated Plan. The Inspire Administrator will administer the day to day delivery of finances of both Programmes.

**4. REASONS:**

**4.1** Inspire2Achieve will ensure that young people in Key Stage 3, 4 and 5 that are identified as at most risk of becoming NEET have a series of interventions and supportive actions. Inspire2Achieve outcomes are; young people at risk of becoming NEET gaining a qualification upon leaving, young people at risk of becoming NEET into education or training upon leaving and young people at risk of becoming NEET at reduced risk of becoming NEET upon leaving.

**4.2** Inspire2Work enables Not in Education, Employment or Training (NEET) 16 -24 year olds to gain a range of skills, qualifications and meaningful work placements to feel confident and motivated to enter into sustainable employment or further learning. Outcomes include; NEET young people gaining qualifications upon leaving; NEET young people in education or training upon leaving and NEET young people entering employment upon leaving.

**4.3** Positive Progression from I2W will include work-based learning, engagement and traineeship programmes which are delivered by Youth Enterprise through Torfaen Training and the Authority's YPrentis Shared Apprenticeship Construction Scheme.

**5. RESOURCE IMPLICATIONS:**

**5.1** The re-evaluation of the post has resulted in an increase in salary from Grade D to Grade F however as the post is fully funded through the management budget of the ESF programme there is no additional cost to the Authority and will be met from existing budgets.

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

**6.1** The programme will improve provision, opportunities and outcomes to those targeted. This includes vulnerable young people; young carers, young parents, homeless, care leavers, young offenders as well as young people economically inactive and furthest from the labour market.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

**7.1** The report outlines Youth Enterprise's aims to continue pre and post 16 services in order for them to remain accessible, safe, available and relevant to the young people of Monmouthshire.

**8. CONSULTEES:**

Senior Leadership Team  
Cabinet

**9. BACKGROUND PAPERS:**

Future Generations Evaluation	(Appendix 1)
Inspire Administration Worker job description	(Appendix 2)
Inspire2Work Administrator job description	(Appendix 3)

**10. AUTHOR:**

Hannah Jones, MCC Youth Enterprise Manager

**11. CONTACT DETAILS:**

Tel: 07738 340418

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





monmouthshire  
sir fynwy

## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Hannah Jones</p> <p><b>Phone no:</b> 07738 340 418 <b>E-mail:</b> hannahjones@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <ul style="list-style-type: none"> <li>To implement the Inspire2Work programme enabling a reduction in the number of young people aged 16 -24 years who are NEET( not in education, employment or training)</li> </ul>
<p><b>Name of Service:</b> Enterprise/Youth Enterprise Team</p>	<p><b>Date Future Generations Evaluation</b> 1<sup>st</sup> June 2017</p>

*NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc*

Page 25




**Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The aim of the programme is to create the conditions for young people most at risk to thrive. It will enable young people to feel confident and capable to engage in school with peers and others and enjoy the curriculum. It will support young people to make the right choices to move into further education, employment and training. The programmes will equip young people with the appropriate skills to manage and sustain further education, employment and training.</p>	<p>Developing bespoke interventions and support packages to support the learner's needs.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>The programmes will work within the Environmental Sustainability Objectives set by WEFO( Welsh European Funding Office) and deliver to the indicators set for an ESF(European Structural Funding) Youth Employment and Attainment priority. The programmes will address issues such as waste, recycling, minimize energy usage and efficient use of such resources, whilst also raising awareness of environmental issues and healthy lifestyles. They will also provide targeted environmental education training, including potential for accreditation.</p>	<p>Sharing expertise, networks and resources will ensure a good provision for our young people.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The Inspire2Work team will work with young people, supporting them to overcome health and wellbeing barriers by either delivering health or wellbeing workshops and/or support, linking learners with health care professionals, organisations and networks and other health and wellbeing services. The young people's health and wellbeing is a crucial element to reducing their overall risk of becoming NEET.</p>	<p>The one to one support from teams will enable us to identify and address individual need. Setting agreed goals and reinforcing recognition and achievements. A reduction in the barriers to participation is a key element of the programmes enabling young people to be engaged, supported and valued. The level of support offered will be high and consistent.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>The programmes will encourage safe and appropriate use of IT and the internet, developing young peoples' ICT literacy skills, preparing them for further learning, education and training.</p> <p>The programmes will link to the wider community, helping young people be active citizens in their community and have a greater awareness of community safety.</p>	<p>Encourage safer use of the internet and raise awareness of the harmful effects and consequences of inappropriate use of social media</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The programmes are funded by the ESF and the managing authority is WEFO.ESF has undertaken a full Socio Economic Analysis to identify needs, challenges and opportunities across Wales. It will incorporate ESDGC (Education, Sustainable Development and Global Citizenship) elements enable young people to become globally responsible citizens.</p>	<p>Working closely with our Local Authority partners and Careers Wales we will share resources and good practices to ensure young people have the best opportunities to engage in global well –being and how this impact’s on their community.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>The programmes will ensure that all marketing, publications and printed literature is available bilingually where appropriate. The programmes will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards. The Eisteddfod will be in Abergavenny in 2016, therefore we will encourage young people on the programme to get involved and support the event.</p>	<p>Encouraging young people to embrace the vibrant welsh culture and language.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>The programme will develop effective ways to engage and provide support for those individuals regardless of ethnic origin, gender, disability sexual orientation or religion to ensure all young people actively participate in and benefit from the programme. The programme will follow WEFO’s guidance and the LA Equal Opportunity’s Policy which stipulates how staff can best promote equality of opportunity and outcomes for young people regardless of age, race, ethnicity and disability.</p>	<p>All of our policies and procedures are guided by the current local and national equal opportunities guidance and legislation.</p>

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	<p>The long term plan for the future is that young people that have engaged in Inspire2Work will remain in education, employment or training and their risk of becoming NEET is reduced. This will reduce the likelihood of future or continuing poverty amongst young people. It will also deliver improved health and well-being for young people, whilst also instilling a work ethic for young people and seeing aspiration levels rise.</p>	<p>With the financial investment from the Local Authority into this 3 year programme, the aim is to develop resilience in the 'most at risk' NEET young people, so that as their confidence and skills develops, they will be able to progress, either achieving specified softer outcomes or progressing into further employment.</p> <p>We therefore anticipate that over the life of the programmes the number most at risk of NEET and who are NEET will reduce due to the success of the programmes.</p>
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>The Inspire2Work is a regional programme. Newport City Council is the lead beneficiary, working with the following joint beneficiaries; City of Cardiff County Council, Monmouthshire County Council, The Vale of Glamorgan Council and Llamau.</p>	
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>The programmes will involve learners in the design, delivery, evaluation and redesign of the learning experiences. As part of the learning journey, the team understands the necessity for bespoke learning opportunities involving the learner and fostering shared responsibility and autonomy of the learner as well as constant progress.</p>	<p>The programme will discuss at point of referral the learners' needs, vocational pathways and training route options. It will provide formative reviews of the learner experience, carry out Learner Voice questionnaires, have informal discussions and feedback during the programme and end of programme evaluations.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	<p>The Inspire2Work programme is both preventative initiative to enable the reduction in the risk of young people becoming NEET and reduction in the number of young people who are NEET.</p> <p>It is anticipated that the long term impact of the programmes will challenge behaviours, actions and attitudes, subsequently establishing firm foundations on which to support in the future and provide generic skills.</p>	<p>The programmes will be monitored and reviewed on a quarterly basis to ensure targets are on track and then young people feel the programmes are meeting their needs and expectations.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><b>Integration</b></p>	<p>The programmes will work with young people, supporting them to overcome health and wellbeing barriers by either delivering health and wellbeing programmes and/or support, linking young people with health care professionals, organisations and networks and other health and wellbeing services. The young peoples' health and wellbeing is a crucial element to reducing their overall risk of becoming NEET.</p>	<p>The programmes will be monitored and reviewed through amount of referrals to specliaist support for emotional wellbeing; progress of each young person during the programme and through termly discussions with other professionals within the school community.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	We aim to engage with young people 11-24years most at risk of becoming NEET (not in education, employment or training) or who are NEET.	None identified	N/A
Disability	We aim to engage and support young people to meet with individual needs without discrimination.	None identified	N/A
Gender reassignment	We aim to provide a provision which is inclusive for transgender people and groups We will address any issues in regards to work placements, employment and training opportunities.	None identified	N/A
Marriage or civil partnership	Not applicable	None identified	N/A
Pregnancy or maternity	Risk assessment will be in place for pregnant young people ensures all health and safety measures have been addressed and the well-being of the young person is paramount.	None identified	N/A
Race	Young people referred onto the Inspire2Work programme will be given the same opportunities regardless of race. The relevant support will be provided to meet individual needs	None identified	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Religion or Belief	We aim to offer bespoke packages of support that will take into account young peoples' religion and religious beliefs.	None identified	N/A
Sex	We aim to offer opportunities that will take into account individual needs regardless of sex.	None identified	N/A
Sexual Orientation	We aim to offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	N/A
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.	None identified	N/A

Page 31

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	Safeguarding is a priority, young people on the programmes will have a multiple barriers and are vulnerable individuals. All staff and volunteers have completed the Safeguarding level 1. The programme will link with the TAF system and monthly multi-agency meetings in schools.	None identified	N/A
Corporate Parenting	Inspire2Work programme targets young people who are looked after children (LAC) and care leavers. We aim to provide a tailor package which is flexible to their needs and circumstances.	None identified	N/A

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

The following data has identified and informed the need to develop the Inspire2Achieve programme;

- The Local Authority Early Identification process identifying young people most at risk in key stage 3 and 4.
- The Careers Wales 5 Tier model data, identifying young people 16 -18 years in tier 4 who are in education, employment or training yet are at risk due to circumstances.
- Young people 19 -24 years who are vulnerable and are still in education.

The following data has identified and informed the need to develop the Inspire2Work programme;

- The Careers Wales 5 Tier model data young people in tier 1 and 2 of the system who are NEET
- NOMIS figures identifying the number of 19 -24 year olds that claim job seeker allowance
- 16 -24 vulnerable groups identified through local partnership forums.

The work of the 14 -19 Curriculum Group, Multi-Agency Meetings, Post 16 Steering Group and the Keeping in Touch have identified the need for further intervention for those most vulnerable to participate and engage in the curriculum and sustain future education, employment and training.

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

It is anticipated that the Inspire2Work programme will have a positive impact on the young peoples' social, emotional, health and wellbeing, education and skills. This will develop their resilience and improve their life chances. This proposal does acknowledge that due to personal, social and educational barriers, not every young person will progress into full time education, training or employment.



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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Implementation of the Inspire2Work programme	February 2017	Hannah Jones	Programme Started

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	March 2018
--	------------

**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
33	Departmental Management Team (DMT)	18 <sup>th</sup> August 2015	.Approved by DMT no further amendments
	Children and Young Peoples Select Committee	17 <sup>th</sup> September 2015	Costings to be broken down per year for ESF funding and match funding for future reports
	Cabinet	2 <sup>nd</sup> March 2016	Inspire to Work and Inspire to Work programmes approved



## ROLE PROFILE

**ROLE TITLE:** **Inspire Administration Worker**  
Fixed term ESF Funded post - 1<sup>st</sup> August 2017 – 31<sup>st</sup> March 2019

**POST ID:** **YS003**

**GRADE:** Band F SCP 25-29 £22,658-£25,951

**HOURS:** 22.5 Hours per week

**LOCATION:** Magor/Usk, Monmouthshire.

The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

**RESPONSIBLE TO:** Youth Enterprise Manager

**DEPARTMENT:** Youth Enterprise

**This is a fixed term funded post and funded by the European Social Fund.**

### **Our Purpose:-**

Youth Enterprise is an integral part of MCC's Enterprise and Innovation Directorate. We work with young people aged 11-25 across the county supporting them through education, employment and training. We engage young people with the business sector supporting the development of local employment and training and entrepreneurial opportunities. The Inspire programmes – Inspire2Achieve and Inspire2Work are ESF funded programmes delivered through Youth Enterprise for Monmouthshire but contribute to the South East Wales Inspire Programme.

## **The Purpose of this Role:-**

With support from the Local Authority Youth Enterprise Manager and Inspire Coordinator, you will administer the day to day delivery of finances in relation to Inspire2Achieve, in an effective and efficient manner. The Inspire Administration Worker role will require you to support the Youth Enterprise Manager and Inspire Coordinator in monitoring and reporting the financial data of the Inspire programme and Youth Enterprise team through relevant channels.

## **Your responsibilities are to:-**

1. To administer and maintain financial processes and agreements for the Youth Enterprise and Inspire Programmes. You will support the Youth Enterprise Manager and Inspire Coordinator in all financial aspects of the Youth Enterprise department and Inspire programme that sits within it.
2. The Inspire Administration Worker will manage the internal purchase order and goods receipt system for Youth Enterprise in addition to any procurement processes.
3. To provide the Inspire Coordinator with access to regular financial updates and profiles for Inspire2Achieve.
4. To attend regional and local Inspire meetings and be prepared to feedback on financial elements of the programme.
5. To attend lead beneficiary health checks for Inspire2Achieve. To prepare up-to-date forecasts and other relevant financial information according to the meeting agenda.
6. To support the Inspire Coordinator and LA finance officer in preparing all claims and financial monitoring reports for submission to the lead beneficiary within pre-set deadlines throughout the lifetime of the programme.
7. To support the Inspire Coordinator and LA finance officer in managing financial queries that arise from the WEFO verification process following submission of claims and financial monitoring reports.

8. To ensure that all data is collected and monitored in an appropriate and safe way and meets the European Social Fund requirements.
9. You will support the Youth Enterprise Manager and Inspire Coordinator in monitoring and reporting the financial data of the Inspire programme and Youth Enterprise team through relevant channels.
10. Provide digital support to the Youth Enterprise team, including utilising the Business and Innovation Flexi system and holding the role of Digital champion.
11. You will oversee the administration of the Youth Enterprise Qualification Centre. With support from the Inspire Coordinator continue to develop and administer the centre and all financial aspects of this. To guide and support delivery staff in all administration elements of the Qualification Centre.
12. To support the Youth Enterprise Manager and Inspire Coordinator in developing Service Improvement Plans, quarterly reports and other reporting documentation as and when required.
13. To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no loss or disclosure of personal data occurs.
14. To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
15. To ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy, and to ensure that provisions and services to young people comply with current legislation.
16. To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety
17. To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
18. To ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Enterprise outcomes relating to the Welsh language are achieved.

**Here's what we can provide you with:-**

- Full support of manager and team members
- Full range of training and CPD opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

**Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

1. Hold or be willing to work towards a nationally recognised qualification in Accounting.
2. Hold a relevant ICT qualification.

3. Experience in and understanding of financial management processes and Local Authority financial systems. To have experience of ESF funding would be desirable.
4. Experienced in using Microsoft packages such as Excel, Word, Outlook, Access, Etc. to a high standard.
5. Effective and efficient written and verbal communication skills with experience of writing various correspondence, reports and other documentation. In addition, will possess effective presentation skills.
6. Experienced in monitoring and updating database systems and forming reports utilising these systems.
7. Ability to work on own initiative and as part of a staff team meeting set deadlines.
8. Commitment to delivering an efficient and effective service.
9. Practical experience of how projects and tasks need to be managed within a dynamic and fast paced working environment.
10. An effective understanding of how local government works and how other agencies and organisations contribute to the Inspire programme delivery.
11. Willing to work with a variety of project staff, partners and stakeholders with the ability to guide and assist finance aspects of the interactions.

<b>General</b>
<p><b><u>Ability to Think and Act Strategically</u></b></p> <ul style="list-style-type: none"> <li>• Is able to create and communicate a vision and inspire others to share in it;</li> <li>• Is able to monitor and manage outcomes and to feed into appropriate frameworks.</li> <li>• Thinks quickly and flexibly and shows adaptive leadership in responding to a changing environment;</li> </ul>

- Identifies and exploits opportunities to gain additional resources from a wide range of external sources;

### **Demonstrates Emotional Intelligence**

- Listens to others and communicates effectively;
- Deals with situations of conflict in a calm and rational manner, and does not shy away from difficult situations;
- Seeks to achieve results through negotiation and consensus;
- Shows empathy and is able to understand the impact of their own behaviour on others;
- Is able to understand and deal openly with emotional issues;
- Invests time and energy in building strong networks and positive relationships;
- Uses intuition;
- Is politically astute;
- Understands and read key social networks and power relationships.

### **Partnership and Teamwork**

- Feels comfortable working within a team environment with flexible boundaries between team members;
- Is willing to share in collective responsibility for team decisions;
- Is friendly, respectful and supportive to others and shows loyalty to the team and to individual team members;
- Has an inclusive style and seeks feedback;

- Engages assertively in debate but is skilled in resolving differences without conflict;
- Takes a joined up approach to problem solving;
- Acts with integrity, is honest, trustworthy and willing to trust others;
- Sees working in partnership as an opportunity rather than a constraint;
- Demonstrates an absolute commitment to equality and embraces diversity.

### **Self-Awareness, Self Confidence and Self Reliance**

- Understands their own strengths and weakness, and is committed to self-improvement;
- Is able to reflect on and learn from mistakes;
- Is highly self-motivated and acts on their own initiative;
- Empowers and trusts others to deliver on shared goals and objectives;
- To ask to identify strategies or seek support for dealing with personal and professional stress.
- Believes in work/life balance for themselves and others, and sets an example
- Demonstrates and transmits self-assurance and presents ideas well to others;
- Takes an optimistic, “can do” approach;
- Acts as an inspiring role model to others;
- Believes in the ethos of public service and sets an example of high standards of conduct in this respect.





Appendix 3



## ROLE PROFILE

**ROLE TITLE:** **Inspire2Work Administrator**  
Fixed term ESF Funded post - 1<sup>st</sup> August 2017 – 31<sup>st</sup> January 2020

**POST ID:** **YE004**

**GRADE:** Band F SCP 25-29 £22,658-£25,951

**HOURS:** 14.5 Hours per week

**LOCATION:** Magor/Usk, Monmouthshire.

The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

**RESPONSIBLE TO:** Youth Enterprise Manager

**DEPARTMENT:** Youth Enterprise

**This is a fixed term funded post and funded by the European Social Fund.**

### **Our Purpose:-**

Youth Enterprise is an integral part of MCC's Enterprise and Innovation Directorate. We work with young people aged 11-25 across the county supporting them through education, employment and training. We engage young people with the business sector supporting the development of local employment and training and entrepreneurial opportunities. The Inspire programmes – Inspire2Achieve and Inspire2Work are ESF funded programmes delivered through Youth Enterprise for Monmouthshire but contribute to the South East Wales Inspire Programme.

## **The Purpose of this Role:-**

With support from the Local Authority Youth Enterprise Manager and Inspire Coordinator, you will administer the day to day delivery of finances in relation to Inspire2Work, in an effective and efficient manner. The Inspire2Work Administrator role will require you to support the Youth Enterprise Manager and Inspire Coordinator in monitoring and reporting the financial data of the Inspire programme and Youth Enterprise team through relevant channels.

## **Your responsibilities are to:-**

1. To administer and maintain financial processes and agreements for the Youth Enterprise and Inspire Programmes. You will support the Youth Enterprise Manager and Inspire Coordinator in all financial aspects of the Youth Enterprise department and Inspire programme that sits within it.
2. The Inspire2Work Administrator will manage the internal purchase order and goods receipt system for Youth Enterprise in addition to any procurement processes.
3. To provide the Inspire Coordinator with access to regular financial updates and profiles for Inspire2Work.
4. To attend regional and local Inspire meetings and be prepared to feedback on financial elements of the programme.
5. To attend lead beneficiary health checks for Inspire2Work. To prepare up-to-date forecasts and other relevant financial information according to the meeting agenda.
6. To support the Inspire Coordinator and LA finance officer in preparing all claims and financial monitoring reports for submission to the lead beneficiary within pre-set deadlines throughout the lifetime of the programme.
7. To support the Inspire Coordinator and LA finance officer in managing financial queries that arise from the WEFO verification process following submission of claims and financial monitoring reports.
8. To ensure that all data is collected and monitored in an appropriate and safe way and meets the European Social Fund requirements.
9. You will support the Youth Enterprise Manager and Inspire Coordinator in monitoring and reporting the financial data of the Inspire programme and Youth Enterprise team through relevant channels.

10. Provide digital support to the Youth Enterprise team, including utilising the Business and Innovation Flexi system and holding the role of Digital champion.
11. You will oversee the administration of the Youth Enterprise Qualification Centre. With support from the Inspire Coordinator continue to develop and administer the centre and all financial aspects of this. To guide and support delivery staff in all administration elements of the Qualification Centre.
12. To support the Youth Enterprise Manager and Inspire Coordinator in developing Service Improvement Plans, quarterly reports and other reporting documentation as and when required.
13. To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no loss or disclosure of personal data occurs.
14. To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
15. To ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy, and to ensure that provisions and services to young people comply with current legislation.
16. To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety
17. To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
18. To ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Enterprise outcomes relating to the Welsh language are achieved.

**Here's what we can provide you with:-**

- Full support of manager and team members
- Full range of training and CPD opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

**Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

12. Hold or be willing to work towards a nationally recognised qualification in Accounting.

13. Hold a relevant ICT qualification.

14. Experience in and understanding of financial management processes and Local Authority financial systems. To have experience of ESF funding would be desirable.

15. Experienced in using Microsoft packages such as Excel, Word, Outlook, Access, Etc. to a high standard.

16. Effective and efficient written and verbal communication skills with experience of writing various correspondence, reports and other documentation. In addition, will possess effective presentation skills.
17. Experienced in monitoring and updating database systems and forming reports utilising these systems.
18. Ability to work on own initiative and as part of a staff team meeting set deadlines.
19. Commitment to delivering an efficient and effective service.
20. Practical experience of how projects and tasks need to be managed within a dynamic and fast paced working environment.
21. An effective understanding of how local government works and how other agencies and organisations contribute to the Inspire programme delivery.
22. Willing to work with a variety of project staff, partners and stakeholders with the ability to guide and assist finance aspects of the interactions.

<b>General</b>
<p><b><u>Ability to Think and Act Strategically</u></b></p> <ul style="list-style-type: none"> <li>• Is able to create and communicate a vision and inspire others to share in it;</li> <li>• Is able to monitor and manage outcomes and to feed into appropriate frameworks.</li> <li>• Thinks quickly and flexibly and shows adaptive leadership in responding to a changing environment;</li> <li>• Identifies and exploits opportunities to gain additional resources from a wide range of external sources;</li> </ul> <p><b><u>Demonstrates Emotional Intelligence</u></b></p> <ul style="list-style-type: none"> <li>• Listens to others and communicates effectively;</li> </ul>

- Deals with situations of conflict in a calm and rational manner, and does not shy away from difficult situations;
- Seeks to achieve results through negotiation and consensus;
- Shows empathy and is able to understand the impact of their own behaviour on others;
- Is able to understand and deal openly with emotional issues;
- Invests time and energy in building strong networks and positive relationships;
- Uses intuition;
- Is politically astute;
- Understands and read key social networks and power relationships.

### **Partnership and Teamwork**

- Feels comfortable working within a team environment with flexible boundaries between team members;
- Is willing to share in collective responsibility for team decisions;
- Is friendly, respectful and supportive to others and shows loyalty to the team and to individual team members;
- Has an inclusive style and seeks feedback;
- Engages assertively in debate but is skilled in resolving differences without conflict;
- Takes a joined up approach to problem solving;
- Acts with integrity, is honest, trustworthy and willing to trust others;

- Sees working in partnership as an opportunity rather than a constraint;
- Demonstrates an absolute commitment to equality and embraces diversity.

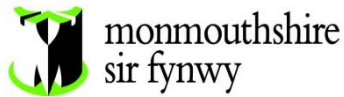
### **Self-Awareness, Self Confidence and Self Reliance**

- Understands their own strengths and weakness, and is committed to self-improvement;
- Is able to reflect on and learn from mistakes;
- Is highly self-motivated and acts on their own initiative;
- Empowers and trusts others to deliver on shared goals and objectives;
- To ask to identify strategies or seek support for dealing with personal and professional stress.
- Believes in work/life balance for themselves and others, and sets an example
- Demonstrates and transmits self-assurance and presents ideas well to others;
- Takes an optimistic, “can do” approach;
- Acts as an inspiring role model to others;
- Believes in the ethos of public service and sets an example of high standards of conduct in this respect.

This page is intentionally left blank



[Type here]



<b>SUBJECT:</b>	<b>RURAL DEVELOPMENT PROGRAMME– POLLINATOR PROJECT COORDINATOR</b>
<b>MEETING:</b>	<b>INDIVIDUAL MEMBER DECISION</b>
<b>DATE:</b>	<b>26<sup>TH</sup> July 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

**1.1** To request approval for a new fully funded post within the Rural Development Programme team.

**2. RECOMMENDATIONS:**

**2.1** To approve the fully funded post of Pollinator Project Coordinator (see Job Description Appendix Two) to be filled via internal secondment to the Rural Development Programme (RDP) team.

**3. KEY ISSUES:**

**3.1** The RDP operates with funding of £2.79M derived from the European Union and the Welsh Government with match funding provided by the Authority and Newport City Council. The funding aids the delivery of the LEADER programme in Monmouthshire and rural Newport, a community led programme which aims to improve the quality of life and prosperity of rural areas through the delivery of locally inspired and delivered projects. All projects coming forward for funding are considered by the Vale of Usk Local Action Group (LAG), a body of made up of public, private, voluntary and community representatives volunteers who have also developed the guiding Local Development Strategy.

**4. REASONS:**

**4.1** One of the projects approved by the Vale of Usk LAG is the two year Local Pollinator Project. The purpose of the project is to develop an area based (village or town) pilot approach with a view to the area becoming 'Pollinator Friendly'. The aim of the project is to engage with stakeholders to raise awareness of the need for pollinators and the actions that need to be undertaken to help reverse the decline in pollinators. Building on the existing BEES cooperation project (Breeding, Education, Environment and Skills Share) the project will link directly to supporting the increase in bee keepers, development of the BEES project and raising education and awareness levels in primary schools and the wider community.

**5. RESOURCE IMPLICATIONS:**

**5.1** Although this is a new post, it is fixed term and will be fully funded via existing Rural Development Programme budgets therefore there is no additional cost to the Authority and will be met from existing budgets. It is also envisaged that the post will be filled via an internal secondment so no recruitment costs will apply.

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

**6.1** This projects seeks to maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change to help mitigate the effects of climate change.

[Type here]

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

7.1 There are no safeguarding or corporate parenting implications associated with this report.

**8. CONSULTEES:**

Senior Leadership Team  
Cabinet

**9. BACKGROUND PAPERS:**

Future Generations Evaluation (Appendix 1)  
Pollinator Project Coordinator Job Description (Appendix 2)

**10. AUTHOR:**

Cath Fallon, Head of Economy and Innovation

**11. CONTACT DETAILS:**

Tel: 07557 190969

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



**monmouthshire**  
**sir fynwy**

## Future Generations Evaluation

**(includes Equalities and Sustainability Impact Assessments)**

<p><b>Name of the Officer</b> Cath Fallon</p> <p><b>Phone no:</b> 07557 190969 <b>E-mail:</b> cathfallon@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <ul style="list-style-type: none"> <li>To implement the Pollinator project which will develop an area based (village or town) pilot approach with a view to the area becoming 'Pollinator Friendly'. The aim of the project is to engage with stakeholders to raise awareness of the need for pollinators and the actions that need to be undertaken to help reverse the decline in pollinators.</li> </ul>
<p><b>Name of Service:</b> Enterprise/Rural Development Team</p>	<p><b>Date Future Generations Evaluation</b> 29<sup>th</sup> June 2017</p>

Page 51

**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.**

**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The aim of the programme is to create opportunities for wealth creation within rural areas.</p>	<p>Undertaking pilot projects and developing bespoke interventions to support rural communities.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>The programmes will work within the Environmental Sustainability Objectives set by WEFO( Welsh</p>	<p>Sharing expertise, networks and resources will ensure a good provision for rural communities.</p>

[Type here]





<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
can adapt to change (e.g. climate change)	European Funding Office) and deliver to the indicators set for the RDP. The Programme will address issues such as waste, recycling, minimize energy usage and efficient use of such resources, whilst also raising awareness of environmental issues and healthy lifestyles. They will also provide targeted environmental education training.	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The RDP team will work with communities supporting them to overcome health and wellbeing barriers.	The Local Action Group has set agreed goals to reduce barriers to participation enabling young communities to be engaged, supported and valued.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The programmes will encourage safe and appropriate use of IT and the internet, developing ICT literacy skills, preparing communities for further learning, education and training.  The programme will encourage active citizenship and a greater awareness of community safety.	Encourage safer use of the internet.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The programmes is funded by the RDP and the managing authority is WEFO. RDP has undertaken a full Socio Economic Analysis to identify needs, challenges and opportunities across Wales.	Working closely with our Local Authority partners to share resources and good practices to ensure communities have the best opportunities to engage in global well –being.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The programmes will ensure that all marketing, publications and printed literature is available bilingually where appropriate. The programmes will conform to the Welsh Language Legislation Welsh Language Wales	Encouraging communities to embrace the vibrant welsh culture and language.

[Type here]


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
	Measure 2011 and accompanying welsh language standards.	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The programme will develop effective ways to engage and provide support for those individuals regardless of ethnic origin, gender, disability sexual orientation or religion to ensure all young people actively participate in and benefit from the programme. The programme will follow WEFO's guidance and the LA Equal Opportunity's Policy which stipulates how staff can best promote equality of opportunity and outcomes for young people regardless of age, race, ethnicity and disability.	All of our policies and procedures are guided by the current local and national equal opportunities guidance and legislation.

[Type here]

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The long term plan for the future is to encourage community participation and wealth creation to reduce the likelihood of future or continuing poverty. It will also deliver improved health and well-being and seek to raise aspiration levels.</p>	<p>With the financial investment form the Local Authority into this programme, the aim is to develop resilience in the local rural communities.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The RDP is a national programme and also encourages national and European co-operation to enable delivery of the wider programme objectives.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The programme encourages bottom up community development demonstrated by the Local Action Group which oversees the delivery of the programme and consists of equal representation from the voluntary, community, private and public sector.</p>	<p>The programme publicizes decisions made on individual project applications and encourages community feedback throughout the delivery period and at the end programme evaluations.</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>It is anticipated that the long term impact of the programmes will challenge behaviours, actions and attitudes, subsequently establishing firm foundations on which to support in the future and provide generic skills.</p>	<p>The programmes will be monitored and reviewed on a quarterly basis to ensure targets are on track and to ensure it meets the communities' needs and expectations.</p>

[Type here]

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The programme will work with communities to support them to overcome health and wellbeing barriers.</p>	<p>The programmes will be monitored and reviewed regularly to ensure principles are being met.</p>

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Page 55

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	We aim to engage with all members of the community.	None identified	N/A
Disability	We aim to engage any member of the community to address individual needs without discrimination.	None identified	N/A
Gender reassignment	We aim to provide a provision which is inclusive for transgender people and groups.	None identified	N/A

[Type here]

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	Not applicable	None identified	N/A
Pregnancy or maternity	n/a	None identified	N/A
Race	Any member of the will be given the same opportunities regardless of race. The relevant support will be provided to meet individual needs.	None identified	N/A
Religion or Belief	We aim to offer bespoke packages of support that will take into account individual's religion and religious beliefs.	None identified	N/A
Sex	We aim to offer opportunities that will take into account individual needs regardless of sex.	None identified	N/A
Sexual Orientation	We aim to offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	N/A
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.	None identified	N/A



[Type here]

4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Safeguarding is a priority and necessary steps will be taken as appropriate	None identified	N/A
Corporate Parenting	n/a	None identified	N/A

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

Page 57

The project is part of the wider Rural Development Programme and its outcomes have been assessed against those detailed within the Vale of Usk Local Development Strategy.

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

This projects seeks to maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change to help mitigate the effects of climate change.

[Type here]

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Implementation of the Pollinator project	July 2017	Mike Powell	Programme Started

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	July 2017
--	-----------

**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	RDP approval November 2014	November 2014	.Approved by Cabinet no further amendments
2.	Additional post – Pollinator Project Coordinator	July 2017	



## ROLE PROFILE

- ROLE TITLE:** Rural Programmes Pollinator Coordinator  
TEMPORARY (24 MONTH INTERNAL SECONDMENT)
- POST ID:** TBC
- GRADE:** BAND F SCP 25-29 £22,658 – £25,951
- HOURS:** 22.2 per Week
- LOCATION:** County Hall, Usk which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable but not essential

### PURPOSE OF POST:-

This role has a dual purpose:

- To coordinate the delivery of the RDP Pollinator Project approved June 2017;
- To coordinate the existing BEES RDP cooperation project approved March 2016.

**Should you require any further information regarding this post, please contact: Michael Powell, Rural Programmes Manager Tel: 01633 644870**

**Closing Date: 12 noon on 4<sup>th</sup> August 2017**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

**[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)**

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

## ROLE PROFILE

### **Rural Programmes Pollinator Coordinator**

TEMPORARY (24 MONTH INTERNAL SECONDMENT)

**POST ID:** TBC

**GRADE:** BAND F SCP 25-29 £22,658 – £25,951

**HOURS:** 22.2 per Week

**LOCATION:** County Hall, Usk which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:** Rural Programmes Manager

### **WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable but not essential

Rural Programmes Section .....**Who are we?**

**Our Purpose:-**

To deliver the Rural Development Programme LEADER Measure on behalf of the Vale of Usk Local Action Group. Details of the RDP programme can be found through the Monmouthshire.biz website accessed through [this link](#)

#### **PURPOSE OF POST:-**

This role has a dual purpose:

- To coordinate the delivery of the RDP Pollinator Project approved June 2017;  
To coordinate the existing BEES RDP cooperation project approved March 2016

#### **Expectation and Outcomes of this Role:-**

##### **The aim of this role is to:**

Put into place a steering group representing one town's community, including community groups, town council, schools, businesses and agencies. The group will help deliver the elements of this project to both the public and local authority operatives. The focus of the project will be to raise awareness of the importance of all pollinators through activities, education and partnership working. Reference and adoption to the Welsh Government's Bee Friendly Town initiative and other relevant strategies such as Green Infrastructure will form the basis for this projects development.

## Your responsibilities are:

1. To work with representatives of the town's many groups, agencies, businesses, schools, local college, Welsh Government Pollinator Task Group and town council to establish a steering group;
2. To develop a working plan to help deliver the various project elements, linking closely to the newly launched WG Caru Gwenyn initiative and the Green Infrastructure Plan;
3. To engage with experts and those with experience in delivering talks, surveys and training programmes to help deliver the project;
4. To work with policy makers in Monmouthshire County Council and relevant others to adapt/modify the existing Pollinator Policy to ensure greater benefit for all pollinators;
5. Deliver training programmes to establish a code of practice that will enable operatives to deliver good working practices that will enhance biodiversity, protecting pollinators and ensuring species rich habitats;
6. Develop an awareness campaign helping to raise the level of understanding and knowledge towards the importance of all pollinators;
7. To monitor and evaluate awareness, knowledge and activity towards pollinators both before and at the end of the project;
8. Develop links and support for the current BEES project;
9. To maintain budgets and report on a regular basis to the Rural Programmes Manager and Rural Programmes Finance Officer on project finance to enable the accurate management of project finances and budgets; and
10. To manage and maintain project evaluation and monitoring data as defined by the Rural Programmes Manager

## Here's what we can provide you with in order to achieve your outcomes:-

- Full support of the Rural Programme's Team as a valued colleague;
- Supportive and flexible line management from the Rural Programmes Manager
- A pleasant working environment with an ability and freedom to work on an agile basis; and

## What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

## In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

1. Degree or equivalent and experience of project delivery preferably in a rural environment
2. Experience of developing and delivering innovative projects/events
3. Practical evidence and previous experience of how projects and tasks need to be managed within a dynamic environment.
4. Must be willing to work with project delivery team, delivery agents and local communities and businesses in the LAG territories and have the necessary skills to guide, interpret and assist in all aspects of their projects
5. Experience/knowledge of various marketing communication methods including social media
6. Experience of working as a facilitator of groups to deliver projects/events
7. Effective and efficient interpersonal and communication skills
8. Ability to be flexible and respond to changing circumstances
9. A commitment to putting equal opportunities policies into practice
10. Knowledge of and experience in practice of rural and community economic development issues
11. Experience of and commitment to multi-agency work
12. Experience of regular ICT working using word processing, email and the updating of websites.
13. Knowledge of spreadsheets and databases would be an advantage
14. Experience of monitoring and evaluation





**Should you require any further information regarding this post, please contact: Michael Powell, Rural Programmes Manager Tel: (01633) 644870**

**Closing Date: 12 Noon on 4<sup>th</sup> August 2017**

This page is intentionally left blank

## REPORT

**SUBJECT: Lease of Unit 10C, Severnbridge Industrial Estate**

**MEETING: Individual Cabinet member decision (Cllr Phil Murphy)**

**DATE: 26<sup>th</sup> July 2017**

**DIVISION/WARDS AFFECTED: Severnside**

### 1. PURPOSE

To gain approval to enter into a 5 year lease of Unit 10C, Severnbridge Industrial Estate to use as a Vehicle Maintenance Workshop.

### 2. RECOMMENDATIONS

- 2.1 That a 5 year lease be agreed for Unit 10C, Severnbridge Industrial Estate and fit out costs associated with its conversion to a vehicle maintenance workshop be approved.

### 3. KEY ISSUES

- 3.1 Presently approximately 70 vehicles (light goods and HGV's) are inspected, serviced and repaired at the vehicle repair shop in Pill Farm depot (Unit 10b).

- 3.2 The repair shop in Pill Farm depot is small and inadequate to carry out works in an acceptable environment resulting in mechanics routinely carrying out repairs outside of the repair shop due to access and the lack of suitable pits or ramps.
- 3.3 The repair shop is also in very poor condition with investment required to make the building sound for ongoing use as a repair shop. Outstanding works to bring it back to acceptable standard include roof repairs, gutters, asbestos encapsulation, upgrade exhaust extraction system, electrical upgrade and work to existing ramps. Costs are estimated at between £20,000 and £25,000.
- 3.4 Even if the remedial works are undertaken the repair shop remains too small to carry out a full range of servicing and repairs under cover in suitable working conditions; a situation which has become unacceptable to continue to sanction in the long term.
- 3.5 Two mechanics operate from Caldicot and, in the event of suitable alternative premises not being secured officers have investigated the option of these staff and the 70 vehicles being transferred to the Raglan Workshop. In the event of the vehicles being transferred to Raglan then additional costs will be incurred for downtime, labour (drivers) and fuel. These are estimated in the resources section below.
- 3.6 Officers have for several years been seeking an affordable unit in the Caldicot area in order that the vehicle maintenance function may be transferred from its current workshop (10b , Caldicot Pill Farm) into more suitable premises without being too remote from its main users (largely operational vehicles used by highways, SWTRA, waste, grounds, PTU). However the units in the area appear attractive to private sector users and are either let quickly or are unaffordable.
- 3.7 Although some of the smaller vehicles used by PTU in the South are inspected and maintained at Caldicot Pill Farm (minibuses). The majority of PTU vehicles in the South are inspected and maintained by Newport Bus Company (buses and minibuses). Last year approximately £140,000 was paid to Newport Bus for inspection and maintenance services. Even if Unit 10C, Severn bridge Industrial estate is leased not all PTU vehicles will be serviced 'in house' as the unit will have insufficient lifts and ramps. However an increased level of inspection and repair may be undertaken in house with an anticipated saving in expenditure and down time of approximately £10,000 per annum (reflected in the resource section below).

#### 4. REASONS

- 4.1 For several years officers have been concerned about working conditions for mechanics in Pill Farm depot. Various alternative workshops have been considered in recent years but either suitability or costs have rendered them unacceptable. The need for investment into the fabric of the workshop to return it to a suitable condition for use as a workshop has again focused attention on how vehicle maintenance should be undertaken in the south of the county.
- 4.2 Both in terms of capacity and downtime the transfer of all maintenance to Raglan is not feasible. Unit 10C will provide a suitable premises for conversion to a workshop and is affordable. Ideally a much bigger workshop would be acquired but these come to the market infrequently and market forces render them too expensive. However the lease of Unit 10C offers a larger more suitable workshop than that in Pill Farm depot and which can absorb some additional works. This approach retains the mix between 'in house' and private vehicle maintenance provision. Transferring all works to private workshops has been contemplated but those capable of managing specialist vehicles such as waste/recycling freighters, gritters, gulley emptiers etc. are few so overall retaining an 'in house' provision with selective use of private providers gives flexibility whilst retaining expertise.

**5. RESOURCE IMPLICATIONS:**

5.1

Proposed New Depot - 10C Severn Bridge Ind Est

<u>Initial Set Up Costs</u>	One Off Set Up Costs	Annual Costs
IT (SRS Quote) WIFI, Phones, PDQ machine	£2,500	
Works needed to occupy premises	£15,000	
	<u>£17,500</u>	

**Annual Costs**

Lease of Premises	£18k per annum minimum of 3 years but 5 years is preferred	£18,000
Lease of Equipment to set up garage element	£12k approx for £100k of equipment - Estimated Equipment Cost £61,230	£7,348
Rates		£8,000
Utilities		£4,000
Service Charge		£2,500
Cleaning Costs - Offices/Mess Rooms etc	Based around current costs of Pill Farm	£1,000
		<b>£40,848</b>

**Savings**

Utilities - Pill Farm		-£3,000
		<b>-£3,000</b>

**Total Annual Costs****£37,848****Potential Income Generation**

Servicing of PTU fleet	Carried out internally - keeping money in house.	-£10,400
Air Conditioning	Estimate - based on 30 vehicles @ £50 per regen	-£1,500
Engine Diagnostics	Estimate - based on 30 vehicles @ £30 fee - will increase over time once marketing is undertaken and capacity can be ascertained.	-£900

Minor Repairs and Servicing	Estimate - based on 30 vehicles @ £35 labour rate for 4 hrs service - will increase over time once marketing and capacity known.	-£4,200
<b>Total Income</b>		<b>-£17,000</b>

£17,500      £20,848

**Cost Avoidance**

Repairs to Unit 10b , Caldicot Pill Farm Depot (excludes essential repairs to render the unit wind and watertight)	-£15,000
Downtime on transfer of vehicles from Caldicot to Raglan (allowing labour time only – 630 hrs @ £13.39 per hour)	-£8,435
Additional fuel costs travel from Caldicot to Raglan – 34 HGV's @ 5 mpg – 45 miles round trip – 10 journeys per year	
- 36 light goods @ 25 mpg – 45 miles – 5 journeys per year	
- HGV – 3,060 gals, light goods – 324 gals – 3,384 gals	
- 3,384 gals @ £4.50 per gallon	-£15,228

<b>Net Cost Implications</b>	<b>One off</b>	<b>Recurring</b>
	<b>£2,500</b>	<b>-£2,815</b>

The cost avoidance entries included above are legitimate costs in arriving at a decision. However based upon the income and expenditure estimates the revenue budget will incur additional costs of £20,848. Some modest allowance has been made for additional income (air conditioning, diagnostics, servicing) and officers will be seeking to attract further income from other potential customers in the area to reduce the additional cost impact. In the event of no further net income being secured then the additional cost will fall to be recovered through the existing customer base (Highways, SWTRA, Waste and Street scene, PTU, social care, leisure).

If the lease of Unit 10C is approved it is not feasible to release the existing workshop for alternative use as it lies within the larger Caldciot Pill Farm depot. As such no allowance is made for any reduced rental on existing premises and the workshop will be used for storage, small plant maintenance etc.

**6. FUTURE GENERATIONS and EQUALITY ASSESSMENT**

This decision relates to depot facilities to service various front line services. The decision does not impact upon service standards or quality or any adjustment to service standards. As such an FGEA is considered unnecessary.

**SAFEGUARDING ASSESSMENT:**. None apply to this report

**7. CONSULTEES:**

Cabinet  
SLT  
Head of Community Delivery  
Fleet Manager  
Head of Finance

Note: During consultation period our Estates Team has negotiated a reduction in rental to £17,000 per annum and a two month rent free period. This offers a 'one off' saving in year one and a recurring operating cost of £36,848.

**8. BACKGROUND PAPERS:** None

**9. AUTHORS**

Roger Hoggins, Head of Operations  
CONTACT DETAILS: [rogerhoggins@monmouthshire.gov.uk](mailto:rogerhoggins@monmouthshire.gov.uk)  
Debbie Jackson, Fleet Manager  
CONTACT DETAILS: [debbiejackson@monmouthshire.gov.uk](mailto:debbiejackson@monmouthshire.gov.uk)





## REPORT

**SUBJECT: Caldicot Town Team Funding - Enhancement of Pedestrian Area, Newport Road, Caldicot.**

**MEETING: Individual Cabinet Member decision (Cllr Sara Jones, Cabinet Member for Communities and Social Justice)**

**DATE: 26<sup>th</sup> July 2017**

**DIVISION/WARDS AFFECTED: Caldicot Town**

### 1. PURPOSE

To seek approval to release £30,000 of s.106 funding received from Asda to Caldicot Town Team for the purposes of an infrastructure improvement scheme; the scheme will be undertaken by Caldicot Town Team on behalf of Monmouthshire County Council and in consultation with Caldicot Town Council.

### 2. RECOMMENDATIONS

- 2.1 That £30,000 is allocated to Caldicot Town Team from the 'Town Centre Partnership' s.106 fund to enable the implementation of works in the pedestrian area of Newport Road, Caldicot as illustrated in appendices 1, 2 and 3.
- 2.2 That the works be commissioned by Caldicot Town Team but all works to be undertaken under the supervision of MCC and to standards set by MCC.
- 2.3 That the Town Team undertake the management and maintenance of the newly installed seating and planters and that this arrangement be reviewed by MCC annually thereafter.

### 3. KEY ISSUES

- 3.1 Caldicot Town Team is promoting a scheme to improve the pedestrian area of Newport Road, Caldicot. This space is owned by MCC and in part by London and Cambridge developers however the whole space is designated as public open space and lies within the control of MCC.
- 3.2 Appendices 1, 2 and 3 hold more detail of the improvements proposed but in summary the scheme includes the removal of existing raised planters (4); the area is to be reinstated with new paviers to create a circular design upon which new seating and planters are to be fixed. Electrical supplies currently situated within the planters are to be retained but housed in suitable boxes installed flush with the paving.

- 3.3 Existing street furniture that is retained in the new scheme is to be decorated as part of the scheme overall.
- 3.4 Advertising signs are to be situated in the planters with the administration and management being provided by the Town Team but all advertising to be subject to existing MCC advertising policies and any new policies that might be introduced at some point in the future.
- 3.5 The proposed scheme is in keeping with the recently completed town centre linkage works. The design is specifically intended to be compatible with any future physical regeneration works within the town centre and, in particular, is in keeping with the visioning document produced by Roberts Limbrick architects in 2015.
- 3.6 The Town Team is seeking to provide the ongoing management and maintenance of the planters and other initiatives within the town centre (hanging baskets). In particular this will include all planting and maintenance of the beds thereafter to ensure a high level of maintenance to enhance the town centre appearance.

#### **4. REASONS**

- 4.1 The project is being promoted as a means of improving the public areas in Caldicot Town Centre and the design will complement improvement works recently implemented within the linkage scheme. The existing planters are managed and maintained inconsistently so this proposal will bring uniformity and improvement to the overall appearance of the public areas.
- 4.2 The specification and commissioning of the works by the Town Team offers their members and directors the opportunity to gain experience in providing a modest scheme but all specifications and work will be supervised by MCC staff. The work is being undertaken within public open space that remains the responsibility of MCC so assurance that work is carried out correctly using suitable materials is important for MCC as liability lies ultimately with MCC.
- 4.3 Advertising opportunities on MCC assets is normally managed by MCC. However in this case it is recommended that the Town Team takes on this role and retains the money as an income for ongoing maintenance of the public space although MCC will require access to the Town Team accounts and supporting documentation as and when.

#### **5. RESOURCE IMPLICATIONS:**

- 5.1 The Town Team has received quotes to undertake many aspects of the work. Based upon this information a budget of £30,000 to undertake the works is proposed. This is made up of:
- Removal of existing planters (4), paving of space to create a circular paving feature, installation of flush electrical supply boxes - £12,000

- Supply and installation of 4 combined bench/planters (as design shown in appendix 2) - £4,000 per unit – overall cost £16,000.
- Decoration to existing street furniture and ancillary works - £2,000.

5.2 S106 contributions to a value of £225,000.00 have been received towards 'Town Centre Partnership Promotion & Improvement' from the Caldicot Asda development. The amount requested is significantly within the remaining balance of £129,546 available.

## **6. FUTURE GENERATIONS and EQUALITY ASSESSMENT**

**The proposal, if implemented, will have a positive impact in terms of promoting local prosperity and sustainability by physically enhancing the town centre and enabling the volunteer Town Team to develop their own skill sets in managing an asset on behalf of the community.**

### **SAFEGUARDING ASSESSMENT:**

**There are no safeguarding implications associated with the recommendations within this report.**

## **7. CONSULTEES:**

County Councillors representing Caldicot town area  
Head of Operations  
Head of Economy and Innovation  
Whole Place Manager

Further consultation to include Caldicot Town Council

## **8. BACKGROUND PAPERS:**

Appendix 1: Newport Road, Caldicot – existing planter locations to be removed  
Appendix 2: Newport Road, Caldicot – proposed new seating / planter locations  
Appendix 3: Proposed new seating / planter design

## **9. AUTHOR**

Judith Langdon, Whole Place Officer

CONTACT DETAILS: [judithlangdon@monmouthshire.gov.uk](mailto:judithlangdon@monmouthshire.gov.uk)

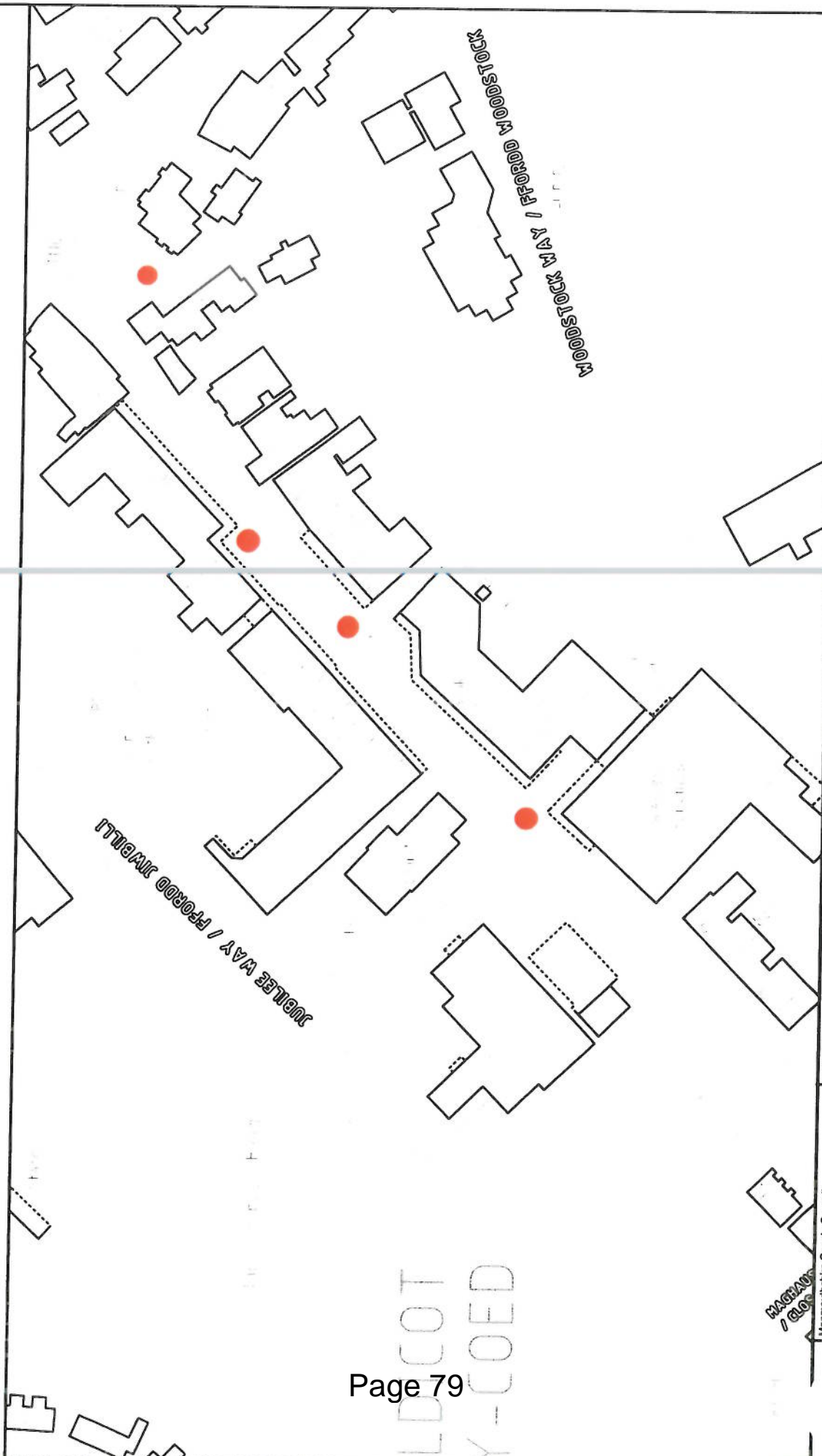
This page is intentionally left blank



This page is intentionally left blank

Appendix 2

# Newport Road, Caldicot - New Seating/Planting Locations



© Hewlett-Packard Development Company, L.P. 2011 © Crown copyright and database rights 2011 Ordnance Survey 100023415		Scale 1:1000	14/10/2013	Rev No.
Monmouthshire County Council County Hall Cwmbran NP44 2XH <a href="http://www.monmouthshire.gov.uk/mymaps">www.monmouthshire.gov.uk/mymaps</a>		Plan / Publications / Project / Drawing No.		

This page is intentionally left blank







This page is intentionally left blank



## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> Judith Langdon, Whole Place Officer</p> <p><b>Phone no:</b> 07970 151970 <b>E-mail:</b> judithlangdon@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To seek approval to release £30,000 of s.106 funding received from Asda to Caldicot Town Team for the purposes of an infrastructure improvement scheme.</p>
<p><b>Name of Service:</b> Whole Place</p>	<p><b>Date Future Generations Evaluation form completed:</b> July 2017</p>

Page 83





**NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc**


**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposal will contribute positively to this goal by increasing the attractiveness of Caldicot town centre as part of wider measures to enhance the town's prosperity.</p>	<p>No negative impacts in terms of prosperity have been identified.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>The inclusion of planters in the proposed new seating layout will offer opportunities to improve</p>	<p>No negative impacts in terms of resilience have been identified.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
can adapt to change (e.g. climate change)	the biodiversity of the town centre and to contribute to the pollinator policy.	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The Wales active travel guidance recommends that seating is installed at regular intervals to support people in making walking journeys. The proposal will help with the implementation of this guidance.	No negative impacts identified
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The Town Team is a volunteer organization which brings people from diverse backgrounds together for the benefit of the town, which also has a benefit in promoting community cohesion.	No negative impacts in terms of community cohesion have been identified.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No positive or negative impacts identified	No positive or negative impacts identified
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No positive or negative impacts identified.	No negative impacts in terms of Welsh language and culture have been identified.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	There is no evidence of any negative equality implications relating to this proposal.	There is no evidence of any negative equality implications relating to this proposal. All proposals will be fully accessible.

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>If successful the longer term impact of this proposal will be to contribute to the community-led, sustainable regeneration of Caldicot town centre, enhancing local prosperity for the long term. In addition, it will have the positive impact of enabling the Town Team to generate an income, thus making them less reliant upon finite developer contributions.</p>	<p>None identified</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>This proposal effectively represents a partnership between MCC and the community-led Caldicot Town Team in regenerating the town centre, in consultation with the Town Council.</p>	<p>Further consultation to be carried out with the Town Council.</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>This proposal has been put forward by the Town Team following extensive local research with Caldicot residents and visitors.</p>	<p>Further consultation to be carried out with the Town Council.</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This proposal has a neutral impact in terms of prevention.</p>	<p>None identified</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>This proposal has been developed as part of a wider plan to enhance the town centre and to being about the most effective spend of the s.106 funding available to the town.</p>	<p>None identified</p>

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	No specific positive impacts identified	No negative impacts identified	
Disability	Provision of additional and enhanced town centre seating will have a positive impact for those with mobility issues.	No negative impacts identified	Appropriate consultation with relevant disability groups regarding accessibility of the proposal.
Gender reassignment	No positive impacts identified	No negative impacts identified	
Marriage or civil partnership	No positive impacts identified	No negative impacts identified	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	No positive impacts identified	No negative impacts identified	
Race	No positive impacts identified	No negative impacts identified	
Religion or Belief	No positive impacts identified	No negative impacts identified	
Sex	No positive impacts identified	No negative impacts identified	
Sexual Orientation	No positive impacts have been identified	No negative impacts identified	
Welsh Language	No positive impacts have been identified	No negative impacts identified	Ongoing advice will be made available to the Town Team to ensure that they are aware of opportunities to promote the Welsh language, particularly through the advertising space available on the new planters.

Page 87

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	No positive impacts identified at this point	No safeguarding risks have been identified as part of this proposal	

Corporate Parenting	No opportunities for promoting the interests of looked after children have been identified as this stage, although this will be kept under regular review.	No potential negative impacts have been identified.	
---------------------	--	---	--

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

The assessment of the impact of the proposal has taken into account demographic information for the Caldicot area, including census population figures and Wales Index of Multiple Deprivation relating to the relevant Lower Super Output Areas, as well as survey data obtained by the Town Team.

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

The proposal, if implemented, will have a positive impact in terms of promoting local prosperity and sustainability by physically enhancing the town centre and enabling the volunteer Town Team to develop their own skill sets in managing an asset on behalf of the community.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
None identified at this stage			

**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**



The impacts of this proposal will be evaluated on:	January 2018, through the Whole Place service improvement plan in-year progress check
--	---

9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Individual Cabinet Member Decision	July 2017	

This page is intentionally left blank