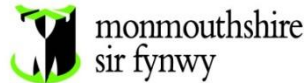


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Neuadd Y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Dydd Mawrth, 17 Hydref 2017

Annwyl Cyngorydd

PENDERFYNIADIAU AELOD CABINET UNIGOL

Hysbysir drwy hyn y caiff y penderfyniadau dilynol a wnaed gan aelod o'r cabinet eu gwneud **Dydd Mercher, 25ain Hydref, 2017,**.

AGENDA

1. AILWERTHUSO ROLAU A CHYFLOGAU SWYDDI GWASANAETH IEUENCTID
2. Ad-drefnu'r Tîm Taliadau Uniongyrchol mewn Gwasanaethau Cymdeithasol

Yr eiddwch yn gywir,

Paul Matthews
Prif Weithredwr

PORTFFOLIOS CABINET

Cynghorydd Sir	Maes Cyfrifoldeb	Gwaith Partneriaeth ac Allanol	Ward
P.A. Fox (Arweinydd)	Strategaeth a Chyfeiriad Awdurdod Cyfan CCR Cyd Gabinet a Datblygu Rhanbarthol; Trosolwg Sefydliad; Gweithio Rhanbarthol; Cysylltiadau Llywodraeth; Bwrdd Gwasanaethau Cyhoeddus; WLGA	Cyngor WLGA WLGA Bwrdd Cydlynu Gwasanaethau Cyhoeddus	Porthysgewin
R.J.W. Greenland (Dirprwy Arweinydd)	Menter Cynllunio Defnydd Tir; Datblygu Economaidd; Twristiaeth; Rheoli Datblygu; Rheoli Adeiladu; Tai a Digartrefedd; Hamdden; Ieuencid; Addysg Oedolion; Addysg Awyr Agored; Hybiau Cymunedol; Gwasanaethau Diwylliannol	Cyngor WLGA Twristiaeth Rhanbarth y Brifddinas	Devauden
P. Jordan	Llywodraethiant Cefnogaeth y Cyngor a Phenderfyniadau Gweithrediaeth; Craffu; Safonau Pwyllgor Rheoleiddiol; Llywodraethiant Cymunedol; Cefnogaeth Aelodaeth; Etholiadau; Hyrwyddo Democratiaeth ac Ymgysylltu: Y Gyfraith; Moeseg a Safonau; Perfformiad Awdurdod Cyfan; Cynllunio a Gwerthuso Gwasanaeth Awdurdod Cyfan; Cydlynu Corff Rheoleiddiol		Cantref
R. John	Plant a Phobl Ifanc Safonau Ysgolion; Gwella Ysgolion; Llywodraethiant Ysgolion; Trosolwg EAS; Blynyddoedd Cynnar; Anghenion Dysgu Ychwanegol; Cynhwysiant; Cwricwlwm Estynedig; Derbyniadau; Dalgylchoedd; Cynnig Ôl-16; Cydlynu gyda Choleg Gwent.	Cyd Grŵp Addysg (EAS) CBAC	Llanfihangel Troddi
P. Jones	Gofal Cymdeithasol, Diogelu ac Iechyd Plant; Oedolion; Maethu a Mabwysiadu; Gwasanaeth Troseddu Ieuencid; Cefnogi Pobl; Diogelu Awdurdod Cyfan (Plant ac Oedolion); Anableddau; Iechyd Meddwl; Iechyd Cyhoeddus; Cydlynu Iechyd.		Rhaglan
P. Murphy	Adnoddau Cyllid; Technoleg Gwybodaeth (SRS); Adnoddau Dynol; Hyfforddiant; Iechyd a Diogelwch; Cynllunio Argyfwng; Caffaeliad; Archwilio; Tir ac Adeiladau (yn cynnwys Stadau, Mynwentydd, Rhandiroedd, Ffermydd); Cynnal a Chadw Eiddo; Swyddfa Ddigidol; Swyddfa Fasnachol	Consortium Prynu Prosiect Gwyrdd Cymru	Caerwent

S.B. Jones	Gweithrediadau Sir Cynnal a Chadw Priffyrdd, Rheoli Trafnidiaeth, Traffig a Rhwydwaith, Rheolaeth Stad; Gwastraff yn cynnwys Ailgylchu; Cyfleusterau Cyhoeddus; Meysydd Parcio; Parciau a Gofodau Agored; Glanhau; Cefn Gwlad; Tirluniau a Bioamrywiaeth; Risg Llifogydd.	SEWTA Prosiect Gwyrdd	Goetre Fawr
S. Jones	Cyfiawnder Cymdeithasol a Datblygu Cymunedol Ymgysylltu â'r Gymuned; Amddifadedd ar Arwahanrwydd; Diogelwch y Gymuned; Cydlyniaeth Gymdeithasol; Tlodi; Cydraddoldeb; Amrywiaeth; Y Gymraeg; Cysylltiadau Cyhoeddus; Safonau Masnach; Iechyd yr Amgylchedd; Trwyddedu; Cyfathrebu		Llanofar

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

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

Ein gwerthoedd

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

SUBJECT:	RE-EVALUATION OF YOUTH SERVICE ROLES & SALARIES
MEETING:	INDIVIDUAL CABINET MEMBER
DATE:	25th OCTOBER 2017
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

This report seeks approval of the job evaluation review which recommends the pay scale of Youth Workers move from Band F (25-29) to Band G (29-33) and Youth Support Workers move from Band E (21-25) to Band F (25-29).

2. RECOMMENDATIONS:

- 2.1 The recommendation is that the revaluated roles, responsibilities and pay scales for the Youth Worker and Youth Support Worker are agreed and implemented with effect from 1st September 2017

3. KEY ISSUES:

- In September 2016 one third of Monmouthshire Youth Service left Tourism, Leisure, Culture and Youth and formed Monmouthshire Youth Enterprise, which now sits under Economy and Enterprise.
- In the Youth Service as remains, there are two types of Youth Work posts: Youth Worker and Youth Support Worker. The current job descriptions for these posts take into account professional qualifications, leadership roles including leading people and projects but there is a large difference in pay scales when compared with Youth Enterprise's Inspire 2 Work Employability Worker and other posts.
- The Youth Worker and Youth Support Worker roles and pay scales have therefore been re-evaluated and arrived at following Monmouthshire's procedures.

4. REASONS:

- To offer recompense and recognition for the outstanding performance of the team.
- To ensure fairness in terms of roles, responsibilities and salaries for staff in the Youth Worker and Youth Support Worker roles.
- To ensure that high quality staff are retained and recruited to these roles in the future.

5. RESOURCE IMPLICATIONS:

- The anticipated costs for 2017/18 will be met from within savings within the existing budget from vacancies.
- The anticipated extra cost of £27,824 for 2018/19 will be met from a further review of the existing structure and will be considered as part of medium-term financial planning and savings exercise.

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

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

There are many positive implications around having the right people in post, in turn supporting young people better. Unless we have fair pay for staff then we won't attract the right people. High quality staff will be committed, motivated and empowered and do the best for the young people in our communities.

The actual impacts from this report's recommendations will be reviewed every between March and July 2018. Criteria for monitoring and review will include Check In, Check Outs with all affected staff, informal monitoring throughout the year, monthly supervisions with Youth Work staff and in area and team meetings.

7. CONSULTEES:

- Finance
- People Services
- Head of TLC and Youth
- SLT

8. BACKGROUND PAPERS:

- Appendix 1: Future Generations Evaluation
- Re-evaluated Youth Worker job description
- Re-evaluated Youth Support Worker job description
- Inspire 2 Work Employability Worker job description
- New Pay Structure W.E.F. 1st April 2017

9. AUTHOR:

Josh Klein
Youth Service Manager

10. CONTACT DETAILS:

Tel: 07766094894
E-mail: joshklein@monmouthshire.gov.uk

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer</p> <p>Josh Klein</p> <p>Phone no: 07766094894</p> <p>E-mail: joshklein@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To seek Cabinet Member approval for the re-evaluated roles, responsibilities and pay scales for Youth Worker and Youth Support Worker roles.</p>
<p>Name of Service</p> <p>Youth Service</p>	<p>Date Future Generations Evaluation</p> <p>5th October 2017</p>





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	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>These posts will retain and attract high quality Youth Work staff whose purpose it is to the enable young people to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence</p>	<p>None foreseen.</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	and place in society and to reach their full potential.	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	None foreseen.	None foreseen.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	High quality Youth Work staff will be able to support and develop young people and families to be resilient, mentally and physically well and making informed choices about issues that affect them.	None foreseen.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	High quality Youth Work staff will work with young people, families and communities to develop community cohesion, especially in identified 'hot spot' or deprived areas.	None foreseen.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	High quality Youth Work staff will support young people personally and socially, supporting them into next destinations to further develop local and national economies.	None foreseen.
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People	Welsh language provision is currently being developed, which will bring in high quality Youth Work staff whose role it will be support	None foreseen.

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
are encouraged to do sport, art and recreation	Welsh-speaking young people, and those interested in Welsh language and culture, to Youth Work staff whose purpose it is to enable young people to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential, including through sport, art and other recreational opportunities.	
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	High quality staff will be treated more fairly and equitably with other staff in the same sector with parity of roles, responsibility and pay scales. Staff will in turn support young people in the best way to fulfil their potential and find their place in society.	None foreseen.

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>Having high quality Youth Work staff in post who are paid fairly will have long term benefits in terms of being retained and will provide a better, more committed service to young people and communities. Appropriately recompense will ensure high quality staff get recruited in future.</p>	<p>N/A</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>High quality Youth Work staff will continue to work effectively with an array of statutory, voluntary and third sector youth support services to offer the best and most diverse set of opportunities to our young people and communities, in collaboration.</p>	<p>N/A</p>
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>High quality Youth Work staff will continue to effective engage and consult with young people and other stakeholders, and actively encourage meaningful participation not tokenism, taking views into consideration, acting on them where necessary and informing those who have offered their views what has been done as a result.</p>	<p>N/A</p>
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>Investing in high quality Youth Work staff will ensure that the utmost is being done to have meaningful, impactful and effective youth work interventions and preventative measures in place in order to benefit young people, families and communities.</p>	<p>N/A</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="152 363 306 395">Integration</p> <p data-bbox="125 403 517 475">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="546 234 1301 389">High quality Youth Work staff will support young people personally and socially, supporting them into next destinations to further develop local and national economies.</p>	<p data-bbox="1352 234 1413 261">N/A</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.

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 data-bbox="448 820 1030 997">Young people aged 5-15 (play work), 11-25 (youth work) and families will benefit from high quality Youth Work staff's skills and services in a variety of ways with a variety of benefits.</p>	<p data-bbox="1055 820 1144 847">None.</p>	<p data-bbox="1619 820 1686 847">N/A.</p>
Disability	<p data-bbox="448 1011 1008 1246">The service and activities are subject to MCC's equal opportunities policy and procedures. The service works closely with Sports Development and Disability Sport to ensure our provision is offered as universally as possible.</p>	<p data-bbox="1055 1011 1144 1038">None.</p>	<p data-bbox="1619 1011 1686 1038">N/A.</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?
Gender reassignment	The role, service and activities are subject to MCC's equal opportunities policy and procedures. We have specific and inclusive provision and support available for LGBT+ young people.	None.	N/A.
Marriage or civil partnership	None directly foreseen.	None.	N/A.
Race	The role, service and activities are subject to MCC's equal opportunities policy and procedures.	None.	N/A.
Religion or Belief	The role, service and activities are subject to MCC's equal opportunities policy and procedures.	None.	N/A.
Sex	The role, service and activities are subject to MCC's equal opportunities policy and procedures.	None.	N/A.
Sexual Orientation	The role, service and activities are subject to MCC's equal opportunities policy and procedures. We have specific and inclusive provision for LGBT+ young people.	None.	N/A.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	The role, service and activities are subject to MCC's equal opportunities policy and procedures. Welsh language and cultural provision is currently being developed to enhance our offer.	None.	N/A.

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 note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

Page 1 Safeguarding	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	Existing staff have all been, and future recruitments will be, safely recruited. Staff all have enhanced DBS checks and have attended and updated appropriate levels of training as pertains to their roles. Some staff deliver safeguarding training on behalf of the SEWSC / MCC to staff volunteers, and young people. The service is involved in the bi-annual young people's safeguarding survey. The Youth Service's SAFE audit is good.	None.	N/A.

Corporate Parenting	The service is currently in the middle of a project with Social Services around LAC young people and care leavers, Service Manager sits on the Corporate Parenting Panel.	None.	N/A.
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5. What evidence and data has informed the development of your proposal?

SIP reporting. Youth Service management information system data. MCC and Youth Service policies and procedures. Youth Work professional registration and code of conduct (through the Education Workforce Council – EWC). Youth Work Wales Strategy 2014-2018. Youth Work Principles and Practice document. National Occupational Standards 2012. Youth Service staff and training database.

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?

There are many positive implications around having the right people in post, in turn supporting young people better. Unless we have fair pay for staff then we won't attract the right people. High quality staff will be committed, motivated and empowered and do the best for the young people in our communities.

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
Working with payroll to initiate the pay amendments for existing staff.	As soon as the report gets approved.	Josh Klein	None yet.
Informing staff if the report is approved.	As soon as the report gets approved and discussions around the implementation have happened with payroll.	Josh Klein	None yet.

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:	Between March and July 2018 in Check In, Check Outs with all affected staff. Progress is also informally monitored throughout the year, in monthly supervisions with Youth Work staff and in area and team meetings.
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ROLE PROFILE

ROLE TITLE: Youth Worker
POST ID: YS005
GRADE: BAND G SCP 29 – SCP 33
HOURS: 37 Per Week
LOCATION: TBA

RESPONSIBLE TO: Youth and Community Officer

Monmouthshire Youth Service.....**Who are we?**

Our Purpose:-

Monmouthshire Youth Service aims to create a framework meeting the needs of young people, to ensure equality of opportunity to participate in learning experiences, which will enable the young people to fulfil their potential as “empowered” individuals and members of groups and communities.

The Purpose of this Role:-

We are encouraging individuals to apply who are willing to actively take the lead on, whilst supporting others, to prepare, plan and deliver youth work to young people in Monmouthshire to enable them to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential.

You will be working as a part of a dynamic team of Youth Work professionals. As part of that team you will be expected to engage with young people, understand and consider their needs and design, develop and deliver a range of appropriate Youth Work interventions and opportunities.

Expectation and Outcomes of this Role:-

To represent Monmouthshire in a professional manner, whilst providing a friendly and effective service in the delivery of all activities associated with the Youth Service at all times.



Your responsibilities are:-

1. To take the lead on, planning, delivering and facilitating youth work activities and provision in a nominated area / project.
2. To lead and supervise members of the team including staff and volunteers, supporting, assisting and developing them.
3. To be involved in the recruitment and selection of staff and volunteers, and to be aware of safer recruitment procedures.
4. To have a good knowledge of young people young people and communities in order to create new opportunities for working with young people.
5. To undertake and quality assure administrative processes (including handling money, keeping records, carrying out risk assessments, and health and safety) to ensure compliance with MCC protocols.
6. To actively promote and market services to young people, communities, and agencies, having a presence at community events, and managing the use of social media.
7. To remain approachable at all times to young people, supporting them where necessary and appropriate.
8. To act as a role model for young people and other staff members, encouraging positive behaviour and challenging unfairness and prejudice.
9. To plan, write, develop, deliver and assess training and accredited opportunities, and producing appropriate resources where necessary.
10. To plan to meet, carry out and monitor achievement of actions outlined in the Youth Service's Service Improvement Plan.
11. To be a keyholder for nominated buildings and premises, ensure that premises used and work environments including equipment are safe, treated with respect, are not abused in any way and secured.
12. To work in partnership with young people, communities and other agencies as appropriate and relevant, to initiate and develop opportunities, projects and activities in line with the Youth Work in Wales: Principles & Purposes document.
13. To proactively seek and undertake training to develop your youth work knowledge, skills, practice and behaviours.
14. To put plans in place to achieve relevant performance outcomes and targets.
15. To maintain records, record outcomes and monitor progress.

16. To ensure that the young people have access to appropriately placed and relevant information and support on matters that concern them.
17. To act as an advocate for young people, representing their views and rights where appropriate and necessary under staff guidance.
18. To attend and where necessary chair meetings as and when required.
19. To be flexible in approach, delivery and in the working of unsociable hours.
20. To ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Service outcomes relating to the Welsh language are achieved.
21. 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.
22. To uphold and comply with the statutory provisions of the Health and Safety at Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety.
23. To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: to be 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.

Here's what we can provide you with:-

- You will be provided a full induction process
- Ongoing support and personal development opportunities.
- Access to our staff membership package.
- Flexible working conditions.
- Full Support of manager and team members
- Full range of training and CPD opportunities
- Uniform, and equipment where appropriate
- 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.

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:-

Qualifications and Experience

1. Be a professionally qualified Youth Worker
2. Be registered with the Education Workforce Council for Wales (EWC).
3. Have a minimum of 3 years' experience of working with young people, especially those in the 11-17 age group.
4. Have experience in using Microsoft Office packages such as Word, Excel, Outlook, Access and Publisher.
5. Have experience and knowledge of delivering and monitoring specific projects.
6. Have experience of risk assessment and health and safety in relation to working with young people.
7. Have experience of report writing; recording outcomes and performance indicators.
8. Have experience of working individually and as part of a team, including working with other agencies and community members.
9. Have a clean driving licence and use of a car.
10. Have experience of managing and using an effective administrative framework.

Knowledge, Skills and Ability

1. Be able to co-ordinate a project with diverse elements.
2. Be able to work under own initiative and as part of a staff team.



3. Be able to effectively maintain monitoring and evaluation records.
4. Have a commitment to delivering an efficient and effective service where the involvement of the young people should be paramount.
5. To be trustworthy and act with integrity at all times.

Should you require any further information regarding this post, please contact:

Josh Klein, Youth Service Manager

Tel: 07766094894

Email: joshklein@monmouthshire.gov.uk

Closing Date:

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**MONMOUTHSHIRE COUNTY COUNCIL
DIRECTORATE OF ENTERPRISE & INNOVATION**

ROLE TITLE: Youth Support Worker
POST ID: YS006
GRADE: F 25 - 29
HOURS: As stated
LOCATION: Designated by project need
RESPONSIBLE TO: Youth and Community Officer

Monmouthshire Youth Service's mission statement:

"To create a framework meeting the needs of young people, to ensure equality of opportunity to participate in learning experiences, which will enable the young people to fulfil their potential as "empowered" individuals and members of groups and communities."

JOB SPECIFICATION

Main Purpose of the Post

As part of a team, to prepare, plan and deliver youth work to young people in Monmouthshire to enable them to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential.

Duties

1. To plan, deliver and facilitate youth work activities and provision in nominated area / project/s.
2. To induct, support and supervise volunteers.
3. To actively seek, engage in and create new opportunities for working with young people.
4. To remain approachable at all times to young people, supporting them where necessary and appropriate.

5. To act as a role model for young people and other staff members, encouraging positive behaviour and challenging unfairness and prejudice.
6. To act as an advocate for young people, representing their views and rights where appropriate and necessary under staff guidance.
7. To ensure that the young people have access to appropriately placed and relevant information and support on matters that concern them.
8. To actively promote and market services to young people, communities, and agencies, having a presence at community events, and managing the use of social media.
9. To contribute to the Youth Service's Service Improvement Plan by recording and gathering information and providing quarterly reports on progress.
10. To perform necessary administrative duties (including handling money, keeping records, carrying out risk assessments, and health and safety).
11. To maintain records, record outcomes and monitor progress.
12. To ensure that work environments and equipment are safe, treated with respect and are not abused in any way.
13. To work in partnership with young people, communities and other agencies as appropriate and relevant, to initiate and develop opportunities, projects and activities in line with the Youth Work in Wales: Principles & Purposes document.
14. To proactively seek and undertake training to develop your youth work knowledge, skills, practice and behaviours.
15. To attend and where necessary chair meetings as and when required.
16. To be flexible in approach, delivery and in the working of unsociable hours.
17. Ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Service outcomes relating to the Welsh language are achieved.
18. 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.
19. Uphold and comply with the statutory provisions of the Health and Safety at Work Regulations 1999, The Monmouthshire Safeguarding

and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety.

20. Work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: to be 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.

PERSONAL SPECIFICATION

Qualifications and Experience

1. Be a qualified Youth Support Worker (at least a Level 2 Award in Youth Work Practice.)
2. Be registered with the Education Workforce Council for Wales (EWC).
3. Have experience of working with young people, especially those in the 14+ age group.
4. Have experience in using Microsoft Office packages such as Word, Excel, Outlook, Access and Publisher.
5. Have experience of planning, delivering and evaluating planned projects.
6. Have experience of working individually and as part of a team, including working with other agencies and community members.
7. Have experience of risk assessments and knowledge of health and safety when working in a young person's environment.
8. Have a clean driving licence and use of a car.

Knowledge, Skills and Ability

1. Be able to work on own initiative and as part of a staff team.
2. Be committed to delivering an efficient and effective service where the involvement of the young people should be paramount.
3. Have a commitment to delivering an efficient and effective service where the involvement of the young people should be paramount.
4. To be trustworthy and act with integrity at all times.

Here's what we can provide you with :-

- Full Support of manager and team members
- Full range of training and CPD opportunities
- Uniform and equipment where appropriate
- 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.

New Pay Structure: W.E.F 1st April 2017

SCP	Pay Bands	Salary 01/04/2017	Hourly Rate		SCP	Pay Bands	Salary 01/04/2017	Hourly Rate
6		15,014	£7.78	Living Wage paid to these SCP's see note below	29		25,951	£13.45
7	A (5-9)	15,115	£7.83		30		26,822	£13.90
8		15,246	£7.90		31	G (29-33)	27,668	£14.34
9		15,375	£7.97		32		28,485	£14.76
10		15,613	£8.09		33		29,323	£15.20
11	B (9-13)	15,807	£8.19		34		30,153	£15.63
12		16,123	£8.36		35	H (33-37)	30,785	£15.96
13		16,491	£8.55		36		31,601	£16.38
14		16,781	£8.70		37		32,486	£16.84
15	C (13-17)	17,072	£8.85		38		33,437	£17.33
16		17,419	£9.03	39	I (37-41)	34,538	£17.90	
17		17,772	£9.21	40		35,444	£18.37	
18		18,070	£9.37	41		36,379	£18.86	
19	D (17-21)	18,746	£9.72	42		37,306	£19.34	
20		19,430	£10.07	43	J (41-45)	38,237	£19.82	
21		20,138	£10.44	44		39,177	£20.31	
22		20,661	£10.71	45		40,057	£20.76	
23	E (21-25)	21,268	£11.02	46		41,025	£21.26	
24		21,962	£11.38	47	K (45-49)	41,967	£21.75	
25		22,658	£11.74	48		42,899	£22.24	
26		23,398	£12.13	49		43,821	£22.71	
27	F (25-29)	24,174	£12.53	50		44,784	£23.21	
28		24,964	£12.94	51	L (49-53)	45,714	£23.69	
29		25,951	£13.45	52		46,658	£24.18	
				53		47,568	£24.66	
				54		48,583	£25.18	
				55	M (53-57)	49,600	£25.71	
				56		50,616	£26.24	
				57		51,632	£26.76	

Living Wage Rate WEF:	01/04/2015	£7.85
	01/04/2016	£8.25
	01/04/2017	£8.45

*Hourly rate calculated by dividing Annual Salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

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ROLE ADVERT

ROLE TITLE: **Inspire2Work Employability Worker**
Fixed term ESF Funded post - 1st August 2017 – 30th November 2019

POST ID: **YE007**

GRADE: BAND H SCP 33 – SCP 37 £29,323 - £32,486

HOURS: 37 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

The Purpose of this Role:-

With support from the Inspire Coordinator, Local Authority Youth Enterprise Manager, Careers Wales, Job Centre Plus and local area forums, work with young people aged 16 – 18 in Tier 1 and Tier 2 of the 5 Tier Model, and aged 16 – 24 most vulnerable, identified as NEET by local partners.

Provide pastoral support to enable young people to identify and overcome their barriers preventing them from entering employment or further learning. Through a person centred approach, engage, support and enable NEET young people to gain a range of skills and qualifications.

As the I2W Employability Worker for the Inspire2Work programme, you will develop Enterprise programmes and qualifications with support from the Inspire Coordinator. You will work with the Inspire2Work Workers in embedding Employability programmes across Monmouthshire. You will engage, support and motivate young people enabling them to make positive decisions regarding education, employment and training.

Should you require any further information regarding this post, please contact:
Louise Wilce, Inspire Coordinator Tel: 07836 262102

Closing Date: 12 noon on 04/08/2017

Please Note that we are not able to accept CVs

Application forms can be completed online or down loaded via:
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

ROLE TITLE: **Inspire2Work Employability Worker**
Fixed term ESF Funded post - 1st August 2017 – 30th November 2019

POST ID: **YE007**

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HOURS: 37 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: Inspire Coordinator

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

Monmouthshire Youth Enterprise.....**Who are we?**

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 Purpose of this Role:-

With support from the Inspire Coordinator, Local Authority Youth Enterprise Manager, Careers Wales, Job Centre Plus and local area forums, work with young people aged 16 – 18 in Tier 1 and Tier 2 of the 5 Tier Model, and aged 16 – 24 most vulnerable, identified as NEET by local partners.

Provide pastoral support to enable young people to identify and overcome their barriers preventing them from entering employment or further learning. Through a person centred approach, engage, support and enable NEET young people to gain a range of skills and qualifications.

As the I2W Employability Worker for the Inspire2Work programme, you will develop Enterprise programmes and qualifications with support from the Inspire Coordinator. You will work with the Inspire2Work Workers in embedding Employability programmes across Monmouthshire. You will engage, support and motivate young people enabling them to make positive decisions regarding education, employment and training.

Expectation and Outcomes of this Role:-

To contribute to the following;

- Young people at risk of becoming NEET in (16-18 years of age) gaining qualifications upon leaving.
- Young people at risk of becoming NEET in (16–18 years of age) education, or training upon leaving.
- Young people at risk of becoming NEET in (16–18 years of age) at reduced risk of becoming upon leaving

Your responsibilities are to:-

1. Engage with NEET young people.
 - 16-18 year olds identified through the Welsh Government 5 tier model, particularly those who Tier 1 (unknowns) or 2 (unable or have complex barriers)
 - 19-24 JSA claimants (non-work programme/work programme returners)
 - 16-24 year olds who are NEET as identified by providers but not picked up by Careers Wales or Job Centre Plus
 - 16-24 vulnerable groups (e.g. BME, ESOL, young carers, young parents, homeless, pregnant, care leavers, young offenders) furthest from the labour market
2. To write, deliver, assess and internally verify a range qualifications from entry level 3 onwards as part of the I2W programme, which will inform the Inspire programmes Internal Quality Assurance process.
3. To contribute to the Internal Quality Assurance (IQA) process through monitoring and assessing the number of qualifications against targets delivered and assessed through I2W and to assess all young people's qualifications under the I2W programme.
4. Support those young people who have complex barriers to inclusion, training or employment, and who may be at risk of social exclusion, in order to determine an appropriate pathway to achieving their goals.
5. Develop and deliver a bespoke package of opportunities to increase engagement and participation, to enable young people to feel confident and motivated to enter sustainable employment or further learning.
6. Work with the Inspire Administration Worker to ensure that all qualification management processes are adhered to.
7. Develop and sustain a link with post 16 providers in order to:

- Ensure an effective referral and reporting system is maintained
 - Identify common areas of work and avoid duplication
 - Provide information to other services
8. Deliver on Employability programmes, assisting young people to secure progression into sustainable employment or training.
 9. Effectively link with existing business enterprise partnerships and training providers to create new training and employment opportunities.
 10. Consider individual needs and learning styles in order to provide the best possible provision for the young person, supporting them in achieving qualification attainment.
 11. Monitor and track NEET young people in line with Local Authority ESF requirements. To implement the I2W programmes monitoring tool (CEMP).
 12. Contribute towards Monmouthshire Youth Engagement and Progression Framework implementation plan to reduce the number of at risk young people becoming NEET and young people who are NEET.
 13. To ensure that all data is collected and monitored in an appropriate and safe way and meets the European Social Fund requirements.
 14. To act as a role model for the young people, promoting an ethos that encourages and supports positive behaviour and attitudes. Working in line with youth work ideology and ethos, encouraging all young people to value learning; challenging unfairness and prejudice where necessary.
 15. 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.
 16. To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
 17. 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.
 18. 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
 19. 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.

20. 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 a nationally recognised qualification in:
 - Level 3 or above, Advice & Guidance
 - Youth Work Qualification, degree or equivalent
 - Teaching qualification or equivalent.
2. Experience of the Worklessness agenda
3. Experience of developing and delivering Employability programmes.
4. Experienced in using Microsoft packages such as Excel, Word, Outlook, Access, Etc.
5. Experienced in monitoring and updating database systems and forming reports utilising these systems
6. Ability to work on own initiative and as part of a staff team meeting set deadlines
6. Commitment to delivering an efficient and effective service where the involvement of the young people should be paramount.

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

Should you require any further information regarding this post, please contact:
Louise Wilce, Inspire Coordinator Tel: 07836 262102

Closing Date: 12 Noon on 04/08/2017

HYSBYSEB SWYDD

TEITL Y RÔL: **Gweithiwr Cyflogadwyedd Inspire2Work**
Swydd am Gyfnod Penodol; wedi ei hariannu gan yr ESF -
1af Awst 2017 - 30ain Tachwedd 2019

RHIF ADNABOD Y SWYDD: **YE007**

GRADD: BAND H SCP 33 – SCP 37 £29,323 - £32,486

ORIAU: 37 awr yr wythnos

LLEOLIAD: Neuadd y Sir, Brynbuga ond gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu anghyfleustra os yw hyn yn digwydd.

ASESIAD Y GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

DISGRIFIAD O'R SWYDD:

Gyda chefnogaeth gan y Cydlynnydd Inspire Rheolwr Menter Ieuenctid yr Awdurdod Lleol, Gyrfaoedd Cymru, y Ganolfan Byd Gwaith a fforymau ardal lleol, byddwch yn gweithio gyda phobl ifanc rhwng 16 a 18 yn Haen 1 a Haen 2 o'r Model 5 Haen, a'r rhai hynny rhwng 16 a 24 ac sydd fwyaf agored i niwed ac wedi eu hadnabod fel y rhai sydd yn rhan o'r grŵp NEET gan bartneriaid lleol.

Yn cynnig cefnogaeth fugeiliol i ganiatáu i bobl ifanc i adnabod a goresgyn y rhwystrau sydd yn eu hatal rhag mynd i weithio neu ddysgu ymhellach. Drwy fabwysiadu dull sydd yn canoli ar y person, byddwch yn ymgysylltu, cefnogi ac yn caniatáu pobl ifanc NEET i ddatblygu ystod o sgiliau a chymwysterau.

Fel y Gweithiwr Cyflogadwyedd I2W ar gyfer y rhaglen Inspire2Work, byddwch yn datblygu rhaglenni a chymwysterau Menter gyda chefnogaeth gan y Cydlynnydd Inspire. Byddwch yn gweithio gyda'r Gweithwyr Inspire2Work wrth gyflwyno rhaglenni Cyflogadwyedd ar draws Sir Fynwy. Byddwch yn ymgysylltu, cefnogi ac yn ysgogi pobl ifanc i wneud penderfyniadau positif am eu haddysg, cyflogaeth a hyfforddiant.

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Louise Wilce, Cydlynnydd Inspire **Ffôn:** 07836 262102

Dyddiad Cau: 12pm ar 04/08/2017

Gofynnir i chi nodi na allwn dderbyn CV

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:
www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais papur i'r cyfeiriad canlynol:
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106,
CIL—Y- COED, NP26 9AN

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle.

PROFFIL Y RÔL

TEITL Y RÔL: **Gweithiwr Cyflogadwyedd Inspire2Work**
Swydd am Gyfnod Penodol; wedi ei hariannu gan yr ESF -
1af Awst 2017 - 30ain Tachwedd 2019

RHIF ADNABOD Y SWYDD: **YE007**

GRADD: BAND H SCP 33 – SCP 37 £29,323 - £32,486

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LLEOLIAD: Neuadd y Sir, Brynbuga ond gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu anghyfleustra os yw hyn yn digwydd.

ASESIAD Y GYMRAEG:
Sgiliau yn y Gymraeg yn ddymunol

YN ATEBOL I: Cydlynnydd Inspire

Menter Ieuenctid Sir Fynwy.....**Pwy ydym ni?**

Ein Diben:-

Mae Menter Ieuenctid yn rhan hanfodol o Gyfarwyddiaeth Menter ac Arloesedd Cyngor Sir Fynwy. Rydym yn gweithio gyda phobl ifanc rhwng 11 a 25 ar draws y sir yn eu cefnogi hwy drwy addysg, cyflogaeth a hyfforddiant. Rydym yn ymgysylltu pobl ifanc gyda'r sector busnes, gan gefnogi'r broses o ddatblygu cyfleoedd ar gyfer cyflogaeth, hyfforddiant ac entrepreneuriaeth lleol.

Pwrpas y Rôl hon:-

Gyda chefnogaeth gan y Cydlynnydd Inspire Rheolwr Menter Ieuenctid yr Awdurdod Lleol, Gyrfaoedd Cymru, y Ganolfan Byd Gwaith a fforymau ardal lleol, byddwch yn gweithio gyda phobl ifanc rhwng 16 a 18 yn Haen 1 a Haen 2 o'r Model 5 Haen, a'r rhai hynny rhwng 16 a 24 ac sydd fwyaf agored i niwed ac wedi eu hadnabod fel y rhai sydd yn rhan o'r grŵp NEET gan bartneriaid lleol.

Yn cynnig cefnogaeth fugeiliol i ganiatáu i bobl ifanc i adnabod a goresgyn y rhwystrau sydd yn eu hatal rhag mynd i weithio neu ddysgu ymhellach. Drwy fabwysiadu dull sydd yn canoli ar y person, byddwch yn ymgysylltu, cefnogi ac yn caniatáu pobl ifanc NEET i ddatblygu ystod o sgiliau a chymwysterau.

Fel y Gweithiwr Cyflogadwyedd I2W ar gyfer y rhaglen Inspire2Work, byddwch yn datblygu rhaglenni a chymwysterau Menter gyda chefnogaeth gan y Cydlynnydd Inspire. Byddwch yn gweithio gyda'r Gweithwyr Inspire2Work wrth gyflwyno rhaglenni Cyflogadwyedd ar draws Sir Fynwy. Byddwch yn ymgysylltu, cefnogi ac yn ysgogi pobl ifanc i wneud penderfyniadau positif am eu haddysg, cyflogaeth a hyfforddiant.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Yn cyfrannu at y canlynol;

- Pobl ifanc sydd mewn peryg o ddod yn NEET (grŵp oedran 16-18 mlwydd oed) a'u helpu i ennill cymwysterau cyn gadael.
- Pobl ifanc sydd mewn peryg o ddod yn NEET (grŵp oedran 16-18 mlwydd oed) wrth adael addysg neu hyfforddiant.
- Pobl ifanc sydd mewn peryg o ddod yn NEET (grŵp oedran 16-18 mlwydd oed) ac mewn llai o risg wrth adael

Bydd eich cyfrifoldebau yn cynnwys:-

1. Ymgysylltu gyda phobl ifanc NEET.
 - Pobl ifanc 16-18 mlwydd oed sydd wedi eu hadnabod fel rhan o fodel haen 5 Llywodraeth Cymru, yn enwedig y rhai hynny yn Haen 1 (unknowns) neu 2 (yn methu neu'n wyneb or have complex barriers)
 - Hawlwyr Lwfans Ceisio Gwaith 19-24 (y sawl sydd yn dychwelyd i raglenni na sy'n waith/rhaglenni gwaith)
 - Pobl ifanc 16-24 mlwydd oed sydd wedi eu hadnabod fel NEET gan ddarparwyr ond na sydd yn cael eu helpu gan Gyrfaoedd Cymru neu'r Ganolfan Byd Gwaith
 - Grwpiau o bobl sy'n agored i niwed a rhwng 16-24 (e.e. BME, ESOL, gofalwyr ifanc, rhieni ifanc, yn feichiog, yn gadael gofal, troseddwy'r ifanc) ac yn fwyaf pell o'r farchnad lafur
2. Ysgrifennu, darparu, asesu a dilysu'n fewnol ystod o gymwysterau o lefel mynediad 3 ymlaen fel rhan o'r rhaglen I2W, a fydd yn llywio proses Sicrwydd Ansawdd Mewnol y rhaglenni Inspire.
3. Cyfrannu at y broses Sicrwydd Ansawdd Mewnol drwy fonitro ac asesu'r nifer o gymwysterau yn erbyn y targedau sy'n cael eu cyflenwi a'u hasesu drwy'r I2W ac asesu holl gymwysterau pobl ifanc o dan y rhaglen I2W.
4. Cefnogi'r bobl ifanc hynny sydd yn meddu ar rwystrau cymhleth tuag at gynhwysiant, hyfforddiant a chyflogaeth ac unigolion mewn peryg o gael eu hallgau'n gymdeithasol, er mwyn pennu llwybr tuag at gyflawni eu hamcanion.
5. Datblygu a darparu pecyn teilwredig o gyfleoedd er mwyn cynyddu ymgysylltu a chyfranogiad, er mwyn caniatáu i bobl ifanc i deimlo'n hyderus a symud tuag at gyflogaeth gynaliadwy neu ddysgu pellach.
6. Gweithio gyda'r Gweithiwr Gweinyddiaeth Inspire er mwyn sicrhau cydymffurfiaeth gyda'r holl brosesau rheoli cymwysterau.
7. Datblygu a chynnal dolen gyswllt gyda darparwyr ôl-16 er mwyn:
 - Sicrhau bod system atgyfeirio ac adrodd yn cael ei chynnal
 - Adnabod meysydd cyffredin o waith ac osgoi unrhyw ddyblygu
 - Darparu gwybodaeth i wasanaethau eraill

8. Darparu rhaglenni Cyflogadwyedd, gan gynorthwyo pobl ifanc i wneud cynnydd a symud ymlaen at gyflogaeth neu hyfforddiant cynaliadwy.
9. Cysylltu'n effeithiol gyda phartneriaethau menter busnes a darparwyr hyfforddiant cyfredol er mwyn creu cyfleoedd hyfforddi a chyflogaeth newydd.
10. Ystyried anghenion unigol a dulliau dysgu er mwyn cynnig y ddarpariaeth orau bosib ar gyfer y person ifanc, gan eu cefnogi hwy i ennill cymwysterau.
11. Monitro a thracio pobl ifanc NEET yn unol ag anghenion ESF yr Awdurdod Lleol. Gweithredu offeryn monitro rhaglenni I2W (CEMP).
12. Cyfrannu tuag at weithredu cynllun Fframwaith Ymgysylltu a Datblygiad Ieuencid Sir Fynwy er mwyn lleihau'r nifer o bobl sydd mewn risg o ddod yn NEET a phobl ifanc sydd eisoes yn NEET.
13. Sicrhau bod yr holl ddata yn cael ei gasglu yn briodol ac yn ddiogel ac yn cwrdd â gofynion y Gronfa Gymdeithasol Ewropeaidd.
14. Gosod esiampl ar gyfer pobl ifanc, yn hyrwyddo ethos sydd yn annog ac yn cefnogi ymddygiad ac agweddau positif. Gweithio yn unol gydag ideoleg ac ethos gwaith ieuencid, gan annog yr holl bobl ifanc i werthfawrogi dysgu; herio annhegwch a rhagfarn pan fydd angen.
15. Ymgymryd ag unrhyw ddyletswyddau a chyfrifoldebau sydd eu hangen o dan y Ddeddf (au) Diogelu Data 1984 a 1998, yn enwedig, i gymryd gofal rhesymol er mwyn sicrhau nad yw data personol yn cael ei golli na'i ddatgelu.
16. Arfer hygredd o ran y materion cyfrinachol a'r wybodaeth bersonol a ddaw i law wrth ymgymryd â dyletswyddau'r swydd.
17. Sicrhau bod dyletswyddau a phractis iechyd a diogelwch yn cael eu gweithredu neu fel sydd wedi eu manylu ym Mholisi Iechyd a Diogelwch y Cyngor, a sicrhau bod darpariaethau a gwasanaethau i bobl ifanc yn cydymffurfio gyda deddfwriaeth gyfredol.
18. Cynnal a chydymffurfio gyda darpariaethau statudol Rheoliadau Iechyd a Diogelwch yn y Gweithle 1999, Polisi Diogelu ac Amddiffyn Plant Sir Fynwy 2012 ac unrhyw bolisiau eraill sydd gan y Cyngor ac yn ymwneud gyda Diogelu ac Iechyd a Diogelwch.
19. Gweithio ar y cyd gyda'r Swyddog Dynodedig ar gyfer Diogelu Plant yn y ffordd ganlynol: Sicrhau bod y staff yn ymwybodol o bolisi'r Awdurdod Lleol ar Ddiogelu Plant a bod yr holl bolisiau a phractis yn cydymffurfio gyda Gweithdrefnau Diogelu Plant Cymru Gyfan. Gwneud atgyfeiriadau i Wasanaethau Plant yn sgil unrhyw un yn datgelu a/neu pryder bod plentyn/person ifanc 'mewn angen' neu mewn risg o niwed sylweddol. Cynnal dogfennaeth gywrain, gyfrinachol a chyfredol ar yr holl achosion o ddiogelu plant.
20. Sicrhau bod cyfrifoldebau'r Cyngor o ran Cydraddoldeb ac Amrywiaeth yn cael eu gweithredu a bod canlyniadau Menter Ieuencid o ran yr iaith Gymraeg yn cael eu cyflawni.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

- Cefnogaeth lawn gan y rheolwr a'r aelodau tîm
- Ystod o hyfforddiant a chyfleoedd i ddatblygu'n broffesiynol
- Gliniadur a ffôn mudol
- Goruchwylydd penodol ar gyfer cefnogaeth gysylltu

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:



- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parhau'r llall.
- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

1. Yn meddu ar gymhwyster cenedlaethol mewn:
 - Lefel 3 neu uwch, Cyngor a Chanllawiau
 - Cymhwyster Gwaith Ieuentid, gradd neu gyfatebol
 - Cymhwyster addysgu neu rhywbeth gyfatebol.
2. Profiad o'r agenda Bod Heb Waith
3. Profiad o ddatblygu a darparu rhaglenni Bod Heb Waith.
4. Profiad o ddefnyddio pecynnau Microsoft megis Excel, Word, Outlook, Access, ayyb.
5. Profiad o fonitro a diweddarau systemau cronfeydd data a llunio adroddiadau gan ddefnyddio'r systemau yma
6. Y gallu i weithio ar liwt eich hun ac fel rhan o dîm y staff gan weithio o fewn terfynau amser penodol
6. Ymrwymiad at ddarparu gwasanaeth effeithiol ac effeithlon lle y bydd yna bwysigrwydd o'r mwyaf ar gynnwys pobl ifanc.

Cyffredinol

Y Gallu i Feddwl ac Ymddwyn yn Strategol

- Yn medru creu a chyfathrebu gweledigaeth ac ysbrydoli eraill i gredu yn y weledigaeth;
- Yn medru monitro a rheoli'r canlyniadau a chynnig mewnbwn i'r fframweithiau priodol.
- Yn medru meddwl yn gyflym ac yn hyblyg ac yn dangos arweiniad ymaddasol wrth ymateb i amgylchedd newidiol;
- Yn adnabod ac yn medru manteisio ar gyfleoedd i ennill adnodau ychwanegol o ystod o ffynonellau allanol;

Yn arddangos Deallusrwydd Emosiynol

- Yn gwrandao ar eraill ac yn cyfathrebu'n effeithiol;
- Yn delio gyda sefyllfaoedd mewn modd diffwdan a rhesymol, ac yn ymatal rhag encilio o sefyllfaoedd anodd;
- Yn ceisio sicrhau'r canlyniadau drwy negodi a chonsensws;
- Yn dangos empathi ac yn medru deall sgil-ffaith eich ymddygiad ar eraill;

- Yn medru deall a delio'n agored gyda materion emosiynol;
- Yn buddsoddi amser ac egni yn y broses o adeiladu rhwydweithiau cryf a pherthnasau positif;
- Yn medru defnyddio eich greddf;
- Yn wleidyddol hirben a'n graff;
- Yn deall ac yn darllen rhwydweithiau cymdeithasol allweddol a pherthnasau pwerus.

Partneriaeth a Gwaith Tîm

- Yn teimlo'n gyfforddus yn gweithio o fewn amgylchedd tîm gyda ffiniau hyblyg a rhwng aelodau'r tîm;
- Yn fodlon rhannu'r cyfrifoldeb o wneud penderfyniadau fel tîm;
- Yn gyfeillgar, yn barchus ac yn gefnogol o eraill ac yn dangos ffyddlondeb i'r tîm ac i aelodau unigol o'r tîm;
- Yn meddu ar arddull gynhwysol ac yn gofyn am adborth;
- Yn ymgysylltu'n benderfynol mewn dadleuon ond yn sgilgar wrth ddatrys gwahaniaethau heb unrhyw wrthdaro;
- Yn meithrin agwedd gydlynus wrth geisio datrys problemau;
- Yn ymddwyn gyda hygredd, bod modd i eraill ymddiried ynddoch ac yn fodlon ymddiried mewn pobl eraill;
- Yn ystyried gweithio mewn partneriaeth fel cyfle yn hytrach na rhywbeth sydd yn cyfyngu;
- Yn arddangos ymrwymiad absoliwt at gydraddoldeb ac yn cofleidio amrywiaeth.

Hunan-ymwybyddiaeth, Hunan-hyder a Hunan-ddibynol

- Yn deall eich cryfderau a'ch gwendidau eu hunain ac wedi ymrwymo i wella eich hun;
- Yn medru adlewyrchu a dysgu o gamgymeriadau;
- Yn awyddus i weithio ac yn medru gweithio ar liwt eich hun;
- Yn ymrymuso ac yn ymddiried eraill i gyflawni amcanion a rennir;
- Yn emdru adnaod staretgaethau eu chwilio am gymorth er mwyn delio gdyua staren perosnol a phroffesynol.
- Believes in work/life balance for themselves and others, and sets an example

- Yn arddangos hunanhyder a'n cyflwyno'n dda i eraill;
- Yn meddu ar agwedd optimistaidd, "bwrw ati";
- Yn medru gosod esiempl a'n ysbrydoli eraill;
- Yn credu yn ethos gwasanaeth cyhoeddus ac yn ymddwyn mewn modd sydd yn gosod esiempl a safonau uchel yn hyn o beth.

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:
Louise Wilce, Cydlynnydd Inspire **Ffôn:** 07836 262102

Dyddiad Cau: 12pm ar 04/08/2017

SUBJECT: Reorganisation of Direct Payments Team in Social Services
MEETING: DMT/Single Member Report
DATE: 25 October 2017
DIVISION/WARDS AFFECTED: All

1. **PURPOSE:** To inform senior management about the current position of the Direct Payments Team, and to recommend a reorganisation of the team.
2. **RECOMMENDATIONS:** To change the current Direct Payments Coordinator post from a 0.8 FTE post (30 hrs/wk Grade J), to a 0.57 FTE post (21 hrs/wk Grade J), and to create a 0.51 FTE Business Admin Officer post (19 hrs/wk Grade D).

3. **KEY ISSUES:**

3.1 **Current structure and workload for the DP Team.**

The Direct Payments Team has the following structure:

Direct Payments Coordinator	Grade J	30 hrs/wk (0.8 FTE)
Independent Living Advisor	Grade F	37 hrs/wk (1.0 FTE)
Independent Living Advisor	Grade F	37 hrs/wk (1.0 FTE)
Audit/Reviewing Officer	Grade E	22.5 hrs/wk (0.6 FTE)

Prior to 2017, the DP Team had a stable staffing structure which has seen the number of DP Recipients grow from around 50 to 180. The workload for each of the 2 Independent Living Advisors (ILAs) has grown beyond what was originally envisioned. It was previously predicted that each ILA could deal with a caseload of 65-70 cases. They are now each dealing with over 90 cases, and these cases have increased in complexity.

3.2 Current pressures on the team. As well as dealing with more DP Recipients than were originally envisioned, the complexity of most of the DP packages has grown. This is due to a number of factors:

- a) increasing complexity of Employment Law which impacts on the employers of PA staff (the DP recipients or their proxies), and on the PA staff who are directly employed by DP recipients; in some cases this results in employment tribunals;
- b) increasing complexity of procedures such as DBS/safeguarding checks; training/accreditation requirements for PA staff; pension auto-enrolment;
- c) increasing difficulties with the recruitment and retention of PA staff;

- d) complications resulting from the new social services charging policy of the Welsh Government;
- e) reviewing and revision of DP packages under the new Social Services and Wellbeing Act.

The 2 ILA staff and the Audit Officer report that they have an increasing need to do more admin tasks themselves, such as sending out information to DP Recipients, Personal Assistants, arranging training sessions for PAs, getting invoices paid.

The vacant post of DP Coordinator has been unfilled for 3 months, and the DP team needs to have a manager who can deal with strategic matters, support the team through line management, and provide good communication between the DP team and the other teams in social services.

3.3 Future pressures for the team. It is unclear whether the number of DP packages will increase, decrease or stay constant for the foreseeable future. Following discussions within the DP team and with team managers, it seems likely that the current level of DP packages will continue in the short term, and might need to increase over the long term.

3.4 Options.

The DP Team discussed and presented a range of options to the managers in Social Services of teams which use Direct Payments:

- a) Recruit a replacement for the vacant 0.8 FTE DP Coordinator post and leave the team structure unchanged.
- b) Replace the 0.8 FTE DP Coordinator Post with a 0.57 FTE DP Coordinator Post, and use the saving to employ a 0.51 FTE Business Admin Officer.
- c) Do not replace the DP Coordinator post and make the team into a self-managing team of 3 staff.
- c) Other options included increasing the number of Independent Living Advisor posts, but reducing the audit/review function.

3.5 Consequences:

Option a) would mean a new manager for the DP team could be recruited, which would give more leadership support to the team, but would not resolve the issues of increasing complexity of workload, with no business support.

Option b) would provide business support for the DP team, and would provide a reduced level of leadership support to the team. The additional admin support would free up time for the ILAs and the audit/review officer, which will add more capacity to the team to deal with additional uptake of DPs and/or more complexity in DP packages.

Option c) would save the cost of the DP Coordinator post, but would leave the 2 ILAs and the Audit/Reviewing Officer as an isolated team with no management or business admin support. This arrangement would be highly vulnerable to reductions in capacity due to sick absence, and would present a high risk to the ability of MCC to manage its DP operation effectively.

Other options are less clear in terms of consequences. Further work is needed to identify the direction of DP useage in Monmouthshire.

3.6 Salary cost comparison

Costs for Present Team (including On costs and assuming tops of scale)

Direct Payments Coordinator	Grade J	30 hrs/wk (0.8 FTE)	42608
Independent Living Advisor	Grade F	37 hrs/wk (1.0 FTE)	33837
Independent Living Advisor	Grade F	37 hrs/wk (1.0 FTE)	33837
Audit/Reviewing Officer	Grade E	22.5 hrs/wk (0.6 FTE)	17486
		Total	127768

Costs for Proposed Team

Direct Payments Coordinator	Grade J	21 hrs/wk (0.57 FTE)	29507
Independent Living Advisor	Grade F	37 hrs/wk (1.0 FTE)	33837
Independent Living Advisor	Grade F	37 hrs/wk (1.0 FTE)	33837
Audit/Reviewing Officer	Grade E	22.5 hrs/wk (0.6 FTE)	17486
Business Admin Support	Grade D	19 hrs/wk (0.51 FTE)	12823
		Total	127490

3.7 Proposal:

DMT approve the restructuring of the DP team according to Option b:

The business admin support role would be advertised as soon as possible on a permanent basis;

The DP Coordinator role would be advertised as a 6 or 12 month secondment basis.

4. REASONS:

4.1 This reorganisation provides better use of resources, and will provide more team cohesion than is currently in place. The restructure allows for further development of the team as necessary: If DP use will continue at current levels, then the new team structure will be able to deal with the workload involved.

4.2 If DP useage continues to grow, then more capacity will be needed for the Independent Living Advisor and Audit/Review functions, but the new structure will provide some support for this and the capacity for these functions to expand if resources allow.

4.3 Once this initial restructuring is completed, the DP team will do a resource mapping exercise to see how the team can work more effectively, in line with the recommendations from the independent review of the DP operation completed earlier in 2017.

5. RESOURCE IMPLICATIONS:

5.1 Option b is cost neutral.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The significant equality impacts identified in the assessment are summarised below for members' consideration:

This post affects the care package funding arrangements for a small number of people with complex health needs, ensuring that they have the correct funding for their circumstances. The equality impact is considered to be negligible, and could be seen as positive by ensuring that correct procedures are followed.

The actual impacts from this report's recommendations will be reviewed every year and criteria for monitoring and review will include:

Regular updates to DMT on DP useage and workload of the DP team.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

The local authority has a responsibility/duty to ensure that vulnerable adults are safeguarded from abuse. This proposal does not have a significant impact on this role.

8. CONSULTEES:

**Senior managers in social services;
Team managers and service managers;
DP team staff; Finance manager; HR Dept**

9. BACKGROUND PAPERS: none

10. AUTHOR: Mike Logan

11. CONTACT DETAILS:

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E-mail: mikelogan@monmouthshire.gov.uk

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Mike Logan, Disability Service Development Lead</p> <p>Phone no: 07825 099130 E-mail: mikelogan@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>This proposal recommends a restructure of the Direct Payments Team in Social Services, with a Team Leader post being made more part-time and a part-time Business Administration Support Officer post being created to add capacity to the team.</p>
<p>Name of Service</p> <p>Social Services – Direct Payments Team</p>	<p>Date Future Generations Evaluation form completed</p> <p>10 October 2017</p>






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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	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The Direct Payments team will have more operational capacity. The restructure also makes more efficient use of staff resources.</p>	<p>No negative impacts are foreseen for this goal</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>The DP team will have more resilience to deal with periods of staff leave, and this in turn will enable more DP recipients to stay in control of their care and support packages.</p>	<p>No negative impacts are foreseen for this goal</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The proposal directly contributes to supporting the wellbeing needs and outcomes for over 180 individuals in Monmouthshire	No negative impacts are foreseen for this goal
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The proposal contributes to this goal by helping to make our communities more inclusive: helping people stay stronger for longer in their own homes.	No negative impacts are foreseen for this goal
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The proposal contributes to this goal by enabling more people to stay in control of their wellbeing outcomes.	No negative impacts are foreseen for this goal
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Direct Payments allow recipients choice and control in how their care and support needs are met, for instance by employing a Welsh speaker or someone who shares an interest in Welsh culture and heritage.	No negative impacts are foreseen for this goal
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Direct Payments give recipients more voice and control, which plays a part in addressing the inequalities that exist in our society.	No negative impacts are foreseen for this goal

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	Are there any additional actions to be taken to mitigate any negative impacts?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>The DP Team and senior managers have considered the pros and cons of the options in the proposal, and opted for the solution which provides the best balance of short term need with longer term planning.</p>	<p>No negative impacts are foreseen for this goal</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>We need a range of options for people who need care and support. The DP team enables people to explore solutions for meeting their care and support needs, using a range of options and partners in people's local communities.</p>	<p>No negative impacts are foreseen for this goal</p>
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>The DP team staff were involved in the options appraisal.</p>	<p>No negative impacts are foreseen for this goal</p>
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>Direct Payments are used creatively by staff to support individuals to stay stronger for longer in their own communities.</p>	<p>No negative impacts are foreseen for this goal</p>
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>The proposal makes cost-effective use of a relatively small financial resource in MCC.</p>	<p>No negative impacts are foreseen for this goal</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.

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	Several DP recipients who are in older age groups benefit from support from the DP team.	No negative impact	No significant impact
Disability	Several DP recipients who have disabilities/impairments benefit from support from the DP team	No negative impact	No significant impact
Gender reassignment	No significant impact	No significant impact	No significant impact
Marriage or civil partnership	No significant impact	No significant impact	No significant impact
Race	No significant impact	No significant impact	No significant impact
Religion or Belief	No significant impact	No significant impact	No significant impact
Sex	No significant impact	No significant impact	No significant impact
Sexual Orientation	No significant impact	No significant impact	No significant impact
Welsh Language	No significant impact	No significant impact	No significant impact

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 note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.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	MCC has responsibilities for safeguarding vulnerable people (children and adults). This proposal does not have a significant impact on these responsibilities, but will create a business admin role which will focus on supporting safe recruiting for DP recipients who employ staff.	No negative impacts	Not relevant
Corporate Parenting	MCC has a corporate parenting responsibility for young people who are looked after. This proposal does not impact on this responsibility.	No negative impacts	Not relevant

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

Discussions with DP Team members and staff colleagues.

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?

Positive impacts: The DP Team will have a more resilient structure which will free up more capacity for dealing with current and future demand for DPs.
 Negative impacts: none identified, although the impacts will be kept under review.

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
Await the outcome of the DMT decision	Oct 2017	DMT	
If agreed, we will recruit to the 2 posts concerned	Oct 2017	DP Team lead	
Induction and ongoing training for the new postholders	October 2017 – Feb 2018	DP Team lead	

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:	31 March 2018. Reports to Social Services senior managers.
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