

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Monday, 25 April 2016

Dear Councillor

## CABINET

You are requested to attend a **Cabinet** meeting to be held at **Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA** on **Wednesday, 4th May, 2016**, at **2.00 pm**.

## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To consider the following reports (Copies attached):
  - i. **Future Monmouthshire** 1 - 8

Purpose: To commission the undertaking of a strategic programme of 'whole-authority' work called 'Future Monmouthshire'. Future Monmouthshire aims to pose a set of questions about our core purpose, relationships with communities, citizens and stakeholders and our appetite for economic growth and local prosperity – as we move further forward into a changing public sector landscape. Future Monmouthshire will see the development of a new operating model for the Council in order to equip it to meet its goals amidst increasing change and uncertainty. The new operating model will have a clear purpose: to create the capacity and foresight to develop solutions to some of the county's biggest challenges, ensuring that our Council understands the shifting needs and priorities of communities, positioning itself as an enabler in bringing them about

Author: Will McLean  
Contact Details: willmclean@monmouthshire.gov.uk
  - ii. **Leadership Review** 9 - 24

Purpose: To propose changes to the officer leadership structure of the Council.

Author: Paul Matthews  
Contact Details: paulmatthews@monmouthshire.gov.uk
  - iii. **Budget Mandate 2016/17 - Preparedness Assessment** 25 - 28

Purpose: The purpose of this report is to provide Cabinet with an assessment on the preparedness of services to deliver the 2016/17

budget mandates.

Author: Will McLean

Contact: willmclean@monmouthshire.gov.uk

- iv. **Transfer the management of Raglan VC Primary School former Junior building to the Enterprise Directorate** 29 - 40

Purpose: As a result of the 21<sup>st</sup> Schools programme build of a new Raglan VC school, to declare the junior building of the former Raglan VC surplus to the requirements of the Directorate for Children & Young People and therefore, transfer the management of the building and land to the Estates and Sustainability team in the Enterprise directorate.

Author: Cath Sheen

Contact Details: cathsheen@monmouthshire.gov.uk

- v. **Gilwern S106 funding** 41 - 46

Purpose: To decide on the allocation of grants to specific projects from the Section 106 funding available in Gilwern in 2016/17.

Author: Mike Moran

Contact details: mikemoran@monmouthshire.gov.uk

- vi. **Church Road Caldicot S106 Funding** 47 - 56

Purpose: To decide on the use of Section 106 balances available from the Church Road Caldicot Section 106 Agreement dated 4<sup>th</sup> April 2012 with Harvington Properties Limited and Taylor Wimpey UK Ltd.

Author: Mike Moran

Contact Details: mikemoran@monmouthshire.gov.uk

- vii. **Funding to Caldicot Town Team - Caldicot Goes Pop** 57 - 70

Purpose: To seek approval to release £4,446 of s106 contributions received from ASDA to support the Caldicot Town Team's business case to create a 'pop up shop' unit in the town centre, enabling potential business start-ups to run a test trading retail unit or an event in a prominent location.

Author: Judith Langdon

Contact details: judithlangdon@monmouthshire.gov.uk

- viii. **Funding to Caldicot Town Team - Caldicot Market** 71 - 84

Purpose: To seek approval to release £8097.50 of s106 contributions received from ASDA, to support the Caldicot Town Team's business case to expand specialist markets in the town to become regular monthly events.

Author: Judith Langdon

Contact details: judithlangdon@monmouthshire.gov.uk

- ix. **Welsh Church Fund Working Group** 85 - 100

Purpose: The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 5 of the 2015/16 financial year held on the 10<sup>th</sup> March 2016 and confirm acceptance of the Welsh Church Fund

Principles, Policy Considerations and Grant Allocation Criteria for  
2016/17

Author: David Jarrett

Contact Details: [davejarrett@monmouthshire.gov.uk](mailto:davejarrett@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>Organisational Development</b> Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy, Trading Standards, Public Protection, Licensing	WLGA Council WLGA Coordinating Board Local Service Board	Portskewett
R.J.W. Greenland (Deputy Leader)	<b>Innovation, Enterprise &amp; Leisure</b> Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries & Culture, Information Technology, Information Systems.	WLGA Council Capital Region Tourism	Devauden
P.A.D. Hobson (Deputy Leader)	<b>Community Development</b> Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety, Environment & Countryside.	Community Safety Partnership Equalities and Diversity Group	Larkfield
E.J. Hackett Pain	<b>Schools and Learning</b> School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.	Joint Education Group (EAS) WJEC	Wyesham
G. Burrows	<b>Social Care, Safeguarding &amp; Health</b> Adult Social Services including Integrated services, Learning disabilities, Mental Health. Children's Services including Safeguarding, Looked after Children, Youth Offending. Health and Wellbeing.	Gwent Frailty Board Older Persons Strategy Partnership Group	Mitchel Troy
P. Murphy	<b>Resources</b> Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety, Development Control, Building Control.	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
S.B. Jones	<b>County Operations</b> Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.	SEWTA Prosiect Gwrydd	Goytre Fawr



## 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.

## 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: Future Monmouthshire**

**MEETING: CABINET**

**DATE: 4<sup>th</sup> May 2016**

**DIVISION/WARDS AFFECTED: ALL**

## **1. PURPOSE:**

- 1.1 To commission the undertaking of a strategic programme of ‘whole-authority’ work called ‘Future Monmouthshire’. Future Monmouthshire aims to pose a set of questions about our core purpose, relationships with communities, citizens and stakeholders and our appetite for economic growth and local prosperity – as we move further forward into a changing public sector landscape. Future Monmouthshire will see the development of a new operating model for the Council in order to equip it to meet its goals amidst increasing change and uncertainty. The new operating model will have a clear purpose: to create the capacity and foresight to develop solutions to some of the county’s biggest challenges, ensuring that our Council understands the shifting needs and priorities of communities, positioning itself as an enabler in bringing them about.

## **2. RECOMMENDATIONS:**

- 2.1 That in light of the significant pressures and challenges facing the Council – economic social, environmental and demographic - ‘business as usual’ - is not a sustainable or viable mode of operation. In-building a ‘fitness for the future’ approach, Cabinet agrees:
- To support the development of a new framework ‘Future Monmouthshire’ to determine the future scope of Monmouthshire County Council as a public service body;
  - To commence internal research and development to gauge the minimum viable size for our council in the future, creating a blueprint for a new organisational cost structure;
  - To create a small team of officers, drawn from across the organisation, to develop further the operating model that will support future function;
  - To enter into an Academic Partnership with Cardiff University, in order to ensure the process is supported by rigorous research and best practice insights and provides a means of recording, testing and prototyping the progress made;
  - To build upon this partnership through creating a ‘Commission for Future Monmouthshire’, including representatives of the University, business and community sectors, staff and members; and,
  - To establish a budget of up to £250k drawn from the Invest to Redesign and Priority Investment reserve subject to the 2015/16 outturn position to support the team,

programme of work and specific activities necessary in delivering the financial and wider returns on investment required.

### **3. KEY ISSUES: WHAT IS THE PROBLEM WE'RE TRYING TO SOLVE?**

#### **3.1 Core Challenges**

- 3.1.1 Monmouthshire County Council's core purpose is to support sustainable and resilient communities. For the last four years we have managed the tension of growing public demand for services and a reducing funding settlement from the Welsh Government. Our communities are changing: an ageing demography, changing attitudes to community, newly emerging economies which require new skills and capabilities and the growth of digital technologies are all impacting the pattern of life, work and play. The individual now has multiple roles as a taxpayer, citizen and a consumer.
- 3.1.2 The time has come to reconsider the role and purpose of our Council in the context of a changing public sector landscape. We must look beyond tweaking; slimming and trimming and pose a set of questions around our core purpose; how we proactively approach redesigning our operating model; rethink our relationships with community and partners and consider our appetite for economic growth and financial risk. In a nutshell we must find our place in an ever more complex set of relationships and understand the scale and type of interaction now needed between public and private sectors, community and place.
- 3.1.3 Our financial settlements over the course of the last four years have seen reduction of £10.215million or 10.03% compared to the Welsh average of 6.21%. Looking forward, we can expect to have to find a further £14m over the next four years. In parallel – and posing both additional challenges and opportunities – are factors such as rising demand, changing demography and a whole set of complex social and economic changes. In Wales, we are also the first country in the world to make looking ahead a statutory requirement – with the Wellbeing of Future Generations Act. In this uncharted territory, answering the question about how we continue to deliver and support sustainable and resilient communities, becomes ever more critical.
- 3.1.4 The relationship between the demand side and the supply side has also moved beyond the parameters where normal control and reduction apply. For the past four years we have managed our annual budget-setting process predominately by trying to address, through reduction and some supplementary income generation, the supply side of the public service equation. We now need to think about how we are able to more effectively manage the demand for public services in our communities.
- 3.1.5 A simple response to these challenges might be to reduce service provision and commensurately staff numbers – an approach we have rightly sought to resist because preparing for an era of austerity and retraction of the state should not be about simply managing decline. We have clear choices to make in taking our accountability to communities as seriously as possible and being pre-emptive in designing our future operating model – giving proper consideration to our commissioning-led role, evolution of



local services, models of local ownership, empowerment and control, the role of partners and stakeholders and how we in-built greater resilience and self-reliance. Before all of these factors can be explored however, the lens we have to apply to the problem has to be framed by the evidence, priorities and values that are 'uniquely Monmouthshire'. This will enable a proper and full debate about the future role and place for local government in our society and communities. Building upon the work started through Creative Councils in 2011, we need to dedicate time and resources to reimagining the role and place of Future Monmouthshire as it seeks to adapt and retain its relevance and viability.

- 3.1.7 Building our future legitimacy will require a wholly new operating model. An operating model is the way in which an organisation works; its structure processes and culture. Our current operating model is far from 'traditional' given the continuing efforts to do things differently. However, it still remains one that is focussed predominantly on rationing services to meet demand. As resources have reduced, we have sought to simply replace them at the same levels, through cutting cost, reducing provision at the margins and generating income. The model does not enable us to easily ask more fundamental questions about being service-led or people-led; focussed on narrow consequences or the wider causes and effects of social failure and whether services should be local or universal, standardised or customised.
- 3.1.6 In recognising the fast burning nature of our current platform, Future Monmouthshire aims to pose and solutions to these significant challenges. Future Monmouthshire will be about much more than conceptual thinking – it will be practical in focus and allow the solutions and opportunities to be applied to practice and adopted in culture. It aims to answer questions such as, how will we work in the future? How will we organise? How will we deliver services to the public and what kind of value-set and beliefs will best serve this purpose? Future Monmouthshire's starting point is the acknowledgement that a step change in operating model is needed at pace, so that we are clearly able to define:
- The outcomes we seek to achieve for our customers and communities
  - The structures, processes and systems we will put in place to achieve this
  - The people, resources, skills and mind-sets we will need to achieve this

## **3.2 How are we going to go about solving the problem?**

- 3.2.1 The problems we face are not merely austerity-imposed ones. The challenges are complex, multi-faceted and change quickly and often. They are social, societal, demographic, environmental, economic and place-based. Form must follow function and as such, the continued squeeze on public finances and the looming spectre of Local Government Reorganisation should just be seen as the latest chapter in our ongoing quest to transform services so that we are still able to provide a locally determined offer that is good for today and as far as is possible, fit for tomorrow. Only a clear strategic vision and a systematic approach to increasing our capacity to achieve our goals will deliver the scope of transformational change needed.
- 3.2.2 We have to challenge ourselves to think about the nature of changes on the horizon – and envision how our county might look in the next five, ten, fifteen years and beyond.

Stretching out to think about the long-term will enable us to work back, developing clear plans and proposals for the relative short-term – but as instalments and contributors to the bigger picture. We must develop our ability to look forward, understand future demand, innovation in supply-side, market forces; to scenario plan and practice rapid adaption. There is real discipline to focussing on the things that we can reasonably foresee as mattering most to our communities; empowering the frontline to lead and reduce bureaucracy – and ensuring we make the top line as big a priority as the bottom line. 'We' in this context has to stand for shared endeavour with partners and residents – engaging the creative rather than reactive component of communities. If we are to tread a new path, it will require us to find out what works through safe experimentation, using data to inform decisions, predict behaviours and trends and develop customer insights and actionable business intelligence ongoing.

- 3.2.3 The approach to solving the problem has to build on opportunities. Whilst budgets are declining, our social capital as a county and our capacity for involvement, ideas and mobilising alternative resources, is growing. We are a small and close-knit organisation; our staff base is strong and levels of trust and engagement – as evidenced by the recent staff survey – remain high. We are recognised as 'innovation-friendly' – taking forward new ways of working and building a profile at the national and regional level with strong networks and the ability to attract high-profile thought leaders and opinion formers.
- 3.3.3 Our role in the City Deal to date, working closely with Higher Education and business has been to develop outline programmes for innovation-led growth – both in the private and public sectors. Working with both Wales and UK Governments, we have the opportunity to lead the region's work in developing proposals for a public services 'test-bed' as a means of piloting, developing and adopting alternative means of delivery across the public sector. Future Monmouthshire plays directly into this territory and this work should also be seen as a wider opportunity for our Council to be at the forefront of a new public service – a stated priority for UK and Wales Government ministers given the potential to transform local services and contribute to economic growth and prosperity.
- 3.3.4 If we are to rise to the challenge properly, it is clear we must dispense with our conventional operating model and find new ways of meeting needs and responding to priorities and expectations. We must set ourselves a goal that stretches beyond how to run our council on 5-30% less and ask ourselves what county will look like in 5-30 years' time. In so doing, we will require external challenge, support and the ability to network into the places that have gone before us in asking the questions.
- 3.3.5 It is proposed that a 'Commission for Future Monmouthshire' is established to provide a stakeholder support model and comprising representatives from the Higher Education sector, business, community and elected members – with lines of engagement to Mon Minds our staff involvement forum. The Commission will provide high-level support and direction to the work, bringing together expertise, experience and fresh perspectives. The Commission will enable us to tap into the networks, resources, thinkers and experts who can provide guidance and support, connecting us to the individuals who can help grow high potential ideas. Additionally and in view of the work commenced with Cardiff

University around future public services in the City Deal, it is proposed that the lynchpin of the Commission is an Academic Partnership. The Academic Partnership would be between Monmouthshire County Council and Cardiff University. Cardiff's partnership with NESTA and WG in Y-Lab – the public service innovation lab and their credentials as the 2<sup>nd</sup> best university in the UK for research excellence will ensure we access the best insights, penetrate the right networks and document our journey and findings through a recognised research report capable of replication. This academic rigour will instil a strong focus and diligence; ensuring outcomes can be scaled up; knowledge transfer achieved and enable us to access PhD-level individuals who can contribute to and inform our work.

- 3.3.5 The Commission will have oversight of the work of a small team of individuals that will be selected from across the organisation. This will be done on the basis of fixed-term secondments and will require a small amount of back-fill in order to ensure capacity requirements are evenly balanced. The team will be led by the Chief Officer Enterprise and Head of Policy and Engagement on behalf of the Senior Leadership Team. The interdisciplinary team will have a cross-departmental brief and be tasked with working with services, communities, partners, data, academics, business and others to develop the short, medium and long-term proposals that will define our new way of working and underpin the new operating model. They will be required to catalyse change, assess transformation readiness and broker and transfer knowledge; to identify opportunities and commission and undertake the work needed to turn them into reality.
- 3.3.6 The Future Monmouthshire team and Commission will be required to advise council on how best to adapt to an age of open government and financial retrenchment. Whilst projects and programmes of thematic activity will feature – all of which will come with measurable requirements around increased efficiency and effectiveness – the budget is not the start point. Becoming more efficient and effective becomes the bi-product of doing the right things. The core work will involve creating the right cultural conditions and exploring the options to incentivise and reward successful application of new ideas and thinking. Options appraisal development and business planning for change will be a key feature – as will be forecasting the outlook for standing still. Creating 'design principles' focussed around: better customer experience, informed commissioning, stronger local engagement and value for money will also ensure the work is framed by key parameters and can convert easily to the Council's Improvement Plan and Wellbeing Objectives.
- 3.3.7 In relation to measures and metrics to gauge success at the relevant stages, these will be established and reported back as they are developed and iterated through the process and will be timed to synchronise with progress reports to the Commission, Select Committees and Cabinet. Measures and indicators need to evolve from the process and cannot be set out at the outset because otherwise the risk is we pursue solutions to problems we don't fully understand.
- 3.3.7 The response will need to be phased over the next period:
1. In the **short term**, the ongoing challenge is to set off on the new path clearly understanding demand, current trends & reducing costs through greater efficiency, sharing

services, greater productivity and limiting or stopping some services. Clearly the need to still set annual budgets within our Medium Term Financial Planning framework will need to sit alongside the Future Monmouthshire work. In order to encourage all services to engage with this work, the process for identifying budget proposals will be modified so that all services in the organisation will be asked to consider how their services would look in 4 years' time within a range of reductions in the resources available to them. The principles explained above will form an important back drop for services to explore the options available to meet the more immediate budget challenges. As the work on Future Monmouthshire progresses this will undoubtedly influence the MTFP going forward.

2. In the **medium term**, the goal will be to put ourselves on a sustainable financial footing allowing greater scope for innovation and testing and adopting principles and components of a new operating model. This means redesigning services to make them better and cheaper, for instance finding ways to contain adult social care costs in the face of an ageing population. It also means securing new sources of locally raised funding.

3. In the **longer term**, we will need to negotiate and set out a new relationship with our county, developing stronger communities and helping those communities to shape their own destinies.

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

- 4.1 At the macro and micro-level, public services are undergoing profound realignment and significant readjustment. With smaller budgets, mounting demand pressures, and commitments to localism, place-shaping and focussing more on the needs of citizens – the current operating model is not fit for future purpose. We need to re-build our capacity to flex, adapt, feel at ease with ambiguity and navigate across the network of complex public, private, business and community relationships. Whilst there is no such thing as a 'one size fits all' operating model and Monmouthshire County Council must tread its own path – the one thing that is a given is that a 'business as usual' approach would be the most reckless course of action to take.

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

- 5.1 In order to accommodate staff secondments and back-fill and provide resources with which to commission work and support the establishment of the Commission – a budget of up to £250,000 will be required to support this work in 16/17. As with previous funds linked to development work needed around the budget, this will extinguish the Invest to Redesign Fund on current projections and will draw on the Priority Investment reserve for any balance required and will be overseen by the Chief Officer, Enterprise.

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

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

Senior Leadership Team  
Senior Management Team  
Cardiff University

**8. BACKGROUND PAPERS:**

Appendix 1 – Demand Pressures  
Draft Design Principles

**9. AUTHORS:**

**Kellie Beirne, Chief Officer, Enterprise and Will McLean, Head of Policy and Engagement**

**10. CONTACT DETAILS:**

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**SUBJECT: LEADERSHIP REVIEW**

**MEETING: CABINET**

**DATE: 4<sup>TH</sup> MAY 2016**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

1.1 To propose changes to the officer leadership structure of the Council.

**2. RECOMMENDATIONS:**

2.1 To agree the changes set out in the body of this report and captured more fully at Appendix 1.

2.2 To authorise the Chief Executive to proceed with management action necessary to give effect to these changes in keeping with approved Council employment policies.

**3. KEY ISSUES:**

3.1 The organisation over the course of several years has seen significant changes to the shape of the officer leadership team. This change has been driven by a need to have the necessary mix of ability and experience in the right places to take forward the politically determined agenda of the Council. Changes have seen significant reductions in cost recognising the need to focus increasingly scarce resources on the delivery of front line priorities of the Council.

3.2 As part of the budget process for financial year 2016/17, a commitment was made to further reduce leadership costs by £320,000 in a full year. This report sets the ground for £290,000 of this target to be achieved.

3.3 The Council is a complex delivery model. With a recurrent budget in excess of £100 million, circa 3,500 people employed, assets worth many millions and responsibility for securing in excess of 500 service offers, leadership and direction is both necessary and important. This report recommends a sustainable structure that enables the policy direction of the Council to be delivered. In summary it proposes:

- The deletion of 8 management positions at Head of Service level
- The addition of a Chief Officer Resources position
- The addition of a position Head of Governance, Engagement and Improvement
- The addition of a Head of People Services
- Adjustment to one Head of Service position through agreed flexible retirement
- To designate the Chief Officer (Innovation and Enterprise) as Deputy Chief Executive

3.4 There will be some changes to service alignment brought about by these changes albeit these changes will not in themselves signal change at a level below Head of Service. The principal changes will be:

- Alignment of several service areas to the leadership of the Chief Officer Resources
- Alignment of several service areas to the leadership of the Head of Governance, Engagement and Improvement
- Public Health / Public Protection moving to the Social Care, Safeguarding and Health service area
- Housing being re-positioned under the leadership of the Head of Planning within the Innovation and Enterprise service area
- The Youth Service being re-positioned into the Innovation and Enterprise service area.

3.5 These configurations are presented at Appendix 1.

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

- 4.1 Significant attention to detail has gone into the recommendations being made. The proposition being put to Cabinet is designed to improve the organisation albeit within a context of reducing resource.
- 4.2 A smaller, confident, public facing top-team with a slightly better balance of responsibilities will position the organisation more strongly. With an uncertain future for local government we will need to continue to work on the alignment of our resources and our priorities whilst at the same time ensuring that we have sufficient space to advance the policy agenda of the incoming Administration in May 2017.
- 4.3 At the heart of these proposals is a recognition that our enablers – people, money, land, buildings and digital will work better for us if they are co-led.
- 4.4 There is a recognition that there is benefit to be had in pulling together the customer / client / citizen aspects of our work into one place and connecting these very clearly with our improvement and community development functions.
- 4.5 There is recognition that we need to strengthen leadership aspects of People Services. Whatever the make-up of the next Wales Government, public service reform is going to be a feature of the next few years. Whether the dominant force is Local Government reorganisation or not, the financial outlook tells us that things are going to change and the size and shape of the Council will change accordingly. A developmental piece of work 'Future Monmouthshire' which is being considered elsewhere on this agenda will chart a way forward and we need to ensure that we are maximising the opportunity for our workforce to be successful. With a Staff Commission already in place we need a credible offer.
- 4.6 Public Health / Public Protection are incredibly important services, particularly in a county like Monmouthshire, so re-attaching these to a recognised service area, Social Care, Safeguarding and Health, will recognise this and build on synergies in service that have long been recognised through informal networked arrangements.
- 4.7 It seems likely that the Youth Service will feature as a very important part of an Alternative Delivery Model incorporating, Leisure, Outdoor Education and Sport Development so aligning it with the Chief Officer (Innovation and Enterprise) at this time, who is leading this piece of work, seems a sensible thing to do so that the Service plays its full part in the developmental cycle.
- 4.8 Similarly our Housing Service, small in headcount but core to our success, will more closely align with our Planning Teams.



## **5. RESOURCE IMPLICATIONS:**

- 5.1 Financial realities cannot be ignored and there is a requirement in place as part of the 2016/17 budget to achieve £320,000 savings from senior leadership. These proposals take us most of the way there, yielding a recurrent benefit in a full year of operation of £290,000 as per the illustration at Appendix 1.
- 5.2 Initially an internal process will be conducted to recruit to positions. This process will recognise that a number of officers are being placed 'at risk of redundancy'. Where appropriate, they will be considered for opportunities in keeping with the Council's employment policies.
- 5.3 It is not possible at this stage to give an accurate estimation of costs associated with severance of employment given that there are processes too work through. It is not envisaged that this will be a significant cost at this stage.

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

- 6.1 Cabinet approval will see the establishment of a focussed 'whole authority' leadership team. It will be a Team with a highly visible leadership style equipped to translate the 'early adopter' work that has been done around the Wellbeing and Future Generations Act into an operating reality across the whole organisation.
- 6.2 The Team will exercise high level vigilance on all aspects of Safeguarding, guided by statutory officers and the whole authority safeguarding team.
- 6.3 There are no direct corporate parenting implications arising from this report.

## **7. CONSULTEES:**

Initial conversations have taken place with members of the current Strategic Leadership Team. The outline of change has been circulated to all employees of the Council and an engagement with Trade Unions has taken place.

## **8. BACKGROUND PAPERS:**

None

## **9. AUTHOR:**

Paul Matthews, Chief Executive

## **10. CONTACT DETAILS:**

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# Monmouthshire County Council 'Top Team Structural Review'

# Chief Officer Team (As is)

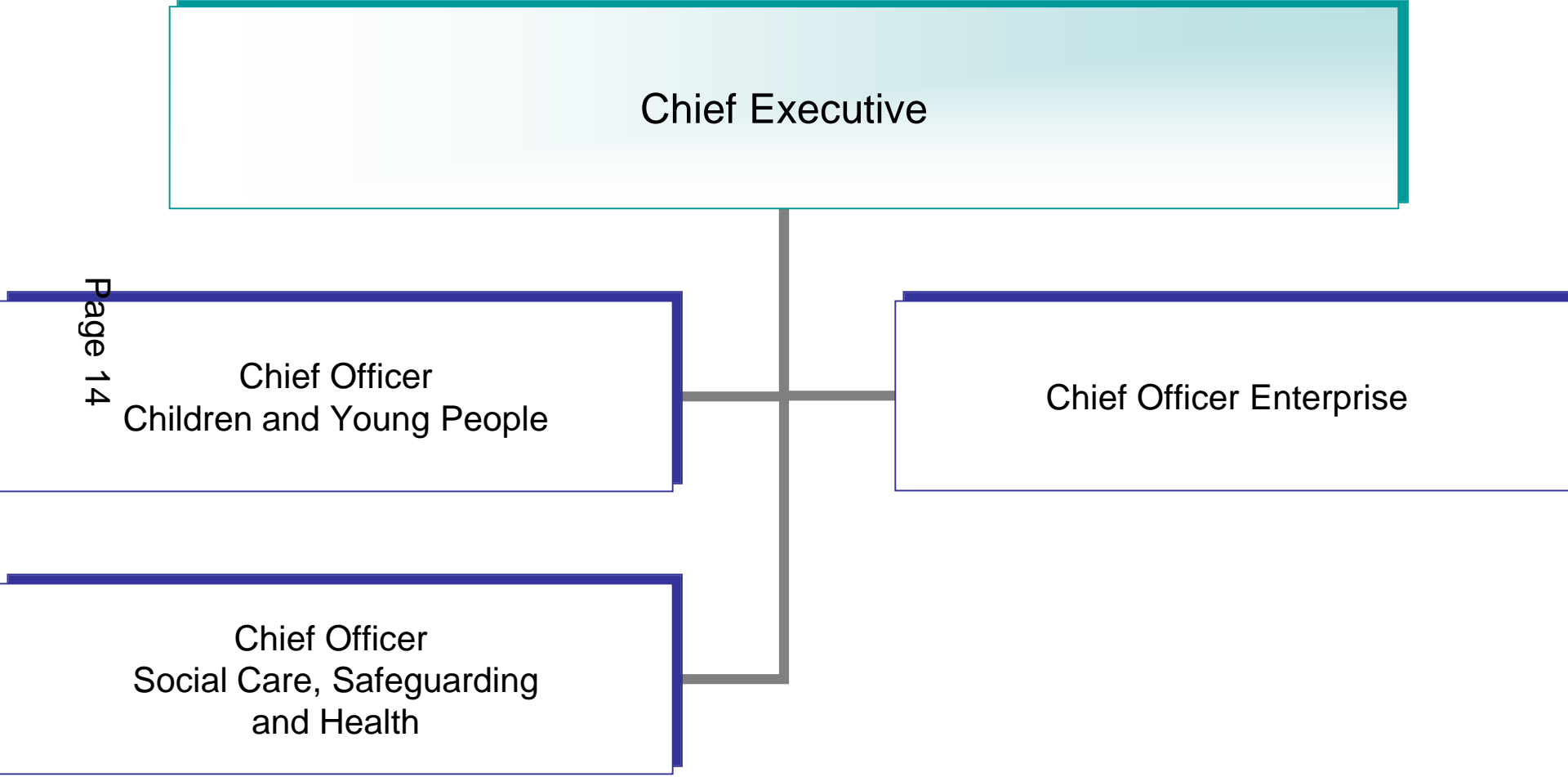
Chief Executive

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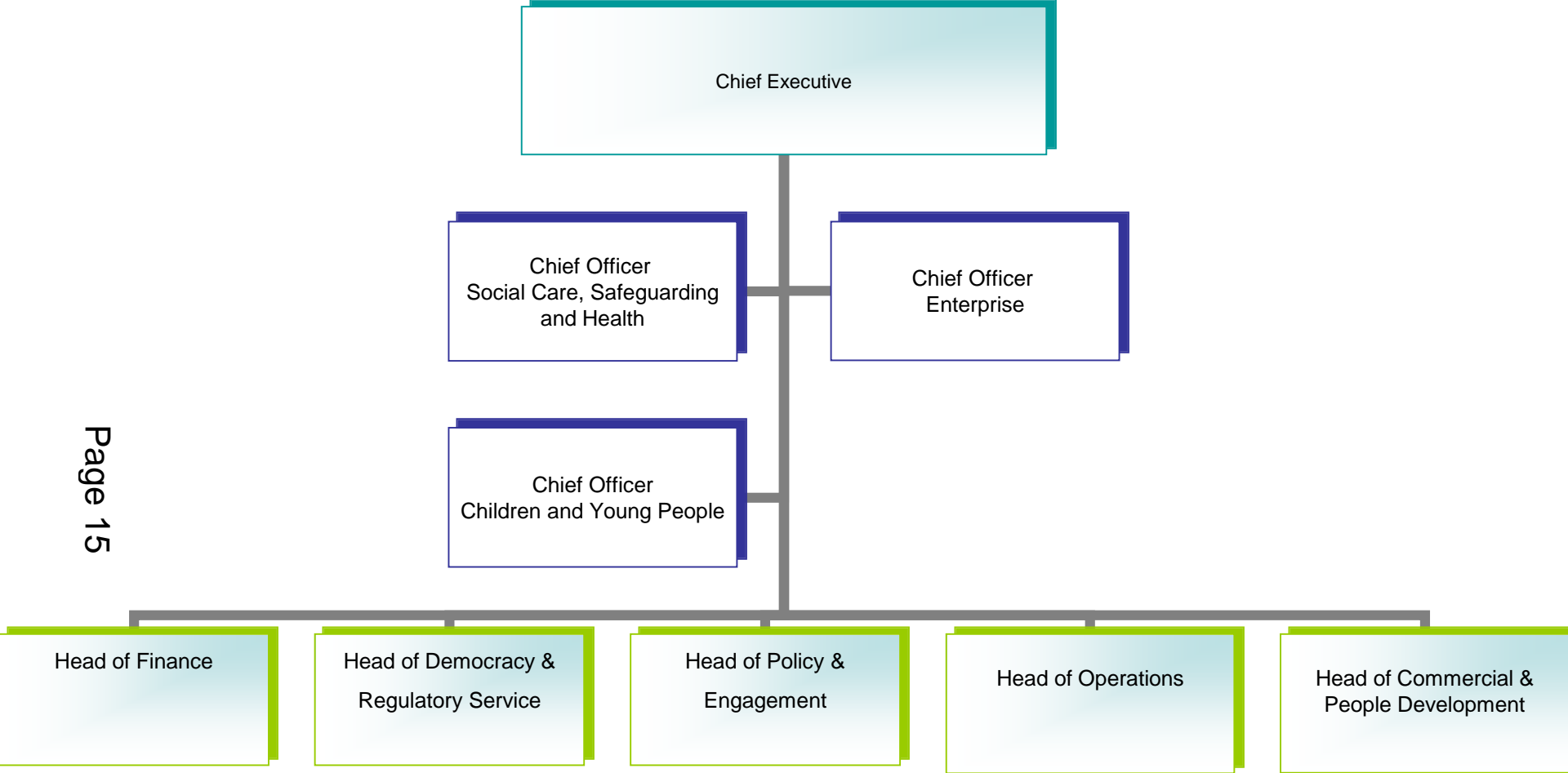
Chief Officer  
Children and Young People

Chief Officer Enterprise

Chief Officer  
Social Care, Safeguarding  
and Health



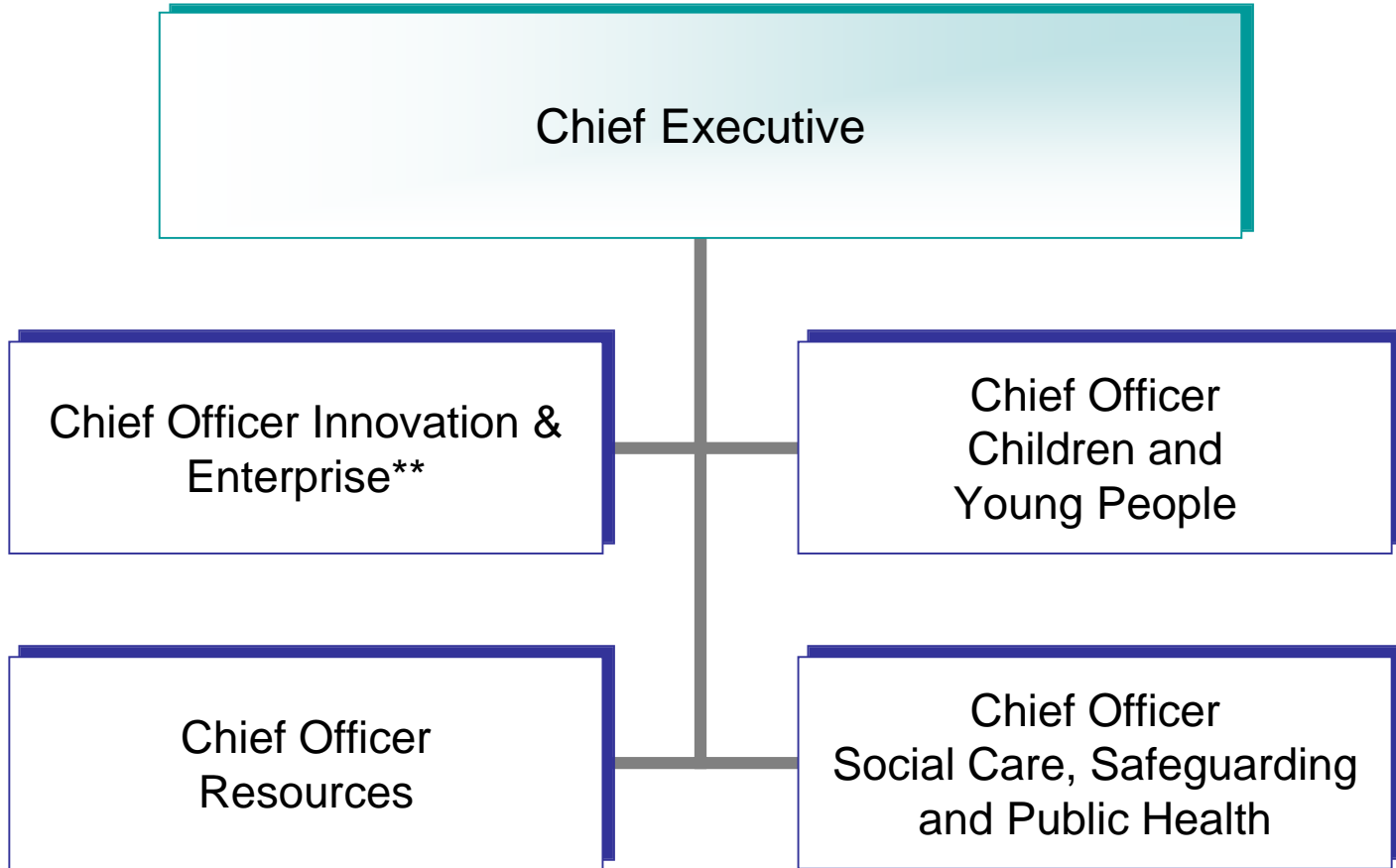
# Strategic Leadership Team (As is)



## Why change?

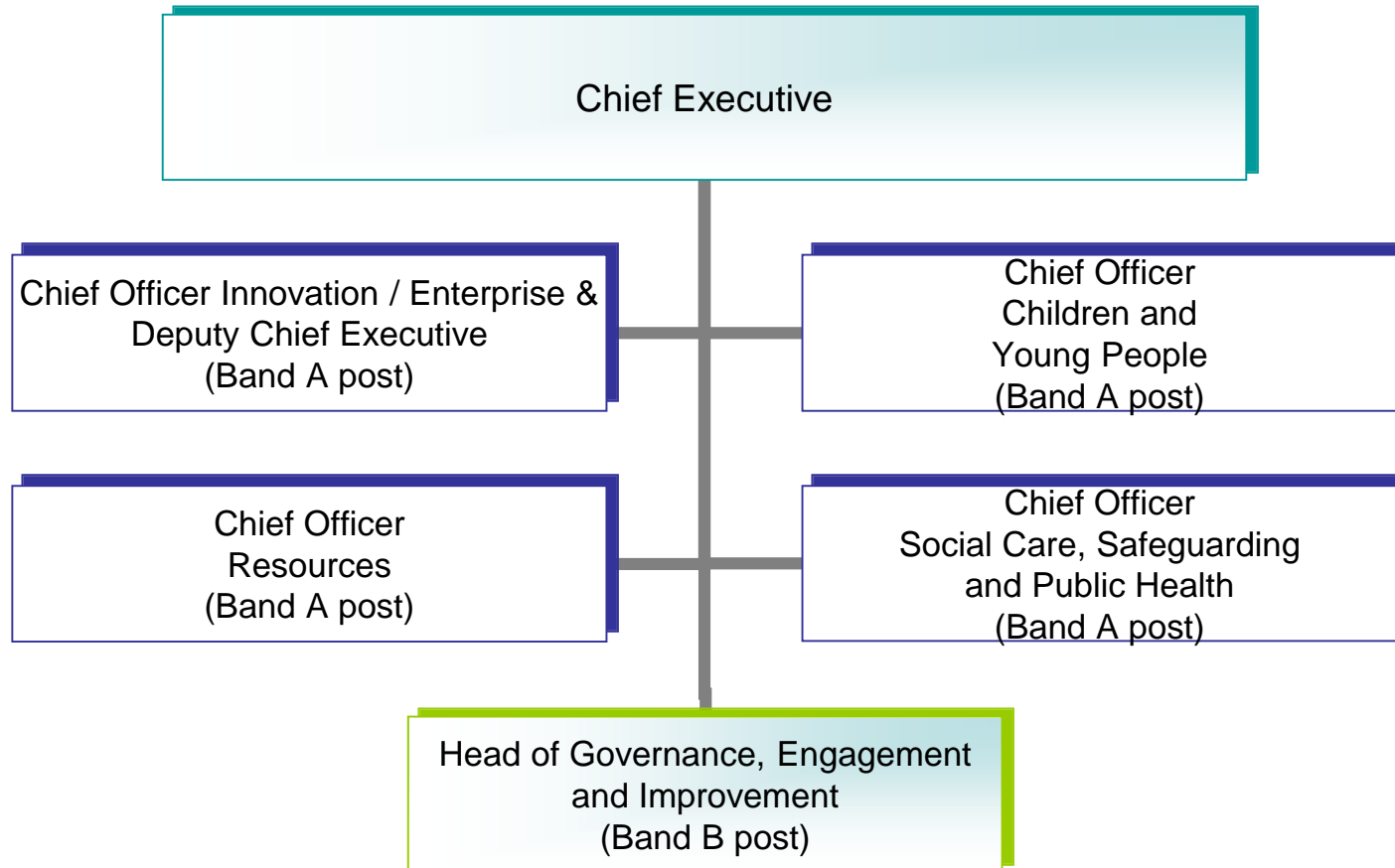
- Need a confident, clear public facing Top Team
- Need Top Team absolutely equipped for ‘whole authority leadership’ - resilience
- Need a more even alignment of responsibilities
- Need to spend more time on strategy
- Need a team equipped to think beyond 18 months
- Need more cohesion between priorities and resources
- HR side of organisation needs strengthening
- Financial situation challenging – need to drop cost
- Leadership clarity in absence of Chief Executive

# Chief Officer Team (proposed)



\*\* Designated Deputy Chief Executive

# Strategic Leadership Team (proposed)



Footnote –

All statutory officers can attend SLT when necessary

Head of Governance, Engagement and Improvement will coordinate and attend all SLT meetings

Head of Place appears in line management of Chief officer Enterprise and Chief Officer Resources (dual reporting)



# The Strategic Leadership Team will...

- **Provide leadership to the 'paid service' that is**
  - Visionary
  - Ambitious
  - Inspirational
  - Decisive
- **Model and live a culture that emphasises**
  - Positive attitudes and behaviour
  - Capacity and capability
  - Development
  - Individual performance
- **Deliver political priorities in a way that is**
  - Clear
  - Linked to resources
  - Performance managed
- **Promote partnership**
- **Instil political trust**
- **Be thoughtful about the future whilst delivering in the present**

**All  
measurable**

# So what changes?

## Establishment re-designation

- Chief Officer Enterprise is also designated Deputy Chief Executive 5,000

## Establishment variation

- Head of Operation (15% reduction – flexible retirement) (9,600)

## Establishment addition

• Chief Officer (Resources)	77,400
• Head of Service (Governance, Engagement & Improvement)	67,300
• Head of Service (People)	64,500

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## Establishment reduction

- Head of People and Commercial (60,000)
- Head of Policy and Engagement (60,000)
- Head of Democracy and Regulatory Services (64,500)
- Head of Highways (vacant) (56,100)
- Head of Partnerships (vacant) (50,100)
- Head of Legal Services (vacant) - net (30,000)
- Head of Whole Place (vacant) (47,900)
- Head of Personnel (vacant) (47,900)

Net saving	(211,900)
On-cost	<u>(78,100)</u>
Total saving	<b>290,000</b>

# Chief Officer management functions

Chief Executive

Head of Operations  
(Band B post 85% FTE)

Monitoring Officer  
(Band B post)

Head of Governance  
Engagement &  
Improvement  
(Band B post)

Highways  
Waste  
Street lighting  
Grounds maintenance  
Engineering  
Fleet / PTU  
Property / Facilities Management  
Meals

Legal advice  
Legal commissioning  
Land charges  
Litigation  
Constitution  
Codes of Conduct

Democratic support / Elections  
Communication / complaints  
Town/Community Council Lead  
Community Hubs/Contact  
Centre  
Whole Place lead  
Whole authority strategic  
planning framework  
Council partnership lead

# Chief Officer management functions

Chief Officer Innovation /  
Enterprise and DCE

Council of Future  
City Deal  
Alternative Service Models

Head of Leisure, Tourism  
(Band E post)

Head of Planning &  
Housing  
(Band E post)

Head of Economy  
(main scale post)

Head of Youth Service  
(main scale post)

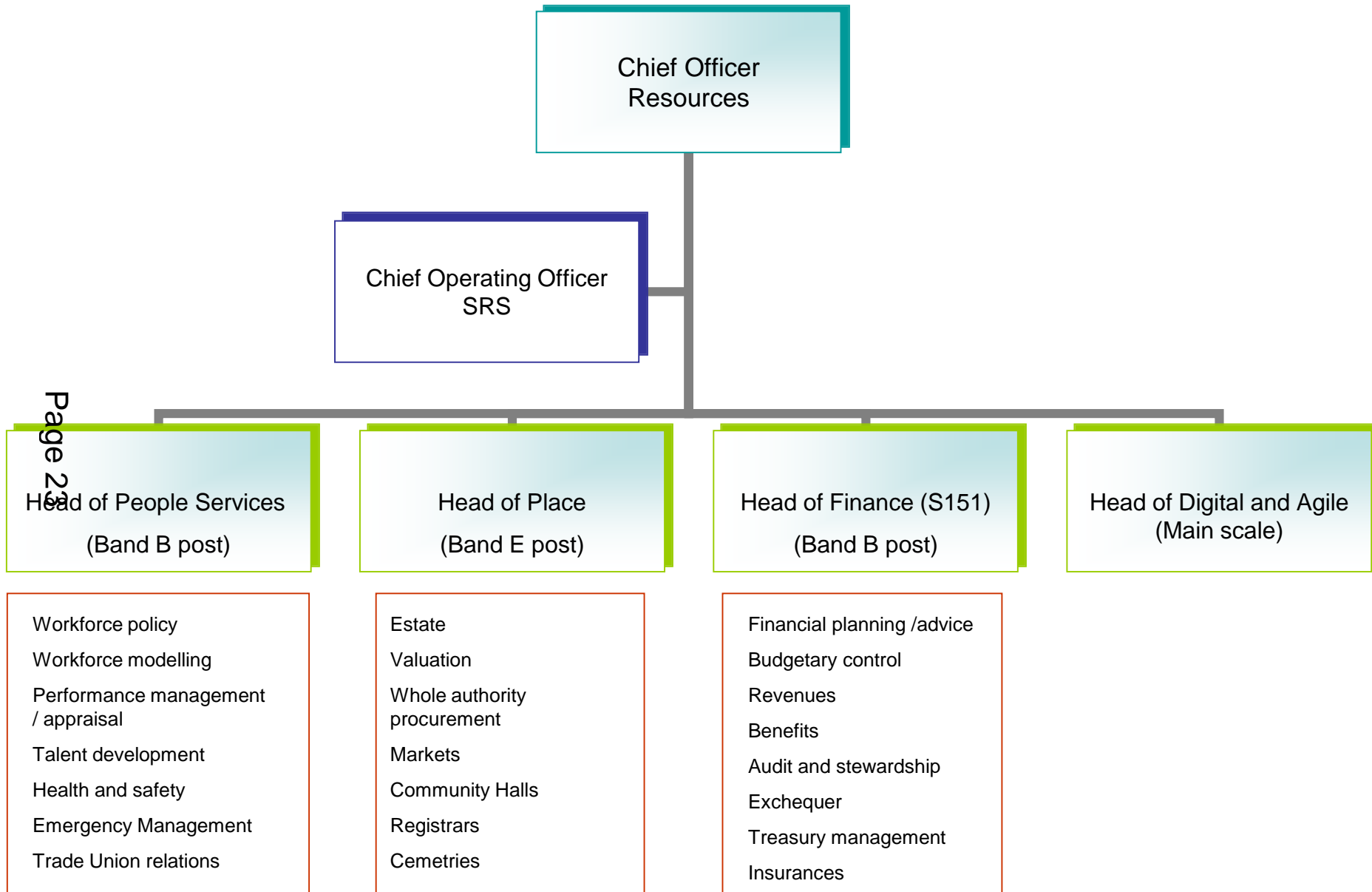
Leisure  
Sports Development  
Community recreation  
Outdoor education  
Duke of Edinburgh  
Awards  
Tourism / Events  
Museums and  
attractions

Planning policy  
Strategic land use  
Housing Service  
Development Control  
Building control  
Countryside  
Conservation

Enterprise  
Young Enterprise  
Business support  
Rural Development plan  
EU and external funding

Young people  
engagement  
Youth Centre  
work  
Outreach  
Youth Access  
Counselling

# Chief Executive management functions



# Chief Officer management functions

Chief Officer  
Social Care  
Safeguarding &  
Public Health

Children's Services  
(Band C post)

Adults Services  
(Band C post)

Public Health &  
Protection  
(Band C post)

<b>SUBJECT:</b>	<b>Budget Mandate 2016/17 – Preparedness Assessment</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>4<sup>th</sup> May 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE

- 1.1 The purpose of this report is to provide Cabinet with an assessment on the preparedness of services to deliver the 2016/17 budget mandates.

## 2. RECOMMENDATIONS:

- 2.1 That Cabinet receive the report setting out the preparedness of services to deliver the 2016/17 budget mandates.
- 2.2 Note any areas of potential risk will be subject to intervention by senior managers to mitigate the risk and progress captured in future reports that will be presented in line with the financial monitoring timetable.

## 3. KEY ISSUES:

This highlight report contains the progress prior to the start of the financial year 2016/17; as such, it assess service areas' readiness to deliver their projected savings. It highlights the progress up to March 2016, detailing both the positive benefits to date and any risks that are presenting. It will track both the income stream and the projected cost savings against each individual mandate.

The attached review report will be used as a management tool to enable appropriate action to be taken to mitigate risks and maximise the levels of income or reductions in costs required in each approved mandate. Further progress reports will be presented alongside budget forecast monitoring reports, at which point the progress against the financial targets will be included to ensure a complete assessment of the whole budget is provided to Members.

## 4. REASONS:

It is important that the council effectively manages and tracks the delivery of the mandates. This framework will provide an accurate picture of the status of each individual mandate.

## 5. RESOURCE IMPLICATIONS:

The costs associated with the monitoring of the mandates will be met within existing budgets.

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

All sustainability and equality implications have been addressed in the individual mandates. Any implications will be reviewed as implementation of the mandates are progressed.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

Not applicable.

**8. CONSULTEES:**

SLT & SMT

Cabinet

**9. BACKGROUND PAPERS:**

Update on draft budget proposals for 2016/17 – Cabinet 2<sup>nd</sup> December 2015.

Revenue and Capital Budget 2016/17 – Final proposals following public consultation – Cabinet 6<sup>th</sup> January 2016.

Revenue and Capital Budget 2016/17 – Final proposals following public consultation – Council 21<sup>st</sup> January 2016.

**10. AUTHOR: Will McClean – Head Of Policy and Engagement**

**11. CONTACT DETAILS:**

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



# Mandate 16/17

## Mandate Preparedness March 2016

On target to deliver all savings within financial year
Partly achieve mandate targets within the financial year
Minimal delivery of mandate targets within the financial year

<b>Summary Position</b>	
Mandate Savings as Council Report 21st January 2016	£2,815,200
Estimated Achievable as at March 2016	£2,543,200
<b>REDUCTION in mandates achievable (B1, B2, B5, B7, B13, B18, B20)</b>	<b>£ 272,000</b>

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Mandate Number	Mandate	Mandate Lead	Service area	Original Mandate Savings 16/17	Updated Savings 21st January Council Report	Estimated Achievable as at March 2016	Comments
B1	Not for Profit Service Delivery Model - NNDR Savings	Ian Saunders Leisure Services/ ADM	80% reduction in NNDR for Leisure following delivery of ADM	£254,000	£0	£0	Alternative service delivery model project team currently scoping options. Anticipated go live date September 2017. Finance savings adjusted to reflect an updated timeline. Cabinet have approved initial additional resource requirements amounting to £60k. Special Joint Select originally proposed for April 18th has been rescheduled for May 2016.
	Leisure Services Income Generation	Ian Saunders/ Leisure Services	Income generation/cost savings within Leisure services	£100,000	£120,000	£100,000	Savings identified for 2016/17 to be achieved through income generation and service efficiencies. The service have identified areas to achieve £100k of the original mandates, this is split between. <ul style="list-style-type: none"> <li>Income Generation amounting to £55,000</li> <li>Service efficiencies amounting to £45,000</li> </ul>
B2	Rationalise business support	Tracey Harry	Review of business support functions across the whole Authority to identify savings.	£50,000	£50,000	£28,000	Service manager has currently secured 56% of total savings. Further exploration currently taking place to secure the remaining amount.
B3	Training Services Consolidation	Peter Davies	Consolidation of the Authorities existing training functions.	£50,000	£50,000	£50,000	Working towards achieving mandate savings of £50k, however existing known pressures already exist within some of the training budgets. Option appraisal for service currently being scoped to identify whether mandate savings will be achieved through additional external income generation opportunities or service efficiencies. Amber RAG rating due to incomplete option appraisal at this stage.
B4	SRS ICT Business Development Options	Peter Davies	SRS Business Development Options	£100,000	£0	£0	The savings originally identified have been moved to the financial year 2017/18 to enable sufficient time to undertake the stages required to release a net saving to the Authority from moving to a Cloud environment,
B5	Community Asset Transfer/ income generation	Deb Hill Howells/Ben Winstanley	Melville Theatre (Abergavenny)and Drill Hall (Chepstow) transfer of assets to Community groups	£60,000	£60,000	£45,000	The £60k for Community Asset Transfer will partially be achieved. We are continuing to work with the Community Groups on their business case/contracts in order to transfer the assets into a sustainable model, in addition with regard to the asset in the North of the County we are currently working to relocate another MCC service to suitable accommodation within the area.
		Deb Hill Howells/Ben Winstanley	Joint Venture to maximise income generation	£0	£100,000	£0	Savings have increased by establishing an income generation target of £100k to be achieved from entering into a competitive process to identify suitable partners that may wish to work with the Council to optimize Council assets for community large scale events and other income generation activities. Early indications have highlighted limited appetite for such an agreement, however the Council will continue to try to secure partners.
B6	Community Infrastructure Levy	Mark Hand	Reduction in spend on infrastructure with spend being replaced by S106/CILLS funding streams	£50,000	£0	£0	This mandate has been reprofiled to deliver savings identified in the financial year 2017/18.
B7	Legal Services	Rob Tranter	Income generation by providing Legal Services to external organisations	£25,000	£25,000	£0	Staff changes within the department have resulted in the delay of negotiations with Melin Homes.
B8	Promoting Responsible Business Waste	Rachel Jowitt	Introduction of new policy to charge for trade waste, and better control over use of the Household Waste Recycling Centres	£80,000	£80,000	£80,000	The new policy for trade waste along with increased control of domestic waste at recycling centres is on target to achieve savings identified.
B9	Planning Services - Income Generation	Mark Hand	Reducing net cost of planning services with the increase of income from planning applications received.	£40,000	£40,000	£40,000	This is in line with Welsh Government policy changes and therefore full savings are achievable.
B10	Extension shared lodgings housing scheme	Ian Bakewell	Increase the Shared Housing Scheme within Monmouthshire.	£40,000	£40,000	£40,000	The Shared Lodging Housing Scheme continues with the expansion programme, this is being supported by a targeted marketing campaign as well as a business development resource within the team to positively and proactively market the private sector offer. There is a long term risk that management fees received from WG will be reduced, impacting on income received by MCC, this has always been a known risk and will continue to be monitored.
		Ian Bakewell	Reduction in B&B cost.	£10,000	£10,000	£10,000	B&B costs to the Authority have been reduced mandate savings on track to be delivered.
B11	Leadership Team Structure Review	Paul Matthews	Re-alignment of Senior Key Posts and Roles.	£225,000	£315,000	£315,000	Proposals to achieve this saving are being compiled by the Chief Executive for a report to Council.
B12	Second Phase Review of subsidies to 3rd sector	Will McLean	Consolidation and reduction of grants to 3rd Sector providers.	£75,000	£75,000	£75,000	Following discussion with 3rd Sector bodies, revenue contributions have been reduced to reflect mandate savings outlines in the mandate. Funding has been secured for the Healthy Homes Scheme from another service area for a 12 month period (starting April 2016), following this timescale the service will cease unless an alternative funding stream is secured, this will continue to be monitored.

B13	Highways Infrastructure Income Generation	Roger Hoggins	Income generation from highway advertisements across Monmouthshire	£50,000	£50,000	£30,000	The service have encountered planning problems with the installation of signs on the highway. Highway and planning colleagues are working on acceptable locations moving forward, this has delayed the income opportunities commencing as early as anticipated resulting in a shortfall in income for the financial year 2016/17.
		Roger Hoggins	Increase in additional car parking spaces	£100,000	£100,000	£100,000	Net increase in car park income following borrowing costs relating to capital investment. See Cabinet report 2015 for further details on proposed car park changes and proposed borrowing requirements.
B14	Grounds - funding review	Rachel Jowitt	Highway verge maintenance - reduce the number of cuts in the contract.	£75,000	£75,000	£75,000	This mandate will be delivered in line with the pollinator policy.
B15	Highways maintenance	Roger Hoggins	Reducing the budget within the Highways section.	£200,000	£200,000	£200,000	The mandate will be achieved by two posts being transferred to SWTRA funding, deletion of a one post and a reduction in both materials and vehicle budgets, savings on target to be achieved.
B16	Flexible employment options	Peter Davies	Market to all staff the Authority's flexible benefits and employment packages, in the form of negotiating reduced hours, taking unpaid leave or purchasing additional annual leave.	£50,000	£50,000	£50,000	On course to launch earlier part of the financial year 2016/17, based on information received from other LA on take up there is confidence that this level of saving is achievable.
B17	Business rates Evaluation - Appeals	Ruth Donovan	Following an appeal on business rates that the authority has previously been paying some one off rates refunds is expected.	£140,000	£140,000	£140,000	Awaiting for an update from our valuers Cooke and Arkwright regarding the current position on these appeals, savings at present considered to be on track for delivery in the financial year 2016/17.
B18	Strategic Property Review	Deb Hill Howells/Ben Winstanley	Residential Agency Service.	£10,000	£10,000	£0	Original mandate identified the creation of a residential agency service ( Arm's Length Company). Following Legal advice it is highly unlikely that this is now a sound proposition, however discussions are on going.
		Deb Hill Howells/Ben Winstanley	Termination of leases.	£10,000	£10,000	£10,000	Termination of leases to generate cash efficiencies is on track to achieve savings for the financial year 2016/17.
		Deb Hill Howells/Rachel Jowitt	Depot Rationalisation Programme	£20,000	£20,000	£10,000	Mandate identified depot rationalisation to reduce running costs by £20,000. In order to carry out this rationalisation a service redesign is currently being considered, completion timescale for this work currently unknown, however a proportion of the savings will be realised in this financial year.
		Deb Hill Howells/Ben Winstanley	Letting income from renting additional properties.	£20,000	£20,000	£20,000	Proposed income being derived from additional property rental is on target.
		Deb Hill Howells/Ben Winstanley	Reduction in running costs as a result of the re-location of staff to County Hall (rates relief, clearing contract, reduced utility costs).	£100,000	£0	£0	Future reduction on revenue costs will be subject to Capital budget being secured to carry out necessary adaptations to County Hall, J and E Block Original savings identified for the financial year 2016/17 have been reprofiled to be delivered in the financial year 2017/18.
B19	Property Services and Facilities Management review	Rob O'Dwyer (PS & FM)	Corporate building maintenance budget reduction	£20,000	£20,000	£20,000	Savings will be made with the reduction in budgets available to spend on emergency and planned cyclical maintenance within the Authorities Public Buildings. Evaluation of impact of this reduced spend will be monitored as well as identifying any further savings that may be achievable.
		Rob O'Dwyer (PS & FM)	Purchase rebates associated with the use of procurement cards	£15,000	£15,000	£15,000	Purchase rebates on spend in office services, catering, cleaning, maintenance have been identified as realising a saving for the financial year 2016/17. Additional work needs to be undertaken with service managers/corporate procurement and support services that is due to commence at the start of the financial year.
		Rob O'Dwyer (PS & FM)	Facility Management Restucture	£35,000	£35,000	£35,000	Original staffing restructure was related to the closure of Innovation House Magor, however the capital costs for refurbishment of J and E Blocks in Usk have yet to be finalised. The service have identified alternative savings through a combination of a flexible retirement post, vacant post, and additional income via the Shared Facilities Management Collaboration with Gwent Police.
		Rob O'Dwyer (PS & FM)	Transport cost reduction - Cleaning/Catering	£10,000	£10,000	£10,000	Shared transport resources between catering and cleaning services will reduce vehicles and associated fuel and maintenance costs. Mandate is on track for achieving in the financial year 2016/17.
		Rob O'Dwyer (PS & FM)	Reduction in supplies and services for Property & Facility Management	£20,000	£20,000	£20,000	Supplies & Services budgets within Property Services have been reduced for the financial year 2016/17.
B20	Phase 3 of Additional Learning needs review	Sharon Randall Smith	Closure of Deri View	£200,000	£50,000	£0	Report relating to this saving was considered by Cabinet on the 13th April 2016, the decision of Cabinet is to fully consider the place of the SNRB within a the much wider review currently underway including the provision for Additional Learning Needs and Inclusion Services across the authority and the South East Wales region.
		Sharon Randall Smith	Placement costs for External pupils attending Mounton House.	£0	£250,000	£250,000	Income charges for external pupil placements at Mounton House has increased from January 2016. Projections indicate that additional income on target to be achieved for the financial year 2016/17 if pupil numbers remain the same.
		Nikki Wellington	Savings relating to a new funding formula for Mounton house.	£0	£250,000	£250,000	Statutory process to introduce a change to the Schools funding formula for delegation rates for Mounton House Special School has been completed with effect from April 2016.
B21	Town and Community Councils	Kellie Beirne/ Roger Hoggins	Collaborative work with the Town and Community Councils in order to sustain the services they feel are most important to the wellbeing of their towns.	£500,000	£400,000	£400,000	This mandate includes working with Town and Community Councils and their communities to identify the services that matter most to them. This involves the Town & Community Councils using this information to inform their precept setting as a means of helping the continued delivery of certain core local services. On going discussions with Town & Community Councils to finalise financial contributions for the financial year 16/17 continue, a further update will be provided within the month 2 financial monitoring.
B22	Collaboration and realigning structures in	Roger Hoggins	A joint working /collaboration between Newport CC and Monmouthshire CC for the provision of Passenger Transport	£100,000	£100,000	£100,000	Financial savings achievable with Newport /MCC sharing Management resources for the PTU and re-aligning structures within passenger transport.
B23	Discretionary Fees and Income	Joy Robson	Increasing the discretionary fees and charges and initially calculated a target 10% increase either by increasing charges and/or increasing business growth.	£498,599	£25,200	£25,200	The reduced savings attached to this mandate are all on track to be achieved within the financial year 2016/17.
				£3,332,599	£2,815,200	£2,543,200	

## MONMOUTHSHIRE COUNTY COUNCIL REPORT

<b>SUBJECT:</b>	<b>Transfer the management of Raglan VC Primary School former Junior building to the Enterprise Directorate.</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>4<sup>th</sup> May 2016</b>
<b>Division / Wards</b>	<b>Raglan</b>

### 1. PURPOSE:

As a result of the 21<sup>st</sup> Schools programme build of a new Raglan VC school, to declare the junior building of the former Raglan VC surplus to the requirements of the Directorate for Children & Young People and therefore, transfer the management of the building and land to the Estates and Sustainability team in the Enterprise directorate.

### 2. RECOMMENDATIONS:

That Members agree that:

- 2.1 The junior building of the former Raglan VC Primary School is declared surplus to the requirements of the Children and Young People Directorate and that Management responsibility for the land is transferred to the Estates & Sustainability team in accordance with the authority's Disposal Policy.
- 2.2 Should management of the building transfer to the Raglan Village Hall Association as set out in paragraph 3.2, that a report on this will be made to Cabinet before-hand. In the event that this arrangement does not go ahead and the building is sold for best market value.

### 3. KEY ISSUES

- 3.1 The new Raglan VC Primary School building funded through the 21<sup>st</sup> Century Schools Programme was completed and transferred from the constructors to the Local Authority in 2015. Since the new school building is now fully occupied the former school junior building is surplus to the requirements of the Children and Young People Directorate.

The former school previously comprised of 2 buildings. The Infant building was vacated by the school in May 2015 and demolished in June 2015 and this land is now being used for the new school car park. The junior building was vacated by the school at the end of August 2015 and the school have moved to their new building.

- 3.2 In July 2015 Cabinet agreed "in principal" to transfer the old Raglan Junior School site to Raglan Village Hall Association (RVHA). This was subject to the completion of a viable Business Plan, planning consent, proof of funding

to develop the consented scheme and the surrender of the current community hall (at the old school) at the point that the new hall is available.

- 3.3 In light of the fact that the Directorate for Children and Young People no longer requires the old Raglan VC Primary junior building, it is therefore surplus to requirements, the building needs to be transferred to the management of the Estates & Sustainability Team.
- 3.4 Any future agreements between the Council and the RVHA as outlined above will be managed through the Estates & Sustainability Team.
- 3.5 Should the proposed community asset transfer of the building to the RVHA not go ahead, the sale of the site will generate a capital receipt which will be available to help fund the 21<sup>st</sup> Century Schools Programme.

#### **4. REASONS**

To comply with the Disposal Policy in managing assets that are formally declared surplus by their service occupiers and therefore transferred to the management of the Estates & Sustainability Team.

#### **5. RESOURCES**

The responsibility for the maintenance of this site including all costs will transfer from the Directorate for Children and Young People to the Enterprise Directorate.

The council's responsibility for the on-going running costs is around £8,000 per annum until the asset is sold or transferred. There is not a budget to transfer as it has transferred to the new Raglan Primary School.

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

The future generation's process has been completed and can be found in appendix 1

#### **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no safeguarding issues or corporate parenting implications associated with this report in the context that staff and pupils accommodated in the former school have been transferred to the new school and safeguarding accountability has been continued.

#### **8. CONSULTEES:**

DMT  
SLT  
Cabinet Members  
Head of Legal Services  
Head of Finance

All consultee responses have been included in this report.

**9. BACKGROUND PAPERS:**

None

**10. AUTHOR:**

Cath Sheen,  
Children and Young People Directorate

**11. CONTACT DETAILS:**

Tel: 07595 647637

Email: [cathsheen@monmouthshire.gov.uk](mailto:cathsheen@monmouthshire.gov.uk)

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

<p><b>Name of the Officer</b> Cath Sheen</p> <p><b>Phone no:</b> 01633 644530 <b>E-mail:</b> cathsheen@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Transfer management of former Raglan Junior school building from CYP to Enterprise</p>
<p><b>Name of Service:</b> CYP</p>	<p><b>Date Future Generations Evaluation</b> 4<sup>th</sup> March 2016</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**

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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	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>	N/A	N/A
<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>	N/A	N/A


<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>
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	N/A	N/A
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	N/A	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	N/A
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	N/A	N/A

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

<b>Sustainable Development Principle</b>	<b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b>	<b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b>



Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Yes. Enterprise directorate will consider the future of the former School building.</p>	<p>N/A</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>All partners will be considered in determining the future of the former school building</p>	<p>N/A</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>N/A</p>	<p>N/A</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>N/A</p>	<p>N/A</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>All future wellbeing goals will be considered by the Enterprise directorate when determining the future of the former school building</p>	<p>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. 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)

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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	N/A	N/A	N/A
Disability	N/A	N/A	N/A
Gender reassignment	N/A	N/A	N/A
Marriage or civil partnership	N/A	N/A	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?
Pregnancy or maternity	N/A	N/A	N/A
Race	N/A	N/A	N/A
Religion or Belief	N/A	N/A	N/A
Sex	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A
Welsh Language	N/A	N/A	N/A

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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	Staff and pupils accommodated in the former school have been transferred to the new school and safeguarding accountability has been continued	N/A	N/A
Corporate Parenting	Staff and pupils accommodated in the former school have been transferred to the new school and safeguarding accountability has been continued	N/A	N/A

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

Due to the build of a new School for Raglan Primary, the former Junior building is now surplus to requirements by CYP

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**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?**

Due to the build of a new School for Raglan Primary, the former Junior building is now surplus to requirements by CYP

Ensures consistency throughout the local authority that the management of vacant buildings is undertaken by the Enterprise directorate

**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
N/A	N/A	N/A	N/A

**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 2017
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**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	When new school opened	September 16	N/A

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<b>SUBJECT:</b>	<b>GILWERN SECTION 106 FUNDING</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>4<sup>th</sup> May 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>LLANELLY HILL</b>

**1. PURPOSE:**

1.1 To decide on the allocation of grants to specific projects from the Section 106 funding available in Gilwern in 2016/17.

**2. RECOMMENDATIONS that**

2.1 the projects set out below be approved, with the schemes not emboldened being carried out when the remaining funding is received:

<b>Project</b>	<b>Amount</b>
<b>Gilwern S106 Funding</b>	<b>£</b>
03 Upgrading of canal towpath in Gilwern	18,000.00
04 Extension/improvement of Gilwern Scooter Park	21,555.00
<b>05 Install fitness equipment at Gilwern Playing Field</b>	<b>7,065.00</b>
<b>06 Construct petanque terrain in Gilwern</b>	<b>3,960.00</b>
07 New central heating system – Gilwern Community Centre	11,475.00
<b>08 Heaven Scent Garden/Learning Zone, Ty Mawr</b>	<b>12,000.00</b>
<b>09 Clydach Playing Field Spectator Barrier</b>	<b>5,940.00</b>
10 Gilwern OEC – toilets/kitchen/glazing	56,802.00
<b>11 Upgrade Gilwern bowling green/pavilion</b>	<b>26,751.00</b>
<b>12 Gilwern Playing Field Improvements</b>	<b>34,391.00</b>
13 Clydach – additional junior playing pitches	53,000.00
<b>14 Incredible Edibles Llanelly Hill food project</b>	<b>1,215.00</b>
15 Llanelly Hill Welfare Hall car park	22,441.00
Unallocated Balance	<u>33,398.00</u>
<b>Total</b>	<b>307,993.00</b>

2.2 Grant offers be made to each of the successful applicants subject to the standard terms and conditions of grant set out in **APPENDIX A** to this report and subject to each applicant providing evidence of their security of tenure for an unexpired period of at least ten years, prior to the payment of any grant monies.

**3. KEY ISSUES:**

3.1 On 3<sup>rd</sup> February this year Cabinet considered a report on the Section 106 funding arising from housing developments in Gilwern and Little Mill. At that meeting it was agreed to create the capital budgets necessary to bring all the proposals forward and it was also agreed to allocate grants to specific projects in Little Mill.

3.2 At the same meeting, Cabinet also agreed to ask the Section 106 Assessment Panel to reconvene as a matter of urgency to reconsider the proposed grant allocations for Gilwern

and to confirm, at a later meeting, whether or not it was still minded to stay with its original recommendations or to amend them.

- 3.3 The panel reconvened on Friday 12<sup>th</sup> February, a week after the Cabinet meeting, and went through each application again to make sure that the panel was confident about the consistency and clarity of its recommendations. Arising from this process, there were a number of issues that required further information and/or clarification from the applicants, hence the short delay in this report coming back to Cabinet.
- 3.4 On balance, after receiving further clarification from the applicants concerned, the panel is still minded to propose awarding grants towards the twelve projects originally recommended, plus a grant towards the project for installing an updated central heating system in the Gilwern Community Centre. It is clear that this building currently supports a number of recreational activities (something that was not clear from the original application), and the building will also support the use of the adjoining petanque terrain once that project has been completed.
- 3.5 One of the issues that arose at the reconvened panel meeting was the security of tenure held by the various grant applicants – in some cases the applicant is the landowner so in those cases that is not an issue. However, a number of the applications received relate to land in the ownership of a third party and, in those cases, the panel felt it reasonable to ensure that there was a reasonable unexpired term of security of tenure held by the applicants so that the investments made will have a reasonable beneficial period for the local community.
- 3.6 The only exception to this is the application by Clydach Juniors Football Club where the proposal is the buy and develop a piece of land in the local community. Neither of the two sites proposed can be purchased until the duelling of the A465 Heads of the Valleys Road is complete, so the security of tenure issue in relation to that application will need to be dealt with at the appropriate time in the future.

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

- 4.1 The grant amounts and recipients need to be decided so that the projects can proceed;
- 4.2 The security of tenure of the respective applicants needs to be confirmed to ensure that there is an adequate lifespan for each of the projects, given the level of investment being recommended.

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

- 5.1 The expenditure recommended in the report will be met in full from the S106 contributions paid to the authority by the developers. Sufficient funding has already been received to proceed with the seven emboldened schemes in para 2.1 (£91,322). The further £216,616 is anticipated within the next six months, at which stage the other six schemes can proceed, subject to the match funding being in place.
- 5.2 There is an issue about the timing of some projects being carried out in that a number of the projects recommended for approval will need to obtain certain permissions before the projects can proceed, e.g. planning approval, landlords/landowners consent, etc.

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

See **Appendix B**



**7. CONSULTEES:**

Local County Council Members for Llanelly Hill	Llanelly Community Council
Members of the Bryn y Cwm Area Committee	Cabinet Members
Strategic Leadership Team	Head of Legal Services
Assistant Head of Finance/Deputy S151 Officer	Monitoring Officer

**8. BACKGROUND PAPERS:**

- 1) Section 106 Agreement dated 20<sup>th</sup> December 2012 between the Brecon Beacons National Park Authority, Monmouthshire County Council and Persimmon Homes Ltd relating to residential development at Ty Mawr, Gilwern;
- 2) Section 106 Agreement dated 2<sup>nd</sup> October 2014 between the Brecon Beacons National Park Authority, Monmouthshire County Council, Persimmon Homes Ltd, Dwr Cymru Welsh Water and three private individuals relating to residential development on land at Cae Meldon, Gilwern;
- 3) Report entitled "Capital Budget 2016/17: Section 106 Funding", as submitted to and considered by Cabinet on 3<sup>rd</sup> February 2016

**9. AUTHOR:**

Mike Moran

**Contact Details:**

**Tel:** 07901 854682

**Email:** [mikemoran@monmouthshire.gov.uk](mailto:mikemoran@monmouthshire.gov.uk)

**STANDARD CONDITIONS OF  
SECTION 106 GRANT AID IN MONMOUTHSHIRE**

**TERMS AND CONDITIONS OF GRANT**

1. The grant will be used towards the purchase/improvement of a new or existing asset in the area of benefit defined in the Section 106 Agreement.
2. The grant will be used solely the provision of new or improved open spaces and/or recreational facilities.
3. The grant will be used for capital expenditure and will not be used towards the day-day running costs of my organisation.
4. The grant will only be used as bona fide expenditure towards the project described in the application form that I have signed and submitted.
5. I will submit, in support of my request for grant payments, invoices or receipts relating to expenditure legitimately incurred on items that form part of the approved project.
6. If it is established that part of the grant has been used for any purpose other than that described in the application form then that part of the grant will, within one month of notification being received from the County Council, be repaid to the Council for reallocation to another project.
7. If any part of the grant remains unclaimed within three years of the date of the grant approval letter, the County Council reserves the right to review the allocation of funding and, if considered reasonable, to reallocate that grant to another project.
8. Colour photographs taken before work starts, and when the work is completed, are to be supplied digitally (j.peg files) to Monmouthshire County Council.
9. An end of scheme report will be completed and submitted to the Council upon completion of the works and periodic reports will also be submitted annually for three years following completion of the project. This is to enable the Council to monitor the impact of the grant awards in line with the Future Generations Evaluation completed as part of the grant approval process.

**NOTE:**

- This grant award is proportionate to the overall project cost as set out in the application form submitted.
- The proportion of grant awarded, as a percentage of the total project cost will be set out clearly in the grant award letter, which you will be asked to sign before proceeding with your project.
- If the total project cost reduces after the award of the grant then the grant will reduce in similar proportions – in other words, if the grant offer letter states that the grant award is 50% of the total project cost and the total project cost reduces, then you can expect to receive a proportionate reduction in the grant payment(s) made to you.



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<b>SUBJECT:</b>	<b>CHURCH ROAD CALDICOT SECTION 106 FUNDING</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>4<sup>th</sup> May 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>FIVE ELECTORAL WARDS IN CALDICOT</b>

## 1. PURPOSE:

- 1.1 To decide on the use of Section 106 balances available from the Church Road Caldicot Section 106 Agreement dated 4<sup>th</sup> April 2012 with Harvington Properties Limited and Taylor Wimpey UK Ltd.

## 2. RECOMMENDATIONS

It is recommended to Council that

- 2.1 a capital budget of £91,788 be created in 2016/17 to carry out the projects set out in 2.2 below and that this is funded from a corresponding contribution from the Section 106 balances held by the County Council in respect of the Church Road site in Caldicot;
- 2.2 the Section 106 balance of £91,788 from the Church Road, Caldicot Section 106 Agreement be utilised to carry out upgrading and improvement works to the play areas at Caldicot Castle and Cas Troggy.

## 3. KEY ISSUES:

- 3.1 The housing development at Church Road Caldicot carried out by Taylor Wimpey UK Ltd (planning application reference DC/2011/00256 for 56 dwellings) yielded an off site recreation contribution of £162,288 to be spent in the local area. Cabinet agreed previously that £69,500 of this contribution should be used towards the cost of the new Severnside 3G pitch in Caldicot. This leaves a sum of £91,788 to be used on projects of a local nature.
- 3.2 It is proposed to use this funding to upgrade the existing play areas at Caldicot Castle and Cas Troggy (also known locally as the Hall Park Open Space or the Spine Footpath), as both play areas have deteriorated in recent years to such an extent that the remaining equipment is out of date and in very poor condition. Neither of these sites was provided with a commuted sum for ongoing maintenance.
- 3.3 The five Caldicot local members have been consulted, three of who responded and they are all supportive of using the funds to upgrade the two play areas in question.
- 3.4 Caldicot Town Council was also consulted and, whilst supporting the upgrading of these two play areas, it pointed out that there are also other play areas that require upgrading, namely Longfellow Road and Birbeck Road. The Town Council also confirmed that it does not wish to contribute towards the upgrading works proposed. Officers in the Landscape Section, including the Council's playground inspector, have examined the condition of the Longfellow Road and Birbeck Road play areas and found them to be in a good condition, compared to the condition of the play areas at Caldicot Castle and Cas Troggy. There is plenty of equipment and benches at Birbeck and no room to install any

more unless the fencing is extended. The Council recently installed a toddlers slide at Birbeck for the local friends group with a grant they had received. The equipment there is still in a good condition as it wasn't installed that long ago. Longfellow Road has room to install more equipment but the existing equipment is in good condition and it is also not that old.

- 3.6 It is therefore proposed that the Section 106 funding currently available is used to upgrade the two play areas at Caldicot Castle and Cas Troggy.

**4. REASONS:**

4.1 The Council's Capital Budget for 2014/15 has already been approved and any proposal to add to or vary the Capital Budget requires a decision to be made by full Council.

4.2 The two play areas in question require substantial upgrading works to bring them up to a satisfactory standard.

**5. RESOURCE IMPLICATIONS:**

There are no resource implications, as the expenditure recommended in the report will be met in full from the S106 contributions already paid to the authority by the developer.

**6. FUTURE GENERATIONS AND EQUALITY ASSESSMENT**

See **Appendix A**

**7. CONSULTEES:**

County Council Members for Caldicot Castle, Dewstow, Green Lane, Severn & West End  
Members of the Severnside Area Committee

Caldicot Town Council

Strategic Leadership Team

Cabinet Members

Monitoring Officer

Head of Legal Services

Assistant Head of Finance/Deputy S151 Officer

**8. BACKGROUND PAPERS:**

Section 106 Agreement dated 4<sup>th</sup> April 2012 between Monmouthshire County Council, Harvington Properties Ltd and Taylor Wimpey UK Ltd relating to residential development at a site in Church Road, Caldicot

**9. AUTHOR:**

Mike Moran, Community Infrastructure Coordinator

**Contact Details:**

**Tel:** 07901 854682

**Email:** [mikemoran@monmouthshire.gov.uk](mailto:mikemoran@monmouthshire.gov.uk)



<b>Name of the Officer:</b> Mike Moran <b>Phone no:</b> 07901 854682 <b>E-mail:</b> mikemoran@monmouthshire.gov.uk	<b>Allocation of Section 106 funding</b>
<b>Name of Service:</b> Enterprise	<b>Date completed:</b> 24 <sup>th</sup> March 2016

***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***





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


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Neutral	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The proposals in this report involve improving peoples' physical and mental well being.	

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 Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The proposals will contribute to the safety and cohesiveness of the local communities in which they are sited.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
<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	There are no specific proposals in this report to promote and protect the Welsh language but the proposed use of funding will encourage people to participate in recreational activities	Encourage the use of the Welsh language in any on site signage.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The improvements to the play areas concerned will encourage participation by disabled people.	Continue to promote DDA compliance in all schemes and to provide participation opportunities for people of all ages and backgrounds.

**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 achievability and sustainability of the proposals has been assessed and officers are confident of the longer term sustainability of the projects.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The projects involve close working with other parties and potential partners.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The views of the local members and the Town Council have been sought.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The projects involve the enhancement of facilities, as per the broad intention of the Section 106 Agreements from where the money has arisen. Problem prevention is not the basis upon which the funding has been given but by investing in the improvement of existing facilities will help to prevent problems occurring.</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>These projects will have a positive impact on the health &amp; well being of people living in the area of benefit stipulated in the Section 106 Agreements.</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)

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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>No employment/training issues identified The recommendations will benefit young children and their families living in the local community</p>		<p>Continue to consider the needs of people with protected characteristics when formulating proposals</p>
Disability	<p>The improvements proposed will be designed to be accessible to people with disabilities.</p>		
Gender reassignment	<p>Neutral</p>		

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Marriage or civil partnership	Neutral		
Pregnancy or maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	The projects recommended for investment in this report are of equal benefit to both males and females.		
Sexual Orientation	Neutral		
Welsh Language	Neutral	Although the report's recommendations are considered to be neutral they do nothing specifically to promote the use of the Welsh language	It may be possible in the future, when advertising the availability of S106 funding, to encourage applications that actively promote the Welsh language

**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?**

	<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	Neutral		
Corporate Parenting	Neutral		

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

- Local population data taken from the 2011 Census figures

**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 proposals comply with the statutory tests relating to Section 106 funding
- The schemes recommended for approval will have a positive impact upon the health and well being of local residents
- They will benefit new & existing residents in the local community
- Some people with protected characteristics will benefit from the projects recommended for approval

**Negative Impacts**

- It is difficult to demonstrate in all cases that the projects will have a meaningful benefit for promoting the Welsh language

The above impacts have not materially changed the recommendations of the assessment panel but it may be prudent in the future to invite applications that will have a more positive impact on women and on promoting the use of the Welsh language.

**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

**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.**

<b>The impacts of this proposal will be evaluated on:</b>	Impacts to be reviewed on 1 <sup>st</sup> April 2019 (use by date for funding recommended) – to be reported to Section 106 Working Group
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**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.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>1</b>	Consultation with local elected members and Town Council	January/February 2016	Town Council suggested other sites may need to be considered for investment
<b>2</b>	Investigation of comments made by Town Council investigated	March 2016	No amendments made – other sites inspected and found to be in reasonable condition
<b>3</b>	Consideration of report by MCC Cabinet	13 <sup>th</sup> April 2016	Final decision on use of funding sought
<b>4</b>			
<b>5</b>			

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**SUBJECT: Proposed Funding to Caldicot Town Team for 'Caldicot Goes Pop!'**

**MEETING: Cabinet**

**DATE: 4<sup>th</sup> May 2016**

**DIVISION/WARDS AFFECTED: Green Lane**

**1. PURPOSE:**

- 1.1 To seek approval to release £4,446 of s106 contributions received from ASDA to support the Caldicot Town Team's business case to create a 'pop up shop' unit in the town centre, enabling potential business start-ups to run a test trading retail unit or an event in a prominent location.

**2. RECOMMENDATIONS:**

- 2.1 To agree the release of £4,446 of s106 contributions, received from ASDA, to support the Caldicot Town Team's business case to create a 'pop up shop' unit in the town centre.

**3. KEY ISSUES:**

- 3.1 Caldicot Town Team was established in 2013, following a report prepared by consultants 'the Means', which identified the need to set up a Town Centre Partnership to "bring together public and private interests in the town around an agenda clearly focused on improving the vitality and vibrancy of the town centre".
- 3.2 The Town Team is now a fully constituted Community Interest Company (CIC) and has been integral to the success of events, activities and projects in the Town Centre, since its formation.
- 3.3 S106 funding, amounting to £225,000.00 in total, has been received from ASDA in relation to schedule 3 of the planning agreement which allows support for:
- 'the establishment of a town centre partnership for the purpose of developing and implementation of an action plan and financial budget for the improvement and promotion of Caldicot Town Centre'.
- 3.4 The Caldicot Town Team submitted a Business Case application to the Severnside Programme Board on 9<sup>th</sup> March 2016, seeking funding to run a project which will enable potential business start-ups to run a test trading retail unit or an event in a prominent location within Caldicot town centre with a view to revitalising the high street and improve both public and business perception and opportunities within the town.

A budget of £4,446 has been produced which covers the cost of signage above the premises, leaflet and brochure production, website and social media advertising, and newspaper adverts along with rates, rental and utilities. Publication designs are currently being drawn up by pupils from local primary and secondary schools.

The Town Team would be eligible for the 80% rate discount as a charitable company. This will reduce the cost of rates down from £7,230 to £1,446 for the year. (Calculation based on multiple of 0.482p) An added benefit to this, is the savings of £7,230 to the landlord as the property would be occupied, reducing the rates payable by landlord.

Ongoing running costs of the property are minimal, with just electricity and broadband to be paid. A phone line will not be active.

Insurance quotes, including Public liability are around £650 for the year.

Caldicot Town Team have also applied for private funding through a range of groups, these are currently ongoing. If successful the funds raised would be repaid to Monmouthshire County Council to replenish the S106 funding Pot.

3.5 The Severnside Programme Board approved the application for referral to Cabinet at its meeting of 9<sup>th</sup> March 2016.

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

4.1 To enable the Caldicot Town Team to run the pop-up shop project - improving footfall, vibrancy and confidence in the town through reducing the number of empty shop units.

4.2 To comply with requirements that applications for funding support from s106 ASDA contributions can only be recommended for approval by the Severnside Programme Board, but must be approved by Cabinet.

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

5.1 S106 contributions to a value of £225,000.00 have been received towards 'Town Centre Partnership Promotion & Improvement'. The amount requested is significantly within the remaining balance of £181,290.00 available.

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

The primary positive impact of the proposal, if implemented, will be to promote local prosperity and potentially in promoting local employment opportunities. See appendix for full evaluation.

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

Whole Place Manager



**8. BACKGROUND PAPERS:**

'Caldicot Goes Pop!' business case (attached)

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

**10. CONTACT DETAILS:**

**Tel: 07970 151970**

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

## **Business Case**

**To:** Severnside Program Board

**Ref:** Funding - Caldicot Goes Pop! - Enterprise and Empty Shop Project

**Date:** 26/02/2016

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### **Purpose**

Caldicot Town Team wish to apply for funding under S106 to run a project which will enable potential business start-ups to run a test trading retail unit or an event in a prominent location within Caldicot town centre with a view to revitalising the high street and improve both public and business perception and opportunities within the town.

### **Project Detail**

The project is aimed at any community group, school, existing home business or individual within Severnside who has an interest in engaging and revitalising Caldicot, by offering them premises for up to a maximum of 1 week, free of charge to complete test trading.

Caldicot town centre (pedestrianised Newport Road area) currently has a vacancy rate of 9.6%. Of those occupied, 14.5% are taken up by A3/A4 class use (hot food/café)

By providing a ready-to-go shop unit, with no initial set up costs to the company/individual, we will be able to provide a viable, and exciting opportunity for all types of start-up businesses, ideas and even community events for the visitors of Caldicot. A complete advertisement package will be created advertising the shop, and what is taking place within it, to help maximise the potential for businesses/community groups that Caldicot town centre has to offer.

Business referrals, will be made to landlords within the town centre, should businesses/community groups want to take on a full time unit within the town.

Businesses would be charged at a rate of £10 per day, or £50 per week (whichever is cheapest) which would cover the costs of electricity and would contribute towards the rates and advertising budget. A Sub-let agreement would need to be signed by each business or community group

wishing to use the premises, which would cover the necessary terms and conditions. (See appendix for T&C's)

### **Finances**

We have produced a budget of £4,446 which covers the entire cost of signage above the premises. Leaflet and brochure production, website and social media advertising, and newspaper adverts along with Rates, Rental and utilities. (Publication designs are currently being drawn up by pupils from local primary and secondary schools)

We would be eligible for the 80% rate discount as a charitable company. This will reduce the cost of rates down to from £7,230 to £1,446 for the year. (Calculation based on multiple of 0.482p) An added benefit to this, is the savings of £7,230 to the landlord as the property would be occupied, reducing the rates payable by landlord.

Ongoing running costs of the property are minimal, with just electricity and broadband to be paid. (We are anticipating wifi will be installed throughout the town, negating the need for broadband in the unit) A phone line will not be active.

Insurance quotes, including Public liability are around £650 for the year.

Caldicot Town Team have also applied for private funding through groups, these are currently ongoing. If successful the funds raised would be repaid to Monmouthshire County Council to replenish the S106 funding Pot.

### **Management**

We have estimated that around 3 - 4 hours per week (average) will be required to manage this project, this takes into account bookings, signing and viewing agreements/insurances, meeting potential clients and advertising and marketing. We hope that this will be achieved and managed primarily by Directors, with the help and support of a local business within the town, acting as a key holder/caretaker.

### **Returns**

Social and economic returns within the town will be a large part of the success of the project, with improved public perception, a decrease in empty retail units in the town and higher levels of footfall and income revenue for existing businesses.

With a rate of £10 pd/£50pw. Maximum income would be £3,650 or £2,600. Which would cover around 70% - 80% of the initial injection from S106 funding. Any extra income raised from donations or gifted funds would be invested into the continued running of this project or events/markets within the town. .

## **Results**

To measure the success of the project, every business or community group that hires the use of the shop will complete a survey for us to understand the use, benefits they have received, footfall monitoring and the interest in the town. Referrals to landlords will also be documented in the survey.

Public perception and regular footfall counts will provide us with a clear view as to the success of the project, and will also hopefully provide us with more of an insight into what has or hasn't worked within the town centre.

Members of the public will also be asked to complete a survey over the space of the year to monitor what type of businesses make the biggest difference to the town centre, and to the buying habits of the public.

## **Summary**

Caldicot Goes Pop! will take up a tenancy of 31 Newport road in Caldicot for a twelve month period, to enable start-up businesses/community groups, schools and university a prominent location with Caldicot for test trading of up to a maximum of one week. The project is expected to open during early March 2016. By providing this platform we are expecting businesses to seek further long term rentals within the town to continue trading. We will work with them and the landlord to provide pop up shops throughout the empty premises in the town. Funding will cover advertisement, rent, rates and utilities for 1 year. Current talks with potential businesses means we already have interest for around 5 weeks bookings, before official advertising has been released

**Amount of funded requested:£4,446**

**Benefits:** increased vibrancy and vitality within the town, fits with enterprise thread of Seven for Severnside plan. Provides a boost for local businesses and attracts new businesses to the area.

**Recommendation:** That the Programme Board agrees to the requested funding amount of £4,446 towards the Caldicot Goes Pop! Project.



<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 enable the release of s.106 funds to Caldicot Town Team to allow the team to establish and operate a pop up shop unit in Caldicot town centre.</p>
<p><b>Name of Service:</b> Whole Place</p>	<p><b>Date Future Generations Evaluation form completed:</b> April 2016</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**



- 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 enhance the vitality and vibrancy of the town centre through reducing the number of empty shop units and diversifying the retail offer. This will increase the footfall in the town and provide opportunities for local entrepreneurship.</p>	<p>No negative impacts in terms of prosperity 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?
<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>By increasing footfall, it is anticipated that the proposed programme will enhance the economic resilience of the town.</p>	<p>The operating of the building (i.e. heating/lighting) will produce greater carbon emissions compared to an empty shop, but the increase will be marginal.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Employment is recognized in public health terms as a key wider determinant of health. By increasing local employment opportunities this will make a positive contribution to public health.</p>	<p>No negative impacts identified</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>No positive or negative impacts identified</p>	<p>No negative impacts in terms of community cohesion have been identified.</p>
<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>No positive or negative impacts identified</p>	<p>No positive or negative impacts identified</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>No specific positive or negative impacts identified although in the medium term the shop unit could potentially be utilized as a space for promoting Welsh language and/or culture (e.g. in connection to the national Eisteddfod).</p>	<p>No negative impacts in terms of Welsh language and culture have been identified.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>There is no evidence of any negative equality implications relating to this proposal.</p>	<p>There is no evidence of any negative equality implications relating to this proposal. The pop up shop will be fully accessible.</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>Long Term</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.</p>	<p>None identified</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Support has been indicated for this proposal by partners on the Severnside Programme Board, including health board and a local housing association, with general agreement that this proposal also contributes to a range of their organizational objectives (see below).</p>	<p>None identified</p>
 <p>Involvement</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>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><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><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>This proposal has a positive impact in terms of integration in that local housing associations have expressed an interest in supporting the project as it also supports their organizational goals of supporting their tenants into employment, which is also a key 'wider determinant' of good health.</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, although evidence from similar projects in other towns suggests that the presence of the unit may provide opportunities for young entrepreneurship in the town centre.	No negative impacts identified	
Disability	No specific positive impacts identified, although the shop unit will continue to be fully accessible as at present.	No negative impacts identified	
Gender reassignment	No positive impacts identified	No negative impacts identified	
Marriage or civil partnership	No positive impacts identified	No negative impacts identified	
Pregnancy or maternity	No positive impacts identified	No negative impacts identified	
Race	No specific positive impacts identified	No negative impacts identified	
Religion or Belief	No specific positive impacts identified	No negative impacts identified	The Town Team will be encouraged to seek advice on an ongoing basis regarding the cultural appropriateness of specific pop up shop units as required, particularly with regard to dietary issues, religious holidays etc.
Sex	No positive impacts identified	No negative impacts identified	

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<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Sexual Orientation	No positive impacts have been identified	No negative impacts identified	
Welsh Language	No specific positive impacts 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 through the pop up shop.

**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	No positive impacts identified at this point	No safeguarding risks have been identified as part of this proposal	
Corporate Parenting	No specific opportunities for promoting the interests of looked after children have been identified as this stage, although this will be kept under regular review (for instance through liaising with the relevant MCC teams to explore whether there may be opportunities for young care leavers to make use of the pop up shop unit in developing their own enterprise activities).	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 local market research data collected by Caldicot 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 primary positive impact of the proposal, if implemented, will be to promote local prosperity and potentially in promoting local employment opportunities.

**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
Make the relevant children's services teams aware of the project so that they can promote amongst suitable care leavers, if appropriate.	As and when the proposal is approved	Judith Langdon (Whole Place Officer)	

**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:	October 2016, through the Whole Place service improvement plan in-year progress check
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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	Cabinet	May 2016	

**SUBJECT: Proposed Funding to Caldicot Town Team – Caldicot Market**

**MEETING: Cabinet**

**DATE: 4<sup>th</sup> May 2016**

**DIVISION/WARDS AFFECTED: Green Lane**

**1. PURPOSE:**

- 1.1 To seek approval to release £8097.50 of s106 contributions received from ASDA, to support the Caldicot Town Team’s business case to expand specialist markets in the town to become regular monthly events.

**2. RECOMMENDATIONS:**

- 2.1 To agree the release of £8097.50 of s106 contributions, received from ASDA, to support the Caldicot Town Team’s business case to expand specialist markets in the town to become regular monthly events.

**3. KEY ISSUES:**

- 3.1 Caldicot Town Team was established in 2013, following a report prepared by consultants ‘the Means’, which identified the need to set up a Town Centre Partnership to “bring together public and private interests in the town around an agenda clearly focused on improving the vitality and vibrancy of the town centre”.
- 3.2 The Town Team is now a fully constituted Community Interest Company (CIC) and has been integral to the success of events, activities and projects in the Town Centre, since its formation.
- 3.3 S106 funding, amounting to £225,000.00 in total, has been received from ASDA in relation to schedule 3 of the planning agreement which allows support for:  
  
‘the establishment of a town centre partnership for the purpose of developing and implementation of an action plan and financial budget for the improvement and promotion of Caldicot Town Centre’.
- 3.4 The Caldicot Town Team submitted a Business Case application to the Severnside Programme Board on 9<sup>th</sup> March 2016, seeking additional funding support to expand specialist markets to become regular monthly events. This would see the Town Team and Monmouthshire County Council working in partnership to maximise the potential of the town’s market, with support from the Town Team in the form of additional marketing.

The estimated commitments/costs would be as follows:

Social media campaign:	£135	
Market registration websites:	£250	
Booklets/brochures	£300	
Advertising Banners & Boards 2016)	£369.90	(Specialised markets throughout
Magazine Campaigns	£400	
Reserve Costs (future marketing)	£95.10	
Total marketing costs:	<b>£1,550.00</b>	
5 x 3m x 3m Gazebos (complete)	£2,495.00	
5 x 6m x 3m Gazebos (complete)	£3,495.00	
25 Metal leg weights (pair)	£437.50	
Delivery Charge	£120.00	
Total costs relating to gazebos:	<b>£6,547.50</b>	
<b>Total Costs Requested:</b>	<b>£8,097.50</b>	

3.5 The Severnside Programme Board approved the application for referral to Cabinet at its meeting of 9<sup>th</sup> March 2016.

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

- 4.1 To enable the Caldicot Town Team to promote and enhance the town's market - improving footfall, vibrancy and confidence.
- 4.2 To comply with requirements that applications for funding support from s106 ASDA contributions can only be recommended for approval by the Severnside Programme Board, but must be approved by Cabinet.

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

- 5.1 S106 contributions to a value of £225,000.00 have been received towards 'Town Centre Partnership Promotion & Improvement'. The amount requested is significantly within the remaining balance of £181,290.00 available.

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

The proposal, if implemented, will have a positive impact in terms of promoting local prosperity and improving local resilience as the carbon footprint of the existing market will be reduced through removing the need for frequent vehicle journeys between Caldicot and Abergavenny to transport market equipment. See appendix for full evaluation.

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

Whole Place Manager  
Estates Manager  
Senior Leadership Team

**8. BACKGROUND PAPERS:**

Caldicot Town Team Markets Business Case - attached

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

**10. CONTACT DETAILS:**

**Tel: 07970 151970**

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

## **Business Case**

**To:** Severnside Program Board

**Ref:** Funding - Caldicot Market - Caldicot Town Centre

**Date:** 26/02/2016

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### **Purpose**

Following on from our pilot project which took place between April and December 2015, Caldicot Town Team would like to apply for further funding to help us expand specialist markets to a fixed, regular monthly event. Caldicot Town Team and Monmouthshire County Council have agreed to enter into a partnership to increase the market potential available within Caldicot, which is also likely to have a positive knock on effect to the other markets throughout Monmouthshire and subsequently to the town centre businesses.

### **Background**

Our pilot project in 2015 was initially to run 3 specialised markets throughout the year, a Spring Garden Market, An arts and Crafts Market and a Vintage Market, subsequently due to savings made on advertising and costs, we were also able to hold a Family Fun Day and a Christmas Gift Market within the town. *(See appendix for financial breakdown)* The pilot project was a success growing from 5 stalls for the Spring Garden Market to 19 for the Christmas Gift market, we are already building up a large database of specialist traders, who are keen to return to Caldicot market.

Caldicot Town Team believe that there has been a lack of advertising in relation to Caldicot Market certainly within social media, and wish to address this with a comprehensive print, and social media based advertising strategy.

### **Finances**

Based upon our performance during the pilot project in 2015 and its success we are planning a further 10 specialised market days in 2016, with an average attendance of 15 stalls, at £15 per stall we would generate a further £2,250.



We would as part of our partnership with MCC have flexibility with the pitch fees currently in place, to be able to offer a more flexible pay scale for new traders, to allow test trading in Caldicot for a set period of time at a reduced rate. We believe this will increase traders in the town, and provide a more vibrant and diverse market offer.

With an extensive advertising campaign, on social media, website and print publishing, we believe we can reach a much larger market place as part of our partnership with MCC.

Advertising costs have been budgeted as follows;

Social media campaign:	£135	
Market registration websites:	£250	
Booklets/brochures	£300	
Advertising Banners & Boards throughout 2016)	£369.90	(Specialised markets)
Magazine Campaigns	£400	
Reserve Costs (future marketing)	£95.10	
<b><u>Total Costs:</u></b>	<b><u>£1,550.00</u></b>	

We would purchase market stalls for the entire market, to enable us to provide a much more aesthetically pleasing environment to attract shoppers and traders alike.

Costs of purchasing the stalls would be as follows:

5 x 3m x 3m Gazebos (complete) <i>(see appendix for stall mock up)</i>	£2,495.00	
5 x 6m x 3m Gazebos (complete)	£3,495.00	
25 Metal leg weights (pair)	£437.50	
Delivery Charge	£120.00	
<b><u>Total Costs:</u></b>	<b><u>£6,547.50</u></b>	

**Total Costs Requested:** **£8,097.50**

Caldicot Town Team have also applied for private funding through groups, these are currently ongoing. If successful the funds raised would be repaid to Monmouthshire County Council to replenish the S106 funding pot.

We have also calculated that 10% of the pitch fees would be set aside to cover any ongoing maintenance costs.

### **Returns**

Caldicot Town Team will be charged £15 per pitch, which can include a gazebo for any specialist markets we hold. Traders will be able to hire a gazebo for £4 per day, which will help recover the costs from the gazebos. Gazebos will also be able to be hired out for other events taking place within Severnside, at a rate of £4 per day. Caldicot Town Team will also hold a stall at each specialised event, raising money for the cause, typically anywhere between £40 - £90 per day.

### **Results**

With the changes proposed, the results will be almost instantaneous. A better, modern, uniformed market place, with a modern system in place to take bookings and advertise the market. Businesses within the town welcome the changes to improve the market, feeling that it is currently detrimental to their businesses. Caldicot Town Team will have a more professional role within the market sector. Caldicot market has huge potential and our partnership with MCC will enable us to exploit and draw more attention and trade to Caldicot.

### **Summary**

**Amount of funded requested:** £8,097.50

**Benefits:** Increased market traders, increased footfall into town centre, better promotion of market. Increase in income for both MCC and Caldicot Town Team. Cost savings on current hire of gazebos, including transport costs.

**Return:** Profits and turnover is to be reinvested into the promotion and marketing of Caldicot Market, along with income from the hire of stalls and specialised market days.



<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 enable the release of s.106 funds to Caldicot Town Team to allow the team to invest in running regular specialized markets and in the promotion of the town's market more generally.</p>
<p><b>Name of Service:</b> Whole Place</p>	<p><b>Date Future Generations Evaluation form completed:</b> April 2016</p>

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**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**




- 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>Through increasing the number of markets, the number of traders trading from the market and increasing the footfall in the town more generally to increase the vibrancy and economic sustainability of Caldicot town centre.</p>	<p>No negative impacts in terms of prosperity 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?
<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>By increasing footfall, it is anticipated that the proposed programme will enhance the economic resilience of the town. The purchase of market stalls to be stored in Caldicot will remove the need for repeat trips to Abergavenny to collect stalls and so will reduce the market's carbon footprint.</p>	<p>No negative impacts in terms of resilience have been identified.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>No positive or negative impacts identified</p>	<p>No positive or negative impacts identified</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>By enhancing the prosperity of the town centre and be increasing footfall, the markets will also enhance community cohesion by bringing local people together in a shared space.</p>	<p>No negative impacts in terms of community cohesion have been identified.</p>
<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>No positive or negative impacts identified</p>	<p>No positive or negative impacts identified</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 range of specialized markets being proposed includes a 'very Welsh market' which will enhance the promotion of Welsh language and culture within the town.</p>	<p>No negative impacts in terms of Welsh language and culture have been identified.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>There is no evidence of any negative equality implications relating to this proposal. By allowing the opportunity to bring together people who share protected characteristics with those who do not, this</p>	<p>There is no evidence of any negative equality implications relating to this proposal. The market will be fully accessible.</p>

<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>
	proposal contributes to the Equality Act duty of promoting good relations.	

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

<b>Sustainable Development Principle</b>	<b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b>	<b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</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 public funds.	None identified
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	This proposal effectively represents a partnership between MCC and the community-led Caldicot Town Team not only in the operating of the town's market but in regenerating the town centre more generally	None identified
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	This proposal has been put forward by the Town Team following extensive local research with Caldicot residents and visitors.	None identified

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>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><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>This proposal has a positive impact in terms of integration by allowing MCC and the Town Team to work together for the benefit of the town.</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	

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	No specific positive impacts identified, although the market will continue to be fully accessible as at present.	No negative impacts identified	
Gender reassignment	No positive impacts identified	No negative impacts identified	
Marriage or civil partnership	No positive impacts identified	No negative impacts identified	
Pregnancy or maternity	No positive impacts identified	No negative impacts identified	
Race	Although no specific positive impacts have been identified as a result of this proposal, in general terms by allowing the opportunity to bring together people who share protected characteristics with those who do not in a shared space, this proposal contributes to the Equality Act duty of promoting good relations. In particular, the running of 'specialized markets' may well provide opportunities for increasing the cultural offer of the market.	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?
Religion or Belief	Although no specific positive impacts have been identified as a result of this proposal, in general terms by allowing the opportunity to bring together people who share protected characteristics with those who do not in a shared space, this proposal contributes to the Equality Act duty of promoting good relations.	No negative impacts identified	The Town Team will be encouraged to seek advice on an ongoing basis regarding the cultural appropriateness of specific specialist markets as required, particularly with regard to dietary issues, religious holidays etc.
Sex	No positive impacts identified	No negative impacts identified	
Sexual Orientation	No positive impacts have been identified	No negative impacts identified	
Welsh Language	The range of specialized markets being proposed includes a 'very Welsh market' which will enhance the promotion of Welsh language and culture within the town.	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.

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.

**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 improving local resilience as the carbon footprint of the existing market will be reduced through removing the need for frequent vehicle journeys between Caldicot and Abergavenny to transport market equipment. This was part of the original rationale for the proposal.

**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			

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**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:	October 2016, through the Whole Place service improvement plan in-year progress check
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**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	Cabinet	May 2016	

PS99 84

<b>SUBJECT:</b>	<b>WELSH CHURCH FUND WORKING GROUP</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>4<sup>th</sup> May 2016</b>
<b>DIVISIONS/WARD AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

- 1.1 The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 5 of the 2015/16 financial year held on the 10<sup>th</sup> March 2016 and confirm acceptance of the Welsh Church Fund Principles, Policy Considerations and Grant Allocation Criteria for 2016/17

## 2. RECOMMENDATION:

- 2.1 We resolved that the following grants be awarded as per the schedule of applications.
- 2.2 Confirmed acceptance of the Welsh Church Fund Principles, Policy Considerations and Grant Allocation Criteria for 2016/17

### SCHEDULE OF APPLICATIONS 2015/16 – MEETING 5.

- (1) Monmouth Lifesaving Club requested £250 to assist in the replacement of resuscitation equipment as the closure of Monmouth school pool has severely restricted fundraising opportunities.

Recommendation – £250 was awarded to assist in purchasing replacement life- Saving equipment due to temporary financial hardship in regard to this community group.

- (2) Tintern Church Lads and Church girls Brigade requested £1,000 to assist in the funding of a historical education trip to the Somme battlefield.

Recommendation - £500 awarded to contribute to the education of the recipient young people attending the Somme Battlefield.

- (3) Caerwent Community Centre requested £1,000 to assist in the refurbishment of the Community Centre roof and Sports Hall internal lighting.

Recommendation - £1,000 awarded to assist in the renewal of this community asset.

- (4) St Mary's Church, Monmouth requested £1,500 towards the cost of providing emergency repairs to a church mullion in the church bell tower to avoid damage to the stain glass windows.

Recommendation - £1,000 was awarded to assist in the repair of the church mullion.

- (5) Christchurch Community Hall, Abergavenny requested £1,000 to assist in the repair of the Community Hall roof.

Recommendation – awarded £1,000 for assistance in repairing the Community Hall roof.

- (6) Rockfield Church requested £1,000 to assist in the refurbishment and tarmacking of the churchyard footpath and car park to assist disabled parishioners to attend services

Recommendation - £1,000 awarded to assist in the providing easier access for disabled parishioners.

- (7) Monmouth Carnival Community Group requested £750 to assist in the funding of the lead Monmouth Carnival Float.

Recommendation – it was felt that this application could not be supported as there were no long term community benefits attached to the project schedule of expenditure.

- (8) St Thomas the Martyr Church, Overmonnow requested £2,500 towards the cost of £499,419 for the restoration of historic St Thomas's Hall.

Recommendation - £2,500 awarded to complete the total funding that has been raised to complete the restoration / refurbishment of the listed historical hall.

### **2.3 KEY ISSUES**

The nature of the request in each case is set out in the attached schedule.

Members were asked to review and confirm acceptance of the Welsh Church Fund Principles, Policy Considerations and Grant Allocation Criteria for 2016/17.

### **3. REASONS**

A meeting took place on Thursday, 10<sup>th</sup> March 2016 of the Welsh Church Fund Cabinet Working Group to recommend the payment of grants as detailed in the attached schedule and to confirm administrative procedures for the financial year 2015/16.

County Councillors in attendance:

County Councillor D.L. Edwards (Chairman)  
County Councillor B. Strong (Vice Chairman)  
County Councillor A.E. Webb  
County Councillor D. Evans

OFFICERS IN ATTENDANCE:

D. Jarrett      Central Finance Officer  
P. Harris      Democratic Services Officer

### 3.1 DECLARATIONS OF INTEREST

It was agreed that declarations of interest would be made under the relevant item.

### 3.2 APOLOGIES FOR ABSENCE

None

### 3.3 CONFIRMATION OF MINUTES

The minutes of the meeting of the Welsh Church Fund Working Group held on Thursday 21<sup>st</sup> January 2016 were confirmed as an accurate record and signed by the Chairman.

## 4. RESOURCE IMPLICATIONS

A total of £7,250 was allocated at meeting 5 of the Welsh Church Fund Committee, Thus, the remaining budget of £6,509 will be carried forward to the 2016/17 financial year.

## 5. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

There are no equality or sustainable development implications directly arising from this report. The assessment is contained in the attached appendix.

## 6. CONSULTEES:

Senior Leadership Team  
All Cabinet Members  
Head of Legal Services  
Head of Finance  
Central Management Accountant

## 7. BACKGROUND PAPERS:

Welsh Church Fund Schedule of Applications 2015/16 – Meeting 5 (Appendix 2)

Welsh Church Fund Principles, Policy Considerations and Grant Allocation Criteria – 2016/17 Funding Year – Appendix 3

## 8. AUTHOR:

David Jarrett – Senior Accountant – Central Finance Business Support

## 9. CONTACT DETAILS

Tel. 01633 644657

e-mail: [daveJarrett@monmouthshire.gov.uk](mailto:daveJarrett@monmouthshire.gov.uk)

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<p><b>Name of the Officer</b> D Jarrett <b>Phone no: 4657</b> <b>E-mail: davejarrett@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b> To assess the Grant Allocation Processes of the Welsh Church Fund for the meeting of the Welsh Church Fund Working Group on the 10<sup>th</sup> March 2016.</p>
<p><b>Name of Service</b> Finance</p>	<p><b>Date Future Generations Evaluation</b> 10<sup>th</sup> March 2016</p>


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**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>How does the proposal contribute to this goal? (positive and negative)</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>No impact</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>No impact</p>	
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive in regard to providing equipment to assist in the preservation of life</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?
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive in relation to connecting the community and its constituents	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive in relation to social well-being. Helping the environmental well-being of the community through preservation of history.	
<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	Positive in relation to the promotion of culture in the community	Positive impact on the education of individuals in regard to recreational achievements
<b>A more equal Wales</b> People can fulfill their potential no matter what their background or circumstances	No impact	

**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?
 Balancing short term need with long term and planning for the future	Not applicable to Welsh Church Fund Trust	



Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p><b>Collaboration</b> Working together with other partners to deliver objectives</p>	Not applicable to Welsh Church Fund Trust	
 <p><b>Involvement</b> Involving those with an interest and seeking their views</p>	Not applicable to Welsh Church Fund Trust	
 <p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse</p>	Not applicable to Welsh Church Fund Trust	
 <p><b>Integration</b> Positively impacting on people, economy and environment and trying to benefit all three</p>	Not applicable to Welsh Church Fund Trust	

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	No impact	No impact	
Disability	Positive impact in the provision of disabled facilities	None	
Gender reassignment	No impact	No impact	
Marriage or civil partnership	No impact	No Impact	
Race	No impact	No Impact	
Religion or Belief	Positive impact in relation to the preservation and accessibility of religious services	None	
Sex	No impact	No impact	
Sexual Orientation	No impact	No Impact	
Welsh Language	No impact on Welsh Language	No impact on Welsh Language	

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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>

	<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	Not applicable		
Corporate Parenting	Not applicable		

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

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

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

**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
Award grants	April 2016	Welsh Church Fund	On target

**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:	The Payment of grants awarded to the successful applicants
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**WELSH CHURCH FUND - APPLICATIONS 2015/16**

**MEETING 5 -10th March 2016**

<u>ORGANISATION</u>	<u>ELECTORAL DIVISION</u>	<u>Signed by Councillor</u>	<u>REQUEST</u>	<u>DECISION</u>	<u>NATURE OF REQUEST</u>	<u>APPROX COST</u>	<u>DATE Received</u>	<u>D of I*</u>	<u>Comments</u>
<b>NEW APPLICATIONS AWAITING DECISION</b>			£	£		£			
1 Monmouth lifesaving Club	Tintern & St Arvans	A Webb	£250	£250	Assist in the cost of replacement of resuscitation equipment packs that have been acquired and due to the pressure of Monmouth Pool Closure in the near future, projected income will not materialise to cover cost of instruction	£1,594	28/01/16	Yes	The Club give children and young adults the opportunity to exercise and develop life saving skills in regard to water based activities. Several past attendees have progressed to become lifeguards and teachers themselves
2 Church Lads and Church Girls Brigade	Tintern & St Arvans	A. Webb	£1,000	£500	Assist in the facilitation of an educational commemoration trip to the Somme (Highwood battle) for 12 members and associated leaders	£4,898	26/01/16	Yes	The activity is part of a national project to commemorate the Battle of Highwood at the battle of the Somme. They are the only youth group between Monmouth and Chepstow participating in activities such as camping, climbing, canoeing as well attending church regularly
3 Caerwent Community Centre Commit	Caerwent	P Murphy	£1,000	£1,000	Require assistance to fund a replacement roof for the Community centre and improve the lighting in the sports Hall	£149,882	09/02/16	No	Community Centre provides a recreational and sports facility for Caerwent and surrounding area. The hall provides low-cost access for young persons. Currently around 250 users benefit from the hall. Recent weather patterns over the winter period have led to water damage.
4 St Mary's Church, Monmouth	Overmonnow	S White	£1,500	£1,000	Funding required for urgent repairs to the right hand mullion of the Kempe window in the bell tower	£3,939	19/02/16	No	The mullion has a large vertical crack which is in need of urgent attention. The part replacement of the mullion would therefore negate the need to remove the stain glass windows and thus avoid potential further damage and cost.
5 Christchurch Community Hall, Abergavenny	Cantref	P Jordan	£1,000	£1,000	Assist in financing the cost of repairs to the Community Hall roof	£4,891	23/02/16	No	The Community Hall is used by several community groups such as Yoga Classes, Papillion Arts Group for Vulnerable Adults and Cantref Open Gardens group. The Hall is also hired out to other local residents and groups for functions
<b>Late Application</b>									
Rockfield Church	Llantillo Crossenny	Ruth Edwards	£1,000	£1,000	Funding required to assist in the resurfacing of the Car park and Churchyard Footpath	£3,428	08/03/16	No	The tarmacing of the Car pack and footpath through the churchyard will assist in the access for disabled persons and rectify the current poor state of the path and car park
Monmouth Carnival Voluntary Group	Tintern & St Arvans	A Webb	£750	£0	Funding required to assist in the provision of the Carnival Lead Float attraction in the Monmouth Parade	£2,350	08/03/16	No	The Carnival is a popular event in the social calendar of Monmouth over the last 30 years with upto five thousand people attending every year.
St Thomas the Martyr Church (CIW) Overmonnow	Overmonnow	S White	£2,500	£2,500	Assist in providing funds to re-develop and preserve St Thomas Hall a listed building and provide updated facilities for the community	£499,419	09/03/16	No	The Committee already have funding in place of £460,000. The project must be totally funded before the end of May to ensure a grant of £360,000 from WG.
<b>Deferred Applications</b>									
<b>SUB TOTAL Meeting 5</b>			<b>£9,000</b>	<b>£7,250</b>					
<b>Meeting 1 Award</b>				5,250					
<b>Meeting 2 Award</b>				5,600					
<b>Meeting 3 Award</b>				4,575					
<b>Meeting 4 Award</b>				2,500					
<b>Meeting 5 Award</b>				7,250					
<b>TOTAL AWARDED FOR 2015/16</b>				25,175					
<b>BUDGET 2015/16</b>				25,109					
<b>BALANCE B/F TO 2015/16</b>				£6,576					
<b>Monmouthshire's Allocation for 2015/16</b>				£31,684					
<b>REMAINING BALANCE to be C/Fwd to 2016/17</b>			<b>£6,509</b>						

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## **WELSH CHURCH FUND PRINCIPLES, POLICY CONSIDERATIONS AND GRANT ALLOCATION CRITERIA – 2016-17 FUNDING YEAR**

### **Basic Principles of the Welsh Church Fund Trust**

The basic principle is that the charity needs to be independent of the local authority. This means that decisions about the administration of the charity need to be taken solely in the interests of the charity to further its charitable purposes, and for no other purpose.

There are also a number of duties the trustee must consider when making this type of decision. If these duties are met, then the trustee can be confident that the decision about how to apply the charity's income is reasonable and defensible. Therefore, again, the trustee must act only in the charity's best interest and meet the duties to:

1. **Act within the powers conferred upon them and the established rules and procedures for dealing with issues of the kind under consideration.**
2. **Adequately inform themselves in order to make the decision in question, where necessary making further enquiries and where appropriate considering legal or other professional advice.**
3. **Consider any factors which they should take into account.**
4. **Not take into consideration any factors which are not relevant.**
5. **Act in good faith (and this includes managing conflicts of interest).**
6. **Make a decision within the range of decisions which a reasonable body of trustees could have made.**

The decision and the reasoning must also be clearly recorded in the charity's minutes.

### **Policy Considerations for Charity Trustee**

1. **Make sure the trustee is clear about the objects of the charity as set out in its governing document as these dictate how any such asset may be used, in accordance with charity law.**
2. **Make sure that the Welsh Church Fund's assets, for which the council is the trustee, are managed independently in accordance with their charitable purpose and any restrictions in the governing document.**
3. **Recognise that the charity trustees have a duty to be prudent and to act solely in the best interests of the charity.**
4. **Ensure that there are in place clear procedural guidelines for the officers and Councillors about their roles, responsibilities and decision making in the administration of the charitable fund.**
5. **Ensure we have a clear process for identifying and managing any conflicts of interest that arise where the local authority is the trustee of a charity.**

## **Allocation Criteria for the Welsh Church Fund Working Group**

### **Groups and individuals that benefit from grant allocations**

**Churches and Religious Groups tend to be given higher awards as it is the Welsh Church Fund.**

**Church Parish's**

**Community Groups and Charities**

**Sports and Recreation Clubs**

**Environmental Groups**

**Individuals that have an identified and proven need of financial assistance**

**Other deemed charitable causes by the Working Group Committee**

### **Allocation Policy and Principles**

**Awards are only given on the existence of a proven financial need as identified by a sponsoring Councillor in the first instance and the Welsh Church Fund Working Group Committee in the main instance.**

**Existing policy of no allocations to Community or Town Councils**

**Existing policy of no allocations to Private Business's**

**or other Public Bodies**

**Policy of not supporting day to day running expenses except in exceptional circumstances as clubs / organisations should be self supporting and not rely on WCF money for their continued existence.**

**Existing policy of only Churches are allowed to re-apply every year to be maintained, though, these applications will only be considered for applications of a different and distinct purpose.**

**Existing policy of restricted or no allocations for day trips or trips that will not benefit the County by an individual's subsequent personal actions**

**The trust currently has a policy of dropping an application if deferred for further information at the first meeting, if then subsequently that information is not received by the next meeting date. This policy will continue. Emphasis on sponsoring Councillor to ensure sufficient evidence is presented along with application.**

**Any assistance to schools or educational establishments that come under the general umbrella of MCC will ONLY be assessed in light of the merit and purpose of the**



**application and in consideration and conjunction with any future Children and Young People's policy in relation to School Welfare and Support groups**

**Confirm the Policy that the trust will only pay future awards by BACS payments in line with current MCC payment guidelines and to save the Trust from excessive and unnecessary administrative charges.**

**Confirm the Policy that applications will only be accepted on the current application form as currently posted on the MCC Website (The Welsh Church Fund: Monmouthshire County Council) as this contain all the currently required information.**

**Confirm the Policy that the Councillor signing the application ensures that the application qualifies for funding under the Charitable Purposes of the Trust as posted on the MCC website.**

**Confirm the Policy that when a Councillor signs an application to the Welsh Church Fund that they are fully aware of the purpose to the application and ensure that they have seen any supporting evidence or documentation required to support the application (i.e. Accounts, Bank Statements, letters of representation etc) and ensure that it is submitted with the application in order that the Working Group Committee can make an informed and timely decision at the first meeting.**

**Confirm the Principle of restricted awards or no grant allocations to organisations that receive direct financial support from MCC or any other Local Authority for Administrative expenses.**

**Support the principle that applicants should show effort and willing in raising funds themselves as well as expecting grant aid from the Welsh Church Fund.**

**Principle that there is a defined financial pot that has to be shared equally between deserving applicants and throughout the financial year. Any remaining funds at the financial year end will be carried forward to the next financial year.**

**Continuation of the policy that the budget for the next financial year is recommended by the Section 151 Officer of Monmouthshire County Council as they are in the best possible position to assess future financial performance and financial assets available for distribution in light of the Charity's policy to maintain the level of investments at a level that provides sufficient annual income to fund the Charity's charitable expenditure.**

**For the financial year 2016/17 that there is no maximum grant award imposed on all non individual applications and that a maximum award of £500 is imposed upon applicants by individual applicants. This limit will be reviewed annually once a decision has been made on the grant distribution for the next financial year by the Trustee.**

**The Working Group Committee has the right to set a Policy / Principle that is binding at any Committee meeting in the future if it is regarded to be in the best interest of the Trust even if a precedent may have been set by a past decision.**

**The Working Group Committee will set out the Principles and Policies for each financial year at the last meeting of the previous financial year.**

**NO appeal procedure will be allowed against grant application decisions made by the Working Group Committee. If a sponsoring Councillor would like to resubmit an**

**application for review on a decision that has been made by the Working Group Committee, then new material evidence that was not available at the previous meeting must be presented.**

**A conflicts of interest procedure has been ratified. Councilor's that are associated with any application are asked too:**

- a) declare their interest,**
- b) may remain in the room and remain silent**
- c) be allowed to present the case or relevant points if requested by the chair for clarification purposes only**
- d) be part of any application re-consideration process only at the request of the chair for clarification purposes**

**The Working Group Committee has the overall right to dismiss any application they feel is inappropriate for funding even though it may qualify under the Charitable Purposes to which the fund maybe applied, as they feel it would not be in the best interests of the Charity.**