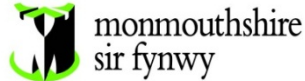


# Public Document Pack



Neuadd Y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

Dydd Llun, 1 Hydref 2018

Annwyl Cynghorydd

## **PENDERFYNIADIAU AELOD CABINET UNIGOL**

Hysbysir drwy hyn y caiff y penderfyniadau dilynol a wnaed gan aelod o'r cabinet eu gwneud **Dydd Mercher, 10fed Hydref, 2018,**.

### **AGENDA**

1. DARPARU GWASANAETHAU TREFTADAETH AR Y CYD

**CABINET MEMBER:** County Councillor P Jordan

**AUTHOR:** Mark Hand, Head of Planning, Housing and Place Shaping

**CONTACT DETAILS:**

**Tel:** 01633 644803 / 07773478579

**E-mail:** markhand@monmouthshire.gov.uk

2. LLYFRGELL GILWERN - ESTYNIAD I'R DRWYDDED

**CABINET MEMBER:** County Councillor P Jordan

**AUTHOR:** Matthew Gatehouse, Head of Policy and Governance

**CONTACT DETAILS:**

**Tel:** 01633 644397

**E-mail:** matthewgatehouse@monmouthshire.gov.uk

3. CYNLLUNIO ARGYFWNG - PARHAD BUSNES COFRESTR GWAASANAETHAU BLAENORIAE FYNWY

**CABINET MEMBER:** Councillor Murphy

**AUTHOR:** Ian Hardman – Emergency Planning Manager

**CONTACT DETAILS:**

**Tel:** 01633 644092, **E-mail:** ianhardman@monmouthshire.gov.uk

Yr eiddwch yn gywir,

**Paul Matthews**  
**Prif Weithredwr**

**PORTFFOLIOS CABINET**

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

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

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Ein diben

Adeiladu Cymunedau Cynaliadwy a Chydnerth

### Amcanion y gweithiwn tuag atynt

- Rhoi'r dechrau gorau posibl mewn bywyd i bobl
- Sir lewyrchus a chysylltiedig
- Cynyddu i'r eithaf botensial yr amgylchedd naturiol ac adeiledig
- Llesiant gydol oes
- Cyngor gyda ffocws ar y dyfodol

## Ein Gwerthoedd

**Bod yn agored.** Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan mewn penderfyniadau sy'n effeithio arnynt, dweud beth sy'n bwysig iddynt a gwneud pethau drostynt eu hunain/eu cymunedau. Os na allwn wneud rhywbeth i helpu, byddwn yn dweud hynny; os bydd yn cymryd peth amser i gael yr ateb, byddwn yn esbonio pam; os na allwn ateb yn syth, byddwn yn ceisio eich cysylltu gyda'r bobl a all helpu - mae adeiladu ymddiriedaeth ac ymgysylltu yn sylfaen allweddol.

**Tegwch.** Darparwn gyfleoedd teg, i helpu pobl a chymunedau i ffynnu. Os nad yw rhywbeth yn ymddangos yn deg, byddwn yn gwrando ac yn esbonio pam. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson. Ni allwn wneud pawb yn hapus bob amser, ond byddwn yn ymrwymo i wrando ac esbonio pam y gwnaethom weithredu fel y gwnaethom.

**Hyblygrwydd.** Byddwn yn parhau i newid a bod yn hyblyg i alluogi cyflwyno'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

**Gwaith Tîm.** Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan fel y gallwn gyflawni pethau gwych gyda'n gilydd. Nid ydym yn gweld ein hunain fel 'trefnwyr' neu ddatrys-wyr problemau, ond gwnawn y gorau o syniadau, asedau ac adnoddau sydd ar gael i wneud yn siŵr ein bod yn gwneud y pethau sy'n cael yr effaith mwyaf cadarnhaol ar ein pobl a lleoedd.

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**SUBJECT: Collaborative Heritage Services Provision**

**MEETING: Individual Cabinet Member Decision (Enterprise)**

**DATE: 10<sup>th</sup> October 2018**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

- 1.1 This report seeks the Cabinet Member for Enterprise's approval to engage in a collaborative approach to the delivery of Built Heritage Services between Monmouthshire County Council and Torfaen County Borough Council.
- 1.2 The proposals seek to maximise the benefits of collaborative working regarding the delivery of a specialist topic area benefitting from the opportunities of collaborative working can bring in terms of resilience, skills building and experience sharing across the both Authorities.

**2. RECOMMENDATIONS:**

- 2.1 To authorise the following:
  - The shared working practices as set out in Appendix A;
  - The creation of a new post hosted by MCC but funded directly by TCBC for a minimum of a two year period.

**3. KEY ISSUES:**

- 3.1 Monmouthshire has an established Heritage Team within the wider Development Management Team who are responsible for advising and managing all aspects of the historic environment. An opportunity has arisen where Monmouthshire County Council can work in partnership with Torfaen County Borough Council in providing a joint built heritage service. Currently TCBC only have one conservation officer who provides assistance with regeneration initiatives and advice on all conservation issues and planning applications, compared to a team based approach in MCC. It is anticipated that the proposed joint service will improve consistency of decisions across the two boroughs and improve on the offer that MCC and TCBC can provide by sharing a greater variety of skills and experience from within the heritage sector.
- 3.2 Collaborative services has for some time been on the agenda for Local Government Services in Wales. The issues were first considered in a report dated 2012, The Simpson Compact, which suggested a series of options recommending voluntary arrangements given funding demands. A further report in May 2013 by Hyder entitled 'Options for the Delivery of Local Authority Historic Environment Conservation Services in Wales' - identified regional collaboration on a formal, constituted basis as having the most support. Up until recently progress on this area had stalled however concerns about the resilience and capacity of local conservation services were a strong theme throughout the scrutiny of the Historic Environment (Wales) Bill/Act. In 2017 a Task and Finish Group was set up by Welsh Government with MCC as a panel member,

specifically looking at delivering Heritage Services through collaborative models. In addition specific work streams have also be established in North Wales looking at a series of options to improve Heritage Services delivery underlining the concern and wider review of delivering suitable models to manage the historic environment in Wales.

- 3.3 The delivery of services through a combined approach offers many benefits, such as improved resilience, opportunity to increase skills sharing and build a stronger knowledge base within the team and improved officer morale offering constructive peer review. Despite a team approach already being established in Monmouthshire, it is considered that initiating collaborative services, managed by Monmouthshire and on terms that are suitable for both MCC and TCBC (see attached Memorandum Of Understanding) is the best approach to collaborative working and delivers a more robust and responsive service.
- 3.4 The Heritage team includes a Heritage Manager (post A), Senior Heritage Officer (post B), Heritage Monitoring Officer (post C), Tree officer (post F) and a Senior Landscape and Urban Design Officer (post G) (currently vacant but subject to advertising at the time of writing). This team would be maintained as existing and supplemented by the addition of two posts, both at a senior level funded by TCBC. Post D is a 2yr fixed term posts that will be directly funded by TCBC, this post would be recruited and employed by MCC providing the posts holder with the same terms and conditions as posts A-C. Post E is currently employed by TCBC and will remain so for the duration of the initial 2 year agreement. Posts F and G will continue to deliver services to MCC only.

#### **4. OPTIONS APPRAISAL**

- 4.1 The collaborative arrangement as proposed is a voluntary arrangement initially for a minimum of two years. The current service provision, in terms of meeting the needs of MCC services will be maintained. The inclusion of two further specialists, one with considerable experience of grant work and regeneration will enhance the skills base available to continue to deliver the current services. It is fully acknowledged that TCBC will have greater access to a wider team, at present only having one heritage officer, however the collaboration is not considered to have detrimental impact on service delivery for MCC. A level of increased management will be required for the current Heritage Manager which will be partly offset by the additional post (D). This impact, together with the quality of service delivery will be subject to regular review.
- 4.2 There is the option to reject the proposed collaborative arrangement, in which TCBC will continue to deliver the service independently. There would be no detriment to current service delivery should this happen. However, this would be considered a missed opportunity given the increasing agenda for collaboration in many areas of service delivery at a local level from Welsh Government.
- 4.3 As stated the offer will be under regular review with data collated relating to key performance indicators, for example number of applications and time taken to determine, as well as qualitative data and feedback from managers and customers as to the quality of advice provided. All efforts will be made to address problems quickly should they arise, however if the service cannot be delivered to TCBC any longer, and



MCC withdraw subject to the MoU (see attached) TCBC will be released from funding post D.

## **5. EVALUATION CRITERIA**

5.1 A successful collaboration will be the provision of an enhanced and more resilient heritage service for both Councils. An evaluation assessment has been included at Appendix B for future evaluation of whether the decision has been successfully implemented. The evaluation of success will be reported to the Economy and Development Select Committee each September/October as part of the Planning Service's Annual Performance Report. Planning Committee members are invited to that meeting.

## **6. REASONS:**

6.1 The recommendations propose to enter into a suitable collaborative arrangement in fulfilling the need to provide specialist advice to management of the historic environment. This will ensure that the terms and conditions of any arrangement are able to be negotiated by the service providers rather than being imposed on the Local Authority should formal collaboration be enforced.

6.2 To provide the opportunity for the department to enter into voluntary arrangement in order to identify opportunities and challenges to service delivery and adapt accordingly ensuring that the service can be most effective in the future.

## **7. RESOURCE IMPLICATIONS:**

7.1 Providing a collaborative approach will be cost neutral to MCC as current staffing levels are maintained and are within budget. The additional post created for a period of two years will be fully funded by TCBC, including any salary increments and national joint council negotiated pay awards.

7.2 TCBC will commit to payment for post D for a period of two years for the service delivery identified above. Should the service be withdrawn by MCC on the basis that MCC are unable to provide the service as set out above, TCBC shall be released from payment. MCC shall invoice for the post at the beginning of the two year term of £88,923, plus any NJC increase or associated pay adjustment, ensuring commitment of the funding.

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

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

8.2 There may be beneficial impacts economically or to quality of life from quicker decisions in some instances given the wider pool of staff.

8.3 The actual impacts from this report's recommendations will be reviewed regularly with programmed periodic evaluations. The criteria for monitoring and review will include: collating data on numbers of applications, time taken to determine, types of applications/work area pressures and general managerial feedback.

**9. CONSULTEES:**

- MCC Development Services Manager - responded stating that approach to collaboration is sensible and allows MCC to prescribe terms that maintain and protect current service delivery in order to future proof the service.
- Heritage Team – responded that they were excited about the potential opportunities that collaboration could bring.
- TCBC, Senior officers have been a key stakeholder in developing and writing the MoU and are in full support of the collaborative approach.
- Legal responded confirming that the informal collaborative approach would be a trial and any issues that arise will be addressed as and when. In addition the financial exposure was considered acceptable given TCBC's commitment to finance the post for two years.

**10. BACKGROUND PAPERS:**

See appendix A – Team and Reporting Structure

See appendix B - Future Evaluation of Implementation

See appendix C - Future Generations Evaluation

**11. AUTHOR:**

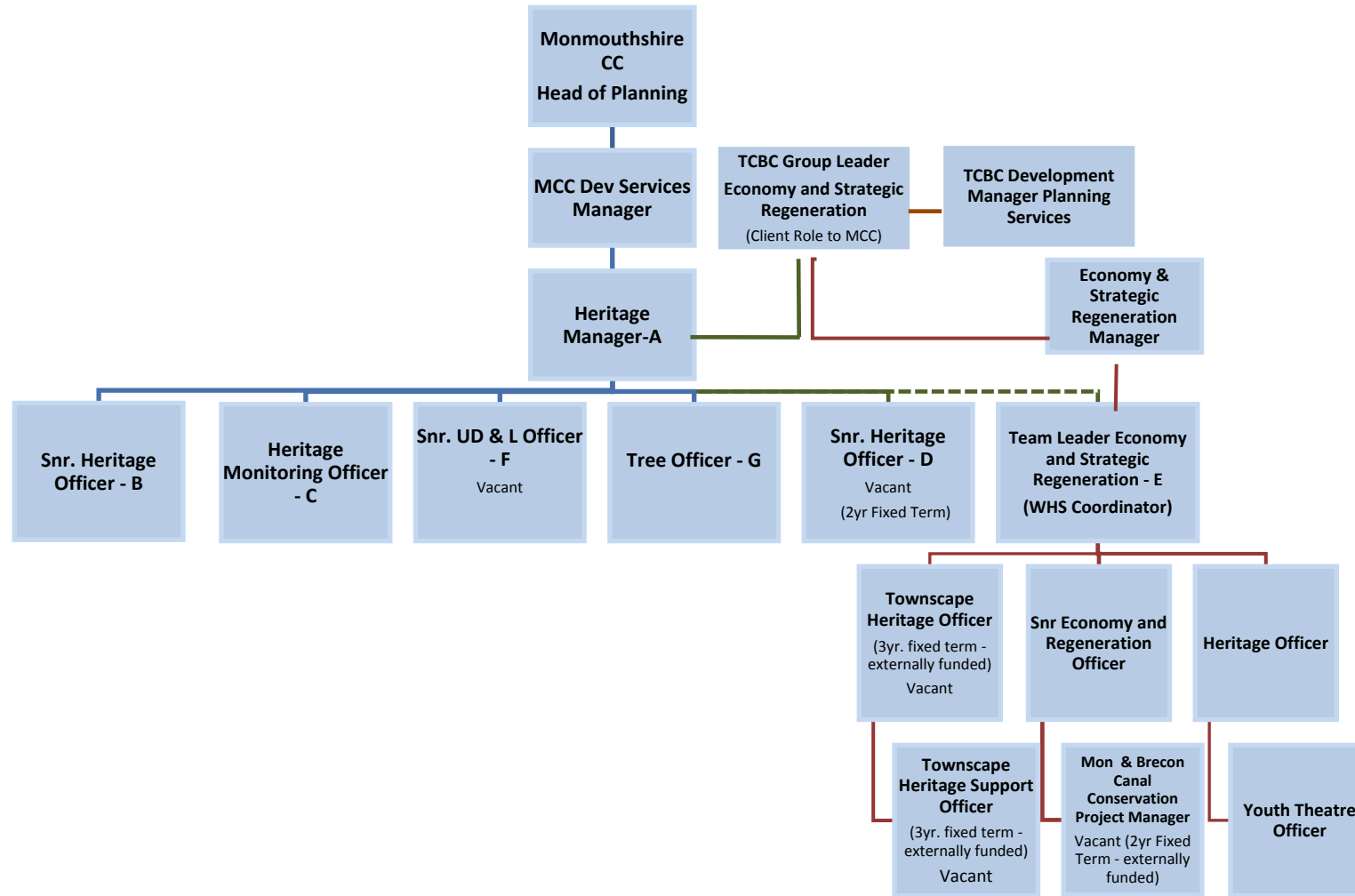
Mark Hand, Head of Planning, Housing and Place Shaping

**12. CONTACT DETAILS:**

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**E-mail:** markhand@monmouthshire.gov.uk

Appendix A – (2yr. collaboration 2018/19 to 2019/20-21)



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— — Conservation Management  
— Regeneration Management

## Appendix B Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

|                                |  |
|--------------------------------|--|
| <b>Title of Report:</b>        | <b>Collaborative Heritage Services</b> |
| <b>Date decision was made:</b> |  |
| <b>Report Author:</b>          | <b>Mark Hand</b>                       |

### What will happen as a result of this decision being approved by Cabinet or Council?

The desired outcome is to see an established and responsive collaborative approach to service delivery with the development of a larger multi-disciplinary team.

The decision will offer an enhanced level of service meeting customer needs.

To be completed at 12 month appraisal

Was the desired outcome achieved? What has changed as a result of the decision? Have things improved overall as a result of the decision being taken?

### What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?

Criteria will include:

Number of applications

Time taken to determine

Types of applications/work pressures

Effective and responsive advice provided in a timely manner through Managerial Review/Evaluation.

On-going monitoring of standard service provision to ensure that timescales and service is not detrimentally affected beyond the normal parameters as identified in current monthly reviews of data by DM Management.

To be completed at 12 month appraisal

*Paint a picture of what has happened since the decision was implemented. Give an overview of how you fared against the criteria. What worked well, what didn't work well. The reasons why you might not have achieved the desired level of outcome. Detail the positive outcomes as a direct result of the decision. If something didn't work, why didn't it work and how has that effected implementation.*

### What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

There is no proposed immediate resource requirements or savings. The proposals are cost neutral. Any costs associated with extending beyond the tw year trial period would be discussed at that time, and a decision made on whether or not to proceed.

To be completed at 12 month appraisal

*Give an overview of whether the decision was implemented within the budget set out in the report or whether the desired amount of savings was realised. If not, give a brief overview of the reasons why and what the actual costs/savings were.*

Any other comments

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## Memorandum of Understanding

### Collaborative Heritage Services

#### Between

### Monmouthshire County Council

#### And

### Torfaen County Borough Council

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## 1 PURPOSE

This document sets out the agreement under which Monmouthshire County Council (MCC) and Torfaen County Borough Council (TCBC) will operate a shared delivery of services in fulfilling each Authority's historic environment requirements, in particular but not exclusively to Development Management and Regeneration functions. Monmouthshire County Council will be the lead Authority and manage the service.

### DURATION OF AGREEMENT AND REVIEW

The agreement shall proceed for a minimum of two years with reviews set at month 3, 6, 12, 18 and 24. The temporary post shall be funded for a minimum of two years. The delivery agreement may be reviewed after this date.

## 2 GOALS AND OBJECTIVES

The goal of this agreement is to achieve the collaborative delivery of Heritage Services between MCC and TCBC

The objectives of this agreement are;

- Provide a team approach to Heritage Services in order to provide a consistent and resilient access to specialist advice across both Council areas
- Develop and enhance skills of existing/new officers through sharing of expertise to develop a wider scope of knowledge
- Meet service demands of Development Management functions for both stakeholders
- Meet service demands to contribute to the Regeneration functions of both stakeholders

## 3 AGREEMENT BACKGROUND AND OVERVIEW

An opportunity has arisen for Monmouthshire County Council and Torfaen County Borough Council to enter into a shared service in relation to the delivery of specialist advice focussing on the Historic Environment. Delivery of these services is a continual issue for many Local Authorities and it is considered that there are key benefits to be gained through a collaborative approach to service delivery. It is intended to address issues of coverage, availability of officer's advice and consistency of advice between Authorities. In addition it is proposed that collaboration will provide an opportunity to increase resilience, knowledge and skills base of aspects of Historic Environment Management through building and sharing of expertise and experience. This will provide an enhanced level of service delivery with the current budget requirements.

This document sets of how these services will be delivered and what mechanisms will be in place in order to meet the demands of each Local Authority's customer demand.

#### **4 STAKEHOLDERS**

Monmouthshire County Borough Council  
Torfaen County Borough Council

#### **5 SERVICE DELIVERY DEMANDS**

##### **5.1 MCC**

1. Direct management and delivery of Listed Building Consent and Conservation Area Consent applications together with subsequent Discharge of Condition applications. (Heritage Officer is the case officer)
2. Monitoring of implementation of above applications on site, providing on going advice through the works and ensuring compliance.
3. Direct management and delivery of enforcement issues relating to Listed Buildings. (Heritage Officer is the case officer)
4. Direct management of Listed Buildings at risk advising Members and securing direct action through formal notices. (Heritage Officer is the case officer)
5. Direct management of Pre application advice requests relating to Listed Buildings. (Heritage Officer is the case officer.)
6. Providing advice on pre- application advice requests in relation to development in Conservation Areas or setting of Listed Buildings.
7. Providing advice on all types of development in Conservation Areas.
8. Providing advice on wider aspects of the Historic Environment including regeneration/urban design/public realm schemes.
9. Writing/Managing the delivery of Supplementary Planning Guidance in relation to Conservation Area Appraisals
10. Advising on the development and implementation of policy and wider SPG in relation to the Historic Environment and support delivery of the LDP
11. Directly participating in regional learning frameworks such as SEWCOG (South East Wales Conservation Officers Group)
12. Shall report where necessary to committee, members and senior leaders in relation to all aspects of the service delivery above.

##### **5.2 TCBC**

1. Provide advice in relation to the delivery of Listed Building Consent and Conservation Area Consent applications together with subsequent Discharge of Condition applications. (Heritage Officer is the consultee – to be reviewed in line with case officer role)
2. Providing advice, develop and assists with implementation of regeneration/urban design/public realm projects and initiatives to protect, enhance and conserve the wider historical environment in particular the World Heritage Site
3. Provide advice in relation to the delivery of enforcement issues relating to Listed Buildings. (Heritage Officer is the consultee- to be reviewed in line with case officer role)
4. Provide advice in relation to the delivery of Listed Buildings at risk advising Members and securing direct action through formal notices. (Heritage Officer is advising Enforcement Officer)
5. Provide advice in relation to Pre application advice requests relating to Listed Buildings and setting of/Conservation Areas/WHS.
6. Assist on the development and delivery of Supplementary Planning Guidance in relation to Conservation Area Appraisals.
7. Provide advice in relation to the development and implementation of policy and wider SPG in relation to the Historic Environment and support delivery of the LDP
8. Directly participating in regional learning frameworks such as SEWCOG



9. Shall report where necessary to committee, members and senior leaders in relation to all aspects of the service delivery above.

## **6 SERVICE CHARGES**

The newly created post, Grade I (SCP 37-41) shall be funded at a cost of £44k per annum, with additional funding to cover the salary increment and any NJC pay increase. This will be paid by TCBC to MCC on a monthly basis. The full cost of £88, 923 shall be committed by TCBC prior to the individual being employed.

|                    |         |
|--------------------|---------|
| Yr 1 SCP 37 Salary | £33,135 |
| Total              | £43,911 |

|                    |         |
|--------------------|---------|
| Yr 2 SCP 38 Salary | £34,105 |
| Total              | £45,012 |

## **7. PROPOSED FRAMEWORK**

It is proposed that the service will be delivered through one team, managed by the Heritage Manager at MCC retaining the existing team positions and structure for MCC with the addition of the one new fixed term post. The existing team Leader Economy and Strategic Regeneration (Post E) will also provide additional resource for the Heritage Service as set out below: A team structure is set out in Appendix A.

- a) The vacant post (Post D) which will be recruited on a fixed term contract for two years, will be wholly funded by TCBC for the duration of the agreement.
- b) The existing team Leader Economy and Strategic Regeneration for TCBC (Post E) will also provide additional resource for the Heritage Service that will include World Heritage Site Matters, Regeneration Initiatives and Grant Funding with the Heritage Service providing a mentoring role specific to conservation matters.
- c) Posts A – E to provide specialist advice in relation to all aspects of the historic environment to both Authorities. They shall be available for both Authorities to access during the working week, having a presence in both offices following current service demands.
- d) Posts A- D shall be based in Usk, The Rhadyr and post E to be based in Ty Blaen Torfaen, New Inn, Pontypool (for the purposes of mileage claims)
- e) A member of the Heritage Team (A-D) will work from Ty Blaen, New Inn for a minimum of 3 days per week, and by arrangement should specific advice on regeneration matters be required. (Arrangements can be flexible with agreement with the Heritage Manager – Post A)
- f) The World Heritage Site Co-ordination role and responsibilities will be led by the Team Leader Economy and Strategic Regeneration (Post E) and will therefore be primarily delivered by this post for all non-development management functions.
- g) The Heritage Manager reporting will be as shown in appendix A for the both Authorities.
- h) MCC operate under delegated powers from Cadw and shall continue with these working practices. It is intended to deliver the same level of service for applications within TCBC, this will be subject to review and further consideration.
- i) Workload and demands on officer time will be monitored closely through the quarterly reviews. Work programmes will be produced for both organisations to ensure there is clarity of expectation and there is a full understanding of demands on officer time.
- j) The officers shall work to their employing organisations Terms and Conditions.
- k) Should there be a view that the partnership has been a success and warrants consolidation key performance measures and a more robust Service Level Agreement will be put in place.

- l) If there is conflict or issues there is to be a process of escalation to senior managers within both organisations to try and resolve with the intent on being that resolution and partnership working is the desired goal.
- m) If for whatever reason either party want to withdraw during the term of this agreement:
- They have to give a minimum of 3 months' notice.
  - If TCBC decide to withdraw then they would decide if they wanted to transfer Post D over to its team and would be responsible for any costs incurred with that decision. If TCBC decided not to transfer the post it would be liable for any termination costs.
  - If MCC decide to withdraw then they would be liable for any additional costs that may be incurred over and above that already covered by TCBC through this agreement.
  - At the end of the two years agreement if the post not required the cost of any redundancy will be borne by TCBC.

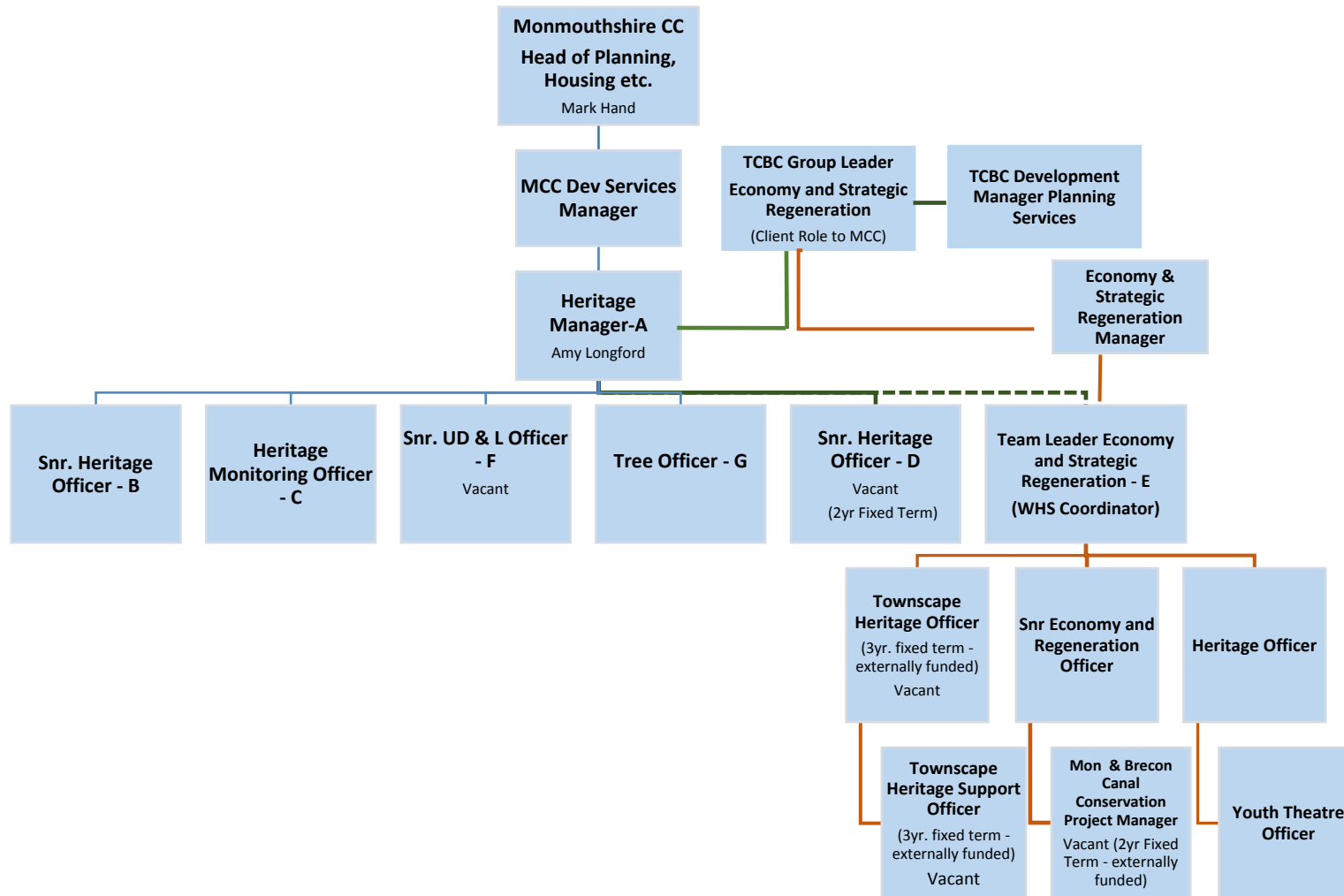
## **8 PRACTICAL DELIVERY**

- Posts A-D will have access to pool cars for use of carrying out site visits.
- Posts A-C IT and equipment shall be provided by MCC
- Post D & E IT and equipment shall be provided by TCBC
- Posts A- E to have full access to systems and network drives for both Authorities

## **9 COMMITMENT**

TCBC will commit to payment for Post D for a period of two years for the service delivery identified above. Should the service be withdrawn by MCC on the basis that they are unable to provide the service as set out above, TCBC shall be released from payment. TCBC shall issue a Purchase Order to MCC for the full salary cost of the post at the beginning of the two year term totalling £88,923, plus any NJC increase. MCC will invoice TCBC against this Purchase Order on a Quarterly basis.

Appendix A – (2yr. collaboration 2018/19 to 2019/20-21)



— Conservation Management  
— Regeneration Management

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|  |  |
|--|--|
| <p><b>Name of the Officer</b> completing the evaluation<br/>Mark Hand</p> <p><b>Phone no:</b> 01633 644803<br/><b>E-mail:</b> <a href="mailto:markhand@monmouthshire.gov.uk">markhand@monmouthshire.gov.uk</a></p> | <p><b>Please give a brief description of the aims of the proposal</b></p> <p><b>Heritage Management collaborative working with Torfaen Council</b></p> |
| <p><b>Name of Service</b></p> <p>Planning/Development Management</p>   | <p><b>Date Future Generations Evaluation form completed</b></p> <p>September 2018.</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.

| Well Being Goal  | How does the proposal contribute to this goal? (positive and negative)   | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|--|--|--|
| <p><b>A prosperous Wales</b><br/>Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p> | <p><b>Positive:</b> The quality and consistency of conservation decisions will ensure that heritage assets are maintained for the communities, residents and businesses which are often used as homes, businesses, cultural venues, providing security, wealth generation for the economy</p> <p><b>Negative</b></p> | <p><b>Better contribute to positive impacts:</b> The joint service will maximise conservation benefits by providing high quality and consistent services to the public and businesses which will minimise the neglect or mistreatment of our communities heritage or cultural assets</p> <p><b>Mitigate any negative impacts:</b> Care will be taken to improve the understanding of the positive implications of operating the services which can benefit its customers. The department will continue to monitor the efficiency of the services and ensure that they meet the service standards set out</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?   |
|--|--|---|
| <p><b>A resilient Wales</b><br/>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p> | <p>Older buildings tend to provide habitat for various species having greater control over design and end use will provide this protection</p>   | <p>The joint service will maximum conservation benefits by providing high quality and consistent services to the public and businesses which will minimise the neglect or mistreatment of our communities' heritage or cultural assets.</p> |
| <p><b>A healthier Wales</b><br/>People's physical and mental wellbeing is maximized and health impacts are understood</p>                                  | <p><b>Positive:</b> Bringing listed buildings back into use can create employment and housing opportunities both of which have proven positive outcomes on health<br/><b>Negative:</b> None identified</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? |
|---|--|---|
| <p><b>A Wales of cohesive communities</b><br/>Communities are attractive, viable, safe and well connected</p>   | <p><b>Positive:</b> Bringing listed building back into use will remove icon of despair from our urban and rural environments helping to create an attractive, viable, safe and well connected communities</p> <p><b>Negative:</b> None identified.</p>   |   |
| <p><b>A globally responsible Wales</b><br/>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>                                | <p><b>Positive:</b> The service will ensure that we protect and promote our cultural heritage for future generations.</p> <p><b>Negative:</b> none.</p>  |   |
| <p><b>A Wales of vibrant culture and thriving Welsh language</b><br/>Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p> | <p><b>Positive:</b> Planning decisions promote the value and significance of the historic built environment by ensuring that it is a direct consideration in planning policy and land use planning decisions. The Welsh language is now a material planning consideration.</p> <p><b>Negative:</b> none.</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? |
|--|--|---|
| <p><b>A more equal Wales</b><br/>           People can fulfil their potential no matter what their background or circumstances</p> | <p><b>Positive:</b> Appropriate development management decisions should bring positive benefits to all members of Monmouthshire's population through policies that seek to achieve the five main aims of the Welsh Spatial Plan, namely Building Sustainable Communities, Promoting a Sustainable Economy, Valuing our Environment, Achieving Sustainable Accessibility and Respecting Our Environment</p> <p><b>Negative:</b> none.</p> |   |

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



| <b>Sustainable Development Principle</b>                             | <b>How does your proposal demonstrate you have met this principle?</b>  | <b>What has been done to better to meet this principle?</b>   |
|--|---|---|
| Balancing short term need with long term and planning for the future | <p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The proposed collaboration seeks to provide a more resilient service, looking towards the future financial and resource pressures on local government.</p>           | The proposed collaboration trial will be reviewed and can be reversed if it is not delivering the required results. |
| Working together with other partners to deliver objectives           | Monmouthshire's approach to collaborative working has embraced the opportunities that arise from joint working and ensured that this meets the needs of both service areas and delivers a more resilient and future proof service enhancing the service offer.  | N/A   |
| Involving those with an interest and seeking their views             | <p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The collaborative service will be subject to review and evaluations reporting to Members of Planning Committee, whose Members have a specific interest in the subject, as well as senior officers of the Council, and will be taken into account.</p> | As above.   |

| Sustainable Development Principle   | How does your proposal demonstrate you have met this principle?  | What has been done to better to meet this principle? |
|---|--|--|
| Putting resources into preventing problems occurring or getting worse                   | The collaborative service approach provides a more resilient service delivery and protects against a potential enforced collaboration which may not best suit the needs of Monmouthshire's citizens..  | N/A  |
| Positively impacting on people, economy and environment and trying to benefit all three | <p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p>The work undertaken by the development management service directly relates to promoting and ensuring sustainable development and its four areas: environment, economy, culture and society which will be enhanced by a collaborative form of delivery. .</p> |  |

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

| Protected Characteristics   | Describe any positive impacts your proposal has on the protected characteristic  | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|---|--|---|---|
| <p><b>Positive:</b> The Collaborative Heritage Service within the Development Management section of the Council should bring positive benefits to all members of Monmouthshire’s population through policies that seek to achieve some of the main aims of the Welsh Spatial Plan, namely Promoting a Sustainable Economy, Valuing our Environment and Respecting Our Environment, be it through making timely decisions on planning or related applications to prevent harm to acknowledged interests, such as amenity, public safety or biodiversity.</p> |  |   |   |
| Age   | None   | None  | See above   |
| Disability  | None   | None  | See above   |
| Gender Reassignment   | None   | None  | See above   |
| Marriage or civil partnership   | None   | None  | See above   |
| Race  | None   | None  | See above   |
| Religion or Belief  | None   | None  | See above   |
| Sex   | None   | None  | See above   |
| Sexual Orientation  | None   | None  | See above   |
| Welsh Language  | <p><i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i></p> <p>Welsh is treated on equal terms as English in the planning process,</p> | None  | None  |

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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        | None.  | None   | n/a   |
| Corporate Parenting | None.  | None.  | n/a   |

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

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Two main reports have been commissioned by WG to address how heritage services will be delivered in the future considering all the options, titled; 2012, The Simpson Compact  
 2013 by Hyder entitled 'Options for the Delivery of Local Authority Historic Environment Conservation Services in Wales'  
 In 2016 a Task and Finish Group was set up by Welsh Government to propose options for service delivery  
 In 2018 POSW regional groups were tasked with identifying realistic options for service delivery, for South East Wales this collaboration is the region's practical trial of alternative delivery model.  
 The delivery of collaboration is a target in the APR for 18/19

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

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

The work undertaken by the Council's Planning Service, and in particular the Development Management function, directly relates to promoting and ensuring sustainable development. The collaborative approach to service delivery will take advantage of the many benefits, such as improved resilience, opportunity to increase skills sharing and build a stronger knowledge base for all and improved officer morale offering constructive peer review. Despite a team approach already being established in Monmouthshire, it is considered that initiating collaborative services, managed by Monmouthshire and on terms that are suitable for MCC and TCBC is the best approach to collaborative working and delivers a more robust and responsive service

There are no implications, positive or negative for corporate parenting or safeguarding.

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

N/A

| 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.**

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|  |   |
|--|---|
| The impacts of this proposal will be evaluated on: | As part of the Annual Performance Report we will report our performance on statutory processes, which will be submitted to the Welsh Government and be publicly available. With the Monmouthshire bespoke services we will regularly review the services that we provide and report our performance back to committee on an annual basis. |
|--|---|

**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                             |
|------------|---|-----------------|--|
| A          | Draft   | 09/09/18        | Clarification of current situation and details of how the proposals will work                |
| B          | Draft consultation with TCBC                  | 11/09/18        | Comments received in relation to the commitment and break clause to confirm responsibilities |
| C          | Draft consultation with legal in MCC and TCBC | 21/09/18        | Commitment re-written in the MoU to confirm  |

|   |   |          |  |
|---|---|----------|--|
|   |   |          | consequences of break in service delivery  |
| D | Consultation with MCC and TCBC senior leaders | 25/09/18 | Added clarification in MoU for despite resolution and responsibility of redundancy payments. |

|                                 |   |
|---------------------------------|---|
| <b>SUBJECT:</b>                 | <b>GILWERN LIBRARY – EXTENSION OF LICENCE</b> |
| <b>MEETING:</b>                 | <b>INDIVIDUAL CABINET MEMBER DECISION</b>     |
| <b>CABINET MEMBER:</b>          | <b>COUNCILLOR PAUL JORDAN</b>                 |
| <b>DATE:</b>                    | <b>10<sup>TH</sup> October 2018</b>           |
| <b>DIVISION/WARDS AFFECTED:</b> | <b>All</b>                                    |

**1. PURPOSE:**

To seek approval to extend the licence arrangement with Llanelly Community Council to occupy accommodation at Gilwern Community Centre enabling continued provision of the local authority library service at Gilwern.

**2. RECOMMENDATIONS:**

- 2.1 That approval be granted to continue to occupy space under licence within Gilwern Community Centre for a nominal rental payment to Llanelly Community Council.

**3. KEY ISSUES:**

- 3.1 Monmouthshire County Council presently occupy space under a licence from Llanelly Community Council for a nominal rent of £1 per annum to provide a library service in Gilwern. This present arrangement expires on 31 March 2019 and have reached an agreement with the Community Council to extend this for a further three years securing the provision until at least 31 March 2022.
- 3.2 The Community Centre is located at Common Road, Gilwern, NP7 0DS and is a established service operating alongside the larger community hubs within the county and providing a valued service to the local community

**4. REASONS:**

To ensure the continued provision of a local library service for residents of Gilwern and surrounding communities.

To enable the Council to discharge its duties as Library Authority under the Public Libraries and Museums Act 1964

**5. RESOURCE IMPLICATIONS:**

The cost of the licence is £1 per annum. There are no additional resource implications as operating costs are part of the existing revenue budget.

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

The report does not propose an alteration to the existing service and therefore no assessment has been carried out. However the county council and community council will use this review point as an opportunity to examine the internal configuration of the building to see if there are opportunities to further enhance service provision.

**7. CONSULTEES:**

Cabinet  
SLT  
Llanelly Community Council

**8. BACKGROUND PAPERS:**

None

**9. AUTHOR:**

Matthew Gatehouse, Head of Policy and Governance



**10. CONTACT DETAILS:**

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|                                 |   |
|---------------------------------|---|
| <b>SUBJECT:</b>                 | <b>EMERGENCY PLANNING – BUSINESS CONTINUITY MCC REGISTER OF PRIORITY SERVICES</b> |
| <b>MEETING:</b>                 | <b>SINGLE MEMBER DECISION – CLLR PHIL MURPHY</b>                                  |
| <b>DATE:</b>                    | <b>19<sup>TH</sup> SEPTEMBER 2018</b>   |
| <b>DIVISION/WARDS AFFECTED:</b> | <b>COUNTYWIDE</b>   |

**1. PURPOSE:**

To seek agreement from the Emergency Planning ‘Portfolio Holder’ to the revised and updated MCC Register of Priority Services.

**2. RECOMMENDATIONS:**

Cllr. Murphy is asked to:

- Agree the attached ‘Register of Priority Services’.

**3. KEY ISSUES:**

Ensuring that the authority continues to meet its Business Continuity responsibilities under the Civil Contingencies Act 2004.

**4. REASONS:**

- Business Continuity planning is a legislative requirement upon the authority under the Civil Contingencies Act 2004. The authority is required to have business continuity plans in place to ensure that it can deliver its priority services during times of disruption. The first stage of Business Continuity planning is to list all services delivered by the authority and rate them according to their criticality in an emergency.
- Following consultation with service managers 555 services have been recognised as being delivered by the council. A ‘priority rating’ calculation has been carried out for each of these services and 84 have been recognised as falling into the highest priority band, i.e. a service which if interrupted for more than four hours would result in an immediate impact on the health or welfare of MCC residents.
- The register is updated every 2 years and the current register continues to form the background for the next stage of the Business Continuity process and supports the development of Business Continuity plans for all the council’s services. As the Register continues to be reviewed and developed with the process becoming more ‘embedded’ within the organisation the quality of the data has improved on each revision.
- The Register was approved by SLT in September. It is accepted that the Register is a ‘snapshot in time’ and that services can become critical in emergency/ seasonal situations depending on the incident or disruption and that the Register can then be revisited and Priority 1 services re-confirmed as per the circumstances.

**5. RESOURCE IMPLICATIONS:**

There are no resource implications.

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

No Future Generations Evaluation is required as the report is for agreement on the revised and updated Register only.

**7. CONSULTEES:**

Ian Hardman – Emergency Planning Manager

Tracey Harry – Head of People

Peter Davies – Chief Officer, Resources & MCC BCM Champion

Agreed by SLT on September 17<sup>th</sup> 2018

**8. BACKGROUND PAPERS:**

A revised copy of the MCC Register of Priority Services is attached/ embedded in this document below:



2018 MCC Register  
of Priority Services.do

**9. AUTHOR:**

Ian Hardman – Emergency Planning Manager

**10. CONTACT DETAILS:**

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