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County Hall
Rhadyr
Usk
NP15 1GA

Tuesday 20th December 2022

Notice of meeting:

Special meeting People Scrutiny Committee

**Tuesday, 3rd January, 2023 at 10.30 am
The Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA and remote attendance**

Please note that a pre meeting will be held 30 minutes prior to the start of the meeting for members of the committee.

AGENDA

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	15 Minute Public Open Forum - This can be extended at the discretion of the committee.	
4.	Call-In: Tudor Street Property. To consider a 'Call-In' request for the Individual Cabinet Member Decision taken on 30 th November 2022 in relation to use of the property located in Tudor Street ahead of the outcomes of the wider review of My Day My Life Services which is currently being undertaken.	1 - 14

Paul Matthews

Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillor Rachel Buckler, Devauden;, Welsh Conservative Party
County Councillor John Crook, Magor East with Undy;, Welsh Labour/Llafur Cymru
County Councillor Christopher Edwards, St. Kingsmark;, Welsh Conservative Party
County Councillor David Jones, Crucorney;, Independent Group
County Councillor Jayne McKenna, Mitchel Troy and Trellech United;, Welsh
Conservative Party
County Councillor Maureen Powell, Pen Y Fal;, Welsh Conservative Party
County Councillor Sue Riley, Bulwark and Thornwell;, Welsh Labour/Llafur Cymru
County Councillor Maria Stevens, Severn;, Welsh Labour/Llafur Cymru
County Councillor Jackie Strong, Caldicot Cross;, Welsh Labour/Llafur Cymru

Public Information

Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

Monmouthshire Scrutiny Question Guide

Role of the Pre-meeting	
<ol style="list-style-type: none"> 1. Why is the Committee scrutinising this? (background, key issues) 2. What is the Committee's role and what outcome do Members want to achieve? 3. Is there sufficient information to achieve this? If not, who could provide this? <p>- Agree the order of questioning and which Members will lead - Agree questions for officers and questions for the Cabinet Member</p>	
Questions for the Meeting	
<p><u>Scrutinising Performance</u></p> <ol style="list-style-type: none"> 1. How does performance compare with previous years? Is it better/worse? Why? 2. How does performance compare with other councils/other service providers? Is it better/worse? Why? 3. How does performance compare with set targets? Is it better/worse? Why? 4. How were performance targets set? Are they challenging enough/realistic? 5. How do service users/the public/partners view the performance of the service? 6. Have there been any recent audit and inspections? What were the findings? 7. How does the service contribute to the achievement of corporate objectives? 8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve? 	<p><u>Scrutinising Policy</u></p> <ol style="list-style-type: none"> 1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least? 2. What is the view of service users/stakeholders? What consultation has been undertaken? Did the consultation process comply with the Gunning Principles? Do stakeholders believe it will achieve the desired outcome? 3. What is the view of the community as a whole - the 'taxpayer' perspective? 4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say? 5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works? Does the policy relate to an area where there is a lack of published research or other evidence? 6. Does the policy relate to an area where there are known inequalities? 7. Does this policy align to our corporate objectives, as defined in our corporate plan? Does it adhere to our Welsh Language Standards? 8. Have all relevant sustainable development, equalities and safeguarding implications

9. been taken into consideration? For example, what are the procedures that need to be in place to protect children?
- 10.
11. How much will this cost to implement and what funding source has been identified?
- 12.
13. How will performance of the policy be measured and the impact evaluated

General Questions:

Empowering Communities

- How are we involving local communities and empowering them to design and deliver services to suit local need?
- Do we have regular discussions with communities about service priorities and what level of service the council can afford to provide in the future?
- Is the service working with citizens to explain the role of different partners in delivering the service, and managing expectations?
- Is there a framework and proportionate process in place for collective performance assessment, including from a citizen's perspective, and do you have accountability arrangements to support this?
- Has an Equality Impact Assessment been carried out? If so, can the Leader and Cabinet/Senior Officers provide members with copies and a detailed explanation of the EQIA conducted in respect of these proposals?
- Can the Leader and Cabinet/Senior Officers assure members that these proposals comply with Equality and Human Rights legislation? Do the proposals comply with the Local Authority's Strategic Equality Plan?

Service Demands

- How will policy and legislative change affect how the council operates?
- Have we considered the demographics of our council and how this will impact on service delivery and funding in the future?
- Have you identified and considered the long-term trends that might affect your service area, what impact these trends could have on your service/your service could have on these trends, and what is being done in response?

Financial Planning

- Do we have robust medium and long-term financial plans in place?
- Are we linking budgets to plans and outcomes and reporting effectively on these?

Making savings and generating income

- Do we have the right structures in place to ensure that our efficiency, improvement and transformational approaches are working together to maximise savings?
- How are we maximising income?
- Have we compared other council's policies to maximise income and fully considered the implications on service users?
- Do we have a workforce plan that takes into account capacity, costs, and skills of the

actual versus desired workforce?

Questions to ask within a year of the decision:

- Were the intended outcomes of the proposal achieved or were there other results?
- Were the impacts confined to the group you initially thought would be affected i.e. older people, or were others affected e.g. people with disabilities, parents with young children?
- Is the decision still the right decision or do adjustments need to be made?

Questions for the Committee to conclude...

Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...

Agree further actions to be undertaken within a timescale/future monitoring report...

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CALL IN REQUEST

1. SUBJECT:

Tudor Street building

2. DATE OF CABINET MEETING:

Single Member decision

3. CABINET DECISION:

To close Tudor street building and cease the use as a My Day My life centre

4. REASON(S) FOR CALL- IN:

There has been no scrutiny and was not included on the planner. The building is situated on a flood plane . There has been no consultation with users/ groups .The facility is vital for the users/groups and they have severe special needs .

5.

DATE RECEIVED: 7/12/2022

6. MEMBERS CALLING-IN:

(The Chairman of a Select Committee or any three non-executive members)

Name

Simon Howarth

Ward

Llanelly Ward

Frances Taylor

Magor West

David Jones

Crucorney

Richard Johns

Michael Troy/Trellech United

Please identify which Select Committee should hear the call in based on the reasons for the call in request

Peoples Select

Monmouthshire Scrutiny

Call-in Process

Scrutiny committees can scrutinise decisions that have been made by the Cabinet or an Executive Member before the decisions take effect. When a decision has been published, members who wish to 'call-in' the decision have 5 working days in which to request a 'call-in', otherwise the decision is considered to have taken effect.

At least three members must sign a 'call-in' and they must give clear reasons as to why they are 'calling-in' the decision.

The 'Calling-in of a decision' has its own process, in line with the "Scrutiny and Executive Protocol" and the council's Constitution.

Attending Call-in Meetings

The following arrangements apply to Call-in meetings:

- A request for a decision to be 'called-in' requires a meeting of the relevant scrutiny committee to be convened within 15 clear working days of the decision to call it in - only in exceptional circumstances will the Chair of the Scrutiny Committee consider extending this time limit.
- The Committee will invite the relevant Cabinet Member and/or Officer i.e. (the decision-taker) and any other Officers the Committee considers appropriate to the meeting.
- The Committee will endeavour to offer appropriate notice to witnesses required to attend and will as far as possible ensure the scheduling of the Call-in meeting facilitates their attendance.
- In inviting Officers to attend, the relevant Chief Officer responsible will be consulted as a matter of courtesy.
- Scrutiny Committees welcome the views of additional Officers, however, to ensure consistency, transparency and openness, such Officers should indicate in advance of the agenda despatch (i.e. 3 working days prior to the meeting) that they wish to attend, with reasons for their attendance.
- Additional Officers should advise the Scrutiny Team that they wish to attend, which will be discussed and agreed with the Chair of the Scrutiny Committee. It is the discretion of the Committee to allow such Officers to take part in the meeting.

The 'Call-in' Process at the Scrutiny Committee Meeting

- The Call-in procedure allows for the Members who requested the decision be called-in to speak first, outlining their reasons for calling in the decision.

Monmouthshire Scrutiny

- The Cabinet Member will then be invited to respond, following which officers may respond.
- The Chair will then ask Scrutiny Committee Members to comment if they wish to do so.
- There will then be an opportunity for any other elected Members to ask their questions prior to the Committee considering their way forward. Only Members of the Committee will be able to vote on the course of action proposed.
- Scrutiny Committees do not make decisions, but having followed the Council's Call-in procedure, they can agree to do one of three things:
 - 1) Accept the Cabinet's decision.
 - 2) Refer the matter back to Cabinet for re-consideration (with reasons).
 - 3) Refer the matter to Council for consideration.

SUBJECT:	Tudor Street Property
MEETING:	Individual Cabinet Member Decision
DATE:	30th November 2022
DIVISION/WARDS AFFECTED:	North Monmouthshire

1. PURPOSE:

To seek a decision regarding the Council's forward use of the property located in Tudor Street ahead of the outcomes of the wider review of My Day My Life Services which is currently being undertaken.

To set out the reasons why an earlier decision is required due to time restrictions associated with TAN 15.

2. RECOMMENDATIONS:

- i) For Tudor Street to be de-commissioned as the accommodation base for the provision of day support services for adults with learning disabilities in the North of Monmouthshire.
- ii) For Tudor Street to be re-purposed to support the Council's policy aims in providing affordable housing within the county.
- iii) That Tudor Street is declared surplus and transferred to Landlord Services for disposal, on terms to be agreed with the Chief Officer for Resources in consultation with the Cabinet Member for Resources.

3. KEY ISSUES:

Background and Context

My Day My Life provides day support for people with learning disabilities in North and Central Monmouthshire. The concept and ethos of My Day My Life was established in 2014 as a strengths-based, enabling approach which seeks to support people with a learning disability to pursue their individual interests and aspirations within every day, community settings.

The Tudor Street building provided a fixed base for the provision of My Day My Life services for people in the North of the County. However, since the inception of the My Day My Life model in 2014 there has been a gradual decline in the number of people regularly using Tudor Street, for the following reasons:

- More and more people had fully embarked upon the My Day, My Life process, some no longer accessing services/support.

- Others were being supported to access community-based opportunities rather than being offered a traditional day service.
- Building based activities were being led predominately by people's choice.
- More people experiencing a very different community-based support offering. Examples of such opportunities include Yam Jams music workshop, swimming, Touch Trust, yoga, Abergavenny Tea Dance, cinema, bowling, drumming and other sports opportunities.

Consequently, prior to 2020, because of this change in how the service was delivered, a decision was made for the building to open for 3 rather than 5 days per week.

Prior to the pandemic in March 2020, approximately 17/18 people were receiving support from the service and using the building regularly.

Early on in the pandemic Tudor Street was temporarily closed (March 2020) in line with all LA day centres due to the risks and the COVID-19 restrictions. Throughout the pandemic people continued to receive support via My Day My Life through one to one support and other group activities in the community. People using My Day My Life who lived in either supported housing or care homes received additional support from their care providers and additional funding has been made available to continue this moving forward. As restrictions started to lift, 7/8 people were being supported by the My Day My Life Hub service so instead of re-opening the building an Individual Cabinet Member Decision was made on 31st August 2022 to allow for an independent review of My Day My Life Services using a collaborative and inclusive approach.

The purpose of the review is to establish the basis for future service development including the exploration of accommodation options in-keeping with the purpose and ethos of the service. This review is scheduled to conclude in March 2023.

The need for an early decision outside of the review timeframe

Tudor Street is a property that has been integral to the overall service provision for people with learning disabilities in the north of the county for a long-time. With that in mind, we recognise that discussions regarding its future use would be a feature within the current review.

However, it is also fair to say that the Council's Adult Social Care and Health Service is currently working on the assumption that Tudor Street is no longer fit for purpose for My Day My Life services. This is based on a number of correlated factors including:

- Tudor Street is a large property which was originally utilised, prior to the development of My Day My Life services, as a 'one-size fits all' day centre for adults with learning disabilities and is not conducive to individual person-centred support.
- The building is exclusively used by people with a learning disability and doesn't support an inclusive community approach.
- The building needs considerable renovation and has high running and maintenance costs that could be better invested in an individualised service approach.
- The service model of community-based activity / individualised support has accelerated during the COVID period.
- The building is significantly under-utilised.

Within this context we are now in the position of seeking an early decision on the forward use of Tudor Street for three prime reasons:

- The imperative on the Council to make maximum use all its available assets has become even more critical given the current financial and economic situation.
- Although ideally we wanted the review to test our assumptions, the evidence to date strongly suggests that Tudor Street is no longer fit for purpose.
- There is an urgent and pressing need for affordable housing throughout the County. Development in the north of the County is currently on hold due to an issue with water quality in the rivers Usk and Wye. This sustainably located brownfield site represents an ideal opportunity to deliver affordable housing. The lawful planning use means there is a fallback position in terms of phosphates which it is hoped means this development can proceed promptly;
- Development of this site would be policy compliant under current flood risk policy but there is ongoing uncertainty about whether or not the awaited amended TAN15 policy will allow for the redevelopment of brownfield sites in areas at flood risk after June 2023.

A review of the sites development potential is underway and it is intended that a planning application for residential development is submitted shortly. As a consequence of the timescales to achieve planning consent and necessity to deliver affordable housing at speed, it is proposed that the site will be sold for housing development. As per the recommendations of the report, it is intended that the asset would be transferred to Landlord Services to dispose of the asset in the interest of supporting the Council's policy aims in providing affordable housing.

This site present a strong opportunity to increase the provision of sufficient good quality housing for people's needs. The Local Housing Market Assessment carried out in 2020 highlighted a growing disparity in the affordability of housing, as well as an increasing demand for the provision of affordable housing across the county. This estimated a shortfall of 468 affordable homes per year between 2020,2025, with the majority to be provided as Social Rented accommodation (68%), followed by Low Cost Home Ownership (25%) and Intermediate Rent (7%). As of September 2022, there were 2,220 households with a recognized housing need registered on the housing waiting list. Affordable housing is a cross-cutting theme that will help deliver many of the wellbeing goals of the Future Generations Act, including a more equal Wales, a Wales of cohesive communities, a prosperous Wales and a healthier Wales.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

The people who will be potentially affected by the forward use of Tudor Street include adults with Learning Disabilities in the north of the County. There are currently between 6 and 10 individuals who are identified as using the building as part of their My Day My Life care and support plan prior to its temporary closure. All but one of these individuals are receiving support at the moment via My Day My Life or Individual Support Services.

People with learning disabilities should be afforded choice and control over the services that are in place to support them. The service recognises this and is currently undertaking a full review of My Day My Life Services including exploring the sort of accommodation that will be required to

support a full range of activities. People who might potentially have wished to continue to use Tudor Street will be invited to contribute to the review.

The workforce of Tudor Street is predominantly female, some of whom have worked for the service over many years. The proposal to de-commission Tudor Street will affect their work base location. However; as described within this report in respect of current practice being far more community orientated and individualised, the impact of changing from a fixed work-place to a flexible one has already happened. The workforce will be fully involved in the review that is taking place and will have the opportunity to further shape and influence the development of My Day My Life Services going forward.

5. OPTIONS APPRAISAL

Option – to de-commission the accommodation base for the provision of day support services			
Option	Benefit	Dis-benefit	Recommended
<p>Do Nothing – include the future use of Tudor Street within the current review of MDML services, and do not take any further actions until the full outcomes of the review are received.</p>	<p>People will have full opportunity for their views to be heard specifically with regards to the future use of the building in Tudor Street</p> <p><u>Mitigation:</u></p> <p>People with learning disabilities who were using the building and their families will be consulted separately regarding the specific issue of Tudor Street.</p>	<p>The Council would lose the opportunity to re-purpose the building if an early decision was not taken because of TAN 15.</p> <p>It is predicted that the outcome of the review would conclude that Tudor Street was no longer fit for purpose. If an early decision was not made, the Council would risk a significant opportunity to pursue its policy objectives in respect of developing affordable housing.</p> <p>MCC will carry the running costs for the property, should it continue to remain vacant or fail to be repurposed/reopened.</p>	NO
<p>Decide at this point to de-commission Tudor Street as the accommodation base for the provision of day support services for adults with learning disabilities in the North of Monmouthshire.</p>	<p>This would ensure that the building could potentially be re-purposed for affordable housing (subject to planning) because an early decision would allow alternative development to be pursued ahead of TAN-15 implementation.</p>	<p>Bringing forward the decision regarding Tudor Street would mean that it would no longer be available as an accommodation base for My Day My Life Services.</p> <p><u>Mitigation:</u></p> <p>The current review will explore suitable accommodation for My Day My Life activities to ensure that people with learning</p>	YES

		disabilities will have a full offer of services and will not be dis-advantaged through the de-commissioning of Tudor Street.	
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Option – to dispose of the property for development			
Option	Benefit	Dis-benefit	Recommended
Retain the asset and let for alternative purposes	<p>Opportunity to generate rental return, albeit limited given condition of property.</p> <p>MCC have received approaches from local community groups seeking to take on the property for social enterprise. We actively work to support community groups in shared use or partnership with other providers before utilising vacant buildings. As considered on a case by case basis, this asset lends itself well to residential development.</p>	<p>The property requires investment and therefore any letting would carry ongoing liability to MCC or require rental incentive due to required tenant improvements. It is unlikely that any community use could accommodate the required costs. Limited income would be achieved.</p> <p>Affordability disparity continues to widen.</p> <p>The opportunity to deliver housing development is missed as a consequence of the amended TAN15 policy.</p>	NO
Retain the asset and develop the site, inclusive of open market housing	<p>The site is inside the development boundary and can facilitate housing development in the north of the County, which has been frustrated due to phosphates constraints.</p> <p>MCC would generate a financial benefit to the authority, albeit delayed return as a consequence of the capital outlay required to undertake the development.</p>	<p>The scale of development is limited and therefore would result in additional cost and delays to the construction and availability of the properties, compared to that of a private development or housing association.</p> <p>Given the significant upfront cost required to support the build, and restricted timescales on which to achieve a planning consent, it is recommended that an RSL is approached given risk against the experience and track record of delivery.</p> <p>Affordable housing is considered the most appropriate use of the site</p>	NO

	MCC would retain control of the properties.	given the site constraints (which limit new build development to that of block/s of flats).	
Dispose of the property for residential development	<p>The site is inside the development boundary and can facilitate housing development in the north of the County, which has been frustrated due to phosphates constraints.</p> <p>Given timescales do not allow for a tender process to be undertaken, it is recommended that disposal directly to housing association will best enable a planning consent to be achieved on the site under current flood risk policy and ahead of uncertainty associated with the proposed amended TAN15 policy. The site lends itself to demolition to facilitate affordable housing due to its layout and constraints.</p> <p>Disposal of the site will accelerate the availability of affordable housing, including the provision of accommodation for the homeless, in accordance with the council's policy objectives.</p> <p>The disposal of the property for development would generate a capital receipt.</p>	<p>MCC would not retain control of the property, however the Housing Department would work with the purchaser to retain nomination rights over the properties.</p> <p>The financial return is lower than that of a development inclusive of market housing. However, the potential for open market housing is considered limited due to site constraints. In order to demonstrate best value, any sale would be supported by an independent valuation.</p>	YES

6. EVALUATION CRITERIA

None considered specifically in relation to this report.

The number of people using My Day My Life services and evidence of their individual outcomes is routinely monitored.

7. REASONS:

To ensure that the potential to make the best future use of the building at Tudor Street is secured, whilst not disadvantaging people with learning disabilities.

Development of the site for the provision of affordable housing will allow the Council to intervene in the affordable housing market.

8. RESOURCE IMPLICATIONS:

Due to the property sitting vacant, the conditions are deteriorating and potentially could become a liability to the Council. Despite closure, the property continues to carry running costs (rates/utility) that will increase if the asset is re-opened or left vacant. The disposal of this property will generate a capital receipt for Monmouthshire County Council. An appraisal will be undertaken to ascertain the market value of the site.

9. CONSULTEES:

Nick Keyse – Estates Development Manager

Ceri York – Service Manager Commissioning and Disability Services

Strategic Leadership Team

10. BACKGROUND PAPERS:

None

11. AUTHOR:

Jane Rodgers, Chief Officer Social Care, Safeguarding & Health

12. CONTACT DETAILS:

E-mail: janerodgers@monmouthshire.gov.uk

Is my report exempt?

In some instances it may be necessary to submit a report to a committee but withhold the whole report, or part of that report, due to the sensitive nature of information contained within it.

There are specific circumstances in which a report may be considered exempt which are set in legislation. When writing your report bear in mind the following circumstances to consider whether your report should be exempt;

Local Government Act, Schedule 12A, Part 4;

12. Information relating to a particular individual
13. Information which is likely to reveal the identity of an individual
14. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
15. Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
16. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
17. Information which reveals that the authority proposes –
 - a. To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. To make an order or direction under any enactment
18. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you are unsure if the report should be exempt or not you should contact Democratic Services or the Monitoring Officer for further advice and guidance. The principal to bear in mind however is that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

If your report is to be exempt you should let Democratic Services know as soon as possible if you have not already done so when adding the item to the forward plan of the relevant committee.

When submitting your report to Democratic Services for publication with the agenda you must also include an exemption certificate which give details as to why the report is exempt and not for publication. This certificate will be publicly available with the agenda in place of the report so the reasoning for the exemption should be made clear on this form. The exemption certificate is available overleaf.

Further information on definitions and exemptions is available within the Local Government Act at the following link; <http://www.legislation.gov.uk/ukpga/1972/70/schedule/12A>

**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

Meeting and Date of Meeting: Insert date and meeting

Report: Insert report title

Author: Insert author

I have considered grounds for exemption of information contained in the background paper for the report referred to above and make the following recommendation to the Proper Officer:-

Exemptions applying to the report:

[Enter the section and reason of the exemption, as defined by the Local Government Act set out above e.g – This report will be exempt under paragraph 12 of Schedule 12A – Information relating to a particular individual]

Factors in favour of disclosure:

Openness & transparency in matters concerned with the public

Prejudice which would result if the information were disclosed:

[Give a brief indication of what information would be disclosed and the impact of its disclosure]

My view on the public interest test is as follows:

Factors in favour of disclosure are outweighed by those against.

Recommended decision on exemption from disclosure:

Maintain exemption from publication in relation to report

Date: Insert date

Signed: Signed by report author

Post: Insert post

I accept/I do not accept the recommendation made above

Signed: [Signed by Chief Officer / Head of Service / Chief Executive]

Date: Insert Date

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