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County Hall
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NP15 1GA

Tuesday, 9 August 2016

Dear Councillor

INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 17 August 2016.

1. **DEFINITIVE MAP MODIFICATION ORDER, CLEDDON SHOOTS, LLANDOGO, TRELLECH** 1 - 14

Division/Wards Affected: Trellech United

Cabinet Member: County Councillor P Hobson

Report Author: Ruth Rourke
Principal Countryside Access Officer

Contact Details: **E-mail:** ruthrourke@monmouthshire.gov.uk
Telephone: 01633 644860

2. **JOB EVALUATION IN RESPECT OF THE OCCUPATIONAL THERAPIST IN THE CHILDREN WITH DISABILITIES TEAM MONMOUTHSHIRE.** 15 - 56

Division/Wards Affected:

Cabinet Member: County Councillor G Burrows

Report Author: Mrs Carol Buck

Contact Details: Carol Buck Team Manager Children with Disabilities Team

Monmouthshire.
Samantha Francis Senior Practitioner Children with Disabilities
Team Monmouthshire.

Tel: 01291 636352/635721

E-mail: carolbuck@monmouthshire.gov.uk
samanthaf Francis@monmouthshire.gov.uk

3. **DELEGATION OF ENFORCEMENT POWERS FOR WASTE AND STREET SERVICES** 57 - 72

Division/Wards Affected: All Wards

Cabinet Member: County Councillor B. Jones

Report Author: Carl Touhig, Recycling Strategy & Business Manager

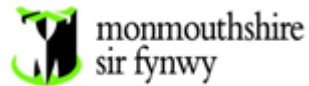
Contact Details: cartouhig@monmouthshire.gov.uk
07580 362121

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

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

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MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT:	DEFINITIVE MAP MODIFICATION ORDER, CLEDDON SHOOTS, LLANDOGO, TRELLECH
DIRECTORATE:	ENTERPRISE
MEETING:	Individual Cabinet Member Decision – Councillor P. Hobson
DATE:	17th August 2016
DIVISIONS/WARDS AFFECTED:	TRELLECH

1. PURPOSE:

1.1. To consider, under Section 53(3)(c)(ii) of the Wildlife & Countryside Act 1981, if the route shown on the Order plans (Appendix 1 & 2), in the community of Trellech, Llandogo, recorded on the Definitive Map & Statement as one type of way should in fact be recorded as a different type of way. The Authority is required to determine whether or not Definitive Map Modification Orders should be made, or not.

2. RECOMMENDATION:

2.1 Having considered the documentary and other evidence and the recommendations of the Rights of Way Advisory Panel that discussed the matter on 8th July 2016 and for the reasons set out here it is recommended that a Definitive Map Modification Order (DMMO) is made under the Wildlife and Countryside Act 1981 to classify the cart road bridleways 20, 21, 22 and 23 and restricted byway 24 as footpaths and to confirm or seek confirmation of the Order.

3 KEY ISSUES:

3.1 Ms S. Harris and Mr A. Dance submitted an application to change the status of public cart road bridleways 20 to 23 Trellech, on 13th April 2004. It should be noted that restricted byway 24 has also being investigated for reasons detailed in the Licencing & Regulatory Agenda item 1, 8th July 2016 Reports Appendix 3.

3.2 The applicant seeks to upgrade existing routes to byways open to all traffic (BOAT).

3.3 Since the application was received two public consultations have been carried out and evidence investigated.

3.4 Out of the 37 consultations there is, under relevant historical reasons, 1 objector to the route in question being registered as a byway open to all traffic (BOAT). Two objections if the route in question is to be registered as a public footpath. The basis of objections from the Open Spaces and the British Horse Societies is historical documentation and reporting of the general area which cannot be attributed to a single route.

3.5 Five objections are based on a desire for future maintenance to a vehicular standard of the route in question and are irrelevant in regards to proving the status of the route.

3.6 Current maintenance of the route, suitability or privacy are not matters which can be considered under WCA legislation. These are things which can be considered once the status of the route is resolved.

3.7 The Rights of Way Advisory Panel have recommended that the order is made. If the objections made are sustained it is likely that the claim will go to the Planning Inspector for determination.

3.8 Section 53(2) of the Wildlife and Countryside Act 1981 (WCA 1981), requires the Council to consider and determine cases such as this with a view to making an order under section 53 of the WCA 1981 to change the Definitive Map & Statement.

3.9 Case law states that an Authority must look at all available evidence before making a decision. Officers therefore consulted, reviewed evidence and produced a report that was considered by the Rights of Way Advisory Panel on 8th July 2016. This report considers the panel's recommendation.

4 REASONS:

4.1 There are a number of historical documents along with user evidence that when taken together argues that, on the balance of probabilities, there are no public vehicular, horse drawn cart or equestrian rights over the route in question.

4.2 There is also very little evidence to support equestrian use and based on the totality of the evidence, Officers believe the routes to be only footpaths and not byways open to all traffic (BOAT) as submitted by the applicants.

5 RESOURCE IMPLICATIONS:

5.1 The County Council is under a duty to investigate applications. The consideration of the application by officers falls within existing budgets.

5.2 The decision is one that must be taken on strict legal tests:

- If the application is not determined in accordance with the tests this could lead to a successful legal challenge by way of Judicial Review.
- In the event that an order is made and there are objections the Planning Inspectorate for Wales would consider the matter by way of written representations, hearing or public inquiry. The decision taken by the investigating officer and the Rights of Way Advisory Panel is a decision based on legal tests and the above costs cannot be a consideration in the determination of the application.

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

6.1 The Order if made will neither positively nor negatively impact on the well-being goals or the sustainable development principals. Licencing & Regulatory Agenda item 1, 8th July 2016 (Appendix 4).

7 CONSULTEES:

Corporate Management Team, Rights of Way Advisory Panel Members (Licensing and Regulatory Committee), Select Committee Chairmen, Cabinet Members, Local Member, Head of Finance and Head of Legal Services

8 RESULTS OF CONSULTATION:

No objections received.

9 BACKGROUND PAPERS

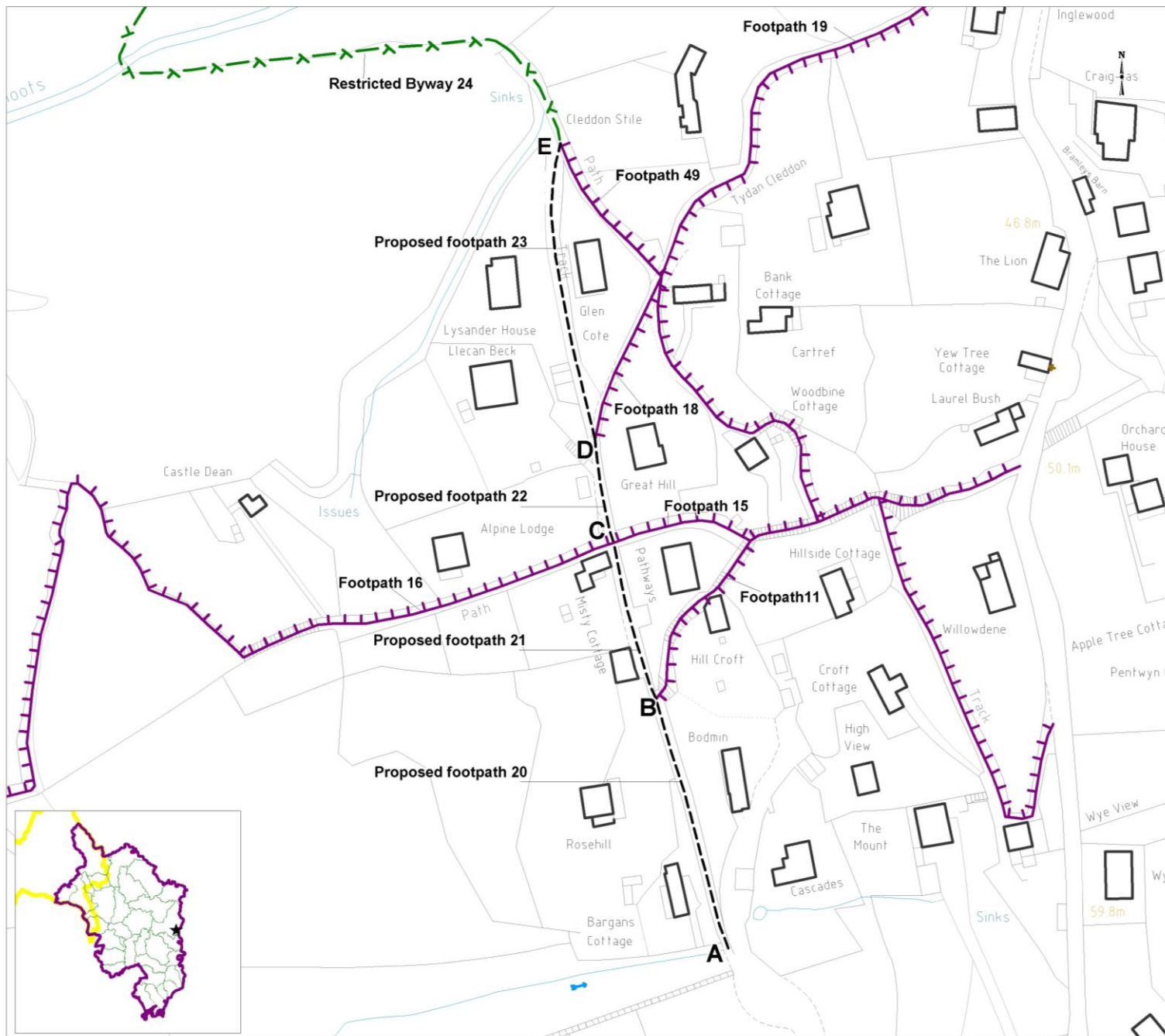
Report to Rights of Way Advisory Panel (Licencing & Regulatory) Agenda item 1, 8th July 2016. Appendix 3, DMMO reports and appendixes.

10 AUTHOR

Ruth Rourke
Principal Countryside Access Officer

11 CONTACT DETAILS

E-mail: ruthrourke@monmouthshire.gov.uk
Telephone: 01633 644860




DEFINITIVE MAP MODIFICATION ORDER 2016
 Section 53(3)(c)(ii) Wildlife & Countryside Act 1981

Monmouthshire County Council
 Trellech Community, Llandogo

Cartroad bridlways 20, 21, 22 & 23
 Trellech, Llandogo, near Glen Cote

Proposed footpaths **A,B,C,D,E**


Unaffected footpaths:

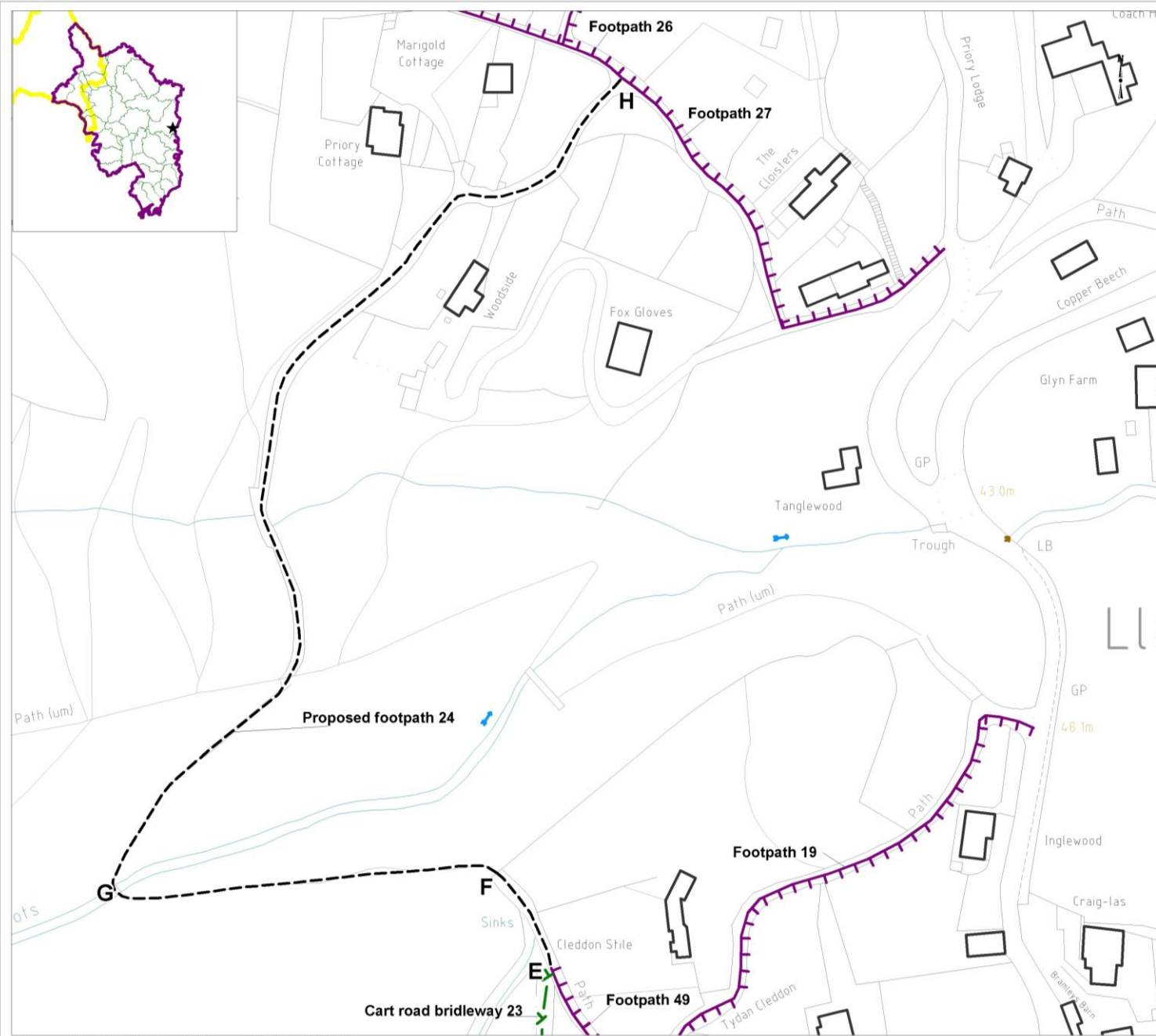

Restricted byway not affected by this order:


Please Note:
 This DMMO is associated with another DMMO that proposes to change Restricted byway 24 to a footpath

Scale 1:1500 at A4
 GR:SO523038

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DEFINITIVE MAP MODIFICATION ORDER 2016

Section 53(3)(c)(ii) Wildlife & Countryside Act 1981

Monmouthshire County Council
Trellech Community, Llandogo

Restricted byway 24 Trellech
Llandogo generally west of Cleddon Stile

Proposed footpath: **E,F,G,H**

Unaffected Footpaths:

Cart road brideway not affected by this order:

Please Note:
This DMMO is associated with another DMMO that proposes to change Cart road brideways 23 etc

Scale 1:1500 at A4
GR: SO523041

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Name of the Officer Mandy Mussell – Definitive Map Officer Countryside Access Phone no: 01633-644183 E-mail: mandymussell@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal To determine whether or not to register the route in question as a public footpath on the Definitive Map and Statement.
Name of Service Countryside Access	Date Future Generations Evaluation 4 th May 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

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?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The Order if made will not change route's availability which will continue to be a resource for locals and tourists to walk for the use and enjoyment of the area.	N/A
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The Order if made will not change the environment in which this route extends.	N/A

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?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The Order if made will not reduce people's ability to walk in the area.	N/A
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The Order if made does not impact on the community.	N/A
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The Order if made will not change route's availability which will continue to be a resource for locals and tourists to walk for the use and enjoyment of the area.	N/A
A more equal Wales 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?

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>The long term result if this Order is made will be that the route is recorded correctly on the Definitive Map and Statement. The status of the route will be clarified for future reference.</p>	<p>N/A</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>N/A</p>	<p>N/A</p>
 <p>Participation</p> <p>Involving those with an interest and seeking their views</p>	<p>All the adjacent property owners have been consulted and all their concerns have been included within the body of the reports.</p>	<p>N/A</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Order if made will clarify the status of the route and prevent confusion of responsibilities in the future.</p>	<p>N/A</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>N/A</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

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
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

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	N/A	N/A	
Corporate Parenting	N/A		

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

The Definitive Map Modification Order, Cleddon Shoots, Llandogo, Trellech (41Mod) Report and two background reports along with all relevant appendixes consists of all the evidence and data that has informed the development of this proposal.

The evidence consists of the applicant's submissions of 13 historical documents, 5 witness statements and 6 evidence forms. The Authority has investigated these and along with this evidence has included within the reports all the available historical maps; 2 pre-order consultations with all the adjacent landowners, various public rights of way user Associations and Societies and Utility providers. Along with all this evidence other case law and legislation such as the 1981 Wildlife and Countryside Act and the 2006 Natural Environment and Rural Communities Act has been applied and discussed in these reports.

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 Order if made will neither positively nor negatively impact on the well-being goals or the sustainable development principals.

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			

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:	Three years after the Order has been confirmed.
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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	The Rights of Way Advisory Panel (RWAP) in assessing the evidence and assisting the Community Services Cabinet Portfolio Member to determine whether or not to make a Definitive Map Modification Order.	8 th July 2016	N/A

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SUBJECT: JOB EVALUATION IN RESPECT OF THE OCCUPATIONAL THERAPIST IN THE CHILDREN WITH DISABILITIES TEAM MONMOUTHSHIRE.

MEETING:

DATE:

Division/wards affected:

NON-PUBLICATION

(Insert appropriate non publication paragraph if necessary)

1. PURPOSE:

1:1 To inform the cabinet and gain the cabinet agreement to upgrade the current Occupational post from band I to Band J, in the Children with Disabilities Team. Following the completion of the Monmouthshire Job Evaluation procedures.

2. RECOMMENDATIONS:

2:1 To upgrade the current OT post to Band J

3. KEY ISSUES:

3:1. A comprehensive job evaluation process, to ensure a fair and unbiased assessment.

3:2. Completed job overview.

3:3 Information in respect of comparable roles in adults services.

3:4 Consultation with finance in respect of the financial implications of the funding of this role.

4.

4:1 REASONS: The current professional within this role has been in post for 15 years, in that time the role has developed and her skills and expertise have developed with it. The role of Occupational Therapist in the Children with Disabilities team, now covers a wide range of specific duties, as detailed in the job evaluation proforma, and this included a number of management specific roles .

4:2 Management of the Occupational Therapy budget within Monmouthshire, for children and young people, under the team managers discretion.

4:3 Supervision of Care Coordinator and Mental Health Support worker.

4:4 Chairing meetings for OT'S across Gwent

4:5 Holding complex cases.

4.6 Working with outside agencies across a wide range of disciplines to support change and housing development to support children and families with disability.

5. RESOURCE IMPLICATIONS:

At the present time the post holder works 4 days a week and this increase in banding will incur a cost of £5000 per annum to upgrade her post from band I to band J . There will need to be a post of Senior Practitioner Occupational Therapist in the Children with Disabilities Team.

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

6:1 SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS N/A

6:2 Safeguarding And Corporate Parenting : The post holder has a sound knowledge of safeguarding and corporate parenting and ensures this knowledge and expertise is updated in a regular and professional manner. The guidance within the New Act (Wales) ensure's that the post holder works within the legal parameters set out in it.

7. CONSULTEES:

7:1 David Bartlett : Support Team Manager (Job Evaluation)

8. BACKGROUND PAPERS: Job Evaluation Questionnaire

9. AUTHOR: Mrs Carol Buck

10. CONTACT DETAILS: Carol Buck Team Manager Children with Disabilities Team
Monmouthshire.
Samantha Francis Senior Practitioner Children with Disabilities
Team Monmouthshire.

Tel: 01291 636352/635721

E-mail: carolbuck@monmouthshire.gov.uk
samanthafancis@monmouthshire.gov.uk



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation</p> <p>Sam Francis (Team Manger Children with Disabilities) Phone no:01291 635721 E-mail: samanthafrancis@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal.</p> <p>Upgrade from Band I to Band J of the team Occupational Therapist after Job evaluation procedure has been completed.</p>
<p>Name of Service</p> <p>Children with Disability Service.</p>	<p>Date Future Generations Evaluation form completed</p> <p>15/07/2016</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

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



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>This post positively contributes to the wellbeing of children and families through a service from a senior OT. Allowing children and families better access to their homes and independence within their lives.</p> <p>Social Services and Wellbeing Act 2014</p>	<p>This will encourage and allow the role to grow within the service. At this time it is a stagnant position and there is no future of professional growth. With the proposed band change this will encourage professional development.</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>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Neutral</p>	
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positively contributes to children and young people who have disabilities through provision of a effective and good quality service. The banding improvement will ensure that Monmouthshire continues to provide continuity of service and professional development.</p>	<p>The professional growth of the OT post will support continuity and stability and help children and families to be able to access</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positively contributes to children and families remaining within the community, through provision of quality assessments and management of equipment.</p>	<p>The post holder liaises with other senior OT, in respect of management of equipment within the county. Reducing the need for the service to use outside provision.</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The professional increase in banding will allow the post holder to embrace a more managerial role, this is a positive way forward and demonstrates that as a service we are consistently looking at ways to move forward and progress support for children and young people.</p>	<p>The community will have an enabling service, supporting and encouraging children and young people to be more independent and allow them to become more socially inclusive.</p>
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People</p>	<p>Positively contributes to children and young people having a stable and safe environment in</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?
are encouraged to do sport, art and recreation	which to live, to allow them to access opportunities within Wales and their local community.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	A strong Occupational Therapist role will encourage and sustain a service that encourages independence and supports children and young people to fulfil their potential.	

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

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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>The Provision of a higher banded Occupational Therapist will ensure long term provision of a highly qualified professional in the role and this will benefit children and young people across Monmouthshire. Better liaison with Adult OT, who already have this higher banding in place.</p>	<p>In the short term if the banding is not increased we may see that there could be a recruiting concern as there is no room for professional development. The clear statement from the Job evaluation is that this is a band J post.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The current Occupational Therapist already chairs a Gwent wide forum to look at OT related services. She attends and report to the team manager in respect of budget for equipment and service Gwent wide.</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>Involvement Involving those with an interest and seeking their views</p>	<p>Gwent wide OT and Health service provision, attending various meetings and contributing to those arenas of information, reporting back to CWD team manager and team.</p> <p>Manage the equipment budget in partner with the CWD manager.</p> <p>Multi agency assessments and visits to ensure quality and sharing of information to ensure identified and proportional services for children and young people in Monmouthshire, as specified in the Social Services and Well Being Act 2016.</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>The Social Services and Well Being Act 2016 states that we are looking at prevention and supporting children and families to reach their full potential. The support of an increase in banding for the OT post will ensure continuity of professional within the post and a pro active and supportive service.</p>	<p>The Occupational Therapist role within the Children with Disabilities team is pivotal for the children and families we work with, ensuring that all avenues are explored and support is cohesive, child centered and cost effective.</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>The well-being of the child and young person as well as the family is central to all assessments that are carried out in the children with disabilities team. Ensuring a service that can look at professional, voluntary and support from wider family for all the children and young people we are engaged with.</p> <p>Professional development within the OT role is crucial to ensure continuity and a high level of specialism for the professional.</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

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	This service is available to children and young people 0-18 who are referred for an Occupational Therapy Assessment.	NONE	
Disability	As described, this post is placed within the Children with Disability Team and is available for children with disabilities living in Monmouthshire.	NONE	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment	Neutral		
Marriage or civil partnership	Neutral		
Pregnancy or maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	Neutral		
Sexual Orientation	Neutral		
Welsh Language	Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.and also the requirement to promote the language.		

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	The professional works under the Guide lines of the All Wales Child Protection Procedures	No Negative impacts	
Corporate Parenting	The OT Role supports all children and young people who are Looked After by the local Authority.	No Negative impacts	

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

- The current Occupational Therapist has completed the Monmouthshire Job Evaluation Form and this has been put forward for the role to be evaluated and the recommendation is that the banding is increased from I to J.

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 positives.:

A Job evaluation form and procedure has been completed and they have recommended the banding is increased from I to J.

Ensures continuity to professional development.

Support and assessment of young people children and families has stability and professional accountability.

Recognizes and supports the OT role within the children with disability team.

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
If the banding is agreed, look at implementing the increase in banding.	From the date of the agreement.	Team Manager Children with Disabilities Team	

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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:	Next budget meeting.
--	----------------------

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

	e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc		This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.

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PRIVAT

**Please save a
version of this
questionnaire for**

Job

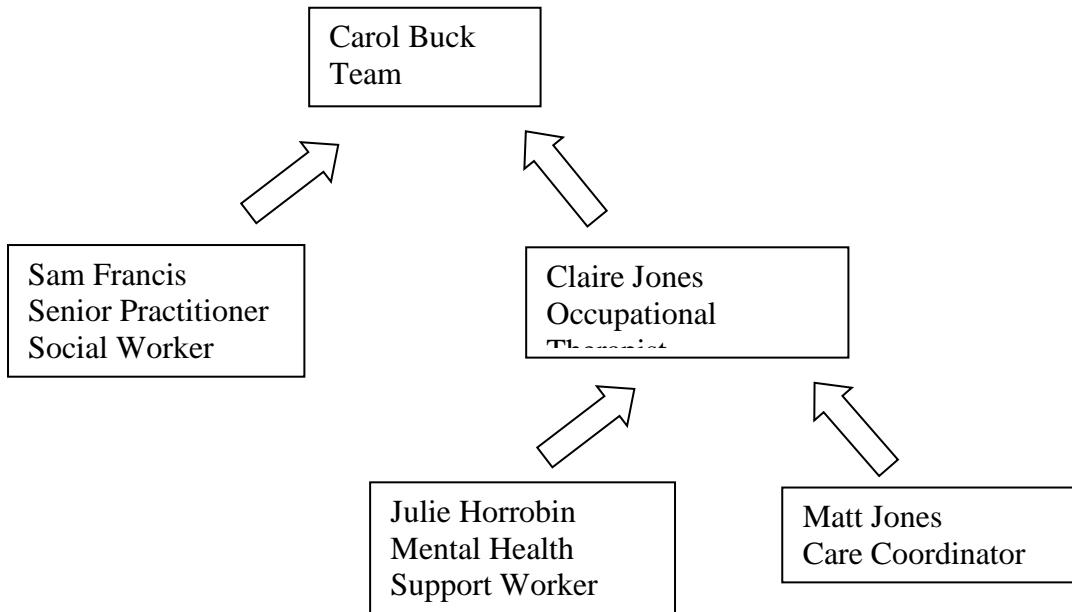


Job Evaluation Questionnaire

Name of post Holder:	Claire Jones
Job Title:	Occupational Therapist
Post ID:	
Contact Number:	01291 635721
Directorate:	SHS
Section:	Childrens Services
Location:	Children with Disabilities Team, Magor
Line Manager's Name:	Carol Buck
Line Manager's Job Title:	Team Manager
Contact Number:	01291 635721

Organisational Chart

Please use the space below to draw an organisational chart showing: 1) your immediate manager, 2) employees you work with and who also report to your manager; 3) any employees you supervise. List only positions that you have full supervisory authority.



Job Overview

Post ID:	Job Title: Occupational Therapist	
Main purpose/reason for the Job. In one or two sentences describe the overall purpose of the job.		
To carry out Occupational Therapy assessments with children and families whilst liaising with other professional agencies. Providing and advising regarding appropriate provision of specialist equipment and adaptations.		
Please list your main responsibilities, duties & tasks (unlikely to be more than 6, please refer to your current job description).	% of total time per activity	Please identify how often per day/week/month/year
Undertake OT assessments (including manual handling assessments) for children in a variety of settings.		Daily
Liaise with colleagues in Health, Social Services, Education and voluntary organisations.		Daily
Arrange provision of appropriate equipment and make recommendations for adaptations / rehousing / new build.		Daily
Supervise Care coordinator and Mental Health Support worker		Monthly (formal) Daily (informal)
Manage OT equipment budget and monitor / authorise purchases for OT's in Social Services and Health		Twice weekly
Meet with OT's in Health and Social Services across greater Gwent re: development of the service.		Bi monthly
Maintain records, listen and respond to feedback		Daily

1. Supervision & Management of People

1.1 Do you have supervisory / managerial responsibility for staff? Please indicate Y/N:		Yes	No
		X	
	Job Title	No of Employees	
<p>Council Employees - <i>Specify the ACTUAL number of council employees.</i></p> <p>Project Staff</p> <p>Deputising</p>	<p>Care Coordinator</p> <p>Mental Health Support Worker</p>	1	1
<p>Temporary, shared or casual employees – <i>Recurring supervision of temporary, assigned, casual or seasonal variations should be averaged on an annual basis.</i></p> <p>Project Staff</p>	<p>Senior Integrated OT</p> <p>OT students</p>	1	2
<p>Contract/Agency Staff – <i>Contract staff should be subject to regular monitoring and issuing of directions and instructions. Average numbers over a typical year.</i></p>			

1.2 Please explain the nature of your responsibility (please indicate Y/N):	Yes	No
Recruitment & Selection		X
Induction training	X	
Allocating, instructing, directing, organising work	X	
Checking work	X	
Conducting employee review	X	
Deciding on training needs	X	
Providing training		X
Disciplining employee	X	
Other		

1.3 Distribution of staff	Yes	No
Do you face extra demand due to the fact that staff are distributed across various locations or are highly mobile? (This will apply to postholders that directly manage staff located across different sites). Please indicate Y/N:		x
If Yes please list locations:		
Do staff reporting to you perform significantly different tasks to each other?	Yes	No
Please indicate Y/N:	X	
If Yes, please give examples stating whether this refers to individuals or groups (i.e. more than one):		
The integrated OT has a role with some responsibilities similar to mine but also has a role within the Health organisation. The support worker works directly with children and families providing specific interventions that are time limited and tailored to the needs of the child / family. The Care Coordinator supports the respite and short break facilities in Monmouthshire, carries out duty tasks, facilitates Child in Need Reviews, chairs Child Development Team Meetings and liaises with other professionals.		
Do staff reporting to you work in different (non-geographical) areas of work? (This refers to the areas of work such as admin, technical and customer service) Please indicate Y/N:	Yes	No
	X	

If Yes, please give examples stating whether this refers to individuals or groups (i.e. more than one):

See above

2. Creativity & Innovation

2.1 To what extent is the job/work determined or assisted by guidelines, controls, limits, procedures, systems and what is the effect on your work?

Please list guidelines, systems, policies, etc used:	Can you interpret these guidelines? (To be able to interpret guidelines, systems, policies they need to have an element of ambiguity to allow them to be open to interpretation.) Y/N		If Yes, please give a full explanation of these can be interpreted:
	Yes	No	
British Association of OT's / Health Professions Council. Policy and guidelines	X		Professional expectations regarding conduct, code of ethics, confidentiality etc.
Supervision Policy	X		In order to ensure fair and equitable supervision on regular basis and encourage development of staff.
Health and Safety at Work Act – policy and guidance	X		Both at work and within my professional duties I need to be working within these guidelines in order to ensure safe working practice for myself and others.
Manual Handling operations regulations	X		Advise on safe working practices and expectations of practitioners when working with children, families and formal / informal carers.

Disabled Adaptations guidance including planning and building regulations	X		In order to liaise with housing depts. For Disabled Facilities Grants and Welsh Assembly regarding Physical Adaptation Grants. To ensure effective environmental adaptations for children and families.
Social Services and Wellbeing Act	X		New legislation that is about to come into force on April 6th which all staff are required to work within. Gives guidance re: working practice on daily basis in respect of my assessments within a health and social services framework.
Children Act	X		Working within section 47 guidelines.
All Wales Child Protection Procedures	X		Being aware of possible child protection concerns during all interactions with children and families and my duty of care to ensure children are protected.
Chronically Sick and Disabled Persons Act	X		Overarching legislation in respect of my role as OT
Monmouthshire CC policies and procedures	X		We are a statutory organisation therefore I am required to work within MCC policies and procedures.
Human Rights Act	X		Ensuring non- discriminatory and non- judgemental practice during all interactions with children, families etc
Disability Discrimination Act	X		Ensure work within policies. Ensuring equality of access for disabled children within private and public arena.

2.2 Describe any instances where you are required to develop new responses to situations or problems:

During an assessment with a child using a specific technique or piece of equipment, it is obvious that the need is not being met, requiring immediate means to adapt and change.

Full time OT is on long term sick leave – need to prioritise workload in order to provide cover for urgent cases.

2.3 Give specific examples of typical problems/situations that you are required to resolve during the course of your work and indicate their frequency:

Examples:	Please identify how often per day/week/month/year:
Identifying a means of meeting a child's needs but family are reluctant to engage / agree	Weekly
Equipment breakdown	Monthly
Hospital discharge	Monthly
Role of coordinator between professionals and family members where communication is difficult	Weekly
Trying to meet need and source equipment cost effectively	weekly
Services outside of the team requesting advice / assessments with minimal notice	weekly
Considering urgency of need for equipment alongside budgetary commitments.	weekly
Prioritising caseload in relation to complexity / urgency of need	weekly

2.4 This section considers the extent to which the job requires creative responses to issues. The fullest range of creativity and innovation should be explored.

Give Examples of ways that the job requires creativity and innovation:	Please identify how often per day/week/month/year:

Collaborating with child, family and other professionals to develop bespoke interventions to reduce risk and maximise independence.	Daily
Working with architects and housing colleagues to plan and develop specialist housing adaptations unique to the individual circumstances.	Daily
Assessing need and problem solving to establish a safe, viable and cost effective outcome	Daily
Working with partner agencies to develop their services and ensure accessibility and safety for children with disabilities	Bi monthly
Liaising regularly with companies / providers of specialist equipment in order to maintain up to date knowledge of products available.	Weekly
Chairing a meeting of OT's from the five Gwent boroughs to discuss provisions and procedures across Gwent to promote equitable OT provision.	Bi monthly
Advising short break / respite services to enable them to more effectively meet the complex and wide ranging needs of the children that we work with.	Monthly
Provide instruction to staff and informal carers in relation to manual handling issues	Monthly
Being open to and willing to share ideas with other OT's in relation to interventions / projects to ensure that all avenues are considered.	Weekly
Involvement in developing childrens integrated protocol and services across Gwent and ABUHB. Maintaining working practices across Social Services, Health and CAMHS	Quarterly / Bi monthly

3. Contact & Relationships

This section considers the degree of personal contact and the nature of the relationships with others to carry out the job.

Who?	Why & What?	When?
Identify the people that you contact on a regular basis e.g. Members, Chief Officers, Managers, Clients, Suppliers, etc	For each contact explain the reason, <u>complexity</u> , <u>contentiousness</u> , and <u>implication</u> :	Please identify how often per day/week/month/year:

<ul style="list-style-type: none"> • Child and families 	<p>To assess need and plan interventions. Personal contact can vary significantly depending on complexity of need and viewpoint of family.</p>	<p>Daily</p>
<ul style="list-style-type: none"> • Social workers 	<p>To inform the assessment and work collaboratively to develop multi agency support package.</p>	<p>Daily</p>
<ul style="list-style-type: none"> • Manager 	<p>Discussions around contentious cases; budget issues; report back regarding decisions made at pan Gwent OT meetings on behalf of the team / MCC. Caseload discussions, development needs, organisational issues, leave and TOIL.</p>	<p>Daily</p>
<ul style="list-style-type: none"> • Service manager / Head of Service 	<p>Involvement with cases that are complex / contentious and require additional funding. Discuss OT budget issues.</p>	<p>Monthly</p>
<ul style="list-style-type: none"> • Housing dept. / Housing Associations 	<p>Liaise with planners, surveyors and architects to develop practical long term solutions within the home environment.</p>	<p>Weekly</p>
<ul style="list-style-type: none"> • LEA and school staff 	<p>To assess needs of child within school environment and advise LEA of strategies to assist.</p>	<p>Weekly</p>

<ul style="list-style-type: none"> • ABUHB Health Paeds OT's; 	<p>Point of contact in CWDT for OT's, joint work cases regularly and act as consultant to some Health only cases. Authorise purchase of equipment following their assessment. Provide advice regarding equipment / adaptations for their assessment.</p>	<p>Daily</p>
<p>Paediatricians; Psychologists; Physio; SLT's</p>	<p>To inform my assessment or to provide information regarding my involvement. Attend meetings and case conferences to discuss a specific child.</p>	<p>Weekly</p>
<ul style="list-style-type: none"> • Reps 	<p>To discuss specific pieces of equipment, carry out visits to assess suitability for child.</p>	<p>Weekly</p>
<ul style="list-style-type: none"> • Other local authority OT's 	<p>To discuss variety of issues ranging from specific case studies to development of OT practice across Gwent; re-writing criteria for equipment provision; give feedback for OT representative at WAG.</p>	<p>Weekly</p>
<ul style="list-style-type: none"> • CHC 	<p>Providing reports regarding children who are eligible for CHC funding in order to provide necessary equipment.</p>	<p>Monthly</p>
<ul style="list-style-type: none"> • Respite staff 	<p>Providing advice and instruction in relation to a specific child's needs. Liaising with their managers in order to secure funding for equipment and adaptations</p>	<p>Monthly</p>

<ul style="list-style-type: none"> • Action for Children 	<p>Provide assessment, advice and instruction to enable them to meet the needs of specific children</p>	<p>Monthly</p>				
<ul style="list-style-type: none"> • Leisure 	<p>Provide advice in relation to manual handling or issues related to wheelchair access with specific specialist needs.</p>	<p>Monthly</p>				
<ul style="list-style-type: none"> • Adult services 	<p>To discuss smooth transition of child into adult services and provide relevant information in regard to OT involvement</p>	<p>Monthly</p>				
<ul style="list-style-type: none"> • Gwent Operational Managers Group 	<p>Meet with OT's, managers and service managers from across Gwent to discuss issues around equipment budget and provision.</p>	<p>Quarterly</p>				
<p>Do you formally represent the council or negotiate on its behalf? Y/N</p>		<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">X</td> <td></td> </tr> </tbody> </table>	Yes	No	X	
Yes	No					
X						
<p>If Yes, please explain the circumstances:</p>		<p>How often does this occur?</p>				
<p>Chair Gwent social services OT meetings</p> <p>Represent the team manager / MCC childrens services at Operational Managers Group for OT equipment services</p>		<p>Bi Monthly</p> <p>Quarterly</p>				

4. Decisions – Discretion

4.1 Please give examples of the most important decisions required by the job in the boxes below explaining the effect it has on the manager, section/ department, clients, etc:

Do you make decisions <u>within</u> guidelines, regulations and procedures? Please provide specific examples:	Explain the effect your decision has and on whom/what?
<ul style="list-style-type: none"> • Assessment and recommendations • Visit child and family within home / school / respite environments to carry out OT assessment and formulate plan for intervention to meet identified needs. • Consider requests from social services and Health OT's for purchase of specialist equipment and authorise budget spend if appropriate • Provide formal and informal supervision to colleagues / team members to assist their decision making / problem solving 	<p>Striving to achieve a positive outcome for child and family in maximising independence and promoting safety. Also has budgetary implications.</p> <p>Assisting team members to consider all available options and enable them to develop / progress with effective solutions.</p>
Do you make decisions where there are <u>limited</u> guidelines, regulations, procedures? Please provide specific examples:	Explain the effect your decision has and on whom/what?
<p>Problem solving with team members to address issues that arise in the team eg duty cover, staff sickness, child protection visits and CWD events</p>	<p>Contributes to the effective running of the team and supporting colleagues.</p>

Give examples of issues or problems where you go to your manager for advice:

If families disagree with my assessment / recommendations and wish to make a formal complaint.

To discuss concerns regarding OT budget constraints, give updates from operational managers group and discuss possible overspends if applicable.

I represent MCC Childrens OT at meetings with all Gwent local authorities and ABUHB OT's to discuss and review criteria for equipment provision and OT practice across local authorities and Health – this needs to be feedback and discussed with manager as this has service and budget implications.

Is the advice available all of the time? Y/N	Yes	No
	X	

If No, please explain:

Is your manager at another location? Y/N	Yes	No
		X

If Yes, Where?

Do you affect changes to any of the following; department operation, service provision, council policy/strategy? If so please explain:

- **Involvement in assessment and planning for respite / short breaks / sessional support / CWD events /consultations with families.**
- **Childrens MCC representative at Gwent wide Operational Managers Group regarding equipment budget and provision.**
- **Attendance and contribution at systems review / whole service events where discussions are held re: moving the organisation forward and being most efficient.**

4. Decisions – Consequences

4.2 Using the examples of decisions/ recommendations that you provided in section 4.1, please explain the outcomes/consequences indicating the scale of the impact:	Scale of Impact (e.g. limited - short term, major – long term and why?)
<ul style="list-style-type: none"> • Outcome of assessment eg adaptations / equipment provision. Enable the child to maximise safety and independence within given environment, to optimise life opportunities and also provide carers with safer strategies to care for the child where appropriate. • Child has the most appropriate and cost effective piece of equipment to maximise safety / independence. Encouraging staff to ensure maximum use of equipment in stores. • To ensure robust problem solving and to encourage innovative and creative thinking to enhance outcomes for children and families. To support colleagues to feel confident in their decision making. • To ensure effective running of the team and supporting team members. 	<p>Range from minor impact to major long term impact on child and family. Short term impact on budget.</p> <p>Range is minor to major impact on child depending on level of complexity. Longer term impact on budget.</p> <p>Range is minor to major impact on child, families and staff. Both short and long term impact on budget.</p> <p>Short term issues solved and improved long term rapport and morale within the team.</p>
<p>If you made a legitimate, but incorrect decision, what would be the likely impact? Give potential examples below, excluding events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified:</p>	

- **Child / carer could be placed at risk of injury. I provide assessment and instruction regarding manual handling techniques as well as providing appropriate equipment. If the wrong equipment / technique was provided then this could result in physical injury of the child and or carer. An alternative technique could be provided immediately, whereas equipment changes may take longer.**
- **Ineffective use of OT equipment budget within social services. Purchase or authorisation for a colleague to purchase equipment that does not fully meet the needs of a child requiring the provision of an alternative. This would impact negatively on the OT equipment budget. The OT would aim to visit within a week of provision, therefore if an alternative was required this would be addressed following the visit.**
- **Negative impact on budgets of other agencies. Following many assessments I make recommendations for major adaptations to properties, and also new builds. This has a massive impact on the budgets of MCC housing dept. and also local housing associations. An important element of the assessment is to formulate a plan to address future long term needs as well as the immediate needs. There can be occasions where there are unexpected changes to the child's needs, therefore the plan for adaptations has to alter to accommodate these changes. How quickly this could be rectified would be dependent on what stage the adaptations were at – if the work was in early stages then the alterations are more likely to be able to be negotiated but if the work had been completed then a new referral would be required.**

5. Resources

This section considers whether the postholder has a personal and identifiable accountability for financial and physical resources including those of clients.

5.1 Cash/Financial Resources (N.B. Disregard responsibility for managing budget, electronic fund transfers, handling cheques payable to the Council, payments made by the Council).

Are you responsible for the accurate handling/security of cash, near cash equivalents (e.g. vouchers, stamps), or open cheques? Y/N	Yes	No
		X

If Yes, please indicate the types of financial resources that are handled	Approx. value – £ per week
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Is this responsibility continuous or shared with others

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5.2 Tools/Equipment/Vehicles/Plant/Client's Property Are you responsible for the proper use and safekeeping of Council owned or hired tools, equipment, vehicles, plant or client's property? Y/N	Yes	No
	X	

If Yes, please specify the items:

Specialist OT equipment purchased by the social services OT budget following my recommendations – this is all on loan to the child / family and remains the property of MCC.

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Please specify the nature of this responsibility:

To ensure that the service user / carer has appropriate instruction in proper use of the equipment provided and that they adhere to relevant servicing / maintenance requirements.

5.3 Stocks & Materials

Are you responsible for any materials/items of stock? Y/N

Yes

No

X

If Yes, please indicate the materials/stock involved:

**Approx. value –
£**

Specialist OT equipment

**Up to approx.
£40,000**

Please specify the nature of your responsibility:

Assess for specific pieces of equipment and negotiate with Gwent Operational Managers Group regarding stock items and levels.

5.4 Data Systems

Are you responsible for the use, manipulation and safekeeping of data systems, whether manual or computerised? Y/N

Yes

No

X

If Yes, name the systems and describe their main purpose:

- **ICS / PLANT / Micorosoft Word & Outlook – maintaining detailed files for each child known to Childrens Services. Means of communicating with other professionals / agencies / families.**
- **CEquip – allows access to stores for order / collection / repair of OT equipment.**

What is the nature of your responsibility?

- Ensuring that information is accurate and up to date, and that appropriate levels of confidentiality / data protection are maintained.
- Maintain records of each child in relation to equipment purchase and provision. Means of liaising with Vision staff and ordering specialist equipment. System is also used for other colleagues to request budget authorisation for them to purchase equipment.

5.5 Buildings Are responsible for the proper use and safekeeping of any buildings? Y/N	Yes	No
		X
If Yes, specify the building(s) involved:		
What is the nature of your responsibility?		

6. Working Environment		
6.1 Work Demands Is the job subject to any interruptions or changes in priorities? Y/N	Yes	No
	X	
If Yes, please describe the cause(s) of interruption, the effect on the pattern of work and the frequency.	How often per day/ week/month/year?	

<p>Higher priority urgent referrals take precedence over other work. Parental priorities change which can effect planned visits. Child protection – if a colleague requires an additional person on a visit. Equipment breakdown – this has to be dealt with immediately especially if manual handling equipment. Staff sickness – covering duty.</p>	Daily / weekly	
<p>Is your work subject to deadlines? Y/N</p>	Yes	No
<p>If Yes, please provide examples and the frequency.</p>	X	
<p>Actions from professional meetings / case conferences / multi agency meetings. Six monthly Child in Need reviews – either feeding into the social workers review or carrying out my own if I am only involvement. 3– 6 monthly manual handling reviews depending on complexity and any changes required. Other services require OT intervention prior to being able to provide their service.</p>	How often per day/ week/month/year? Weekly	
<p>Do you have to resolve conflicting priorities or conflicting resource needs?</p>	Yes	No
<p>If Yes, please provide examples and the frequency:</p>	X	
<p>Accessing equipment that can be issued from different sources – weighing up cost implications against time constraints. Authorisation required for equipment purchases from other OT's – is the new item required or is there an appropriate alternative in stock?</p>	How often per day/ week/month/year? Monthly Weekly	

6.2 Physical Demand What kind of physical effort is involved in your job? Please provide detailed examples stating the duration and frequency (including use of IT):	Average duration per occurrence:	How often per day, week, month, year?
Prolonged use of computer	3-7 hrs	daily
Manual handling with child and family using slings and hoist or manual transfers.	1-2 hrs	fortnightly
Floor play, kneeling, bending.	1-2 hrs	weekly
Driving to / from visits and meetings	1 hr	daily

6.3 Working Conditions Please indicate the work place of the post (more than one option can be selected):	How often per day/week/month/year?	
Indoors – Office Environment (or similar) Where the heating, lighting, ventilation are similar to that of an office, e.g. classroom, care home, etc.	Daily 3-7 hrs	
Indoors – Non-Office Environment Where the heating, lighting and ventilation are not similar to that of an office e.g. depot, workshop, kitchen, etc		
Outdoors	Outdoor CWD activity days or carrying out assessments involving car transfers. Quarterly	
Is there exposure to any disagreeable working conditions, such as extreme heat/cold/dirt/dust/noise/weather/vibration? Y/N	Yes	No
		X
If Yes, please provide specific examples:	How often per day/week/month/year?	

6.4 Work Context Does the job carry any potential risks to personal safety or health (physical or emotional which includes abuse, aggression, injury and exposure to emotionally distressing information/situations)? Y/N	Yes	No
	X	
If Yes, please provide examples, stating who/what poses the potential risk:	How often per day/week/month/year?	

<p>Manual handling can be physically challenging. Verbal abuse / aggression from parents / carers. Challenging behaviour from children.</p>	<p>Weekly</p>	
<p>If you work with the public or clients, can you call upon the immediate support of other members of staff if the need arises? Y/N</p>	<p>Yes</p>	<p>No</p>
<p>X</p>		
<p>If Yes, please explain stating how this support would be obtained:</p>		
<p>No immediate support available but team members are available on the phone if assistance required. If risks are known prior to visit then joint visits can be arranged.</p>		

7. Knowledge & Skills

Describe the specific knowledge required for your post:

Knowledge of other services and understanding of the role of partner organisations.
Knowledge of specialist equipment / adaptations and how their use will impact on a child / family.
Understanding of medical conditions / prognosis / different disabilities and the effect they may have on the physical and emotional wellbeing of the child and family / carers.
Relevant legislation and MCC policies and procedures.

Describe the practical skills or competencies that are needed for your post and why they are necessary?

Manual handling skills for assessment, intervention and also to provide instruction to formal and informal carers.
Good communication skills in order to engage with child, families and other professionals to build rapport and working relationships.
Ability to empathise with child and family / carers.
Use of specialist equipment and ability to instruct others in safe use.
Supervisory skills – to provide support, advice and guidance to staff and students and facilitate their development.
Budget management.
Organisational skills inc. time management, prioritising OT referrals / tasks.
Multi agency working.
Negotiating skills.
Report writing / recording / computer skills.
Chairing meetings – gaining the views of others and ensuring that their views are heard.
Presentation skills and facilitating group work during joint OT sessions.

Describe the type of experience or academic / professional qualifications required for your post e.g. domestic / voluntary work / academic / other:

Bachelor of Science in Occupational Therapy – Degree

Member of professional body in order to be registered practitioner – British Association of Occupational Therapists & Health Care Professions Council.

Further Information

Please use the space below as a continuation sheet, or to provide any further information that you feel is relevant to the post:

In summary I believe that since my post began in November 2001, the job description and requirements have changed extensively. Within the form I have tried to detail these changes but feel that there are three main areas. Firstly, I manage the childrens Occupational Therapy equipment budget. This involves attending quarterly meetings with the service managers, team managers, senior OT's and finance from across Gwent to discuss expenditure (current and predicted), stock items, equipment issues in relation to specific environments etc. I authorise purchases for both social services and Health OT's and liaise with Vision products to ensure efficient use of stock items. I liaise with my team manager to feedback relevant information. Secondly, I provide regular formal and informal supervision to members of the team. I have monthly meetings with the care coordinator and mental health support worker as formal supervision but we also have discussions outside of these arranged times. I also provide regular support and guidance to the other OT in the team. Finally, I am involved in the continuing development of the OT service within childrens services. I chair a meeting of OT's across Gwent to discuss procedures, policies and eligibility criteria. We aspire to achieve / maintain equity as far as possible. The meeting is also used to share knowledge on new techniques, equipment etc. This are all in addition to the numerous complex cases that I hold and all other tasks that I am required to complete which I have tried to detail within the body of the form. These are among the main reasons that I would ask that the OT post be considered for re evaluation to senior practitioner level.

I declare that the information contained in this questionnaire is a true, fair and accurate statement of the requirements and features of the post.

	Post Holder	Line Manager	Head of Service
Signature			
Date			

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SUBJECT	Delegation of Enforcement powers for Waste and Street Services
DIRECTORATE:	Operations / Waste & Street Services
MEETING:	Cabinet
DATE:	August
DIVISION/WARDS AFFECTED:	All

PURPOSE:

1. To seek Cabinet approval to give delegated authority of waste enforcement powers, as set out within this report to the Head of Waste & Street Services. This delegated authority would provide additional support to those waste enforcement powers already delegated to the Head of Democracy and Regulatory Services as set out in the Schedule of Delegated Functions in the Council's Constitution.
 - 1.1 For the Head of Waste and Street Services to authorise individual officers "Authorised Officers" within the service area to serve notices, issue Fixed Penalty Notices and lead subsequent prosecutions where necessary and in accordance with the Statutory Provisions of the Control of Pollution Act 1974, Refuse Disposal (Amenity) Act 1978, Environmental Protection Act 1990, Clean Neighbourhoods and Environment Act 2005 and to ensure all Authorised Officers are fully trained and work within the parameters of the Enforcement Concordat.

RECOMMENDATIONS

2. For the Head of Waste and Street Services to authorise individual officers "Authorised Officers" within the service area to serve notices, issue Fixed Penalty Notices and lead subsequent prosecutions where necessary and in accordance with the Statutory Provisions of the Control of Pollution Act 1974, Refuse Disposal (Amenity) Act 1978, Environmental Protection Act 1990, Clean Neighbourhoods and Environment Act 2005 and to ensure all Authorised Officers are fully trained and work within the parameters of the Enforcement Concordat.
 - 2.1 To make changes to the council's Schedule of Delegated Functions to reflect the changes referred to in the report.

KEY ISSUES – THE BUSINESS CASE FOR CHANGE

3. The Council's functions regarding the environment are extensive, and it has a duty to enforce a wide range of 'environmental' legislation. This covers, public health, food safety, housing standards, fly tipping, litter and dog fouling. The Council regards prevention as better than cure, and it offers information and advice to those it regulates and seeks to secure co-operation avoiding enforcement action where possible.

- 3.1 Waste and Street Services work closely with Environmental Health Officers when dealing with waste, litter and dog fouling related complaints. This proposal will provide additional resource to support Environmental Health Officers in the enforcement against these environmental crimes.
- 3.2 Natural Resource Wales deal with the “Big Bad and Nasty” being very large quantities, organised crime and hazardous materials. At present the delegated powers to take enforcement action against businesses and individuals regarding environmental crimes sits with Environmental Health. Environmental Health Officers have a wide range of duties and public health protection is clearly the priority. They have been very successful with a number of prosecutions in regard to fly tipping but there is currently limited capacity to deal with domestic waste accumulations not reported as fly tipping. These normally relate to one or two bags deposited close to the property but without regard for collection or appropriate containment of the waste. These smaller incidents make up over 90% of all reported waste issues but at present there is no delegated authority to enforce on these issues within Monmouthshire County Council.
- 3.3 There is a waste enforcement protocol between Environmental Health and Waste and Street Services for fly tipping which has worked well over the years. Recent changes to service provisions within waste management have highlighted resource issues in meeting targets for removal of fly tipped waste and working within the protocol. This has led to a small number of potential enforcement actions against businesses and individuals not being investigated.
- 3.4 At present the powers to serve notices on businesses and householders that do not comply with Duty of Care legislation are not enforced by any department. . The duty of care requirements apply to household, industrial and commercial waste and requires that anyone that imports, produces, carries, keeps, treats or disposes of waste should makes provision for the safe management of waste to protect human health and the environment. A code of practice issued under section 34 of the Environmental Protection Act 1990 sets out practical guidance on how to meet your waste duty of care requirements. Following the guidance does not replace your obligation to comply with the duty of care itself but is admissible as evidence in legal proceedings. Failure to comply with the duty of care is an offence subject to an unlimited fine on conviction.
- 3.5 There is a growing concern amongst residents that some small sections of the community are not engaging in recycling or complying with waste collection policies and the local community and environment is suffering. Whilst this is a very small section of the community the challenging targets for waste recycling coupled with the budgetary constraints mean that everyone in the community needs to participate positively in sustainable waste management. Waste and Street Services (W&SS) provide advice and information regarding waste and recycling but currently have no power to enforce where education, awareness and encouragement fail to engender behavioural change.

THE PROPOSED CHANGES

4. To delegate powers of enforcement to the Head of Waste and Street Services. W&SS will ensure that all authorised Enforcement Officers carrying out enforcement work are trained and fully acquainted with the requirements of the Enforcement Concordat. All authorised Enforcement

Officers will be fully trained and authorised in those aspects of legislation relevant to their duties and will consider the Enforcement Concordat whenever making decisions on enforcement.

- 4.1 The majority of waste related reports by the public come directly to W&SS. W&SS have the responsibility to collect the material and it is measured against the performance indicators associated with cleanliness of open spaces and highways, collection of fly tipped waste within 5 days, reductions in waste to landfill and increasing recycling. Granting delegated powers of enforcement to the Head of Waste and Street Services will add to the existing suite of tools W &SS use to engender behavioural change.
- 4.2 The further powers will ensure the efforts of residents and businesses that fully comply with recycling and waste legislation are not undermined by a small minority of individuals and to ensure that as W&SS implement further changes to waste collections services and charges there are sufficient resources to respond to the public perceptions of increases in environmental crime.
- 4.3 To work closely with Environmental Health Officers and within the parameters of the Enforcement Concordat and develop a fit for purpose W&SS Enforcement Procedure list as set out below:-

Fly tipped waste –

Following a report of the unlawful deposit of waste, pass to EHOs to investigate and remove waste within 5 days.

Where waste is found on routine cleansing schedules, search and accurately record evidence, complete Witness Statement and pass evidence to EHO for prosecution.

Domestic/business accumulations resulting in Fixed Penalty Notices and Prosecutions

The Council regards prevention as better than cure, it offers information and advice to those it regulates and seeks to secure co-operation avoiding enforcement action where possible. Officers will always seek to educate, encourage and work with residents and businesses to comply with environmental law and follow the principles set out in the Enforcement Concordat. Where this fails to engender behavioural change the Officers may issue Fixed Penalty Notices and these will be issued where possible to reduce prosecution and ensure compliance.

Where the incident is smaller, W&SS to fully investigate, serve notice, issue FPN and where necessary prosecute. Where a successful prosecution is unlikely, issue a warning letter, accurately record the details, inform the residents and businesses that the evidence is stored on file and any future incidences will be prosecuted in conjunction with Environmental Health. Where the crimes are deemed serious or continual breaches W&SS will seek prosecution in conjunction with Environmental Health.

Business waste Duty of Care

Where offences relating to businesses not complying with waste legislation, visit business, agree suitable recourse and monitor. Where businesses continue with non-compliance serve formal Section 34 Environmental protection Act EPA 1990 Notice. Section 34A Notices require businesses to ensure their

waste is contained securely, collected and treated by a registered waste carrier and comply with the principles of the waste hierarchy. This can lead to Fixed Penalty Notice (FPN) or prosecution.

Stop and search events – support EHOs to work with Police, DVLA and other agencies to tackle the illegal transport of waste. Waste crime is closely linked to wider criminal behaviour including, stolen property, metal theft, benefit fraud, tax evasion, etc. The W&SS Officers will support these events and check Waste Carriers License. Control of Pollution (Amendment) Act 1989 (c. 14), after section 5A, 5B, 5C

Household waste Duty of Care

Where residents continually deposit waste inappropriately following repeated education and awareness interventions for example waste receptacles contaminated, bags left out on wrong weeks, non-containment of waste, bulky items left in public spaces etc. These offences are contained with Section 46, 47, 47ZA, 47ZB EPA 1990 and can lead to FPN and/or prosecution and the process is similar to Section 34A.

Offence of dropping litter and Dog Fouling

W&SS will support EHOs and Community Safety Officers in carrying out routine enforcement initiatives to reduce incidents of litter and dog fouling and where necessary issue Fixed Penalty Notices

4.5 For the Delegations of Authority to be contained within the Constitution as set out in the table below.

LEGISLATION	DESCRIPTION	DELEGATED AUTHORITY
S46 (1) Environmental Protection Act 1990	Serve notice to require household waste for collection to be placed in receptacles of a kind and number specified.	Delegated authority to be given to the Head of Waste and Street Services
S46 (6)	Offence to comply with notice (not exceeding level 3 on the standard scale)	
S47 (2) Environmental Protection Act 1990	Serve notice to require commercial / industrial waste to be put in receptacles of the kind and number specified.	Delegated authority to be given to the Head of Waste and Street Services
S47 (6)	Offence to comply with notice (not exceeding level 3 on the standard scale)	
S47ZA Environmental Protection Act 1990 (as amended by s48 Clean Neighbourhoods and Environment Act 2005)	Authorised officer may serve a fixed penalty notice for an offence under S46 and S47 EPA 1990.	Delegated authority to be given to the Head of Waste and Street Services. This power has already been

	Default £100	delegated to the Head of Public Health and Protection.
S4 Dogs (Fouling of Land) Act 1996	<p>Authorised officer may serve a fixed penalty notice for an offence committed when a dog is allowed to defecate on land which has been designated by the Council under the 1996 Act</p> <p>NB Land designated under Monmouthshire County Council (Fouling of Land by Dogs)(Monmouthshire) Designation Order (No 1) 1998</p> <p>The agreed fixed penalty notice amount is £75 within 14 days reducing to £50 if paid within 10 days.</p>	Delegated authority to be given to the Head of Waste and Street Services. This power has already been delegated to the Head of Public Health and Protection.
S88 Environmental Protection Act 1990 (as amended by Part 3 Section 19 Clean Neighbourhoods and Environment Act 2005)	<p>Authorised officer may serve a fixed penalty notice for an offence committed when a person throws down, drops or otherwise deposits litter in any place which is open to the air and to which the public have access.</p> <p>The agreed fixed penalty notice amount is £75 within 14 days reducing to £50 if paid within 10 days.</p>	Delegated authority to be given to the Head of Waste and Street Services. This power has already been delegated to the Head of Public Health and Protection.
S34 Environmental Protection Act 1990, regulation 35(6) of the Waste (England & Wales) Regulations 2011	Requirement for transfer notes to be kept on the transfer of controlled waste to an authorised person for at least 2 years and to be produced on demand from an officer of a waste collection authority within 7 days.	Delegated authority to be given to the Head of Waste and Street Services and the Head of Public Health and Protection.

S34A Environmental Protection Act 1990	<p>Authorised officer may serve a fpn for an offence of failing to furnish documents under S34(5) Environmental Protection Act 1990 and regulations made thereunder: 35(6) of the Waste (England & Wales) Regulations 2011.</p> <p>Section 34A (9) itself provides that FPN is £300.</p>	Delegated authority to be given to the Head of Waste and Street Services and the Head of Public Health and Protection.
S33 Environmental Protection Act 1990	Prohibition on unauthorised or harmful deposit, treatment or disposal etc. of waste	Delegated authority to be given to the Head of Waste and Street Services. This power has already been delegated to the Head of Public Health and Protection.
S34 (6) Environmental Protection Act 1990	Duty of care offence etc. as respects waste	Delegated authority to be given to the Head of Waste and Street Services. This power has already been delegated to the Head of Public Health and Protection.
S1 Control of Pollution (Amendment) Act 1989	Offence for any person who is not a registered carrier of controlled waste, to transport any controlled waste to or from any place in Great Britain.	No authorisations needed

5. Financial Implications:

- 5.1 Training costs will be managed through existing training budgets and there is sufficient expertise in Environmental Health to provide in house training. Two of the Waste Education Officers have attended the Bond Solon - Advanced Professional Certificate in Investigative Practice (BTEC Level 7) - Enforcement Training courses. All Waste Officers have attended the NRW/CIWM Duty of Care Legislation Training. Fly-tipping Action Wales and Natural Resources Wales offer training and this is usually provided free or at minimal cost to Local Authorities.
- 5.2 It is not intended that the issuing of Fixed Penalty Notices is seen as an income generation opportunity but revenue raised from FPNs could be reinvested in preventative measures that reduce environmental crime for example provision of signage, additional dog waste bins etc.

5.3 The additional resources needed to take enforcement actions can be met by reducing the number of incidents. Issuing warning letters where residents and businesses' continually fail to comply or engage with awareness, education and encouragement should reduce the number of visits moving forward and increase resources to tackle other waste related issues.

6. **Sustainable Development & Equalities Implications**

Covered through Well-being and Future Generations Assessment

7. **Consultees**

Strong Communities Select Committee

Senior Management Team

8. **Author**

Carl Touhig, Recycling Strategy & Business Manager

9. **Contact Details**

cartouhig@monmouthshire.gov.uk

07580 362121

Well-being and Future Generations Assessment

<p>Name of the Officer Carl Touhig</p> <p>Phone no: 07580 362 121</p> <p>E-mail: cartouhig@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To give delegated powers of enforcement regarding environmental crimes to Waste and Street Services. To provide additional resource and support the work currently carried out by Environmental Health</p>
<p>Name of Service</p> <p>Waste & Street Services</p>	<p>Date Future Generations Evaluation September 2017</p>


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





Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales</p> <p>Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>This proposal ensures that the principle of polluter pays is delivered and responsible waste management and efficient use of resources is promoted to all residents and businesses.</p> <p>New businesses are more likely to be attracted to areas that are clean and green and where communities take pride in their environment.</p>	<p>We will advertise the additional resources widely and this should help reduce the number of environmental crimes as the fear of enforcement and the potential fines will be understood.</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>A resilient Wales</p> <p>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Fly tipping and litter have a very detrimental effect on the environment and biodiversity. The additional resource to enforce against the perpetrators of these crime will reduce the occurrence in the longer term.</p>	<p>Working closely with land owners to highlight their responsibilities as custodians of the land.</p>
<p>A healthier Wales</p> <p>People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Environments that are clean and green are more likely to be visited and enjoyed by residents. This will encourage use of the environments for leisure activities and can have a very positive effect on happiness and mental health.</p>	
<p>A Wales of cohesive communities</p> <p>Communities are attractive, viable, safe and well connected</p>	<p>Work with communities to ensure everyone is taking care of the environment and complying with their legislative duties. Litter and flytipping increase crime and the fear of crime making communities feel less safe.</p>	<p>Continuing to advise residents and businesses on their legislative duties and their responsibilities towards their communities in dealing with waste and recycling.</p>
<p>A globally responsible Wales</p> <p>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Cleaner, greener, safer environments not only benefit local people directly but can benefit local people through inward investment, increased tourism and green infrastructure.</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>A Wales of vibrant culture and thriving Welsh language</p> <p>Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>The sense of community pride in a clean green safe environment is promoted and residents and businesses feel engaged with and empowered to look after this.</p>	<p>Promote cooperation with residents, community groups and businesses to help us tackle waste crimes.</p>
<p>A more equal Wales</p> <p>People can fulfil their potential no matter what their background or circumstances</p>	<p>neutral</p>	<p>neutral</p>

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p>This proposal looks to build capacity for the future in tackling environmental crime.</p>	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>Advice will also be given to residents and businesses on appropriate waste management. Working closely with EHOs, NRW and Fly Tipping Action Wales to tackle environmental crimes.</p>	
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>Engagement is ongoing with businesses to manage their waste correctly. Working with Tidy Towns and Keep Wales Tidy to empower communities to take pride in their environment.</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>Issuing warning letters to individuals suspected of environmental crimes and recording this will reduce future problems. Using Tidy Towns funding and working with the local communities to identify fly tipping hot spots and put in preventative measures to limit further incidences</p>	
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>Cleaner, greener, safer environments have a very positive impact on people's health and happiness. Clean, safe communities are more likely to benefit from inward investment and tourism which has a direct beneficial impact on the local economy.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The proposal does not have an impact on protected characteristics of individuals.		
Disability			
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
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 note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire’s Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Like 4 above, the proposals do not affect individuals and thereby do not affect or impact on the Council’s corporate parenting and safeguarding duties.		
Corporate Parenting			

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

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?

We will continue to develop a coherent and workable enforcement policy alongside colleagues in Environmental Health and Community Safety Officers.

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
Draft policy	November 15	Waste Team	Completed
Draft Report	December 15	Waste Team	Ongoing
Select Committee Consideration	January 16	Waste Team	
Cabinet Approval	August 16	Waste Team	
Training of staff	October 16	EHOs, NRW,	
Implementation	November 16	Waste Team	
Review	September 17	Waste Team, EHOs, Scrutiny	

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: **September 17**



Signed

Carl Touhig

Designation

Recycling Strategy & Business Manager

Dated 28/07/2016

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