

SUBJECT: DELETION OF VACANT 0.5FTE PLANNING POLICY MANAGER POST AND CREATION OF FIXED TERM 1.0FTE SENIOR PLANNING POLICY OFFICER POST FOR 3.5 YEARS
MEETING: INDIVIDUAL CABINET MEMBER DECISION
DATE: 9TH MAY 2018
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 The purpose of this report is to seek the Cabinet Member for Enterprise's approval to delete a 0.5FTE Planning Policy Manager post and to create an additional Senior Planning Policy Officer post for a period of 3.5 years to support delivery of the new Local Development Plan.

2. RECOMMENDATION:

- 2.1 That Cabinet Member agrees the creation of an additional Senior Planning Policy Officer post for a period of 3.5 years, at the end of which the post would be deleted. This agreement includes authorisation to backfill any internal vacancies arising from the recruitment exercise.
- 2.2 That Cabinet Member agrees the deletion of a 0.5 FTE Planning Policy Manager post following the current post-holder's retirement at the end of May 2018.

3. KEY ISSUES:
Background

- 3.1 On 19th March 2018, Council agreed to commence work on a new Monmouthshire Local Development Plan to cover the period 2018-2033. The significant project needs to be delivered within a challenging timescale to minimise the risk of a gap in Plan coverage between the expiry of the current LDP in January 2022 and the adoption of the new LDP. The Council report noted that an additional fixed term resource will be needed to achieve the timescale and committed to resourcing this project.
- 3.2 Since 19th March, the Council has received a response from the Welsh Government Cabinet Secretary confirming that Monmouthshire may proceed with its own LDP, rather than her previous request for joint LDPs. This gives us the certainty to proceed, albeit that we do not formally have the Welsh Government's approval until our Delivery Agreement is submitted and approved by WG. This is expected by the end of May 2018.
- 3.3 It is therefore proposed to create a fixed term Senior Planning Policy Officer post for a period of 3.5 years (i.e. until November 2021) by which time the LDP examination should be concluding. The post would be identical to an existing Senior Planning Officer post (Job Description attached at **Appendix 1**) and would report to the Planning Policy Manager (see structure chart at **Appendix 2**). This post will be critical to delivering the new LDP in a timely manner and will help reduce the amount of external consultant input required, and associated expense.
- 3.4 In addition, it is proposed to delete the 0.5FTE Planning Policy Manager post when the current post-holder retires at the end of May 2018. This post-holder's retirement has been planned for over the last few years, and the structure created such that 1.0FTE Planning Policy Manager remains in place. Consequently the service will retain

sufficient management and leadership capacity. The current post-holder has been working primarily on the Community Infrastructure Levy, however this work has been put on hold pending expected changes to the regulations by Westminster and/or further changes once devolved to the Welsh Government. As the new LDP strategy and growth levels are identified, it will be necessary to consider infrastructure requirements and how they are best funded. CIL may therefore become more pressing, and viability work would be undertaken alongside the new LDP by the remaining team with external support as needed.

- 3.5 The proposal has a net cost of £17,454. The fixed term post would cost £49,302 per year at top of grade including on costs. It would be funded from existing budgets utilising savings from the deletion of the 0.5FTE Planning Policy Manager post (£31,848 saving) with the remainder (£17,454) funded from the existing Planning Policy budget and/or LDP reserve.
- 3.6 It is proposed to fill the post directly off the back of recent interviews for an identical post. The resultant internal vacancies would then be backfilled accordingly. This approach will result in a short period of churn in the Development Management team which is not ideal, however it will enhance the breadth of planning experience of colleagues within the service which will result in a more rounded skill set and a broad input into the LDP, to the benefit of the whole service and the job satisfaction of the individuals in question.
- 3.7 No colleagues are detrimentally affected by the proposal. Informal staff consultation has taken place.

Relationship with wider activities

- 3.8 Paragraph 3.2 above provides an update in terms of the Cabinet Secretary's recent 'Joint LDP' letter. Since that time, a Green Paper has been published proposing three options for Local Government Reform. These proposals are at a very early stage and it is unclear which, if any, proposal might be taken forward. The LDP revision must proceed promptly regardless of these potential changes, and the fixed term duration of this post, and duration of the LDP project to adoption, would be concluded before the earliest 2022 suggested date for reorganisation. Consequently, the Green Paper has no implications for this proposed fixed term post.

4. OPTIONS APPRAISAL

- 4.1 The following options were considered:
- a) Do nothing: prepare the new LDP with existing resources.
 - b) Create a fixed term additional post at an appropriate grade to help deliver the LDP within the Delivery Agreement timetable.
 - c) Create a permanent post at an appropriate grade to help deliver the LDP within the Delivery Agreement timetable.

5. EVALUATION CRITERIA

- 5.1 **Option b)** is the preferred option, namely to create a fixed term Senior Planning Policy Officer post for 3.5 years, as set out in this report. This provides the necessary resource to deliver the LDP in accordance with the Delivery Agreement, based on what we currently know. The post can then be deleted once the project is completed. Option a) is discounted because it will not be realistically possible to complete the LDP within the proposed timetable with the existing resources. Option c) is discounted because a permanent post is not necessary.

6. REASONS:

6.1 Under the Planning and Compulsory Purchase Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted in February 2014 and expires in 2021. Council agreed on 19th March 2018 that a new Monmouthshire LDP should be produced. This approach has been agreed by the Cabinet Secretary whose portfolio includes planning. The proposed extra fixed term Senior Planning Policy Officer post provides the officer resource essential to complete this project in accordance with the approved timetable.

7. RESOURCE IMPLICATIONS:

7.1 The proposal would have a net cost of £17,454, which would be met from the existing Planning Policy budget and/or LDP review. It would provide the necessary officer resource to complete this challenging project.

8. WELL-BEING OF FUTURE GENERATIONS IMPLICATIONS:

Sustainable Development

8.1 There are no direct implications arising from this proposal. Indirectly, the purpose of the LDP is to shape and enable the sustainable growth of Monmouthshire's communities and economy. The LDP itself must be subject to a Sustainability Appraisal (SA). A Future Generations Evaluation (including equalities and sustainability impact assessment) is attached to this report at **Appendix 3**.

Equalities

8.2 There are no direct implications arising from this proposal. Recruitment is undertaken in accordance with the Council's HR policies. Indirectly, the LDP will be subject to an Equality Challenge process and due consideration given to the issues raised.

Safeguarding and Corporate Parenting

8.3 There are no safeguarding or corporate parenting implications arising from the proposal. All colleagues have received Level 1 Safeguarding training and new recruits receive training via the induction process.

9. CONSULTEES

- Planning Services Management Team
- Colleagues in the Planning Team via team meetings and 1:1s
- People Services
- Finance
- SLT
- Cabinet

10. BACKGROUND PAPERS:

Appendix One – Job Descriptions

Appendix Two – Proposed team structure

Appendix Three – Future Generations Evaluation

11. AUTHOR & CONTACT DETAILS:

Mark Hand (Head of Planning, Housing and Place-Shaping)

Tel: 01633 644803 / 07773 478579.

E Mail: markhand@monmouthshire.gov.uk

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	DELETION OF VACANT 0.5FTE PLANNING POLICY MANAGER POST AND CREATION OF FIXED TERM 1.0FTE SENIOR PLANNING POLICY OFFICER POST FOR 3.5 YEARS
Date decision was made:	9th May 2018
Report Author:	Mark Hand

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

What is the desired outcome of the decision?

What effect will the decision have on the public/officers?

To create a fixed term Senior Planning Policy Officer post for 3.5 years to help deliver the new Local Development Plan, and to delete the 0.5FTE Planning Policy Manager post following the post-holder's retirement at the end of May 2018. The decision will ensure the project is properly resourced and can be delivered within the timetable proposed, based on what we currently know.

12 month appraisal: has the post been filled? Is the project on schedule?

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

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

Think about what you will use to assess whether the decision has had a positive or negative effect:

Has there been an increase/decrease in the number of users

Has the level of service to the customer changed and how will you know

If decision is to restructure departments, has there been any effect on the team (e.g increase in sick leave)

12 month appraisal: the post has been filled, the post holder is a valued and integral part of the team, the project is on schedule.

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

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

Give an overview of the planned costs associated with the project, which should already be included in the report, so that once the evaluation is completed there is a quick overview of whether it was delivered on budget or if the desired level of savings was achieved.

The net cost of the proposal is £17,454. This will be monitored via quarterly budget reporting.

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

ROLE ADVERT**ROLE TITLE:** Senior Planning Policy Officer**FIXED TERM 3.5 YEARS****POST ID:** RDP03a**GRADE:** BAND I SCP 37 – SCP 41 £33,136 - £37,106**HOURS:** 37 Per Week**LOCATION:** County Hall, Usk (This may change in the future if the service needs to relocate. Relocation or disturbance expenses will not be paid if this happens).**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable**PURPOSE OF POST:**

Under the supervision and guidance of the Planning Policy Manager contribute to the implementation, monitoring, review and revision of the Monmouthshire Local Development Plan including the preparation, adoption and implementation of any replacement Plan(s), together with associated Supplementary Planning Guidance (SPG) and other related surveys.

**Should you require any further information regarding this post, please contact:
Rachel Lewis, Planning Policy Manager Tel: 01633 644827**

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-
People Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.
Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

ROLE TITLE: Senior Planning Policy Officer

FIXED TERM 3.5 YEARS

POST ID: RDP03a

GRADE: BAND I SCP 37 – SCP 41 £33,136 - £37,106

HOURS: 37 Per Week

LOCATION: County Hall, Usk (This may change in the future if the service needs to relocate. Relocation or disturbance expenses will not be paid if this happens).

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable

RESPONSIBLE TO: Planning Policy Manager

RESPONSIBLE FOR: No staff

Planning Services.....Who are we?

The Planning Services section seeks to allow appropriate economic development, tourism and growth, providing the homes, jobs, amenities and infrastructure needed to support sustainable and resilient communities and to support delivery of the Council's priorities.

Planning Services includes the Planning Policy team, where this post is located, and Development Management, Heritage Management and Business Support Teams.

Our Purpose:

The Planning Policy section writes the statutory planning policy framework to allow appropriate economic development, tourism and growth, providing the homes, jobs, amenities and infrastructure needed to support sustainable and resilient communities and to support delivery of the Council's priorities.

The policy framework is evidence based and is created following community and stakeholder engagement. The section works closely with a number of organisations and stakeholders, and the ability to balance competing demands is essential.

The Purpose of this Role:

Under the supervision and guidance of the Planning Policy Manager contribute to the implementation, monitoring, review and revision of the Monmouthshire Local Development Plan including the preparation, adoption and implementation of any replacement Plan(s), together with associated Supplementary Planning Guidance (SPG) and other related surveys.

Expectation and Outcomes of this Role:

To assist in ensuring that the land use and sustainable development objectives of the Council are met with regard to the adequate allocation and development of land for housing, retail, recreation, education, transport, waste and other needs, in order to secure positive outcomes.

Your responsibilities are to:-

	Function	Main Duties
1.	To take a key role in the implementation, monitoring, review and revision of the LDP (including the preparation of any replacement Plan(s) through to adoption and implementation).	<ol style="list-style-type: none"> 1. Assist the Planning Policy Manager in the development of the evidence base, community engagement and drafting of strategy and policies in relation to Plan production. 2. Prepare evidence and appear as an expert witness for the Council at public inquiries, public hearings and planning appeals. 3. To prepare reports for consideration by Members. 4. To provide advice and support as requested to the Development Management Service to ensure planning applications are determined in accordance with adopted policies and timescales.
2.	To take a role in the preparation and adoption of Supplementary Planning Guidance as required by the Council.	<ol style="list-style-type: none"> 1. To develop SPG and development briefs as required and ensure these are progressed through to adoption and monitored and reviewed as required. 2. Ensure effective consultation on all draft SPG before adoption.
3.	To take a key role in the developmental work required for the Team's survey work including the Annual Housing Land Availability, Retail, Minerals and other surveys.	<ol style="list-style-type: none"> 1. Ensure information is robust in order to inform the policies and practices of the Council.

4.	To support a service that meets the needs of its users.	<ol style="list-style-type: none"> 1. To answer telephone calls, emails, letters and appointments within the targets set in the Section's objectives. 2. To work in a flexible manner to support the service including supporting Development Management. 3. To work as an effective member of the team, and support colleagues as necessary. 4. To communicate with other departments as required in an efficient and effective manner. 5. To raise ideas for improving the service with the Planning Policy Manager.
5.	To contribute to meeting performance targets.	<ol style="list-style-type: none"> 1. To contribute to the development of the LDP and SPG within set timescales. 2. To prepare appeal statements within statutory targets.
6.	To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunity Policy.	<ol style="list-style-type: none"> 1. To attend appropriate training. 2. To actively support the principles and practice of equality of opportunity.
7.	To operate in a safe and diligent manner at all times, in line with all health, safety & welfare policies and guidelines in place.	<ol style="list-style-type: none"> 1. To attend appropriate training. 2. To ensure an awareness of health and safety issues.

This job description does not present an exhaustive list of work, but aims to demonstrate the breadth of duties required by the post. The post holder may therefore be required to undertake other duties in line with the grade of the post.

Here's what we can provide you with:

- Full support of the Planning, Housing and Place-shaping network as a valued colleague;
- Supportive and flexible line management from the Planning Policy Manager;
- A pleasant working environment with an ability and freedom to work on an agile basis;
- Opportunities to link and co-ordinate with other service areas, including in relation to the Local Well-being Plan; and
- Opportunities and the support to grow your skills and to shape and improve service delivery, to trial new things and to make a real difference.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:

- Recognised degree level qualification in Town Planning.
- A minimum of 2 - 3 years post qualification experience including formulating, consulting on and drafting planning policy.
- A knowledge and awareness of planning and environmental issues.
- The ability to write clear and concise reports and letters.
- Proven team working skills.
- Effective and efficient communication skills both written and verbal.
- Previous experience of present planning cases at informal inquiry.
- Experience of working to tight deadlines and meeting required performance standards.
- Practical experience of IT applications such as GIS and word processing.
- A valid driving licence.
- The willingness to support and abide by the principles and practice of equality of opportunity as laid down in the Authority's Equal Opportunities Policy and a commitment to their effective implementation.
- The willingness to operate in a safe and diligent manner at all times, in line with all Health, Safety & Welfare Policies and Guidelines in place.

**Should you require any further information regarding this post, please contact:
Rachel Lewis, Planning Policy Manager Tel: 01633 644827**

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc., 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

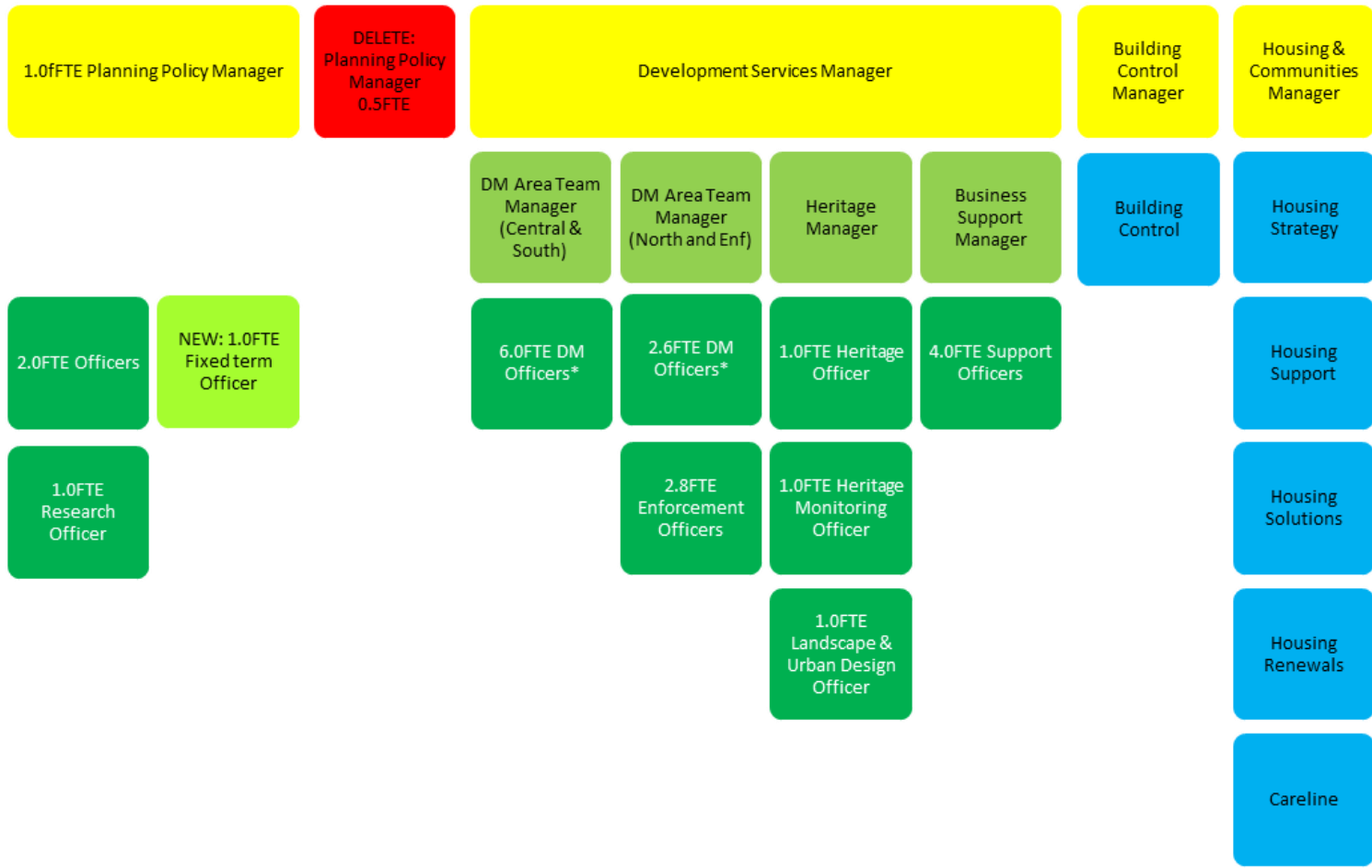
LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.

Appendix 2: structure chart

Head of Planning, Housing & Place-Shaping



Appendix 3: Future Generations Appraisal

Future Generations Evaluation (includes Equalities and Sustainability Impact)

APPENDIX ONE Name of the Officer Mark Hand Phone no: 07773 478579 E-mail: markhand@monmouthshire.gov.uk	STAFFING RESTRUCTURE: PLANNING POLICY TEAM
Name of Service: Planning (Enterprise and Innovation Directorate)	Date: Future Generations Evaluation 17 April 2018

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?

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 proposal seeks to ensure resources are best utilised and that a resilient service is provided for the benefit of colleagues, the wider Council and our communities. The proposal, by definition, provides job opportunities.	<ul style="list-style-type: none"> • Internal recruitment where possible to maximise opportunities for career progression and staff retention.

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 resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Ensuring the planning service is properly resourced is essential to an effective service, part of which includes ensuring our green spaces and cultural heritage is supported. Project management for the LDP and securing planning contributions both contribute towards this goal.	Community engagement to identify infrastructure priorities
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive impact by ensuring quality services are provided. Opportunities to broaden experience will have positive impact on the well-being of colleagues.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive impact by ensuring quality services are provided. Project management for the LDP and securing planning contributions both contribute towards this goal.	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive impact by ensuring quality services are provided. Project management for the LDP and securing planning contributions both contribute towards this goal.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Positive impact by ensuring quality services are provided. Project management for the LDP and securing planning contributions both contribute towards this goal.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive impact by ensuring quality services are provided and by giving opportunities for colleagues to broaden their experience. Increased capacity to deliver the LDP.	

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?
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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>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	<p>The proposal seeks to balance budget pressures with short term project deadlines for the LDP and the longer term implications of project delay. A fixed term post is proposed to be mindful of longer term resource needs.</p>	
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>Increased capacity will support project delivery of the LDP with considerable community engagement and involvement.</p>	
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>As above</p>	
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The rationale for the proposal is to ensure capacity is in place to deliver the new LDP.</p>	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	<p>The service contributes to the wellbeing goals and therefore an improvement to service delivery should have a positive impact on delivering the wellbeing goals. The revised LDP will be accompanied by a Sustainability Appraisal.</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 Language Standards that apply to Monmouthshire Council please follow this link: <http://www.monmouthshire.gov.uk/language-standards> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk



characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx>

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	Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.	n/a	n/a
Disability	What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.	n/a	n/a
Gender reassignment	Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.	n/a	n/a
Marriage or civil partnership	Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance	n/a	n/a
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, good and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>	n/a	n/a

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	<i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy & Traveller, migrant communities and recording of racist incidents etc.</i>	n/a	n/a
Religion or Belief	<i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i>	n/a	n/a
Sex	<i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i>	n/a	n/a
Sexual Orientation	<i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i>	n/a	n/a
Welsh Language	<i>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.</i>	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	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	n/a	n/a
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>	n/a	n/a

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

This report is founded upon the following:

- The LDP Delivery Agreement, liaison with colleagues regarding resource requirements, assessment of project plan and available budgets.

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 proposed restructure is intended to provide a resilient and improving service with additional capacity to deliver the LDP. The impact should be positive with no negative impacts identified.

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
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n/a			
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8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	October 2017 via Annual Monitoring Report and progress with the identified projects in the Job Description.
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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.	<i>Submission of the proposal</i>	<i>April 2018</i>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>