

SUBJECT: CREATION OF FIXED TERM SENIOR URBAN DESIGN AND LANDSCAPE OFFICER POST WITHIN THE DEVELOPMENT MANAGEMENT TEAM
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 make amendments to the job description of the Senior Urban Design and Landscape Officer post as well as to make the post permanent. The post has an important role to play in ensuring good quality decisions are made, place-making and green infrastructure are achieved, and to support the delivery of the new Local Development Plan. There are no financial implications or HR implications for the current post-holder.

2. RECOMMENDATION:

- 2.1 That Cabinet Member agrees the proposed amendments to the job description for the post of Senior Urban Design and Landscape Officer located within the Development Management team.
- 2.2 That Cabinet Member agrees to make the post permanent.

3. KEY ISSUES:

Background

- 3.1 The post of Senior Urban Design and Landscape Officer sits within the Development Management team and is currently filled on a two year fixed term basis. The current post-holder has recently handed in his resignation which has given reason to reflect on the need for and purpose of the role and to consider how to recruit to it. The options considered are set out below but in summary it has been concluded that the role provides a valuable and important role and it should be retained. The new LDP adds to the importance of this role, as does the new (and welcomed) emphasis on place-making in the emerging revised version of national planning policy contained in Planning Policy Wales.
- 3.2 It is proposed to amend the job description to place a greater emphasis on the urban design and place-making requirements of the role, as well as to add requirements relating to involvement in the new Monmouthshire Local Development Plan. The post-holder will play an important part in assessing the landscape impact and development capacity of proposed allocations, input into proposed planning policies, and potentially to master-planning key allocations. This is in addition to the established Development Management role in provided urban design; landscape and green infrastructure advice on planning applications and pre-application enquiries, and heritage applications. This will not detract from the landscape and green infrastructure aspects of the role already undertaken: indeed green infrastructure is an important part of urban design and place-making. The amendments to the job description are minor and do not affect the post's grading.
- 3.3 The post is currently 100% funded from the Development Management budget. It is proposed that for the period 2018-2021 it will be funded 50% by Development

Management (N120) and 50% by Planning Policy (N130) (using the professional fees budget line). After 2021 it would revert to being wholly funded by Development Management. This is to reflect the LDP work and to reduce the budget pressure on Development Management to fund other activities in the short term to support caseloads. The funding proposal has been considered in conjunction with the two other Cabinet Member reports on this agenda.

- 3.4 The post is currently filled on a two year fixed term basis. The current post-holder has handed in his resignation due to a promotion opportunity and family relocation: therefore these proposals have no direct implications on any colleague. The salary for the post is already budgeted for. As a two year fixed term appointment, HR legislation provides the post-holder with the same rights and status as a permanent employee. Changing the post to be a permanent position therefore has no HR or financial implications for the Council, but would be beneficial in terms of recruiting and retaining the next post-holder.
- 3.5 The amended job description is attached at **Appendix 1**. The post would continue to report to the Heritage Manager (see structure chart at **Appendix 2**).
- 3.6 The proposal has a net nil cost.
- 3.7 No colleagues are detrimentally affected by the proposal. The current post-holder has been made aware of these proposals but unfortunately it does not change his decision to leave.

Relationship with wider activities

- 3.8 A Green Paper has been published by the Welsh Government proposing three options for Local Government Reform. These LGR proposals are at a very early stage and it is unclear which, if any, proposal might be taken forward. The proposals in this report have been made with regard to the potential for significant future change. It should be noted that this post is relatively unusual and should LGR proceed, the proposals in this report would not result in a duplication or surplus of capacity. Consequently, the Green Paper has no implications for these proposals.

4. OPTIONS APPRAISAL

- 4.1 The following options were considered:
- Delete the post and make a budget saving.
 - Delete the post and do something different.
 - Do nothing: leave the post unchanged and recruit to the current job description on a two year fixed term basis.
 - Amend the job description as proposed and make the post permanent.

5. EVALUATION CRITERIA

- 5.1 **Option d)** is the preferred option, namely to amend the job description as proposed and to make the post permanent. This retains a valued and important input into the planning service while strengthening the urban design and place-making aspects of the role, as well as strengthening the LDP input. By making the post permanent, recruitment and retention should be enhanced. Options a) and b) to delete the post and either make a saving or use the money differently were considered, but the value of the post in enhancing urban design, place-making and green infrastructure to deliver better outcomes, together with the pressing work on the new LDP, mean deleting the post would be counter-intuitive. Members, colleagues and Monmouthshire's communities appear to all value the importance of positive outcomes and good quality decision-making. Option c) provides a viable alternative to option d),

however the current post-holder's departure provides an opportunity to review the job description and requirements to ensure the post delivers what we need, and that the JD reflects the way the post actually operates in practice. Making the post permanent will assist with recruitment and retention without having any financial implications for the Council.

6. REASONS:

- 6.1 The proposed changes to the job description and making the post permanent will ensure the role meets our ongoing needs, and will assist with recruitment and retention.

7. RESOURCE IMPLICATIONS:

- 7.1 The proposal would have a net nil cost. It would retain the necessary officer resource to deliver urban design, green infrastructure and place-making priorities and positive outcomes.

8. WELL-BEING OF FUTURE GENERATIONS IMPLICATIONS:

Sustainable Development

- 8.1 There are no direct implications arising from this proposal, although the intention to improve outcomes including design, landscape impact and green infrastructure will assist in delivering sustainable development. 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.

Safeguarding and Corporate Parenting

- 8.3 There are no safeguarding or corporate parenting implications arising from the proposal.

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:	AMENDMENTS TO SENIOR URBAN DESIGN AND LANDSCAPE OFFICE POST INCLUDING MAKING THE POST PERMANENT
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 better reflect the role's requirements going forward by amending the job description, and to improve recruitment and retention opportunities by making the post permanent. The role supports the delivery of urban design, green infrastructure and place-making

12 month appraisal: has the post been filled and is urban design, GI and place-making input being provided to shape DM decisions and LDP content?

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: Success will be evaluated via colleague 1:1s, CICO and Development Management Annual Performance Report. The quality of outcomes will be evaluated via officer and Planning Committee Design Tours. LDP progress will be measured against the Delivery Agreement.

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 nil. 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.

Appendix 1: Job Description

ROLE ADVERT

ROLE TITLE: **Senior Landscape and Urban Design Officer**

PERMANENT contract

POST ID: **RDC035**

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

HOURS: **37 per Week**

LOCATION: **Usk County Hall**

RESPONSIBLE TO: **Amy Longford, Heritage Manager**

Should you require any further information regarding this post, please contact:

Amy Longford (Heritage Manager)

Email amylongford@monmouthshire.gov.uk

Tel: 01633 644877

Philip Thomas (Development Services Manager)

Email philipthomas@monmouthshire.gov.uk

Tel : 01633 644809

Closing Date: 12 noon on

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

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee 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.



ROLE PROFILE

ROLE TITLE: **Senior Landscape and Urban Design Officer**

PERMANENT contract

POST ID: **RDC035**

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

HOURS: **37 per Week**

LOCATION: **Usk County Hall**

RESPONSIBLE TO: **Heritage Manager**

Who are we:

Planning Services

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

Our Purpose:-

The section provides a range of land use planning-related functions including preparing the Local Development Plan, determining planning and heritage applications and defending those decisions if challenged, enforcing planning legislation and taking action against unauthorised development, and protecting and enabling the re-use of the County's historic buildings. 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:-

To protect and enhance the landscape, natural and built environment of Monmouthshire.

Expectation and Outcomes of this Role:-

To help provide urban design and landscape advice through the development management and planning policy processes in support of the Local Development Plan leading to development which maintains and enhances the character and quality of the landscape, natural and built environment and creates sustainable and resilient places.

Your responsibilities are:

- To support Development Management Officers in the discharge of Council's functions relating to matters connected with urban design, landscape and natural environment specifically in relation to the Development Management process, it is anticipated this will include:
 1. Primarily providing day to day urban design, heritage, landscape and green infrastructure responses to the Council's Development Management Team in relation to requests for Pre-Application advice, Screening and Scoping responses for Environmental Impact Assessment (EIA), registered applications and defending the Council's decisions at Inquiries and Appeals where relevant;
 2. To work closely with the Development Management team and Countryside to ensure the delivery of a coordinated response regarding development proposals on strategic sites relating to green infrastructure and urban design in all responses and negotiations.
 3. To assist in the review of delivery of landscape responses relating to the development management process and consider areas of changes to assist in the improvement of the service.
 4. To assist in providing training to relevant staff in matters relating to landscape, GI, urban design and place making across the authority to enable better development management outcomes.
 5. Liaison with colleagues across directorates and external organisations to achieve the above goals.
 6. To be responsible for liaising, providing information and updating where relevant the Monmouthshire GIS Wind Turbine Mapping system.
 7. To deal with applications, including discharging conditions, relating to Landscape, GI, and urban design
- To support the Planning Policy Team in the formulation of local development plan policy relating to place-making which covers issues relating to urban design, heritage, landscape and master planning/green infrastructure. This will include the preparation of SPG, development briefs and masterplans to inform the Local Development Plan process.
- To ensure adequate liaison and consultation with relevant officers, local members, relevant external bodies as part of the planning process e.g. Wye Valley AONB and Brecon Beacons National Park Authority (BBNPA), adjoining authorities, local conservation and amenity societies and other interested parties;
- To assist in the preparation of reports and recommendations for Cabinet or Committee where required on Development Management and Planning Policy issues relating to place-making, urban design, landscape, natural and built environment issues;
- To be responsible for the implementation and monitoring of health and safety at work and the safety of path users as laid down in the authority's Health and Safety Policy and Procedures

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 Head of Service;
- A pleasant working environment with an ability and freedom to work on an agile basis;
- 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; and
- Use of a pool car as required.

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.

Person Specification

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

- An appropriate degree or professional qualification and membership of the Landscape Institute, preferably chartered status with relevant post qualification (Part IV) experience; and have or be eligible for Registered Practitioner in Urban Design status OR at least 5 years' demonstrable experience in developing master planning and landscape assessment and dealing with Urban design issues.
- Previous relevant experience, knowledge and understanding of landscape and urban design, natural and built environment issues, including a sound knowledge of the potential impacts of development in whatever form on landscapes, seascapes, visual amenity, and on siting, design and mitigation issues.
- Previous experience of dealing with applications through the development management process is preferable.
- Previous experience of formulating planning policy in relation to urban design, heritage, landscape and master planning/green infrastructure is preferable.
- A good knowledge and understanding of the Welsh Planning system, in particular, policies and guidance directly impacting upon landscape and design matters in relation to the development management and development plans system.
- Expert knowledge of Environmental Impact Assessment and Landscape Character assessment methods as they are applied in Wales taking account of NRW's LANDMAP approach.
- Effective and efficient communication and negotiation skills, both written and verbal;
- A positive and solutions-based approach
- An understanding of and willingness to work in accordance with systems thinking principles (as used in a lean review of the service) to improve the customer's experience of the development management service
- Good organisational skills and an ability to meet tight timetables and an ability to work across multi-disciplinary teams.
- Experience of using Microsoft windows applications and GIS systems;
- An ability to work on own initiative without close supervision and as part of a team.
- Possession of a valid driving licence;
- Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training

- An awareness of Health and Safety issues and be willing to abide by Monmouthshire County Council's Health and Safety Policies & Procedures

Should you require any further information regarding this post, please contact:

Closing Date:

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.

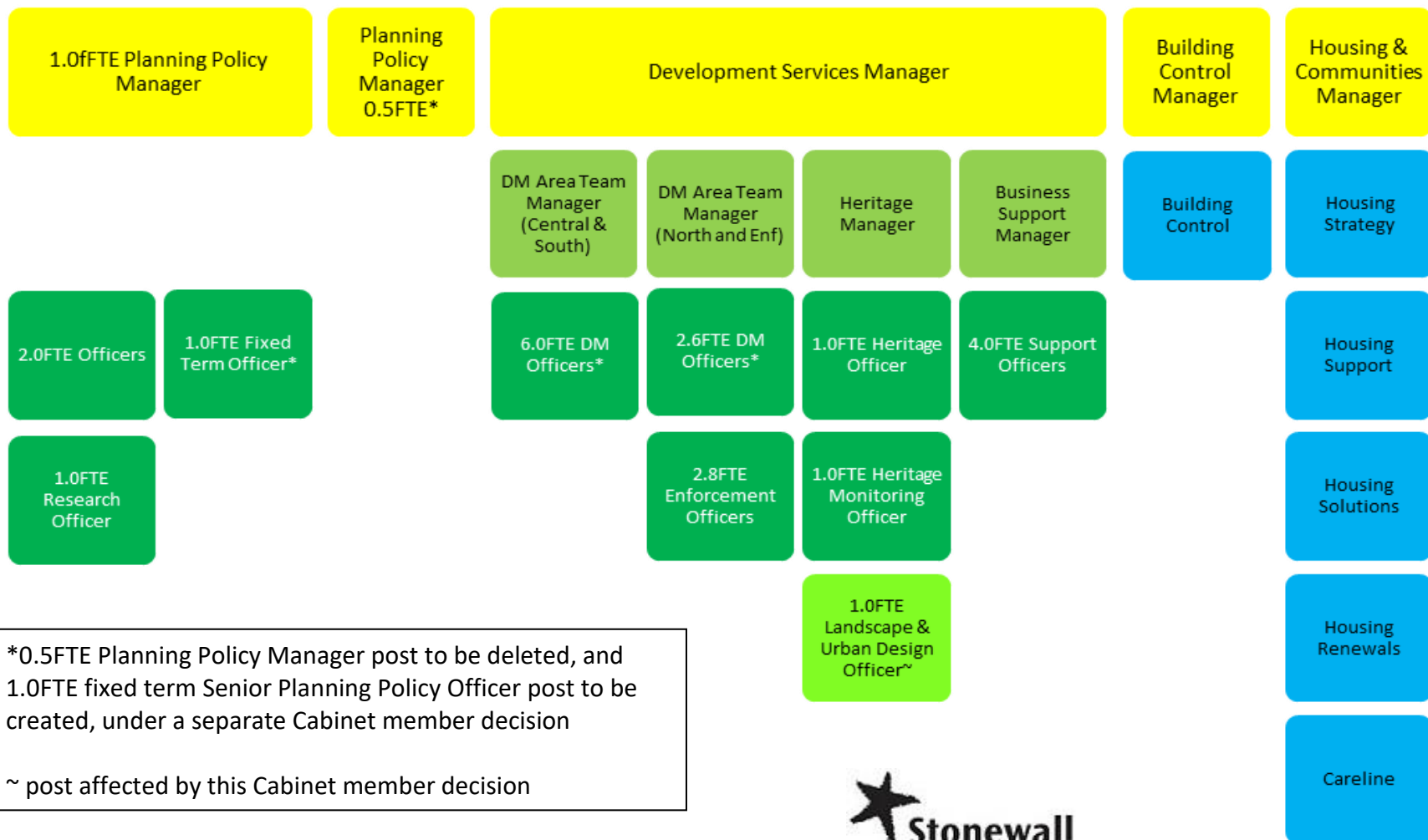
LEVEL 5

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



*0.5FTE Planning Policy Manager post to be deleted, and 1.0FTE fixed term Senior Planning Policy Officer post to be created, under a separate Cabinet member decision

~ post affected by this Cabinet member decision



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	AMENDMENTS TO SENIOR URBAN DESIGN AND LANDSCAPE OFFICER POST
Name of Service: Planning (Enterprise and Innovation Directorate)	Date: Future Generations Evaluation 19 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.	

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 place-making and quality outcomes are supported. Urban design and GI advice contribute towards this goal.	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive impact by ensuring quality services are provided and better outcomes delivered. Place-making and GI contribute towards positive mental wellbeing by creating pleasant living environments.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive impact by ensuring quality services are provided and better outcomes delivered. Place-making and GI contribute towards cohesive communities by creating pleasant living environments.	
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 and better outcomes delivered. Place-making and GI contribute are a key component of sustainability.	
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 and better outcomes delivered. The role will provide heritage advice.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive impact by ensuring quality services are provided.	

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>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal seeks to balance budget pressures with short term workload and priorities and longer term benefits of better outcomes and LDP project, even though some of those benefits (financial and otherwise) will not directly benefit the service or organisation.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Maintaining expertise and capacity to deliver better outcomes.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>As above</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The proposal seeks to balance budget pressures with short term workload and priorities and longer term benefits of better outcomes and LDP project, even though some of those benefits (financial and otherwise) will not directly benefit the service or organisation.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The service contributes to the wellbeing goals and therefore an improvement to service delivery and outcomes should have a positive impact on delivering the well-being goals.</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 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:

- Experience, liaison with colleagues regarding resource requirements, available budgets, an increasing emphasis on place-making, urban design and GI as a result of the Wellbeing Act, revised emerging PPW and the new LDP.

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 changes to the post are 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 2018 via Annual Performance 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>May 2018</i>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>