

SUBJECT:	RURAL DEVELOPMENT PROGRAMME– POLLINATOR PROJECT COORDINATOR
MEETING:	INDIVIDUAL MEMBER DECISION
DATE:	26TH July 2017
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

1.1 To request approval for a new fully funded post within the Rural Development Programme team.

2. RECOMMENDATIONS:

2.1 To approve the fully funded post of Pollinator Project Coordinator (see Job Description Appendix Two) to be filled via internal secondment to the Rural Development Programme (RDP) team.

3. KEY ISSUES:

3.1 The RDP operates with funding of £2.79M derived from the European Union and the Welsh Government with match funding provided by the Authority and Newport City Council. The funding aids the delivery of the LEADER programme in Monmouthshire and rural Newport, a community led programme which aims to improve the quality of life and prosperity of rural areas through the delivery of locally inspired and delivered projects. All projects coming forward for funding are considered by the Vale of Usk Local Action Group (LAG), a body of made up of public, private, voluntary and community representatives volunteers who have also developed the guiding Local Development Strategy.

4. REASONS:

4.1 One of the projects approved by the Vale of Usk LAG is the two year Local Pollinator Project. The purpose of the project is to develop an area based (village or town) pilot approach with a view to the area becoming 'Pollinator Friendly'. The aim of the project is to engage with stakeholders to raise awareness of the need for pollinators and the actions that need to be undertaken to help reverse the decline in pollinators. Building on the existing BEES cooperation project (Breeding, Education, Environment and Skills Share) the project will link directly to supporting the increase in bee keepers, development of the BEES project and raising education and awareness levels in primary schools and the wider community.

5. RESOURCE IMPLICATIONS:

5.1 Although this is a new post, it is fixed term and will be fully funded via existing Rural Development Programme budgets therefore there is no additional cost to the Authority and will be met from existing budgets. It is also envisaged that the post will be filled via an internal secondment so no recruitment costs will apply.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 This projects seeks to maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change to help mitigate the effects of climate change.

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7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

7.1 There are no safeguarding or corporate parenting implications associated with this report.

8. CONSULTEES:

Senior Leadership Team
Cabinet

9. BACKGROUND PAPERS:

Future Generations Evaluation (Appendix 1)
Pollinator Project Coordinator Job Description (Appendix 2)

10. AUTHOR:

Cath Fallon, Head of Economy and Innovation

11. CONTACT DETAILS:

Tel: 07557 190969

E-mail: cathfallon@monmouthshire.gov.uk

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Appendix 1 - Future Generations Evaluation



<p>Name of the Officer Cath Fallon</p> <p>Phone no: 07557 190969 E-mail: cathfallon@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <ul style="list-style-type: none"> To implement the Pollinator project which will develop an area based (village or town) pilot approach with a view to the area becoming 'Pollinator Friendly'. The aim of the project is to engage with stakeholders to raise awareness of the need for pollinators and the actions that need to be undertaken to help reverse the decline in pollinators.
<p>Name of Service: Enterprise/Rural Development Team</p>	<p>Date Future Generations Evaluation 29th June 2017</p>

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>The aim of the programme is to create opportunities for wealth creation within rural areas.</p>	<p>Undertaking pilot projects and developing bespoke interventions to support rural communities.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>The programmes will work within the Environmental Sustainability Objectives set by WEFO(Welsh</p>	<p>Sharing expertise, networks and resources will ensure a good provision for rural communities.</p>

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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?
can adapt to change (e.g. climate change)	European Funding Office) and deliver to the indicators set for the RDP. The Programme will address issues such as waste, recycling, minimize energy usage and efficient use of such resources, whilst also raising awareness of environmental issues and healthy lifestyles. They will also provide targeted environmental education training.	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The RDP team will work with communities supporting them to overcome health and wellbeing barriers.	The Local Action Group has set agreed goals to reduce barriers to participation enabling young communities to be engaged, supported and valued.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The programmes will encourage safe and appropriate use of IT and the internet, developing ICT literacy skills, preparing communities for further learning, education and training. The programme will encourage active citizenship and a greater awareness of community safety.	Encourage safer use of the internet.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The programmes is funded by the RDP and the managing authority is WEFO. RDP has undertaken a full Socio Economic Analysis to identify needs, challenges and opportunities across Wales.	Working closely with our Local Authority partners to share resources and good practices to ensure communities have the best opportunities to engage in global well –being.
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 programmes will ensure that all marketing, publications and printed literature is available bilingually where appropriate. The programmes will conform to the Welsh Language Legislation Welsh Language Wales	Encouraging communities to embrace the vibrant welsh culture and language.

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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?
	Measure 2011 and accompanying welsh language standards.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The programme will develop effective ways to engage and provide support for those individuals regardless of ethnic origin, gender, disability sexual orientation or religion to ensure all young people actively participate in and benefit from the programme. The programme will follow WEFO's guidance and the LA Equal Opportunity's Policy which stipulates how staff can best promote equality of opportunity and outcomes for young people regardless of age, race, ethnicity and disability.	All of our policies and procedures are guided by the current local and national equal opportunities guidance and legislation.

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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 Balancing short term need with long term and planning for the future</p>	<p>The long term plan for the future is to encourage community participation and wealth creation to reduce the likelihood of future or continuing poverty. It will also deliver improved health and well-being and seek to raise aspiration levels.</p>	<p>With the financial investment form the Local Authority into this programme, the aim is to develop resilience in the local rural communities.</p>
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>The RDP is a national programme and also encourages national and European co-operation to enable delivery of the wider programme objectives.</p>	
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>The programme encourages bottom up community development demonstrated by the Local Action Group which oversees the delivery of the programme and consists of equal representation from the voluntary, community, private and public sector.</p>	<p>The programme publicizes decisions made on individual project applications and encourages community feedback throughout the delivery period and at the end programme evaluations.</p>
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>It is anticipated that the long term impact of the programmes will challenge behaviours, actions and attitudes, subsequently establishing firm foundations on which to support in the future and provide generic skills.</p>	<p>The programmes will be monitored and reviewed on a quarterly basis to ensure targets are on track and to ensure it meets the communities' needs and expectations.</p>

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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>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The programme will work with communities to support them to overcome health and wellbeing barriers.</p>	<p>The programmes will be monitored and reviewed regularly to ensure principles are being met.</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	We aim to engage with all members of the community.	None identified	N/A
Disability	We aim to engage any member of the community to address individual needs without discrimination.	None identified	N/A
Gender reassignment	We aim to provide a provision which is inclusive for transgender people and groups.	None identified	N/A

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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?
Marriage or civil partnership	Not applicable	None identified	N/A
Pregnancy or maternity	n/a	None identified	N/A
Race	Any member of the will be given the same opportunities regardless of race. The relevant support will be provided to meet individual needs.	None identified	N/A
Religion or Belief	We aim to offer bespoke packages of support that will take into account individual's religion and religious beliefs.	None identified	N/A
Sex	We aim to offer opportunities that will take into account individual needs regardless of sex.	None identified	N/A
Sexual Orientation	We aim to offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	N/A
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.	None identified	N/A

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4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <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	Safeguarding is a priority and necessary steps will be taken as appropriate	None identified	N/A
Corporate Parenting	n/a	None identified	N/A

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

The project is part of the wider Rural Development Programme and its outcomes have been assessed against those detailed within the Vale of Usk Local Development Strategy.

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

This projects seeks to maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change to help mitigate the effects of climate change.

[Type here]

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
Implementation of the Pollinator project	July 2017	Mike Powell	Programme Started

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:	July 2017
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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.	RDP approval November 2014	November 2014	.Approved by Cabinet no further amendments
2.	Additional post – Pollinator Project Coordinator	July 2017	



ROLE PROFILE

- ROLE TITLE:** Rural Programmes Pollinator Coordinator
TEMPORARY (24 MONTH INTERNAL SECONDMENT)
- POST ID:** TBC
- GRADE:** BAND F SCP 25-29 £22,658 – £25,951
- HOURS:** 22.2 per Week
- LOCATION:** County Hall, Usk which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable but not essential

PURPOSE OF POST:-

This role has a dual purpose:

- To coordinate the delivery of the RDP Pollinator Project approved June 2017;
- To coordinate the existing BEES RDP cooperation project approved March 2016.

Should you require any further information regarding this post, please contact: Michael Powell, Rural Programmes Manager Tel: 01633 644870

Closing Date: 12 noon on 4th August 2017

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, and that 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

Rural Programmes Pollinator Coordinator

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RESPONSIBLE TO: Rural Programmes Manager

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable but not essential

Rural Programmes Section**Who are we?**

Our Purpose:-

To deliver the Rural Development Programme LEADER Measure on behalf of the Vale of Usk Local Action Group. Details of the RDP programme can be found through the Monmouthshire.biz website accessed through [this link](#)

PURPOSE OF POST:-

This role has a dual purpose:

- To coordinate the delivery of the RDP Pollinator Project approved June 2017;
To coordinate the existing BEES RDP cooperation project approved March 2016

Expectation and Outcomes of this Role:-

The aim of this role is to:

Put into place a steering group representing one town's community, including community groups, town council, schools, businesses and agencies. The group will help deliver the elements of this project to both the public and local authority operatives. The focus of the project will be to raise awareness of the importance of all pollinators through activities, education and partnership working. Reference and adoption to the Welsh Government's Bee Friendly Town initiative and other relevant strategies such as Green Infrastructure will form the basis for this projects development.

Your responsibilities are:

1. To work with representatives of the town's many groups, agencies, businesses, schools, local college, Welsh Government Pollinator Task Group and town council to establish a steering group;
2. To develop a working plan to help deliver the various project elements, linking closely to the newly launched WG Caru Gwenyn initiative and the Green Infrastructure Plan;
3. To engage with experts and those with experience in delivering talks, surveys and training programmes to help deliver the project;
4. To work with policy makers in Monmouthshire County Council and relevant others to adapt/modify the existing Pollinator Policy to ensure greater benefit for all pollinators;
5. Deliver training programmes to establish a code of practice that will enable operatives to deliver good working practices that will enhance biodiversity, protecting pollinators and ensuring species rich habitats;
6. Develop an awareness campaign helping to raise the level of understanding and knowledge towards the importance of all pollinators;
7. To monitor and evaluate awareness, knowledge and activity towards pollinators both before and at the end of the project;
8. Develop links and support for the current BEES project;
9. To maintain budgets and report on a regular basis to the Rural Programmes Manager and Rural Programmes Finance Officer on project finance to enable the accurate management of project finances and budgets; and
10. To manage and maintain project evaluation and monitoring data as defined by the Rural Programmes Manager

Here's what we can provide you with in order to achieve your outcomes:-

- Full support of the Rural Programme's Team as a valued colleague;
- Supportive and flexible line management from the Rural Programmes Manager
- A pleasant working environment with an ability and freedom to work on an agile basis; and

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:-

1. Degree or equivalent and experience of project delivery preferably in a rural environment
2. Experience of developing and delivering innovative projects/events
3. Practical evidence and previous experience of how projects and tasks need to be managed within a dynamic environment.
4. Must be willing to work with project delivery team, delivery agents and local communities and businesses in the LAG territories and have the necessary skills to guide, interpret and assist in all aspects of their projects
5. Experience/knowledge of various marketing communication methods including social media
6. Experience of working as a facilitator of groups to deliver projects/events
7. Effective and efficient interpersonal and communication skills
8. Ability to be flexible and respond to changing circumstances
9. A commitment to putting equal opportunities policies into practice
10. Knowledge of and experience in practice of rural and community economic development issues
11. Experience of and commitment to multi-agency work
12. Experience of regular ICT working using word processing, email and the updating of websites.
13. Knowledge of spreadsheets and databases would be an advantage
14. Experience of monitoring and evaluation

Should you require any further information regarding this post, please contact: Michael Powell, Rural Programmes Manager Tel: (01633) 644870

Closing Date: 12 Noon on 4th August 2017