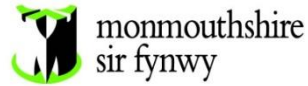


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County Hall
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Friday, 20 October 2017

Notice of meeting / Hysbysiad o gyfarfod:

Adults Select Committee

**Monday, 30th October, 2017 at 10.00 am,
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

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

AGENDA

Item No	Item	Pages
1.	Apologies for absence	
2.	Declarations of interest	
3.	Public Open Forum	
4.	To confirm the minutes of the previous meeting held on the 12th September 2017	1 - 8
5.	Re-provision of Severn View Residential Home (please see supplementary agenda for appendices 1, 2, 3)	9 - 32
6.	Housing Gateway Support	33 - 50
7.	Gypsy and Traveller Services	51 - 82
8.	Cold Weather Homeless Policy	83 - 96
9.	Actions arising from the last meeting	97 - 98
10.	Adults Select forward Work Programme	99 - 100
11.	Council and Cabinet Forward Plan	101 - 118
12.	To confirm the date and time of the next meeting as Tuesday 12th December 2017 at 10.00am	

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

S. Howarth
L. Brown
L. Dymock
M. Groucutt
P. Pavia
J. Pratt
R. Harris
R. Edwards
S. Woodhouse

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Welsh Language

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Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Monmouthshire Scrutiny Committee Guide

Role of the Pre-meeting

1. Why is the Committee scrutinising this? (background, key issues)
2. What is the Committee's role?
3. What outcome do Members want to achieve?
4. Is there sufficient information to achieve this? If not, who could provide this?
5. Discuss the committee's approach:
 - Agree the order of questioning and which Members will lead
 - Agree questions for officers and questions for the Cabinet Member

Questions for the Meeting

Scrutinising Performance

1. How does performance compare with previous years? Is it better/worse? Why?
2. How does performance compare with other councils/other service providers? Is it better/worse? Why?
3. How does performance compare with set targets? Is it better/worse? Why?
4. How were performance targets set? Are they challenging enough/realistic?
5. How do service users/the public/partners view the performance of the service?
6. Have there been any recent audit and inspections? What were the findings?
7. How does the service contribute to the achievement of corporate objectives?
8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve?

Scrutinising Policy

1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least?
2. What is the view of service users/stakeholders? Do they believe it will achieve the desired outcome?
3. What is the view of the community as a whole - the 'taxpayer' perspective?
4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say?
5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works?
6. Have all relevant sustainable development, equalities and safeguarding implications been taken into consideration? For example, what are the procedures that need to be in place to protect children?
7. How much will this cost to implement and what funding source has been identified?
8. How will performance of the policy be measured and the impact evaluated.

Questions for the Committee to conclude...

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

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
- (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

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Public Document Pack Agenda Item 4

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Adults Select Committee held
at Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 12th
September, 2017 at 10.00 am**

PRESENT: County Councillor S. Howarth (Chairman)
County Councillor (Vice Chairman)

County Councillors: L.Brown, L.Dymock, M.Groucutt, J.Pratt,
R. Harris and R. Edwards

Also in attendance County Councillors V. Smith and A. Easson:

OFFICERS IN ATTENDANCE:

Julie Boothroyd	Head of Adult Services
Mark Howcroft	Assistant Head of Finance
Claire Marchant	Chief Officer Social Care, Health & Housing
Wendy Barnard	Democratic Services Officer
Paula Harris	Democratic Services Officer (Acting Scrutiny Manager)
Ian Bakewell	Housing & Regeneration Manager
Karen Durrant	Private Sector Housing Manager
Tyrone Stokes	Accountant

APOLOGIES:

County Councillor P.Pavia

1. Declarations of interest

No declarations of interests were made.

2. Public Open Forum

No members of the public were present. Duncan Marshall, Care and Social Services Inspectorate Wales [CSSIW] was present as an observer.

3. To confirm the minutes of the previous meeting held on 25th July 2017

The minutes of the previous meeting held on 25th July were confirmed and signed as a true record.

4. White Paper Consultation: Services Fit for the Future - Quality and Governance in health and care in Wales

It was explained that there had been a misunderstanding regarding today's date as the expected presentation from Welsh Government on the White Paper Consultation 'Services Fit for the Future'.

The Chief Officer Social Care, Safeguarding and Health offered to present the slides, but, following discussion, it was agreed with the Chair of the Children and Young People's (CYP) Select Committee that the Welsh Government officers would attend the CYP Select Committee meeting scheduled for Thursday 14th September 2017. The arrangements for that meeting were changed to a pre-meeting at 9.00am and meeting start time to 9.30am. This new item will start at 10.00am.

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Committee's Conclusions

- With the agreement of the Chair of the Children and Young People's Select Committee, the presentation would be received at the next meeting of the Children and Young People's Select Committee on Thursday 14th September 2017.
- It was agreed that, following consideration, a draft response to the consultation would be prepared to present to Council for endorsement and submission to the Welsh Government.

5. Budget Monitoring - Period 2

Context:

To receive information on the revenue and capital outturn positions of the Authority based on activity data at month 2.

Recommendations Proposed To Cabinet

- i. That Members consider a net revenue outturn overspend of £164,000.
- ii. Members consider a capital outturn spend, forecast by service managers to agree with budget.
- iii. Members note that the low level of earmarked reserves, which will severely reduce the flexibility the Council has in meeting the financial challenges of reducing settlements and consequent need to redesign services.
- iv. Members note the significant forecast reduction in the overall school balance at the end of 2017/18 and supports the continuing work with schools to ensure that the Council's Fairer Funding scheme requirements are met and that the overall schools balance reverts to positive position at the earliest opportunity.

Member Scrutiny

The Chair asked why the monitoring months had been altered. Information was provided that this year a change of approach is being piloted. Instead of quarterly reporting, monitoring will be at Month 2, Month 7 and at outturn. This allows SMT and DMTs more opportunity to reflect on and actively influence figures. Monitoring will be more meaningful and reassurance was given that managers and officers will receive interim monitoring information. A proposed enhancement to the ledger facility will allow officers and Members to access financial information in real time.

It was explained that Month 7 was preferred because it is the month following the start of the academic year and is therefore more convenient for Headteachers. It was queried if Month 3 would be better than Month 2 and responded that both would provide similar information but the preference was to use the earlier date to obtain an initial position and forecasting purposes.

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In terms of both Adult and Children and Young People Services, it was questioned if there is enough money in the budget to continue to provide services if pay rises above 1% are realised. It was explained that the potential pay rise is a smaller element of the budget and is not as relevant as the budget for adult social care. Of more concern is the increase in capital threshold limits for adult care which creates a draw on local authority funding at an earlier point, also reference was made to the impact of national minimum wage. It was explained that there are grants available from Welsh Government which won't necessarily cover the total liability. Full advantage is taken of the grants available and that position is reflected in the forecasts. The challenge to provide services, within limited resources, increases every year and it was commented that there is a national issue regarding adult social care budgets not being sustainable in view of improved life expectancy.

The Head of Adult Services added that the adult social care budget is closely monitored to look at all costs and their impact. For example, in terms of capital threshold, it was detected that there was an increase in take up in the south of the county. Detailed analysis illustrated that the increase was not from practice placements but more people self-funding. Their capital had then dropped below threshold and the authority assumes responsibility. There is a further impact from new care homes being built and people migrating to the area who may be self-funding and then fall below the capital threshold leading to unpredictable costs. It was added that the authority has a good record of cost avoidance and has been successful in holding demand back through the current operational model.

The Chief Officer directed Select Committee Members to the following report:
<http://www.health.org.uk/publication/path-sustainability>

The Chair raised the £1m overspend last year and questioned if there is a reserve. It was confirmed that it has been possible to access corporate reserves for staffing restructure, redundancies etc but there are no reserves within the department budget as in some councils. It was confirmed that the authority operates a holistic reserves policy with some exceptions in which the net bottom line is analysed before looking at replenishing or utilising reserves. It was recalled that whilst there was an overspend in social care, this was mitigated by other underspends which were used to replenish reserves. It was commented that there is little headroom to facilitate service change. Reserves are currently held at 5.08% which falls within acceptable guidelines. Welsh Government advise that councils should not retain large balances during this period of austerity.

The Chair sought clarification if the redevelopment of Mardy Park and the refurbishment of the caretaker's bungalow at Abergavenny Leisure Centre were examples of capital expenditure. The Committee were informed that there are small elements of capital spend in relation to adult services which is likely to be from different projects and budgets.

The Chair queried if long term plans might see the development of the health centres in Hubs and it was responded that council considers the capital programme for the coming year and revenue budget in January/February which determines priorities and unmet demand. Last year, for example, a potential replacement for Severn View in a few years was considered which may present opportunities for co-location of services.

It was clarified that Budden Crescent is rented from Charter Housing.

Considering the development of Hubs as a strategic direction, the authority already has Mardy Park, Monnow Vale and Chepstow Hospitals which offer integrated provision. Monnow Vale houses a range of services and intervention in an integrated health and social care facility. Mardy Park is moving to a fully integrated hub with e.g. memory services, clinics from Nevill Hall

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Hospital and significant community engagement element. Consideration of the development of Chepstow Hospital as a hub is in progress and a sub hub is being developed in Usk with similar plans for the Caldicot area to provide health and social care.

A Member commented that this approach will attract top doctors to the area. The Member noted that it can be difficult to access services.

Considering capital resourcing, the Select Committee were informed that an Integrated Care Fund is available through the Greater Gwent Partnership to further the strategic intent to develop hubs. Additionally, Welsh Government has funds for primary care development. There will be further opportunities to access pots of capital outside of the Council's capital programme.

In response to a question, it was explained that the Abergavenny hub is not in the 2017/18 capital programme this year as there is no quantified cost. Members will have control when this item is added.

Committee Conclusions

The Committee scrutinised the report and Members were interested in the updates provided on current and strategy and the potential for co-location of services.

The recommendations were endorsed to proceed to Cabinet.

The Committee recognised the challenges and unpredictability of the cost of adult social care and Members were directed to <http://www.health.org.uk/publication/path-sustainability>

6. To consider whether to exclude the press and public from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, as amended, on the grounds that it involves the information as defined in Paragraph 12 of Part 4 of Schedule 12A to the Act (Proper Officer's view attached).

It was resolved to exclude the press and public from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, as amended, on the grounds that it involves the information as defined in Paragraph 12 of Part 4 of Schedule 12A to the Act [Proper Officer's view attached].

7. Future of Private Leasing Scheme: Due Diligence & Options Report

Purpose

The Council's contract with Melin Homes to manage the Private Leasing Scheme (PLS) is due to end in June 2018. The purpose of the report is to make the Committee aware of the findings of a due diligence exercise and to consider the options for the future management of the scheme. The report also provides an update on Welsh Government temporary accommodation funding and its relevance to the PLS.

Key Issues

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- Under the Housing (Wales) Act 2014, the Council has a duty to both respond to homelessness and to prevent homelessness. The Act also provides the power to discharge the associated duties into the private rented sector. In recent years it has been a priority to strengthen prevention activity, including engaging with private landlords to enable access to the private accommodation as an alternative to over relying on social housing and the need to utilise bed & breakfast.
- The Council has operated a PLS for over ten years. It was initially established due to the lack of social housing. The scheme supports the Council to discharge its statutory duties and helps to minimise bed & breakfast use. The PLS was transferred to Melin Homes in 2009 having tendered for the contract. This ends in June 2018. A decision now needs to be made about the future of the PLS and the Council is actively preparing for the end of the contract and undertaking a process of due diligence. See Appendix 1. Melin no longer wish to manage the scheme, in part, due to Welfare Reform changes.
- Of relevance is the Department of Work & Pensions decision from April 2017 to remove the ability to claim a £60 pw per property temporary accommodation management fee subsidy, through housing benefit. Welsh Government have replaced with additional Rate Support Grant.
- Although the Council continually seeks to access private rented opportunities, the ability to deliver the required number of properties is limited for a number of reasons including:
 - Homeless applicants typically are low income households and in receipt of benefit.
 - Lettings agencies and landlords are often reluctant to accept households on benefit.
 - Many households cannot afford to meet local rents and upfront private sector costs. The Council only has a limited ability to support in this respect.
 - Vulnerable households are often perceived, often incorrectly, as a risk to landlords
 - Some households with complex needs are difficult to accommodate in any sector
- The following options, which are fully evaluated in Appendix 1, are available:
 - Option 1 – Transfer back to the Council and continue to operate whilst seeking to retain but re-negotiate with landlords. The PLS would operate alongside the Shared Housing Scheme. Option 1 is considered the most appropriate option in order to most effectively meet statutory duties. It also supports the development of Monmouthshire Lettings.
 - Option 2 – Transfer back to the Council and phase out the scheme. This would impact negatively on preventing homelessness due to the lack of social housing and other housing options. It would also be detrimental to applicants and other costs would be incurred, such as bed & breakfast and Prevention related expenditure.
 - Option 3 - Identify a new provider, although it is believed there will be little interest due to the unique nature of the service. Equally, it is considered that the Housing Options Team is best placed to manage the PLS directly due to the need for maximum flexibility, particularly in relation to supporting vulnerable households.

Recommendations:

- To consider how the PLS supports households accessing it, the Council's duties in relation to homelessness, other responsibilities (eg Public Protection) and to consider the budget implications for the Council.

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- The Council explores the available options for meeting its responsibilities for the on-going provision of temporary accommodation, as per the Housing (Wales) Act 2014 and for the Committee to receive a further report as soon as possible.
- Continue to work with Melin Homes and prepare for the ending of the private leased contract in June 2018, including seeking to reduce or eliminate costs wherever possible.
- To continue implementing the process of due diligence include giving particular regard to rent arrears and property condition.

Member Scrutiny:

Members scrutinised the report presented by the Housing and Regeneration Manager and the Private Sector Housing Manager. County Councillor R. Greenland spoke as Cabinet Member.

Committee's Conclusions

The report was scrutinised, and note was taken of the Cabinet Member's input.

The recommendations outlined in the report were agreed.

8. Actions Arising from the last meeting.

- **Actions:** Regarding action points from previous meetings, it was discussed that responses are often sent to Committee Members individually, or as a group, and therefore not formally reported back to the Select Committee. To address this issue, it was agreed that such information should be included in the Action List from this point on. It was further agreed that Officers should be advised that any information they provide, in response to an action point, will be in the public domain.
- **Performance Report 2016/17:** It was agreed that the table below provided after the last meeting with the number of people entering residential care during the year and percentages of the whole by age group should be published in the minutes:

Age Groups	# of people entering res care in the year	% of people in each age group
18-64	16	15%
65-74	6	6%
75-84	25	24%
85+	57	55%
Grand Total	104	100%

- **Affordable Housing:** Concern was expressed about an example where 2 of 20 affordable homes on a development were purchased shortly after allocation. It was queried if this would reduce the number of affordable houses delivered. The eligibility criteria for such circumstances was questioned as affordable homes should be for everyone not to be sold. It was questioned if the number of houses sold were included in the figures for affordable homes.

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A further question centred on the availability of s106 recreation and s106 education funding allocations. It was commented that affordable housing is almost always allocated to Registered Social Landlords. It was confirmed that applications for s106 consider the type of affordable housing. It was explained that if anything deviates from the affordability criteria should be monitored.

A Member wished to ensure that affordable houses are genuinely for local people and that they have priority in the first allocation. It was explained that the rural allocations policy applies which uses very strict eligibility criteria to ensure that dwellings are allocated to local people.

It was suggested that the Chair of Strong Communities Select Committee noted the discussion.

9. Adults Select Committee Forward Work Programme

The Forward Work Programme was received and noted.

10. Council and Cabinet Forward Plan

The Council and Cabinet Forward Plan was noted. Members were reminded that the Plan is updated every week and circulated every Friday.

11. To confirm the date and time of the next meeting as 24th October 2017 at 10.00am

The meeting ended at 12.05 pm

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MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT:	Severn View Re-Provision New build residential home – Crick Road
MEETING:	ADULTS SELECT COMMITTEE
DATE:	30.10.17
DIVISION / WARDS AFFECTED:	ALL

1. PURPOSE

- 1.1. This report presents options for the development of a new residential home to replace the current services provided at Severn View Residential Home in Chepstow. This development is a unique opportunity for Monmouthshire to lead within the county and nationally on a new model of residential care based on bespoke building design and a bespoke staffing model that supports the highest possible quality of life for people needing 24 hour care who are living with dementia. The report presents, for consideration, the reasons that underpin the need for this development, the options available but specifically seeks feedback prior to the commencement of the next phase of the project.

2. RECOMMENDATIONS

- 2.1. To request that Adults Select Committee undertake pre-decision scrutiny of the proposals and options within this report.

3. BACKGROUND

- 3.1. The proposed home at Crick Road will replace Severn View Resource Centre (SVRC). Sited in Chepstow, SVRC is a local authority owned and run building.
- 3.2. The home comprises 25 long term beds for people living with dementia, 4 short term beds (respite) for people living with dementia and older frail people and 1 long term bed for older frail people. The home also supports 2 step up step / down beds to support discharge and prevent admission from hospital. The home has reconfigured over recent years to support mainly people with dementia in response to an under provision in the independent sector. The home has a consistently good reputation and maintains near 100% occupancy.
- 3.3. The designs for the proposed new home are detailed in Appendices 1 to 3. The designs are delivered against a detailed design brief [Appendix 4] prepared following a detailed literary review, visits to other providers nationally, discussions with experts and a review of design guidance from research centres.
- 3.4. The designs have been undertaken by John Carter (founding partner) of Pentan Architects, a specialist in care home design. The proposals aspire to best practice in care home design nationally and to be a market leader in the provision of person centred support to people with dementia. The homes design is based on 4 x households at ground floor level with the aim to reflect as closely as possible a domestic homelike feel.
- 3.5. Initial proposals detail 3 households of 8 to support 24 people with long term care and 1 household of 8 to support short term care.
- 3.6. The designs allows (and incorporates options) for building on two floors to enable the exploration of additional provision. Consultation reveals the increasing demand for an additional nursing care household on site to support transition and consistency. We need to avoid transferring people to other homes when their needs meet the threshold for nursing support.
- 3.7. The provision will focus on support to people with dementia although it will retain 2 x step-up step-down beds as part of the household that provides short-term care for older people with dementia.
- 3.8. As part of the development of the care home we aim to incorporate an outreach care team to support local people to remain in their home. Critical is access to a 24 hour response as support with night time needs can be the difference between staying in your own home and moving into a residential home. During development there have been on-going discussions

about housing across the wider site with agreement to incorporate specially adapted homes and 'homes for life' within the development.

4. KEY ISSUES

- 4.1. The current home at Severn View in Chepstow was built c1979 and although the layout is good, it has a number of significant weaknesses:
 - 4.1.1. Bedrooms are not en-suite. This is becoming increasingly unviable and there is the potential to be given a non-compliance order from Care and Social Services Inspectorate in Wales (CSSIW) in due course.
 - 4.1.2. The layout is one of long corridors which is seen as poor practice in care home design; particularly in respect of people living with dementia due to difficulties in orientation and feelings of restriction.
 - 4.1.3. The home is on two floors, and this prevents ease of access to outdoor spaces.
 - 4.1.4. Respite Services for people with dementia are supported on the same wings as those occupied by our long-term residents. Best practice would be to separate out the respite for people with dementia to avoid disruption to our long-term residents. Residential respite for people with dementia is significantly over subscribed.
- 4.2. In-house provision has a role to support the market. Demand and availability of long and short terms beds for older frail people [not living with dementia] suggests that this should not form part of future plans for the new build. Before a decision is made in this respect, further detailed discussion is required.
- 4.3. There are elements of fragility in the market with two independent sector provider homes closing in the last two years. Demand is set to increase and a balanced, resilient and stable cross sector provision is required to meet the demands of the future
- 4.4. The development of the home sits within a complex picture demographically. In summary:
 - 4.4.1. There are 19,863 people over 65 years old in Monmouthshire, approximately 22% of the population, this part of our community is projected to grow by 56.9% to 31,157 between 2012 and 2033. In the South of the County 18% (7,138) of the population is 65+ according to the 2011 census. This shows a 30% increase in people who are 65+ between the 2001 and 2011 census (5484 to 7138).
 - 4.4.2. According to research conducted for Dementia UK in 2013 (Alzheimer's Society 2014) 95% of people with dementia in the UK are 65+.
 - 4.4.3. The over 85 age group is expected to increase in Monmouthshire by 153% from 2,714 in 2012 to 6,863 in 2033. Between 2001 and 2011, this age group increased by 61%, from 547 to 882, in the south of the county
 - 4.4.4. People are living longer with increased life expectancy as evidenced by the 57% increase in people over 90 in the South of the County between the 2001 and 2011 census (188 to 295).
 - 4.4.5. The current trends that there is an increase in older people moving to Monmouthshire.
 - 4.4.6. Increase in demand and expectation for health and social care services.
 - 4.4.7. Increase in people who are 65+ with conditions such as circulatory diseases, respiratory diseases and dementia (or long term health conditions as this is the census measure). The data from the census shows a 42% increase (2858 to 4053) in people with LTH problem or disability who are 65+ between 2001 and 2011.
 - 4.4.8. 14.4% of older people in Monmouthshire live alone, in the south of the county this figure is 27.9%. In the south of the county 25% of households are single occupancy, of which 50% are single occupancy households who are 65+.
 - 4.4.9. The number of Monmouthshire people aged 65 and over predicted to have dementia is expected to increase by 82% from 1377 in 2012, to 2,506 in 2030.
- 4.5. Social care services are developing to keep pace with increasing demand and complexity. Much of the detail around the development of adult social care services is available elsewhere and so is not repeated here but in summary:
 - 4.5.1. Demand for residential placements has been maintained due to the development and associated training that supports people to continue to live at home for as long as possible. It is anticipated though that demand will increase over time in response to the demographic challenges outlined above.
 - 4.5.2. The independent market in the provision of residential placements is fragile and a

number of providers have given notice in recent years due to the unsustainability of the service. Council provided services are seen as integral to a balanced and stable market.

4.6. Options Appraisal

Option	Benefits	Risks
<p>Option One – No development. We would retain Severn View as the council provision for older people with dementia.</p>	<ul style="list-style-type: none"> ▪ SVRH maintains a consistently high reputation and near 100% occupancy. ▪ We would have no disruption to services. 	<ul style="list-style-type: none"> ▪ Investment may be required to have en-suite bathrooms if required by CSSIW. This would reduce occupancy and increase unit costs, thus negating the benefits listed. ▪ The building is ageing and maintenance costs will continue to increase. The home may become unsustainable in the longer term. ▪ We are not able to demonstrate best practice in person centred dementia care due to current environmental restrictions – first floor bedrooms. ▪ The opportunity to be a part of the Crick Road development will be lost
<p>Option Two – invite other providers to develop a care home.</p>	<ul style="list-style-type: none"> ▪ Monmouthshire does not have a monopoly on best practice. Other providers may deliver best practice in care home design. ▪ Other providers may be able to deliver a more efficient residential model of service delivery. 	<ul style="list-style-type: none"> ▪ The current market does not support an additional 32 beds of residential only provision. There will be an oversupply in the market leading to the loss of existing providers. ▪ Ultimately as SVRH becomes increasingly unsustainable we will no longer have a stake in the market. This will leave us vulnerable in terms of dictating quality and open to care home fee increase demands. ▪ We cannot dictate the design. Independent providers will construct designs based on economies of scale. Research reveals that the minimum number of beds required is 60. There is not the demand for this number and so this will leave voids or would not be an attractive proposition for providers.
<p>Option Three – Melin or another provider develop the care home on the site.</p>	<ul style="list-style-type: none"> ▪ As above 	<ul style="list-style-type: none"> ▪ TUPE would almost certainly apply if the construction of the home was predicated on the transfer of the existing residents from Severn View.

		<p>The council's terms and conditions may make the development unattractive economically.</p> <ul style="list-style-type: none"> ▪ There would be considerable opposition to the transfer of ownership to another provider from relatives and staff. ▪ We would not be able to dictate practice and approach in terms of care provision and care home design. ▪ Melin are not currently a provider of social care services and this would be a complex area to enter in the social care field.
Option Four – MCC work in partnership with the wider site development to construct its own residential provision – PREFERRED – see below for more detail.		

5. REASONS

- 5.1. The re-provision of Severn View would ensure a sustainable and long term role in the provision of residential services for people living with dementia.
- 5.2. Severn View Residential Home has played a critical role in the provision of residential care over the last number of years. Principally:
- 5.2.1. It has developed a unique approach to the person centred care of people living with dementia
- 5.2.2. It creates an alternative to independent sector placement. There remains significant on-going pressure around care home fees. Whilst relationships with our providers remain positive it is critical that the council maintains its role to ensure that we have a balanced and multi-agency approach to care provision.
- 5.2.3. Severn View provides a significant proportion of residential placements in the south of the county. We retain an umbrella role to respond to fluctuations in the market and to support the independent sector. Moreover, as a provider of services the council is able to liaise with the independent sector based on direct experience and involvement rather than simply from a commissioning perspective.
- 5.2.4. Severn View provides the majority of short term placements for people living with dementia. This is an integral part of supporting people to stay in their own homes and as part of a range of support services for carers. Short-term placements are traditionally not an attractive proposition for independent providers due to the lack of guaranteed income.
- 5.2.5. The re-provision would support the continuation of step up step down beds to ensure equitable access to intermediate care services across the county.
- 5.2.6. It creates a safety net for market provision.
- 5.3. The establishment of the care home on the wider Crick Road site affords the opportunity to develop a balanced and inclusive approach to community provision. The home would sit as

part of the community and the design itself explicitly invites the community to use shared spaces. There is also the opportunity to outreach to the wider community to offer flexible and economical community support to those living locally and specifically to those in the specially adapted accommodation included in the wider plans.

- 5.4. An opportunity for MCC to lead on practice both locally and nationally.
- 5.5. The re-provision affords the opportunity to develop an innovative 'household' staffing model. The team would be employed to generic 'household' support worker role profiles. Effectively, teams would undertake roles that support the running of the household and not role specific. I.e. responsible for care, cooking, activities and cleaning. This approach fosters inclusion and enablement for those living at the centre and ensures their involvement in all aspects of daily living.

6. RESOURCE REQUIREMENTS AND COSTS

6.1. PHASE ONE – PRELIMINARY DEVELOPMENT [JULY 2017 – MARCH 2018]

Stage	Responsible	Costs	Funding	Status
Design Brief & Project Scope	Colin Richings, MCC	0		Complete – July 2017
Consultation, Concept, Preliminary Design & Modelling	Pentan Architects	9,800.00	ICF*	Complete September 2017
Initial Costings	Strong's Partnership Chartered Quantity Surveyors	1,900.00	ICF*	Complete September 2017
Detailed Business Case & Project Management	Consultant to be appointed.	30,000.00	ICF*	Pending October – March 2018

*Integrated Care Funding of £50,000 secured.

6.2. CAPITAL COSTS

6.2.1. Initial costings give a projected range of costs of c£1,750 - £1,850 per m². Preliminary designs give an estimated floor area of 1,090m² per block [2 x households]. To provide baseline accommodation of 32 beds would require 2 x blocks at ground floor level.

6.2.2. Therefore capital costs are derived: 2x 1,090 x 1,750 / 1,850 = **£3.815million to £4.033million.**

6.3. FUNDING:

6.3.1. Current staff model is based on structured / separated staff groups. This includes an officer team, care team, admin team, domestic team and kitchen team. Current staffing budget is £1,401,472.

6.3.2. The new residential home will be supported by a new household staffing model where most tasks are considered generic and leadership roles are ostensibly hands-on. This will further support a person centred approach to hands on where residents are involved in all aspects of daily living. The initial proposed breakdown of funding is as follows:

STAFFING GROUP / AREA	COSTS
Leadership	147,764.00
Administration	12,506.00
Care Staff [Days]	811,048.00
Contracted Relief	70,387.38
Care Staff [Nights]	183,448.00
Sub Total	1,225,153.38

Remaining Cover Budget	61,257.00
Grand Total	1,286,410.38

6.3.3. A conservative target of 25% efficiency in energy use is anticipated with the new build. Based on actual spend 15 / 16 there will be a £12,670 saving on the annual budget.

6.3.4. Prudential Borrowing is estimated at £60,000 repayment per £1million borrowed.

6.3.5. Valuation of Severn View Residential Home gives an initial estimate of £750,000 sale value.

6.4. FUNDING SUMMARY

Capital Costs	3,815,000.00		
Capital Receipt	750,000.00		
Funding required			3,065,000.00
Staffing Model		115,061.62	
Utilities Savings		12,670	
Total Revenue Savings		127,731.62	
Borrowing			2,122,860,.00
SHORTFALL			942,140.00

6.5. SHORTFALL

6.5.1. Staff revenue savings are based on an initial review of the current staffing model. Further work is required to develop this model further and the potential for further savings explored.

6.5.2. Severn View currently receives Integrated Care Funding of £55,000.00 per annum to support the step up step down beds at the home. This funding is not included in the current staffing budget. It is anticipated that funding for the new home can be secured.

6.5.3. The current costs for the new home are based on an 'ideal' design and maximum floor space. Alterations to the design can reduce costs. It should be noted that the figures used are at the lower end of the estimates and changes to design will reduce the impact of the new home.

6.5.4. The current design is based on ground floor only accommodation. Further work is required to explore partnership arrangements with other agencies. This includes the potential to develop a first floor nursing wing with colleagues in Aneurin Bevan University Health Board. It is anticipated that this will reduce the cost per m² of the development.

6.5.5. We are aware of various Welsh Government funds to support the development of residential services for older people living with dementia. We anticipate applications for capital funds to support the development.

7. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

7.1. See Appendix 5

8. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

8.1. See Appendix 5

9. CONSULTEES:

9.1. Severn View Residents and Families

9.2. Staff Teams at Severn View Residential Home

9.3. Colleagues in South Monmouthshire Integrated Services

9.4. Senior Leadership Team

10. BACKGROUND PAPERS

10.1. **Crick Road development – Cabinet Report**

11. AUTHOR: Colin Richings – Integrated Services Manager [Abergavenny] & Direct Care Services Lead

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Tel: [07786] 702753

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1. **INTRODUCTION** - The content of this brief should be considered as indicative and approached on the basis of an iterative process in partnership with key stakeholders. We anticipate that the requirements of the scheme needs to be developed alongside the master plan for the whole development so that the home responds to the site and vice versa.

The fundamentals of good design are well documented and researched and the following does not seek to replicate the detail given in the following resources and others:

- ‘Excellence in Design: Optimal Living Space for People with Alzheimer’s Disease and Related Dementias’ - Chmielewski E, Eastman P. [2014]
- Joseph Rowntree Foundation – Designing and Managing Care Homes for People with Dementia. <http://www.jrf.org.uk/sites/files/jrf/1861348118.pdf>
- University of Stirling - <http://dementia.stir.ac.uk/design> [Good Practice in the design of homes for people living with dementia]
- Dementia Care Matters – Butterfly Household Model of Care
- Social Care Institute for Excellence – Dementia Friendly Environments

Suffice to say we want to achieve best practice in care home design. Overall the purpose of this brief is to inform the design of a care home but the social care sector is complex and so the detail given also refers to other forms of available care and support that would in an ideal world be available to supplement current services. This is included as it does dictate the size of the home but may also be useful for the design team and MCC in determining the make-up of the wider site.

2. **BACKGROUND:**

- 2.1. The proposed home at Crick Road will replace Severn View Resource Centre (SVRC). Sited in Chepstow, SVRC is a local authority owned and run building. In addition to a 32 bed residential home, the centre houses the Sth Monmouthshire Care at Home Team and a 6 days per week day service for older frail people and for older people with dementia.
- 2.2. The home comprises 24 long term beds for people living with dementia, 2 short term beds (respite) for people living with dementia, 3 short term beds for older frail people and 1 long term bed for older frail people. The home also supports 2 step up step / down beds to support discharge and prevent admission from hospital.
- 2.3. The home has reconfigured over recent years to support mainly people with dementia in response to an under provision in the independent sector. The home maintains a consistently good reputation and maintains near 100% occupancy.
- 2.4. The home was built c1979 and although the layout is good, it has a number of significant weaknesses:
 - 2.4.1. Bedrooms are not en-suite. This is becoming increasingly unviable and there is the potential to be given a non-compliance order from CSSIW in due course.
 - 2.4.2. The layout is one of long corridors which is seen as poor practice in care home design; particularly in respect of people living with dementia due to difficulties in orientation and feelings of restriction.
 - 2.4.3. The home is on two floors, and this prevents ease of access to outdoor spaces.

2.5. Respite Services for people with dementia are supported on the same wings as those occupied by our long-term residents. Best practice would be to separate out the respite for people with dementia to avoid disruption to our long-term residents. Residential respite for people with dementia is significantly over subscribed.

2.6. In-house provision has a role to support the market. Demand and availability of long and short terms beds for older frail people [not living with dementia] suggests that this should not form part of future plans for the new build – further discussion required!

3. OVERVIEW of DEMAND and BED REQUIREMENTS:

3.1. SERVICE REQUIREMENTS

3.1.1. In terms of requirements the starting position is that MCC is seeking the re-provision of approximately 30 residential beds for older people living with dementia and a day service 6 days per week supporting 15 people per day. The limit is set according to revenue funding for staffing and the current provision. Exact requirements will need to be specified as we move through the design process. It is important to note that as it stands we must at least re-provide current services but this development allows an opportunity to explore the following:

3.1.1.1. The building design should through a well-planned environment support a more efficient staffing model. Although dependent on the funding mechanism for the new home, this efficiency may support an increased number of beds within the same financial envelope.

3.1.1.2. There is an under provision of high quality residential care for people with dementia. The potential to divert funding from independent sector placements to increase the number of beds provided should be explored.

3.1.1.3. Alternate funding options can be explored with funding and charging for rooms operating to different models of support.

3.1.1.4. Partnership arrangements could be explored with other not for profit providers so that there is some element of shared ownership that would allow an increase in the number of beds.

3.2. DEMOGRAPHICS

3.2.1. Current demand can be confused or influenced by current practice, assessment and service provision. For example the threshold that someone is considered for residential care is influenced by:

3.2.1.1. The expectations of the family and the person and limitations placed as to perceived ability to cope. Risk averse approaches from family members may lead to residential care prematurely.

3.2.1.2. The current standards and practice of community based services. Support may be failing; not due to the abilities and needs of the person but as a result of inconsistent care and support.

3.2.1.3. The range of services currently provided within the community. It is often not a dramatic shift in need that requires a move to permanent care but a tipping point. This may be need for support during the night, carer breakdown, anxiety, disorientation etc... If enhanced community based services were available, the need for residential care may be delayed or even prevented.

In essence a demographic trend that shows a percentage increase in people over the age of 85 cannot be simply extrapolated on the basis of an average of number of people over the age of 85 in residential care.

3.3. **BALANCED PROVISION:** to ensure that residential care services are targeted and focused on need, they must exist within a balanced environment of provision.

3.3.1. Extra care / enhanced community provision: there is clear evidence of the need to provide enhanced provisions to people being supported in the community. Elsewhere in the county where such provision is available the number of residential placements per capita is significantly lower.

3.3.2. Critical in the development of services is the exploration of nursing involvement in providing services. The strategic agenda across social care and health is paving the way for ever closer working. Key questions include whether part of the home could include nursing provision and also whether specialist end of life services could be provided. Different legislative standards and requirements would need to be considered if this aspect of development gained momentum.

3.3.3. Critical also is to maintain the provision of step up step down beds to ensure avoidable admissions and prevent unnecessary placements to residential services directly from hospital. These could be included within the respite wing / household of the home.

3.3.4. Supportive models of care that work across service areas. An integrated model of support with staff working across service areas may be an option and further increase staffing efficiency as well as improving the experience of the person being supported.

3.4. **CONCLUSION.** For the purposes of informing the initial design and to allow for further discussions on funding we propose that the range of 30 – 40 bedrooms for people with dementia is utilised with 1 short-term provided for every 6 long term beds and 2 additional step up step down beds. As stated the specific requirements will be dependent on the revenue funding available and agreed. It is also dependent on other housing models such as extra care which may with the right facilities be able to support respite and step up / step down facilities. **NB** we currently have one permanent resident who does not have dementia. Although support for older frail people may not be part of future provision we would need to be able to accommodate this one person in the new home or within the extra care facility.

4. CARE HOME DESIGN

4.1. PRINCIPLES OF RELATIONSHIP BASED CARE AND OUTCOMES FOR RESIDENTIAL PROVISION.

4.1.1. Critical in the design of the home is that the form supports the approach and practice within care services. Below are the outcomes for our residential services. Practice is based solely on relationship centred care; that we are ‘with’ people and not doing ‘to’ or ‘for’ people. That our approach supports the identity of the person. All our teams have very comprehensive training and at the heart of this training is the philosophy of Prof. Tom Kitwood. The flower shown is an illustration of the key ingredients to well-being identified by Kitwood. For someone to live well, these elements must be consistently present. This is true of everyone, whether they have dementia or not. An additional ingredient of ‘autonomy’ needs to be considered and the home design should support spontaneity and choice – where to be, what to do, when to eat etc.. Overall, we know that you can live well with dementia and the design of any care home has to actively support these ingredients to be present.



SERVICE OUTCOMES

- We promote a relationship based experience of receiving care and support that enables a natural life, promotes choice, control, independence and meets the social and emotional needs of the people we support.
- Improved listening and assessment. We understand ‘what matters’ and we know the person ‘ordinarily’. In this context person centred support is only ever about the individual and founded on the persons individual needs for autonomy, inclusion, identity, attachment and comfort.
- Making it home. We recognise that “home” is different to us all and our homes reflect who we are as an individual. For those that live and stay at the home we will support the person to create a home and be at home; what comfort, security and individuality is to you. Shared areas will reflect the people who live in the home and their preferences.
- Services support the spirit of the person. We will place equal importance on the social and emotional well-being of the person as well as their physical well-being.
- Services support families, friends and other important people to remain involved they will feel involved and listened to and encouraged to actively advocate for their loved ones.
- The home looks, sounds and feels like a place for individuals to express themselves, have fun, make noise, be involved, be busy, find retreat and privacy and is at its heart whatever it needs to be to respond to how any person feels at any given moment.
- We recognise the importance of food and drink to a person’s well-being. Meal times should be an occasion and be about so much more than just the food we eat.
- Maintaining connections with their local communities - to support people to maintain a sense of personal identity and inclusion in the local community. Communities will become more inclusive and

awareness of dementia will increase. We will actively seek opportunities to engage in the local community both through accessing the community and inviting community groups to visit regularly.

- The role of our teams develops. We utilise the skills of individual team members and they feel empowered, valued and their well-being improves. Individual team members are fully engaged and involved in developments.

4.2. DESIGN CONSIDERATIONS

4.2.1. **Overview** - Critical is on first approaching the care home what does it look, sound, smell and feel like. The tension between group living and it being an individual home must be reconciled in all aspects of the design. Typically, new build care homes can have a sterile, corporate [hotel] feel upon entry with reception, offices etc. Whilst there are practicalities of safety and security to resolve, a fence and security gate should not be the first thing that greets the person upon arrival. Reception and offices may need to be incorporated into shared areas (see below). Home style entrances are preferable that lead directly into the home and living areas. Coats and shoes would be more familiar as you enter a home, not a reception desk and adjacent offices. The home should be based on smaller households that are connected. People living with dementia can be overwhelmed by large spaces, too many people and too much noise. Smaller households mean shorter walking distances and better orientation which will increase the independence of the person. Smaller households will support person centred care and allow for 'flatter' staffing structures.

Each household should ideally have a separate external entrance and should include a large kitchen, lounge, dining room, shared toilet, fully equipped bathroom and quieter lounge area – this could be a snug. It is anticipated that the households would be linked but that there would be a shared area accessible from each household. Ideally each household would have no more than 8 – 10 en-suite bedrooms [8 per household is ideal]. En-suites will mainly have shower facilities but some incorporated baths would be beneficial. There is no need for separate toilet facilities for visitors and staff.

4.2.2. **Shared areas** within the home as a whole could include a Library, Hairdressers, Shop, Tea room and also have space for reception, office, staff welfare and administrative functions.

4.2.3. **Outdoors** - Access to safe secure outside spaces with different areas to allow for privacy and contemplation as well as socialisation. Ease of access to outside spaces is key to well-being; not only does it support people to connect with the world around them and give a sense of self and place, it is essential to physical well-being and sleep. The use of interconnecting paths should be considered, allowing the resident to roam to different areas. There should be natural flow to inside and outside areas so that the outside is accessible all year round. Toilet facilities should be provided outside. A detailed list of requirements for the garden has been prepared and can be shared with the design team. Ideally the home would be constructed at ground floor but 1st floor accommodation can be considered if there is direct access to outside spaces via roof terraces.

- 4.2.4. **Aspect** – There should be clear views of the outside (low cill heights) from as many places as possible.
- 4.2.5. **Orientation** – if a resident knows where they are, how to get somewhere and when they have arrived confidence will increase to move around the building. This will support greater independence and improved interaction within the home. Colour, light boxes, landmarks, destinations and specific features are all methods of orientation. Significant visual cues are key and consideration should also be given to using different smells to aid orientation.
- 4.2.6. **Personalisation** - It is not enough to state we encourage all residents to decorate their own room. This can be built in. Door furniture, colour schemes, memory boxes that are inset into walls as windows should help to orientate but areas of floor and wall space should be left to ensure that personalisation becomes almost a requirement. Shared areas should reflect the residents that are living there. There is a tendency to use front door furniture (knockers, letter box etc...) for bedrooms and this needs further discussion but this may run contrary to the household model.
- 4.2.7. **Noise and Acoustics** - careful consideration needs to be given to the acoustics within the home. As part of practice development senior staff undertake observations of interactions within the home – i.e. they will sit and passively observe. Levels of noise and associated disorientation and distress are key themes in the feedback from these observations.
- 4.2.8. **Couples** – Consideration needs to be given to providing rooms that can be converted to accommodate a couple to ensure people can stay together
- 4.2.9. **IT access** – is now essential for all residents especially as we develop access to social media. Phones must also be provided in each room. The home should have Wi-Fi.
- 4.2.10. **Alarm call system** - can support the efficient running of a home and help to keep residents and staff safe. Call monitoring functionality can be extended beyond alerting for emergencies and calling for assistance. The system must also be compatible with internal and external use. Use of smartphone technologies should be considered.
- 4.3. **VISITORS** – Residential homes can isolate relatives and visitors – families will question their role and purpose in the support of their loved ones when they come to live in a residential home. The design must incorporate:
- 4.3.1. A sense that visitors are part of the home and feel comfortable to be active participants in the life of the home. This supports them to have purpose when visiting.
- 4.3.2. Both inside and outside there needs to be areas for visitors to spend time alone with a resident. This should also include private dining space so that families can have a meal together.
- 4.3.3. Families and visitors should also have access to training and information resources. This is particularly important for families of people attending the home for respite.
- 4.3.4. Ideally the home would provide guest accommodation for families visiting from far away or when their loved one is unwell or at the end of their lives.

4.3.5. The Outside space should include a children's play area to encourage all members of the family to visit the home.

4.4. ANCILLIARY SPACES

4.4.1. Sufficient storage spaces must be built into the home. Sluice rooms must be anonymised wherever possible to avoid unwanted access by residents. Location and storage of delivery to large bulk items (incontinence products) needs to be considered.

4.4.2. Car Parking should be adequate but should not impose on free access to external spaces.

5. COMMUNITY CONNECTIONS

5.1. A fundamental of the project is to connect the home with the wider community. The day service could also be available as a community resource / centre, shared areas within the home could invite people in; whether to use the tea room, shop or library.

5.2. Access to public transport has been highlighted as key in consultation with resident's families.

5.3. Joint areas could be considered. One idea proposed is that there should be a crèche on the wider site with outside spaces shared between the home and the crèche. The potential for older people to be with children can have significant benefits for both.

6. MANAGEMENT AND STAFFING

6.1. As discussed there are clear benefits to residents if they are supported by a staff team who feel supported themselves.

6.2. Clearly the home must accommodate some management and administrative function and further debate is required as to how this is best accommodated. Anything resembling a work station must be avoided in the home areas but there needs to be infrastructure which allows staff on the residential units to maintain files, store medication and access resident information. Paper free systems are currently being introduced across direct care services so a lap top is sufficient in each area.

6.3. Areas must be created for professional consultation and discussion – the home needs to invite in reach.

6.4. One key aspect of quality in care provision is the stability of the staff group. High retention allows for skills development and organisational investment in each team member. The built environment must support this. In addition to all aspects of comfort that exist for residents apply equally to staff. In addition the following should be considered:

6.4.1. There needs to be a quiet area for staff to withdraw to. In dealing with behaviour that can challenge staff can experience high levels of stress – this room can be linked to resident and visitor quiet areas – rooms for relaxation, contemplation etc....

6.4.2. Access to on-site training facilities which support continuous improvement and self-directed learning. One proposal under discussion is to establish the care home as a site to develop best practice in supporting people with dementia. This could include full

on-site training facilities as well as opportunities to develop apprenticeships and placements.

7. **CONSULTATION** - Before detailed designs are produced there is a clear need to undertake further consultation with a wide range of stakeholders. This should include people living with dementia, Families, Integrated Services Teams, Aneurin Bevan University Health Board Colleagues, Direct Care Teams and specialists in supporting people with dementia.



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Colin Richings</p> <p>Phone no: 07786 702753 E-mail: colinrichings@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>The development of a new residential home on the Crick Road site to replace Severn View Residential Home in Chepstow.</p>
<p>Name of Service: Direct Care Services</p>	<p>Date Future Generations Evaluation 16.10.17</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

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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>Positive: the new build maintains a large staff team and continues the investment in team development and skills training. There is also the potential for the new build as a model for best practice to become a training site for other providers and apprentices.</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Positive: The proposals incorporate a strategy to maintain and enhance biodiversity – see overarching site development plan for details.	The residential home incorporates multiple outside spaces.
A healthier Wales People’s physical and mental wellbeing is maximized and health impacts are understood	Positive: the development seeks to preserve and enhance the excellent reputation for person centered care to people living with dementia. The model of care is based on enablement and involvement to promote independence and well-being.	The outside spaces have been specifically designed to ensure safe and spontaneous access to outside spaces. Indoor spaces encourage people to move around and interact with their environment.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The project specifically targets the integration of the home with the wider community to ensure problems of isolation are overcome, improve people’s understanding and awareness of dementia and to create the foundation for mutually supportive communities.	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
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	This projects has a focus on the social and emotional well-being of the people we support. Outdoor spaces will be created that enable safe and spontaneous access.	
A more equal Wales	The focus of direct care is supporting people to live well; maximizing their strengths and supporting contribution.	

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?
People can fulfil their potential no matter what their background or circumstances		

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The current home remains viable now. The aim of this project is to ensure that the positive impact on the lives of older people can be maintained in the long-term.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The project is a collaborative one in full partnership with multiple agencies. Once complete, we will continue to drive collaboration with the local community and other care providers to develop other models of best practice.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Our services are based solely on the needs of the person as expressed by them.</p>	<p>If we move into implementation phases we will develop forums to actively seeks the views of the people we support, their families and the teams that work with us.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	As above.	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	As above	

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	The project will preserve and enhance high quality services to older people. The wider care model will support older people to remain living within their own communities by providing outreach support from the home.		
Disability	As above		
Gender reassignment	Neutral		
Marriage or civil partnership	Neutral		
Pregnancy or maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	Neutral		
Sexual Orientation	Neutral		

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?
Welsh Language	Neutral		

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>

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	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 training is part of all our teams' core competencies. Combined with direct relationships and permission to act allows for a more proactive and preventative approach to 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>	
Corporate Parenting	Neutral		

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

The design brief for the home is based on an extensive literature review, visits to other homes nationally and on direct consultation with people using our services and their families in addition to members of the team at Severn View. The project has also engaged a specialist architect firm to provide advice and inform the design process in an iterative way.

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?

Overall, the project seeks to build on the current high quality services being provided to support older people living with dementia. The new build provides an opportunity to develop practice further within an environment that is specifically focused on supporting the health and well-being of the people we support and to ensure that they can still be a part of and contribute to their local community.

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7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

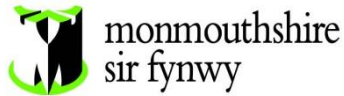
What are you going to do	When are you going to do it?	Who is responsible	Progress

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:	1 st October 2018
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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>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>	On-going	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>



SUBJECT:	Overview of Housing Support Gateway
MEETING:	Adult Select Committee
DATE:	24th October 2017
DIVISION/WARDS AFFECTED:	All

1.0 PURPOSE

- 1.1 The purpose of this report is to provide an overview of the Supporting People funded Housing Support Gateway, to raise awareness of the benefits, (to clients and partner agencies) and to highlight activity levels and future risks. **See Appendix 1.**

2. RECOMMENDATIONS

- 2.1 To consider how the Housing Support Gateway supports vulnerable households, particularly those threatened with or actually homeless under the Housing (Wales) Act 2014.

3. KEY ISSUES

- 3.1 The role of the Gateway team is to provide a single point of contact and access for Monmouthshire Housing Support services. The Gateway manages the receipt and processing of housing support referrals, undertake support assessment from or in respect of vulnerable households, manage the waiting list and arrange the 'timely' allocation of support packages to a range of Supporting People funded support providers.
- 3.2 As part of this core function, the team will provide information, advice, assistance and assessment of need(s) to households prior to referring to a suitable Support Provider. For example, Gwalia who provide generic floating support; MIND who provide mental health related support and Llamau who provide support for victims of domestic abuse and those needing to overcome barriers to accessing employment, skills or training.
- 3.3 An additional function of the service and when appropriate, is to provide direct support to individuals and families through the Prevention & Intervention service. This service is in effect a crisis service, where the Gateway will seek to address any immediate issues prior to referring on to a suitable Support Provider. For example, the team can undertake immediate visits, assisting with urgent appointments (e.g. benefit interviews) or form filling where time is critical and directly re-housing people. Liaising with Foodbanks is not uncommon.
- 3.4 The Gateway has recently been commissioned to provide a review service on behalf of Supporting People Commissioning. This is important because this supports quality assurance, ensuring eligible activities have been undertaken; contributes to operational efficiency (e.g. making sure cases aren't open longer than a client needs and collating 'what matters' and satisfaction feedback).
- 3.5 The Gateway is a key partner to a number of other services. The Housing Options Team being one of these. All approaches made to the Council and the Housing Options Team in respect of homelessness are simultaneously passed to the Gateway in order for housing support to commence as soon as possible for individual homeless applicants. The aim of this arrangement is for support providers, including the Gateway Prevention & Intervention Service, is to provide a complementary prevention service over and above the statutory role of the Housing Options Team.

3.6 Other partnerships include supporting Social Care, collaborating in the development of the “place based” Housing & Well-Being and Social Inclusion services which is housing support delivered through an integrated approach from the four Monmouthshire Hubs.

3.7 The Gateway provides an important role in respect of supporting the Council’s Safeguarding responsibilities and helping to identify and support vulnerable people in circumstances such as domestic abuse and the abuse of both children and adults.

4. REASONS:

4.1 The service supports the Social Services & Well-Being Act and Housing (Wales) Act 2014. The service supports the work of the Councils Homeless Prevention agenda.

4.2 Under the Housing (Wales) Act 2014, the Council has a legal duty to both respond to homelessness and to prevent homelessness. Development and provision of housing related support services are integral to that goal.

4.3 There is an expectation from Welsh Government that local authorities utilise Supporting People funding to align with the priority of tackling homelessness, tackling poverty and increasing homeless prevention.

5. OPTIONS APPRAISAL

5.1 An alternative option for clients and agencies to access housing support is for referrals to be made directly to individual support providers. The advantage with the Gateway service is the single point of contact and ‘umbrella’ approach that simplifies access for clients and avoids duplication (e.g. clients receiving support from multiple agencies). There is also one data-base which all support providers update. It also supports consistency of approach. The service also provides a support function for the Supporting People Commissioning.

6. EVALUATION

6.1 The service is monitored and evaluated by Supporting People Commissioning using a Welsh Government outcomes reporting framework.

5. RESOURCE IMPLICATIONS:

5.1 There are no resource implications to this report, which simply provides information about the service. The service is provided by a small team of 7.2FTE staff through £211,000 funding from the Supporting People Grant Programme.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 The service seeks to support people to remain in their homes, or where that has not been possible, to re-house or find accommodation for homeless people and people threatened by homelessness. Safe and secure housing is a basic human need and is a central but simple part of sustainable development. The service seeks to support some of the poorest and/or most vulnerable members of our communities, and as such has a positive impact on equalities. **See Appendix 2**

7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS:

7.1 The Housing Support Gateway supports both safeguarding and corporate parenting through its service delivery. The service supports some of the poorest and/or most vulnerable members of our communities and must be mindful of where and with whom they are accommodated.

8. **CONSULTEES:** Head of Planning, Housing & Place Shaping; Housing Management Team, Commissioning & Quality Assurance Manager
9. **BACKGROUND PAPERS:** None
10. **AUTHOR:** Tracy Finnis, Senior Housing Support Officer
11. **CONTACT DETAILS: E-mail:** tracyfinnis@monmouthshire.gov.uk
Telephone: 01633 740730

Appendix 1

Overview of Housing Support Gateway

Introduction.

For many people the threat of homelessness is a vague concept, thankfully not something most people need to worry about, but for an increasing number of individuals and households, the threat or actuality of homelessness is an overwhelming and disruptive reality, affecting so many aspects of daily living and wellbeing both for themselves, their families and their communities.

What is the Housing Support Gateway?

The Gateway team is based at County Hall, Usk, but works agilely throughout the County and provides a single point of access/contact for anyone with issues which affect their housing, such as domestic abuse or mental health, including the threat of homelessness or actual homelessness.

The Gateway team manage the receipt and processing of referrals, undertake support assessment with the applicant, manage a waitlist and arrange allocation of support packages to a range of Supporting People funded support providers, such as Monmouthshire Mind, Gwalia and Reach. As part of this function, the provision of support related information, advice and assistance is a key role.

In addition, a further function of the team is the provision of the Prevention & Intervention service. This effectively provides a short-term crisis service, which can potentially kick in immediately at the point of assessment. The assessment process can provide the trigger for the Prevention & Intervention service to start.

The Gateway team work closely with the Councils Housing Options Team (HOTs) and is a relevant partner in supporting Housing Options to fulfil their statutory obligations to prevent homelessness, as defined within the Housing (Wales) Act 2014.

The Councils Housing Support Services have been supporting Monmouthshire residents with issues that threaten their ability to sustain or secure accommodation since 2003, initially with the introduction in 2003 of the Supporting People programme and extending that function in 2005 with the establishment of the MCC Housing Support Gateway

Who are The Gateway?

The Gateway is part of Housing & Communities and comprises 7.2 FTE staff. This is made up of 1 FTE Senior Housing Support Officer, 5.2 FTE Housing Support Assessment Officers* and 1 FTE Business Support Assistant. (*this includes 1.6 FTE Housing Support Assessment Officers who were appointed to temporary posts in September 2017).

Funding

The Gateway function is 100% funded via Supporting People to the value of £211,000.pa.

Client Groups and Support Areas.

The Gateway can offer information, advice, support and assistance to clients with issues in respect of the areas of need as determined by Welsh Government guidance and as detailed in Table 1.

Areas of Need
(M1) Women experiencing Domestic abuse
(M2) Men experiencing Domestic Abuse
(M3) People with Learning Disabilities
(M4) People with Mental Health issues
(M5) People with Alcohol Issues
(M6) People with Substance Misuse issues
(M7) People with Criminal Offending History
(M8) People with refugee status
(M9) People with physical and/or Sensory disabilities
(M10) People with Developmental Disorders (i.e. Autism)
(M11) People with Chronic Illnesses(including HIV/AIDS)
(M12) Young People who are Care leavers
(M13) Young People with Support Needs (16 to 24)
(M14) Single parent families with Support Needs
(M15) Families with Support Needs
(M16) Single People with Support Needs , not listed above(25 to 54)
(M17) People over 55 years of age with Support Needs (this category must be exclusive of alarm services)
(M18) Generic/Floating Support/Peripatetic (tenancy support services which cover a range of user needs)

Table 1

The Process

A referral for Housing Support can be submitted by anyone, be that an application made on behalf of an individual e.g. via housing options, social services, housing associations, family members, health services, probation etc.(as long as the person has agreed for the referral to be submitted), alternatively an individual can self refer.

All referrals are received by the Gateway team and according to the issues stated will either be assessed by a team member, or as per circumstances outlined in the referral can be referred directly to an appropriate support provider.(i.e. applications for young people aged 16-18 years are recorded by the Gateway and passed direct to specialist provider , i.e. A service called Chyps, provided by Llamau, for young people aged 16/17 years).

In respect of most applications the Gateway team deal directly with the applicant, undertake either telephone or face-to-face assessment. Following assessment applicants are prioritised on the basis of need and urgency. The team manage a waiting list and allocate the client to appropriate support providers, who are contracted via Supporting People Commissioning to deliver the support.

In addition the Gateway team also provides direct support via the in-house Intervention & Prevention function. This support is intended to deliver support where:

- there is a urgent matter to address, or
- Where there is a less complex matter, or a single matter that can be addressed quickly and therefore in the longer term prevent allocation to on-going support.

Activity & Demand

621 referrals were received in the first year of the Gateway in 2005/2006. Demand for support has increased each year and new services have been introduced and additional Supporting People funding has allowed for an increase in the provision of generic support services, and the commissioning and introduction of specialist support services , i.e. , for domestic abuse, mental health , young people. Support is provided by a range of different agencies, which are commissioned and funded by Supporting People, and include Gwalia (Pobl), Llamau, Reach, Monmouthshire Mind, and Monmouthshire Housing Association.

Since the start of the Gateway in 2005/06 there has been a significant increase in demand for support and for the year 2016/2017 the Gateway received, and processed 1378 referrals. During the 2 quarters of 2017/2018, 725 referrals have been received and actioned. All support services operate at full capacity.

The following provides a sample overview of activity:

Gateway Service:

	2014/15	2015/16	2016/17
Referrals	1077	929	1378
Completed Assessments	Not collected	580	1030
No. not Proceeding E.g. non-engagement/refuse	Not collected	342	382
No. Allocated	354	533	941
Cases Closed	Not collected	Not collected	896

Prevention Intervention:

	2014/15	2015/16	2016/17
New Clients	62	66	45
Cases Closed	Not collected	73	43

Waiting list numbers and times for applicants to be on the waiting list have substantially increased during the first two quarters of 2017/18, and the team is currently reviewing this trend to fully understand the situation. Initial analysis appears to suggest that this may be due to the increased number of referrals being received in relation to homeless prevention and that client issues are increasingly not single issues, but multi faceted and complex and therefore not compatible with a “quick fix, one size fits all approach” to problem solving.

The graph below demonstrates the waiting list increase since September 2016 which after reaching a peak in July 2017 has taken a downward line but cannot be assumed to be a continuing direction.

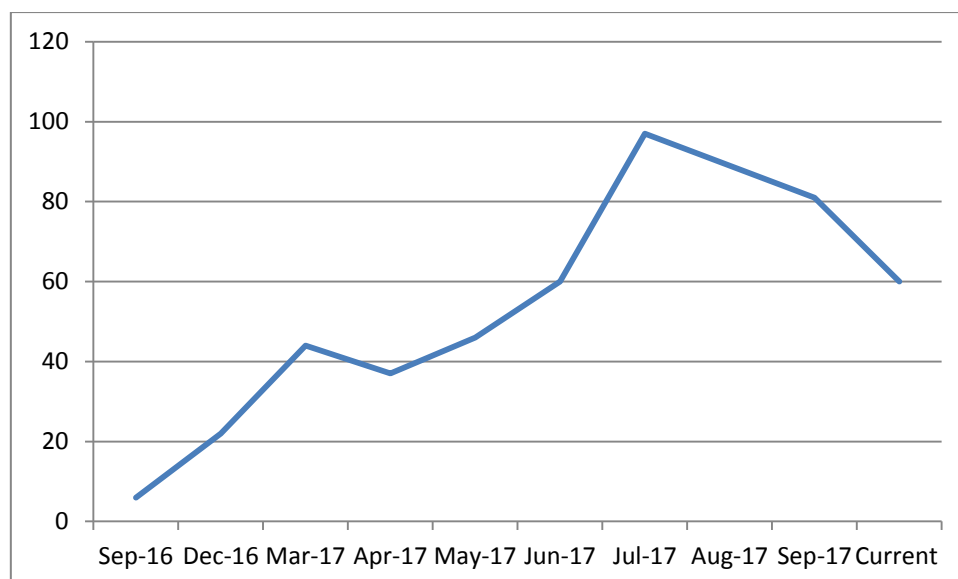


Figure 1Waiting List increase

Accessing support

Previous research undertaken within the team has identified that males are less inclined to seek support. Various factors need to be taken into consideration in analysis of this data, but it is important to recognise this trend and ensure that services are easily accessible and promoted to all client groups. This is a factor to consider as the introduction of Universal Credit is expected to adversely affect single young men (under 35 years old) with the potential that access and affordability of accommodation may disproportionately affect this client group.

The following tables (**Table 2 and Table 3**) provide a snapshot in relation to break down of client age /gender and lead need in respect of referrals received during quarters 1 and 2, 2017/18.

Table 2 Quarter 1 & 2, 2017/18

Gender	Age groups					Totals
	16/17 years	18/24 years	25/39 years	40/54 years	55+ years	
Female	6	66	152	113	72	415
Male	4	53	76	109	65	310

Table 3 Quarter 1 & 2, 2017/18

Ares of Need	Age Groups (figures in brackets = Male applicants) (18 lead needs not recorded due to limited referral information)				
	16/17	18/24	25/39	40/54	55+
(M1) Women experiencing Domestic abuse		10	27	8	5
(M2) Men experiencing Domestic Abuse			0 (5)	0 (1)	0
(M3) People with Learning Disabilities	1	0 (1)	2 (1)	1 (1)	
(M4) People with Mental Health issues		11 (18)	39 (27)	44 (59)	15 (17)
(M5) People with Alcohol Issues			1 (2)	4 (7)	0 (3)
(M6) People with Substance Misuse issues			1 (2)		
(M7) People with Criminal Offending History		0 (1)	1 (5)	0 (1)	
(M8) People with refugee status					
(M9) People with physical and/or Sensory disabilities		1	3 (10)	3 (6)	11 (3)

(M10) People with Developmental Disorders (i.e. Autism)		0 (2)	0 (1)		
(M11) People with Chronic Illnesses(including HIV/AIDS)		1	2	1 (2)	1 (2)
(M12)Young People who are Care leavers	1	2 (1)			
(M13)Young People with Support Needs (16 to 24)	2 (4)	18 (25)			
(M14) Single parent families with Support Needs	1	9 (1)	31 (5)	17 (2)	0 (1)
(M15)Families with Support Needs	1	12 (2)	30 (9)	14 (6)	1 (1)
(M16)Single People with Support Needs , not listed above(25 to 54)		1	8 (6)	14 (15)	
(M17) People over 55 years of age with Support Needs (this category must be exclusive of alarm services)				2 (3)	29 (30)
(M18)Generic/Floating Support/Peripatetic (tenancy support services which cover a range of user needs)		1 (2)	4 (3)	5 (5)	10 (6)

Reviewing Support and Outcomes

The recent appointment of 1.6 FTE temporary Housing Support Assessment Officers has created capacity which has allowed the team to undertake a structured review function. This involves an Assessment Officer visiting and/or discussing with clients aspects of the support they have been receiving.

This allows the Gateway to determine quality of service, review operational efficiency (to maximise client coverage), to ensure that support provision meets the requirements of the Supporting People remit and that eligible support activities are undertaken, to ensure the progression towards meeting outcomes and to gather client feedback in respect of “What Matters “and the extent to which support has made a difference to the client.

Examples of client feedback (*in their own words*):

Table 4

Client A	“What matters about this is about getting re-housed and becoming a family”
Client B	“The support I am getting and have had has kept me going. I would be lost without it”.
Client C	“It really helped I was in a really bad place”.
Client D	“To encourage me and support me to change. Resolve my debts and my benefits”.

Key areas of support delivery.

People face different issues in respect of matters that affect their housing and wellbeing and that variety of issues, e.g. debt, low income, family breakdown, mental health are encompassed within the key headings as listed in the table below. Support planning, support provision and support review seek to achieve outcomes within these general areas.

Table 5 shows the 11 outcome areas.

Type of housing related support
Risks to personal /family safety
Managing Accommodation
Managing relationships/Relationship Issues
Community/Neighbourhood Issues
Managing money /budgeting /debts /benefit claims
Accessing Education /Training & Learning opportunities
Accessing Employment/Volunteering Opportunities
Physical Health Issues
Mental Health Issues
Issues impacting on health and well-being

Developments /Working with Other partners.

In July 2016, MCC Housing Support Gateway became the access route for 2 new support services; **Housing & Well-being and Social Inclusion**.

Working in close partnership with colleagues in Social Care, Supporting People and with existing Gateway providers, there had been in the previous months much work undertaken that identified the need to provide a new range of services, which specifically aligned to the requirements of the Social Services and Well-being (Wales) Act 2014.

Both services come under the new approach of **“Place Based Working”**. The focus is to provide person centred service delivery through working collaboratively with the people who live and work locally. In effect the new services provide easy access to advice, information, and assistance, with **“the right people being available at the right time in the right place”**.

It has often been the case that people have had no other option than to seek support or intervention through statutory services; the intention of Place Based Working is to work with people who may be isolated and vulnerable, and assist them to build networks and receive support that assists them to find solutions to the issues they face and to prevent the inappropriate access to statutory services. Funding provided by Supporting People allowed for the development of 2 new services which meet the duties of the local authority in seeking to transform service delivery within the County.

Housing and Well-being

This service started in July 2016 after the recruitment of 4 staff from Gateway providers , Gwalia (Pobl) , Llamau and Monmouthshire Housing Association , Each new officer was designated to work from a local area , Abergavenny, Caldicot, Chepstow and Monmouth and each being based within the Integrated teams for those areas. Figures available for the period July 2016 to end September 2017 show that 222 individuals have already been supported with issues affecting their housing and/or wellbeing.

The team have been encouraged to adopt a flexible approach as to what constitutes “**well-being**” and through conversations with the people seeking support it is their job to determine “**what matters**” to those individuals and how best to provide assistance to help people achieve their goals and find solutions that are important to them.

Social Inclusion

This service started in October 2016, and 2 staff were appointed via our partner agency Monmouthshire Housing Association. Their remit is to provide and develop tailor made service to best suit individuals who are isolated or unable to access activities or opportunities within their community, and through intervention to seek to enhance their wellbeing and future community involvement.

Demand for this service has been considerable, and exceeded expectation and to date 84 people have received support.

Case Study - Housing and Wellbeing Service

AA was referred for support via his social worker. AA was a 45 year old gentleman whose health issues had left him with severe paralysis and speech impairment. After receiving physiotherapy he managed to gain some use of the right side of his body and his speech came back.

However, AA suffered with severe depression and anxiety. There were times he felt so low in mood he had contemplated taking his own life. As a result he received support from various health professionals that included a psychiatrist and a Community Psychiatric Nurse, (CPN).

AA is married with teenage children, and the whole family were affected as a result of AA's health issues .Mrs A had to get a full time job as her husband was no longer able to work, and he had previously been the main earner. Mrs A's job was low paid, and she was working on a zero hour's contract and accepting as much work as she could in order to make ends meet. When the support worker met with Mr and Mrs A they were struggling to manage and both were extremely low in mood. AA had gained a lot of weight from both the medication and from inactivity. A particular worry was whether they could continue to afford their privately rented house.

Initially the couple were suspicious and uncertain about accepting support but they allowed the support worker to visit, and following the initial visit they were keen to engage with support. Mr and Mrs A allowed the support worker to investigate their finances, earnings and benefits, and he soon realised there were anomalies in what Mr And Mrs A were entitled to and what they were actually receiving. This of course was causing severe financial hardship. For the family.

The support worker researched their eligibility for benefits and pursued these matters with the DWP, submitting appropriate benefit applications, obtaining copies of P45's and P60's and took Mr A to see the GP in order to obtain duplicate and missing sick notes. After months of

effort, Mr A was called for a face to face medical assessment, which his support worker assisted him to attend.

Some weeks later Mr A received a decision letter from the DWP awarding him £12,500 in backdated benefits, plus a continuing weekly payment. When Mr A rang the support worker to tell him the news, both Mr A and his wife were in tears, never having expected to get such a good result.

Mrs A has been able to reduce her hours in work, they have been able to resolve previous debt issues, and have been assisted by their support worker to move into a new property which is more affordable and offers the family a secure tenancy.

Mr A told the support worker that they have slept so much better and feel a huge weight has been lifted off them. They said they couldn't thank Jeff enough for his support, persistence and commitment. It truly was the best outcome not just for the family, but also for Jeff, in that it confirms for him the real difference that his work had made for this family and also for the other people that he continues to support.

Current issues, Priorities and Risks

The issues facing service provision can be summarised as:

- i. Being able to meet current demand for support by utilising in the most effective and efficient way our staff and resources.
- ii. Being able to identify and respond to both priority clients and also to be able to deliver early intervention in order to prevent escalation to more serious support issues
- iii. threats to provision linked to potential future funding Supporting People budget reductions
- iv. Introduction of Universal Credit and potential impact on both existing clients and other vulnerable groups within the community.
- v. Development of new data base, Genesis. The team are continuing in the final development stages of this new model, working in collaboration with developers, Accelerio. This timescale must be met before April 2018 due to operational issues with the existing data base. Final testing, training of providers and roll out across the range of Gateway providers and their staff groups is a priority.

Tracy Finnis
Senior Housing Support Officer
11th October 2017



monmouthshire
sir fynwy

Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

Name of the Officer Tracy Finnis Phone no: 01633 740730 E-mail: tracyfinnis@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal Housing Support Gateway
Name of Service Housing & Communities	Date Future Generations Evaluation 10 th October 2017


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





Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	By seeking to support sustainable and affordable living	The service provides positive interventions which seek to minimise and reduce the need for long-term support

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Helps create a more resilient homeless service and more resilient community, which could include assistance with fuel poverty</p>	<p>Procedures are reviewed regularly to maximise efficiency</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The service supports people to access and remain in good quality accommodation or access alternative accommodation which contributes to health and well-being.</p> <p>The service can and does link with health related agencies</p>	
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>The service support this by assisting with sustainable living and accommodation arrangements</p>	<p>Assessments can identify the need for financial inclusion needs</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>N/A</p>	<p>N/A</p>
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People</p>	<p>N/A</p>	<p>N/A</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
are encouraged to do sport, art and recreation		
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The service supports households to address a housing crisis and access to service, thereby enabling households to be more settled and in a better position to move on and fulfil their potential.	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 Balancing short term need with long term and planning for the future	The service supports the Council to discharge its legal duty to prevent homelessness as per the Housing (Wales) Act 2014 and aims to help minimise the use of short-term measures e.g. B & B	Approach already exists

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>The service has a number of key partners including the Housing Options Team, Social Care (Children & Adults) Housing Associations.</p>	<p>The recent development of the Housing & Well-Being and Social Inclusion Service established in 2016</p>
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>The service has previously undertaken a 'what matters' survey</p>	<p>The service has recently introduced a review process</p>
<p>Page 47</p>  <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>The service is a preventative service and accesses and utilises external resources to facilitate people to remain at home or secure alternative accommodation.</p>	<p>The proposal helps to extend and complement current preventative services</p>
 <p>Integration Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>The services positively impacts upon the local economy by facilitating / creating a of long term tenure security of accommodation and helping people to maximise their income.</p>	<p>N/A</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The service is available to this and all groups	None	Review of procedures
Disability	Ditto	Ditto	Ditto
Gender reassignment	Ditto	Ditto	Ditto
Marriage or civil partnership	Ditto	Ditto	Ditto
Race	Ditto	Ditto	Ditto
Religion or Belief	Ditto	Ditto	Ditto
Sex	Ditto	Ditto	Ditto
Sexual Orientation	Ditto	Ditto	Ditto
Welsh Language	Ditto	None	Bi-lingual information will be available

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The service will help to identify issues and refer accordingly.	None	Level 1 Training for the main team Level 2 Training for the Senior Support Officer
Corporate Parenting	Ditto	None	The service can potentially be used to support cases identified Social Care

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

<p>Homeless prevention related statistics</p> <p>Gateway statistics</p> <p>Housing (Wales) Act 2014</p> <p>Social Care statistics</p>

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 lettings agency service will help reduce the need to identify alternative or temporary accommodation, such as B & B and the associated costs.
- The service at the initial outset will not have the capacity to support non-homeless prevention households requiring accommodation, however it is expected that as the service grows and more properties are taken on all households looking for accommodation will be able to access the service.
- As the service grows so will it help to facilitate a small income for the Council.

7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
N/A	N/A	N/A	N/A

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

The impacts of this proposal will be evaluated on:	<p>Will be reviewed on an on-going basis through quarterly monitoring reports and Team Meeting</p> <p>The service will be considered during periodic analysis of failed homeless prevention, undertaken to identify possible improvements and understand potential service flaws.</p>
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SUBJECT:	Gypsy & Traveller Pitch Allocation Policy
MEETING:	Adult Select
DATE:	24th October 2017
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To seek approval for the introduction of the Pitch Allocation Policy for any future Council owned Gypsy and Traveller Site in Monmouthshire (Appendix 1).

2. RECOMMENDATIONS:

- 2.1 To consider how the Council engages with the Gypsy & Traveller community and how the Council provides its statutory response to addressing identified needs.
- 2.2 To consider the first draft Gypsy and Traveller Pitch allocations policy prior to consultation and make comments. **See Appendix 1.**
- 2.3 To receive a further report following the consultation.

3. KEY ISSUES:

- 3.1 Under the requirements of the Housing (Wales) Act 2014, the Council carried out its duty to assess the needs of the Gypsy and Traveller community in 2015 when it undertook the Gypsy and Traveller Accommodation Assessment (GTAA). The GTAA identified a need for eight pitches in Monmouthshire over a five year period.
- 3.2 As part of the 'next steps' section of the GTAA there was a commitment to introduce a pitch allocation policy.
- 3.3 The Welsh Government's Managing Gypsy and Traveller Sites in Wales strongly recommends that Local Authorities operate such a policy as a positive and proactive means of engaging with Gypsy & Travellers. Councils are expected to publish their policies and procedures for allocating pitches, including assessment criteria, expected timescales and how to apply and how priority need is defined. Where a waiting list is in operation, the Local Authority should clearly explain how the list operates and inform applicants of their general position on the list when requested.
- 3.4 The Policy (Appendix 1)
- 3.4.1 The proposed policy is intended to be structured similar to the Monmouthshire Homeseach allocations policy.
- 3.4.2 The proposed policy sets out the criteria that will be used to establish eligibility and ineligibility to register for a pitch in Monmouthshire and the criteria that will be used to assess need.
- 3.4.3 The proposed policy would ensure an appropriate 'needs assessment' is completed and a system of prioritisation is applied to determine that pitch allocation is based on those households with the greatest need.

3.4.4 All applicants will have their housing needs assessed and be placed in one of five housing needs bands according to their circumstances.

3.4.5 The Bands will be bands 1 to 5 with band 1 being the highest priority and band 5 the lowest priority. Please refer to the Policy, appendix 1

3.5 Who is Eligible?

3.5.1 The waiting list is open only to Gypsy and Traveller households aged 18 and over.

3.5.2 The policy uses the definition contained within Managing Gypsy and Traveller Sites in Wales Guidance 2015:

- (a) Persons of a nomadic habit of life, whatever their race or origin, including –*
(i) Persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and
(ii) Members of an organized group of travelling show people or circus people (whether or not travelling together as such); and
(b) All other persons with a cultural tradition of nomadism or of living in a mobile home.

4. OPTIONS:

4.1 Option 1: To do nothing.

4.2 Option 2: To adopt the Gypsy & Traveller Allocation Policy. This option is recommended.

5. OPTIONS EVALUATION

5.1 Option 1: To adopt this option would be contradictory to the expectations of Welsh Government and will leave the Council without a robust, transparent and equitable mechanism of allocating pitches in the future

5.2 Option 2: By adopting the policy it provides the framework in which to allocate pitches based on the need and it will align as much as it can with the Council's bricks and mortar policy (Homeseach) thereby conferring equality while meeting the distinct needs of Gypsy and Traveller community.

6. REASONS:

6.1 The development of the policy formed part of the action plan arising from the undertaking of the Gypsy & Traveller Assessment undertaken in 2015 and subsequently agreed by the Cabinet

6.2 Without a robust policy in place Monmouthshire County Council could be acting in a way contrary to its agreed policies and/or stated objectives and failing to do what it is required in law or alternatively acting in a way that is contrary to the law.

6.3 Section 103 of the Housing (Wales) Act 2014 places a duty on a local authority to exercise its powers under Part 5 of the Mobile Homes (Wales) Act 2013 to provide sites on which mobile homes can be stationed. Section 104 of the Housing (Wales) Act 2014 confers powers on Welsh Ministers to compel an authority to exercise its power under s103 if they are satisfied that authority has failed to do so.

7. RESOURCE IMPLICATIONS:

7.1. There are currently no financial or resource implications at this stage.

8. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

8.1 The Future Generations Evaluation has been completed and no negative implications were identified (See appendix 2)

9. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

9.1 The policy supports and contributes positively to these priorities (Appendix 2)

10. CONSULTEES:

11. BACKGROUND PAPERS:

Gypsy & Traveller Assessment, 2015; Gypsy & Traveller Assessment Welsh Government Guidance

12. AUTHOR: Stephen Griffiths, Strategy & Policy Officer

13. CONTACT DETAILS:

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APPENDIX 1

Gypsy and Traveller Pitch Allocation Policy

1.0 INTRODUCTION:

- 1.1 This policy precedes the availability of Gypsy and Traveller pitches in Monmouthshire. The policy has been adopted to positively engage with the Gypsy & Traveller Community prior to the establishment of pitches, as required by the Housing (Wales) Act 2014.
- 1.1 This document explains how Monmouthshire County Council allocate their Gypsy and Traveller pitches.
- 1.2 Where relevant effort has been made to align or match the Policy with the Monmouthshire Common Allocation Policy and Procedure 2013 to ensure uniformity of the selection process when allocating accommodation, whether pitches or bricks and mortar.
- 1.3 The Council understands that the accommodation needs for Gypsy and Traveller communities may differ from those communities that choose to live in bricks and mortar. This is seen in their semi nomadic life style and patterns of extended family support, which is an essential part of their cultural beliefs, so although the Gypsy and Traveller Allocation Policy is framed within the parameters of the Common Allocation Policy additional factors have been taken into consideration when determining household need that support and compliment their cultural beliefs.

2.0 THE LEGAL FRAMEWORK:

- 2.1 In drafting this Policy Monmouthshire County Council has had regard to the following legislative and guidance provisions:
 - Housing (Wales) Act 2014
 - Part VI Housing Act 1996, as amended by Homelessness Act 2002 and Housing (Wales) Act 2014, sets out the legal framework for the allocation of accommodation by local authorities and registered social landlords
 - WAG Circular 30/2007 –
 - Managing Gypsy and Traveller Sites in Wales Guidance 2015:
 - Equality Act 2010
 - The Human Right Act 1998
 - The Freedom of Information Act 2000 (s.19)
 - The Data Protection Act 1998

3.0 POLICY STATEMENT:

3.1 Monmouthshire County Council is committed:-

- To the development of balanced and sustainable communities
- To providing a fair and comprehensive service to all persons eligible for having a need, including those registering for a caravan pitch under this policy;
- To providing affordable caravan pitches for rent for people in housing need
- To seek to promote social inclusion;
- To acknowledge that Gypsy and Traveller families are a recognised ethnic group;

4.0 THE AIMS OF THE ALLOCATION SCHEME ARE:

- To ensure that the allocation of pitches is clear, fair and consistent;
- To ensure that pitches are allocated on the basis of priority need.
- To adhere to relevant legislative and regulatory framework.
- To assist Monmouthshire County Council in meeting its statutory and corporate responsibilities towards Monmouthshire citizens.

4.1 A 'pitch' is an area designed to accommodate one household and typically includes an amenity block, a mobile home and spaces for parking and touring caravan.

5.0 THE ALLOCATION WAITING LIST:

5.1 Monmouthshire County Council will operate a waiting list based on bands (levels) of need to assist the allocation of pitches (Appendix 1).

5.2 To apply to join the waiting list and be assessed for a pitch allocation applicants will be asked to complete an application form and provide supporting evidence of proof of identity and address.

6.0 WHO CAN APPLY?

6.1 The waiting list is open only to Gypsy and Traveller households aged 18 and over.

6.2 The policy uses the definition contained within Managing Gypsy and Traveller Sites in Wales Guidance 2015:

(a) Persons of a nomadic habit of life, whatever their race or origin, including –

(i) Persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and

(ii) Members of an organized group of travelling show people or circus people (whether or not travelling together as such); and

(b) All other persons with a cultural tradition of nomadism or of living in a mobile home.

7.0 WHO CANNOT APPLY?

7.1 Applicants who are subject to immigration control. The Allocation of Housing and Homelessness (Eligibility) (Wales) Regulations 2014 informs the eligibility of persons for allocation of social housing and the eligibility of homeless applicants for housing assistance under Parts 6 and 7 of the Housing Act 1996. By law the Council cannot allocate housing accommodation to anyone who is subject to immigration control within the meaning of prevailing immigration law. The Council reserve the right to seek independent advice to resolve the issue of eligibility.

8.0 HOW 'NEEDS' ARE ASSESSED AND PRIORITISED.

8.1 The Gypsy and Traveller allocation policy aligns as much as is practicable to the bricks and mortar housing allocations scheme, therefore to ensure that pitches are allocated to those families most in need a banding system based on the level of priority will be adopted by the Council.

8.2 Households with the greatest need will be placed in the highest priority band (see paragraph 11, below).

8.3 An applicant may be bypassed for an allocation as per the Bypassing Policy and Procedure (see Appendix 2).

9.0 LOCAL CONNECTION:

9.1 The policy will prioritise households who have a local connection to the county over those who do not.

10.0 OVERCROWDING:

10.1 Overcrowding is defined as when there are more vans on a pitch than is permitted and permission has to be sought from the landlord to be staying there from your landlord. For houses, the definition contained within the Common Housing Register (Homeseach) Policy document will apply.

11.0 THE BANDING SCHEME:

11.1 Applicants will be placed into 1 of 5 bands depending on their level of need as follows (See Appendix 1 for a more details):

Band 1 - Exceptional Need

- You have a caravan or access to a caravan, which is your principal home, but nowhere to locate it (for at least six months). You may need to provide evidence of this and a home visit will be required to verify this (see 12.1)

Band 2 - High Need

- You are living on a MCC site which is overcrowded (with permission).
- You are living on a private site situated within Monmouthshire which is overcrowded.
- You are living in a house situated in Monmouthshire which is overcrowded.

Band 3 - Medium Need

- You are living on a MCC owned site which is not over-crowded
- You are living in a house that is not overcrowded.
- You are living on a private site within Monmouthshire that is not overcrowded

Band 4 - Low Need

- You have a caravan or access but nowhere to locate it and have lived like this for less than six months.
- You have no local connection but are overcrowded.

Band 5 - No Need

- You have no local connection and are adequately housed either in a house or on another site

12. EXCEPTIONAL CIRCUMSTANCES (See appendix 4):

12.1 We may, in exceptional circumstances, take other needs into account when prioritising applicants; an assessment of need will be made based on the information included on the application and any other supporting information. Written evidence from a professional is required in these cases.

13 ALLOCATION OF PITCHES:

13.1 Verification

13.1.1 Applicants who are offered a pitch will be verified for their suitability and if accepted will be offered a pitch agreement regulated by the Mobile Homes (Wales) Act 2013 to sign. The agreement sets out the terms and conditions for taking a pitch.

13.1.2 In response to changes in welfare benefits and legislation, all new applicants will be required to complete an affordability assessment to ensure the pitch is affordable. Where the pitch is considered to be unaffordable, an applicant will be bypassed for an allocation.

13.1.3 If the visit identifies new information, their application will be re-assessed, which could affect an application. This may result in an offer being withdrawn, the applicant changing bands, being removed from the housing register or being excluded from the register (See Appendix 4 for exclusion policy).

13.1.4 An application will be deferred until the applicant provides proof of their change of circumstances. If there is a delay, this may result in an offer being withdrawn.

13.2 Allocation

13.2.1 Vacant pitches will be offered to applicants in the highest band with the earliest entry date, that is, the date in which they were placed into the band.

13.2.2 Applicants who are offered a pitch will be verified for their suitability and if accepted will be offered a pitch agreement regulated by the Mobile Homes (Wales) Act 2013 to sign. The agreement sets out the terms and conditions for taking a pitch.

13.2.3 Should more than one applicant in the same band with the same effective date bid for a property, the following selection process will be used to determine the successful applicant:

- 1st choice – The applicant who can demonstrate cumulative (multiple) need
- 2nd choice - The applicant who can best use the property (i.e. size)
- 3rd choice - The applicant who applied to the register first
- 4th choice – The applicant who submitted their bid first

13.2.4 Applicants may be bypassed in line with the Bypassing Policy and Procedure. Applicants have the right to review this decision.

13.3 Allocations between Priority Groups

13.3.1 When a pitch becomes vacant consideration will in the first instance be given to applications in priority band 1. If there is no one in priority band 1 applicants in priority band 2 will be considered. If there is no one in either priority band 1 or 2 consideration will be given to applicants in priority groups 3 then 4 and lastly 5.

14 APPEALS / REVIEW; COMPLAINTS and SAFEGUARDING PROCEDURE:

14.1 Applicants have a right to request a review if they believe that a decision is wrong if:

- Their application has been refused or they have been removed from the register, on the grounds of eligibility.
- Their application has been excluded from the register on the grounds of serious unacceptable behaviour.
- If they feel all details have not been considered and as a result they have been demoted to a lower band.

14.1.2 Applicants must request review in writing within 7 days of receiving the original decision.

14.1.3 Reviews will be conducted by the Housing & Communities Manager.

14.1.4 All complaints will be investigated in accordance with the organisation's internal complaints procedure.

BAND 1 Urgent Housing Need Priority within this Band will be by date of entry into Band 1 not original date of application
<ul style="list-style-type: none"> • You have a caravan or access to a caravan, which is your principal home, but nowhere to locate it (for at least six months). • Your current living circumstances are having a seriously adverse effect on the physical or mental health of either yourselves or a member of your household. • Your current accommodation is unsanitary or unfit to occupy. • You are experiencing harassment. • You have exceptional medical need where an urgent and immediate move is necessary because current living arrangements present an immediate or substantial risk to life. • You have an exceptional welfare need
BAND 2 High Housing Need Priority within this Band will be by date of entry into Band 2 not original date of application
<ul style="list-style-type: none"> • You are living on a MCC site with permission which is seriously overcrowded – you require 2 or more than the permitted number of caravans or trailers on your current pitch in order to accommodate household members. • You are living on a private site situated in Monmouthshire which is seriously overcrowded. - You require 2 or more than the permitted number of caravans or trailers on their current pitch in order to accommodate household members. • You are living in a house which is overcrowded. • You are a homeless household and you are owed Section 75 Duty • You have children regularly attending school within Monmouthshire. • Your current accommodation is lacking basic amenities • You have a high medical need • You have a high welfare need
BAND 3 Medium Housing Need Priority within this Band will be by date of entry into Band 3 not original date of application
<ul style="list-style-type: none"> • You are living on a MCC council owned site which is not over-crowded • You are living in a house that is not overcrowded. • You are living on a MCC private site that is not overcrowded • You are a homeless household and owed Section 66 or 73 Duty • You are Intentionally Homeless • You have medium medical need • You have medium welfare need • You are living on a council site with permission which is overcrowded – you require 1 or more than the permitted number of caravans or trailers on your current pitch in order to accommodate household members. • You are living on a private site which is overcrowded. - You require 1 or more than the permitted number of caravans or trailers on their current pitch in order to accommodate household members
BAND 4 Low Housing Need Priority within this Band will be by date of entry into Band 4 not original date of application
<ul style="list-style-type: none"> • You have a caravan or access to caravan but nowhere to locate it and have lived like this for less than six months. • You have no local connection but are overcrowded. • You have low medical need • You have low welfare need • You have reduced preference due to two refusals.
BAND 5 No Housing Need Priority within this Band will be by date of entry into Band 5 not original date of application
<ul style="list-style-type: none"> • You have no local connection and are adequately housed either in a house or on another site

Bypassing Policy and Procedure

1. Policy Principles:

- Blanket bans will not be used.
- A decision to bypass an applicant will only be taken according to the criteria set out in this document.

2. It is not possible to describe every situation where an applicant may be bypassed. The following checklist describes the most common:

The property is not suitable for a disabled applicant's long term needs	When considering an offer of accommodation to applicants with a disability, their current and long term
Applicant not suitable for social housing allocation with communal entrances/facilities	Applicants who are vulnerable or pose a risk to themselves or others can be bypassed.
Applicants who are vulnerable and have high support needs or applicants who require a sensitive letting such as MAPPA cases	<p>This may be where:</p> <ul style="list-style-type: none"> • An applicant may be too vulnerable/lack capacity and considered not able to sustain a tenancy. • There may be a risk to the applicant or others, where for example, a MAPPA case needs to be housed.
Current arrears/former tenancy related debt	<p>Where information on former tenant arrears only emerges after an offer is made, that offer may be withdrawn. This would be where the arrears are above 19 weeks' net rent or £500 (A payment plan would also need to be in place and paid for at least 13 weeks.) Applicants with a housing related debt up to £500 or 19 weeks net rent (whichever is lower), could be considered for housing, providing that they had agreed to a repayment plan and there is evidence that they are actively following the plan. Adherence with the plan would be checked prior to an offer of accommodation being made by the landlord concerned and would be at their discretion.</p> <p>Where information of pending or outstanding charges only emerges after an offer has been made, that offer may be withdrawn by that housing association. This would apply to charges for repairs with a total value of over £500.</p>

	needs will be assessed with regards to the suitability of the property.
Medical needs	Where the property does not meet the medical needs of the applicant.
Pending information	Where an applicant will not provide relevant information.
Wrong banding	Where the applicant's circumstances may have changed, which alters their band and means that they no longer qualify for the offer.
Pre void inspection	Where a pre-void inspection is carried out and a property has been damaged/neglected.
Affordability	Where it cannot be proved that welfare benefits will be paid to an applicant to sustain a tenancy or a person hasn't been employed for a minimum of three months (with an income sufficient to sustain a tenancy) or does not have sufficient enough savings to sustain a tenancy for at least 12 months, an applicant will be bypassed.
Senior Officer Discretion	Exceptional circumstances not listed in this table.

Where there are applicants who are extremely vulnerable or considered to pose a risk to themselves or to others, the Verifying Officer will decide whether they are ready to sustain a tenancy and what support package is required, so that an offer can be made.

The following bullet points illustrate the type of information the Verifying Officer can consider in determining whether an offer can be made and what support packages should be in place to help sustain the tenancy:

- Details of any long-term illness, health problems or disability that requires specific or specialist housing, care or support.
- Details of other care and support needs, for example because of vulnerability due to learning difficulties.
- Details of proposed, existing and previous packages of care provision provided by statutory or other bodies where known.
- Relevant and reasonable information with regard to previous history of anti-social behaviour that might impact on the safety of the community.
- Type of accommodation moving from and any additional available accommodation history.

Exceptional Circumstances

1.0 Medical Priority

- 1.1. Applicants who have a medical need will be required to complete a Medical Assessment Form and to provide evidence to support the medical application.
- 1.2 Applicants will only be offered additional priority if their medical condition or that of a member of their household, necessitates a move. The medical assessment is not based on the seriousness of an applicant's condition, but is solely based on the impact of their current housing or in exceptional circumstances the location.
- 1.3 Additional priority will only be given to homeowners for a social housing allocation, where they can prove that they do not have financial resources or equity in a property, to purchase another suitable property.
- 1.4 Priority given due to unsatisfactory or unfit housing will be considered on a case by case basis in conjunction with Environmental Health. Some discretion will be needed, it will depend on how urgent the matter is before banding is decided.
- 1.5 The Verifying Officer will decide whether to award priority or not, on the basis of an assessment of the information provided in the Medical Assessment Form and any additional information provided by the GP, hospital or consultant or via suitable supporting evidence.
- 1.6 Applicants may be placed into one of the following bands following an assessment of their medical need:
 - **Band 1 – Exceptional Medical Need**, where applicants are unable to continue to occupy their current accommodation. Or the applicant is unable to leave hospital due to their current permanent housing being unsuitable. An applicant's circumstances will be reviewed after 3 months.
 - **Band 2 – High Medical Need**, where the medical condition and or disability, is having a significant detrimental effect on the ability to live independently.
 - **Band 3 – Medium Medical Need**, where a move to suitable alternative accommodation would significantly improve their health, or upon the recommendation of Monmouthshire County Council's Social Services, to enable them to live independently.

- **Band 4 – Low Medical Need**, where there is a low medical condition or disability and a move would improve their health.
- **Band 5 – No Medical Need.** Where there is no medical need or moving accommodation would not address the medical need. Or there is no evidence to suggest a move would produce a significant impact.

1.7 The medical assessment decision will not result in an applicant losing priority if they would otherwise have been placed in a higher band due to other circumstances.

1.8 Applicants can only re-apply for medical assessment or request that any medical priority already awarded is re-assessed, if there has been a change in their circumstances.

2 Welfare (Social) Priority

2.1 Applicants who demonstrate that they need to move for welfare or social reasons will be asked to complete a Welfare Assessment Form, to provide evidence to support.

2.2 Applicants will only be offered additional priority if their social wellbeing or that of a member of their household, is significantly affected by remaining in their current accommodation. This will normally relate to the location of the property but can occasionally be caused by the physical condition of the property.

2.3 Additional priority will only be given to homeowners, where they can prove that they do not have financial resources, or equity in a property, to purchase another suitable property.

2.4 The assessment is based solely on the impact of their current housing, on social well-being and whether a move to alternative housing would improve their welfare.

2.5 Applicants may be placed into one of the following bands:

- **Band 1 – Exceptional Welfare Need**, where applicants are unable to continue to occupy their current accommodation. Where failure to address this would cause exceptional hardship to themselves or others. The applicant's circumstances will be reviewed after 3 months.
- **Band 2 – High Welfare Need**, applicants needing to move urgently on welfare grounds or who need to move to a particular locality. Where failure to meet that need would cause serious hardship to themselves or others. This band will be reviewed after six months.

- **Band 3 – Medium Welfare Need**, where applicants are identified as having a medium need to move on welfare grounds. Where failure to meet that need would result in significant hardship to their social well-being.
- **Band 4 – Low Welfare Need**, applicants assessed as having a low welfare need and moving to alternative accommodation would improve their well-being.
- **Band 5 No Welfare Need** – This is where the applicant is assessed as having no welfare need or moving accommodation would not address the need. Or there is no evidence to suggest a move would produce a significant impact.

2.6 The outcome of a welfare assessment will not result in the applicant losing priority if they would otherwise be placed in a higher band due to other circumstances.

3 Effective Date for Applicants with a Medical/Welfare Need

3.1 Where an application indicates a medical or welfare need, following assessment, the effective date will be the date of their housing application. This will only apply to those applicants who have made us aware of this need at the time of their application.

4 Change of Circumstances for Medical and Welfare Cases

4.1 Applicants who have been awarded medical or welfare priority who subsequently submit a change in circumstances will have their medical or welfare priority removed. They will need to re-apply for medical or welfare priority.

EXCLUSIONS POLICY

Where relevant effort has been made to align or match the policy to that operated under the Monmouthshire Homesearch Allocations Policy 2013.

1. INTRODUCTION:

- 1.1 This document is a sub-policy and procedure of the Gypsy and Traveller Waiting List Policy (GTWL). It describes the circumstances in which an applicant can be excluded from the GTWL and also describes how long we will exclude and what an applicant needs to do to have the exclusion removed. We are committed to minimising the number of exclusions we make, however, there will be certain circumstances when it will be necessary.
- 1.2 The policy applies to all applications on the GTWL including existing tenants who wish to transfer and other applicants who are not currently our tenants.

2. WHAT IS AN EXCLUSION?

2.1. Exclusions.

- 2.1.1 Exclusion occurs when an applicant has been assessed and but for their behaviour would have been accepted onto the waiting list. They will remain excluded until certain conditions have been met, for example, a certain period has elapsed, their conduct has changed; or there has been a change in circumstances. Generally the applicant will be expected to take prescribed action to address their untenable behaviour, such as making payments to reduce rent arrears. We will seek to avoid using prescribed actions that are likely to be unreasonable for an applicant to meet.
- 2.1.2 In addition, a joint allocation will not be made where one applicant is excluded from the register.

2.2 Inclusion.

- 2.2.1 When an applicant has satisfied the prescribed measures to address the behaviour which has resulted in their being excluded they will then be assessed on their housing need. The onus will be on the applicant to prove that his/her behaviour has improved sufficiently and been sustained, before consideration will be given to accepting the applicant onto the GTWL.

3. LEGAL FRAMEWORK:

- 3.1 This Policy is framed and governed by relevant legislation and code of guidance, the following acts and provisions;

- Part VI Housing Act 1996, as amended by Homelessness Act 2002 and Housing (Wales) Act 2014, sets out the legal framework for the allocation of accommodation by local authorities and registered social landlords.
- Anti-social Behaviour, Crime and Policing Act 2014)
- The Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness 2015.

3.2 In particular the following provisions Under the Housing Act 1996

- S.160A (7) of the 1996 Act a local authority may, where it is satisfied that an applicant (or household member) is guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant at the time their application is considered, decide to treat the applicant as ineligible for an allocation.
- S160A (8) provides that the only behaviour which can be regarded as unacceptable for the above purposes is behaviour by the applicant (or household member) that would, if the applicant had been a secure tenant of the local authority at the time, have entitled the authority to a possession order under s.84 of the Housing Act 1985 in relation to any of the discretionary grounds in Part 1 of Schedule 2, other than Ground 8. These are fault grounds and include behaviour such as non-payment of rent, breach of tenancy conditions, conduct likely to cause nuisance or annoyance, and the use of property for immoral or illegal purposes. Under s.84 of the Housing Act 1985, the court can only make a possession order if satisfied in all the circumstances that it is reasonable to do so.
- S160A (3) provides that a person subject to immigration control, within the meaning of the Asylum and Immigration Act 1996, is ineligible for accommodation unless prescribed in the Allocation of Housing and Homelessness (Eligibility) (Wales) Regulations 2014.
- S167 (4A)(d) provides that an applicant has the right to request a review in relation to eligibility or loss of preference and the right to be informed of this right. They must also be informed of the ground(s) for any decision affecting eligibility or resulting in reduced preference.

3.3 And under the Anti-social Behaviour, Crime and Policing Act 2014, if an applicant's conduct entitles possession under the act, a landlord is entitled to decide that the applicants is ineligible for an allocation.

4. **POLICY AIM:**

4.1 The aim of the policy is

- To ensure fair and equal treatment for all applicants.
- To efficiently manage access to accommodation where applicants have breached the terms of their tenancy agreement.
- To minimise exclusions.
- To recognise individual circumstances and acute housing need.
- To ensure that the applicants excluded are formally monitored.
- To reinstate applicants to the GTWL at the earliest opportunity once they have addressed the reason that has led to their exclusion.
- To be accountable through an open and transparent appeals process.
- To ensure that applicants for housing are given fair and equal treatment regardless of disability, gender, age, race, culture, sexual orientation, marital status or religion in line with the partner landlord's equalities policies.
- To be sensitive to applicants' individual needs and tailor our services and approach, where practical to do so.
- To ensure that all applications are processed within the legal framework as detailed in the Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness 2015.
- To ensure that vulnerable applicants are not disproportionately affected by this Policy.

5. POLICY CONTENT:

5.1 Implementation of the Policy

5.1.1 Applicants subject to MAPPA Level 3 are exempt from this policy due to the need to manage these applicants and the statutory duty placed on the Authority as a partner to MAPPA and the RSL's as a duty to co-operate body.

5.1.2 Each application will be assessed on an individual basis, with relevant and available information taken into account.

5.1.3 We will work collaboratively with the police and probation services and other agencies to share information as appropriate.

5.2 Reasons for Exclusion

5.2.1 Applicants can be excluded for unacceptable behaviour - the following reasons (not exhaustive) can constitute unreasonable behaviour:

- Outstanding current and /or former tenancy debt (social or private)
- Anti-social behaviour/ASB Injunction
- Tenants who have had their tenancy demoted due to ASB.

- Other breach of tenancy conditions (social or private)
- Refusals (after 3rd refusal)
- Use of property for immoral or illegal purposes
- Immigration status/ineligible person from abroad
- Criminal convictions
- Being violent towards a partner or members of the family (potentially without conviction).
- Obtaining a tenancy by deception, for example, by giving untrue information or by withholding information.
- Paying money to illegally obtain a tenancy.
- Allowing the condition of a property to deteriorate beyond a level deemed reasonable by the Verifying Officer
- Having lost accommodation provided in connection with employment due to conduct making it inappropriate for the person to reside there.

5.2.2 Unacceptable behaviour is defined as behaviour which would, if an applicant or member of their household was a secure tenant, entitle MCC to possession under Grounds 1-7 in, Schedule 2 of the Housing Act 1985. To be reasonably classed as unacceptable behaviour there must be a belief that the court would be prepared to grant a possession order based on the behaviour (normally an outright order should be expected). The circumstances at the time of the application must also still mean the applicant is unsuitable. Previous unacceptable behaviour or even an outright possession order, may not justify a decision to treat the applicant as ineligible where that behaviour can be shown by the applicant to have improved.

5.2.3 When determining unacceptable behaviour a three stage test will be applied as laid down by paragraphs 2.32 – 2.44 of 2015 Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness.

5.2.4 It is not necessary for the applicant to have actually been a tenant of the local authority or RSL when the unacceptable behaviour occurred.

5.2.5 When considering cases of rent arrears for exclusion, consideration should be given as to whether the rent arrears are caused by Welfare Benefit Reform or directly attributable to the actions of the applicant. Consideration should also be given to arrears prior to Welfare Benefit Reform. Also, any pre-tenancy advice given to tenants concerning financial capability.

5.3 **Applying and Removing an Exclusion**

5.3.1 Property Related Debt:

For the purpose of this policy, when an assessment is carried out all property related debt will be taken into consideration, associated with either a current or former tenancy with any private or social housing provider in the UK. Only debts that are both recoverable and not statute barred will be taken into consideration. These include (but are not limited to) any:

- Current or former tenancy rent arrears;
- Outstanding re-chargeable repairs;
- Current and former housing related service charge arrears;
- Bed and breakfast charge arrears
- Housing benefit or universal credit housing element over-payments;
- Associated court costs.

5.3.2 Property related debts apply to both the applicant, spouse, joint applicant and partner of their prospective household.

5.3.3 Where the property related debt is over £500 or the equivalent of 19 weeks net rent (whichever is lower), the application for housing would be automatically excluded. The applicant would not be actively considered for a pitch until such time as they have:

- Entered into a repayment plan with the former and current landlord;
- Made a minimum of 13 consecutive weekly payments, at an agreed level; and
- Repaid a minimum of 25% of the debt.

5.3.4 This process can only be circumvented where the debt is repaid in full. Or where highly exceptional and significant circumstances exist, and the need to move is considered urgent. Although, this does not mean recovery of the debt will not be pursued by the relevant landlord.

5.3.5 Applicants with a housing related debt of below £500 or up to and including 18 weeks net rent, could be considered for housing immediately providing that they had agreed and were actively following a repayment plan. Adherence with the plan would be checked prior to an offer of accommodation being made by the landlord concerned and would be at their discretion.

5.3.6 Where the applicant or a member of their prospective household has entered into a repayment plan to clear a property related debt before the application for housing was made, the criteria set out in paragraphs 5.3.5 would still apply.

- 5.3.7 Once accepted on the waiting list, regular agreed payments should be maintained up to the point of an offer of accommodation. If this is not the case, the applicant will be given 48 hours to make up the missed payments otherwise the offer will be withdrawn.
- 5.3.8 The review process and the circumstances when the exclusion will be removed are to be decided on a case by case basis.
- 5.3.9 Sanctions under this policy will be implemented at the point the application is registered save for those cases where information has come to light during the course of the 'live' application. This is to ensure that the applicant is made aware at the earliest stage of the application and is able to address their behaviour.
- 5.3.10 For applicants who are referred under this policy during their live application or at the 'offer' stage, because information has come to light, it will be for the RSL to show that this information was not available at the time of registration or would not have come to light under normal investigative procedures. Failure to show this may result in the applicant not being excluded.
- 5.3.11 An exclusion can be removed at an applicant's request. In most cases a review will be reconsidered when there is clear evidence that:
- The applicant (or a member of their prospective household) has addressed their behaviour to the satisfaction of the Reviewing Officer.
 - There has been no cause for complaint against the applicant (or members of their prospective household) for a continuous period of 12 months (depending on the severity of the behaviour) from the point where action has been agreed with the applicant to address their behaviour or other identified problems. The onus is on the applicant to inform Monmouthshire County Council's Housing Strategy that any condition imposed has been met to resolve the exclusion. Applicants that are considered vulnerable, will, however, still be contacted by Housing Strategy to discuss their prescribed actions and enquire if they are able be restored to the housing register.
- 5.3.12 Excluded applicants will be eligible to join or re-join the GTWL once their unacceptable behaviour has been addressed. Their effective date will be the date that their exclusion was lifted.
- 5.4 Notifying Applicants of the Exclusion**
- 5.4.1 Applicants will be notified in writing if their application for housing is subject to the sanction. Applicants will be told why they have been excluded, how long it is for, what they need to do to address the behaviour, and how to inform the Housing Strategy that their behaviour has

been addressed. They will also be advised of the appeals procedure. If considered necessary this information will also be given verbally and/or translated.

5.5 Appealing an Exclusion

- 5.5.1 Applicants can exercise this right to review verbally or in writing. In the first instance any additional information should be sent to the Verifying Officer to enable them to informally reassess their decision. Known circumstances at the time of the review will be taken into consideration. Applicants will be given at least 5 working days to provide further information. If the Verifying Officer is satisfied that the decision to exclude is correct they will forward the case to the Reviewing Officer who will undertake a formal review of the original decision. The Reviewing Officer will request any additional information within 28 days of the papers being received from Housing Strategy Officer and will make a decision after 28 days.
- 5.5.2 Applicants will be notified of the outcome of the appeal within 21 days from the date of receipt of the appeal letter.

The Reviewing Officer will consider:

- Whether the application would result in the applicant being awarded reasonable preference under the Council's allocation scheme. If so, whether the applicant's circumstances (or those of a member of the applicant's household) are so exceptional that the exclusion decision should be overturned.
- Will assess the case using guidance criteria and will record all decisions reached with full reasons on that decision. The applicant will receive a written decision with the full reasons set out.
- Please note that the council cannot waive the eligibility exclusion rules for applicant's who are legally not allowed to access social housing under the eligibility rules set by Welsh Government and such cases will not be referred to Reviewing Officer.

6. STAFF TRAINING AND DEVELOPMENT:

- 6.1 The Council will provide detailed training for staff of the MHR landlords who implement this policy and procedures. This ensures that we meet our legal duties and follow good practice guidance.

7. MONITORING AND REPORTING:

- 7.1 Monitoring is essential to evaluate how effectively we meet our legal requirements and the policy and procedural guidance.
- 7.2 The following indicators will be monitored by the Council:

- No. of exclusions and a breakdown of the reasons;
- The average length of time applicants are excluded by reason;
- The number of excluded applicants as a percentage of the total number of applicants on the GTWL;
- The number of appeals of exclusion;
- The number of appeals upheld and decisions over-turned by reason;
- The length of time between receipt of the appeal letter and notification of the appeal outcome.

8. REVIEW:

- 8.1 The Council will review this policy 3 years, or earlier if required in light of changes in the law or good practice guidance.

APPENDIX 2



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Stephen Griffiths</p> <p>Phone no: 01633 644455 E-mail: stephengriffiths@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Gypsy and Traveller Pitch Allocation Policy.</p> <p>The proposed policy sets out the criteria that will be used to establish eligibility to register for a pitch in Monmouthshire and the criteria that will be used to assess accommodation need..</p>
<p>Name of Service</p> <p>Housing & Community Services</p>	<p>Date Future Generations Evaluation form completed</p> <p>11th October 2017</p>




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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>A neutral contribution.</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>A neutral contribution</p>	



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	It positively contributes to the health of Gypsy and travellers through the provision of good quality site accommodation.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	It positively contributes by helping the Gypsy and Traveller community settle in the area while at the same time acknowledge their tradition of being mobile. This will decrease the need for the Gypsy and Traveller community to set up unlawful encampments in unsuitable areas.	Through the provision of official sites both transit and permanent sites.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The Gypsy and Traveller Community will have better facilities that will contribute to better physical wellbeing and will offer the Community the opportunity to better integrated into the general community as a whole.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People	A neutral contribution	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
are encouraged to do sport, art and recreation		

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term planning for the future</p>	<p>The Policy has taken an evidenced based approach in determining the accommodation needs of the Gypsy and Traveller Community and offers a robust mechanism of allocating pitches based on levels of need both in the short term and for longer term planning.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>A steering group was set up comprising of important key stakeholders and members of the Gypsy and Traveller community for the purpose of overseeing and taking ownership of the GTAA. The introduction of the policy was a recommendation of the GTAA. Further consultation will be sought from the group after the paper has gone to Select.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>As above.</p>	

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Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	Not applicable	
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	This requires further consideration.	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None	None	
Disability	None	None.	
Gender reassignment	None	None	
Marriage or civil partnership	None	None	
Race	The assessment will have a positive impact on the Gypsy and Traveller community by the provision of suitable sites	None	
Religion or Belief	None	None	
Sex	None	None	
Sexual Orientation	None	None	
Welsh Language	None	None	

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	None	<i>No negative impacts</i>	
Corporate Parenting	None	No negative impacts	

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

<p>Census Data</p> <p>Housing Register data</p> <p>Household Questionnaires</p>

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 main positive benefits of this policy are:

- Additional accommodation options for Gypsy and Traveller households
- The Council is better able to meet its statutory duties under the Part 3 Housing (Wales) Act 2014
- The reduction in unlawful encampments within the County

The main negative impacts are: None identified to date

7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable. Yes

What are you going to do	When are you going to do it?	Who is responsible	Progress
Convening the steering Group to further consult on the policy.	November / December	Stephen Griffiths	
Re - submit to Select after consultation.	December / January 2018	Stephen Griffiths	
Submit to Cabinet	January / February	Stephen Griffiths	

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. – Not Applicable

The impacts of this proposal will be evaluated on:

Not Applicable

SUBJECT:	Severe Weather Emergency Protocol
MEETING:	Adult Select
DATE:	24th October 2017
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To consider the attached Severe Weather Emergency Protocol (SWEP) which details the Council's proposed response towards rough sleepers in times of severe weather conditions and make recommendations as appropriate (**see Appendix 1**).

2. RECOMMENDATIONS:

- 2.1 Consider the implications of rough sleeping and the role of the Council, particularly during periods of severe weather
- 2.2 To recommend to Cabinet that the proposed Severe Weather Emergency Protocol (SWEP) is adopted with immediate effect.

3. KEY ISSUES:

- 3.1 Although there is no strict definition of what counts as "severe weather", it is proposed the Council will adopt a common sense approach and identify any weather that could increase the risk of serious harm to people rough sleeping, this can include extreme cold, wind or rain. For the purposes of the protocol a rough sleeper is as defined as:

3.1.1 People sleeping, about to bed down (sitting in/on or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments). People bedded down in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats, stations or "bashes").

- 3.2 Every year Local Authorities have to report to Welsh Government on the number of rough sleepers there are within their area. Data collection takes the form of two counts, a one night count and a count over a period of time.

3.2.1 One Night Count - this takes place on a pre determine date and in known geographical areas where rough sleepers are known to bed down or likely to bed down. During 2015 the count took place on the 25th November between the hours of 11pm to 3 where one person was identified as sleeping rough. For 2016/17 the count took place on the 4th November between the hours of 10pm to 5am. No rough sleepers were identified.

3.2.2 Count Period – data is collected over a two week period with assistance from the voluntary sector, faith groups, local businesses/residents, health and substance misuse agencies, and the police. For the winter of 2015/16 this took place during 2nd – 15th November and identified five people sleeping rough. For the winter 2016/17 and took place during the 10th – 23rd October and identified one person as sleeping rough (more information can be found [here](#)).

- 3.3 There is an expectation within Welsh Government that local authorities should ensure that there is provision in place to address the needs of rough sleepers in their area during period of severe weather conditions, particularly so during the winter months.

- 3.4 It is aimed to introduce what is known as the 'Severe Weather Emergency Protocol' or SWEP from winter 2017. The protocol will ensure that any verified rough sleeper with or without a

local connection is found accommodation during periods of severe weather, particularly when extreme cold temperatures for extended spells can threaten their safety and wellbeing.

3.5 Who is Eligible?

3.5.1 Any person sleeping rough on the streets in the extreme cold. This includes those without recourse to public funds such as A10 nationals from the EU accession. This states the rough sleeper must:

- be at risk if they continue to sleep rough during the course of the severe weather
- have nowhere to sleep indoors during the course of the severe weather (Indoors does not include cars, sheds or garages)
- agree to the assistance offered by the Council

3.6 The Process

3.6.1 The protocol is triggered by a weather forecast from the Met Office predicting three consecutive nights, or more, of a temperature of zero degrees Celsius or lower. For other forms of extremes of weather, for example wind and rain, the Council will take a pragmatic approach based upon meteorological warnings designated red and the likelihood of serious harm occurring because of extended periods of rough sleeping before triggering the protocol.

3.6.2 As soon as the protocol is triggered, the duty Housing Options Officer will contact the relevant organisations both external and internal agencies, to advise that SWEP is in place, with details of who to contact if they identify any rough sleepers.

3.6.3 If an identified rough sleeper meets the above criteria they will be offered emergency accommodation, which is likely to be B & B, for the duration of the severe weather.

4. OPTIONS:

4.1 Option 1: To do nothing.

4.2 Option 2 To adopt the Severe Weather Emergency Protocol. This option is recommended.

5. OPTIONS EVALUATION

5.1 Option 1: To do nothing: To adopt this option would be contradictory to the expectations of Welsh Government and could mean that rough people are at risk of serious of harm during periods of severe weather conditions.

5.2 Option 2: To adopt: By adopting the protocol it will provide the framework in which to establish when severe weather conditions are expected and to plan in advance the appropriate response to prevent serious harm occurring.

6. REASONS:

6.1 The Welsh Government has a long term objective to end the need for anyone to sleep rough and expects all Local Authorities to implement a written cold weather plan stating their arrangements to give assistance in periods of cold and/or severe weather.

7. RESOURCE IMPLICATIONS:

7.1. In the event of a period of severe weather, the Council should expect take-up and, therefore, will incur costs of approximately £40-50 per person per night, although applicants may be eligible for housing benefit. Any related costs will need to be funded from the Housing & Communities cost centre.

8. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

8.1 No implications have been identified in respect of this report. The Equalities Impact and Sustainable development assessments are attached (See Appendix 2).

9. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

9.1 The policy supports the Council's Safeguarding policy. There are no implications identified (See Appendix 2).

10. CONSULTEES: Cabinet Member for Enterprise; Chief Officer for Enterprise; Head of Planning, Housing & Place Shaping; Shelter, Housing Associations

11. BACKGROUND PAPERS: None

12. AUTHOR: Stephen Griffiths, Strategy & Policy Officer (Housing & Communities)

13. CONTACT DETAILS:

Tel: 01633 644455

E-mail: stephengriffiths@monmouthshire.gov.uk

Appendix 1

Severe Weather Emergency Protocol for Rough Sleepers

1. Introduction

- 1.1 In times of severe weather conditions, Monmouthshire County Council recognises that rough sleepers are particularly vulnerable to harm and death and it should therefore make provision to prevent this from happening.
- 1.2 As there is no strict definition of what counts as “severe weather”, Monmouthshire County Council will adopt a common sense approach and put measures in place to identify any weather that could increase the risk of serious harm to people sleeping rough. Severe weather can include extreme cold, wind or rain.
- 1.3 This document sets out the arrangements that Monmouthshire County Council will put into place to ensure that people sleeping rough are not at risk of dying during extreme cold and severe weather and is known as the Severe Weather Emergency Protocol (SWEP).
- 1.4 The protocol defines a rough sleeper as:
 - 1.4.1 People sleeping, about to bed down (sitting in/on or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments). People bedded down in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats, stations or “bashes”)

2. Purpose of the Protocol

- 2.1 The purpose of the protocol is to ensure that all necessary steps are taken to move rough sleepers from the streets and in to a place of shelter if it is believed that they are at risk of dying due to sleeping rough during extreme cold and severe weather conditions.

3. When are the protocol arrangements triggered?

- 3.1 The Duty Housing Options Officer will check weather forecasts on a daily basis by using the [Meteorological Office website](#).
- 3.2 For periods of extreme cold the protocol is triggered when the night time temperature is predicted to be zero degrees Celsius or below for three consecutive nights for Monmouthshire.
- 3.3 For other forms of extremes of weather, for example wind and rain, the Council will take a pragmatic approach based upon meteorological warnings designated red and the likelihood of serious harm occurring because of extended periods of rough sleeping before triggering the protocol.

3.4 As soon as the protocol is triggered, the duty Housing Options Officer will contact the relevant organisations both external and internal agencies, to advise that SWEP is in place, with details of who to contact if they identify any rough sleepers.

4. Who is eligible for Help?

4.1 Any person sleeping rough on the streets in the extreme cold. This includes those without recourse to public funds such as A10 nationals from the EU accession states.

4.2 The rough sleeper must:

- be at risk if they continue to sleep rough during the course of the severe weather
- have nowhere to sleep indoors during the course of the severe weather (Indoors does not include cars, sheds or garages or any building not designed for habitation)
- agree to the assistance offered by the Council

4.3 Many entrenched rough sleepers may be wary of services and less likely to engage. The extreme cold weather increases the risk of death or serious illness to people who sleep rough. Given this, a refusal to accept assistance during this time may be grounds to trigger referrals to other services, such as for mental health assessments.

4.4 In rare circumstances we may refuse to accommodate someone if it is considered too high risk to place that person into B&B, for example, on the advice of police, probation or mental health services or when an individual is aggressive, violent or threatening violence. In such circumstances, this will be discussed with our Housing Options Manager and clearly recorded.

5. Procedure

5.1 If the rough sleeper meets the above criteria they will be offered emergency accommodation which is likely to be B & B accommodation for the duration of the severe weather.

5.2 Housing Options Team will manage the emergency accommodation bookings and will place rough sleepers they become aware of into emergency accommodation during the time that the SWEP is in operation. They can be contacted on 01633 644644 both during office hours and outside of office hours.

5.3 The accommodation will be confirmed before midday on a day to day basis.

5.4 The weather forecast will be checked daily and once the minimum temperature is predicted to have risen above zero degrees Celsius, emergency accommodation will no longer be provided.

5.5 On cessation of the protocol Housing Options will work with those who have been temporarily accommodated under the protocol to identify accommodation options and to minimise where possible people returning to the streets.

6. Financial Implications

6.1 The cost of providing emergency accommodation during the SWEP will be covered from existing Council resources although applicants will be supported to apply for housing benefit.

7. Monitoring and Review

7.1 The following information will be recorded and used to monitor the extent of rough sleeping in the borough:

- Number and composition of rough sleeper households.
- Number of nights accommodated for each household.
- The cost of emergency accommodation per night for each household.

7.2 This Protocol will be reviewed on an annual basis. This will be carried out in consultation with our key stakeholder partner organisations working with rough sleepers.



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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)





<p>Name of the Officer completing the evaluation Stephen Griffiths</p> <p>Phone no: 01633 644455 E-mail: stephengriffiths@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Severe Weather Emergency Protocol.</p> <p>The Severe Weather Emergency Protocol (SWEP) details the Council's proposed response towards rough sleepers in times of severe weather conditions</p>
<p>Name of Service</p> <p>Housing & Community Services</p>	<p>Date Future Generations Evaluation form completed</p> <p>11th October 2017</p>


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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>A neutral contribution.</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>A neutral contribution</p>	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>It positively contributes to the health of rough sleepers through the provision of good quality accommodation during times of severe weather. It also provides an opportunity to engage with rough sleeps and offer support for them to access more permanent and stable accommodation.</p>	
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>By increasing engagement with rough sleepers and being able to provide support this will reduce the need for people to resort to rough sleeping</p>	<p>Through the provision of official sites both transit and permanent sites.</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>By increasing engagement with rough sleepers and being able to provide support this will reduce the need for people to resort to rough sleeping and provides the opportunity for the rough sleeper to be better integrated into the general community as a whole.</p>	
<p>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</p>	<p>A neutral contribution</p>	

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term Balancing short term need with long term and planning for the future</p>	<p>The offer of accommodation during periods of severe weather conditions will meet the short term need of the rough sleeper but it is the engagement process and support that address their longer term future by enabling them to address their long term accommodation needs.</p>	
 <p>Collaboration Working together with other partners to deliver objectives</p>	<p>Yes through a homelessness provider group</p>	
 <p>Involvement Involving those with an interest and seeking their views</p>	<p>As above.</p>	
 <p>Prevention Putting resources into preventing problems occurring or getting worse</p>	<p>Not applicable</p>	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="118 363 266 395">Integration</p> <p data-bbox="85 400 479 475">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="510 231 927 256">This requires further consideration.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None	None	
Disability	None	None.	
Gender reassignment	None	None	
Marriage or civil partnership	None	None	
Race	none	None	
Religion or Belief	None	None	
Sex	None	None	
Sexual Orientation	None	None	
Welsh Language	None	None	

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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 note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	None	<i>No negative impacts</i>	
Corporate Parenting	None	No negative impacts	

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

Page 94	Rough Sleeper Counts
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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 main positive benefits of this policy are: The safety and wellbeing of rough sleepers

The main negative impacts are: None identified to date

7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable. Yes

What are you going to do	When are you going to do it?	Who is responsible	Progress
Submit to Cabinet	November / December	Stephen Griffiths	

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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. – Not Applicable

The impacts of this proposal will be evaluated on:	Not Applicable
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Adult Select Committee Actions

12th September 2017

Agenda Item:	Subject	Officer	Outcome and Responses provided by Officers to Committee Members between meetings
4	White Paper Consultation; Services fit for the future	Claire Marchant	Draft response to be prepared and presented to Full council for endorsement
7.	Actions arising from the last meeting	Democratic Services	1. Responses to action points provided by officers to Committee Members between meetings to be included in minutes as part of Action List 2. When Officers are asked to provide information, they are advised that their response will be in the minutes and therefore in the public domain.

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Monmouthshire's Scrutiny Forward Work Programme 2017-18

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
24 th October 2017	Housing Support Gateway	To review the performance of the services delivered under the Housing Support Gateway.	Ian Bakewell	Performance Monitoring
	Cold Weather Homeless Policy	Pre-decision scrutiny of the new policy and the associated implications.	Ian Bakewell	Pre-decision Scrutiny
	Gypsy and Traveller Services	Outcomes of discussions with the gypsy and travelling community on their needs.	Ian Bakewell	Policy Development
12 th December 2017	*TBC*	*Possible Budget scrutiny*		
	Performance Report: Adults Services (quarter 2)	Report on the performance of the service area for the previous 6 months. (Invite Julie Boothroyd and Cabinet Member)	Richard Jones	Performance Monitoring
23 rd January 2018	Homelessness Prevention Strategy	Pre-decision scrutiny of the council's approach to bringing properties back into use.	Ian Bakewell	Pre-decision Scrutiny
	Empty Homes	Report on our approach to bringing back into use.	Ian Bakewell	Pre-decision Scrutiny
20 th March 2018	*TBC*			

Future Agreed Work Programme Items: Dates to be determined

- ✓ Future Commissioning of Adults Services ~ linked to "Turning the World Upside Down"
- ✓ Budget Pressures within services and spend analysis
- ✓ Community Development and Well-being
- ✓ Supporting People Strategy

Monmouthshire's Scrutiny Forward Work Programme 2017-18

- ✓ **Welfare** ~ Discussion with Monmouthshire Housing Association on current stock and new home development, support for welfare reform
- ✓ **Housing Report: Removal of the Temporary Accommodation Management Fee**
- ✓ **Housing Report: Local Housing Market Assessment**
- ✓ **Disabled adaptations further to the additional funding for 2017/18**
- ✓ **Annual Complaints Report for Social Services**

Joint Scrutiny with Children and Young People's Select Committee:

- ✓ **"Information, Advice and Assistance Service** ~ responsibility of the Social Services and Well-being Act 2014 ~ (January/February 2018)
- ✓ **The implementation of the Social Services and Well-being Act 2014** ~ (October 2017)
- ✓ **Mental Health and Learning Disabilities** ~ linked to implications of the DOLS (Deprivation Liberty Safeguards) Grant
- ✓ **Well-being** ~ responsibilities of the Social Services and Well-being Act 2014 around connected communities and meeting needs
- ✓ **Implementation of the Social Services and Well-being Act 2014** ~ review post 18 month together with the duties around prisons ~ (March 2018)
- ✓ **Progress of Regional Safeguarding Boards** ~ Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- ✓ **Regional Integrated Autism Service**

Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
15th MARCH 2017 - CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2016/17 meeting 5 held on the 19 th January 2017.		Dave Jarrett
Outcomes of the Recycling Review.	Cabinet to agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Safeguarding Progress Report			Teresa Norris
Effectiveness of Council Services: Quarter 3 Progress			Matt Gatehouse
Cemeteries - amendments to charging policy			Deb Hill Howells
The Knoll, Abergavenny Section 106 funding			Mike Moran

Subject	Purpose	Consultees	Author
ADM – Business Case			Tracey Thomas
EAS Business Case			Will Mclean
Community Governance			Will Mclean
2017/18 Education and Welsh Church Trust Funds Investment and Fund	The purpose of this report is to present to Cabinet for approval the 2017/18 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
8th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION			
P Private sector housing			Huw Owen
enforcement			
PSPO x 2: Fairfield Car Park and Abergavenny Skate Park			Andrew Mason
Homeless Reserve Fund			Ian Bakewell
Fostering Fees Review			Claire Marchant
Accounts Payable Strategy – Further automation of the procedure to process payment			Lisa Widenham
Appropriation of the land at Rockfield Farm, Undy	From County farms use to planning use		Gareth King
Cemeteries – amendments to charging policy			Deb Hill Howells
Direct Care Leadership Restructure			Colin Richings
Transport Policy			Clare Morgan
Disposal of land on Garden City Way for Affordable Housing			Ben Winstanley

Subject	Purpose	Consultees	Author
Cae Maldon Bus Routes			Christian Schmidt
Monmouthshire Museums Centralisation of Staffing Structure			Cath Fallon
9TH MARCH 2017 - COUNCIL			
Council Tax Resolution 2017/18 and Revenue and Capital Budgets 2017/18	To set budget and Council tax for 2017/18		Joy Robson
Treasury Management Strategy 2017/18	To accept the annual Treasury Management Strategy		Joy Robson
Asset Investment Strategy			Peter Davies
Outcome of Recycling Review	To agree the Final Business Case determining the outcomes of the Recycling Review.		Rachel Jowitt
Procurement Strategy for Household Waste Recycling Centre, Transfer Stations and Residual Haulage.	For Council to approve the procurement strategy and affordability envelope for the procurement of a new contract running from 2018-2030 (7 years plus 5 years extension possibility).		Rachel Jowitt
Approval of Car Park Capital Budget in 2017/18			Roger Hoggins
20TH MARCH 2017 - COUNCIL			
ADM Business Case			Tracey Thomas
Pay Policy			Tracey Harry/Sally Thomas
Well-being Assessments for the county and Objective setting for the Council	i) Well-being of Future Generations Assessment (author Matthew Gatehouse) ii) Population Needs Assessment (authors Matthew Gatehouse/Phil Diamond) iii) Council's Well-being Objectives and Plan (author Matthew Gatehouse/Richard Jones) iv) Biodiversity and Ecosystem Resilience Forward Plan (author Matthew Lewis)		Matt Gatehouse
Safeguarding Progress Report			Teresa Norris
Position Statement report			Geoff Burrows

Subject	Purpose	Consultees	Author
re: Social Services			
Council Diary			Nicola Perry
Chief Office CYP Appointment			Tracey Harry
WAO Kerbcraft			Clare Marchant
Community Governance			W. McLean
29th MARCH 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Contracts Manager – Adult and Children’s Commissioning			Ceri York
Proposed 40 Mph Speed Limit Portal Road And Link Road Monmouth			Paul Keeble
Food Law enforcement policy - Monmouthshire alternative to prosecution policy (mapp)			David H Jones
To make Permanent the current temporary post of the Carers Services Development Manager			Kim Sparrey
Staffing Restructure: Development Management Team			Mark Hand
Staffing Restructure: Planning Policy Team			Mark Hand
Monmouthshire Lettings Service			Steve Griffiths
Permanent appointment of Temporary Admin Support post (RBC13A).			Nigel George
5th APRIL 2017 - CABINET			

Subject	Purpose	Consultees	Author
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
12th APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Young Carers' Strategy 2017 -20			Kim Sparrey
Supporting People Plan and Grant Spend			Chris Robinson
Additional Grant Funding for Local Authority to deliver the High St Rates Relief Scheme			Ruth Donovan
Proposed re-alignment of the Estates team to meet budget mandate savings	Cllr Murphy		Deb Hill- Howells
Living Levels Landscape Partnership:	Cllr P Hobson		Matthew Lewis
Flexible Early Retirement – Planning Services			Mark Hand
Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees			Mark Hand
26th APRIL 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Welfare Rights Review	ITEM DEFERRED TO 24/5/17		Tyrone Stokes

Subject	Purpose	Consultees	Author
Proposed 20 MPH Speed Limit, A472 Usk	Cllr B Jones		Paul Keeble
Community Hubs Restructure	Cllr RJB Greenland		Deb Hill Howells
Monmouthshire Local Development Plan Draft Sustainable Tourism Accommodation Supplementary Planning Guidance	Cllr B Greenland		Martin Davies
Monmouthshire Local Development Plan Rural Conversions To A Residential Or Tourism Use (Policies H4 & T2) Supplementary Planning Guidance	Cllr B Greenland		Martin Davies
16TH MAY 2016 – ANNUAL MEETING			
18TH MAY 2017 – DEFERRED BUSINESS COUNCIL			
24TH MAY 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Welfare Rights Review			Tyrone Stokes
Event Opportunities – Summer 2017			Dan Davies
A40/A466 Wyebridge, Monmouth – Proposed Junction Improvement			Paul Keeble
Proposed acquisition of land Magor			Deb Hill Howells
7TH JUNE 2017 – CABINET			

Subject	Purpose	Consultees	Author
To approve the Corporate Safeguarding Policy			Teresa Norris / Claire Marchant
Anti Fraud, Bribery & Corruption Policy Statement – REVISED AND UPDATED			Andrew Wathan
Welsh Language Progress Report.			Alan Burkitt
Highway Grant and Section 106 budgets			Paul Keeble
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 5 of the 2016/17 financial year held on the 20 th March 2017.		Dave Jarrett
Revenue & Capital Monitoring 2016/17 Outturn Forecast Statement	To provide Members with information on the outturn position of the Authority for the 2016/17 financial year		Mark Howcroft
CYP Support Services Re-Structure	To propose a restructure within CYP support services to achieve saving from the Medium Term Financial Plan		Nikki Wellington / Sharon Randall Smith
14TH JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Sale of Freehold of Land at Plot 9a Wonastow Rd, Monmouth	The sale of the Freehold has been agreed subject to approval to Mandarin Stone who currently lease the area on a long lease from MCC.		Nicola Howells
Installation of charging points for electric cars in MCC public car parks	To seek approval for the installation of charging points for electric cars in MCC car parks in the county.		Roger Hoggins
Release of restrictive covenant at Former Abergavenny Magistrates Court and Police Station.			Nicholas Keyse

Subject	Purpose	Consultees	Author
28th JUNE 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Social Housing Grant			Shirley Wiggam
Proposed Reduction in the size of the Brecon Beacons National Park Authority	To respond to Welsh Government Consultation on the Proposed Reduction in the size of the Brecon Beacons National Park Authority	CLLR BRYAN JONES	Matthew Lewis
29TH JUNE 2017 - COUNCIL			
CCTAudit Committee Zero Hour Contracts Report			Philip White
Audit Committee Annual Report			Philip White
5TH JULY 2017 – CABINET			
Update and approval of matters arising from the Safeguarding arrangements action plan – kerbcraft scheme			Roger Hoggins / Paul Keeble / Graham Kinsella
Youth Enterprise – European Structural Fund (Esf) Programmes - Inspire2work Extension.			Cath Fallon
Annual Report of the Director of Social Services			Claire Marchant
12TH JULY 2017- INDIVIDUAL CABINET MEMBER DECISION			
14th JULY 2017 - SPECIAL CABINET			
CSC (Compound Semi-Conductor) Project			Peter Davies
26TH JULY 2017 – INDIVIUDAL CABINET MEMBER DECISION			
Allocation of funding to Develop a Town Centre Regeneration Plan, Caldicot			Roger Hoggins
10C Severnbridge Industrial Estate, Caldicot.		Cllr Murphy	Deb Hill Howells

Subject	Purpose	Consultees	Author
Raglan Village Hall Progress Update		Cllr Murphy	Deb Hill Howells
Disposal of agricultural land in Goytre on the open market'		Cllr Murphy	Gareth King
Youth Enterprise – European Structural Fund (Esf) Programmes – Inspire Programmes – Finance Officer Re-Evaluation			Cath Fallon
Rural Development Programme – New Post (Internal Secondment) Pollinator Project Coordinator			Cath Fallon
27TH JULY 2017 - COUNCIL			
Annual Report of the Director of Social Services			Claire Marchant
Safeguarding Policy			Cath Sheen
Monmouth Pool			Ian Saunders
9TH AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Caldicot Town Team Funding - Enhancement of Pedestrian Area, Newport Road, Caldicot.			Judith Langdon
9TH AUGUST 2017 – SPECIAL CABINET			
Senior Leadership Realignment			Kellie Beirne
23RD AUGUST 2017 – INDIVIDUAL CABINET MEMBER DECISION			
RDP funded Temporary Part time Coach Tourism Visitor Information Officer Post			Nicola Edwards

Subject	Purpose	Consultees	Author
Staffing Restructure: Development Management Team			Mark Hand
Senior Social Worker Post in the Adult Disability Service, focussing on Continuing Health Care (CHC) Issues			Mike Logan
6TH SEPTEMBER 2017 – CABINET			
Welsh Church Fund Working Group	The purpose of this combined report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 1 held on the 29 th June and meeting 2 held on 27 th July 2017.		Dave Jarrett
Contaminated Land Inspection Strategy			Huw Owen
Community Engagement Review Update/Whole Place and Partnerships Team restructure			Cath Fallon
Update on Fair Funding Regulations for Schools in a deficit budget	To inform members of the current requirements through the fair funding regulations for schools that are reporting a deficit budgets and the actions required to address		Nikki Wellington
To declare surplus the former sextons lodge at Chepstow Cemetery, Chepstow	To declare the property surplus following the retirement of the previous sexton at the Chepstow Cemetery to enable the Council to begin the disposals process		Gareth King
Budget Monitoring report – period 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Section 106 Gilwern School			Richard Morgan

Subject	Purpose	Consultees	Author
13TH SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
DELIVERING SAVINGS – POLICY AND PERFORMANCE			Matt Gatehouse
21ST SEPTEMBER 2017 – COUNCIL			
MCC Audited Accounts 2016/17 (formal approval)	To present the audited Statement of Accounts for 2016/17 for approval by Council		Joy Robson
Stage 2 Improvement Plan 2016/17	To seek council approval of the Stage 2 Improvement Plan for 2016/17.		Richard Jones
Payment Guarantee by MCC to WG – City Deal Compound Semiconductor Project.			
ISA260 report – MCC Accounts –	To provide external audits reports on the Statement of Accounts 2016/17		Joy Robson
27TH SEPTEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Transition of existing DPPOs into PSPOs			Andrew Mason (29/8/17)
MONMOUTHSHIRE FAIRTRADE COUNTY RENEWAL			Hazel Clatworthy (04/9/17)
4TH OCTOBER 2017 – CABINET			
Cash Receipting System Tender	To seek approval and funding for Authority's replacement cash receipting system		Ruth Donovan
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of		Dave Jarrett

Subject	Purpose	Consultees	Author
	Applications 2017/18, meeting 3 held on the 21 st September 2017.		
Volunteering Policy			Owen Wilce
Framework for a Corporate Plan and Enabling Strategies		P. Jordan	Kellie Beirne
21st Century Schools Programme – Strategic Outline Programme (SOP) Band B Update			Will McLean
10TH OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Revised Information Strategy following Audit Committee on 19 th Sept 2017			Sian Hayward
Services fit for the future – Quality and governance in health and care in Wales			Claire Marchant
Severn View Contracted Bank			Sian Gardner
Gwent (Lrf) Local Resilience Forum : Coordinator Officer Post		P Murphy	Ian Hardman
Monmouthshire Local Development Plan Annual Monitoring Report			Mark Hand Rachel Lewis (25/09/17)
Fairness at Work (Grievance) Policy		P Murphy	Sally Thomas (26/09/17)

Subject	Purpose	Consultees	Author
25TH OCTOBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Re-evaluation of Youth Service			Josh Klein
Reorganisation of Direct Payments Team in Social Services			Mike Logan
1ST NOVEMBER 2017 – CABINET			
Outline of Budget Process 2018/19			Joy Robson
Review of Obstructions in the Public Highway policy			Roger Hoggins
Disposal of Former County Hall site. Croesyceiliog'			Roger Hoggins
Grick Road Disposal			Deb Hill Howells
8TH NOVEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Adoption of Highway Management Plan including appointment of Highway Asset Inspector and changes to Asset Planning Officer posts			Paul Keeble
Rural Conversions to a Residential or Tourism Use SPG.			Rachel Lewis
Sustainable Tourism Accommodation SPG			Rachel Lewis

Subject	Purpose	Consultees	Author
9TH NOVEMBER 2017 – COUNCIL			
Recycling Review – Final Business Case and Approval for Capital Expenditure	For Council to receive the FBC for the Recycling Review and to approve the expenditure required for successful implementation.		Rachel Jowitt
22ND NOVEMBER 2017– SPECIAL CABINET			
Capital Budget Proposals	To outline the proposed capital budget for 2018/19 and indicative capital budgets for the 3 years 2019/20 to 2021/22		Joy Robson
MTFP and Budget Proposals for 2018/19	To provide Cabinet with Revenue Budget proposals for 2018/19 for consultation purposes		Joy Robson
Review of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2018/19		Joy Robson
22ND NOVEMBER 2017– INDIVIDUAL CABINET MEMBER DECISION			
6TH DECEMBER 2017 – CABINET			
Council Tax base 2018/19 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2018/19 and to make other necessary related statutory decisions.		Sue Deacy/Wendy Woods
Alternative Delivery Model			Tracey Thomas
Safeguarding Evaluation and Progress Report			Diane Corrister
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 4 held on the 9 th November 2017		Dave Jarrett
13TH DECEMBER 2017 – INDIVIDUAL CABINET MEMBER DECISION			
Local Government (Wales) Act 1994 The Local	To see approval of the proposals for consultation purposes regarding payments to precepting		Joy Robson

Subject	Purpose	Consultees	Author
Authorities (Precepts)(Wales)Regulations 1995	Authorities during 2018/19 financial year as required by statute		
14TH DECEMBER 2017 - COUNCIL			
Appointment of the Preferred Bidder for the Heads of the Valleys Food Waste Treatment Procurement			Rachel Jowitt
Alternative Delivery Model			Tracey Thomas
3RD JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
10TH JANUARY 2018 – CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 5 held on the 14 th December 2017		Dave Jarrett
Accommodation Review			Deb Hill Howells
Budget Monitoring Report – Period 7	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2016/17 financial year.		Joy Robson/Mark Howcroft
Proposed changes to the Schools Funding Formula for the funding of Building Maintenance Costs.	Seeking approval to reduce the funding of building maintenance costs for our new schools		Nikki Wellington
17TH JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
Local Government (Wales)Act 1994 The Local Authorities (Precepts)(Wales)Regulation	To seek members approval of the results of the consultation process regarding payment to precepting Authorities for 2018/19 as required by statute		Joy Robson

Subject	Purpose	Consultees	Author
ns 1995			
18TH JANUARY 2018 - COUNCIL			
Council Tax Reduction Scheme 2018/19			Ruth Donovan
31ST JANUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
7TH FEBRUARY 2018 – CABINET			
Final Draft Budget Proposals or recommendation to Council			Joy Robson
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14TH FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
S106 funding: Pen y Fal bridge repairs	To draw down appropriate S106 funding to fund the repairs to the footbridge at the Pen y Fal development in Abergavenny.		Rachel Jowitt
22ND FEBRUARY 2018 – COUNCIL			
28TH FEBRUARY 2018 – INDIVIDUAL CABINET MEMBER DECISION			
1ST MARCH 2018 - COUNCIL			
Council Tax Resolution 2018/19			Ruth Donovan
7TH MARCH 2018 - CABINET			
2018/19 Education and Welsh Church Trust Funds Investment and Fund Strategies	The purpose of this report is to present to Cabinet for approval the 2018/19 Investment and Fund Strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2017/18 grant allocation to Local		Dave Jarrett

Subject	Purpose	Consultees	Author
	Authority beneficiaries of the Welsh Church Fund.		
14TH MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION			
28TH MARCH 2018 – INDIVIDUAL CABINET MEMBER DECISION			
11TH APRIL 2018 - CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2017/18, meeting 6 held on the 22 nd February 2018		Dave Jarrett
18TH APRIL 2018 – INDIVIDUAL CABINET MEMBER DECISION			
19TH APRIL 2018 - COUNCIL			
Public Service Board: Well-being Plan for Monmouthshire			Matt Gatehouse (added 29/8/17)
9TH MAY 2018 – INDIVIDUAL CABINET MEMBER DECISION			

Hannah Jones would like to come to Cabinet in July 2018 to update on Youth Enterprise - European Structural Fund (ESF) Programmes - Inspire2Work extension (originally brought to Cabinet July 2017).

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