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Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 23 February 2016

Dear Councillor

CABINET

You are requested to attend a **Cabinet** meeting to be held at **County Hall, The Rhadyr, Usk, NP15 1GA** on **Wednesday, 2nd March, 2016**, at **2.00 pm**.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To consider the following reports (Copies attached):
 - i. **MCC Strategic Equality Plan 2016-2020** 1 - 2

Purpose: The Equality Act 2010 was introduced in April 2011 and within its specific duties is the requirement to publish the Council's Equality Objectives within a Strategic Equality Plan (SEP). This is the Council's second SEP replacing the version 2012 – 2016 on the 1st April 2016.

Author: Alan Burkitt, Policy Officer Equalities and Welsh Language

Contact Details: alanburkitt@monmouthshire.gov.uk
 - ii. **Welsh Language Standards - Appeal** 3 - 10

Purpose: To provide Cabinet with a copy of Monmouthshire's Welsh Language Standards Appeals document which needs to be submitted to the Welsh Language Commissioner by the deadline of the 30th March 2016.

Author: Alan Burkitt, Equalities and Welsh Language Officer

Contact Details: alanburkitt@monmouthshire.gov.uk
 - iii. **Recycling Review** 11 - 32

Purpose: For Cabinet to approve the proposed way forward for recycling collections in Monmouthshire.

Author: Rachel Jowitt, Head of Waste and Street Services

Contact Details: racheljowitt@monmouthshire.gov.uk
 - iv. **Play Opportunities Review** 33 - 80

Purpose: To consider a future delivery model for staffed play provision

Author: Matthew Lewis, Countryside Manager

Contact Details: matthewlewis@monmouthshire.gov.uk

- v. **Monmouthshire Local Development Plan Affordable Housing Supplementary Planning Guidance** 81 - 216
Purpose: The purpose of this report is; to advise Cabinet of the results of the recent consultation on Draft Supplementary Planning Guidance (SPG) on Affordable Housing to support the policies of the Monmouthshire Local Development Plan (LDP) and to seek Cabinet's endorsement of the SPG, with a view to it being formally adopted as SPG in connection with the Monmouthshire LDP and to recommend to Council accordingly.
Author: Martin Davies, Planning Policy Manager
Contact Details: martindavies@monmouthshire.gov.uk
- vi. **Proposed Allocation of Enterprise Redundancy costs to Reserves** 217 - 220
Purpose: To request member approval to use reserve funding to meet redundancy costs incurred by the Enterprise Directorate in 15/16.
Author: Debra Hill-Howells, Head of Community Led Delivery
Contact Details: debrahill-howells@monmouthshire.gov.uk
- vii. **Monmouthshire County Council Youth Service - European Structural Fund (ESF) Programmes: Inspire2Achieve and Inspire2Work** 221 - 248
Purpose: To propose the implementation of Inspire2Achieve and Inspire2Work programmes led by Monmouthshire County Council's Youth Service utilising European Structural Fund (ESF) monies to deliver pre and post 16 support, intervention and employment opportunities. This is subject to final approval from Wales European Funding Office (WEFO) in March 2016. This report has been presented to the Children and Young People Select meeting on 17th September 2015, Members in principle approved the ESF programme. Newport City Council are the lead local authority for the Competitiveness region including Cardiff; Vale of Glamorgan; Newport and Monmouthshire. Members in Monmouthshire need to receive information regarding this programme.
Author: Hannah Jones, Youth Engagement and Progression Coordinator
Contact Details: hannahjones@monmouthshire.gov.uk
- viii. **2016/17 Education and Welsh Church Trust Funds Investment and Fund Strategies** 249 - 286
Purpose: The purpose of this report is to present to Cabinet for approval the 2016/17 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2016/17 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.
Author: Joy Robson, Head of Finance/S151 Officer
Contact Details: joyrobson@monmouthshire.gov.uk
- ix. **Welsh Church Fund Working Group** 287 - 298
Purpose: To make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 4 of the 2015/16 financial year held on the 21st January 2016
Author: David Jarrett, Senior Accountant

Contact Details: davejarrett@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

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



Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

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

People Are Confident, Capable and Involved

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

Our County Thrives

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

Our priorities

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

Our Values

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

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

SUBJECT: MCC Strategic Equality Plan 2016 - 2020

MEETING: Cabinet

DATE: 2nd March 2016

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 The Equality Act 2010 was introduced in April 2011 and within its specific duties is the requirement to publish the Council's Equality Objectives within a Strategic Equality Plan (SEP). This is the Council's second SEP replacing the version 2012 – 2016 on the 1st April 2016.

2. RECOMMENDATIONS:

- 2.1 That Cabinet recommends this plan to Council.

3. KEY ISSUES:

- 3.1 This is a required document but given the timing of its publication it does not represent a fundamental shift from the previous iteration. During 2016-2017 Monmouthshire County Council will undertake two substantial assessments of need and wellbeing within the County as a consequence of the Wellbeing of Future Generations Act 2015 and the Social Services and Wellbeing Act 2014. The quantitative and qualitative information that is gained during this work will provide us with a far clearer understanding of the challenges we face in securing equality.
- 3.2 However, one of the specific duties in the Equality Act 2010 requires Public Bodies to publish their second SEP by 1st April 2016. We have consulted on the Objectives and the associated Plan. The consultation ran from the 16th December 2015 to the 14th January 2016.

4. REASONS:

- 4.1 The Council's first SEP (2012 – 2016) concentrated on getting the foundations for Equality and Diversity in place in Monmouthshire. Having done that this second SEP focuses on making a difference to people across the county.

5. RESOURCE IMPLICATIONS:

- 5.1 There are no significant resource implications within the SEP.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 6.1 By its very nature, the Equality Objectives and the accompanying action plan and the Strategic Equality Plan within which they sit will have positive implications for all the protected characteristics.
- 6.2 The actual impacts from this report's recommendations will be reviewed annually and incorporated in an Annual Monitoring Report as per one of the Specific Duties of the Equality Act 2010.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

There are no implications within this plan.

8. CONSULTEES:

Monmouthshire Inclusion Group, GAVO, CAIR, Twitter, Facebook.

9. BACKGROUND PAPERS:

Equality Act 2010, EHRC Guidance, MCC Strategic Equality Plan version 1.

10. AUTHOR:

Alan Burkitt, Policy Officer Equalities and Welsh Language.

11. CONTACT DETAILS:

Tel: 01633 644010

E-mail: alanburkitt@monmouthshire.gov.uk

SUBJECT:	WELSH LANGUAGE STANDARDS - APPEAL
MEETING:	CABINET
DATE:	2ND MARCH 2016
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To provide Cabinet with a copy of Monmouthshire's Welsh Language Standards Appeals document which needs to be submitted to the Welsh Language Commissioner by the deadline of the 30th March 2016.

2. RECOMMENDATIONS:

- 2.1 That Cabinet approve the appeal document prior to submission to the Welsh Language Commissioner.

3. KEY ISSUES:

- 3.1 In January 2014 the Welsh Government announced proposals for the first set of Welsh language standards that would be applicable to councils, national parks and the Welsh Government itself. Following a period of consultation the final standards were issued to authorities on 30 September 2015 in the form of a compliance notice.
- 3.2 There are in total 176 Welsh Language Standards. On 2nd December Cabinet received a report outlining the standards that applied to Monmouthshire, the actions that would need to be taken and the associated costs. That report noted the option to further appeal a number standards on the grounds of proportionality and reasonableness before the 30th March deadline. Following extensive discussion and careful consideration of all of the standards amongst many officers from different divisions we have identified that we will should against the following:
- Standard 9 – Extension sought on bilingual telephony service while a new system is installed
 - Standard 41a – Extension sought on the requirement for bilingual minutes and agendas for Council, Cabinet and Committee meetings to allow the translation module of the Modern Gov system to be introduced and fully enabled

- Standard 64 – We are seeking exemption from the requirement to make all reception areas fully bilingual on the basis of low levels of demand and difficulties recruiting Welsh speakers, both in general and specifically at a time when staff turnover is low

3.3 Further details are contained in the full appeals document which is attached as appendix 1.

4. REASONS

4.1 To ensure that people who wish to receive a service through the medium of Welsh are treated no less favourably than those who wish to use English while minimising the financial pressures on the council's budgets.

4.2 To ensure that the Council is able to comply with section 44 of the Welsh Language (Wales) Measure 2011 while minimising the financial costs of meeting the standards.

5. RESOURCE IMPLICATIONS

5.1 The resource implications were dealt with in the report of 2nd December. This report carries no further resource implications

6. EQUALITIES AND SUSTAINABILITY IMPLICATIONS

6.1 There are significant positive implications for the Welsh language. At this stage of the analysis there is no specific impact anticipated on any of the protected characteristics.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

It will be important to ensure that the language preference of families involved in safeguarding processes are reflected and acted upon in accordance with the standards.

8. CONSULTATION

Senior Leadership Team
Cabinet

9. BACKGROUND PAPERS:

Compliance Notice, Section 44 Welsh Language (Wales) Measure 2011

9. AUTHOR

Alan Burkitt, Equalities and Welsh Language Officer

10. CONTACT DETAILS:

alanburkitt@monmouthshire.gov.uk
01633 544397

Application form: Challenging present duty/duties

An organization (relevant person) already required to comply with a standard/ standards or to comply with a standard/standards in a specific way, may challenge that requirement by completing and returning this application form.

The application form assists the challenge process and enables organizations to apply to the Welsh Language Commissioner requesting a determination regarding whether or not the requirement to comply with the standard(s) in question is unreasonable or disproportionate.

Details regarding how an application is processed can be found in the procedure entitled Challenge and Appeals: Compliance Notices. The procedure should be read before completing this application form.

Section 1: Contact details:

Name: Alan Burkitt

Address: Monmouthshire County Council, County Hall, Rhadyr, Usk NP15 1GA

Phone Number: 01633 644010

E-mail address: alanburkitt@monmouthshire.gov.uk

Section 2: Details of organization (relevant person)

Post within the organization: Policy Officer (Equalities and Welsh Language)

Organization's name: Monmouthshire County Council

Section 3: Details of the application for a determination

There are 3 Standards within our final Compliance Notice that Monmouthshire County Council wishes to challenge. These are 9; 41b and 64.

The reasons why the relevant person considers that the requirement to comply with the standard(s), or to comply with the standard(s) in a specific way, is unreasonable or disproportionate. Please note your reasons separately for each standard.

Please note any evidence upon which you depend to support your application. Please provide a copy of all such evidence.

Please see below for each individual challenge and related evidence/information.

Monmouthshire CC have spent the past few months analysing all of the standards that have been proposed for us to comply with and developing action plans to implement these. Countless meetings have produced much support for the standards and some areas for concern. We feel though that these areas of concern, given additional time, are achievable and Monmouthshire CC is committed to full compliance.

Below are the standards that we feel present a serious challenge to us as an authority due mainly to the tightness of the deadlines. If we are allowed the extensions requested we feel that we will be able to deliver significantly enhanced services to benefit our Welsh language communities which are beginning to flourish as we work with community groups to maximise the benefits of hosting the National Eisteddfod in 2016.

Standard 9

We have experienced delays with the installation of our new telephony system that will enable a bilingual service. Unfortunately it will not be live by 30 March as originally specified. We have fully committed to complying with this standard at the earliest opportunity and are requesting a further extension until 30 September 2016 to allow us to ensure this system is fully operational before raising expectations amongst the Welsh speaking community.

Standard 41 (b)

The authority is appreciative of the commissioner's response to our earlier appeal which means we do not need to translate 'other papers for meetings that are open to the public.

We are planning to process minutes and agendas using the ModGov system, as used by Welsh Government. We have begun using the main system and are in the process of procuring the Welsh language add-on. However we now understand that the lead-time needed to ensure a high quality bi-lingual service means that we will be unable to comply with this standard by 30 March.

We are therefore requesting an extension to 30 March 2017 to ensure that minutes and agenda are produced bilingually in a cost effective and ultimately accurate manner.

Standard 64

The authority is committed to growing the number of its staff that are able to offer a service through the Welsh language. We are currently running fast-track bespoke reception service training, funded by us and delivered by Coleg Gwent. This is to upskill existing reception and telephony staff and increase their confidence in using the language. Cabinet have agreed that the next two vacancies for reception and the contact centre are to be designated as Welsh Language essential. The requirements that our main reception service is bilingual is reasonable and is not being challenged.

However the second part of the Standard in terms of every other reception service within 12 months remains an area of great concern.

The authority has a large number of other premises including one-stop-shops, libraries and leisure centres. The current profile of our workforce means we are unable to staff these with Welsh speakers, we currently have 24 Welsh speakers, mainly in professional positions meaning redeployment into reception roles is not an option. The current position with local government budgets means that staff turnover is low minimising the opportunities to recruit new Welsh speakers into the organisation as we have staff at risk of redundancy awaiting redeployment. Our HR data indicates that we are not having high numbers of applications from Welsh speakers – essentially there is a lack of supply in this area and colleagues all over Wales – even in the Welsh heartlands have reported similar concerns.

We have conducted surveys at our other reception areas and have identified little or no demand for Welsh language services. There is no evidence of un-met demand over the past five years and we have a tried and tested system third-party where people can request a Welsh speaker. This has been reported in all or monitoring reports over the past five years and this approach satisfies current demand in a financially sustainable way.

The nature of staffing rotas and the number of Welsh speaking staff that would be required to make all other receptions fully bilingual means it is unfeasible to make these areas fully bilingual by 30th September without making existing skilled and valuable staff redundant – something we are not prepared to entertain. Aside from practical implications this could also cause animosity towards the language. Our preference is to grow the language by investing our limited resources by encouraging new speakers, as evidenced by our hosting of the National Eisteddfod in 2016.

We will continue our approach of recruiting bilingual staff to reception and telephony positions. However given the above factors and the large number of council venues we cannot forecast when we would be able to fully comply with this standard.

With this in mind, we wish to challenge the specific “other reception areas” part of the Standard as unreasonable and disproportionate.

Signature: [Alan Burkitt]

Date: 12/3/16

This form may be sent as an e-mail attachment or through the post using the following contact details:

Welsh Language Commissioner, Market Chambers, 5–7 St Mary Street, Cardiff CF10 1AT

E-mail address: post@welshlanguagecommissioner.wales

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SUBJECT:	Recycling Review
DIRECTORATE:	Operations / Waste & Street Services
MEETING:	Cabinet
DATE:	2 nd March 2016
DIVISION/WARDS AFFECTED:	All

PURPOSE:

1. For Cabinet to approve the proposed way forward for recycling collections in Monmouthshire.

RECOMMENDATIONS ON PROPOSED WAY FORWARD:

2. The recommendations are:
 - I. The principles of the existing collection service of dry recycling materials (red & purple scheme) be continued given the lack of a strong evidence base on the *necessity* to change the collection method for all dry recycling materials;
 - II. A robust 6 month pilot is undertaken on *separating glass* at kerbside (option 2);
 - III. The pilot results to be reviewed by Recycling Review Member Steering Group, Select Committee and Cabinet and appropriate regulatory bodies prior to proceeding with full implementation following the trial period and adjust collection methodology if necessary;
 - IV. The Scottish model (explained in para. 23 below) is reviewed through the pilot period;
 - V. That food and garden waste kerbside collections will be split, with food waste to be treated via AD and garden waste via open windrow; and
 - VI. The Council, recognising it is not currently *necessary* to adopt the default position for the WFD requirements for ‘*separate collections*’ keep the service continually under review to ensure that compliance and best environmental and economic outcomes are being achieved.

KEY ISSUES

3. MCC has carried out a strategic review of the recycling and waste service in response to changes in EU and UK law and Welsh Government (WG) policy and guidance including WG’s preference for kerbside sort collections. The background to the review and the

legislative issues were fully explained in the report to Cabinet of December 2014
(<http://democracy.monmouthshire.gov.uk/CeListDocuments.aspx?Committeeld=144&MeetingId=617&DF=03%2f12%2f2014&Ver=2>).

4. The main issues the review needed to address are:

- Legal and policy compliance
- Different collection options and impact on economic productivity and analysis on whether further savings can be achieved
- How MCC can optimise performance (financial and environmental) whilst maintaining public buy in and satisfaction

Legal & Policy Compliance

5. One of the key aspects of the review was the need to model MCC's current kerbside collection service (baseline), against WG's preferred 'collections blueprint'. Whilst the Blueprint is not mandatory it is Welsh Government's preferred policy and it sits underneath their statutory strategies – Towards Zero Waste and the Municipal Sector Plan to which LAs must have regard. The Blueprint has 23 criteria ranging from charging for garden waste, accepting reuse at CA sites, restricting residual and specifying how recycling at the kerbside should be collected. MCC is 78% compliant with the Blueprint. The only areas where there is deviation is regarding the 3 criteria relating to kerbside sort collections, the criteria for a CA site to receive bulky items for reuse and achieving 80% recycling at the CA sites. In time and with contract renewal and improvements at the CA sites MCC intends to comply with the two CA site criteria leaving only the items relating to collection methodology in dispute.
6. WG believe the blueprint of kerbside sort delivers the most economic and environmentally beneficial collection method and is fully compliant with EU requirements for 'separate collections'. This is the fundamental issue the review has been tasked to resolve.

The Waste Framework Directive Requirement for Separate Collections

requires local authorities to collect paper, metals, plastics and glass separately where:

- i) **necessary** to ensure waste undergoes recovery operations in accordance with the waste hierarchy and to protect human health & the environment, and to facilitate or improve recovery; and
- ii) where it is **technically, environmentally and economically practicable** (TEEP) to do so; and
- iii) to promote '**high quality**' recycling.

7. Under the **necessity** test, MCC must consider whether it actually needs to separate materials further in order to achieve high quality recycling. A simple benchmark for this test is by comparing the quality of MCC's materials, at the point that they are recycled, with 'good' kerbside sort authorities. Unfortunately, terms such as 'high quality' and 'good kerbside sort authority' are not defined in the legislation or the WG statutory guidance. MCC consider these to be fundamental points when considering whether we should switch from what is currently a highly effective, performing and efficient service which enjoys high levels of public satisfaction.
8. If it was found **necessary** for MCC to collect certain materials **separately**, it would also need to be consider whether it is **TEEP** to do so:
 - a) Technically practicable: Given that separate collections operate in counties similar to Monmouthshire – such as Conwy, it is likely to be concluded that such collections are also practicable within Monmouthshire.
 - b) Economically Practicable: The benchmark for whether collections are economically practicable is that they must not be 'excessive' in comparison to non-separate collections. The final whole life costs of the different options will need to be assessed fully to determine this. The Council will also need to consider the "cost of change" in light of other investment priorities that need to be delivered. The modelling reported below demonstrates that kerbside sort does not deliver significant savings and also incurs major capital investment, therefore should we need to consider this option further work would have to be undertaken on maximising value and opportunities
 - c) Environmentally Practicable: When looking at collection options consideration is given to fuel use and emissions (MPG and emissions) from fleet options. End destinations and final use of recyclates is also a consideration of environmental performance which also feature as part of the necessity test.
9. There is little guidance on how to address the necessity question, and what to compare collections to. As a starting point MCC officers compared the top destinations for MCC's recycling in 2012/13, to those used by Welsh kerbside sort authorities. The full results were reported to Cabinet in Dec 2014 and were shared with NRW and WG for consideration as to how we have approached these tests. Given at that time no concerns or comments were raised by either organisation we believe it is an appropriate tool for analysis and aiding decision making. The results showed that MCC's end destinations were comparable to kerbside sort authorities for a number of materials. With MCC's paper, although this is being sent to China, it is also being processed in a closed loop manner (comparable with kerb side sort authorities).
10. The main reason for recommending the separate collection of glass is based on an analysis of how glass is being managed through a comingled and MRF collection and treatment system. The recent analysis has highlighted that due to the decline in markets and also increased regulation on MRF processes more glass is being used within aggregate recycling which according to the statutory guidance on

applying the waste hierarchy¹ is worse than landfilling the material. Therefore consideration needed to be given to how the principles of separate collection and high quality recycling could be applied to MCC's recycling scheme. Given the performance of the scheme with high quantities collected and the end markets for other materials aligning with kerbside sort it is believed legislative compliance can be achieved by collecting glass in a different container.

11. Another compelling argument for retaining the principles of the current collection method is the amount of recyclate MCC collects compared to many LAs. Due to the success of the residual waste restriction MCC collects over 270kg per household per annum of dry recycling. In 2014-15 MCC collected the most kerbside dry recycling per household in Wales. Again there is little guidance on how LAs reconcile the issue of whether more recycling collected from householders and treated via comingled/MRFs is detrimental to the environment compared to *less* tonnage from kerbside sort. Also there is an assumption that kerbside sort automatically leads to closed loop recycling. This is not a given and depends on end markets, commercial opportunities and local priorities when determining end destinations of kerbside collected materials.
12. Although the above is compelling, it is important that MCC has a full understanding of the quality of its recyclable material, before a full conclusion can be made on the necessity test. With a new MRF contract starting in February 2016, a pilot to determine the impact of removing glass and a full study being undertaken by WG on the complexity of end destination reporting, it is anticipated we will be able to make a robust recommendation on material management and the necessity test in due course.




Collection Options – financial efficiency

13. There have been a number of iterations of these options presented to Select Committee over the past 24 months and these have been reduced to a final 4 Options. The final 4 options were:-

¹ WG, (2012), Guidance on Applying the Waste Hierarchy

MCC recycling collection review: Future service options

We are modelling 4 different methods of recycling collection for future use in Monmouthshire.

Service option	Description	Storage	Collection vehicles
1	<ul style="list-style-type: none"> Red and purple recycling bags collected by a single compartment vehicle. Split collection for food and garden waste (Vehicle with two compartments to keep waste separate). Refuse collection on standard vehicle. 		  <p>Food and garden waste kept separate in a split compartment vehicle.</p>
2	<ul style="list-style-type: none"> Mixed recycling in one bag (plastic or reusable) and glass stored separately in a box. Recycling collected by a split compartment vehicle. Garden and food waste collected by a split compartment vehicle. 	 <p>One plastic or reusable bag</p>	  <p>Food waste collected in front pod. Garden waste in rear.</p>
3	<ul style="list-style-type: none"> Mixed recycling in one bag (plastic or reusable) and glass stored separately in a box. Recycling bag, glass and food waste collected at the same time with a triple compartment vehicle. Garden waste collected on standard vehicle. 	 <p>One plastic or reusable bag</p>	  <p>Split rear compartment for mixed recycling bag and glass. Food waste collected in front pod.</p>
4	<ul style="list-style-type: none"> Kerbside sort recycling collection. Each type of material stored and collected separately. Stored in trolley boxes or stackable boxes with a reusable bag for cardboard. Collected using a kerbside sort vehicle with multiple compartments. Garden waste and refuse collected separately to recycling. 	 <p>Or</p>   <p>Both options include bag for cardboard and food bin</p>	 

- The original modelling undertaken was at a high level and looked to ascertain the most financially viable service options moving forwards. Throughout this process MCC has worked with WRAP (Waste Resources Action Programme) and WG's agents for supporting LAs with change and improvement in recycling/waste). WRAP have commissioned bespoke pieces of work (e.g. the MEL study to evaluate the impact of restricting residual) and have undertaken financial modelling on the best option for MCC. The modelling considers 'whole life costs', so treatment costs (the process after collection e.g. composting, anaerobic digestion, energy from waste etc.) have also been determined for each collection option.
- The recommendation to continue with the current collection service and include further separation of glass is based on Waste and Street Services evaluation of the financial data provided by WRAP and actual data being run through the existing MCC WebAspx route optimisation software.

Baseline	MCC Options	Option 1	Option 2		Option 3		Option 4	
	WRAP Options	0	1	2	3	4	5	6
£1,233,159	Staff	£1,197,616	£1,316,313	£1,375,469	£1,428,209	£1,580,782	£2,229,894	£2,499,881
£838,230	Vehicles	£950,746	£1,123,579	£1,131,220	£1,130,505	£1,194,863	£1,114,698	£1,198,284
£273,218	Containers	£273,218	£273,147	£196,873	£273,147	£196,873	£189,295	£330,592
£0	Dry Processing	£10,200	£20,400	£20,400	£20,400	£20,400	£182,777	£182,777
£704,405	Material Income	£704,405	£251,463	£251,463	£251,463	£251,463	-£536,998	-£536,998
£606,015	Kerbside Organics Processing	£403,381	£403,381	£403,381	£403,381	£403,381	£403,381	£403,381
-£270,000	Garden Waste Charge	-£270,000	-£270,000	-£270,000	-£270,000	-£270,000	-£270,000	-£270,000
£428,925	Kerbside Residual Disposal	£428,925	£428,925	£428,925	£428,925	£428,925	£492,825	£492,825
£627,630	Supervision	£627,630	£627,630	£627,630	£627,630	£627,630	£627,630	£627,630
£5,861	Pru borrowing depot	£16,133	£16,639	£16,639	£16,639	£16,639	£58,066	£58,066
£4,441,582	Total	£4,326,121	£4,191,476	£4,181,999	£4,310,298	£4,450,954	£4,491,568	£4,986,439
	Difference to baseline	-£115,460	-£250,106	-£259,583	-£131,284	£9,372	£49,987	£544,857
	capital transfer station works	239,500	247,000	247,000	247,000	247,000	862,000	862,000

*Baseline: This is the cost of an optimised current service (i.e. the service after all collection rounds have been made efficient – a process currently being undertaken), but also with the assumption that garden and food waste is collected and treated separately.

16. With any collection method there is a recycling processing risk and this will be addressed through the trial to ensure these risks associated with recycling market fluctuations are reduced as far as practically possible. Currently our risk is based on there being MRF capacity at a cost which is affordable to the Authority. Members of Strong Communities Select Committee recognised that the authority had benefitted from strong MRF contracts and were concerned about the risk of managing material directly given the low volumes and also lack of expertise to undertake a competitive and strong market trading role. This recommendation was duly noted and is one of the reasons for the recommendation of a moderate change to the current scheme.
17. Separation of food and garden waste gives a tangible financial benefit. The reduction in treatment costs from using this method outweighs the increase in collection costs resulting from the need to use different vehicles and to achieve this saving a report is being presented to Council on 10th March recommending that MCC agrees the Heads of the Valleys AD Outline Business Case and Inter Authority Agreement.
18. In terms of cost modelling of dry recycling options, the most viable alternative options in comparison to the present service were:
 - a. The ‘twin stream’ option (option 2), whereby MCC continues to collect red and purple bags but separates glass. Extracting glass substantially reduces MRF cost and removes the glass issues with comingled collections.

- b. The Kerbside sort option (option 4) is the 2nd cheapest option, whereby most materials are collected separately, and a small sorting operation is run in Llanfoist to separate cans and plastics. At the moment (subject to review and the results of the trial) this option is not being progressed. However given it is WG preferred policy and the default position for the requirement for separate collections kerbside sort will always remain an option and be used as a benchmark for assessing other options for compliance and performance.

Our Public – Optimising Performance and Maintaining Buy In

19. MCC is in a very fortunate position with its recycling services with 2015-16 once more forecasting to return a recycling rate of c63% against a target by WG of 58%. Monmouthshire is not failing the statutory targets set by WG and therefore it was recognised that a very strong case for substantial change would need to be presented. The EU Directive calls for 'quality' and also '*quantity*' in recycling. The trial will allow us to continue to review the quality issue, and it cannot be argued that MCC does not achieve quantity given that we are such a high performer.
20. There is concern that a major change in recycling collection methods would result in a drop in performance thereby putting at risk MCC's reputation, public buy in and compliance with statutory recycling targets which come with fines. The modelling outlined above assumed a 10% reduction in participation. Whilst the restriction on residual waste should be a deterrent against such a change (and potential enforcement as reported to Select Committee in Dec '15) it is a risk that must be noted. Most recycling services are changed due to performance issues and therefore MCC does not have evidence or data to give members confidence that a major change would not affect our current performance. To aide decision making further officers public views have been sought on collection options and satisfaction ratings for the current service. At the time of writing the report the survey had just closed and therefore Cabinet will receive an addendum at the meeting advising on the outcomes of the public survey.

The Benefits of Collecting Glass Separately

21. To summarise collecting glass separately will ensure that glass to glass recycling can be achieved rather than glass to aggregate ensuring the high quality requirement in the Directive is achieved.
22. Glass can also be a problem within some MRFs as shards can disrupt the technology used by operators. Removing glass therefore will reduce operational MRF issues and this has a subsequent benefit of reducing potential gate fees. The initial quotes MCC has received has demonstrated that as much as a 50% reduction on the current gate fee could be achieved.

The Scottish Model

23. Last month COSLA (the representative body of all Scottish Councils) announced that an agreement had been reached by all 32 LAs to move to a common collection method. The materials to be collected separately were:
- Glass
 - Paper/card (in red bag?)
 - Plastics / metals (in purple bag?)
 - Food
24. The vehicles they intend to use have not yet been finalised. This option is quite similar to the option being recommended for the pilot and we are keen to understand more particularly on operational efficiency and vehicle types. The key difference with this compared to ours is that food does not appear to be collected with garden waste and therefore gives more flexibility to how garden waste is managed in the future. Initial assessments by WRAP have identified that as much as £95k could be saved if garden waste was a stand-alone service and only collected at peak season (Mar-Oct). A separate garden waste service would also allow the charge to fully cover the cost of collection – something we are not able to currently do because we cannot charge for food waste. This is not a formal recommendation but has been highlighted as an alternative.
25. Given the potential alignment to our current method of collection our risk of legal compliance would be reduced as if Scotland believe this to be EU compliant then MCC could make the same argument. It is proposed that during the pilot further investigations into how this is to be implemented are to be undertaken and will feature in the final report through the Member process.

The Pilot

26. The pilot will:
- a. Operate within the North of the County due to Llanfoist transfer station being able to receive the glass separately
 - b. Cover 7,500-8,000 properties
 - c. Try both plastic boxes and reusable bags. Members of Strong Communities Committee asked officers to investigate the provision of a 3rd plastic bag for glass or whether glass could be collected in the purple bag and all other recycling collected in the red bag to maintain the basis of the current collection system. Feedback from the market however has indicated that there would be no

appetite to receive glass in a bag and a bag splitter is not an option as it would crush the glass completely undermining the principles of collecting the glass separately in the first place.

- d. Assess the various vehicle options available to determine:
 - i. Operational productivity and crew assessments, and
 - ii. Cost and overall financial profile
- e. Engage with the public to determine their views and to help MCC develop key messages for managing roll out
- f. Assess the future end markets for glass
- g. Assess future material management for the red (2Dimensional / fibres) and purple (3dimensional / containers) and end markets
- h. Determine the capital works required at the transfer station
- i. Further understand the Scottish model and applicability in Monmouthshire

REASONS

- 27. MCC needs to replace the fleet over 2016-18. Procuring vehicles commits the service for at least 7 years. Therefore MCC needs to ensure its service is future proofed both in terms of public acceptability, financial affordability, environmental performance and legal compliance.

RESOURCE IMPLICATIONS:

- 28. There are no immediate financial implications. The MTFP for 2016/17 highlighted the need to replace some of the existing fleet, this will be done hiring in vehicles for the duration of this pilot prior to full implementation.
- 29. Whilst indications on savings have been referenced in the report no figures for savings feature within the current MTFP as it would be premature to do so. The figures provided do not also take fully into account the capital investment required (e.g. it includes depot cost but not one off purchase of bags/boxes). However if a change was proposed the Business Case, in line with the principles on capital investment would need to explore the implications of using any savings to enable borrowing to fund this capital expenditure.

LEGAL IMPLICATIONS:

- 30. It is very important that the final recommendation for the recycling service is compliant with existing law and future proofed for any subsequent changes.

31. In particular, MCC will continue to review its service provisions to ensure that it meets its legal obligations including:
- the general obligation to encourage separate collection so as to facilitate recovery;
 - the general obligation to introduce separate collection so as to facilitate recycling;
 - the obligation to introduce separate collection for paper, metal, plastic and glass so as to facilitate recycling of these waste streams; and
 - the obligation not to mix waste of specific type or nature with other waste or other material with different properties,
32. subject always to the principle of proportionality (subject to the Article 10(2) of the revised Waste Framework Directive necessity and technical, environmental and economic practicability tests). Considering that the aim of separate collection is high quality recycling, the introduction of a separate collection system may not be necessary if the aim of high quality recycling can be achieved just as well with a form of co-mingled collection.

Sustainable Development and Equality Implications

33. The proposal ensures that the authority is placing its 7 year recycling service within a long term context. It has considered social, economic and environmental impacts. The main positive is the certainty about the environmental impact/benefit of the service, particularly with the removal of glass and ensuring it is economically efficient and effective. The main negative is increased amount of recycling receptacles left on the street which may have a negative impact on street scene and mobility. These issues will be reviewed during the review and mitigated as much as possible.

Safeguarding and Corporate Parenting Implications

34. There are no safeguarding or corporate parenting implications

Consultees

Strong Communities Select Committee

35. The Committee considered the proposal for a pilot to separate glass at its meeting on 28th January. Members were in favour of maintaining the existing scheme believing it to be high performing and importantly well-liked by our public. Members asked that officers

review whether glass could be collected in a plastic bag rather than a box or reusable bag. The market however has determined that it wants glass presented loose which restricts collection options.

National Resources Wales

36. NRW are the monitoring/regulatory body on behalf of WG for compliance with the Waste Framework Directive. The Select Committee report which informed this report was sent to them for comment. No concerns were raised about the proposal. NRW have advised that the Council needs to continually look at the end destination data albeit recognising that there are current data limitations and caveats. They have asked that officers share the trial results with them for further review.

Welsh Government

37. The lead officer for waste within WG was sent the Select Committee report and no response has been received.

WRAP

38. MCC has worked closely with WRAP on the economic modelling. WRAP submitted MCC officers with a report which has been received but not accepted as we disagree on their calculations for option 3 – kerbside sort. This was shared with Members of Strong Communities Select Committee and they were content for MCC's analysis to be taken forward believing it to be robust and realistic.

Public

39. A public consultation and satisfaction survey was undertaken over January 2016. At the time of writing this report the results had not been analysed but an addendum to the report will be presented to Cabinet on the day.

Interested Stakeholders

40. Interested stakeholders (Friends of the Earth, Transition Groups, and key partners) were invited to a meeting with MCC officers to discuss the proposals. There was broad acceptance of the process and the recommendation for a pilot. There are some strong views in our community for the Council to adopt kerbside sort believing it to be more environmental beneficial. The report was also shared with Viridor, MCC's strategic waste and recycling delivery partner. They have advised on the appropriateness of the existing transfer stations

and what they can or cannot accommodate. They have advised on end markets and managing glass and will also be engaged through our CA Contract review and closer integration to the Blueprint on its CA site requirements.

Background Papers

Cabinet Report Dec 2014

Strong Communities Select Committee Report Jan 2016

WRAP Report - Options Modelling

Report Author

Rachel Jowitt
Head of Waste & Street Services
racheljowitt@monmouthshire.gov.uk
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<p>Name of the Officer Hazel Clatworthy, Alan Burkitt, Rachel Jowitt, Carl Touhig, Laura Carter</p> <p>Phone no:</p> <p>E-mail: Racheljowitt@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To propose a pilot to inform the future of the recycling service in Monmouthshire.</p>
<p>Name of Service – Waste & Street Services</p>	<p>Date Future Generations Evaluation 09/02/16</p>

NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc


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




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>More employment opportunity, financially efficient, wealth generation through reduced costs of MRF and better end product</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)	Further glass separation means closed loop recycling of glass is more achievable and lessens the need for raw materials in glass production. Additional vehicles will create a bigger carbon footprint	When we undertake vehicle procurement we will go for most fuel efficient vehicles and limit journeys through route optimization.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood		
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Keeping with the bag system will reduce fly blown litter from box or open bag collection systems. Additional box for glass but with heavyweight of material unlikely to cause litter.	We will try to align services to have same day collections and crews place receptacles back safe and securely to minimize effect on street scene.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	See Resilient Wales above. Although not achieving the full Collections Blueprint (full kerbside sort), the removal of glass will improve the overall quality of the recyclate and allow glass to be recycled closed loop. Recyclate is a global commodity and is sold by reprocessors at best price; this is not always into UK based manufacturing. Red and purple bag scheme participation is very high and this is unlikely to be seen in full kerbside sort.	Full kerbside sort is more expensive and substantially increases risk to local authority in trading commodities on the open market.
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		

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 more equal Wales People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, pregnancy or maternity</i>	

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>Balancing short term need with long term and planning for the future</p>	<p>The changes for this proposal would last 7 years in line with vehicle leasing.</p>	<p>Planning longer term is difficult as waste arisings are changeable in both quantity and composition. The packaging market is light-weighting materials and types of material change with more shopping done on-line and increasing cardboard, more use of IT reduce paper usage and recycling.</p> <p>Global commodity markets fluctuate, improvements in technology increase the materials that can be recycled and therefore 7 years is optimum length of proposal to reduce changes for residents and secure best value in procuring vehicles and receptacles.</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>Working together with other partners to deliver objectives</p>	<p>Established contracts in place for reuse with third sector not for profit organization.</p> <p>Close working relationship with WRAP and Welsh Government to inform decisions at a national level.</p> <p>Working with contractors to ensure we have the best data for end markets and contracts that encourage closed loop UK recycling.</p>	
 <p>Involving those with an interest and seeking their views</p>	<p>Participation and satisfaction surveys carried out to include questions on this proposal. Survey includes suite of Equalities questions.</p> <p>Full staff engagement with staff, frontline and office staff encouraged to take part in survey.</p> <p>Key stakeholders including Community Climate Champions, Youth Team, Older Peoples Forum, Friends of the Earth invited to stakeholder engagement event.</p>	<p>Ongoing communications with internal and external stakeholders and residents to ensure continued buy-in and participation.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Separating glass prevents contamination of recyclate at the reprocessor and increases the value of all recyclables in the chain.</p> <p>Closed loop recycling of glass prevents use of natural raw materials and limits quarrying and disruption to natural environment.</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>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Environmental and economic benefits from this proposal. This proposal takes account of community engagement and feeds in to the “Monmouthshire Engages”.</p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Creation of additional jobs will give benefits to residents of Monmouthshire.	Box collections may increase difficulties for elderly and infirm residents as they require both hands to hold.	Pilot will offer a reusable bag for residents that would prefer them so we can assess if there is an increase in assisted collections.

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?
Disability		As above. Receptacles left on street following collection could increase mobility issues on narrow pavements.	As above Ensure crews place receptacles back safe and securely to reduce obstructions on pavements.
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity		See above. Obstructions to pavements for prams from receptacles	See above.
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language			

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance

<http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire’s Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding			
Corporate Parenting			

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

- Waste dataflow – tonnages and end destinations
- WRAP and MCC financial modelling on different collection options
- Public satisfaction surveys
- Staff engagement
- Compositional analysis of MCC’s waste
- Evidence from WG’s commissioned studies which informed the Collections Blueprint

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 proposal ensures that the authority is placing its 7 year recycling service within a long term context. It has considered social, economic and environmental impacts. The main positive is the certainty about the environmental impact/benefit of the service, particularly with the removal of glass and

ensuring it is economically efficient and effective. The main negative is increased amount of recycling receptacles left on the street which may have a negative impact on street scene and mobility. These issues will be reviewed during the review and mitigated as much as possible.

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
Give residents choices of bags and boxes	During pilot	RJ and team	
Additional training for crews to replace bags and boxes correctly	During pilot	NL and team	

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:	Throughout and post-pilot – further cabinet report due March 2017 prior to full implementation of any changes
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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	Cabinet March 2016	2 nd March 2016	

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SUBJECT: PLAY OPPORTUNITIES REVIEW

MEETING: Cabinet

DATE: 2 March 2016

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

1.1 To consider a future delivery model for staffed play provision.

2. RECOMMENDATIONS:

2.1 To approve the proposed future delivery model for staffed play provision.

3. KEY ISSUES:

- 3.1 The LSB commissioned a review of current managed play provision (the summer play scheme) based on concerns that the current provision was unsustainable on several grounds:
- The changes in the regulatory framework from Welsh Government and the Care and Social Services Inspectorate Wales (CSSIW), including more rigorous staff qualifications and training requirements and changes to the National Minimum Standards (especially for 8 - 12 year olds, which will now take place from 1 April 2016)
 - The equality challenge of the differing treatment of children with disabilities in the current model
 - The pressures in place as a result of reduced delivery capacity, including the financial pressures to meet income targets at leisure centres.
- 3.2 The review report (Appendix 1) by Torfaen Play Service considered the potential benefits and risks associated with the current and alternative delivery models and the potential to deliver jointly on all or some aspects of the scheme. The current model of providing closed access play is regulated childcare and as such subject to CSSIW inspection and legislative restrictions – MCC is unusual in continuing to provide a closed access scheme. In light of the current delivery challenges, the future legislative changes and the equality challenge the review report proposes a shift to community based “open access” play provision utilising a model successfully deployed in other authorities and potentially allowing wider geographical provision across the County – option 4 in the report.

- 3.3 Childrens & Young People's Select has considered the proposed model, highlighting safeguarding as a significant and important issue and wished in due course to receive confirmation on the number and location of play schemes and a progress report / evaluation in Autumn 2016.
- 3.4 Whilst the purpose of staffed play provision is to offer play opportunities in a safe environment without parental supervision to enable children to play, learn and develop and mix with their peers, rather than provide childcare, in practice many parents have relied on the current model to provide inexpensive childcare. So the new delivery model will result in a potential reduction in childcare as community sites would provide provision below the 2 hour registration limit. To mitigate this impact the model will allow leisure services to offer sports camps in the leisure centres playing to the service's strengths and offer a wider and inclusive choice to children and young people. Add on session at the start and end of each day will allow parents flexibility.
- 3.5 Delivery of the new model will depend on the result of ongoing discussions with partners, most notably Town and Community Councils due to the reliance on their funding and other potential partners including the Registered Social Landlords. This makes it difficult to scope the full potential of new provision at this stage.
- 3.6 If sufficient funding is all secured, it will comprise:
- full day inclusive sports camps run by Leisure Services at the four leisure centres for up to 6 weeks of summer provision, utilising a well established model, integrating activities for children with disabilities, where their individual assessment of need allows
 - 8 inclusive play scheme sites in community venues across the County for the 4 weeks of summer provision run by Torfaen Play Service utilising the same model as current provision in Torfaen, integrating activities for children with disabilities, where their individual assessment of need allows
 - For the higher tier of children with disabilities with complex and challenging needs 4 weeks of summer provision provided by Torfaen Play Service at an inclusive venue, most likely Cwmbran Stadium
- 3.7 If funding is not secured from individual town and community councils the level of community play provision will vary. In addition there are already other opportunities available to Monmouthshire children including some schools in the county which also offer supervised play sessions in the summer holiday period. As part of the new model the opportunity to work with existing venues to deliver the inclusive play schemes is being explored along with signposting of overall provision.
- 3.8 A comprehensive and bespoke training programme is provided to both play care workers and volunteers in the necessary skills, including safeguarding risk, benefits of play, inclusion, risk assessment, disability awareness etc. Over 200 young people were trained in Torfaen in 2015 and the proposal is to extend this approach to staff and volunteers delivering the Monmouthshire part of the scheme.

4. REASONS:

- 4.1 “Wales: A Play Friendly Country” is Statutory Guidance to Local Authorities on assessing for and securing, as far as is reasonably practicable, sufficient play opportunities for children in their area by addressing the defined measures set out in legislation.
- 4.2 The provision of sufficient play opportunities for children contributes to the Single Integrated Plan themes that People are Confident, Capable and Involved and Our County Thrives; supporting families to benefit from positive environments to nurture their children to grow, develop and prosper; and access to flexible and appropriate play opportunities.

5. RESOURCE IMPLICATIONS:

- 5.1 There is currently no dedicated budget for play. Existing staffed play provision (excluding the Bulwark scheme which is funded by Chepstow Town Council) is funded via contributions from ten Town and Community Councils (in 15/16 contributing £30K), income from charges (in 15/16, £52K), and Families First access grant money (in 15/16, £20K and confirmed in principle for 16/17) to enable children with disabilities to access mainstream play schemes. However despite this funding and income generation the current provision has an unfunded element (in 15/16 of circa £40 -50K), principally staffing costs, which is being absorbed by leisure services and impacting negatively on their trading position.
- 5.2 Given the reliance on Town and Community Council funding and ongoing discussions with other potential partners it is not possible at this stage to present a budget for the future delivery model but the clear principle will be that the unfunded element is not sustainable and that the community based staffed play element will need to be self-supporting.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 6.1 The significant equality impacts identified in the Future Generations evaluation (Appendix 1) are summarised below for members’ consideration:
- The positive impact that securing sufficient and accessible play opportunities can have on children, families and communities.
 - The positive impact in providing equality of the number of sessions available to children with disabilities.
 - The challenges of accommodating children with the highest tier of complex and challenging needs which will require consultation with the parents of disabled children to inform the detailed options.
 - The negative impact that changes to staffed play provision could impact on those parents using the current play provision as childcare, but potentially mitigated by the changes allowing the offer of a wider summer sports camp provision in the leisure centres.
- 6.2 Consultation with the parents of disabled children on the details of the new provision and how to utilise the Families First grant to improve access in the most effective way are currently underway.

- 6.3 The actual impacts from this report's recommendations will be reviewed annually and criteria for monitoring and review will include:
The impact of the delivered services to children and communities to ensure there is equality of access and opportunities in line with the assessed needs from the Play Sufficiency Assessment.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

- 7.1 The sports camps will comply with MCC Leisure Services well-established and audited safeguarding policy and procedures. These include appropriate recruitment, DBS checking, training (including safeguarding and child protection training at level 1 or 2 as appropriate), reporting procedures and management support for staff and any volunteers. Although not regulated child care (as such sports provision is exempted) children attending the sports camps are pre-booked / registered and in the unlikely event of them not wishing to complete a day's activities their parent/carer would be contacted to collect children.
- 7.2 The community play provision will utilise Torfaen CBC's Play Service who have long experience in the delivery of community based play opportunities. The provision is non regulated as it falls below the 2 hour limit and is "open access" play provision. Open access play is an opportunity for children and young people to play in a safe staffed environment in the absence of their parents/carers. With this in mind, all staff and volunteers are appropriately recruited and trained to work with children and young people and the provision will meet all policies and procedures linked to children and young people including safeguarding protocols.
- 7.3 In accordance with Children & Young People's Select's recommendations, and good practice, the details of provision when finalised will be reviewed with the safeguarding service to ensure appropriate accountability.

8. CONSULTEES:

- Children & Young People's Select (12 November 2015 & 14 January 2016)
- Cabinet
- SLT
- Head of Tourism & Leisure
- Policy & Partnerships Team
- Finance

The review carried out by Torfaen Play Services involved extensive internal and external consultation (see page 3 of Appendix 2); consultations with Town and Community Councils and Registered Social Landlords are ongoing.

9. BACKGROUND PAPERS:

Appendix 1: Future Generations Evaluation

Appendix 2: Play Opportunity Review; including Monmouthshire Play Review – A Critical Assessment of Staffed Play Provision, Torfaen Play Service October 2015

Report to Children and Young People’s Select Committee 12 November 2015:

Report to Children and Young People’s Select Committee 14 January 2016.

[Wales – A Play Friendly Country. Statutory Guidance Welsh Government July 2014](#)

10. AUTHOR:

Matthew Lewis,

Green Infrastructure and Countryside Manager, Tourism Leisure & Culture

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Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation</p> <p>Matthew Lewis Green Infrastructure & Countryside Manager</p> <p>Phone no: 01633 644855 E-mail: matthewlewis@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Play Opportunities Review - To consider a future delivery model for staffed play provision; to consider the Play Sufficiency Action Plan for 15/16 and to inform members of the proposed timetable for the review of the Play Sufficiency Assessment in 2016.</p>
<p>Name of Service</p> <p>Tourism, Leisure & Culture</p>	<p>Date Future Generations Evaluation form completed</p> <p>22 October 2015 (updated 04 January & 12 February 2016)</p>

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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	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>Positive – Access to good quality play opportunities contributes to education, particularly the foundation phase</p> <p>Negative – Changes to staffed play provision could impact on childcare and hence access to employment (although childcare is not the purpose of play provision it can be used by parents as such)</p>	<p>To mitigate any negative indirect impact on childcare the potential new staffed play provision model would allow leisure services to offer a wider summer provision based on sports camps in the leisure centres.</p>
<p>A resilient Wales</p>	<p>Positive – play opportunities extend across all</p>	<p>The review of the Play Sufficiency Assessment</p>



Appendix 3

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?
Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	open spaces and include those for environmentally focused play.	(PSA) will help identify such opportunities and there is potential to involve a wider set of partners through the Monmouthshire Environment Partnership.
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive – Play is essential for the growth of children's cognitive, physical, social and emotional development	The review of the PSA will help identify the sufficiency of provision and any shortcomings and the action plan will address how appropriate play opportunities can be secured.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive – Play contributes not only to children's lives but to the well-being of their families and communities and looking at a community based delivery model for staffed play provision would further contribute to this.	The review of the PSA will help identify the sufficiency of provision and any shortcomings and the action plan will address how appropriate play opportunities can be secured.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive - Children's right of play is enshrined in the United Nations Convention on the Rights of the Child, which Welsh Government has formally adopted.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Positive – recreational activities form part of play opportunities.	The review of the PSA will help identify such opportunities. The potential new staffed play provision model would allow leisure services to offer a wider summer provision based on sports camps in the leisure centres
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Play is established as one of children's rights, internationally and by Welsh Government. Access to good quality play provision can be a way of reducing inequalities between children and so reducing poverty of experience for all children.	Addressing the current inequality of provision in relation to children with disabilities is at the heart of the staffed play provision review to seek to ensure all summer play sessions are inclusive to all and relevant support is provided linked to individual




Appendix 3

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>needs.</p> <p>The review of the PSA will help identify the sufficiency of provision and any shortcomings and the action plan will address how appropriate play opportunities can be secured.</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>Page 41</p>  <p>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Access to good quality play opportunities is a long term investment in children, families and communities. However short term pressures and changes in the operating environment clearly make the current delivery model for staffed play provision unsustainable.</p>	<p>To seek to develop a new model for staffed play provision which is based on successful provision elsewhere, addresses the short term risks, and seeks to identify a longer term and sustainable approach, with potential for further development.</p> <p>The review of the PSA will consider progress and shortcomings and form the basis for a rolling the action plan reviewed annually.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Partnership working is central to the delivery of staffed play provision, to the assessment of play sufficiency and to seeking to secure sufficient play opportunities.</p>	

Appendix 3

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The review carried out by Torfaen Play Services of staffed play schemes has involved extensive internal and external consultation and further consultations with Town and Community Councils and the Play Strategy Group are underway. Children's views have been sought utilising a standardised approach from Play Wales to inform the PSA and further views will be sought as part of the PSA review</p>	<p>As the staffed play provision review and the review of the PSA develop further targeted consultation will be undertaken.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Seeking to develop a new model which addresses the short term risks and problems and identify a longer term and sustainable approach.</p>	
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>As securing play opportunities contributes positively to children, families and communities it is inherently impacting on people, economy and environment as reflected in the breadth of the statutory measures to be addressed in the PSA.</p>	<p>The Play Strategy Group already involves a wide spread of interests and expertise and this will be supplemented by inviting the participation of other specialists as required to consider the wider measures.</p>

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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 target ages for play opportunities are under 18 year olds and for staffed play provision principally aged 5 to 12		Additional consultation through the play sufficiency assessment to understand the needs and views of children.
Disability	To address the current inequality of provision the proposed delivery model would ensure all summer play sessions are inclusive to all and relevant support is provided linked to individual needs. This would provide equality of the number of sessions available to children with disabilities. Children with complex and challenging needs would be accommodated in a suitable inclusive venue(s).	Depending on the identification of suitable venues and the assessment of children with complex and challenging needs greater traveling time may be required (but this could be offset with being able to more appropriately accommodate children with greater needs including those previously excluded). All sessions will be of shorter duration (half day not full day) (for all children whether with disabilities or not)	Consultation with the parents of disabled children to inform the detailed options once consultations with funding partners are sufficiently developed to allow the potential scale of likely provision to be established
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

Appendix 3

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	The potential to extend play provision in the Welsh Language should a sustainable model be adopted		Needs to be further considered once consultations with funding partners are sufficiently developed to allow the potential scale of likely provision to be established

Appendix 3

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Safeguarding requirements are a fundamental component of staffed play provision.		The presented options reflect the safeguarding requirements for staffed play provision, the legislative and regulatory requirements and the national minimum operating standards.
Corporate Parenting			

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

The Monmouthshire Play Sufficiency Assessment 2013
 The Welsh Government / Play Wales Play Sufficiency Assessment Toolkit September 2015
 A critical review of staffed pay provision in Monmouthshire carried out by Torfaen Play Services August 2015
 Inspection reports from the Care and Social Services Inspectorate Wales (CSSIW) of Monmouthshire's current registered summer play scheme September 2015

Appendix 3

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 positive impact that securing sufficient and accessible play opportunities can have on children, families and communities.

The positive impact in providing equality of the number of sessions available to children with disabilities.

The challenges of accommodating children with the highest tier of complex and challenging needs which will require consultation with the parents of disabled children to inform the detailed options.

The negative impact that changes to staffed play provision could impact on those parents using the current play provision as childcare, but potentially mitigated by the changes allowing the offer of a wider summer sports camp provision in the leisure centres.

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
Consultation with the parents of disabled children to inform the detailed options.	February 2016	Matthew Lewis / Mike Moran	Commenced
Additional consultation through the play sufficiency assessment to understand the needs and views of children.	Through preparation timescale (to March 2016)	Matthew Lewis / Mike Moran	Commenced

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:	Impacts will be re-evaluated when presenting the play sufficiency audit / play action plan 16/17 to CYP Select and Cabinet in March/April 2016
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Appendix: Future Delivery Proposals of Summer Playschemes

		Potential Benefits	Potential risks
Option 1	To continue to deliver closed access summer Playschemes within leisure centres in line with current service delivery (no changes made)	<ul style="list-style-type: none"> *Five Playschemes for children to engage in daily. *Cost effective childcare provided to parents/ care *Some respite/ shorts breaks provided to parents/carers over the summer period. 	<ul style="list-style-type: none"> * Strain placed on Leisure Services to continue to co-ordinate schemes. *Local childcare businesses affected/potentially closed down *No open access play provision delivered. *Limited provision for children with disabilities – failure to meet standards in relation to inclusion /equality. *Could result in sites being closed down due to standard changes (CSSIW) with the requirement to register provisions for 8-12 year olds. *Cost pressures linked with the viability of leisure centres linked to opportunity costs. *Pressure placed on staff to meet standards linked to inclusive practice *Limited access to play provision for children with disabilities. *Could potentially lead to family breakdown in relation to limited provision for disabilities. * Standards will not be met in relation to equality
		Potential Benefits	Potential Risks
Option 2	To continue to deliver the closed access Playschemes within leisure centres adhering to the new standards put forward to CSSIW	<ul style="list-style-type: none"> *Five Playschemes for children to engage in daily. *Cost effective childcare provided to parents/ carers * Provision delivered in line with current standards *Some respite/ shorts breaks provided to parents/carers over the 	<ul style="list-style-type: none"> *Unrealistic to meet standards during time scale in relation to qualifications of staff. Could result in sites being closed down. *Cost implication to ensure that staff hold relevant training. *Further additional strain placed on leisure services to continue to co-ordinate schemes taking on board the new standards. *Local childcare businesses affected/potentially closed down

		summer period.	<p>*No open access play provision delivered.</p> <p>* Limited provision for children with disabilities – failure to meet standards in relation to inclusion (EQIA process)</p> <p>*Could potentially lead to family breakdown in relation to limited provision for disabilities.</p> <p>* Standards will not be met in relation to equality</p> <p>*Cost pressures linked with the viability of leisure centres linked to opportunity costs.</p> <p>*Pressure placed on staff to meet standards linked to inclusive practice</p>
		Potential Benefits	Potential Risks
Option 3	<p>To continue to deliver Playschemes within leisure Centres utilising a different model.</p> <p>This model will not require the monitoring of CSSIW but the general standards will be adhered to as good practice.</p> <p>This will entail children over the age of 8 can attend all day whilst children aged 5 – 8 only attend between 10:00 & 12:00 daily</p>	<p>*No requirement to meet new CSSIW standards.</p> <p>*Could potentially enhance numbers for local childcare providers with parents/carers looking for alternative childcare within the afternoons.</p> <p>*Five playschemes provided across the county</p> <p>*Some respite/ shorts breaks provided to parents/carers over the summer period.</p>	<p>*A number of parents/ carers with children under the age of 8 may need to identify alternative childcare for the afternoon sessions</p> <p>* Workload will remain the same for leisure services.</p> <p>*A lack of opportunity to develop the wider sports program. Conflict with service delivery with a mixture of play and sports provision in relation to meeting CSSIW standards in relation to regulated and unregulated activities delivered from the same site.</p> <p>*Limited access to play provision for children with disabilities.</p> <p>*Could potentially lead to family breakdown in relation to limited provision for disabilities.</p> <p>* Standards will not be met in relation to equality</p>
		Potential Benefits	Potential Risks
Option 4	To cease the delivery of closed access Playschemes and develop a number of open access Playschemes to run daily across the county utilising the current	*An increase in the amount of play provision provided across the county as more Playschemes could be provided.	<p>*A potential reduction in childcare as sites would be half day not full day.</p> <p>*Who would lead on this?</p>

	<p>funding provided by Town and Community Councils.</p> <p>This would include delivering a model of working which focuses on a mixed workforce of both paid and volunteer workers.</p> <p>8 half day inclusive playscheme sites could be provided for children aged 5 – 12 year olds</p>	<p>*Provision delivered from a wider geographical area to targeted communities</p> <p>* Free of charge</p> <p>*Support provided for children with disabilities to attend daily.</p> <p>*Young people aged 16 – 18 years empowered to volunteer meeting targets set out by the Welsh Baccalaureate / fostering citizen engagement.</p> <p>*Leisure services can place a focus on sports provision within leisure centres offering a wider choice to the children and young people of Monmouthshire as both play and sport provision provided meeting more targets for Core Aim 4 plan.</p> <p>*Leisure services will be equipped to deliver a wide program of alternative and complementary sports based provision enabling leisure centres to fulfil their trading potential. This will also include inclusive activities for children and young people with disabilities.</p> <p>*Meeting the outcomes of the Local Authorities Play Sufficiency Action Plan.</p> <p>* Meeting Families First Outcomes</p>	<p>* Will financial contributors still support if it is a different model of delivery?</p>
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		* To explore a more joined up approach to service delivery linking into complimentary activities from the youth service and in the future exploring a program of environmental activities.	
Option 5		Potential Benefits	Potential Risks
	If it is not possible to reach agreement on funding with Town and Community Councils to allow the open access Playschemes proposed in option 4, the provision is limited to enhanced sports provision within leisure centres (as option 4). This will also include inclusive activities for children and young people with disabilities.	<p>*Cost pressures addressed</p> <p>*Leisure services can place a focus on sports provision within leisure centres offering a wider choice to the children and young people of Monmouthshire as both play and sport provision provided meeting more targets for Core Aim 4 plan.</p> <p>*Leisure services will be equipped to deliver a wide program of alternative and complementary sports based provision enabling leisure centres to fulfil their trading potential. This will also include inclusive activities for children and young people with disabilities.</p>	<p>*No open access play provision delivered.</p> <p>* Not meeting the outcomes of the Local Authorities Play Sufficiency Action Plan?</p>

After consultation with partners it was decided that further narrative was required for option 4

Option 4 in detail

	Benefits	Risks	Links to Policy
a) To cease the delivery of closed access Playschemes and develop a number of open access Playschemes to run daily across the county utilising the current funding provided by Town and Community Councils. (not delivered by leisure services)	<ul style="list-style-type: none"> * An increase in the amount of play provision provided across the county as more Playschemes could be provided. *Provision delivered from a wider geographical area to targeted communities *Low cost provision taking in consideration the needs of vulnerable families. *Leisure services can place a focus on sports provision within leisure centres offering a wider choice to the children and young people of Monmouthshire as both play and sport provision provided meeting more targets for Core Aim 4 plan. *Leisure services will be equipped to deliver a wide program of alternative and complementary sports based provision enabling leisure centres to fulfil their trading potential. This will also include inclusive activities for children and young people with disabilities. * To explore a more joined up approach to service delivery linking into complimentary activities from the youth service and in the future exploring a program of environmental activities. 	<ul style="list-style-type: none"> *A potential reduction in childcare as sites would be half day not full day. Would there be sufficient alternatives in relation to childcare *Who would lead on this? * Will financial contributors still support if there is a different model of delivery? 	<ul style="list-style-type: none"> *Welsh Governments Children and Families Measure (2010) * Monmouthshire's Play Sufficiency Action plan
b) Delivering a model of working which focuses on a mixed	*Young people aged 16 – 18 years	* Strong support needed to maintain and	*Estyn outcomes

<p>workforce of both paid and volunteer workers.</p>	<p>empowered to volunteer</p> <ul style="list-style-type: none"> * Meeting targets set out by the Welsh Bacallaureate. * Fostering citizen engagement. *Cost effective model of working *Stronger links with schools 	<p>sustain a volunteer workforce.</p>	
<p>c) To ensure that all play sessions delivered are inclusive to all and relevant support is provided linked to individual needs</p>	<ul style="list-style-type: none"> * Holistic support provided to ensure that all children can access regular play provision regardless of their needs. *To train the workforce to ensure that they are equipped to deliver inclusive practice. 		<ul style="list-style-type: none"> * Monmouthshire's Play Sufficiency Action plan *Families First Outcomes met. * Monmouthshire's Equality Impact Assessment
<p>D) For the higher tier of children with disabilities to be supported within Torfaen at the inclusive venue at Cwmbran Stadium.</p>	<ul style="list-style-type: none"> *Four weeks of provision provided in the summer for children with complex and challenging needs * Half term Play Provision also provided for children with complex and challenging needs. *Holistic support provided to families (Torfaen would over see care plans/ support group for parent/carers etc.) *Cross County partnership working *Torfaen already supports a small number of children from Monmouthshire to attend provision all year round at Cwmbran Stadium 		<ul style="list-style-type: none"> * Monmouthshire's Play Sufficiency Action plan *Families First Outcomes met. * Monmouthshire's Equality Impact Assessment

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Monmouthshire Play Review

A Critical Assessment of Staffed Play Provision

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1. Introduction

The following review looks at the current state of play within Monmouthshire. This will entail critically analysing existing delivery and identifying future proposals to continue and extend staffed play provision across the county.

Play is an essential and integral part of every child's life regardless of age, ability, gender or social background. Staffed play provision can provide many benefits both to children and young people as well as the community as a whole.

Monmouthshire Play Sufficiency Assessment (2013) *recognised the importance of play in children's lives, not only for its recreational value but for the important part that it plays in children's physical and emotional health and well being and in their personal development.*

Play provides a platform for children to learn, to have fun and to develop friendships with other children in a variety of settings from the school playground to formal open spaces and the wider physical environment. Play is a common denominator that should be capable of being enjoyed by all children irrespective of their social or cultural background or the ability of their parents to pay for the opportunity to participate (Monmouthshire Play Sufficiency Assessment 2013 – Full Findings Document).

2. Consultation with Partners

This review has been carried out through consultation with the following partners to gage a cohesive view of the current state of play in Monmouthshire:-

- *Monmouthshire Housing
- *Leisure Services
- *Community Infrastructure
- *Early Years
- *Clybiau Plant Cymru
- *Sports Development
- * Sure Start
- *Youth Service
- *The Magic Project
- *Action for Children
- *Children with Disabilities Team
- *Community Nursing Team
- *Green Infrastructure
- *Inclusive Youth Worker
- *Families First
- *Disability Sports
- *Parks and Open Spaces
- *Town and Community Council

3. Population Breakdown

Monmouthshire is geographically diverse with over 18,000 children and young people living within the county

Breakdown of Monmouthshire population 2011 Census

Age	Amount
0-3	3,644 children aged 0-3
4-7	3,845 children aged 4-7
8-12	5,106 children aged 8-12
13-15	3,648 children aged 13-15
16-17	2,628 children aged 16-17

Current numbers of children who require support (May 2015)

	Amount
Children with Disabilities	117
Looked After Children	81
Children on Child Protection Register	39



4. Play Sufficiency - Meeting Welsh Government Standards

Welsh Government placed a duty on every local authority in Wales to critically review and assess its commitment to children's play (Children and Families (Wales) Measure 2010) .

With this in mind, each local authority completed a Play Sufficiency Assessment within 2012/13 which placed a focus on assessing the following areas:-

Matter A = Population

Matter B = Providing for a Diverse Need

Matter C = Space Available from Children to Play

Matter D = Staffed Provision

Matter E = Charges for Provision

Matter F = Access to Space / Provision

Matter G = Securing and Developing the Play Workforce

Matter H = Community Engagement and Participation

Matter I = Play within all relevant Policy and Implementation Agendas

Each local authority then developed an Action Plan for 2013 / 2014 which contributed to the local authorities Single Integrated Plan.

Welsh Government requests that feedback be provided annually on the yearly Action Plan and a new Action Plan be submitted for the following year.

The Action Plans are monitored locally by the Play Sufficiency Action Group / Play Planning Group.

In 2014, Welsh Government placed a statutory duty on every local authority in Wales to provide sufficient play opportunities.

The next full Play Sufficiency Assessment needs to be completed over the next couple of months in line with the time-scale specified by Welsh Government.

March 1 st 2016	Local Authorities are required to complete and submit a copy of their Play Sufficiency Assessments, the Results of the Play Sufficiency Assessments and the Action Plan (with associated costs) to the Welsh Ministers.
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(Creating A Play Friendly Wales 2012)

5. Current Play Provision in Monmouthshire

(NB. All figures in this section refer to the 2014 playschemes)

5.1 Closed Access Summer Playschemes

Monmouthshire County Council currently delivers summer playschemes for children aged five to eleven years on a closed access basis. This means that children and young people are not permitted to leave site during playscheme hours. A free bus service is provided for those attending the Caldicot playscheme.

Name	Age	Time
Abergavenny Leisure Centre	5-11 years	9.00-3.30
Caldicot Leisure Centre	5-11 years	9.00-3.30
Chepstow Leisure Centre	5-11 years	9.00-3.30
Monmouth Leisure Centre	5-11 years	9.00-3.30
Bulwark Community Centre	5- 11 years	9.00-3.30

5.2 Charges for provision

There is a daily charge for playscheme per child. The details of this our provided within the chart below

Cost for Playschemes run from Leisure Centres

£8.50 per day	Per child
£7.50 per day	For siblings
£4.25 per day	for children on free school meals
£3.50 per day	Breakfast Club (per child)

Cost for Bulwark Playscheme

£3.00 per day	Per child
£2.50 per day	For siblings
Free	For children on free school meals

5.3 Comparative Childcare Costs

Whilst a whole day's session can add up to £12 per day, per child, this is significantly cost effective in comparison to other local childcare providers. (This is based on average cost of local childcare providers).

Comparative costs to childcare

Playscheme	Amount	Childcare	Amount
One week , 1 child	£60	One week , 1 child	£100
Four weeks ,1 child	£240	Four Weeks, 1 child	£400

Due to the high volume of children attending the Playschemes, it has had a significant effect on childcare providers in the area. In the current economic climate it demonstrates a clear demand for cost effective childcare to meet the needs of families.

5.4 Attendance on schemes

A large volume of children attend the Playschemes in Monmouthshire each year. The chart below details the registered attendance for each site and the average weekly attendance figures.

Name	Total number of children registered	Average daily attendance figures
Abergavenny Leisure Centre	310	72
Caldicot Leisure Centre	216	52
Chepstow Leisure Centre	318	80
Monmouth Leisure Centre	319	90
Bulwark Community Centre	70	50

5.5 Out of County Attendance

The following charts provide an insight into the number of sessions attended by children out of county.

Abergavenny Leisure Centre

Town/Village	No	Town/Community Council	Total
Llangattock	27	Llangattock Community Council	27
Crickhowell	25	Vale of Grwyney	25
Other	138	New Inn 10, Tredegar 41, Grifithstown 1, Cwmdu 5, Italy 7, Hereford 6, Blaenavon 10, Ebbw Vale 3, Pontypool 26, Brynmawr 3, Birmingham 4, Ireland 4, Pandy 15, Bettws Newydd 3	138
Sub Total		From outside Monmouthshire	190

Total Number sessions attended by children within county	1247
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13.2% attending from out of county

Caldicot Leisure Centre

Town/Village	No	Town/Community Council	Total
Bristol	2	Bristol City	2
Ringland	8	Newport City	22
Corpa	9		
Underwood	5		
Pontypool	20	Pontypool Community Council	20
Redwick	15	Redwick Community Council	15
Sub Total	59	From outside Monmouthshire	59

Total Number sessions attended by children within county	991
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5.7% attending from out of county

Chepstow Leisure Centre

Town	No	Town/ Community Council	Total
Beachley	15	Tidenham Community Council	15
Sedbury	19		19
Tutshill	54		54
Woodcroft	0		0
St Briavels	5	St Briavels Parish Council	5
Other	207		207
Sub Total	300	From outside Monmouthshire	300

Total Number sessions attended by children within county	1295
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18.8% attending from out of county

Monmouth Leisure Centre

Town	No	Town/ Community Council	Total
Ross on Wye H	53	Ross on Wye Town Council	53
Coleford FOD	35	Coleford Town Council	35
Symonds Yat H	31	Whitchurch & Ganarew Parish Council	31
Goodrich H	22	Goodrich & Welsh Bicknor Parish Council	22
Redbrook FOD	21	Newland Parish Council	21
Caerphilly	15	Caerphilly CBC	15
Sub Total		From outside Monmouthshire	177

Total Number sessions attended by children within county	1613
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9.9% attending from out of county

Whilst these figures demonstrate a large proportion of children and young people attending out of county, it should be noted that certain factors should be considered such as the location of where parents/carers work.

5.6 Inclusive Practice

A number of children and young people with disabilities are supported to attend the closed access Playschemes each year averaging five to six children per site.

However, a number of recommendations were raised in relation to improving inclusive practice. This included specialist training being delivered to staff as well as stronger links with parents and carers and the use of alternative venues.

Through consultation with partners it was noted that children with disabilities were not able to access the same amount of provision as their non-disabled peers. This was linked to issues such as staffing and training of staff. In addition to this, costing implications is also a significant factor in relation to delivering inclusive practice.

5.7 Financial Breakdown

The Summer Playschemes Report 2014 provided the following information in relation to income received to deliver Playschemes:-

Name of Site	Total Amount of income contributed to Playschemes
Abergavenny	Town and Community Council = £8,000 Families First = £ 4790.49 MCC Development Grant = £250 Total Amount = £13,040.49
Caldicot	Town and Community Council = £9,850 Families First = £ 3,880.23 MCC Development Grant = £250 Total Amount = £13,900.23
Chepstow	Town and Community Council = £8,540 Families First = £ 4695.99 MCC Development Grant = £250 Total Amount = £13,485.99
Monmouth	Town and Community Council = £2,600 Families First = £ 4544.97 MCC Development Grant = £250 Total Amount = £7,394.97
Bulwark	Town and Community Council = £10,575.88 Total Amount = £10, 575.88

Total amount of monies received to deliver Playschemes in Monmouthshire

= £58,397.56

The report also detailed the amount of monies received from daily charges and how this was utilised. Please see the following in relation to individual site breakdown/costs

Income & Expenditure 2014

Abergavenny Leisure Centre

Income		
Area	Description	Amount £
Admission Charges	5-11 years	£11,437.30
	Breakfast Club	£366.36
	Kiddievouchers	£249.40
Town Council Funding	Abergavenny	£8,000.00
Families First Funding	Grant to employ support staff	£4,790.49
	MCC Development Grant	£250.00
Total Income		£25,093.55
Income		
Area	Description	Amount £
Staffing Costs	Includes training, employment and associated costs, Breakfast Club, Fitness, Leisure Assistants	£13,515.31
Payroll and Administration	Covers all Starter Form and Timesheet Processing	£1,000.00
Management Costs	Includes interviews, planning and liaison with CSSIW and Coordinators	£1,000.00
Inclusion Coordination	Covers time spent organising Support Staff, Diary Sheets Leisure Passports	£1,000.00
Support Staff for Children with Disabilities	Internal (through payroll)	£4,790.49
Staff Training Catering (Chepstow Leisure Centre)	Refreshments	£25.00
Facility Hire	Sports Hall, Community Rooms & Outside Areas	£2,000.00
Staff Uniforms	Playscheme & Support Staff	£239.49
19 CRBs @ (£44.00)	Playscheme Staff	£836.00
Transport	Advance Van (diesel)	£25.00
Equipment	ESPO	£200.00
Marketing	Banners, Focus, Voice, Primary Times etc	£467.80
Photocopying	Marketing material & paperwork	£25.00
Petty Cash	General	£23.35
Total Expenditure		£25,147.44
Income v Expenditure Total		-£53.89

Caldicot Leisure Centre

Income		
Area	Description	Amount £
Admission Charges	5-11 years	£7,504.20
	Breakfast Club	£114.70
Town Council Funding	Caldicot Town Council	£5,000.00
Community Council Funding	Magor with Undy	£3,500.00
	Rogiet	£550.00
	Portskewett	£800.00
Families First Funding	Grant to employ support staff	£3,880.23
	MCC Development Grant	£250.00
Total Income		£21,599.13
Expenditure		
Area	Description	Amount £
Staffing Costs	Includes training, employment and associated costs for Playscheme, Breakfast Club, Leisure Assistants and Sports Development	£13,414.17
Payroll and Administration	Covers all Starter Form and Timesheet Processing	£1,000.00
Management Costs	Includes interviews, planning and liaison with CSSIW and Coordinators	£1,000.00
Inclusion Coordination	Covers time spent organising Support Staff, Diary Sheets Leisure Passports	£1,000.00
Support Staff for Children with Disabilities	Internal (through payroll)	£3,344.03
	Direct Payments	£536.20
Staff Training Catering (Chepstow Leisure Centre)	Refreshments	£25.00
Facility Hire	Sports Hall, Community Rooms & Outside Areas	£2,000.00
Staff Uniforms	Playscheme & Support Staff	£245.75
14 DBS @ (£44.00)	Playscheme Staff	£616.00
Transport	Advance Van (diesel)	£25.00
	Bus Service (29 seats - 20 days x £80)	£1,600.00
Equipment	ESPO, Consortium, Eureka	£287.83
Marketing	Banners, Focus, Voice, Primary Times etc	£467.80
Photocopying	Marketing material & paperwork	£25.00
Petty Cash	General	£17.98
Total Expenditure		£25,604.76
Income v Expenditure Total		-£4,005.63

Chepstow Leisure Centre

Income		
Area	Description	Amount £
Admission Charges	5-11 years	£12,958.30
	Breakfast Club	£970.30
	Kiddievouchers	£816.10
Town Council Funding	Chepstow Town Council	£8,000.00
Community Council Funding	Caerwent	£540.00
Families First Funding	Grant to employ support staff	£4,695.95
	MCC Development Grant	£250.00
Total Income		£28,230.65
Income		
Area	Description	Amount £
Staffing Costs	Includes training, employment and associated costs for Playscheme, Breakfast Club, Leisure Assistants and Sports Development	£12,766.22
Payroll and Administration	Covers all Starter Form and Timesheet Processing	£1,000.00
Management Costs	Includes interviews, planning and liaison with CSSIW and Coordinators	£1,000.00
Inclusion Coordination	Covers time spent organising Support Staff, Diary Sheets Leisure Passports	£1,000.00
Support Staff for Children with Disabilities	Internal (through payroll)	£4,320.61
	Direct Payments	£375.34
Staff Training Catering (Chepstow Leisure Centre)	Refreshments	£25.00
Facility Hire	Sports Hall, Community Rooms & Outside Areas	£2,000.00
Staff Uniforms	Playscheme & Support Staff	£264.57
15 DBS @ (£44.00)	Playscheme Staff	£660.00
Transport	Advance Van (diesel)	£25.00
Equipment	ESPO, Eureka, Thirsty Cups	£252.30
Marketing	Banners, Focus, Voice, Primary Times etc	£467.80
Photocopying	Marketing material & paperwork	£25.00
Petty Cash	General	£49.06
Total Expenditure		£24,230.90
Income v Expenditure Total		+£3,999.75

Monmouth Leisure Centre

Income		
Area	Description	Amount £
Admission Charges	5-11 years Breakfast Club Kiddievouchers	£12,789.90 £558.00 £2,657.30
Town Council Funding Community Council Funding	Monmouth Town Council Trellech United Community Council Mitchel Troy Community Council	£2,000.00 £350.00 £250.00
Families First Funding	Grant to employ support staff MCC Development Grant	£4,544.97 £250.00
Total Income		£23,400.17
Income		
Area	Description	Amount £
Staffing Costs	Includes training, employment and associated costs for Playscheme, Breakfast Club, Leisure Assistants and Sports Development	£15,072.98
Payroll and Administration	Covers all Starter Form and Timesheet Processing	£1,000.00
Management Costs	Includes interviews, planning and liaison with CSSIW and Coordinators	£1,000.00
Inclusion Coordination	Covers time spent organising Support Staff, Diary Sheets Leisure Passports	£1,000.00
Support Staff for Children with Disabilities	Internal (through payroll)	£4,544.97
Staff Training Catering (Chepstow Leisure Centre)	Refreshments	£25.00
Facility Hire	Sports Hall, Community Rooms & Outside Areas	£2,000.00
Staff Uniforms	Playscheme & Support Staff	£218.07
18 CRBs @ (£44.00)	Playscheme Staff	£792.00
Transport	Advance Van (diesel)	£25.00
Equipment	ESPO	£189.95
Marketing	Banners, Focus, Voice, Primary Times etc	£467.80
Photocopying	Marketing material & paperwork	£20.00
Petty Cash	General	£86.58
Total Expenditure		£26,442.35
Income v Expenditure Total		-£3,042.18

Bulwark Community Centre

Income		
Area	Description	Amount
Admission Charges	5-11 years (through Chepstow LC)	£1,257.40
Town Council Funding	Chepstow Town Council	See * below
Total Income		£1,257.40
Income		
Area	Description	Amount
Staffing Costs	Includes training, employment and associated costs for Playscheme, Leisure Assistants and Sports Development	£5,020.93
Payroll and Administration	Covers all Starter Form and Timesheet Processing	£1,000.00
Management Costs	Includes interviews, planning and liaison with CSSIW and Coordinators	£1,000.00
Inclusion Coordination	Covers time spent organising Support Staff, Diary Sheets Leisure Passports	£1,000.00
Support Staff for Children with Disabilities	Internal (through payroll)	£2,642.56
Staff Training Catering (Chepstow Leisure Centre)	Tea/coffee/water/biscuits	£25.00
Staff Uniforms	Playscheme & Support Staff	£89.31
5 DBS @ (£44.00)	Playscheme Staff	£220.00
Transport	Advance Van (diesel)	£100.00
Equipment	ESPO	£242.88
Marketing	Banners, Focus, Voice, Primary Times etc	£467.60
Photocopying	Marketing material & paperwork	£25.00
Total Expenditure		£11,833.28
Income v Expenditure Total	£	-£10,575.88
*Town Council Subsidy	Chepstow Town Council	£10,575.88
	Scheme balances back to zero	£0.00

5.8 Meeting Standards

Recent changes in standards by CSSIW have stated the following recommendations on closed access Playscheme providers

Circular Letter WGC 004/2015 – Temporary amendment to Standard 13.6(DC) of the National Minimum Standards for Regulated Child Care 2012, in relation to holiday play schemes.

Present Legal Position

The Child Minding and Day Care (Wales) Regulations 2010 made under Part 2 of the Children and Families (Wales) Measure 2010 set out the requirements for the range of registered child minding and day care provision, including open access and holiday play provision.

Schedule 1 paragraph 28 of the Child Minding and Day Care (Wales) Regulations 2010 requires “the person in charge has the qualifications, skills and experience necessary for the role they perform in relation to the looking after of children under the age of eight”.

Regulation 14(1) requires “the registered person must have regard to the national minimum standards which relate to the type of care provided by the registered person”.

The National Minimum Standards for Regulated Child Care, 2012 (NMS) in Standard 13.6(DC) states “The person in charge has at least a level 3 qualification recognised on the Care Council for Wales’ current list of Accepted Qualifications for the Early Years and Childcare Workforce in Wales or Skills Active’s Integrated Qualification Framework for Playwork (or any lists which supercede them), which is appropriate to the post”.

2. Amendment to Standard 13.6(DC) of the National Minimum Standards for Regulated Child Care 2012

Stage 1 – to come into effect from June 2015 – September 2016

For the period stated, **Standard 13.6(DC)** will read:-

“The person in charge is required to hold at least a level 3 qualification recognised by the Care Council for Wales List of Required Qualifications to work within the Early Years and Childcare Sector in Wales or the SkillsActive list of Required Qualifications to work within the Playwork Sector in Wales (or any lists which supercede them), which is appropriate to the post.

For a holiday play scheme

The person in charge of a holiday play scheme should have the appropriate qualifications, skills and experience to undertake this role. The accepted qualifications will include a level 3 qualification recognised on the Care Council for Wales’ current List of Required Qualifications to work within the Early Years and Childcare Sector in Wales or SkillsActive’s List of Required Qualifications to work within the Playwork Sector in Wales (or any lists which supersede them), which is

appropriate to the post, or a teaching, youth work, or other relevant qualifications at level 3 or above. The post holder should also have the relevant managerial skills and experience to effectively manage a holiday play scheme.”

Stage 2 – to come into effect from September 2016 – September 2018

For the period stated **Standard 13.6(DC)** will read:-

“The person in charge is required to hold at least a level 3 qualification recognised by the Care Council for Wales List of Required Qualifications to work within the Early Years and Childcare Sector in Wales or the SkillsActive List of Required Qualifications to work within the Playwork Sector in Wales (or any lists which supercede them)”, which is appropriate to the post.

For a holiday play scheme

The person in charge of a holiday play scheme should have the appropriate qualifications, skills and experience to undertake this role. The accepted qualifications will include a level 3 qualification recognised on the Care Council for Wales’ current List of Required Qualifications to work within the Early Years and Childcare Sector in Wales or SkillsActive’s List of Required Qualifications to work within the Playwork Sector in Wales (or any lists which supercede them), which is appropriate to the post, or a teaching, youth work, or other relevant qualifications at level 3 or above. The post holder should also have the relevant managerial skills and experience to effectively manage a holiday play scheme.

Where the person in charge of a holiday play scheme does not hold a level 3 Playwork qualification, they should also hold the level 3 unit in “Managing a Holiday Play Scheme.” *

*During the summer of 2015, an Award in Managing a Holiday Play Scheme will be developed. This will provide an interim qualification which will be added to the SkillsActive List of Required Qualifications to work within the Playwork Sector in Wales, specifically for persons in charge of a holiday play scheme.

Stage 3 – to be in effect from September 2018

From September 2018, **Standard 13.6(DC)** will read:-

“The person in charge is required to hold at least a level 3 qualification recognised by the Care Council for Wales List of Required Qualifications to work within the Early Years and Childcare Sector in Wales or the SkillsActive List of Required Qualifications to work within the Playwork Sector in Wales (or any lists which supercede them), which is appropriate to the post.

For a holiday play scheme

Standard 13.6(DC) applies to holiday play schemes as to other provision under The National Minimum Standards for Regulated Child Care, 2012.”

3. Reason for the Amendment

A proportion of holiday play providers are experiencing difficulties in meeting the qualification requirements set out in the NMS. This is particularly the case for the

Person in Charge holding a level 3 Playwork qualification. This has already led to a reduction in registered holiday play provision and raises concerns about the further loss of provision

The Minister for Communities and Tackling Poverty recognises the importance of holiday play provision for children and their parents. To avoid further loss of this valued provision, whilst ensuring the ongoing achievement of level 3 playwork qualifications for persons in charge of holiday play schemes, the Minister is issuing Circular Letter WGC 004/2015.

From recent consultation with service providers it was highlighted that to achieve recommendations would provide unrealistic with the ethos of recruiting for seasonal staff.

There would also be a potential cost in ensuring that workers hold the relevant qualifications to carry out their role when looking at the level 3 unit –Managing a Playscheme.

6. Open Access Play Provision

Recent legislation and guidance from Welsh Government recommends that a wide program of rich and varied play provision be delivered to children and young people within each authority (Creating a Play Friendly Wales 2012). This includes both closed and open access play provision as well as parks and open spaces.

In 2013, Monmouthshire County Council carried out a full Play Sufficiency Assessment (PSA) on play and play provision in line with the recommendations set out by Welsh government.

It was highlighted within the findings that “Play forms an important part of the Council’s early years and pre -school provision and it is also an important element of the foundation phase once children enter the formal education structure”

However, whilst play was recognised within education and early years it also highlights the distinct lack of open access play provision delivered, mainly due to the absence of a Play Officer being in post.

With this in mind, the delivery of open access play has relied heavily on 3rd sector partners.

6.1 3 Counties Community Play Project

Torfaen Voluntary Alliance (TVA) in partnership with Torfaen County Borough Council (TCBC), Monmouthshire County Council (MCC) and Newport City Council (NCC) successfully secured funding from BIG Lottery (BIG) in August 2010 under the Child's Play Programme to deliver the 3CCP Programme.

A total of £999,092 was awarded for Round 2 of the programme, with the initial aim to set up play opportunities for children aged 5-15 years, predominately 8-12 years by using community buildings, open spaces, parks and wooded areas across the three counties of Monmouthshire, Newport and Torfaen. In addition;

* providing opportunities to involve volunteers and equip them with the skills they need to sustain the provision by offering play work courses, soft skills and accredited qualifications.

*to work with community members to establish management groups, which at the end of the funding would take on the delivery of play provision with support from key partners.

The programmes original proposal set to deliver three outcomes and in January 2014, BIG agreed for the scope of the 3CCP programme to be extended, with two additional outcomes. Outcomes are as followed:

Outcome 1: More play opportunities. By the end of the project a minimum of 500 children aged 8 – 12 years across the region will have accessed 24 new, quality, open access, play opportunities, identified within the regional play audit.

Outcome 2: Sustainable Communities. By the end of the project there will be an increase in the level of community based play provision within the target areas across the region. 96 community volunteers will have become positively engaged in the planning and delivery of provision.

Outcome 3: Attitudinal Changes. By the end of the project research carried out will have shown a change in adult attitudes within communities which will enable children and young people to access their right to play.

Outcome 4: Community Engagement. By the end of the project 21 'Play in the Community' events will be delivered across the 3 Counties.

Outcome 5: Community Schools. By the end of the project, 39 schools will be committed to the Play Partnership Agreement and 60 School Staff & 6th Form Pupils will be trained across the three counties.

6.2 Play Provisions supported by Three Counties Community Play in Monmouthshire

Frequency	Location	Age Range	Time
Monday	Woodland View, Wyesham	5 - 12 years	3:45 - 4:45
Tuesday	Llanishen Village Hall	5 - 12 years	6:00 - 8:00
Wednesday	Dewstow Primary School	5 - 15 years	4.00 - 5.00
Wednesday	Gilwern Play Club – Community Education Centre	5 - 9 years	5.00 -6.30
Thursday	Pandy Red Kites Club - Pandy Village Hall	5 - 12 years	4.30 - 6:00
Friday	Pandy Junior Youth Club	5 - 12 years	6:00 - 7:00

The project ended in March 2015. Feedback from 3 Counties Play Project Evaluative Report (April 2015) stated the following:-

- Overall, the project has had a positive impact within all areas, exceeding the targets set in the primary outcomes. Great progress was made towards the additional outcomes agreed in 2014, which focused on school & community engagement & it was actions outside of the control of the project that delayed progress; early indicators show that the outcomes were achievable had there been more time.
- The importance of play has been advocated throughout each county by engaging with local communities through the medium of play. Training sessions, interactive workshops, community events are some of the methods used to engage, raising the awareness of the benefits of play.
- Each County has a differing level of need with regards to play & therefore the projects level of involvement within each county varied; Monmouthshire received the highest level of support, being attributed to the absence of a dedicated play team/officer.
- Of those who accessed the project it is evident that there is a wider understanding of the importance of play & the role that it has on the development of children; 42% increase in a belief that 'play is important for children' & 35% increase in them believing 'children directly benefit from play'.
- Parents confidence in their children attending a volunteer led provision was low, although there was a significant improvement of child attendance once project staff were more visible in the establishment of the clubs. This provided volunteers the opportunity to engage with parents building trust.
- Monmouthshire: 103 volunteers have accessed training. Currently 18 are actively supporting the delivery of clubs.
- Monmouthshire: 1,076 children registered have accessed all play opportunities provided within the area.
- 11 provisions were established & supported, with 5 sustained through the recruitment and training of community members.

Through consultation with partners concern was placed on whether these provisions were still running due to the project finishing.

Concern was also put forward in relation to supporting the community volunteers who were previously involved in the project.

Through the consultation process many partners were unaware that the project had ceased delivery due to a lack of correspondence with project management. Additionally, it was highlighted that some of the provisions listed above were already in place prior to the project starting.

6.3 Outreach Open Access Play Sessions

Groundworks Sustainability Play is a relatively new project funded by Welsh Government to deliver outreach open access play settings within the heart of the community.

The project will only be within Monmouthshire for a limited amount of time as the project covers a large part of Wales. With this in mind, specific project time is allocated to each local authority.

Lead	Location	How often	Age	Cost
Groundwork South East Sustainable Play	Green space at Hillside Estate Abergavenny	Every Wednesday	5 – 12 years	Free
Monmouthshire Youth Service	Various locations	60 sessions over the summer period	5-12 years	Free

7. Closed Access Play Provision

A number of closed access play sessions (childcare) run on a weekly basis

School	<u>Out of School Clubs on School Premises</u>	BC	AS		
			C	HC	
Archbishop Rowan Williams Primary	ARW ASC		1		
Deri View Primary	Deri View Dragons		1	1	
Ysgol Y Ffin Primary	Dragon Club		1	1	HC -Inset days only
Gilwern Primary	Hopscotch		1	1	
Llanfoist Fawr Primary	Llanfoist ASC		1		
Llanvihangel Crucorney Primary	Time Out @ Pandy		1		Tues / Weds
Magor CIW Primary	Magor HC			1	
Overmonnow Primary	OK Club		1		
Cantref Primary	Playworks		1		Mon / Thurs
Trellech Primary	Playworks		1		
Osbaston CIW Primary	Playworks		1		Mon/ Thurs
Usk CIW Primary	Playworks		1		
Raglan Primary	Rascals	1	1	1	HC -Inset days only
Dell Primary	Schools out at the Dell		1		
Shire newton Primary	Shire newton		1	1	
St Mary's RC Primary	SMASH Care		1	1	HC - Over 8s
Llandogo Primary	Starlights		1	1	ASC -Tues - Thurs
Rogiet Primary	Tigers		1	1	
Llantilio Pertholey Primary	Teilos Fun Club		1		
Ysgol Gymraeg Y Ffeni	Clwb Carco		1		Mon - Thurs
Thornwell Primary	Thornwell ASC		1		New Development opened April 2015
	Totals	1	20	9	

Non School Based Clubs

Goytre	1	1	1	ASC - also offer places for children 11 plus
Two Tribes		1		Pick up from Magor CIW & Undy Primary
Abacus	1	1	1	Pick up for schools in Abergavenny
Sunnybank	1	1	1	Pick up service for schools in Chepstow

8. Play provision for Children with Disabilities

The provision for children with disabilities linked to play is limited within Monmouthshire.

*The Monmouthshire Parent Network (MAGIC) runs weekly sessions. In addition to this, sessions are also delivered through Action for Children.

*During holiday periods Monmouthshire Youth Service 3 sessions a week during holiday times for young people with disabilities. ("*Building Bridges*" Project).

*A number of children are supported each year to attend the closed access Playschemes run by the local authority however, as stated above, not all children are able to attend every day due to issues such as staffing and training.

*Extra Hands funding (Early Years) can be utilised within the county to provide support for children with disabilities to attend closed access play settings.

*There is also a specialist provision run for children and young people with Down Syndrome and a voluntary group named Bebes run from the Chepstow area.

However, from speaking to partners it was stated that a joined up, collaborative approach to delivering provision for children with disabilities would prove beneficial. This could include discussing currently delivery as well as sharing training and resources etc.

Further discussions highlighted the possibility of utilising SEN (Special Educational Needs) bases within local schools as potential venues for summer playschemes for children with disabilities.

The main SEN Units are located at Pembroke Primary School in Chepstow, Durand Primary School in Caldicot, Overmonnow Primary in Monmouth and Deri View Primary School in Abergavenny

9. Training the Workforce

A number of play related training sessions and qualifications have been available in Monmouthshire. This has included Level 2 and Level 3 Playwork qualifications which are funded through the Early Years Sector.

Further Playwork training such as P3 has been delivered previously through the 3 Counties Play Project which entailed a number of Youth Service staff obtaining play training.

Soft skills and Play Awareness sessions have also been delivered through the 3 Counties Play Project to community groups and parents.

Play Awareness and Inclusive Play Sessions have also been delivered by Torfaen Play Service as part of the Level 2 Youthwork qualification based with Monmouthshire Youth Service.

10. The Way Forward

A full Play Sufficiency Assessment will be carried out for Monmouthshire over the following months. This will include a full assessment with findings as well as a future action plan complete with costs for service delivery.

It is required that the documents be signed off and submitted to Welsh Government by 31 March 2016.

It is intended that the Green Infrastructure & Countryside Manager for Monmouthshire County Council will lead on this piece of work.

The key concerns / issues put forward through consultation with partners were as follows:-

- Leisure Services are under great strain to continue to deliver the closed access playschemes specifically with the new onset of standards proposed by CSSIW. In addition to this, there is also lost cost opportunity which impacts adversely on their management and staffing capacity. As a result, this then hampers Leisure Services in achieving their wider service targets, including trading targets.
- Leisure Services are unable to continue to support children with disabilities with challenging needs due to the specialist support that is required to meet standards. The extensive work and protocols that are required to be put in place in relation to inclusive practice (training, care plans etc.) are unachievable with current staffing, resources and timescales
- Whilst partners are keen and enthusiastic to champion play from their service areas and recognise their role in supporting children's play, without a designated Play Officer co-ordinating and pushing the development of play forward in Monmouthshire it will prove extremely challenging.
- Play provision for children with disabilities is far more limited than that of mainstream children.

The appendices include the options for the way forward.

Resources

Creating A Play Friendly Wales, Welsh Government (2010)

Monmouthshire's Play Sufficiency Full Findings Document (2013)

Monmouthshire's End of Summer Closed Access Playscheme Report (2014)

Torfaen Voluntary Alliance – 3 Counties Play – End of Project Report (2015)

SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN AFFORDABLE HOUSING SUPPLEMENTARY PLANNING GUIDANCE
MEETING: CABINET
DATE: 2 MARCH 2016
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

The purpose of this report is:

- 1.1 To advise Cabinet of the results of the recent consultation on Draft Supplementary Planning Guidance (SPG) on Affordable Housing to support the policies of the Monmouthshire Local Development Plan (LDP).
- 1.2 To seek Cabinet's endorsement of the SPG, with a view to it being formally adopted as SPG in connection with the Monmouthshire LDP and to recommend to Council accordingly.

2. RECOMMENDATIONS:

- 2.1 To endorse the SPG with a view to it being formally adopted as SPG in connection with the Monmouthshire LDP to take effect from 1 April 2016 and to recommend to Council accordingly.

3. KEY ISSUES:

3.1 Background

This report was presented to Cabinet on 3 February 2016 but was deferred to provide additional time for Planning Committee to consider the proposals. Subsequently, a Members' seminar on the Affordable Housing SPG took place on 9 February 2016.

- 3.2 Council endorsed Draft Affordable Housing SPG to be issued for consultation purposes on 22 January 2015. The report to Council (which was rearranged from 18 December 2014) is attached as **Appendix A**. The consultation took place for a period of 6 weeks from Thursday 19th February 2015 to Thursday 2nd April 2015. A notice was placed in the Monmouthshire Free Press on 18 February 2015 and 388 individual notifications were sent out to:
 - Specific (including Town and Community Councils), General and Other consultees, as identified in the LDP Community Involvement Scheme;
 - Residents who were on the LDP consultation data base and had specifically requested to be notified of the SPGs;
 - Agents/developers who work in the Council area.

- 3.3 11 replies were received. These have been split into 41 representations that are summarised, together with the suggested Council response, in the Report of Consultation provided as **Appendix B**.

- 3.4 The main themes arising from the consultation are considered to be:

- 3.4.1 Objections to affordable housing requirement being based on the theoretical capacity of the site when a density of 30 dwellings per hectare is not achieved.

Response: It is recognised that it would be unreasonable to require a higher percentage of affordable housing than that set out in LDP Policy S4 if there were good reasons to justify a development not achieving 30 dwellings per hectare. Policy S4, however, does require that the capacity of a development site will be based on an achievable density of 30 dwellings per hectare. This figure will still be used to establish whether or not a development achieves the threshold that requires affordable housing to be provided on site. It is accepted, however, that the percentage of affordable housing required should be based on the 'agreed' capacity of the site rather than the 'theoretical' capacity and the text of the SPG has been amended accordingly.

- 3.4.2 Objections to the Council identifying a preferred Registered Social Landlord (RSL) for developers to work with.

Response: It is accepted that the Council cannot insist that a developer works with a specific RSL. There are sound reasons, however, for the Council's preference for working with the RSLs that are zoned for Monmouthshire. The paragraph stating that the Council will identify a preferred RSL (paragraph 5.3.3, formerly 6.3.4), therefore, has been amended to provide a more neutral wording that explains the position. Paragraph 5.12 (formerly 6.9) has also been amended for clarity.

- 3.4.3 Clarification is requested on when an affordable housing financial contribution on small sites will be payable because of concerns over cash flow issues.

Response: Concerns regarding potential cash flow issues for small businesses are recognised. The Council is content to adopt a flexible approach in such circumstances. An additional paragraph has been added to clarify this, stating that commuted sums are normally required when 70% of the units on site are completed and occupied but that this is open to negotiation should viability considerations make that necessary.

- 3.4.4 Queries on how the Affordable Housing financial contribution is calculated.

Response: A number of detailed queries on this issue are addressed in the Report of Consultation. Some additional text has been added to the SPG to try and better explain the process.

- 3.4.5 Queries over neutral tenure requirements and the relationship with Policy SAH11 sites (rural housing allocations).

Response: It is recognised that the way in which the draft SPG was written had potential for causing confusion. Section 6 of the SPG on the options for the delivery of affordable housing has been amended to deal with SAH11 sites under a separate heading. All general affordable housing will be required to be built to Welsh Government (WG) Development Quality Requirements (DQR) and be neutral tenure. More flexibility will be offered in relation to SAH11 sites because of the more difficult viability issues. If intermediate housing products are provided on SAH11 sites the standard of construction would not necessarily be DQR but would be negotiated to a standard agreed by the Council and its RSL partners.

- 3.4.6 Objection to the lack of flexibility in the definitions of affordable housing.

Response: It is considered that the Council needs to follow the definitions in TAN2, which sets out affordable housing policies for Wales, notwithstanding that other approaches may be acceptable under English planning policy. In any event, the greatest need for affordable housing in Monmouthshire if people on the housing waiting list are to be accommodated is for housing for social rent. Provision of tenure neutral housing as set out in the SPG provides the flexibility to also achieve Low Cost Home Ownership. Other approaches are not considered to be appropriate for Monmouthshire as they will not be meeting the Council's housing need.

- 3.4.6 Objections to the viability implications of building affordable homes to DQR, commenting also that this requirement conflicts with the aim of ensuring that affordable units are indistinguishable from owner occupied homes.

Response: It is considered essential that DQR is achieved on neutral tenure properties (which is what the Council requires to meet its housing need) to achieve appropriate design, space standards and quality of new homes. Just because an affordable home is larger than a market home does not mean that it cannot be indistinguishable in terms of its external appearance, such as materials and elevational treatment. Should developers be able to demonstrate that the requirement for DQR would have an adverse impact on viability then the percentage affordable housing requirement can be renegotiated (as allowed for in LDP Policy S4, which states that the 35% and 25% requirements are 'subject to appropriate viability assessment').

3.4.7 Objections to the viability implications of the proposed percentage payments to developers for the transfer of affordable housing to RSLs (42% of WG Acceptable Cost Guidance (ACG)).

Response: The greatest need for affordable housing in Monmouthshire if people on the housing waiting list are to be accommodated is for housing for social rent. The maximum that an RSL can afford to pay based on the rental income they would receive from the properties is 42% of Welsh Government Acceptable Cost Guidance (ACG). Whilst the developer would receive a higher percentage of ACG for Intermediate Rent, for instance, this would not be meeting housing need in Monmouthshire. It is considered essential that the 42% of ACG transfer rate remains in order to meet housing need in Monmouthshire. Should developers be able to demonstrate that this would have an adverse impact on viability then the percentage affordable housing requirement can be renegotiated (as allowed for in LDP Policy S4, which states that the 35% and 25% requirements are 'subject to appropriate viability assessment'). Further text has been added to paragraph 6.3.5 (new paragraph 5.3.4) to provide justification for the 42% transfer rate.

3.4.8 Concerns about the implications of 'pepper-potting'.

Response: It is considered that the principle of 'pepper-potting' is an important one. Nevertheless, there would be scope for flexibility in negotiating over design and layout if a developer argued a special justification. It is also recognised that the limit of 10 dwellings on a cluster of affordable homes may be overly restrictive and inflexible, particularly on a large scale development. It is recommended, therefore, that this figure be increased to 15.

3.4.9 The changes made in response to the objections referred to in paragraph 3.4.1 also have implications for the proposed approach to infill sites within Main Villages that are not allocations under Policy SAH11. Some revisions have been made to Section 4.4(D), therefore, to ensure consistency. There is also a need to provide clarity on how the suggested policy will be applied on larger sites in Main Villages where it is feasible to provide affordable housing on site.

3.4.10 A number of additional amendments have been made to the original consultation draft to update and provide greater clarity, including:

- Section 4, Monmouthshire Planning Policies on Affordable Housing, has been re-arranged and given additional paragraph numbering in an attempt to make the process for assessing affordable housing requirements clearer. This has been accompanied by the addition of Appendix 7, which provides a diagrammatic representation of the process.
- Section 5, Rural Exceptions Policy, has been merged with Section 4 and the remainder of the document renumbered.
- Examples of how affordable housing contributions are calculated have been moved from Section 4 to Appendix 6.
- Appendix 4, which provided an excerpt from the Community Infrastructure Levy Regulations to illustrate how the exemption for self-builders' paying affordable housing contributions would be applied, has been revised to include a standard

Section 106 agreement for the provision of Affordable Housing Financial Contributions

- An extra paragraph 5.11 has been added to clarify the position regarding service charges and ground rents.

3.4.11 This report on the adoption of the Affordable Housing SPG has been delayed in order that the viability implications of the policies that it introduces could be tested. The SPG sets out enhanced space standards to meet Welsh Government Development Quality Requirements, a revised housing mix and changes to percentage payments to developers for the transfer of affordable housing to Registered Social Landlords compared with what was tested in the initial viability report prepared to establish a charging schedule for a Community Infrastructure Levy (CIL). Potentially, these changed policies could have affected the amount of CIL that can be charged (and the percentage of affordable housing that can be achieved under LDP policy). In this respect, the revised viability testing has not indicated any adverse impacts on viability arising from the policies set out in the SPG.

3.5 An amended SPG, incorporating the changes arising from the issues identified above is attached as **Appendix C**.

3.6 Next steps

3.6.1 It is intended to report the revised Affordable Housing SPG, together with the results of the consultation, to Council with a view to seeking the formal adoption of the document as SPG to support the Monmouthshire LDP.

4. **REASONS:**

4.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are now being taken in accordance with policies and proposals in the LDP. The Affordable Housing SPG provides further explanation and guidance on the way in which the affordable housing policies of the LDP will be implemented.

5. **RESOURCE IMPLICATIONS:**

5.1 Officer time and costs associated with the publication of the SPG document. These will be within the existing Planning Policy budget.

5.2 A new funding stream will arise from processes introduced in association with the Affordable Housing SPG. LDP Policy S4, Affordable Housing, makes provision for financial contributions to be required to assist in funding affordable housing in the County where residential developments do not meet the thresholds for providing such housing on site. In addition, a process is set out in the SPG for requiring financial contributions in the exceptional circumstances where it is not appropriate or feasible to provide affordable housing on site.

6. **SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

6.1 These were considered in the report that was presented to Council on 22 January 2015 Council (rearranged from 18 December 2014) and which is attached as **Appendix A**.

6.2 A Future Generations Evaluation is attached.

7. **CONSULTEES**

- Head of Planning

- Senior Strategy & Policy Officer, Housing & Communities
- Strong Communities Select (16 July 2015)
- Cabinet
- SLT
- Planning Committee (1 March 2016)

8. BACKGROUND PAPERS:

- Monmouthshire Adopted LDP (February 2014)

9. AUTHOR & 9. CONTACT DETAILS:

Martin Davies (Planning Policy Manager).

Tel: 01633 644826.

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Martin Davies</p> <p>Phone no: 01633 644826 E-mail: martin.davies33@btinternet.com</p>	<p>Please give a brief description of the aims of the proposal The Local Development Plan (LDP), which was adopted on 27 February 2014, sets out the Council’s vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. Supplementary Planning Guidance (SPG) sets out guidance on the way in which the policies of the LDP will be applied. The Affordable Housing SPG specifically sets out guidance to support LDP Policies S4 and H7.</p>
<p>Name of Service Planning Policy</p>	<p>Date Future Generations Evaluation form completed 15/11/15</p>

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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>Positive contribution: Promoting affordable housing assists in achieving overall prosperity of communities and their residents.</p> <p>Negative contribution: None. The development industry could be adversely affected if affordable housing requirements were excessive but the affordable housing policy has been established</p>	<p>Better contribute to positive impacts: Ensure that the policies set out in the SPG are implemented fully and that their effectiveness is monitored on an annual basis</p> <p>Mitigate any negative impacts: The affordable housing requirements are subject to appropriate viability testing as set out in LDP Policy S4. Care</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?
	following extensive viability testing to ensure that the viability of development is not adversely affected.	will be taken therefore to ensure that the viability of development is not adversely affected.
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Negative contribution: (a) There will be some general environmental impact from housing development through loss of green fields, encroachment on the countryside etc.</p> <p>(b) A limited number of allocated housing sites are located in rural areas where there is limited public transport and likely to be reliant on the use of the private car.</p>	<p>Mitigate any negative impacts: (a) It will be ensured that biodiversity, landscape interests etc. are appropriately considered in assessing any planning application and that good standards of design, landscaping etc. are achieved.</p> <p>(b) The LDP policies themselves limit the potential negative impacts by including strict limits on the number of houses allowable in rural villages. This avoids excessive unsustainable travel patterns. The car usage likely to result from the rural allocations policy is considered to be justified because the primary aim of this policy is to provide affordable housing to enable local people in rural areas to remain in their communities.</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive contribution: Providing appropriate housing can assist in promoting good health, independence and well-being and in bringing forward additional units of housing to meet the specific housing needs of vulnerable groups.</p> <p>Negative contribution: None</p>	<p>Better contribute to positive impacts: Ensure that the policies set out in the SPG are implemented fully and that their effectiveness is monitored on an annual basis</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positive contribution: Affordable housing makes an important contribution to the sustainability and cohesiveness of our towns and villages by</p>	<p>Better contribute to positive impacts: Ensure that the policies set out in the SPG are implemented fully and that their effectiveness is monitored on an</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>providing homes that local people on low incomes can afford to live in.</p> <p>Negative contribution: None</p>	annual basis
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The SPG supports the implementation of the Affordable Housing policies of the LDP, which has been subject to a Sustainability Appraisal and Strategic Environmental Assessment to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.</p>	<p>Ensure that any LDP revision is subject to appropriate Sustainability Appraisal and Strategic Environmental Assessment testing.</p>
<p>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>The SPG has a neutral impact on culture, heritage and language, although in general terms affordable housing makes an important contribution to the sustainability and cohesiveness of our towns and villages by providing homes that local people on low incomes can afford to live in.</p>	N/A
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Positive Contribution: The Affordable Housing SPG should bring positive benefits to Monmouthshire's residents, particularly through increasing the supply of affordable housing in the County. Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers. A commuted sum also has the potential to bring</p>	<p>Ensure that the policies set out in the SPG are implemented fully and that their effectiveness is monitored on an annual basis</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>forward additional units of housing to meet the specific housing needs of vulnerable groups. Affordable Housing policies and residential site allocation policies, as with all LDP policies, have been subject to a Sustainability Appraisal that measures their performance against sustainability objectives.</p> <p>Negative contribution: None</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>Page 90</p>  <p>Balancing short term need with long term and planning for the future</p>	<p>The LDP covers the period 2011-21. The SPG supports the implementation of the LDP. By its nature, therefore, it cannot look beyond the next five year period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The requirement for affordable housing seeks to balance the short term need for housing development and viability issues with the longer term need to create balanced and sustainable communities with an appropriate proportion of affordable housing.</p>	<p>Ensure that the LDP and its policies have been subject to SA/SEA.</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>Working together with other partners to deliver objectives</p>	<p>The Draft SPG has been subject to a public consultation, targeted to those who are considered to have a specific interest in the topic but also including all town and community councils, notices in the press. Individuals and organisations currently on the LDP consultation data base have been given the opportunity to request to be notified of the SPG should they wish.</p>	<p>The SPG sets out broad policies that implement LDP policies and do not have specific local impacts in themselves. The housing allocations set out in the LDP, however, were subject to extensive community consultation including notifications to town and community councils and to residents living near the site, who then had the opportunity to make representations to the Council and also to an independent inspector who examined the LDP.</p>
<p>Page 91</p>  <p>Involving those with an interest and seeking their views</p>	<p>The Draft SPG has been subject to a public consultation, targeted to those who are considered to have a specific interest in the topic but also including all town and community councils, notices in the press. Individuals and organisations currently on the LDP consultation data base have been given the opportunity to request to be notified of the SPG should they wish.</p>	<p>The SPG sets out broad policies that implement LDP policies and do not have a specific local impacts in themselves. The housing allocations set out in the LDP, however, were subject to extensive community consultation including notifications to town and community councils and to residents living near the site, who then had the opportunity to make representations to the Council and also to an independent inspector who examined the LDP.</p> <p>The Development Industry, in particular, will be affected by the implementation the affordable housing policies and its observations have been addressed individually, as set out in the Report of Consultation and wherever possible and reasonable appropriate adjustments made.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>N/A</p>	<p>N/A</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="315 213 501 440">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="535 213 1332 320">The SPG supports the implementation of the LDP which has been subject to a Sustainability Assessment that balances the impacts on Social, Economic and Environmental factors.</p>	<p data-bbox="1352 213 2128 344">The SPG supports the implementation of the LDP which has been subject to a Sustainability Assessment that balances the impacts on Social, Economic and Environmental factors.</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	See below	None	See below
Disability	See below	None	See below
Gender reassignment	See below	None	See below
Marriage or civil partnership	See below	None	See below
Race	See below	None	See below
Religion or Belief	See below	None	See below
Sex	See below	None	See below
Sexual Orientation	See below	None	See below
Welsh Language	See below	None	See 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?
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 94</p>	<p>Potential Positive Impact: The Affordable Housing SPG should bring positive benefits to Monmouthshire's residents, particularly through increasing the supply of affordable housing in the County. Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers. A commuted sum also has the potential to bring forward additional units of housing to meet the specific housing needs of vulnerable groups.</p> <p>Affordable Housing policies and residential site allocation policies, as with all LDP policies, have been subject to a Sustainability Appraisal that measures their performance against sustainability objectives.</p>		<p>Ensure that the policies set out in the SPG are implemented fully and that their effectiveness is monitored on an annual basis</p>

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	N/A	N/A	N/A
Corporate Parenting	N/A	N/A	N/A

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

An extensive evidence base was established to support the LDP.
 The evidence included a number of studies that have informed the LDP affordable housing policies. The LDP has been subject to a Sustainability Appraisal/Strategic Environmental Assessment at every main stage.
 More recently the viability implications of the Affordable Housing policies set out in the LDP and SPG have been subject to testing in the following reports:

- Monmouthshire County Council CIL Viability Assessment – Viability Evidence for Development of a Community Infrastructure Levy Charging Schedule (Three Dragons with Peter Brett Associates, July 2014)
- Monmouthshire County Council CIL Viability Assessment - Updated Viability Evidence for Development of a Community Infrastructure Levy Charging Schedule (Three Dragons, December 2015).

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 positive impact of this proposal is that affordable housing makes an important contribution to the sustainability and cohesiveness of our towns and villages by providing homes that local people on low incomes can afford to live in.

Potentially there may be some negative sustainability impacts particularly in rural areas, where there will be increased car use and effects on landscape etc. but in terms of achieving a balance between social, economic and environmental sustainability objectives these impacts are considered to be justified because the primary aim of this policy is to provide affordable housing to enable local people in rural areas to remain in their communities.

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

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

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

The impacts of this proposal will be evaluated on:	A regular basis in the LDP Annual Monitoring Report, which will be made to Council, Welsh Government and be publicly available.
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**Draft Supplementary Planning Guidance
Monmouthshire County Council Local Development Plan
Affordable Housing
Report of Consultation - January 2016**

Respondent Number	79	Representation Number	1
Respondent Name	Mr & Mrs Roach		
Respondent Organisation	Trustees of the late Mrs H M Langham		
Summary of Representation	<p>Question section C of paragraph 4.4 noting that villages are different in many respects and that generalisations should not be made in terms of their sustainability and capacity to absorb development. Affordable housing is needed in rural areas but not necessarily at higher rates than elsewhere. Market housing may also be needed in villages, e.g. for downsizing. Maximum of 15 dwellings does not offer flexibility. Those settlements that can sustain larger developments should not be restricted to 15 dwellings.</p>		
Requested Change	No specific change requested, as above.		
LPA Response	<p>Noted, the comments made relate to the policies set out within the LDP and not the SPG itself. The LDP Policies were adopted in February 2014 and as a consequence cannot be changed. The points raised are not issues that are relevant to consideration of the SPG but question the policies themselves which would be matters for any LDP review. The 60% affordable housing requirement on allocated sites in rural villages is not negotiable and this is set out in Policy S4 which requires 'at least' 60% to be affordable. The sole purpose for allocating these sites is to provide affordable housing for local people in rural areas. Without the provision of 60% affordable housing there is no justification for releasing these sites and anticipated land values should reflect this accordingly.</p>		
Recommendation	No change necessary.		

Respondent Number	79	Representation Number	2
Respondent Name	Mr & Mrs Roach		
Respondent Organisation	Trustees of the late Mrs H M Langham		
Summary of Representation	<p>Note that whilst the claim in sub-paragraph 6 of paragraph 4.4 (c) that the 60% affordable requirement will still provide land values sufficient to bring sites forward may be theoretically true it has not been in practice in relation to the allocated Mathern site. Developers are discouraged as the site is too small and is not a commercially viable proposition as they consider the 60% ratio of affordable housing prohibitive. Suggest a larger allocation would cause no disruption to Mathern or change the character of the settlement. The 60% affordable home requirement is too prohibitive.</p>		
Requested Change	No specific change requested, as above.		
LPA Response	<p>Noted, the comments made relate to a specific site allocation within the LDP. The LDP Policies and Proposals Map were adopted in February 2014 and as a consequence cannot be changed. The points raised are not issues that are relevant to consideration of the SPG but question the policies themselves which would be matters for any LDP review. The 60% affordable housing requirement on allocated sites in rural villages is not negotiable and this is set out in Policy S4 which requires 'at least' 60% to be affordable. The sole purpose for allocating these sites is to provide affordable housing for local people in rural areas. Without the provision of 60% affordable housing there is no justification for releasing these sites and anticipated land values should reflect this accordingly.</p>		
Recommendation	No change necessary.		

Respondent Number	80	Representation Number	1
Respondent Name	Rachael Bust		
Respondent Organisation	The Coal Authority		
Summary of Representation	No specific comments to make.		
Requested Change	No change requested.		
LPA Response	Comment noted.		
Recommendation	No change necessary.		

Respondent Number	165	Representation Number	1
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	<p>Definitions are used in the SPG that come from a number of sources, need to move away from conventional and narrow views of what qualifies as affordable housing. Recommend the SPG retains a flexible and open mind to what can or might qualify as affordable housing in the County. Suggest the list is extended to refer to other forms of housing which may over time qualify as affordable housing including affordable rent models and simple discounted sale properties which may be particularly appropriate for Monmouthshire.</p>		
Requested Change	As noted above.		
LPA Response	<p>It is considered that the Council needs to follow the definitions in TAN2, which sets out affordable housing policies for Wales, notwithstanding that other approaches may be acceptable under English planning policy. In any event, the greatest need for affordable housing in Monmouthshire if people on the housing waiting list are to be accommodated is for housing for social rent. Provision of tenure neutral housing as set out in the SPG provides the flexibility to also achieve Low Cost Home Ownership. The approaches suggested by the representor are not considered to be appropriate for Monmouthshire as they will not be meeting the Council's housing need.</p>		
Recommendation	No change.		

Respondent Number	165	Representation Number	2
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	The use of general site densities to calculate default housing quotas for sites needs to be treated with caution, there may be reasons why some sites deliver lower or higher numbers, a fixed flat rate/general rule is not appropriate.		
Requested Change	No specific change requested.		
LPA Response	The point made by the representor is accepted. It is recognised that it would be unreasonable to require a higher percentage of affordable housing than that set out in LDP Policy S4 if there were good reasons to justify a development not achieving 30 dwellings per hectare. Policy S4, however, does require that the capacity of a development site will be based on an achievable density of 30 dwellings per hectare. This figure will still be used to establish whether or not a development achieves the threshold that requires affordable housing to be provided on site. It is accepted, however, that the percentage of affordable housing required should be based on the 'agreed' capacity of the site rather than the 'theoretical' capacity of 30 dph.		
Recommendation	<p>Amend the relevant paragraphs of the SPG as follows:</p> <p>If the capacity of the site is 5 or more dwellings then the affordable housing required to be provided on site is calculated at 35% in Main Towns and Rural Secondary Settlements and 25% in Severnside settlements.</p> <p>Should the development not be achieving 30 dwellings per hectare and it is considered that there is not a material non-compliance with Policy DES1 i) then the affordable housing requirement should be calculated on the agreed capacity of the site.</p> <p>In determining how many affordable houses should be provided on a development site, the figure resulting from applying the proportion required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up.)</p>		

Respondent Number	165	Representation Number	3
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	Welcome the bullet points relating to viability at the top of page 10. They reflect the need for sites to be treated as individual projects which will be charged with meeting multiple planning objectives. The paragraph focuses on the percentage of affordable housing that will need to be considered in this assessment of viability. The type of homes proposed and price at which they are transferred could be just as important in some cases.		
Requested Change	No specific change requested.		
LPA Response	Comment noted.		
Recommendation	No change.		

Respondent Number	165	Representation Number	4
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	The preference for pepper potting is understandable but should be tempered. Provision should be made for different approaches to distribution.		
Requested Change	No specific change requested.		
LPA Response	It is considered that the principle of 'pepper-potting' is an important one. Nevertheless, there would be scope for flexibility in negotiating over design and layout if a developer argued a special justification. It is also recognised that the limit of 10 dwellings on a cluster of affordable homes may be overly restrictive and inflexible, particularly on a large scale development. It is recommended, therefore, that this figure be increased to 15.		
Recommendation	Amend the second sentence in the paragraph on Layout and Design in Section 4.4A to read Properties for affordable housing will normally be in clusters of 6-15 units, depending on the overall size of the development.		

Respondent Number	165	Representation Number	5
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	The definitions of affordable housing listed in Section 6 should be left a little open ended to allow other forms of housing to qualify in order to help provide people in need into new homes.		
Requested Change	As noted above.		
LPA Response	It is considered that the Council needs to follow the definitions in TAN2, which sets out affordable housing policies for Wales, notwithstanding that other approaches may be acceptable under English planning policy. In any event, the greatest need for affordable housing in Monmouthshire if people on the housing waiting list are to be accommodated is for housing for social rent. Provision of tenure neutral housing as set out in the SPG provides the flexibility to also achieve Low Cost Home Ownership. The approaches suggested by the representor are not considered to be appropriate for Monmouthshire as they will not be meeting the Council's housing need.		
Recommendation	No change.		

Respondent Number	165	Representation Number	6
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	<p>Concern with the requirement to build all affordable homes to DQR standard as this significantly increases the cost of provision and can reduce the amount of affordable housing a site can provide. Affordable homes could cover a larger area of the site and leaving less land for value generating development. Differentiation sits uneasily with a requirement for equality and similarity between affordable and market housing made elsewhere in the SPG. The DQR standard could remain as the objective/starting point but should not be enforced at all costs for all affordable housing.</p>		
Requested Change	No specific change requested.		
LPA Response	<p>It is considered essential that DQR is achieved on neutral tenure properties (which is what the Council requires to meet its housing need) to achieve appropriate design, space standards and quality of new homes. Just because an affordable home is larger than a market home does not mean that it cannot be indistinguishable in terms of its external appearance, such as materials and elevational treatment. Should developers be able to demonstrate that the requirement for DQR would have an adverse impact on viability then the percentage affordable housing requirement can be renegotiated (as allowed for in LDP Policy S4, which states that the 35% and 25% requirements are 'subject to appropriate viability assessment').</p>		
Recommendation	No change.		

Respondent Number	165	Representation Number	7
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	<p>The 42% level of ACG proposed has the potential to cancel out substantial value with the price secured for the property failing to cover basic costs resulting in a double deduction - with one coming from less income generated from the whole development to pay for opening up and the second being an actual loss on the build of affordable accommodation. Recent examples from within the County indicate that a more flexible approach to %ACG is necessary and acceptable, starting at a relatively low level for social rented but then increasing for Low Cost Home Ownership and increase again for intermediate properties. Cannot see the justification for a figure of 42% and suggest the SPG should not identify a single figure. Flexibility is vital if sites are to deliver affordable housing. Sites such as Fairfield Mabey require a flexible approach. Suggest the maximum/minimum ACG % figures are removed or a more explicit reference is provided to these rates in the two bullet points at the top of page 10.</p>		
Requested Change	As noted above.		
LPA Response	<p>The greatest need for affordable housing in Monmouthshire if people on the housing waiting list are to be accommodated is for housing for social rent. The maximum that an RSL can afford to pay based on the rental income they would receive from the properties is 42% of Welsh Government Acceptable Cost Guidance (ACG). Whilst the developer would receive a higher percentage of ACG for Intermediate Rent, this would not be meeting housing need in Monmouthshire. It is considered essential that the 42% of ACG transfer rate remains in order to meet housing need in Monmouthshire. Should developers be able to demonstrate that this would have an adverse impact on viability then the percentage affordable housing requirement can be renegotiated (as allowed for in LDP Policy S4, which states that the 35% and 25% requirements are 'subject to appropriate viability assessment'). Further text will be added to paragraph 6.3.5 (new paragraph 5.3.4) to provide justification for the 42% transfer rate.</p>		
Recommendation	<p>Amend paragraph 6.3.5 (new number 5.3.4) to read:</p> <p>5.3.4 The financial arrangements for the transfer of completed affordable housing units from the developer to the RSL are to be calculated using the current Acceptable Cost Guidance rates published by the Welsh Government's Housing Directorate. The percentage that the RSL can afford to pay, based on the rental income they would receive for the properties, is 42% of ACG. This leaves the landowner/developer to fund the 58% which in the past would have been covered by Social Housing Grant. The developer will then be expected to sell the properties to the RSL at this percentage rate. (This percentage rate does not apply to units delivered under Policy SAH11).</p>		

Respondent Number	165	Representation Number	8
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	Recommend the list of RSLs is removed or extended and is not imposed by the Council as suggested. This is at odds with national planning policy guidance.		
Requested Change	As noted above.		
LPA Response	It is accepted that the Council cannot insist that a developer works with a specific RSL. There are sound reasons, however, for the Council's preference for working with the RSLs that are zoned for Monmouthshire. It is recommended therefore that paragraph 6.3.4 is deleted but that it is replaced by a more neutral wording. Paragraph 6.9 should also be amended for clarity.		
Recommendation	<p>Replace paragraph 6.3.4 (new number 5.6.3) with the following:</p> <p>The Council has a long term commissioning partnership with RSLs to secure the strategic provision of all types of housing accommodation. This covers minimum standards of service in management terms, allocation of Social Housing Grant, specialisms of the Housing Associations and the long-term allocation of housing sites. The Council's preference is for developers to work with RSLs zoned by the Welsh Government for developing in Monmouthshire and it will normally allocate each site to its preferred RSL on the basis of the RSL's development capacity, other properties in the area, rental levels and other relevant issues. Should there be a need for specialist/purpose built disabled housing, for example, and an element of social housing grant was required the Council would only be able to allocate grant to a zoned RSL.</p> <p>Amend paragraph 6.9 (new paragraph 5.12) to read:</p> <p>There are currently three Registered Social Landlords zoned by the Welsh Government to operate within Monmouthshire. These are:</p> <p style="padding-left: 40px;">Melin Homes Monmouthshire Housing Association The Seren Group</p> <p>It should be noted that whilst these are the current zoned RSL partners in Monmouthshire, changing circumstances might result in the Council fostering different partnership links in the future and seeking approval from Welsh Government.</p>		

Respondent Number	165	Representation Number	9
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	Recommend implications of neutral tenure are explained, it is difficult to predict or see what financial impact this could have.		
Requested Change	As noted above.		
LPA Response	Amendments are suggested to add some additional explanation to the requirements for neutral tenure. Any viability implications arising from this will be dealt with on a site by site basis. A definition of neutral tenure is provided in paragraph 6.2 Types of Affordable Housing.		
Recommendation	<p>Amend paragraph 6.3.5 (new number 5.3.4) to read:</p> <p>5.3.4 The financial arrangements for the transfer of completed affordable housing units from the developer to the RSL are to be calculated using the current Acceptable Cost Guidance rates published by the Welsh Government's Housing Directorate. The percentage that the RSL can afford to pay, based on the rental income they would receive for the properties, is 42% of ACG. This leaves the landowner/developer to fund the 58% which in the past would have been covered by Social Housing Grant. The developer will then be expected to sell the properties to the RSL at this percentage rate. (This percentage rate does not apply to units delivered under Policy SAH11).</p>		

Respondent Number	165	Representation Number	10
Respondent Name	Tim Gent (Savills)		
Respondent Organisation	Mabey Bridge		
Summary of Representation	Recommend provision is made for decisions on affordable housing in full context of what each site is expected to deliver and the other dividends that development will deliver.		
Requested Change	As noted above.		
LPA Response	Comment noted. Each development will be assessed on its merits on a site by site basis. LDP Policy S7 does state that affordable housing will be given priority over other planning obligation requirements, once the infrastructure necessary to bring the site forward has been taken into account.		
Recommendation	No change.		

Respondent Number	184	Representation Number	1
Respondent Name	Christopher Knock (Agent)		
Respondent Organisation	Llangibby Estate		
Summary of Representation	In main villages set out in Policy S1 for 3 or more dwellings, 60% affordable housing is too high and will restrict development.		
Requested Change	No specific change requested.		
LPA Response	Noted, the LDP Policies were adopted in February 2014 and as a consequence cannot be changed. The draft SPG does however contain a specific section (4.4 D) relating to other sites in Main Villages, particularly small infill plots. The 60% affordable housing requirement on allocated sites in rural villages is not negotiable and this is set out in Policy S4 which requires 'at least' 60% to be affordable. The sole purpose for allocating these sites is to provide affordable housing for local people in rural areas. Without the provision of 60% affordable housing there is no justification for releasing these sites and anticipated land values should reflect this accordingly.		
Recommendation	No change necessary.		

Respondent Number	1380	Representation Number	1
Respondent Name	Mrs Lynne Morgan		
Respondent Organisation			
Summary of Representation	Concerned by emphasis given to affordable housing by the Council. Suggests priority should be placed on infrastructure, schools, hospitals and roads to which problems will be exacerbated with increased housing. Notes funds should be directed to these areas in preference to social housing. Refers to traffic problems in Chepstow.		
Requested Change	No specific change requested.		
LPA Response	Comment noted. The provision of affordable housing is a major priority of the Council and as such it is important for documents such as the SPG to provide clear guidance on how LDP policies and the planning system can improve the supply of affordable housing for local people.		
Recommendation	No change necessary.		

Respondent Number	2030	Representation Number	1
Respondent Name	Mr G Howells		
Respondent Organisation			
Summary of Representation	Desperate Need for Social Housing, particularly 1 bed flats. Should be high priority particularly for under 35s.		
Requested Change	No change requested		
LPA Response	Comment noted.		
Recommendation	No change necessary.		

Respondent Number	2862	Representation Number	1
Respondent Name	Simon Tofts		
Respondent Organisation	Blue Cedar Homes		
Summary of Representation	Support the need to seek affordable housing from new developments but suggest off site contributions could be used as an alternative to on site provision in relation to developments that address needs such as retirement housing. State C3 Sheltered/Retirement Housing should be exempt from providing on site affordable housing as higher building costs and a longer selling period make retirement housing less viable than new homes in general. Purchasers are often 'downsizing' from large family homes. This frees up family housing needed by younger families.		
Requested Change	C3 sheltered/retirement housing should be explicitly exempt from providing on-site affordable housing.		
LPA Response	Paragraph 6.6 recognises that on-site provision of affordable homes can be difficult in sheltered retirement housing schemes because of management issues and puts forward the option of making off-site financial contributions for affordable housing. It is recognised that there are viability issues with sheltered housing schemes and it is suggested that an additional paragraph be added to acknowledge this.		
Recommendation	<p>Add new paragraph 5.7:</p> <p>It is recognised that some specialist housing schemes such as Sheltered Housing may be challenging to deliver and any affordable housing contribution would be subject to viability. Should it be necessary the Council will commission an independent viability assessment.</p>		

Respondent Number	2883	Representation Number	1
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	<p>In relation to small sites financial contribution further clarification is required on:</p> <p>(1.1) Residual Value calculation, has any account been taken on the different values achieved across the borough?</p> <p>(1.2) Details of when the financial contribution is to be paid is required. Suggest that if it is required upfront/prior to sale/occupation the contribution would have to be borrowed. Question whether a small scale builder could borrow at this stage of the development.</p> <p>(1.3) Details of how and on what the money will be spent is required to provide confidence and justification of its requirement.</p>		
Requested Change	Details required on when the contribution will be required and how it will be spent.		
LPA Response	<p>(1.1)The commuted sum calculator can be used for different value areas in Monmouthshire. It also allows the user to input scheme specific values if these are available.</p> <p>(1.2)Concerns regarding potential cash flow issues for small businesses are recognised. The Council is content to adopt a flexible approach in such circumstances. It is recommended that an additional paragraph be added to clarify this.</p> <p>(1.3) The money raised through affordable housing contributions will be spent in the housing market area in which the development is located. It is recommended that an additional paragraph be added to clarify this.</p>		
Recommendation	<p>Add the following paragraphs:</p> <p>Commuted sums will be liable to be paid on completion and occupation of a percentage of units on site. This is normally 70% but will be open to negotiation should viability considerations make that necessary.</p> <p>Commuted sums gathered by the Council will be used to deliver affordable housing in the Housing Market Area (HMA) from which they are collected. The map below shows the three HMAs in Monmouthshire.</p>		

Respondent Number	2883	Representation Number	2
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	<p>With reference to paragraph 6.3.4, flexibility should be allowed for provision on site for a developer to choose their preferred RSL partner particularly where no grant is involved. The LPA should not impose a RSL as this would be contrary to national guidance set out in TAN2. There should be flexibility to agree use of a non-zoned RSL with regard to specialist provision.</p>		
Requested Change	No specific change required.		
LPA Response	<p>It is accepted that the Council cannot insist that a developer works with a specific RSL. There are sound reasons, however, for the Council's preference for working with the RSLs that are zoned for Monmouthshire. It is recommended therefore that paragraph 6.3.4 is deleted but that it is replaced by a more neutral wording. Paragraph 6.9 should also be amended for clarity.</p>		
Recommendation	<p>Replace paragraph 6.3.4 (new number 5.3.3) with the following:</p> <p>The Council has a long term commissioning partnership with RSLs to secure the strategic provision of all types of housing accommodation. This covers minimum standards of service in management terms, allocation of Social Housing Grant, specialisms of the Housing Associations and the long-term allocation of housing sites. The Council's preference is for developers to work with RSLs zoned by the Welsh Government for developing in Monmouthshire and it will normally allocate each site to its preferred RSL on the basis of the RSLs development capacity, other properties in the area, rental levels and other relevant issues. Should there be a need for specialist/purpose built disabled housing, for example, and an element of social housing grant was required the Council would only be able to allocate grant to a zoned RSL.</p> <p>Amend paragraph 6.9 (new number 5.12) to read:</p> <p>There are currently three Registered Social Landlords zoned by the Welsh Government to operate within Monmouthshire. These are:</p> <p style="text-align: center;">Melin Homes Monmouthshire Housing Association The Seren Group</p> <p>It should be noted that whilst these are the current zoned RSL partners in Monmouthshire, changing circumstances might result in the Council fostering different partnership links in the future and seeking approval from Welsh Government.</p>		

Respondent Number	2883	Representation Number	3
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	<p>Paragraph 4.4 (A) sub paragraph 2 stating 'check the site area and estimate the capacity of the site based on an assumed achievable density of 30 dwellings per hectare' should be changed. The site area should be based on net hectares and not gross hectares. Some flexibility should be considered around the 30dpha figure for example on heavily constrained or higher density brown field sites. Object to statement that 30dpha will be used for calculating affordable housing requirement where a development does not achieve this density, needs more flexibility.</p>		
Requested Change	<p>Suggest the wording be changed to 'Establish the net site area and calculate the capacity of the site based on an assumed achievable density of 30 dwellings per hectare'</p>		
LPA Response	<p>Subsequent paragraphs explain that the calculation will be based on net density, but it is agreed that that the amendment suggested by the representor would be helpful in providing further clarity.</p> <p>With regard to point regarding flexibility in determining affordable housing requirements rather than relying on the flat rate of 30 dph, it is recognised that it would be unreasonable to require a higher percentage of affordable housing than that set out in LDP Policy S4 if there were good reasons to justify a development not achieving 30 dwellings per hectare. Policy S4, however, does require that the capacity of a development site will be based on an achievable density of 30 dwellings per hectare. This figure will still be used to establish whether or not a development achieves the threshold that requires affordable housing to be provided on site. It is accepted, however, that the percentage of affordable housing required should be based on the 'agreed' capacity of the site rather than the 'theoretical' capacity.</p>		
Recommendation	<p>Amend the second paragraph of 4.4(A) to read:</p> <p>Establish the net site area and calculate the capacity of the site based on an assumed achievable density of 30 dwellings per hectare.</p> <p>Amend further paragraphs of Section 4.4(A) as follows:</p> <p>If the capacity of the site is 5 or more dwellings then the affordable housing required to be provided on site is calculated at 35% in Main Towns and Rural Secondary Settlements and 25% in Severnside settlements.</p> <p>Should the development not be achieving 30 dwellings per hectare and it is considered that there is not a material non-compliance with Policy DES1 i) then the affordable housing requirement should be calculated on the agreed capacity of the site.</p> <p>In determining how many affordable houses should be provided on a development site, the figure resulting from applying the proportion</p>		

required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up.)

Respondent Number	2883	Representation Number	4
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	The section on viability testing needs to include advice on how an independent dispute resolution process would work where agreement cannot be reached, suggest wording that allows for a third party agreed by both sides.		
Requested Change	As noted above.		
LPA Response	If the Council has concerns regarding viability evidence submitted by developers it will appoint its own consultants to verify. It would be hoped that any disagreements could be resolved through negotiation and discussion. If the Council cannot accept the developer's figures then this could result in a refusal of a planning application and the matter could then be determined by a Planning Inspector on appeal. It is not considered appropriate to introduce a third party dispute resolution process.		
Recommendation	No change.		

Respondent Number	2883	Representation Number	5
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	<p>(1)Need clarity on what the financial contributions relate to in the model examples of calculations in 4.4 section B. It is not clear if the final calculation is per dwelling or per scheme. Taking the first example on page 11 the scheme without the affordable contribution would now make a profit of £82,000 of which £53,625 would now be the affordable contribution leaving a profit of £29,175 or £14,587 per property.</p> <p>(2)Seek clarification that the figures used are taken from information gathered from small house builders rather than national developers as it is the small house builders of below 5 units that will be affected by the calculation.</p>		
Requested Change	Further clarification sought as noted above.		
LPA Response	<p>(1)The contribution set out in the example is per scheme not per dwelling. The figures used by the representor are incorrect and based on a misunderstanding. The commuted sum calculator includes a developer return of 20% in its calculations. In the example this is 20% of the market value or £36,000 per market dwelling. It is accepted, however, that the wording of the examples is not clear and they will be re-written to try and avoid such misunderstanding. (The examples also reduce the amounts paid to the developer by 'on costs of 9%' This is an error and would not be applied in practice. In addition the Welsh Government Acceptable Cost Guidance figures have been updated. The examples, therefore, will be amended accordingly).</p> <p>(2)The developer return and marketing costs used are those agreed for the viability testing used to inform the affordable housing policy in the LDP. However, the calculator allows for variation in developer return and marketing costs if this can be justified by evidence.</p>		
Recommendation	The model examples to be amended to provide greater clarity, remove the reference to 'on-costs of 9%' and update the ACG figures.		

Respondent Number	2883	Representation Number	6
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	In relation to layout and design on page 10, question how the reference to 'pepper potting' would work in a flatted scheme, where preference would be to provide all in one block, or an area of a block served by its own core, to ease future management and transfer to a RSL.		
Requested Change	No specific change requested.		
LPA Response	This point is not considered to be applicable to Monmouthshire as the provision of large blocks of flats would not be appropriate as not in keeping with the rural nature of the County's rural towns. It is considered that the principle of 'pepper-potting' is an important one. Nevertheless, there would be scope for flexibility in negotiating over design and layout if a developer argued a special justification. It is also recognised that the limit of 10 dwellings on a cluster of affordable homes may be overly restrictive and inflexible, particularly on a large scale development. It is recommended, therefore, that this figure be increased to 15.		
Recommendation	<p>Amend the second sentence in the paragraph on Layout and Design in Section 4.4A to read</p> <p>Properties for affordable housing will normally be in clusters of 6-15 units, depending on the overall size of the development.</p>		

Respondent Number	2883	Representation Number	7
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	<p>(1)Suggest paragraph 6.3.1 contradicts 6.3 in relation to being built to DQR standard yet indistinguishable from private properties. Due to size differences and external layout requirements these will always look different to other private properties. It is understood that DQR compliance is only required if WG social housing grant is used in the scheme, suggest wording is amended to take account of this.</p> <p>(2)Para 6.3.2 says the same as 6.3.1 but states DQR only applies to social rented, need to clarify which paragraph is correct .</p>		
Requested Change	As noted above.		
LPA Response	<p>(1)It accepted that it is not a WG requirement to achieve its Design Quality Standard (DQR) if social housing grant is not being used. It is considered essential, however, that DQR is achieved on neutral tenure properties to achieve appropriate design, space standards and quality of new homes. Just because an affordable home is larger than a market home this does not mean that it cannot be indistinguishable in terms of its external appearance, such as materials and elevational treatment.</p> <p>(2) It is recognised that the way in which the draft SPG is written has potential for causing confusion, which appears to be the case in relation to this part of the representation. Paragraph 6.3.2 only deals with rural housing sites allocated under Policy SAH11. It is proposed, therefore, to re-write this section of the SPG to deal with SAH11 affordable housing under a separate heading. All general affordable housing will be required to be built to DQR standards and be neutral tenure. More flexibility will be offered in relation to SAH11 sites because of the more difficult viability issues. If intermediate housing products are provided on SAH11 sites the standard of construction would not necessarily be DQR but would be negotiated to a standard agreed by the Council and its RSL partners.</p>		
Recommendation	<p>Rearrange section 6 (new section 5) and add a new paragraph 5.10:</p> <p>5.10 Affordable housing delivered under Policy SAH11</p> <p>5.10.1 Affordable housing delivered under Policy SAH11 will be a mix of social rented units and intermediate housing depending on the local need identified by the Council. All units for social rent will be constructed to Welsh Government Design Quality Requirements, which includes Lifetime Homes. Intermediate housing will be constructed to a standard agreed by the Council and their RSL partners.</p> <p>5.10.2 Affordable housing delivered under Policy SAH11 will be transferred to the Council's preferred RSL at 38% of Welsh Government ACG for social rented units, 50% of ACG for low cost home ownership units and 60% of ACG for intermediate rent units.</p>		

Respondent Number	2883	Representation Number	8
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	<p>Paragraphs 6.3.5 and 6.3.6 specify different values at which different types of properties will be transferred to RSL, 42% is commonly used but other % figures are also used. There is no cost assigned to tenure neutral properties although paragraph 6.5 states this is the preferred choice. Question how this enables developers to take account of the cost of delivering affordable. Is it possible for the document to provide a cost for the tenure neutral option?</p>		
Requested Change	As noted above.		
LPA Response	<p>General affordable housing and Policy SAH11 affordable housing (rural village sites where the viability issues are more pressing because of the 60% requirement) are treated differently in terms of the quality standards required and the amounts paid to the developer. It is recognised that the way in which the draft SPG is written has potential for causing confusion, which appears to be the case in relation to this representation. It is proposed, therefore, to re-write this section of the SPG to deal with SAH11 affordable housing under a separate heading. All general affordable housing will be required to be built to DQR standards and be neutral tenure. Developers will then transfer the affordable housing to RSLs at 42% of Acceptable Cost Guidance. More flexibility will be offered in relation to SAH11 sites because of the more difficult viability issues.</p>		
Recommendation	<p>Rearrange section 6 (new section 5) and add a new paragraph 5.10:</p> <p>5.10 Affordable housing delivered under Policy SAH11</p> <p>5.10.1 Affordable housing delivered under Policy SAH11 will be a mix of social rented units and intermediate housing depending on the local need identified by the Council. All units for social rent will be constructed to Welsh Government Design Quality Requirements, which includes Lifetime Homes. Intermediate housing will be constructed to a standard agreed by the Council and their RSL partners.</p> <p>5.10.2 Affordable housing delivered under Policy SAH11 will be transferred to the Council's preferred RSL at 38% of Welsh Government ACG for social rented units, 50% of ACG for low cost home ownership units and 60% of ACG for intermediate rent units.</p>		

Respondent Number	2883	Representation Number	9
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	Paragraph 7.3 should refer to the fact that a unilateral undertaking may also be an option if only a monetary contribution is required.		
Requested Change	As noted above.		
LPA Response	Agreed		
Recommendation	<p>Add an additional sentence to the last paragraph of paragraph 7.3 (new paragraph 6.3)</p> <p>An unilateral undertaking may also be an option if only a monetary contribution is required. This is a simplified version of a planning agreement, which is relatively quick and straightforward to complete, and is entered into by the landowner and any other party with a legal interest in the development site.</p>		

Respondent Number	2883	Representation Number	10
Respondent Name	Mark Harris		
Respondent Organisation	Home Builders Federation		
Summary of Representation	<p>Agree with paragraph 7.2.2 and actually encourage the Council to declare this mix earlier in the process in order for the purchaser to agree a land value which accounts for the exact Councils affordable requirement prior to sale. This would reduce negotiations that often occur during s.106 stage. Some flexibility is still needed to take account of changes in the layout and mix of houses which may occur through the detailed planning stage.</p>		
Requested Change	No specific change requested.		
LPA Response	Comment noted. The viability implications of the required mix are recognised.		
Recommendation	No change.		

Respondent Number	2884	Representation Number	1
Respondent Name	Emyr Davies		
Respondent Organisation	Redrow Homes (South Wales) Ltd		
Summary of Representation	<p>Section 4.4A, fourth paragraph on page 9 states 'Should the development not be achieving 30 dwellings per hectare.... The affordable housing requirement should be based on the theoretical capacity of the site rather than the actual number of dwellings applied for'. Suggest this is not appropriate and is unnecessary as while 30dpha may be an average for new build in Monmouthshire every application has to be assessed on its merits and taking into account of the character and existing built form of an area for example. There appears to be no justification for deviating from agreeing a fixed percentage for affordable housing products on site. Applications cannot be assessed on what could theoretically be delivered on a site but only on what is actually proposed and on its merits.</p>		
Requested Change	No specific change requested.		
LPA Response	<p>The point made by the representor is accepted. It is recognised that it would be unreasonable to require a higher percentage of affordable housing than that set out in LDP Policy S4 if there were good reasons to justify a development not achieving 30 dwellings per hectare. Policy S4, however, does require that the capacity of a development site will be based on an achievable density of 30 dwellings per hectare. This figure will still be used to establish whether or not a development achieves the threshold that requires affordable housing to be provided on site. It is accepted, however, that the percentage of affordable housing required should be based on the 'agreed' capacity of the site rather than the 'theoretical' capacity.</p>		
Recommendation	<p>Amend the relevant paragraphs of the SPG as follows:</p> <p>If the capacity of the site is 5 or more dwellings then the affordable housing required to be provided on site is calculated at 35% in Main Towns and Rural Secondary Settlements and 25% in Severnside settlements.</p> <p>Should the development not be achieving 30 dwellings per hectare and it is considered that there is not a material non-compliance with Policy DES1 i) then the affordable housing requirement should be calculated on the agreed capacity of the site.</p> <p>In determining how many affordable houses should be provided on a development site, the figure resulting from applying the proportion required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up.)</p>		

Respondent Number	2884	Representation Number	2
Respondent Name	Emyr Davies		
Respondent Organisation	Redrow Homes (South Wales) Ltd		
Summary of Representation	Refer to paragraph 6.3.4 'The Council will identify a preferred RSL to work in partnership with the developer' noting this is not considered reasonable and that if an RSL and a developer choose to work together to deliver what is required by a planning permission then this has to be acceptable.		
Requested Change	Suggest this paragraph is removed as it is clear elsewhere in the SPG in paragraph 6.9 of the Councils preferences to RSLs.		
LPA Response	It is accepted that the Council cannot insist that a developer works with a specific RSL. There are sound reasons, however, for the Council's preference for working with the RSLs that are zoned for Monmouthshire. It is recommended therefore that paragraph 6.3.4 is deleted but that it is replaced by a more neutral wording. Paragraph 6.9 should also be amended for clarity.		
Recommendation	<p>Replace paragraph 6.3.4 (new number 5.3.3) with the following:</p> <p>The Council has a long term commissioning partnership with RSLs to secure the strategic provision of all types of housing accommodation. This covers minimum standards of service in management terms, allocation of Social Housing Grant, specialisms of the Housing Associations and the long-term allocation of housing sites. The Council's preference is for developers to work with RSLs zoned by the Welsh Government for developing in Monmouthshire and it will normally allocate each site to its preferred RSL on the basis of the RSL's development capacity, other properties in the area, rental levels and other relevant issues. Should there be a need for specialist/purpose built disabled housing, for example, and an element of social housing grant was required the Council would only be able to allocate grant to a zoned RSL.</p> <p>Amend paragraph 6.9 (new number 5.12) to read:</p> <p>There are currently three Registered Social Landlords zoned by the Welsh Government to operate within Monmouthshire. These are:</p> <p style="text-align: center;">Melin Homes Monmouthshire Housing Association The Seren Group</p> <p>It should be noted that whilst these are the current zoned RSL partners in Monmouthshire, changing circumstances might result in the Council fostering different partnership links in the future and seeking approval from Welsh Government.</p>		

Respondent Number	2884	Representation Number	3
Respondent Name	Emyr Davies		
Respondent Organisation	Redrow Homes (South Wales) Ltd		
Summary of Representation	<p>In the flow chart (page 21) it would be useful to clarify under pre application discussions with the LPA that these will be of a multi-disciplinary nature. Representatives from other relevant departments would also be present and developers will not be expected just to set up pre application meetings solely to discuss affordable housing requirements and then other meetings to meet with other departments.</p>		
Requested Change	<p>Amend wording to provide clarity that pre application discussions will not necessarily be solely related to affordable housing.</p>		
LPA Response	<p>Agreed. The pre-application process can include other Council officers, e.g. highways, biodiversity, depending on the level of service requested.</p>		
Recommendation	<p>Amend first box in the flow chart on page 21 to clarify the pre-application process.</p>		

Respondent Number	2885	Representation Number	1
Respondent Name	Simon Coop (Nathanial Lichfield & Partners)		
Respondent Organisation	Bovis Homes		
Summary of Representation	<p>Section (A) of paragraph 4.4 relates to the minimum assumed density of 30dpha on the basis of the theoretical capacity of the site has implications in that the actual affordable housing requirement might be substantially above the 25% or 35% figures contained in Poicy S4. Understand the reasoning behind the assumed density of 30dpha though it might not be possible to achieve this level of development on all sites. If the Council is content it does not conflict with the requirements of DES1 the theoretical density should not be 30dpha for its assessment of affordable housing provision. The SPG does not provide any indication that the assumed development density of 30dpha will be applied in the event that a higher density can be achieved on site, rather it would be expected that the yield would be based upon the 'total number of dwellings on the site'. Suggest the approach is inconsistent that could have significant bearing on viability.</p>		
Requested Change	<p>Recommend the 4th paragraph of page 9 of the SPG be deleted and that the affordable housing requirement be based on the actual number of dwellings to be provided on site in every case where this is known. Underline the importance of ensuring that the requirements set out in Policy S4 are subject to an assessment of viability.</p>		
LPA Response	<p>The point made by the representor is accepted. It is recognised that it would be unreasonable to require a higher percentage of affordable housing than that set out in LDP Policy S4 if there were good reasons to justify a development not achieving 30 dwellings per hectare. Policy S4, however, does require that the capacity of a development site will be based on an achievable density of 30 dwellings per hectare. This figure will still be used to establish whether or not a development achieves the threshold that requires affordable housing to be provided on site. It is accepted, however, that the percentage of affordable housing required should be based on the 'agreed' capacity of the site rather than the 'theoretical' capacity.</p> <p>It is considered, however, that no change is required in relation to the necessity to be aware of viability issues as this is sufficiently covered in the SPG (e.g. the two bullet points at the top of page 10)</p>		
Recommendation	<p>Amend the relevant paragraphs of the SPG as follows:</p> <p>If the capacity of the site is 5 or more dwellings then the affordable housing required to be provided on site is calculated at 35% in Main Towns and Rural Secondary Settlements and 25% in Severnside settlements.</p> <p>Should the development not be achieving 30 dwellings per hectare and it is considered that there is not a material non-compliance with Policy DES1 i) then the affordable housing requirement should be calculated on the agreed capacity of the site.</p> <p>In determining how many affordable houses should be provided on a</p>		

development site, the figure resulting from applying the proportion required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up.)

Respondent Number	2885	Representation Number	2
Respondent Name	Simon Coop (Nathaniel Lichfield & Partners)		
Respondent Organisation	Bovis Homes		
Summary of Representation	<p>Section (B) of paragraph 4.4 provides guidance on financial contributions for affordable housing on small sites. This raises a number of viability issues that do not appear to have been fully addressed in the SPG. No indication is provided of when the financial contribution would be required, it is assumed this would be prior to the completion and sale of the open market properties which would create cashflow issues. Evidence of the Council's viability assessment should be provided so the impact can be fully understood. Concerned the implications of this may reduce the potential for small sites to come forward and for small scale developers to work in Monmouthshire, increasing the burden on larger developments to meet the identified need for affordable housing in the County. There is no evidence that the viability position would be any better for small scale builders.</p>		
Requested Change	No change requested, evidence should however be provided of the Council's viability assessment.		
LPA Response	Concerns regarding potential cash flow issues for small businesses are recognised. The Council is content to adopt a flexible approach in such circumstances. It is recommended that an additional paragraph be added to clarify this.		
Recommendation	<p>Add new paragraph:</p> <p>Commuted sums will be liable to be paid on completion and occupation of a percentage of units on site. This is normally 70% but will be open to negotiation should viability considerations make that necessary.</p>		

Respondent Number	2885	Representation Number	3
Respondent Name	Simon Coop (Nathanial Lichfield & Partners)		
Respondent Organisation	Bovis Homes		
Summary of Representation	<p>Bovis Homes consider the minimum of 60% affordable housing in Main Villages an appropriate mechanism for rural parts of the County, this should however be subject to viability and a reduced level should be permitted where the delivery of a scheme would otherwise be compromised. Abnormal costs are recognised in the SPG although it states there is no intention to use financial subsidy to support such sites, albeit stating that this is to be reviewed. There is concern that the Council has failed to appreciate that the key challenge can often relate to an inability of the Gross Development Value (GDV) to sustain the high land values that are being sought, particularly when viewed in context of other development costs. Additional costs should not be taken off land value as the owner may no longer be prepared to sell.</p>		
Requested Change	<p>The Council's minimum land value must be set at an appropriate level and that the use of subsidy or relaxation of targets should be considered to ensure delivery where costs are not supported by GDV.</p>		
LPA Response	<p>The 60% affordable housing requirement on allocated sites in rural villages is not negotiable and this is set out in Policy S4 which requires 'at least' 60% to be affordable. The sole purpose for allocating these sites is to provide affordable housing for local people in rural areas. Without the provision of 60% affordable housing there is no justification for releasing these sites and anticipated land values should reflect this accordingly. The question of potential 'abnormal' costs will be taken into account on a case by case basis in considering specific viability issues that may be preventing a site coming forward. Initially, however, there is no intention to use financial subsidy to support 60% affordable housing sites as the amount of Social Housing Grant available is extremely limited. The situation will be reviewed after the first sites have been developed and an indication provided of the values at which land is changing hands. The Council may then introduce an expected minimum land value, which, if not achieved, may result in financial subsidy being made available to assist in bringing sites forward.</p>		
Recommendation	No change.		

Respondent Number	2885	Representation Number	4
Respondent Name	Simon Coop (Nathaniel Lichfield & Partners)		
Respondent Organisation	Bovis Homes		
Summary of Representation	The issue of land prices is only raised in the SPG in relation to allocated sites in main villages. Reasonable assumptions in relation to all costs including land should be taken into account throughout in assessing the level of affordable housing that can be sustained as part of a particular development.		
Requested Change	No specific change is requested.		
LPA Response	It is considered that no change is required in relation to the necessity to be aware of viability issues as this is sufficiently covered in the SPG (e.g. the two bullet points at the top of page 10)		
Recommendation	No change.		

Respondent Number	2885	Representation Number	5
Respondent Name	Simon Coop (Nathaniel Lichfield & Partners)		
Respondent Organisation	Bovis Homes		
Summary of Representation	An open book approach on testing of viability is welcomed although this must be appraised in a reasonable manner. Concern regarding the 4th para on Page 11 relating to how the calculator works, noting it does not reflect that affordable houses are subject to more stringent policy requirements impacting on the relative build costs for both market and affordable houses.		
Requested Change	No specific change requested.		
LPA Response	The assumption that the calculator works on the basis that the cost of building a market home is similar to the cost of an affordable home actually works in the developer's favour as it is the higher cost that is taken into account in the model. In the light of the consultation responses, however, the Council is reviewing the space standards and use of DQR for non-grant-funded housing. This may have implications for the calculator and if so will be reported.		
Recommendation	No change, depending on the results of further viability work.		

Respondent Number	2885	Representation Number	6
Respondent Name	Simon Coop (Nathanial Lichfield & Partners)		
Respondent Organisation	Bovis Homes		
Summary of Representation	<p>The viability implications of neutral tenure are unclear. Paragraph 6.3.6 identifies different transfer values for different tenures with no indication of costs for neutral tenure. The variation between 38% and 60% of ACG is substantial and the implications should be set out much more clearly. 42% ACG value is more acceptable, although further justification should be provided.</p>		
Requested Change	No specific change requested.		
LPA Response	<p>General affordable housing and Policy SAH11 affordable housing (rural village sites where the viability issues are more pressing because of the 60% requirement) are treated differently in terms of the quality standards required and the amounts paid to the developer. It is recognised that the way in which the draft SPG is written has potential for causing confusion, which appears to be the case in relation to this representation. It is proposed, therefore, to re-write this section of the SPG to deal with SAH11 affordable housing under a separate heading. All general affordable housing will be required to be built to DQR standards and be neutral tenure. Developers will then transfer the affordable housing to RSLs at 42% of Acceptable Cost Guidance. More flexibility will be offered in relation to SAH11 sites because of the more difficult viability issues.</p>		
Recommendation	<p>Rearrange section 6 (new section 5) and add a new paragraph 5.10:</p> <p>5.10 Affordable housing delivered under Policy SAH11</p> <p>5.10.1 Affordable housing delivered under Policy SAH11 will be a mix of social rented units and intermediate housing depending on the local need identified by the Council. All units for social rent will be constructed to Welsh Government Design Quality Requirements, which includes Lifetime Homes. Intermediate housing will be constructed to a standard agreed by the Council and their RSL partners.</p> <p>5.10.2 Affordable housing delivered under Policy SAH11 will be transferred to the Council's preferred RSL at 38% of Welsh Government ACG for social rented units, 50% of ACG for low cost home ownership units and 60% of ACG for intermediate rent units.</p>		

Respondent Number	2885	Representation Number	7
Respondent Name	Simon Coop (Nathanial Lichfield & Partners)		
Respondent Organisation	Bovis Homes		
Summary of Representation	Refer to paragraph 6.3.4 noting the Council's identification of a RSL will remove flexibility from developers. As long as developers conform to the level and mix of affordable housing specified in the s.106 agreement they can partner with the RSL of their choice. Suggest this requirement conflicts with paragraph 12.4 of TAN2.		
Requested Change	No specific change requested.		
LPA Response	It is accepted that the Council cannot insist that a developer works with a specific RSL. There are sound reasons, however, for the Council's preference for working with the RSLs that are zoned for Monmouthshire. It is recommended therefore that paragraph 6.3.4 is deleted but that it is replaced by a more neutral wording. Paragraph 6.9 should also be amended for clarity.		
Recommendation	<p>Replace paragraph 6.3.4 (new number 6.3.3) with the following:</p> <p>The Council has a long term commissioning partnership with RSLs to secure the strategic provision of all types of housing accommodation. This covers minimum standards of service in management terms, allocation of Social Housing Grant, specialisms of the Housing Associations and the long-term allocation of housing sites. The Council's preference is for developers to work with RSLs zoned by the Welsh Government for developing in Monmouthshire and it will normally allocate each site to its preferred RSL on the basis of the RSLs development capacity, other properties in the area, rental levels and other relevant issues. Should there be a need for specialist/purpose built disabled housing, for example, and an element of social housing grant was required the Council would only be able to allocate grant to a zoned RSL.</p> <p>Amend paragraph 6.9 (new number 6.12) to read:</p> <p>There are currently three Registered Social Landlords zoned by the Welsh Government to operate within Monmouthshire. These are:</p> <p style="padding-left: 40px;">Melin Homes Monmouthshire Housing Association The Seren Group</p> <p>It should be noted that whilst these are the current zoned RSL partners in Monmouthshire, changing circumstances might result in the Council fostering different partnership links in the future and seeking approval from Welsh Government.</p>		

Respondent Number	2885	Representation Number	8
Respondent Name	Simon Coop (Nathanial Lichfield & Partners)		
Respondent Organisation	Bovis Homes		
Summary of Representation	Welcome paragraph 6.3.3 relating to liaison with the Council to agree the mix of affordable units prior to submission of an application. It should nevertheless be recognised that the mix can have a direct impact upon development viability, this should be considered when seeking to establish the preferred mix.		
Requested Change	No specific change requested.		
LPA Response	Comment noted. The viability implications of the required mix are recognised.		
Recommendation	No change.		

Respondent Number	2886	Representation Number	1
Respondent Name	Jason Price		
Respondent Organisation	Persimmon Homes		
Summary of Representation	Suggest the ACG value of 42% is substantially lower than the percentage utilised in neighbouring authorities (typically 50%) where benchmark rental values are significantly lower than could be achieved in Monmouthshire. Question the justification of the inclusion of 42% without worked examples/calculations justifying the use of this percentage, and its conformity with the guidance contained within PPW.		
Requested Change	No specific change requested.		
LPA Response	<p>The greatest need for affordable housing in Monmouthshire if people on the housing waiting list are to be accommodated is for housing for social rent. The maximum that an RSL can afford to pay based on the rental income they would receive from the properties is 42% of Welsh Government Acceptable Cost Guidance (ACG). Whilst the developer would receive a higher percentage of ACG for Intermediate Rent, this would not be meeting housing need in Monmouthshire. (With regard to the respondent's comment about adjoining authorities, Newport, for instance, is a large city with a range of needs). It is considered essential that the 42% of ACG transfer rate remains in order to meet housing need in Monmouthshire. Should developers be able to demonstrate that this would have an adverse impact on viability then the percentage affordable housing requirement can be renegotiated (as allowed for in LDP Policy S4, which states that the 35% and 25% requirements are 'subject to appropriate viability assessment'). Further text will be added to paragraph 6.3.5 (new paragraph 5.3.4) to provide justification for the 42% transfer rate.</p>		
Recommendation	<p>Amend paragraph 6.3.5 (new number 5.3.4) to read:</p> <p>5.3.4 The financial arrangements for the transfer of completed affordable housing units from the developer to the RSL are to be calculated using the current Acceptable Cost Guidance rates published by the Welsh Government's Housing Directorate. The percentage that the RSL can afford to pay, based on the rental income that they would receive for the properties, is 42% of ACG. This leaves the landowner/developer to fund the 58% which in the past would have been covered by Social Housing Grant. The developer will then be expected to sell the properties to the RSL at this percentage rate. (This percentage rate does not apply to units delivered under Policy SAH11).</p>		

Respondent Number	2886	Representation Number	2
Respondent Name	Jason Price		
Respondent Organisation	Persimmon Homes		
Summary of Representation	There is a danger the implications of the SPG could be viewed in isolation of the emerging Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule (PDCS), compounding the impact of affordable housing in Monmouthshire by placing significant additional costs of developers.		
Requested Change	No specific change requested.		
LPA Response	It is acknowledged that currently there is inconsistency between the requirements of the Affordable Housing SPG and the viability testing carried out in connection with CIL. Further viability testing is being carried out for CIL in order that the implications of the SPG can be fully considered.		
Recommendation	No change.		

Respondent Number	2886	Representation Number	3
Respondent Name	Jason Price		
Respondent Organisation	Persimmon Homes		
Summary of Representation	Whilst affordable housing targets are subject to appropriate viability assessments, the methodology employed to assess viability utilises benchmark land values that do not accurately reflect the reality of housing development. The outcomes cannot be expected to provide developers with the comfort of knowing that it can be utilised as an effective tool for justifying a reduction in affordable housing provision where viability is an issue.		
Requested Change	No specific change requested.		
LPA Response	The benchmark land values were found sound at the LDP Examination, have been reviewed as part of the recent CIL viability study and will subsequently be tested in any CIL Examination. This is not a matter for consideration in relation to the SPG.		
Recommendation	No change.		

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Appendix C

Monmouthshire County Council Local Development Plan

Draft Affordable Housing Supplementary Planning Guidance

February 2016

Planning Policy

Monmouthshire County Council

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1. INTRODUCTION

1.1 This note is one of a series of Supplementary Planning Guidance (SPG) Notes that have been prepared to provide supporting information and advice on the implementation of the Council's development plan policies. The Notes are intended to offer clear guidance on the main considerations that will be taken into account by the Council when reaching decisions on planning applications and in this case how planning policy on affordable housing will be delivered in practice.

1.2 Status

1.2.1 This SPG is prepared in the context of the Monmouthshire County Council Adopted Local Development Plan (LDP), February 2014.

1.2.2 SPG supplements the Council's development plan, with only the policies contained in the development plan having the special status that Section 38 (6) of the Planning and Compulsory Purchase Act 2004 provides in the determination of planning applications. However, the Welsh Government (WG) advises that SPG may be taken into account as a material consideration in the determination of planning applications and appeals. Substantial weight will be afforded to SPG which derives out of and is consistent with the development plan (*Planning Policy Wales Edition 8, January 2016, para. 2.4*).

2. THE AFFORDABLE HOUSING ISSUE

2.1 A significant issue for Monmouthshire is the fact that house prices are high in relation to earnings so that there is a need for additional affordable housing in the County in both urban and rural areas, particularly for those that live and work here.

2.2 Affordability of housing is a concern throughout Wales. In October 2014 the average house price for Wales was £170,900 and the house price to earnings ratio was 6.2:1. For comparison, in Monmouthshire the average house price in October 2014 was £269,700 and the house price to earnings ratio was 7.2:1 (Source: Hometrack 30/10/2014).

2.3 These figures illustrate how difficult it is for local people to purchase their first homes or move into larger homes in the County when their family circumstances change. For those people who live and work in the County it is even more difficult, as local earnings are much lower than the average for Wales. In 2014, the median earnings for Monmouthshire residents were £578.00 per week, compared to the Wales median of £479.00 per week. However, the median earnings by workplace presents a different picture with people working in the County earning only £466.00 per week, much lower than the £473.00 per week figure for Wales as a whole (NOMIS 23/01/15).

2.4 Monmouthshire is a county which is subject to inward migration so there will continue to be strong demand for housing with subsequent pressure on

house prices. With local earnings unlikely to catch up with the Wales average for the foreseeable future, housing will remain at a level way above what local people can afford.

2.5 The planning system is seen as an increasingly important means of improving the supply of affordable housing for local people. Monmouthshire County Council recognises this and is keen to ensure that developers and local people have clear guidance on how its development plan policies and decisions on planning applications will operate and thereby contribute to one of the desired outcomes of the Council's Single Integrated Plan, namely 'We want people to live in homes that are affordable, appropriate and where people want to live'. The importance of providing affordable housing was also recognised by the Council's Strong Communities Select Committee, which produced the report 'A Place to call Home' in June 2011. The recommendations of this report provided the context in which the LDP affordable housing policies were prepared.

2.6 This SPG has been prepared in the context of the most recent WG planning policy on affordable housing contained in *Planning Policy Wales Edition 8*, January 2016 and Technical Advice Note 2 *Planning and Affordable Housing*, June 2006.

2.7 *Planning Policy Wales (PPW) Edition 8, January 2016*

2.7.1 *PPW* provides the overarching national strategic guidance with regards to land use planning matters in Wales. Paragraph 4.4.3 states that Local Planning Authorities should: 'Ensure that all local communities - both urban and rural - have sufficient good quality housing for their needs, including affordable housing for local needs and for special needs where appropriate, in safe neighbourhoods.'

2.7.2 The housing section of *PPW* (paragraph 9.1.2) seeks the promotion of sustainable mixed tenure communities. It states: 'Local Planning Authorities should promote sustainable residential environments, avoid large housing areas of monotonous character and make appropriate provision for affordable housing.'

2.7.3 With regard to need, paragraph 9.2.14 states: 'A community's need for affordable housing is a material planning consideration which must be taken into account in formulating development plan policies.'

2.8 Definitions of Affordable Housing

2.8.1 Affordable housing is defined in paragraph 9.2.14 of *PPW*:

'Affordable housing for the purposes of the land use planning system is housing where there are secure mechanisms in place to ensure that it is accessible to those who cannot afford market housing, both on first occupation and for subsequent occupiers. ... Affordable housing includes social rented housing owned by local authorities and registered social

landlords and intermediate housing where prices or rents are above those of social rent but below market housing prices or rents.'

- 2.8.2 These definitions of affordable housing contrast with general market housing:

'All other types of housing are referred to as 'market housing', that is private housing for sale or rent where the price is set in the open market and occupation is not subject to control by the local planning authority.

2.9 Affordability

- 2.9.1 There is a need also to define 'affordability'. WG guidance defines this as:

'the ability of households or potential households to purchase or rent property that satisfies the needs of the household without subsidy' (WG TAN2, para 4.1).

The subsidy referred to in the quotation above is a subsidy on the property itself, which helps make it more affordable. There are different levels of subsidy depending on the different types of tenure, therefore creating a wide range of affordable options.

- 2.9.2 This should be determined in each local housing market area in an authority's area and would be based on such factors as ratio of household income to the price of property.

3. **AFFORDABLE HOUSING NEED IN MONMOUTHSHIRE**

- 3.1 **Local Housing Market Assessment (LHMA)** - The Council's Housing Services section, with Torfaen and Blaenau Gwent County Borough Councils and Newport City Council, commissioned a LHMA across the four County areas in 2006. This suggested that there was a need for 659 affordable homes in Monmouthshire in the five year period from 2006. This was based on a requirement of 2,720 affordable homes in the study area as a whole and represented 37% of the total planned housing requirement.

- 3.2 Subsequently, an Update to the 2006 LHMA was carried out to provide evidence to support the LDP, using 2010 as its base year. This predicted a 5-year affordable housing need of 2,205 dwellings for the study area from 2010. This represented 32% of the then total planned delivery total for the three authorities of 6,950.

- 3.3 The Update report also disaggregated the study findings for each authority, in accordance with the requirements of TAN2. This projected a five year affordable housing need in the County of 478 dwellings, 29% of the then overall dwelling requirement of 1,636. This gave an annual requirement for affordable housing of 96 dwellings per year, a ten year requirement of 960 dwellings, which is the affordable housing need for 2011-21 that has to be addressed through the LDP.

4. MONMOUTHSHIRE'S PLANNING POLICIES ON AFFORDABLE HOUSING

- 4.1 Policy S4 of the Adopted Monmouthshire LDP is the primary means of achieving the affordable housing target referred to in the above paragraph. Policy S4 sets out the thresholds at which affordable housing has to be provided and the percentage of affordable housing that will be required in each case, depending on the location of the development site.

Policy S4 – Affordable Housing Provision

Provision will be made for around 960 affordable homes in the Local Development Plan Period 2011-2021. To meet this target it will be expected that:

- In Main Towns and Rural Secondary Settlements as identified in Policy S1 development sites with a capacity for 5 or more dwellings will make provision (subject to appropriate viability assessment) for 35% of the total number of dwellings on the site to be affordable.
- In the Severnside settlements identified in Policy S1 development sites with a capacity for 5 or more dwellings will make provision (subject to appropriate viability assessment) for 25% of the total number of dwellings on the site to be affordable.
- In the Main Villages identified in Policy S1:
 - Development sites with a capacity for 3 or more dwellings will make provision for at least 60% of the total number of dwellings on the site to be affordable.
- In the Minor Villages identified in Policy S1 where there is compliance with Policy H3:
 - Development sites with a capacity for 4 dwellings will make provision for 3 dwellings to be affordable.
 - Development sites with a capacity for 3 dwellings will make provision for 2 dwellings to be affordable.
- In the open countryside developments involving the conversion of existing buildings or sub-division of existing dwellings to provide 3 or more additional dwellings will make provision (subject to appropriate viability assessment) for 35% of the total number of dwellings to be affordable.
- Development sites with a capacity below the thresholds set out above will make a financial contribution towards the provision of affordable housing in the local planning authority area.

Other than in Main Villages, in determining how many affordable houses should be provided on a development site, the figure resulting from applying the proportion required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up).

The capacity of a development site will be based on an assumed achievable density of 30 dwellings per hectare.

4.2 The settlement hierarchy referred to in Policy S4 is set out in LDP Policy S1, namely:

- **Main Towns:** Abergavenny, Chepstow and Monmouth
- **Severnside Settlements:** Caerwent, Caldicot, Magor, Portskewett, Rogiet, Sudbrook and Undy
- **Rural Secondary Settlements:** Usk, Raglan, Penperlleni and Llanfoist
- **Main Villages:** Cross Ash, Devauden, Dingestow, Grosmont, Little Mill, Llandewi Rhydderch, Llandogo, Llanellen, Llangybi, Llanishen, Llanvair Kilgeddin, Mathern, Penallt, Pwllmeyric, Shirenewton/Mynyddbach, St Arvans, Trellech, Werngifford/Pandy
- **Minor Villages:** Bettws Newydd, Broadstone/Catbrook, Brynygwenin, Coed-y-Paen, Crick, Cuckoo's Row, Great Oak, Gwehelog, Llanarth, Llandegveth, Llandenny, Llangwm, Llanover, Llansoy, Llantilio Crossenny, Llantrisant, Llanvair Discoed, Llanvapley, Mitchel Troy, Penpergwm, The Narth, The Bryn, Tintern, Tredunnoch
- **Open Countryside**

4.3 There are five types of situation that could arise in providing affordable housing under Policy S4 which need further consideration:

- A) Where the affordable housing threshold of 5 or more is applicable, i.e. in Main Towns, Rural Secondary Settlements and Severnside Settlements.
- B) Where the affordable housing threshold is not met and financial contributions are required.
- C) Developments in Main Villages
- D) Developments in Minor Villages.
- E) Developments in the open countryside.

4.4 Specific guidance in these matters is provided on the following information sheets and the checklists in Appendix 6:

A. WHERE THE AFFORDABLE HOUSING THRESHOLD OF 5 OR MORE IS APPLICABLE, I.E. IN MAIN TOWNS, RURAL SECONDARY SETTLEMENTS AND SEVERNSIDE SETTLEMENTS.

When an application for residential development is received in these settlements the first step in its assessment will be to:

A.1 Establish the net site area and calculate the capacity of the site based on an assumed achievable density of 30 dwellings per hectare.

- i. It is a requirement of LDP Policy DES1 criterion i) that in order to make the most efficient use of land the minimum net density of residential development should be 30 dwellings per hectare. The net developable area is defined as excluding areas taken out for other uses such as employment or which are undevelopable for one reason or another and as including internal access roads and incidental open space between houses, play areas etc. Similar considerations should be taken into account when calculating the site capacity in relation to Policy S4.
- ii. The capacity of a site is calculated as a 'net' figure. The number of any existing dwellings on a site that are to be demolished, therefore, would be taken away from an overall capacity based on an area calculation to give a final capacity figure for the purposes of Policy S4. Similarly, where a subdivision of an existing dwelling(s) is proposed, the net gain is the final number of dwellings proposed minus the number of original dwellings on the site.

A.2 If the capacity of the site is 5 or more dwellings then the affordable housing requirement to be provided on site is calculated at 35% in Main Towns and Rural Secondary Settlements and 25% in Severnside settlements, subject to a) and b) below.

A.2.a) Should the development not be achieving 30 dwellings per hectare and it is considered that there is not a material non-compliance with Policy DES1 i) then the affordable housing requirement should be calculated on the **agreed** capacity of the site (rather than the 'theoretical' capacity of 30 dwellings per hectare).

A.2.b) In determining how many affordable houses should be provided on a development site, the figure resulting from applying the proportion required to the total number of dwellings will be rounded to the nearest whole number (where half rounds up.)

A.3 If the capacity of the development site is below the threshold of 5 dwellings then a financial contribution towards affordable housing in the local planning authority area will be required (see B)

A.4 When the threshold for affordable housing is met the following considerations will be taken into account in the implementation of Policy S4:

- i. The mix of house types, sizes and tenure should reflect local needs. (This must be established from the Council's Housing Services section on a site-by-site basis in accordance with the particular needs of the community in which the site is located).
- ii. Provision for affordable housing will be secured through Section 106 Agreements.
- iii. **Affordable housing should generally be provided on-site** (unless there are exceptional circumstances that justify off-site provision, as considered in paragraph 5.6 of this SPG) and should reflect the characteristics of the locality or the rest of the site.
- iv. Householder permitted development rights may be withdrawn so that control may be exercised over the enlargement or alteration of dwellings in ways that would change their affordability for future occupiers.
- v. In seeking to negotiate an element of affordable housing on a site the Council will take into account: site size, suitability, and the economics of provision; whether there will be particular costs associated with development of the site; and whether the provision of affordable housing would prejudice the realisation of other planning objectives that need to be given priority in the development of the site. **(The percentage of affordable housing required is, under the terms of Policy S4, subject to appropriate viability assessment).**
- vi. Where necessary, as part of such negotiations, the Council will undertake viability analysis of residential development sites using the Development Appraisal Toolkit developed by Three Dragons on behalf of South and West Wales local authorities. The Toolkit is a means of assisting all parties in their understanding of the economics of a particular development. The model enables the testing of claims that affordable housing requirements (along with other costs, such as those from additional infrastructure works, for example) would make a site uneconomic. This approach can employ the default data available for general analysis. For more accurate assessments of costs, revenues and constraints, however, an 'open book' approach, where the developer provides information on development costs and selling prices, is advocated.

A.6 Layout and Design

The Council's preference is for '**pepper-potting**' of affordable housing, rather than provision in enclaves. **Properties for affordable housing will normally be in clusters of no more than 6 - 15 units, depending on the overall size of the development.** The design and materials of dwellings built to comply with affordable housing policies should be similar to that of adjoining market housing, including the provision of garages where appropriate. Similarly, it will be expected that affordable housing layouts will comply with the Council's general design guidance and standards for new residential development.

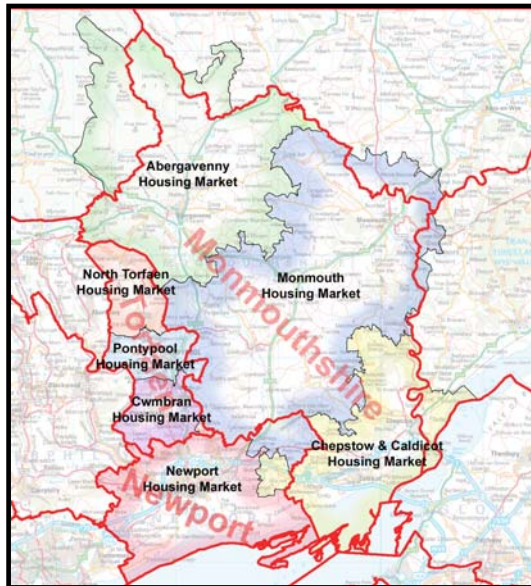
B. WHERE THE AFFORDABLE HOUSING THRESHOLD IS NOT MET AND FINANCIAL CONTRIBUTIONS ARE REQUIRED.

It is a basic principle of Policy S4 that all residential developments (including at the scale of a single dwelling) should make a contribution to the provision of affordable housing in the local planning authority area, irrespective of whether or not the size of the development falls below the threshold for on-site provision.

B.1 If the capacity of the site falls below the threshold at which affordable housing is required, prior to obtaining planning permission the applicant will need to enter into a S106 agreement to pay a financial contribution towards affordable housing in the housing market in which the site is located. A standard Section 106 agreement that will be used for this purpose is set out in Appendix 4. An affordable housing contribution will be liable to be paid on completion and prior to occupation of each dwelling to which the payment relates.

- i. The required contribution will be established by using the Affordable Housing Contribution Calculator and can be obtained from the Council's Housing Strategy Officer. Example affordable housing financial contribution sum calculations are given in Appendix 6.
- ii. The contribution is calculated so that the developer and landowner of a scheme is no worse or better off financially, whether they provide the affordable housing on-site or as a contribution. As it is important that there is a consistent and transparent mechanism for calculating the contributions to be collected, the Council commissioned Three Dragons to design an Affordable Housing Contribution Calculator for this purpose.
- iii. The calculator is designed for the specific purpose of calculating a financial contribution and does **not** assess whether or not the scheme can afford the policy compliant amount of affordable housing. **Should there be issues of viability a full Viability Assessment would need to be undertaken (see A.5.vi) above).**
- iv. The contribution made by a developer towards affordable housing is the assessed difference in residual value of a 100% market housing scheme and a scheme with the policy requirement for affordable housing (or a lesser percentage where this is justified by viability considerations). Residual value is the difference between the total scheme revenue (for the market and affordable housing) and the cost of the scheme. The calculator works on the basis that the cost of building the same type of market home (e.g. 3 bedroom terrace) is similar to the cost of the same type of affordable home. However, there are some costs that a developer of a market home has to meet which are additional to that for a typical affordable home. These are marketing costs and the level of return (profit) expected. These differences are taken into account in the calculations. The mix and tenure of units used for the affordable housing contribution calculation will be the equivalent of what would be required if the affordable housing was provided on-site.

- v. Financial contributions gathered by the Council will be used to deliver affordable housing in the Housing Market Area (HMA) from which they are collected. The map below shows the three HMAs in Monmouthshire.



B.2 The Council does not wish to hinder the supply of dwellings from self-builders who could be building to meet their own needs. Therefore, **self-builders whose developments fall below the thresholds will not be required to make a financial contribution.** A similar approach is taken in the application of the Community Infrastructure Levy and it is intended, for the purposes of this SPG, to adopt the same definition of 'self-build' as set out in the CIL Regulations 54A, 54B, 54C and 54D as inserted by the 2014 Regulations (see the standard Section 106 agreement in Appendix 4).

- i. If a developer wishes to make a claim for an exemption under the self-build provision then a form should be submitted prior to completion of each dwelling to which the payment relates confirming that the dwelling is intended to be occupied by the owner of the land.
- ii. Within 6 months of occupation a further form will need to be submitted evidencing occupation by the owner. The Council will at this point agree to defer the payment for the duration of two-and-a-half years from that notification.
- iii. Any such exemption will be subject to a 'claw-back' mechanism so that if the criteria for self-build status are not complied with within a period of three years from the occupation of the dwelling then the requirement for an affordable housing contribution will be reinstated. Should there be compliance with the three year period, the Council will, through a variation of the Section 106 Agreement, confirm that no payment will be required on that specific dwelling.

C. DEVELOPMENT IN MAIN VILLAGES.

C.1 Sites allocated in main villages under LDP Policy SAH11 with the specific purpose of providing 60% affordable housing.

There is a specific issue in the County relating to the provision of affordable housing in rural areas due to the limited ability of existing residents in the countryside, particularly young people, to afford housing, which restricts their ability to remain within their existing communities if they are in housing need.

Given the relative unsustainability of the County's rural areas in comparison to its towns it was the Council's view that most villages were not appropriate locations for unrestrained market housing, even with the application of the Council's general requirements that new housing developments should make provision for a proportion of affordable housing. It was considered that the proportion of affordable housing provided in rural communities would need to be higher than elsewhere and that the main justification for new housing development in rural villages should be the need to provide affordable housing to meet local needs.

A number of housing sites have been allocated in Main Villages under LDP Policy SAH11 with the specific aim of providing affordable housing for local people.

These sites are required under Policy S4 to provide a **minimum of 60% affordable housing**:

- i. The mix and tenure of the 60% affordable housing will be based on local housing need and this information can be established from the Council's Housing Strategy Officer on a site-by-site basis in accordance with the particular needs of the community in which the site is located.
- ii. Unlike general housing sites, therefore, **when the figure resulting from applying the proportion of affordable housing required to the total number of dwellings is not a whole number, there is no rounding down, only rounding up.**
- iii. Policy SAH11 sets a maximum size of development at 15 dwellings in order to ensure that any development is of a 'village scale', in keeping with character of the settlements. This amount may be smaller in certain villages, as set out in Policy SAH11, which indicates the scale of development that is considered to be acceptable having regard to the characteristics of the village and the particular site. It is unlikely to be acceptable for these lower site capacities to be exceeded unless it can be clearly demonstrated that there is no adverse impact on village form and character and surrounding landscape.
- iv. The LDP *Affordable Housing Viability Study* confirmed that a requirement for 60% affordable housing on rural sites will enable developer contributions towards the cost of providing affordable

housing as the high market values for housing in rural areas would still provide residual land values far in excess of existing agricultural land values that should be sufficient incentive to bring land forward for development. **It needs to be recognised that the sole purpose for allocating these sites is to provide affordable housing for local people in rural areas. Without the provision of 60% affordable housing there is no justification for releasing these sites and anticipated land values should reflect this accordingly.**

- v. It is intended that this affordable housing will be brought forward using the mechanisms set out in section 5 below. The Council recognises that there may sometimes be abnormal costs that restrict the ability of a development to provide the financial subsidy to achieve affordable housing requirement. Initially, however, there is no intention to use financial subsidy to support 60% affordable housing sites.
- vi. Given the particular circumstances of these 60% affordable housing sites, the Council will not apply its normal policy of requiring 'pepper-potting' of affordable housing throughout a development. It is recognised that the best way of developing these sites and enabling the market housing to achieve its full potential for achieving financial subsidy for the affordable housing element is to allow the market dwellings to be grouped together.
- vii. All affordable housing achieved on LDP sites in Main Villages will give priority to local residents through the Council's Rural Allocations Policy. This is set out in Appendix 3, although it may be subject to revision in the future.

C.2 Other Sites in Main Villages

Development boundaries for Main Villages were set at the same limits as in the previous Unitary Development Plan (UDP). These Village Development Boundaries (VDBs) were only extended where necessary to incorporate the 60% affordable housing sites allocated under LDP Policy SAH11. There is still scope, therefore, for infill development to take place within the VDB, as would have been the case under the previous UDP. LDP Policy S4 requires, however, that all sites in Main Villages provide 60 per cent affordable housing.

- C.2.a)** The first step in such cases should be to establish the net site area and calculate the capacity of the site based on an assumed achievable density of 30 dwellings per hectare.

If the capacity of the site meets the threshold of 3 or more dwellings then affordable housing should be provided on site at a rate of 60%, but this will be subject to b) and c) below.

If the capacity of the site is less than 3 dwellings a financial contribution will be required towards affordable housing in the local planning

authority area. This will normally be set at the equivalent of 35% of the agreed capacity of the site.

C.2.b) The Council recognises that in most cases applying this percentage, together with the density requirements of Policy DES1 i), to small infill sites within the fabric of existing villages could result in a density of development that is out of keeping with its surroundings. In such cases, criterion l) of LDP policy DES 1 would need to be considered. This states that development proposals will be required to ensure that existing residential areas characterised by high standards of privacy and spaciousness are protected from over-development and insensitive or inappropriate infilling. In such circumstances, it is considered likely that the requirements of Policy S4 and Policy DES1 i) could be relaxed on infill plots in Main Villages to allow a smaller percentage of affordable homes and a lower density of development than 30 dwellings per hectare.

On larger sites in Main Villages where it should be feasible to provide affordable housing on site then this would be the preferred option and the number of affordable homes required will normally be set at 35% of the theoretical capacity of the site (at 30 dwellings per hectare), subject to viability considerations and the effect of the development on the character and appearance of the area.

C.2.c) Where the site is too small or restricted to achieve an acceptable standard of design and layout if the affordable housing was provided on site, **a financial contribution towards affordable housing in the housing market area in which the site is located would be required to compensate for allowing a non-compliance with Policy S4.** This will be set at the equivalent of 35% of the agreed capacity of the site. The required financial contribution will be established using the Affordable Housing Financial Contribution Calculator described in Section B.

C.2.d) A strict application of Policy S4 would also require conversion of existing buildings or sub-division of existing dwellings to make provision for 60% of the total number of resulting dwellings to be affordable. This would be inequitable, however, when it is considered that if such development was taking place in the open countryside only 35% affordable would be required. It is also recognised that the provision of affordable housing is not always practicable in conversion schemes. The Council, therefore, will adopt a more flexible approach in such situations, although **generally a financial contribution towards affordable housing in the local planning authority area will still be required. This will be set at the equivalent of 35% of the agreed capacity of the site** and utilise the Affordable Housing Financial Contribution Calculator, but careful consideration will be given to the viability and practical implications of conversion and sub-division applications in assessing the level of financial contribution required.

D. DEVELOPMENT IN MINOR VILLAGES

D.1 Policy S1 identifies Minor Villages where small scale development will be allowed in the circumstances set out in LDP Policy H3. Minor Villages are settlements that (subject to detail) are suitable for minor infill of no more than 1 or 2 dwellings resulting from the filling in of a small gap between existing dwellings.

Infill developments in Minor Villages, consisting of 1 or 2 dwellings, will make a financial contribution towards affordable housing in the local planning authority area. This will be set at the equivalent of 35% of the number of dwellings proposed in the development.

D.2 Policy H3 does contain an exception that allows for planning permission to be granted for up to 4 dwellings on an infill site that demonstrably fits in with village form (including not resulting in the loss of an open space that forms an important gap or open area) and is not prominent in the landscape. As such proposals are 'exceptional' in that they go beyond the normal definition of 'minor infill', it was considered appropriate to seek a higher proportion of affordable housing than would normally be required. Policy S4, therefore, requires that in the Minor Villages identified in Policy S1 where there is compliance with Policy H3:

D.2.a) Development sites with a capacity for 4 dwellings will make provision for 3 dwellings to be affordable.

D.2.b) Development sites with a capacity for 3 dwellings will make provision for 2 dwellings to be affordable.

- i. In such cases, it would be expected that the single open market dwelling will provide cross-subsidy towards the on-site provision of the affordable housing. Each site will be subject to a viability assessment which will determine the amount of cross-subsidy required.

E. DEVELOPMENT IN THE OPEN COUNTRYSIDE

E.1 Conversion and sub-divisions

Policy S4 requires that in the open countryside developments involving the conversion of existing buildings or sub-division of existing dwellings to provide 3 or more additional dwellings will make provision for 35% of the total number of dwellings to be affordable. It is considered that this should always be the aim in dealing with applications of this type. Nevertheless, it is recognised that provision of affordable housing on site is not always practicable in such situations. It is also more difficult to estimate the capacity of a development proposal involving existing buildings in comparison with a simple area calculation.

The Council, therefore, will adopt a more flexible approach in such situations, although generally **a financial contribution towards affordable housing in the local planning authority area will still be required. This will be set at the equivalent of 35% of the agreed capacity of the site** and utilise the Affordable Housing Financial Contribution Calculator but careful consideration will be given to the viability and practical implications of conversion and sub-division applications in assessing the level of financial contribution required.

E.2 Departure applications in the open countryside

Policy S4 contains no requirement for affordable housing on proposals that do not comply with the LDP's spatial strategy, as set out in Policy S1. It would not have been appropriate to have written policy that anticipated an application being allowed that was totally contrary to other LDP policies regarding new build residential development in the open countryside. Nevertheless, it is normal practice in appeal situations to set out planning conditions and/or planning obligations that might be required should an Inspector decide to allow an appeal against the Council's refusal of any such application. It is necessary, therefore, to set out what the Council's position would be in such an appeal situation. In this respect it would be entirely appropriate to require a residential development to provide a proportion of affordable housing, notwithstanding that there is no direct policy justification for this in the LDP. Increasing the supply of affordable housing is a significant objective of national and local planning policies. For instance, paragraph 9.3.5 of Planning Policy Wales states: 'Where development plan policies make clear that an element of affordable housing, or other developer contributions, are required on specific sites, this will be a material consideration in determining relevant applications.'

It is considered, therefore, that **it should be a requirement that departure applications in the open countryside should make provision for 35% of the total number of dwellings in the development to be affordable or a financial contribution will be required towards affordable housing in the housing market area in which the site is located, to be set at the equivalent of 35% of the agreed capacity of the site**, in order to be compatible with Policy S4 in relation to general housing development in high value areas in the County.

E.3 Rural Exceptions Policy

Policy H7 of the Adopted UDP provides a further planning policy mechanism for the provision of affordable housing in rural areas of Monmouthshire. It makes provision for the siting of small affordable housing sites in or adjoining villages on land that would otherwise not be released for residential development. **In such circumstances affordable housing should be provided on site at a rate of 100%.** Policy H7 is set out below:

Policy H7 – Affordable Housing Rural Exceptions

Favourable consideration will be given to the siting of small affordable housing sites in rural areas adjoining the Rural Secondary Settlements, Main Villages and Minor Villages identified in Policy S1 that would not otherwise be released for residential development provided that all the following criteria are met:

- a) **The scheme would meet a genuine local need (evidenced by a properly conducted survey or by reference to alternative housing need data) which could not otherwise be met in the locality (housing needs sub-area);**
 - b) **Where a registered social landlord is not involved, there are clear and adequate arrangements to ensure that the benefits of affordable housing will be secured for initial and subsequent occupiers;**
 - c) **The proposal would have no significant adverse impact on village form and character and surrounding landscape or create additional traffic or access problems.**
-
- i. In seeking to identify such sites it needs to be recognised that isolated sites in the open countryside or those within small, sporadic groups of dwellings are unlikely to be acceptable. Policy H7 specifically refers to sites adjoining Rural Secondary Settlements, Main Villages and Minor Villages. Any proposals for locations other than these would be treated as ‘Departure’ applications and will need special justification. Another important consideration is the balance of the pattern of settlements in the community.
 - ii. It will also be necessary to demonstrate that the scheme would meet a genuine local need. This local need would normally relate to the rural parts of the community council area in which the site is located. Evidence of local need can be established by a number of different means, including local surveys, local consultation events, other forms of primary evidence and housing register data. As with the affordable housing sites in Main Villages, the Council’s Rural Allocations Policy will apply.
 - iii. Monmouthshire County Council positively encourages local people to build their own affordable home to meet their own housing needs through the rural exceptions policy. Single plot exception sites are only permitted with restrictions and the ‘Build Your Own Affordable Home’ scheme is explained in Appendix 2.

5. OPTIONS FOR THE DELIVERY OF AFFORDABLE HOUSING

5.1 The Council requires that affordable housing is managed by a Registered Social Landlord (RSL) zoned for development in Monmouthshire by the Welsh Government, as procedures are already in place to ensure that dwellings remain affordable in perpetuity.

5.2 Types of affordable housing.

The Council will use the following definitions of affordable housing:

- **Social rented housing** is let by RSLs to households taken from the Council's Housing Register who are eligible for social rented housing. Rents will be set at Welsh Government benchmark levels.
- **Intermediate housing** is homes for sale and rent provided at a cost above social rent but below market levels. These can include shared equity, and intermediate rent. All of these will be provided through a Registered Social Landlord (RSL).
- **Neutral Tenure** is where tenure of housing is not predetermined but can vary according to needs, means and preferences of households to whom it is offered. This incorporates the tenures described above. This arrangement gives flexibility in that it allows the tenure type of a property to change between occupiers, or even with the same occupier. So, for example, on first occupation a house might be social rented, but when that occupier vacates the property the next occupier may choose the Homebuy option. In another instance, a property might initially be rented, but if the economic circumstances of the occupier improve, they may choose to convert to Homebuy. **Neutral tenure is the delivery option preferred by Monmouthshire County Council.**
- **Specialist affordable housing** may be sought for people with specific accommodation requirements that may not otherwise be met and where a need has been identified. These can include sheltered retirement housing, adapted housing for households with a physical disability and supported housing, for example for young homeless people or people with learning difficulties.

5.3 The Council's preferred method of achieving affordable housing through Section 106 Agreements is for developers to build houses for transfer to a Registered Social Landlord (RSL). This method will ensure mixed communities where the required pepper-potting of the affordable housing units will achieve a scheme where the affordable units are otherwise indistinguishable from the owner occupied homes.

5.3.1 Prior to submission of a planning application developers will be expected to liaise with the Council to agree the mix of units required to meet housing need.

5.3.2 All affordable housing units, except for those delivered under Policy SAH11, that are built by the developer for transfer to a RSL must be constructed to the Welsh Government's Design Quality Requirements (DQR), which includes Lifetime Homes, or successor Welsh Government scheme. Developers' DQR

Compliant house types will be checked to ensure that they meet the required standards. (See Appendix 1 for guidance)

- 5.3.3 The Council has a long term commissioning partnership with RSLs to secure the strategic provision of all types of housing accommodation. This covers minimum standards of service in management terms, allocation of Social Housing Grant, specialisms of the Housing Associations and the long-term allocation of housing sites. The Council's preference is for developers to work with RSLs zoned by the Welsh Government for developing in Monmouthshire and it will normally allocate each site to its preferred RSL on the basis of the RSL's development capacity, other properties in the area, rental levels and other relevant issues. Should there be a need for specialist/purpose built disabled housing, for example, and an element of social housing grant was required the Council would only be able to allocate grant to a zoned RSL.
- 5.3.4 The financial arrangements for the transfer of completed affordable housing units from the developer to the RSL are to be calculated using the current Acceptable Cost Guidance rates published by the Welsh Government's Housing Directorate. The percentage that the RSL can afford to pay, based on the rental income they would receive for the properties, is 42% of ACG. This leaves the landowner/developer to fund the 58% which in the past would have been covered by Social Housing Grant. The developer will then be expected to sell the properties to the RSL at this percentage rate. (This percentage rate does not apply to units delivered under Policy SAH11).
- 5.4 When negotiating option agreements to acquire land for residential development, developers should take account of affordable housing requirements. The amount of Social Housing Grant (SHG) that is available to the Council is very limited and is not normally made available for the delivery of Section 106 sites. The Council's preferred financial arrangements for the provision of affordable housing, as outlined in paragraph 5.3.4, have been agreed following consultation with the RSLs to ensure a consistent and equitable approach that also provides certainty for developers when they are preparing their proposals.
- 5.5 Affordable housing land or dwellings that are transferred to a RSL will be used to provide affordable housing on a neutral tenure basis to qualifying persons from the Council's Housing Register.
- 5.6 To achieve the aim of developing mixed and balanced communities the Council seeks to provide affordable housing on-site. Only in exceptional circumstances will off-site provision be considered. This might occur, for instance, in situations where the management of the affordable housing cannot be effectively secured (as in sheltered retirement housing schemes). In such cases it may be possible for off-site new build housing or refurbishment/conversion of existing properties to provide a satisfactory alternative that meets the needs of the local community. Such schemes would be subject to the financial arrangements outlined in paragraph 6.3.5 above. In the exceptional circumstances where on-site provision is not considered appropriate and off-site units cannot be delivered as an alternative site is not

available, the Council will consider accepting an affordable housing contribution payment in lieu of on-site affordable housing provision, utilising the Affordable Housing Financial Contribution Calculator referred to in 4.4.B) above.

- 5.7 It is recognised that some specialist housing schemes such as Sheltered Housing may be challenging to deliver and any affordable housing contribution would be subject to viability. Should it be necessary the Council will commission and independent viability assessment.
- 5.8 There are a number of people living in the County Council area that have specific housing requirements as a result of learning/physical disabilities and/or medical conditions. In certain circumstances, where particular housing needs cannot be met through use of existing affordable housing stock, new purpose built special needs units may be required. Where there is evidence of need, and it is considered appropriate by the Council, special needs housing may be provided as part of the affordable housing contribution through the involvement of a RSL to ensure that these units remain affordable in perpetuity.
- 5.9 It is recognised that the development costs of providing specific needs affordable housing may be higher than general needs affordable housing and therefore it may be acceptable for a lower proportion of affordable units to be provided, subject to an assessment of viability.
- 5.10 Affordable housing delivered under Policy SAH11
- 5.10.1 Affordable housing delivered under Policy SAH11 will be a mix of social rented units and intermediate housing depending on the local need identified by the Council. All units for social rent will be constructed to Welsh Government Design Quality Requirements, which includes Lifetime Homes. Intermediate housing will be constructed to a standard agreed by the Council and their RSL partners.
- 5.10.2 Affordable housing delivered under Policy SAH11 will be transferred to the Council's preferred RSL at 38% of Welsh Government ACG for social rented units, 50% of ACG for low cost home ownership units and 60% of ACG for intermediate rent units.
- 5.11 Service Charge and Ground Rents
- 5.11.1 Rents or purchase price are usually seen as the main measures of affordability, but the whole cost of occupation could be significantly higher where service charges and/or ground rents are also payable, for example in a block of apartments. Where there are to be service charges and/or ground rent then these should also be set at an affordable level if properties are to be classed as affordable. If at the time of determining a planning application the level of service charge or ground rent is not known, an appropriate condition or section 106 agreement clause will be applied.

5.11.2 Where a developer intends to appoint a management company who will be responsible for the maintenance of open spaces, landscaping and unadopted highways, which will be paid for through a charge collected from residents, this charge will not be payable in relation to any of the affordable housing units (irrespective of affordable tenure), either by the nominated RSL or the subsequent occupants of the affordable homes.

5.12 There are currently three Registered Social Landlords zoned by the Welsh Government to operate within Monmouthshire. These are:

Melin Homes
Monmouthshire Housing Association
The Seren Group

It should be noted that whilst these are the current zoned RSL partners in Monmouthshire, changing circumstances might result in the Council fostering different partnership links in the future and seeking approval from Welsh Government.

6. THE PLANNING APPLICATION AND SECTION 106 PROCESS

6.1 Type of Planning Application

6.1.1 Where new or additional housing is to be provided as part of a planning application on sites where the policy threshold has been exceeded affordable housing will be sought in accord with Adopted LDP Policy S4. This would apply to the following types of planning applications:

- All outline, full or change of use applications
- All renewal applications, including where there has been no previous affordable housing obligation

6.1.2 Affordable housing will be required on sites falling below the threshold if the Council considers that there has been a deliberate attempt to subdivide the site or phase the total development in an attempt to avoid the threshold.

6.2 Negotiation and Application Process

6.2.1 The provision of affordable housing is just one of a number of issues that need to be taken into account in applications for residential development. Discussion and detailed negotiations will also need to cover such matters as design, layout, density, landscape, open space and recreation provision, education, access and other financial contributions that may be needed. Developers should refer to other LDP policies and SPG in this respect.

6.2.2 In implementing the affordable housing policies of the adopted development plan, the Council will seek to ensure that there is close consultation between planning, housing and legal officers concerned with the operation of these policies, as well as other external agencies, including developers and RSLs. In order to ensure that negotiations on affordable housing provision are

conducted as effectively as possible, the Council will expect all parties involved to follow the procedures outlined:

Pre Application Discussions
With Planning and Housing Officers to establish the element of affordable housing required. There is a formal pre-application service which is available at a cost and which can include other Council officers from sections such as Highways and Biodiversity, dependent on the level of service required.



Submission of Planning Application
The proposal should contain an element of affordable housing which meets the housing needs identified by Housing Officers, clearly identifying how the affordable housing requirements are proposed to be met, including the appropriate mix, number, type and locations of dwellings.
(It is recognised that this information might not be readily available if the application is in outline.)



Further Detailed Negotiations where necessary
Planning Department in consultation with the Housing Department consider the local need for affordable housing (quantity and type).
Effective and early partnership between developer, RSL and the Council is critical. The Officer report to Planning Committee will require information on the mechanisms for providing affordable housing. This should include that the developer build and transfer to a RSL, which is the Council's preference. In order to transfer to a RSL detailed plans of dwellings would need to be confirmed as meeting their requirements.



Consideration by Council's Planning Committee



If recommendation to approve is accepted, Planning Committee resolve to grant planning permission subject to planning conditions and the signing of a Section 106 Agreement, including an agreed Affordable Housing Scheme.
Council's Solicitor prepares Section 106 Agreement with Developer, in consultation with RSL where necessary. Legal agreement signed by all parties.



Council issues decision on planning application.

6.3 Section 106 Agreements

The precise form of Section 106 Agreement will depend on the circumstances of individual cases including the ownership of the site and the terms of any obligation or agreement between the owner and a RSL. However, Section 106 legal agreements will normally include clauses setting out requirements with regard to the following issues:

- The mix of affordable housing types, sizes sought as part of the development
- The location and distribution of affordable housing within the development site
- The minimum design standards required for the affordable housing units
- The timing of the construction and occupation of the affordable housing in relation to the development of the whole site, including appropriate restrictions on general market housing occupation
- The price, timing and conditions for the transfer of the land or affordable housing to a RSL
- The arrangements regarding the future affordability, management and ownership of the affordable housing
- With outline applications (where the proposed number of dwellings is not known, but where there is a likelihood that the site threshold will be exceeded) the Agreement will ensure that the appropriate proportion of new housing will be affordable.

It will be necessary for the Section 106 Agreement to include appropriate long-term occupancy arrangements. The Council will require full nomination rights, which will be exercised according to the Council's allocations policy as current at the time. The key requirement is that any housing that is provided as affordable should remain in the affordable housing stock each time there is a change of occupant.

The flowchart set out above is unlikely to be applicable to small scale developments that fall below the affordable housing thresholds set out in Policy S4 and that, therefore, require a financial contribution. A standard Section 106 agreement has been prepared for such circumstances to ensure that there is no undue delay in the determination of the application (Appendix 4). An unilateral undertaking may also be an option if only a monetary contribution is required. This is a simplified version of a planning agreement, which is relatively quick and straightforward to complete, and is entered into by the landowner and any other party with a legal interest in the development site.

7. MONITORING AND TARGETS

- 7.1 As referred to in Section 3 above, the affordable target for the Monmouthshire LDP is 960 affordable dwellings over the plan period 2011-2021. This is based on the findings of a 2010 Update to the LHMA carried out in 2006.

7.2 The LDP estimated that the potential affordable housing provision if all sites achieve their maximum requirement is as follows:

• 35% on new sites in Main Towns and Rural Secondary Settlements	446
• 25% on new sites in Severnside settlements	242
• 60% on rural housing allocations in Main Villages	120
• 20% on large site windfalls	68
• 20% on current commitments	108
• Completions 2011 – 2013	127
• Small site windfalls	74
Total	1,185

7.3 The period for this estimate had a base date of 1 April 2013. In the period 2013 to 2014 there were 36 affordable housing completions out of an overall total completions of 230 dwellings. In the period 2014 to 2015 there were 17 affordable housing completions out of an overall total completions of 205 dwellings.

7.4 The Council is required to produce an Annual Monitoring Report (AMR) that has to be published in the October following the preceding financial year. The first LDP AMR, therefore, was published in October 2015. The LDP monitoring framework includes a number of indicators relating to affordable housing. This is reproduced as Appendix 5 to this document.

Contacts

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For affordable housing **planning policy** general enquiries please contact:

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Housing & Communities

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Potential developers should contact the Development Management Section:

Development Management Section

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Registered Social Landlords:

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APPENDIX 1

ACG Floor Areas

APPENDIX 1

ACG Notional Floor Areas

Unit Type	Floor Area (Square Metres)
7 person 4 bed house	114
6 person 4 bed house	110
5 person 3 bed house	94
4 person 3 bed house	88
4 person 2 bed house	83
3 person 2 bed bungalow	58
3 person 2 bed flat (walk up)	65
3 person 3 bed flat (common access)	59
2 person 1 bed flat (walk up)	51
2 person 1 bed flat (common access)	46
5 person 3 bed bungalow (wheelchair)	115
4 person 2 bed bungalow (wheelchair)	98
3 person 2 bed bungalow (wheelchair)	80

1. Notional Floor Areas are provided as guidance on the expected floor areas that would be achieved if Development Quality Requirements (DQR) were implemented in full for each house or flat type listed.
2. NFAs are not a minimum size as the main criterion should be all designs comply with DQR and not merely achieve a notional floor area. House or flat designs with full DQR compliance can be achieved with floor areas below the notional figures and the degree of reduction will depend on the efficiency of the shape. It is not considered that anything less than 3/4 square metres smaller could possibly comply with DQR.

Calculation of Notational Floor Area (NFA)

1. Notional (or Net) Floor Area is measured to the internal finished surfaces of main containing walls on each floor, including private staircases, internal partitions, flues and ducts; it excludes external dustbin enclosures or stores, any porch open to the air or enclosed.
2. The measurement of floor area of common access flats excludes the area of the communal stairs and circulation space.
3. The measurement of floor areas of individual ground floor external access flats includes the area occupied by the staircase and entrance hall necessary to gain access to the first floor flat. The areas of the ground floor and upper floor flats (walk-up) shall be averaged in order to make comparisons against the notional floor areas shown above.
4. The floor area in rooms where the ceiling height is less than 1.50m is excluded.

APPENDIX 2

Build Your Own Affordable Home



BUILD YOUR OWN AFFORDABLE HOME

Single plot rural exception sites explained

What are single plot rural exceptions sites?

Monmouthshire County Council positively encourages local people to build their own affordable home to meet their own housing needs – so long as the site is in a recognisable rural settlement and its future value is controlled so that it remains affordable to other local people in the future. Sites may be permitted in rural areas outside existing settlement limits as an exception to the normal planning policies that restrict housing development in such areas.

Is it only affordable housing which is allowed?

Yes. We make an exception to normal planning policies only because there is a pressing need in Monmouthshire to help provide local people with affordable housing in rural areas. Open Market housing development continues to be strictly controlled outside existing settlement limits, as set out in the adopted Local Development Plan.

So what is the catch?

Single plot rural exception sites are only permitted with restrictions. These are:

- The value of the property is based on a standard cost of construction plus a nominal plot value. This typically works out at around 60% of open market value. A legal agreement is used to ensure that future sale of the property is capped at this percentage of market value forever. The value of the affordable property will then rise (or fall) directly in proportion to the housing market.
- The property cannot be larger than 100 square metre gross internal floor area. This includes any integral or attached garage. Normal permitted development rights will be removed so that express permission has to be sought for any future extensions.
- The house must be built to exacting quality and design standards, meeting the Lifetime Homes standards and satisfying the sustainable construction, energy and water efficiency aspects of level 3 of the Code for Sustainable Homes. It

must be sympathetically designed in relation to its setting, particularly as it is being granted permission as an exception to normal planning policies.

Can anyone apply?

To obtain planning permission, the applicant must satisfy Monmouthshire County Council that:

- The site is in a suitable location.

And

- The initial occupier of the affordable home is in housing need and has a strong local connection.

How do I apply for planning permission?

The application should be made by the prospective occupier of the proposed affordable dwelling. You need to do some groundwork before you make the planning application, contacting the following in this order:

1. First, you should contact the Senior Strategy and Policy Officer in Housing & Communities. This officer will liaise with the planning department on your behalf to establish whether your site is considered to be in a suitable location. Sites must be in locations that demonstrably form part of a recognisable named settlement. Please note that development in the open countryside, isolated from any recognisable settlement, will not be permitted.
2. If the site appears to have potential, the Senior Strategy and Policy Officer in Housing Services will arrange to interview you to establish whether or not you are in housing need and have a strong local connection. Existing homeowners with particular issues can still be eligible where it can be shown that their existing property is not suitable for their ongoing needs, and they have a strong local connection.
3. You will then be asked to approach your Community Council for confirmation of your local connection. At this stage, the Community Council should limit itself to confirming facts about the applicant's personal connection to the local area. When a planning application is made, the Community Council will be consulted in the normal manner for its comments on the proposed site and design.
4. Once you have obtained a preliminary "green light" from the above and you **are confident that you can fund the project**, you have some assurance that it is worthwhile employing an architect or builder to draw up your building plans. It is sensible to discuss the emerging design with the Planning Officer

before making your planning application, to establish whether it is likely to be found acceptable.

Finally, you are ready to make a planning application.

The Application Process

Who can apply?

Because planning permission is granted as an exception to normal policies, the Council must ensure that the affordable homes will genuinely meet local housing need. To do so, the Council will assess the housing need and the local connection of the prospective occupier. Consequently, applicants must normally be the prospective occupiers of the proposed dwelling. This does not prevent the applicant from using an agent to help them to submit the planning application.

Speculative applications from landowners and developers will not be successful, because they cannot identify with certainty the prospective occupants. The eligibility of the occupants is critical to the decision to allow development as an exception to normal planning policies.

Step 1: contact the Senior Strategy & Policy Officer at Monmouthshire County Council, Housing & Communities

**Mrs Shirley Wiggam
Housing and Communities
Monmouthshire County Council
Ty'r Efail
Lower Mill Field
Pontypool
NP4 0XJ**

**Tel: 01633 644474/07769 616662
Email: shirleywiggam@monmouthshire.gov.uk**

Step 2: contact your Community Council

Build Your Own Affordable Home: Single Plot Rural Exception Sites

It is recognised that in Monmouthshire the price of housing has risen to a level beyond that which many local people can afford. Therefore, the need for affordable housing is one of the Council's more pressing concerns, both in urban and rural areas.

The single plot rural exceptions scheme is a self-help solution that enables families to use their own resources to provide affordable housing that meets their needs within their community. The construction of such affordable housing is funded from householders' own resources, which can include the sale of existing property as well as through a commercial mortgage. Utilising the resources of those families who are able to provide new affordable housing to meet their own needs means that the local community benefits over the long term from an increased stock of local affordable homes.

Monmouthshire County Council is able to allow the development of affordable housing through the use of single plot rural exception sites under policy H7(Affordable Housing Rural Exceptions) of the existing adopted Local Development Plan.

Extracts from Monmouthshire County Council's Local Development Plan

Policy S1 – The Spatial Distribution of New Housing Provision

The villages that are considered most likely to be suitable for single plot rural exception sites are those identified as Main and Minor Villages in Policy S1 of the Local Development Plan. Proposals in villages and hamlets not identified in Policy S1 of the Local Development Plan will not comply with Policy H7. These are minor settlements where new residential development will not normally be allowed because of their small size and sporadic nature and often because of the potential harm that development would cause to their open, rural character and/or sensitive landscape setting. Each proposal will be treated on its merits, however, and you are encouraged to discuss your site with the Senior Strategy and Policy Officer in Housing Services.

Policy H7 – Affordable Housing Rural Exceptions

H7 Favourable consideration will be given to the siting of small affordable housing sites in rural areas adjoining the Rural Secondary Settlements, Main Villages and Minor Villages identified in Policy S1 that would not otherwise be released for residential development provided that all the following conditions are met:

- (a) The scheme would meet a genuine local need (evidenced by a properly conducted survey or by reference to alternative housing need data) which could not otherwise be met in the locality (housing needs sub-area);
- (b) Where a registered social landlord is not involved, there are clear and adequate arrangements to ensure that the benefits of affordable housing will be secured for initial and subsequent occupiers; and
- (c) The proposal would have no significant adverse impact on village form and character and surrounding landscape or create additional traffic or access problems.

With regard to criterion (a) the local need for single plot rural exceptions sites will be established through the tests set out in this information pack.

Suitability of Location

Whilst wishing to address affordable housing needs in the rural areas, the Council must balance this with the need to promote sustainable patterns of development and to protect the open countryside from widespread development. In this respect, the Council considers that there will be cases where these wider environmental and sustainability interests will take precedence over the economic and social sustainability issues surrounding affordable housing.

Design

Proposals for single plot rural exception sites will need to comply with the current adopted Local Development Plan policies. As these potential sites will usually be outside the areas normally considered suitable for residential development, it is especially important to achieve an appropriate design. In this respect, full applications will be required for single plot rural exception sites and an early dialogue with Planning Officers is therefore essential.

Policy DES 1 – General Design Considerations

DES1 All development should be of a high quality sustainable design and respect the local character and distinctiveness of Monmouthshire's built, historic and natural environment. Development proposals will be required to:

- (a) Ensure a safe, secure, pleasant, and convenient environment that is accessible to all members of the community, supports the principles of community safety and encourages walking and cycling;
- (b) Contribute towards sense of place whilst ensuring that the amount of development and its intensity is compatible with existing uses.
- (c) Respect the existing form, scale, siting, massing, materials and layout of its setting and any neighbouring quality buildings.

- (d) Maintain reasonable levels of privacy and amenity of occupiers of neighbouring properties where applicable.
- (e) Respect built and natural views and panoramas where they include historical features and/or attractive or distinctive built environment or landscape.
- (f) Use building techniques, decoration, styles and lighting to enhance the appearance of the proposal having regard to texture, colour, pattern, durability and craftsmanship in the use of materials.
- (g) Incorporate existing features that are of historical, visual or nature conservation value, and use the vernacular tradition where appropriate.
- (h) Include landscape proposals for new buildings and land uses in order that they integrate into their surroundings, taking into account the appearance of the existing landscape and its intrinsic character, as defined through the LANDMAP process. Landscaping should take into account, and where appropriate retain, existing trees and hedgerows;
- (i) Make the most efficient use of land compatible with the above criteria, including that the minimum net density of residential development should be 30 dwellings per hectare, subject to criterion (l) below;
- (j) Achieve a climate responsive and resource efficient design. Consideration should be given to location, orientation, density, layout, built form and landscaping and to energy efficiency and the use of renewable energy, including materials and technology;
- (k) Foster inclusive design;
- (l) Ensure that existing residential areas characterised by high standards of privacy and spaciousness are protected from overdevelopment and insensitive or inappropriate infilling.

Where an applicant owns land which could provide a number of possible sites, the Council will seek to utilise the most environmentally sustainable and appropriate site as advised by the Council. Applicants are therefore strongly advised to discuss the alternatives at an early stage, and follow the advice given by the case Planning Officer.

Layout

The dwelling size should not exceed 100 square metre gross internal floor space (i.e. a simple measurement of floor space between internal walls) and overall plot size

must be appropriate in terms of the general pattern of development in the surrounding area, but not normally exceeding 0.1 ha.

Sites which form part of the curtilage of an existing property must provide an appropriately sized plot for the new dwelling. In this respect, it will be important to achieve a ratio of dwelling size to overall plot size which is in keeping with surrounding properties. Such sites must also respect the existing character and setting of the original property, so as not to adversely alter the character or create a cramped form of development.

Materials of construction should be sympathetic to those in use locally.

Attached garages will count against the 100 square metres. It is appreciated, however, that there will generally be a need for garaging and for ancillary buildings to store gardening equipment, garden furniture etc. The size of such outbuildings will be strictly controlled. Detached garages of appropriate dimensions and height may be permitted if they are not intrusive upon the wider locality, reflect the local rural vernacular in both style and materials and remain subordinate to, and do not detract from, the character and appearance of the main dwelling. They should be sited as unobtrusively as possible, to the side or rear of the dwelling. Outbuildings should be modest in size and sensitively located.

Applications for single plot rural exception sites should include details of any proposed garages and outbuildings in order that the overall impact of a scheme can be fully assessed. The Council will need to be satisfied at the time of the original application that adequate ancillary garages and storage space can be achieved for the dwelling in order to avoid pressure for further, possibly harmful, development at some future date. If overlarge outbuildings are required then this could result in a reduction in the size of dwelling that might be allowable if this is necessary to limit the overall impact of the development in the landscape.

Housing Need and Strong Local Connection

Applicants will need to demonstrate that they are unable to afford a suitable home currently available in the locality.

Housing need is demonstrated if the household unit has no home of its own, or is renting from a housing association but would like to become an owner-occupier, or is in unsuitable accommodation. For example:

- the current housing may be too large or too small for the household
- be in a poor state of repair
- be too costly for the household to maintain or sustain.

- be in a location that is a long way from existing employment, schools or support networks and that the cost or availability of transport is prohibitive to the particular household

Strong local connections with the settlement in question will need to be demonstrated by the household (Appendix A). These include working locally, residing locally, or having family members who need support in the local area.

Assessments of whether a household is in housing need or not, has strong local connections and is unable to afford a suitable home in the locality will be made by the Council's Housing Services following completion of a standard form and submission of supporting documentation. Applicants will be expected to be proactive in obtaining confirmation of their local connection from the Community Council.

Purchasers of the property in the future must also meet the local needs criteria in Appendix A. As a requirement of the section 106 legal agreement, the property cannot change hands without the written consent of Monmouthshire County Council. This will only be forthcoming if the Council is satisfied that the new purchaser has a strong local connection as defined in the section 106 legal agreement.

Affordable in Perpetuity

Rural exception sites are permitted in order to benefit the long term sustainability of the community, and as such it is important that the property remains affordable for successive occupiers for the lifetime of the building. To achieve this, the model section 106 legal agreement in Appendix C puts a Restriction on the Title of the property, to the effect that the property cannot change hands without the written consent of Monmouthshire County Council. The Land Registry will effectively enforce this provision, as it will not be possible for a solicitor to register a new ownership with the Land Registry without the appropriate letter from Monmouthshire County Council.

A draft section 106 legal agreement should be submitted with the planning application, with agreed heads of terms in accordance with those attached at Appendix C. The section 106 agreement must be ready for all parties to sign by the time the application is ready for decision by the Council.

The "formula price" of the affordable property will be determined by the cost of construction as set out on page 10 of this pack, plus a nominal plot value of £10,000, expressed as a percentage of open market value. Extraordinary construction costs will only be taken into account at the discretion of the local planning authority, where such costs can be robustly justified as unavoidable.

The future sale of the property will be subject to the fixed percentage of open market value as detailed in the section 106 agreement. There is no scope for it to enter into the open housing market without recycling of proceeds.

In order to ensure that dwellings remain affordable, a dwelling size restriction will be imposed. The size of dwellings will normally be restricted to no more than 100 square metre gross internal floor space, with a curtilage not exceeding 0.1 ha.

Furthermore, permitted development rights to extend properties in the future will be removed by planning condition, in order to ensure that the Council retains control over the future affordability of the property. Future values will, in any event, be based on original floor space and exclude later additions.

Standard Conditions for Rural Exception Sites

In order to provide a consistent and manageable approach to rural exception sites. Monmouthshire County Council proposes to use standard conditions on all rural exception sites that ensure:

- sustainable construction, energy and water efficiency aspects equivalent to level 3 of the Code for Sustainable Homes will apply to **all** schemes
- meeting Lifetime Homes Standards will apply to **all** schemes

Standard Conditions for Single Plot Rural Exception Sites

In addition, standard conditions for single plot rural exception sites will include:

- restrictions on size of the property (to not exceed 100 square metres)
- removal of permitted development rights so that express permission has to be sought for any future extension, including garage and carport extensions

In the majority of cases, 100 square metres is adequate for a family of five persons. Larger properties are, by definition, more expensive and run counter to the primary aim of ensuring affordability.

Permitted development rights of the affordable dwellings will normally be removed to ensure that properties are not extended or altered in any way as to increase values beyond an affordable level. Exceptions will only be made where clearly justified. The normal permitted development rights will not prevent consideration of adaptations or extensions in certain circumstances, for instance, where required by an occupant with disabilities or to accommodate appropriate extensions for family growth.

The Council recognises that some households will need more space, for example to cater for very large families. Where an application is received to amend or remove a

standard condition, the applicant will be expected to demonstrate that the household's needs are genuine. The national definition of overcrowding (Appendix C) will be a factor in assessing what size of property is justified. The needs of disabled residents for physical space (for wheelchairs, etc.) will also be taken into account.

Site Suitability Guidelines

The Local Development Plan (LDP) enables Monmouthshire County Council to allow affordable housing on sites that would not obtain planning permission for open market housing, as an exception to normal planning policies.

The site, however, must be in a location that demonstrably forms part of a recognisable named settlement. Sites that would constitute isolated or sporadic development, or which would adversely affect the landscape or rural character, are not considered acceptable and will be refused planning permission in line with existing LDP policies.

Calculating the Formula Price

Affordable housing that is granted as an exception to normal planning policies must remain affordable for ever. This is achieved through a section 106 legal agreement, which defines what the “formula price” is for the affordable property.

The price for affordable housing that is built on single plot rural exception sites is calculated from standard construction costs and a nominal plot value. This is expressed as a percentage of market value to create the “formula price”.

The **nominal plot (land) value** applied is **£10,000** per building plot.

The **standard Cost of Construction** that applies is **£1,300** per square metre.

These figures apply regardless of the actual build or land cost. The combined total of these figures is the initial affordable value.

The initial affordable value is then converted into a percentage of the property’s potential Open Market Value (i.e. the property’s value if it were not subject to the affordability restrictions in the section 106 legal agreement). This percentage is the “**formula price**”.

The formula price determines how much the property could be sold for in the future. As it is a percentage of open market value, it will go up or down in line with market prices.

Worked Example

In this example, the affordable property is a 2 bed house of 70 square metres in size. The value is based on the gross internal floor space (i.e. a simple measurement of the floor space between the internal walls. Each floor of the property is included – in our example, the ground floor is 35 square metres and the first floor is 35 square metres.

One builder has quoted £81,000, another builder has quoted £85,000 and a third builder has quoted £97,000. The actual construction price is irrelevant, because the property’s affordable value is based on a formula price. Instead the affordable value will be calculated as follows. The formula for the initial affordable value is: standard cost of construction x floor space + nominal plot value:

$$\begin{aligned} &= (\mathbf{£1,300 \times 70 \text{ sqm}}) + \mathbf{£10,000} \\ &= \mathbf{£91,000 + £10,000} \\ &= \mathbf{£101,000} \end{aligned}$$

Let us assume that the market value for a 2 bed property in this location is £165,000 (actual value to be based on an independent surveyor’s/estate agent’s valuation of the property).

Formula price equals nominal cost as a proportion of market value:

$$\begin{aligned} &= \mathbf{£101,000/£165,000} \\ &= \mathbf{61.2\%} \end{aligned}$$

The section 106 legal agreement would therefore specify the formula price as 61.2% of open market value. Future sale of the property must be at 61.2% of whatever the open market value is at that point in time. Thus the property will go up or down in value in line with market prices.

If You Need to Sell in the Future

The value of the property is set in the section 106 legal agreement, as a percentage of open market value.

Resale of the property must be to a marketing plan that has been agreed with the Council, as required by the legal agreement. It must be offered for sale at the formula price for six months. Persons wishing to purchase the property must meet the Council's criteria for being in housing need (see Appendix A).

Over six months, the pool of potential purchasers widens from the local area, then Monmouthshire-wide, then to the Council or one of the Council's nominated partners and finally to anyone else. This is known as the cascade mechanism. The details of which are specified in the section 106 legal agreement for the property.

In the highly unlikely event of an owner being unable to sell at the formula price in this six month period, he/she may apply to have the formula price removed. If the Council agrees to its removal, then half of the difference between the affordable and the open market value will be recouped by the Council and used towards the provision of affordable housing elsewhere.

These requirements have been reached in discussion with mortgage lenders to ensure that they satisfy most mortgage lenders' criteria. They provide a balance between trying to ensure that affordable properties remain affordable in perpetuity, prioritising local people, and minimising the financial risks for lenders.

Lifetime Homes Standards

All affordable homes must be built to the lifetime homes standard to ensure that they are accessible and can be easily adapted should their occupiers experience mobility difficulties in the future. Homes built to this standard are "future-proofed" not only for the potential needs of their occupiers, but also for the needs of visiting friends and relatives. The Lifetime Homes standard requires the following:

Access

1. Where car parking is adjacent to the home, it should be capable of enlargement to attain 3.3metres width.
2. The distance from the car parking space to the home should be kept to a minimum and should be level or gently sloping.
3. The approach to all entrances should be level or gently sloping (Gradients for paths should be the same as for public buildings in the Building Regulations).
4. All entrances should be illuminated and have level access over the threshold and the main entrance should be covered.

5. Where homes are reached by a lift, it should be wheelchair accessible.

Inside the Home

6. The width of internal doorways and halls should conform to Part M of the Building Regulations, except where approach is not head on and the hallway is less than 900mm clear width, in which case the door should be 900mm rather than 800mm wide. Entrance level doorways should have a 300mm nib or wall space adjacent to the leading edge of the door.
7. There should be space for the turning of wheelchairs in kitchens, dining areas and sitting rooms and adequate circulation space for wheelchair users elsewhere.
8. The sitting room (or family room) should be at entrance level.
9. In houses of two or more storeys, there should be space on the ground floor that could be used as a convenient bed space.
10. There should be a downstairs toilet which should be wheelchair accessible, with drainage and service provision enabling a shower to be fitted at any time.
11. Walls in bathrooms and toilets should be capable of taking adaptations such as handrails.
12. The design should incorporate provision for a future stair lift and a suitably identified space for potential installation of a through-the-floor lift from the ground to the first floor, for example to a bedroom next to the bathroom.
13. The bath/bedroom ceiling should be strong enough, or capable of being made strong enough, to support a hoist at a later date. Within the bath/bedroom wall provision should be made for a future floor to ceiling door, to connect the two rooms by a hoist.
14. The bathroom layout should be designed to incorporate easy access probably from a side approach, to the bath and WC. The wash basins should also be accessible.

Fixtures and Fittings

15. Living room window glazing should begin at 800mm or lower, and windows should be easy to open/operate.
16. Switches, sockets and service controls should be at a height usable by all (i.e. between 600mm and 1200mm from the floor).

Do you qualify for affordable housing?

The Council wishes to make it as easy as possible for residents to be able to find out if they qualify for the 'Build Your Own Single Plot' affordable home.

Applicants must demonstrate:

That they have a suitable plot of land (this is assessed by a planning officer)

That they are in need of a house in the area and would contribute towards community sustainability

That they have strong local connections and need to live in the area where they propose to build

That they are unable to secure a suitable home currently available on the open market

What are the main housing need, local connection and affordability qualification criteria?

Local Housing Need	Strong Local Connections & Need to Live in the Local Area	Affordability and Availability of Housing in the Area
<ul style="list-style-type: none"> • No home of your own – e.g. living with your parents • Current housing not suitable for current needs • Housing Association tenant but would like to become an owner-occupier 	<ul style="list-style-type: none"> • Parents are permanent residents in the area • Parents were permanently resident in the area at the time of the applicants birth and applicant was a permanent resident of the area for 5 continuous years as a child • Currently living in the area and have been for 5 continuous years • Currently employed in the area • Have an offer of work in the area • Applicant needs to live in the area to care for a relative or receive support/childcare 	<ul style="list-style-type: none"> • If buying your mortgage should not be more than 25% of your gross household income • If renting, your rent should be less than 25% of your income • Your total household income is not large enough to buy a suitable house on the open market • There are no suitable properties in the area

For more information please contact Shirley Wiggam, Senior Strategy & Policy Officer on 01633 644474

APPENDIX 3

Rural Allocations Policy



Affordable Housing

Rural Allocations Policy

The purpose of the policy is to ensure that homes developed for local people are allocated as intended. This policy is to be used in addition to both Monmouthshire County Council's Common Allocations Policy and any other or succeeding allocations policy for letting of affordable housing in Monmouthshire.

The Registered Social Landlord requires assurance for its future business security that the local connection policy will not be allowed to cause empty properties. There is flexibility built into this policy to allow a broadening of both occupancy levels and geographical connection in order to allow properties to be tenanted swiftly and therefore ensure that the affordable housing resource is utilised.

The Rural Allocations Policy will be used to allocate the first 10 homes on all new housing sites and on all subsequent lettings of these properties (once identified via the first round of lettings) in rural areas of Monmouthshire other than:

- The main settlements of Abergavenny, Caldicot, Chepstow, Monmouth and Usk (Abergavenny includes the waiting list areas of Mardy and Croesonnen and the settlement of Monmouth includes the waiting list area of Wyesham)

Geographical Criteria

The aim of this policy is to ensure that households with strong links to rural areas are given the opportunity to remain in these communities thus helping to maintain sustainability in the future. The local qualification will be based on villages within the Community Council boundary where the properties are located and then will cascade out to the immediately adjoining communities using community council boundaries.

As there are some rural areas in Monmouthshire where development is unlikely due to land supply and topography, the Council reserves the right to widen qualification to a neighbouring Community Council on occasions where there is a proven local need.

Under Occupation

Priority will be given to applicants who have a local connection and who fully occupy a property in line with local housing allowance size criteria. One spare room will be considered whereupon a tenancy is affordable or there are exceptional circumstances. In the case where there are more applications received that meet the rural housing lettings criteria than there are properties to allocate, these applications will then be assessed to the current allocation policy.

Rural Housing Lettings Criteria

In priority order:

1. Applicants who have lived in the community (defined as the Community Council area) for a continuous period of at least 5 years at the time of application and are owed a reasonable preference as defined by the Housing Act 1996.
2. Applicants who have lived in the community (defined as the Community Council area) for a continuous period of at least 5 years at the time of application and who need to live in the community in order to provide support to a dependent child or adult or to receive support from a principal carer.
3. Applicants who have lived in the community (defined as the Community Council area) for a continuous period of at least 5 years at the time of application and who are principally (> 20 hours per week) employed in the community (defined as the Community Council area).
4. Applicants who have lived in the community (defined as the Community Council area) for a continuous period of at least 5 years at the time of application or those who have lived in the community for a period of five years but have had to move out of the area to access accommodation.
5. Applicants who have previously lived in the community for a period of at least 5 years and who need to move to the community in order to provide support to a dependent child or adult or to receive support from a principal carer.
6. Applicants who have been principally (> 20 hours per week) employed in the community (defined as the Community Council area) for a continuous period of at least 5 years.
7. Applicants who have previously lived in the community for a period of at least 5 years.
8. Applicants with a firm offer of employment in the community and who would otherwise be unable to take up the offer because of a lack of affordable housing.

Applicants will be prioritised using the above criteria, however, if more than one applicant has the same priority, the applicant who has lived (or previously lived) in the Community Council area for the longest will be given priority. Applicants who have the same priority and who will be fully occupying the property will be given priority over those applicants who have the same priority and who will be under-occupying.

In the event there is no suitable [insert Community Council] applicant, these criteria will then be applied in the same order to applicants from immediately adjoining communities as set out above. Should there be no suitable applicant from the Community Council area where the properties are located or from the immediately

Reviewed 11th January 2013

adjoining Community Council areas then the properties will be allocated to applicants with a connection to Monmouthshire in line with the Monmouthshire Homesearch Allocations Policy.

It should be noted however that the Council reserves the right to nominate applicants for rural vacancies, who do not meet the above criteria, where it is considered that the circumstances of the individual case warrant special consideration. Such cases can only be considered for the offer once the decision has been agreed by the Common Housing Register Operational Sub Group and the Head of Housing and Communities.

Evidence of Local Connection

In all cases, the applicant will be expected to demonstrate their local connection, for example by providing service bills, bank statements, medical registration documents and so forth. Applicants living at home with parents and looking to leave home for the first time would be expected to provide evidence to show that they have local criteria which may include evidence that their parents have achieved the local connection.

Applicants not living in the Community, but who are applying for reasons of employment must provide evidence to show that they are principally employed within the area, including the date of commencement of employment and confirmation from their employer of employment status, and whether this is likely to continue for the foreseeable future.

Applicants will also be asked to consent to the landlord making enquiries of the electoral register and council tax records should it be necessary to confirm local connection.

Future Voids

The properties identified for each site will remain ear marked for all future lettings. Therefore all future lettings for these properties will also be carried out as per this policy.

Monitoring

The Council will ensure that lettings through this policy will not dominate the main allocation scheme. The Rural Allocations Policy will be monitored on an ongoing basis to ensure that overall reasonable preference for allocation in Monmouthshire is given to applicants in the reasonable preference groups.

The policy will also be monitored in order to assess its impact, the outcome of which will be regularly reported.

The policy will also be monitored to ensure that void properties are re-let to qualifying households who satisfy the Rural Allocations Policy.

APPENDIX 4

Draft Standard Section 106 Agreement for Affordable Housing Financial Contributions

DATED

**PLANNING OBLIGATION UNDER SECTION 106 OF THE TOWN AND
COUNTRY PLANNING ACT 1990 (AS AMENDED) RELATING TO LAND AT
[ADDRESS]**

between

COUNCIL

and

OWNER

and

[MORTGAGEE]

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THIS DEED is dated [DATE]

- (1) [NAME OF COUNCIL] of [ADDRESS OF COUNCIL] (**Council**).
- (2) [NAME OF OWNER] of [ADDRESS OF OWNER] (**Owner**).
- (3) [[FULL COMPANY NAME] incorporated and registered in England and Wales with company number [NUMBER] whose registered office is at [REGISTERED OFFICE ADDRESS] (**Mortgagee**).]

BACKGROUND

- (A) The Council is the local planning authority for the purposes of the TCPA 1990 for the area in which the Property is situated.
- (B) The Owner is the freehold owner of the Property [subject to a mortgage in favour of the Mortgagee but otherwise] free from encumbrances.
- (C) The Owner has made the Planning Application and is proposing to carry out the Development.
- (D) [The Mortgagee is the registered proprietor of the charge dated [DATE] referred to in entry number [NUMBER] of the charges register of Title number [NUMBER] and has agreed to enter into this deed to give its consent to the terms of this deed.]
- (E) The Council having regard to the provisions of the [Local Plan **OR** Unitary Development Plan] and to all other material considerations resolved that Planning Permission should be granted for the Development subject to the prior completion of this deed.
- (F) The parties have agreed to enter into this Agreement with the intention that the obligations contained in this Agreement may be enforced by the Council against all Owners, the Developer and their respective successors in title.

AGREED TERMS

1. INTERPRETATION

The following definitions and rules of interpretation apply in this deed:

1.1 Definitions:

Affordable Housing: social rented, intermediate rented and low cost home ownership, provided to eligible households, the total cost (including service charges) of which will be available and affordable to persons whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for subsidy to be recycled for alternative affordable housing provision as set out in schedules 2 and 3.

Base Rate: the higher of [5%] and the base rate from time to time of Barclays Bank plc.

Commencement of Development: the carrying out in relation to the Development of any material operation as defined by section 56(4) of the TCPA 1990 [but disregarding for the purposes of this deed and for no other purpose, the following operations: demolition works; site clearance; ground investigations; site survey works; temporary access construction works; archaeological investigation; and erection of any fences and hoardings around the Property.]

Completion of Development: the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations or section 51 of the Building Act 1984 (final certificates)

Commence and Commences shall be construed accordingly.

Commencement Date: the date Development Commences.

Default Interest Rate: 4% per annum above the Base Rate.

Development: the development of the Property authorised by the Planning Permission.

Development Site: the land at [DESCRIPTION OR ADDRESS] shown edged red on the Plan and registered at HM Land Registry with absolute title under title number(s) [NUMBER[S]].]

Form 1: Self Build Exemption Claim Form to be submitted prior to completion of the Development.

Form 2: Self Build Exemption Claim Form to be submitted within 6 months of occupation of the self-build dwelling.

Index Linked: increased in accordance with the following formula:

Amount payable = the payment specified in this deed x (A/B) where:

A= the figure for the [Retail Prices Index (All Items)] that applied immediately preceding the date the payment is due.

B= the figure for the [Retail Prices Index (All Items)] that applied when the index was last published prior to the date of this deed.

Occupation and Occupied: occupation for the purposes permitted by the Planning Permission.

Plan: the plan attached as Annex A.

Planning Application: the application for [FULL OR OUTLINE] planning permission registered by the Council on [DATE] under reference number [NUMBER].

Planning Permission: the planning permission to be granted by the Council in respect of the Planning Application [in the draft form attached as Annex B].

Retail Price Index: the retail price index compiled and published by the Office of National Statistics

Self Build: all homes built or commissioned by individuals or groups of individuals for their own use, either by building the home on their own or working with builders.

TCPA 1990: Town and Country Planning Act 1990.

VAT: value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

Working Day: any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in Wales

- 1.2 Clause headings shall not affect the interpretation of this deed.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.7 A reference to any party shall include that party's personal representatives, successors and permitted assigns and in the case of the Council the successors to its respective statutory functions.
- 1.8 Unless the context otherwise requires, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.9 Unless the context otherwise requires, a reference to a statute or statutory provision shall include any subordinate legislation made from time to time under that statute or statutory provision.
- 1.10 A reference to **writing** or **written** [includes fax but not e-mail **OR** excludes faxes and e-mail].
- 1.11 A reference to **this deed** or to any other deed or document referred to in this deed is a reference to this deed or such other deed or document as varied or novated (in each case, other than in breach of the provisions of this deed) from time to time.
- 1.12 References to clauses and Schedules are to the clauses and Schedules of this deed.

- 1.13 An obligation on a party not to do something includes an obligation not to allow that thing to be done.
- 1.14 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.15 Where an obligation falls to be performed by more than one person, the obligation can be enforced against every person so bound jointly and against each of them individually.

2. STATUTORY PROVISIONS

- 2.1 This deed constitutes a planning obligation for the purposes of section 106 of the TCPA 1990, section 111 of the Local Government Act 1972, [section 1 of the Localism Act 2011 **OR** section 2 of the Local Government Act 2000] and any other enabling powers.
- 2.2 The covenants, restrictions and obligations contained in this deed are planning obligations for the purposes of section 106 of the TCPA 1990 and are entered into by the Owner with the intention that they bind the interests held by those persons in the Property and their respective successors and assigns.
- 2.3 The covenants, restrictions and obligations contained in this deed are enforceable by the Council in accordance with section 106 of the TCPA 1990.

3. CONDITIONALITY

With the exception of clauses 2, 3, [7],10,11, 13, 16, 17, 19, 20, 21, 22 and 24 [OTHER RELEVANT CLAUSES] (which take effect immediately), this deed is conditional on the grant and issue of the Planning Permission.

4. COVENANTS TO THE COUNCIL

The Owner [and the Mortgagee] covenant[s] with the Council to:

- (a) observe and perform the covenants, restrictions and obligations contained in Schedule 1.
- (b) give at least [NUMBER] Working Days written notice to the Council of the intended Commencement Date.

5. COVENANTS BY THE COUNCIL

The Council covenants with the Owner to observe and perform the covenants, restrictions and obligations contained in Schedule 2.

6. INDEXATION

6.1 All financial contributions payable to the Council shall be Index Linked.

6.2 Where reference is made to an index and that index ceases to exist or is replaced or rebased then it shall include reference to any index which replaces it or any rebased index (applied in a fair and reasonable manner to the periods before and after rebasing under this deed) or in the event the index is not replaced, to an alternative reasonably comparable basis or index as the Council shall advise the Owner in writing.

7. [MORTGAGEE'S CONSENT

7.1 The Mortgagee consents to the completion of this deed and declares that its interest in the Property shall be bound by the terms of this deed as if it had been executed and registered as a land charge prior to the creation of the Mortgagee's interest in the Property.

7.2 The Mortgagee shall not be personally liable for any breach of the obligations in this deed unless committed or continuing at a time when the Mortgagee is in possession of all or any part of the Property.]

8. RELEASE

No person shall be liable for any breach of a covenant, restriction or obligation contained in this deed after parting with all of its interest in the Property, except in respect of any breach subsisting prior to parting with such interest.

9. DETERMINATION OF DEED

The obligations in this deed (with the exception of clause 11) shall cease to have effect if before the Commencement of Development, the Planning Permission:

- (a) expires;
- (b) is varied or revoked other than at the request of the Owner; or
- (c) is quashed following a successful legal challenge.

10. LOCAL LAND CHARGE

This deed is a local land charge and shall be registered as such by the Council.

11. COUNCIL'S COSTS

The Owner shall pay to the Council on or before the date of this deed:

- (a) the Council's reasonable and proper legal costs together with all disbursements incurred in connection with the preparation, negotiation, completion and registration of this deed.
- (b) the sum of £[AMOUNT] as a contribution towards the Council's costs of monitoring the implementation of this deed.

12. INTEREST ON LATE PAYMENT

If any sum or amount has not been paid to the Council by the date it is due, the Owner shall pay the Council interest on that amount at the Default Interest Rate (both before and after any judgment). Such interest shall accrue on a daily basis for the period from the due date to and including the date of payment.

13. OWNERSHIP

13.1 The Owner warrants that no person other than the Owner [and the Mortgagee] has any legal or equitable interest in the Property.

13.2 [Until the covenants, restrictions and obligations in Schedule 1 have been complied with, the Owner will give to the Council within [NUMBER] Working Days, the following details of any conveyance, transfer, lease, assignment, mortgage or other disposition entered into in respect of all or any part of the Property:

- (a) the name and address of the person to whom the disposition was made; and
- (b) the nature and extent of the interest disposed of.]

14. REASONABLENESS

Any approval, consent, direction, authority, agreement or action to be given by the Council under this deed shall not be unreasonably withheld or delayed.

15. CANCELLATION OF ENTRIES

15.1 On the written request of the Owner at any time after each or all of the obligations have been performed or otherwise discharged (and subject to the payment of the Council's reasonable and proper costs) the Council will issue a written confirmation of such performance or discharge.

15.2 Following the performance and full satisfaction of all the terms of this agreement or if this deed is determined pursuant to clause 9 (and subject to the payment of the Council's reasonable and proper costs and charges) the Council will on the written

request of the Owner cancel all entries made in the local land charges register in respect of this deed.

16. DISPUTES

Any dispute, controversy or claim arising out of or relating to this deed, including any question regarding its breach, existence, validity or termination or the legal relationships established by this deed, shall be finally resolved by arbitration in accordance with the Arbitration Act 1996. It is agreed that:

- (a) the tribunal shall consist of [one] arbitrator appointed jointly by the parties;
- (b) in default of the parties' agreement as to the arbitrator, the arbitrator shall be appointed on either party's request by the President for the time being of the Royal Institution of Chartered Surveyors;
- (c) the costs of the arbitration shall be payable by the parties in the proportions determined by the arbitrator (or if the arbitrator makes no direction, then equally); and
- (d) the seat of the arbitration shall be [London].

17. NO FETTER OF DISCRETION

Nothing (contained or implied) in this deed shall fetter or restrict the Council's statutory rights, powers, discretions and responsibilities.

18. WAIVER

No failure or delay by the Council to exercise any right or remedy provided under this deed or by law shall constitute a waiver of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

19. FUTURE PERMISSIONS

Nothing in this agreement shall prohibit or limit the right to develop any part of the Property in accordance with any planning permission (other than the Planning Permission or modification, variation or amendment thereof) granted after the date of the Planning Permission.

20. AGREEMENTS AND DECLARATIONS

The parties agree that:

- (a) nothing in this deed constitutes a planning permission or an obligation to grant planning permission; and

- (b) nothing in this deed grants planning permission or any other approval, consent or permission required from the Council in the exercise of any other statutory function.

21. NOTICES

21.1 Any notice [or other communication] to be given under this deed must be in writing and must be:

- (a) delivered by hand; or
- (b) sent by pre-paid first class post or other next working day delivery service.

21.2 Any notice [or other communication] to be given under this deed must be sent to the relevant party as follows:

- (a) to the Council at [ADDRESS] marked for the attention of [NAME/POSITION];
- (b) to the Owner at [ADDRESS] marked for the attention of [NAME/POSITION];
- (c) [to the Mortgagee at [ADDRESS] marked for the attention of [NAME/POSITION]]

or as otherwise specified by the relevant party by notice in writing to each other party.

21.3 Any notice [or other communication] given in accordance with clause 21.1 and clause 21.2 will be deemed to have been received:

- (a) if delivered by hand, on signature of a delivery receipt [or at the time the notice or document is left at the address] provided that if delivery occurs before 9.00 am on a Working Day, the notice will be deemed to have been received at 9.00 am on that day, and if delivery occurs after 5.00 pm on a Working Day, or on a day which is not a Working Day, the notice will be deemed to have been received at 9.00 am on the next Working Day; or
- (b) if sent by pre-paid first class post or other next working day delivery service, at [9.00 am] on the [second] Working Day after posting.

21.4 A notice given under this deed shall not be validly given if sent by fax or e-mail.

21.5 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

22. THIRD PARTY RIGHTS

A person who is not a party to this deed shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this deed.

23. VALUE ADDED TAX

23.1 Each amount stated to be payable by the Council or the Owner to the other under or pursuant to this deed is exclusive of VAT (if any).

23.2 If any VAT is at any time chargeable on any supply made by the Council or the Owner under or pursuant to this deed, the party making the payment shall pay the other an amount equal to that VAT as additional consideration on receipt of a valid VAT invoice.

24. GOVERNING LAW

This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales as it applies in Wales.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

The common seal of
MONMOUTHSHIRE
COUNTY COUNCIL
was affixed to this document in the presence
of:

Member of Council

Authorised signatory

Signed as a deed by [NAME OF OWNER] in the presence of:

.....

.....
[SIGNATURE OF WITNESS]
[NAME, ADDRESS [AND OCCUPATION] OF WITNESS]

[SIGNATURE OF OWNER]

Executed as a deed by [NAME OF MORTGAGEE] acting by [NAME OF FIRST DIRECTOR], a director and [NAME OF SECOND DIRECTOR OR SECRETARY], [a director **OR** its secretary]

.....

[SIGNATURE OF FIRST DIRECTOR]

Director

.....

[SIGNATURE OF SECOND DIRECTOR OR SECRETARY]

[Director **OR** Secretary]

OR

Executed as a deed by [NAME OF MORTGAGEE] acting by [NAME OF DIRECTOR], a director, in the presence of:

.....

[SIGNATURE OF DIRECTOR]

Director

.....
[SIGNATURE OF WITNESS]
[NAME, ADDRESS [AND OCCUPATION] OF WITNESS]

Schedule 1 Owner's Covenants to the Council

1. AFFORDABLE HOUSING CONTRIBUTION

On or before the date of completion or the date of occupation (whichever is the earliest) to pay to the Council the sum of £[AMOUNT] towards the cost of providing off site affordable housing within Monmouthshire.

The Owner covenants that should they successfully claim exemption (as self-build applicants) through submitting forms 1 and 2 that they will remain liable for this payment if they do not reside at the dwelling for a minimum of 3 years from the date upon which occupation commenced.

Schedule 2 Covenants by the Council

1. AFFORDABLE HOUSING CONTRIBUTION

- 1.1 Not to use any part of the Contribution other than for the purposes for which it was paid (whether by the Council or another party).
- 1.2 In the event that the Contribution has not been spent or committed for expenditure by the Council within 5 years following the date of receipt of the Contribution the Council shall refund to the Owner any part of the Contribution which has not been spent or committed for expenditure, together with any accrued interest.
- 1.3 The Council covenants that upon receipt of Form 1 prior to the completion of the development that the development or part of the development consists of a self-build dwelling for occupation by the Owner that the Council will not request the Affordable Housing Contribution in respect of that dwelling on the due date and payment shall be deferred pending receipt of Form 2 from the Owner.
- 1.4 Form 2 must be submitted within 6 months of occupation of the potentially exempt dwelling with evidence that it is the Owner's primary residence as set out in Form 2. Should Form 2 not be received the Owner will remain liable for the contribution.
- 1.5 If Form 2 is submitted and the Owner occupies the dwelling for a minimum of 3 years the Council shall vary the s106 Agreement to reflect that the identified dwelling will not attract the contribution.

Annex A. Plan

Annex B. Draft Planning Permission

Annex C. Self-Build Exemption Claim Forms 1 and 2

Self Build Exemption Claim Form 1

An exemption for a self build home must be granted prior to the completion of the development. Notice must be received by the Monmouthshire County Council Planning Department prior to the date of completion of the development. The applicant will otherwise be liable for the full charge.

Form 2 of the self build exemption claim must be submitted to Monmouthshire County Council Planning Department within six months of the occupation of the development. The applicant will otherwise be liable for the full charge.

Please complete the form using block capitals and black ink and send to Monmouthshire County Council Planning Department.

Section A: Claiming Exemption – General Information

To be completed by the individual(s) claiming self build exemption.

1. Application Details :

Applicant Name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the application site:

If postal address/postcode not known, or original relief claim was submitted with reference to grid reference, please provide:

Easting: Northing:

Description:

Section B: Self Build Declaration

I declare that this is a "self build project" as defined below

I declare that I will occupy the premises as my sole or main residence for a period of 3 years from completion of the property

I declare that I will provide the required supporting documentation as set out in '**Self Build Exemption Claim Form 2**' within 6 months of occupation of the property and I understand failure to do this will result in the contribution becoming payable

I declare the amount of de minimis State aid received in the last three years prior to submission of this application for relief is less than 200,000 Euro

'Self Build' for these purposes is defined as all homes built or commissioned by individuals or groups of individuals for their own use, either by building the home on their own or working with builders.

'Completion' for these purposes is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).

Declaration

I confirm that the details given are correct.

I understand:

That my claim for exemption will lapse where **Form 2** is not submitted prior to occupation of the chargeable development to which this exemption applies.

Name – Claimant:

Date (DD/MM/YYYY):

*On receipt of this application Monmouthshire County Council Planning Department will make a decision on your claim as soon as practicable and inform the amount of affordable housing contribution relief granted in writing. You **must** then submit **Form 2** to the collecting authority within 6 months of occupation. Failure to do so will result in the affordable housing contribution charge becoming payable in full.*

Self Build Exemption Claim Form 2

To be submitted within 6 months of occupation of the self build dwelling

Please note that 'Completion' is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).

This form must be sent to the Monmouthshire County Council Planning Department within 6 months of the occupation of the self build dwelling. The applicant may otherwise be liable for the full affordable housing contribution.

Please complete the form using block capitals and black ink and send to Monmouthshire County Council Planning Department.

Section A: Claiming Exemption – General Information

To be completed by the individual(s) claiming self build exemption.

Application Details

Applicant

Name:

Local authority planning application number (if allocated):

Please provide the full postal address of the application site:

If postal address/postcode not known, or original relief claim was submitted with reference to grid reference, please provide:

Easting:

Northing:

Description:

Section B: Submission of Evidence

Please confirm below what evidence you are providing to support your claim for self build exemption.

1. Please enclose a copy of **all** of the following items:

(a) A compliance certificate for this development issued under either:

-regulation 17 (completion certificates) of the Building Regulations 2010 **or**

-regulation 51 of the Building Act 1984 (final certificates)

What date was the compliance certificate issued (DD/MM/YYYY)?

(b) Title deeds of the property to which this exemption relates (freehold or leasehold)

(c) Council Tax certificate

Section B: Submission of Evidence continued

2. Please enclose two further proofs of occupation of the home as sole or main residence

Please enclose a copy of **two** of the following items **showing your name and address of the property**:

Utility Bill

Bank Statement

Local electoral roll registration

3. Please also enclose a copy of **one** of the following:

(a) An approved claim from HM Revenue and Customs under 'VAT431NB: VAT refunds for DIY housebuilders'

(b) Proof of a specialist Self Build or Custom Build Warranty* for your development

(c) Proof of an approved Self Build or Custom Build Mortgage** from A bank or building society for your development

*A Self Build or Custom Build Warranty is a warranty and Certificate or Approval issued by a Warranty provider which provides a 'latent defects insurance' policy and which is accompanied by certified Stage Completion Certificates (SCC) issued to the owner/occupier of the home.

**A Self Build or Custom Build Mortgage is an approved mortgage to arrange to purchase land and/or fund the cost of erecting a home where the loan funds are paid to the owner/occupier in stages as the building works progress to completion.

Declaration

I/We confirm that the details given are correct.

Name:

Date (DD/MM/YYYY):

Annex D. Deed of Variation

The Deed of Variation will confirm that the identified dwelling on the plan annexed is no longer liable for any affordable housing contribution.

APPENDIX 5
Extract from LDP Monitoring Framework

Affordable Housing

Strategic Policy: S4 Affordable Housing

LDP Objectives Supported: 1, 3, and 4

Other LDP Policies: SAH1-10, SAH11

Monitoring Aim / Outcome	Indicator	Target	Trigger for Further Investigation	Source Data / Monitoring Method
To provide 960 affordable dwelling units over the plan period	The number of additional affordable dwellings built* over the plan period	Deliver 96 affordable dwellings per annum 2011-2021 (total of 960 over the plan period)	Further investigation if 10% less or greater than the LDP strategy build rate for 2 consecutive years	JHLAS / S106 monitoring
	Number of affordable dwellings secured on new housing sites	<ul style="list-style-type: none"> 35% of the total number of dwellings to be affordable on sites of 5 or more dwellings in the Main Towns and Rural Secondary Settlements identified in Policy S1 25% of the total number of dwellings to be affordable on sites of 5 or more dwellings in the Severnside Settlements as identified in Policy S1 60% of the total number of dwellings to be affordable on sites of 3 or more dwellings in the Main Villages identified in Policy S1 Minor Villages: sites with capacity for 4 dwellings make provision for 3 to be affordable; and sites with capacity for 3 dwellings make provision for 2 to be affordable. 	Further investigation if the proportion of affordable housing achieved on development sites in each area falls below the requirement set out in Policy S4	JHLAS / planning applications database / S106 monitoring

Monitoring Aim / Outcome	Indicator	Target	Trigger for Further Investigation	Source Data / Monitoring Method
	Number of affordable dwellings permitted / built on Main Village sites as identified in Policy SAH11	Main Village sites to collectively deliver 20 affordable dwellings per annum 2014-2021	Further investigation if 10% less or greater than the target build rate for 2 consecutive years from 2014	JHLAS / planning applications database / S106 monitoring
	Number of affordable dwellings built through rural exception schemes	No target	None	JHLAS/ planning applications database
	Affordable housing percentage target in Policy S4	Target to reflect economic circumstances	Further investigation if average house prices increase by 5% above the base price of 2012 levels sustained over 2 quarters	Home Track / Land Registry

*Core Indicators

APPENDIX 6
Examples of Affordable Housing Financial Contribution Calculations

APPENDIX 6

Examples of Affordable Housing Financial Contribution Calculations

i) For a two dwelling scheme in a rural area with a 35% affordable housing requirement, the financial contribution to meet a standard need for a 4 person 2 bed dwelling would be calculated as follows:

Two dwellings at 35% = 0.70

Toolkit calculates a financial contribution of the equivalent of 0.70 of a 4 person 2 bed dwelling for social rent using the assumptions of:

- an open market value for a 4 person 2 bed dwelling of £180,000
- or £138,600 when the developer return (20%) and marketing costs (3%) are taken into account
- an ACG band 5 rate of £175,500
- an RSL contribution to the developer of 42% of ACG (£73,710)
- this would have resulted in a subsidy from the developer if one affordable home was being provided of £64,890 (£138,600 minus £73,710)
- a financial contribution equivalent to 0.70 of the developer subsidy for one affordable home gives an overall financial contribution of £45,423 from the whole development.

ii) For a four dwelling scheme in Severnside with a 25% affordable housing requirement, the financial contribution to meet a standard need for a 4 person 2 bed dwelling would be calculated as follows:

Four dwellings at 25% = 1.00

Toolkit calculates 1.00 of a 4 person 2 bed dwelling for social rent using the assumptions of:

- an open market value for a 4 person 2 bed dwelling of £140,000
- or £107,800 when the developer return (20%) and marketing costs (3%) are taken into account
- an ACG band 4 rate of £161,600
- a RSL contribution to the developer of 42% of ACG (£67,872)
- this would result in a subsidy from the developer if one affordable home was being provided of £39,928 (£107,800 minus £67,872)
- a financial contribution equivalent to 1.0 of the development subsidy for one affordable home gives an overall financial contribution of £39,928 from the whole development

iii) For a 4 dwelling scheme in a Main Town with a 35% affordable housing requirement, the financial contribution to meet a standard need for a 5 person 3 bed dwelling would be calculated as follows:

Four dwellings at 35% = 1.40

Toolkit calculates 1.40 of a 5 person 3 bed dwelling for social rent in ACG Band 5 using the assumptions of:

- an open market value for a 5-person 3-bed dwelling of £190,000

- or £146,300 when the developer return (20%) and marketing costs (3%) are taken into account
- an ACG band 5 rate of £194,200
- an RSL contribution to the developer of 42% of ACG (£81,564)
- this would result in a subsidy from the developer if one affordable home was being provided of £64,736 (£146,300 minus £81,564)
- a financial contribution equivalent to 1.40 of the developer subsidy for one affordable home gives an overall financial contribution of £90,630 from the whole development

APPENDIX 7
Checklist for Assessing Affordable Housing Requirements

A. Policy S4: Checklist for assessing affordable housing requirements in Main Towns, Rural Secondary Settlements and Severnside Settlements

A1. Establish the net site area and calculate the net capacity of the site based on an assumed achievable density of 30 dwellings per hectare.



A2. THE CAPACITY OF THE SITE MEETS THE THRESHOLD OF 5 OR MORE. Affordable housing should be provided on site at a rate of 35% in Main Towns and Rural Secondary Settlements and 25% in Severnside Settlements, subject to **A.2.a) and A.2.b) below.**

A3. THE CAPACITY OF THE SITE DOES NOT MEET THE THRESHOLD OF 5 OR MORE. A financial contribution will be required towards affordable housing in the housing market in which the site is located. (See Section B).



A.2.a) Does the development achieve 30 dwellings per hectare?

A.2.b) Does applying the proportion of affordable housing required to the total number of dwellings result in a whole number?



YES
Percentage of affordable housing required will be based on the number of dwellings proposed in the planning application.

NO (and there is not a material non-compliance with Policy DES1 i), which generally requires a density of 30 dwellings per hectare).
Percentage of affordable housing required will be based on the agreed capacity of the site rather than a theoretical capacity of 30 dwellings per hectare.

NO
The figure will be rounded to the nearest whole number (where half rounds up).

B. Policy S4: Checklist for providing a financial contribution where the affordable housing threshold is not met.

B.1. Does the capacity of the site fall below the threshold at which affordable housing is required?

i.e. 5 or more dwellings in Main Towns, Rural Secondary Settlements and Severnside Settlements.

3 or more dwellings in Main or Minor Villages, or, Conversion schemes in the Open Countryside.

YES

Prior to obtaining planning permission the applicant will need to enter into a S106 agreement (see Appendix 4 for standard agreement) to pay a financial contribution towards affordable housing in the housing market in which the site is located (**subject to B.2. below**). The required contribution will be established by using the Affordable Housing Contribution Calculator and can be obtained from the Council's Housing Strategy Officer. The affordable housing contribution will be liable to be paid on completion and prior to occupation of each dwelling to which the payment relates.

NO

Go to Section A.

B.2. Is the development to be carried out by a 'self-builder'?

See definition in Appendix 4.

YES

The developer will need to apply prior to the completion and occupation of the dwelling to which the payment relates for the S106 agreement to be amended to give an exemption from the affordable housing contribution.

NO

The affordable housing contribution will be liable to be paid on completion and prior to occupation of each dwelling to which the payment relates.

C. Policy S4: Checklist for assessing affordable housing requirements in Main Villages

C.1. Is the site allocated under LDP Policy SAH11 with the specific purposes of providing affordable housing?

YES. A minimum of 60% affordable housing must be provided on site.

NO. C.2. Other sites in Main Villages.

C.2.a) Establish the area of the site and calculate its capacity based on an assumed achievable net density of 30 dwellings per hectare.

THE CAPACITY OF THE SITE MEETS THE THRESHOLD OF 3 OR MORE.

Affordable housing should be provided on site at a rate of 60% subject to **C.2.b)** and **C.2.c)** below.

THE CAPACITY OF THE SITE IS LESS THAN 3 DWELLINGS.

A financial contribution will be required towards affordable housing in the housing market in which the site is located to be set at the equivalent of 35% of the agreed capacity of the site. (See Section B).

C.2.b) Would the provision of affordable housing at a rate of 60% together with achieving an overall density of 30 dwellings per hectare result in a density of development that is out of keeping with its surroundings and non-compliance with Policy DES1 I)?

YES The **number** of affordable houses required will be based at 35% of the theoretical capacity of the site at 30 dwellings per hectare, subject to **C.2.c)** below and subject to viability considerations and the effect of the development on the character and appearance of the area.

NO Affordable housing should be provided on site at a rate of 60%

C. Policy S4: Checklist for assessing affordable housing requirements in Main Villages (Continued)

C.2.c) Is the site too small or restricted to achieve an acceptable standard of design and layout if the affordable housing was provided on site?

YES
A financial contribution will required towards affordable housing in the housing market area in which the site is located, to be set at the equivalent of 35% of the agreed capacity of the site.

NO
Affordable housing should be provided on site at a rate of 35% of the theoretical capacity of the site at 30 dwellings per hectare.

C.2.d) If the proposal relates to the conversion of existing buildings or sub-division of existing dwellings is it impracticable to provide affordable housing within the scheme?

YES
A financial contribution will required towards affordable housing in the housing market area in which the site is located, to be set at the equivalent of 35% of the agreed capacity of the site.

NO
Affordable housing should be provided on site at a rate of 35% of the agreed capacity of the site.

D. Checklist for assessing affordable housing requirements in Minor Villages

How does the proposal comply with LDP Policy H3?

D.1. Minor infill of 1 or 2 dwellings.

A financial contribution will be required towards affordable housing in the housing market in which the site is located to be set at the equivalent of 35% of the agreed capacity of the site. (See Section B).

D.2. An 'exceptional' infill site of 3 or 4 dwellings.

Affordable housing should be provided on site.

D.2.a) Development sites with a capacity for 4 dwellings will make provision for 3 dwellings to be affordable.

D.2.b) Development sites with a capacity for 3 dwellings will make provision for 2 dwellings to be affordable.

E. Checklist for assessing affordable housing requirements in the Open Countryside

E.1. If the proposal relates to the conversion of existing buildings or sub-division of existing dwellings is it impracticable to provide affordable housing within the scheme?



YES

A financial contribution will be required towards affordable housing in the housing market area in which the site is located, to be set at the equivalent of 35% of the agreed capacity of the site.

NO

Affordable housing should be provided on site at a rate of 35% of the agreed capacity of the site

E.2. Is the proposal in the open countryside but considered to be an acceptable 'Departure' application?



YES

Affordable housing should be provided on site at a rate of 35% or a financial contribution will be required towards affordable housing in the housing market area in which the site is located, to be set at the equivalent of 35% of the agreed capacity of the site.

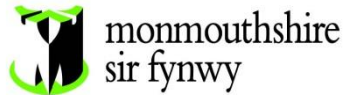
E.3. Is the proposal for a development that complies with Rural Exceptions Policy H7, i.e. in a location outside a recognised settlement where residential would not normally be allowed.



YES

Affordable housing should be provided on site at a rate of 100%.

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SUBJECT: Proposed Allocation of Enterprise Redundancy costs to Reserves

MEETING: Cabinet

DATE: 2nd March 2016

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To request member approval to use reserve funding to meet redundancy costs incurred by the Enterprise Directorate in 15/16.

2. RECOMMENDATIONS:

- 2.1** That Cabinet agrees to recommend to Full Council that the redundancy costs incurred in 2015/16 by the Enterprise Directorate are funded through Council reserves.

3. KEY ISSUES:

- 3.1** Significant redundancy costs were incurred by the Enterprise Directorate in 15/16 primarily to meet the £250,000 recurring revenue saving from the creation of the hubs and re-align the Community Learning expenditure in line with reducing Coleg Gwent Franchise funding. In addition a post was removed from the Tourism, Leisure & Culture Service. The breakdown of the redundancy costs are broken down below:

Team	Number of Staff	Cost
Estates	2	41,655
Community Education	13	96,316
Community Hubs	23	328,387
Whole Place	1	31,392
Leisure Sites	1	18,081
	40	515,831

3.2 In addition a further 4 posts will be lost in Abergavenny One Stop Shop and Libraries at a cost of £57,866 to accommodate the additional £50,000 budget mandate.

3.3 The Services involved are not in a position to meet the costs of the redundancies from their revenue budgets, therefore we are requesting that the total cost of the redundancies amounting to £573,697 is met by reserves.

4. REASONS:

4.1 The redundancies have arisen out of reports agreed by Cabinet entitled Building the establishment and capacity for Enterprise (5th November 2014), Implementation of Community Hubs and Contact Centre (4th March 2015) and Implementation of the re-structure of the Community Learning department (July 2015).

4.2 The redundancies incurred are a mix of voluntary and compulsory redundancies and will enable the services to meet budget savings of £300,000 through the creation of community hubs, £216,000 reduction in staff costs in Community Learning and £25,000 saving in Leisure. The loss of the two posts in Estates has enabled the creation of a dedicated Cemeteries Officer and a Markets and Facilities Officer with overall oversight of Abergavenny Town Hall.

4.3 The Cabinet reports highlighted in 4.1 identified that there would be redundancy costs, however these were unknown at the start of the various processes as the costs are unique to the individuals concerned. Given that service areas budgets have been reduced to reflect budget mandate targets they do not have the capacity to meet the budget savings and the redundancy costs.

5. RESOURCE IMPLICATIONS:

5.1 The redundancy costs which have or will be incurred in implementing staffing re-structures to meet budget mandates and or reducing income is £580,698. The annual recurring saving as a result of this one off cost is £541,000.

6. FUTURE GENERATIONS AND EQUALITY IMPLICATIONS:

6.1 This report seeks approval for the allocation of reserve funding to meet redundancy costs incurred by the Enterprise Directorate on the basis of previously agreed Cabinet reports with associated equality impact

assessments. This report has no impact upon any services as such a Future Generations Evaluation is not considered necessary for this report.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

There are no safeguarding implications associated with this report

8. CONSULTEES:

SLT
Cabinet Members

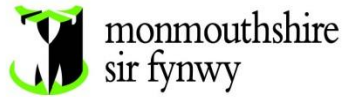
9. BACKGROUND PAPERS:

.None

10. AUTHORS:

Debra Hill-Howells Head of Community Delivery
Debrahill-howells@monmouthshire.gov.uk

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SUBJECT:	MONMOUTHSHIRE COUNTY COUNCIL YOUTH SERVICE – EUROPEAN STRUCTURAL FUND (ESF) PROGRAMMES: Inspire2Achieve and Inspire2Work
MEETING:	Cabinet
DATE:	March 2nd 2016
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

1.1 To propose the implementation of Inspire2Achieve and Inspire2Work programmes led by Monmouthshire County Council's Youth Service utilising European Structural Fund (ESF) monies to deliver pre and post 16 support, intervention and employment opportunities. This is subject to final approval from Wales European Funding Office (WEFO) in March 2016. This report has been presented to the Children and Young People Select meeting on 17th September 2015, Members in principle approved the ESF programme

1.2 Newport City Council are the lead local authority for the Competitiveness region including Cardiff; Vale of Glamorgan; Newport and Monmouthshire. Members in Monmouthshire need to receive information regarding this programme.

2. RECOMMENDATIONS:

2.1 For Council to approve the facilitation of the ESF programme in Monmouthshire through the youth service, in order to offer pre and post 16 support, intervention and employment opportunities.

2.2 Members are asked to add the ESF programmes to the Council's work plan for annual monitoring and to ensure a holistic approach to provision for young people in Monmouthshire. Should ESF regulations require more frequent financial monitoring once approval has been confirmed Members will be advised accordingly.

3. KEY ISSUES:

3.1 European Structural Fund (ESF) is new ground for Monmouthshire County Council Youth Service.

3.2 ESF funding will support pre 16 work in 4 Secondary Schools, Moun-ton House Special School and the Pupil Referral Service preventing young people from becoming NEET (not in education, employment or training). The Youth Access Programme (Youth

Workers in School) which is currently funded by the Youth Service, can't be sustained due to financial pressures. However, ongoing discussions with schools have resulted in an offer of bespoke programmes delivered by the youth service.

- 3.3** If the ESF bid is unsuccessful, this will mean that youth work provision in schools will have to be substantially reduced across the authority. This could result in NEET figures rising and Key Stage 4 students not meeting the level 1 threshold as there will be reduced support from the Youth Service.
- 3.4** If the bid is successful the Youth Service will need to commit match-funding of 55% of the project costs for their delivery. The service currently has a limited number of funding sources, for example, Youth Engagement and Progression Grant from Welsh Government; Training and Revenue Grant from Welsh Government and its core budget during this financial year to financially support both projects. The Youth Service has been very realistic in setting the project costs to ensure minimal financial pressures and to ensure affordability.
- 3.5** Members have previously been aware that Welsh Government has implemented the Youth Engagement and Progression Framework 2013, which provides a delivery model centred on the needs of young people identifying 6 key areas for achieving better outcomes for young people. The principles of the framework is embedded in the Inspire2Achieve and Inspire2Work programmes and are designed to secure added value. The delivery model for Monmouthshire for Inspire2Achieve (11-24 years) and Inspire2Work (16 -24 years) will reflect the needs and aspirations of Monmouthshire young people and reflect the Authority's Single Integrated Plan.
- 3.6** The anticipated start date for the Inspire programmes is 1st March 2016. The duration of the project is initially 3 years.

4. REASONS:

- 4.1** Inspire2Achieve will ensure that young people in Key Stage 3, 4 and 5 that are identified as at most risk of becoming NEET have a series of interventions and supportive actions to help to improve their attendance, achievement, behaviour and progression.
- 4.2** Delivery partners for Inspire2Achieve are MCC Youth Service, Mouton House, Pupil Referral Service and Careers Wales within the programme for Key stage 3 and 4. MCC Youth Service will be working with key stage 5 and Coleg Gwent will be working with 16 – 24 years who are at risk of becoming NEET on their courses.
- 4.3** Inspire2Achieve outcomes are; young people at risk of becoming NEET gaining a qualification upon leaving, young people at risk of becoming NEET into education or training upon leaving and young people at risk of becoming NEET at reduced risk of becoming NEET upon leaving.
- 4.4** Inspire2Work will enable NEET 16 -24 years gain a range of skills, qualifications and meaningful work placements to feel confident and motivated to enter into sustainable employment or further learning.

4.5 Delivery partners for Inspire2Work are MCC Youth Service, MCC Enterprise and Melin Homes, in ensuring a good quality provision.

4.6 Inspire2Work outcomes are; NEET young people gaining qualifications upon leaving, NEET young people in education or training upon leaving and NEET young people entering employment upon leaving.

4.7 Positive Progression from Inspire2Work will include work-based learning, Engagement and Traineeship Programmes which are delivered by the Youth Service through Torfaen Training and CMC2 YPrentis Programme.

5. RESOURCE IMPLICATIONS:

5.1 ESF programmes require 55% of total project costs to be match funded. Inspire2Achieve total project cost over 3 years is £792,900; ESF £356,805 and match funding £436,095 and total project cost over 3 years is £346,137; ESF £155,762 and match funding £190,375. See appendix 5 for breakdown of costs

5.2 For Inspire2Achieve the match funding will be provided by MCC Youth Service, Pupil Referral Service and Mounton House Special School.

5.3 For Inspire2Work the match funding will be provided by MCC Youth Service and Enterprise

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 This should improve provision, opportunities and outcomes to those targeted and vulnerable young people including Looked After Children and those eligible for Free School Meals.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

7.1 The report outlines the Youth Service's aims to continue pre and post 16 services in order for them to remain accessible, safe, available and relevant to the young people of Monmouthshire.

8. CONSULTEES:

Youth Engagement and Progression Co-ordinator

Youth Service Manager

Head Teachers

Head of Economy and Enterprise

Head of Achievement and Attainment

Post 16 Steering Group

14 -19 Curriculum Group

Skills, Worklessness and Young People's Group

Competiveness Subgroup

9. BACKGROUND PAPERS:

Future Generations Evaluation	(Appendix 1)
Action Plan Progress Report	(Appendix 2)
Inspire2Achieve Operational Logic Table	(Appendix 3)
Inspire2Work Operational Logic Table	(Appendix 4)
Inspire Project Costs	(Appendix 5)

10. AUTHOR:

Hannah Jones, MCC Youth Engagement and Progression Coordinator

11. CONTACT DETAILS:

Tel: 01873 833200

E-mail: hannahjones@monmouthshire.gov.uk



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Hannah Jones</p> <p>Phone no: 07738 340 418 E-mail: hannahjones@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <ul style="list-style-type: none"> To implement the Inspire2Achieve programme enabling a reduction in the number of young people aged 11 -24 years at risk of becoming NEET (not in education, employment or training). To implement the Inspire2Work programme enabling a reduction in the number of young people aged 16 -24 years who are NEET (not in education, employment or training)
<p>Name of Service Youth Service, Children and Young People Directorate</p>	<p>Date Future Generations Evaluation 29th January 2016</p>

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NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc

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



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The aim of the two programmes is to create the conditions for young people most at risk to thrive. It will enable young people to feel confident and	Developing bespoke interventions and support packages to support the learner's needs.




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?
	capable to engage in school with peers and others and enjoy the curriculum. It will support young people to make the right choices to move into further education, employment and training. The programmes will equip young people with the appropriate skills to manage and sustain further education, employment and training.	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 22</p> <p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	The programmes will work within the Environmental Sustainability Objectives set by WEFO(Welsh European Funding Office) and deliver to the indicators set for an ESF(European Structural Funding) Youth Employment and Attainment priority. The programmes will address issues such as waste, recycling, minimize energy usage and efficient use of such resources, whilst also raising awareness of environmental issues and healthy lifestyles. They will also provide targeted environmental education training, including potential for accreditation.	Sharing expertise, networks and resources will ensure a good provision for our young people.
<p>A healthier Wales People’s physical and mental wellbeing is maximized and health impacts are understood</p>	The Inspire2Achieve and Inspire2Work team will work with young people, supporting them to overcome health and wellbeing barriers by either delivering health or wellbeing workshops and/or support, linking learners with health care professionals, organisations and networks and other health and wellbeing services. The young	The one to one support from teams will enable us to identify and address individual need. Setting agreed goals and reinforcing recognition and achievements. A reduction in the barriers to participation is a key element of the programmes enabling young people to be engaged,

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's health and wellbeing is a crucial element to reducing their overall risk of becoming NEET.	supported and valued. The level of support offered will be high and consistent.
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>The programmes will encourage safe and appropriate use of IT and the internet, developing young peoples' ICT literacy skills, preparing them for further learning, education and training.</p> <p>The programmes will link to the wider community, helping young people be active citizens in their community and have a greater awareness of community safety.</p>	Encourage safer use of the internet and raise awareness of the harmful effects and consequences of inappropriate use of social media
<p>globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	The programmes are funded by the ESF and the managing authority is WEFO.ESF has undertaken a full Socio Economic Analysis to identify needs, challenges and opportunities across Wales. It will incorporate ESDGC (Education, Sustainable Development and Global Citizenship) elements enable young people to become globally responsible citizens.	Working closely with our Local Authority partners and Careers Wales we will share resources and good practices to ensure young people have the best opportunities to engage in global well –being and how this impact's on their community.
<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>	The programmes will ensure that all marketing, publications and printed literature is available bilingually where appropriate. The programmes will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards. The Eisteddfod will be in Abergavenny in 2016, therefore we will encourage young people on the programme to get involved and support the event.	Encouraging young people to embrace the vibrant welsh culture and language.

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

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The long term plan for the future is that young people that have engaged in Inspire2Achieve and/or Inspire2Work will remain in education, employment or training and their risk of becoming NEET is reduced. This will reduce the likelihood of future or continuing poverty amongst young people. It will also deliver improved health and well-being for young people, whilst also instilling a work ethic for young people and seeing aspiration levels rise.</p>	<p>With the financial investment from the Local Authority into this 3 year programme, the aim is to develop resilience in the 'most at risk' NEET young people, so that as their confidence and skills develops, they will be able to progress, either achieving specified softer outcomes or progressing into further employment.</p> <p>We therefore anticipate that over the life of the programmes the number most at risk of NEET and who are NEET will reduce due to the success of the programmes.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The Inspire2Achieve programme is a regional programme. Newport City Council is the lead beneficiary, working with the following joint beneficiaries; City of Cardiff County Council, Monmouthshire County Council, The Vale of Glamorgan Council, Coleg Gwent, Cardiff and Vale College, Careers Wales.</p> <p>The Inspire2Work is a regional programme. Newport City Council is the lead beneficiary, working with the following joint beneficiaries; City of Cardiff County Council, Monmouthshire County Council, The Vale of Glamorgan Council, Melin Homes, Llamau</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The programmes will involve learners in the design, delivery, evaluation and redesign of the learning experiences. As part of the learning journey, the team understands the necessity for bespoke learning opportunities involving the learner and fostering shared responsibility and autonomy of the learner as well as constant progress.</p>	<p>The programme will discuss at point of referral the learners' needs, vocational pathways and training route options. It will provide formative reviews of the learner experience, carry out Learner Voice questionnaires, have informal discussions and feedback during the programme and end of programme evaluations.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Inspire2Achieve and Inspire2Work programmes are both preventative initiative to enable the reduction in the risk of young people becoming NEET and reduction in the number of young people who are NEET.</p> <p>It is anticipated that the long term impact of the programmes will challenge behaviours, actions and attitudes, subsequently establishing firm foundations on which to support in the future and provide generic skills.</p>	<p>The programmes will be monitored and reviewed on a quarterly basis to ensure targets are on track and then young people feel the programmes are meeting their needs and expectations.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The programmes will work with young people, supporting them to overcome health and wellbeing barriers by either delivering health and wellbeing programmes and/or support, linking young people with health care professionals, organisations and networks and other health and wellbeing services. The young peoples' health and wellbeing is a crucial element to reducing their overall risk of becoming NEET.</p>	<p>The programmes will be monitored and reviewed through amount of referrals to specialist support for emotional wellbeing; progress of each young person during the programme and through termly discussions with other professionals within the school community.</p>

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	We aim to engage with young people 11-24years most at risk of becoming NEET (not in education, employment or training) or who are NEET.	None identified	N/A
Disability	We aim to engage and support young people to meet with individual needs without discrimination.	None identified	N/A
Gender Reassignment	We aim to provide a provision which is inclusive for transgender people and groups We will address any issues in regards to work placements, employment and training opportunities.	None identified	N/A
Marriage or civil partnership	Not applicable	None identified	N/A
Pregnancy or maternity	Risk assessment will be in place for pregnant young people ensures all health and safety measures have been addressed and the well-being of the young person is paramount.	None identified	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	Young people referred onto the Inspire2Achieve and/or Inspire2Work programmes will be given the same opportunities regardless of race. The relevant support will be provided to meet individual needs	None identified	N/A
Religion or Belief	We aim to offer bespoke packages of support that will take into account young peoples' religion and religious beliefs.	None identified	N/A
Sex	We aim to offer opportunities that will take into account individual needs regardless of sex.	None identified	N/A
Sexual Orientation	We aim to offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	N/A
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.	None identified	N/A

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Safeguarding is a priority, young people on the programmes will have a multiple barriers and are vulnerable individuals. All staff and volunteers have completed the Safeguarding level 1. The programme will link with the TAF system and monthly multi-agency meetings in schools.	None identified	N/A
Corporate Parenting	Inspire2Achieve and/or Inspire2Work programmes are targeting young people who are looked after children (LAC). We aim to provide a tailor package which is flexible to their needs and circumstances.	None identified	N/A

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

The following data has identified and informed the need to develop the Inspire2Achieve programme;

- The Local Authority Early Identification process identifying young people most at risk in key stage 3 and 4.
- The Careers Wales 5 Tier model data, identifying young people 16 -18 years in tier 4 who are in education, employment or training yet are at risk due to circumstances.
- Young people 19 -24 years who are vulnerable and are still in education.

The following data has identified and informed the need to develop the Inspire2Work programme;

- The Careers Wales 5 Tier model data young people in tier 1 and 2 of the system who are NEET
- NOMIS figures identifying the number of 19 -24 year olds that claim job seeker allowance
- 16 -24 vulnerable groups identified through local partnership forums.

The work of the 14 -19 Curriculum Group, Multi-Agency Meetings, Post 16 Steering Group and the Keeping in Touch have identified the need for further intervention for those most vulnerable to participate and engage in the curriculum and sustain future education, employment and training.

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?

It is anticipated that the Inspire2Achieve and Inspire2Work programmes will have a positive impact on the young peoples' social, emotional, health and wellbeing, education and skills. This will develop their resilience and improve their life chances. This proposal does acknowledge that due to personal, social and educational barriers, not every young person will progress into full time education, training or employment.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Implementation of the Inspire2Achieve programme	March 2016	Hannah Jones	
Implementation of the Inspire2Work programme	April 2016	Hannah Jones	

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:	March 2017
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9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	Departmental Management Team (DMT)	18 th August 2015	.Approved by DMT no further amendments
	Children and Young Peoples Select Committee	17 th September 2015	Costings to be broken down per year for ESF funding and match funding for future reports

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Confirmation from WEFO
 Final number of participants and final costings agreed from WEFO for the Inspire projects
 Start date confirmation required

KS5 Data Cut
 Process being developed in partnership with schools to identify those most at risk of disengagement and becoming NEET in KS5

Service Level Agreement
 Service Level Agreement is required for both projects. Draft out for consideration.

Confirm Delivery Team
 Draft job descriptions approved by Personnel, awaiting ESF approval.

Detailed Delivery Proposal for I2W / Recruitment for I2W
 Detailed course structure containing accreditation and workshop breakdown produced for the 3 I2W projects
 Firm up recruitment process for I2W

Inspire2Work Lead Beneficiaries / Partners
 Confirmation received from joint beneficiaries for the Inspire2Work (I2W)

Inspire2Achieve Lead Beneficiary / Joint Beneficiaries
 Confirmation received and buy in from school partners. Careers Wales now a joint beneficiary

Inspire Team Meetings
 Regular Inspire provision team meetings, and review meetings with schools, in preparation for official start date.

Immediate Attention

Behind Target

On Target

APPENDIX 3: OPERATION LOGIC TABLE Inspire2Achieve

Operation Title:	Inspire 2 Achieve East Wales
Operation Synopsis (max 50 words)	To provide individual support and intervention to young people who are at risk of becoming NEET. By addressing the barriers to engagement and participation enabling young people to attain better qualifications pre 16 and post 16 and sustain the transition into further education, employment and training.
Programme/Priority/Theme (multiple if appropriate):	ESF Priority Axis 3 – Youth Employment Theme 3 B – Youth Attainment and Engagement
Geographical area within proposed activity would take place:	Cardiff, Monmouthshire, Newport and the Vale of Glamorgan

Which Specific Objectives(s) within the programmes would the proposed operation deliver against	What change will the proposed operation seek to achieve?	How will the proposed operation achieve the changes sought?	Programme output indicators and targets
<i>List the Specific Objectives(s) relevant to the proposed operation.</i>	<i>Against each Specific Objective Listed under the previous column, please concisely describe the final outcome(s) that the proposed operation seeks to achieve, including how it will contribute to the result target(s) for that Specific Objective.</i>	<i>For each specified final outcome identified in the previous column please describe, through a series of concise bullet point descriptions of activity, how will this be achieved.</i>	<i>Please identify which Programme output indicators will be used to capture the activities described under the previous column. If possible, please identify a provisional contribution towards the relevant output target.</i>
SO2: To reduce the number of those at risk of becoming NEET, amongst 11-24 year olds.	To reduce the number of those at risk of becoming NEET (amongst 11-24 year olds) through a range of targeted interventions that will reduce and prevent early school leaving and provide formal and informal pathways for reintegrating into education and training.	<p>Please note that the list below is not a descriptive journey for every participant but will be a series of interventions that participants will have access to depending on their level of need identified. It is equally not yet an exhaustive list of interventions.</p> <p>ACTIVITY 1 – Referral Process Pre 16 -The Local Authorities vulnerability Assessment profile and early identification system will identify the young people who at risk of becoming NEET. This will then be RAG (Red Amber Green) in terms of priority of intervention Key Stage 3 and 4.</p> <p>Working with Schools, 14-19 provision, Youth Service provision, Education Welfare Service, Counselling Service, Families First Packages and Young Carers to establish what current support is in place for these young people. If support not in place this will be sourced and in both incidences workers will be allocated to those young people identified as Red. Support will then be provided on a 1-1 and small group basis. To progress into Amber and Green</p>	<p>Participants at risk of becoming NEET (11-24) gaining qualifications upon leaving</p> <p>Participants at risk of becoming NEET (11-24) into education or training upon leaving</p> <p>Participants at risk of becoming NEET (11-24) at reduced risk of becoming NEET upon leaving (no target)</p>

Post 16 -Through relevant Local Authorities Multi-agency forums with Careers Wales and JCP. Those with the highest risk of NEET will be identified and case worker allocated.

ACTIVITY 2 - Specialist/crisis Support

Worker to refer young people (red) at crisis to relevant agencies and or utilise the team around the family (TAF) to support and tackle their issues that are identified as a priority, for example, mental health, teenage pregnancy, self-harm, substance and alcohol misuse, etc., thereby ensuring that young people have the right intervention and support helping to sustain engagement and attainment.

ACTIVITY 3 - Menu of accreditation opportunities

Case Worker will work with young people delivering elements of provision such as literacy, numeracy and digital literacy, confidence building, mentoring. A range of bespoke curriculum will be on offer to meet the varied needs of the participants, including a range of qualifications and awards to enhance mainstream curriculum .This work will also support pre 16 learners in meeting their level 1 threshold. Case Worker will support young people in accessing accredited programmes such as D Of E, Families First Provision and Youth Service Provision

ACTIVITY 4 - Transition from pre to post 16 provision.

Case Worker accompanying young people to taster sessions at further education colleges and sixth forms. Case Worker supporting young people to make their choices for post 16 provision through the Youth Guarantee – Common Application Process
To support transition from pre to post 16 education, employment and training
To regular engage with participants to ensure post 18 through effective links with FE colleges, sixth forms and work based learning providers.

ACTIVITY 5 – Tracking and monitoring

In addition to the tracking under Youth Engagement and Progression Framework, a universal tracking system for all 4 local authorities will be in placed to ensure consistency in monitoring progression against the programme outputs and indicators, allowing Case Workers to monitor and review progression to ensure

		young people progress from Red to green. The tracking system will ensure robust mechanisms of monitoring and evaluation are in place for pre and post 16.	
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Group(s) targeted	Identifying the barriers	Overcoming the barriers	How does the proposed operation fit within the wider investment context as set out in the Economic Prioritisation Framework (EPF)?
<p><i>Please identify the specific target group (s) (participants and/or SMEs/sectors) that the proposed operation would seek to support.</i></p> <p>Participants most at risk of becoming NEET (11-24).</p> <p>11-16 year olds: Identify young people through Local Authority Early Identification processes as part of the Youth Engagement and Progression Framework. These tools identify those young people most at risk of becoming NEET.</p> <p>16-18 year olds: Identify young people through the Welsh Government 5 tier model who are at risk of becoming NEET and are in Tier 1 (unknowns) and 4.</p> <p>19-24 Vulnerable groups (BME, ESOL, ALN, young carers, young parents, homeless, pregnant, care leavers, and young offenders) identified through partnership forums in Local authorities including statutory, voluntary and third sector.</p>	<p><i>For each target group identified under the previous column, please describe the specific barriers faced that form the need for the proposed operation.</i></p> <p>The barriers below apply to each target group to differing degrees, dependent on individual circumstances:</p> <p><u>Personal and Emotional Barriers</u></p> <p>Lack of confidence No self-motivation Low aspirations Social exclusion Low self esteem Expectations Unwillingness to participate/engage</p> <p><u>Health and Social Barriers</u></p> <p>Lack of family values Limited/no family and peer support Inadequate housing Health and wellbeing – anxiety, depression, self – harm, suicidal tendencies No community involvement Carer responsibilities Low school attendance Behavioural concerns</p> <p><u>Education Barriers</u></p> <p>Low Literacy levels Low Numeracy Levels Lack of Digital Literacy</p>	<p><i>For each barrier identified under the previous column, please describe how the operation will provide effective support for the target group (s).</i></p> <p>Participants will have access to any/all of the activities that will support them; continual assessment and review will therefore be crucial to ensure participation in the most appropriate activities for each individual.</p> <p><u>Personal and Emotional Support:</u></p> <p>Young people will have bespoke package of support to help them overcome and address their personal and emotional concerns blocks progression into education, employment or training. This will include one to one support, group work, access to appropriate specialist agencies and training.</p> <p><u>Health and Social Support:</u></p> <p>This is about changing perception of an individual's place in society and matching needs with opportunities. Young people and their families will be supported to access services to avoid reaching crisis point, including Families First.</p> <p>Young people will be supported to remain in school or training and/or to address their concerns. Enabling barriers to be overcome.</p> <p><u>Education Support</u></p> <p>Removing barriers to learning, helping create independence, and providing bespoke learning packages and pastoral support to young people, to meet their needs.</p>	<p><i>Of the 'economic opportunities' identified within the EPF (thematic and/or regional, please list those that the proposed operation would deliver against.</i></p> <p>Align with growth activity and ensure that young people are engaged in appropriate education and training utilising LMI to meet employment growth and employer demand. LMI is being gathered through the newly formed Regional Learning Partnership (LSKIP).</p> <p>Local authorities Business Employment and Skills Partnerships to determine employment needs.</p> <p>In seeking to secure work experience placements the programme will take into account the thematic economic opportunities;</p> <ul style="list-style-type: none"> • Food and Farming- Growth targeted by Welsh Government in the Food and Farming sector across Wales, including East Wales. • Tourism, recreation and Leisure- Opportunities for further growth in tourism in the Brecon Beacons National Park, Glamorgan Heritage coast and Wye Valley Area of Outstanding Natural Beauty and the cities of Cardiff and Newport.

	<p>Limited/ no qualifications Social Exclusion Lack of knowledge and understanding</p> <p><u>Skills/Training Barriers</u></p> <p>Lack of commitment (work ethic) No work experience Low Literacy skills Low Numeracy skills No ICT skills Limited/no Qualifications Limited Expectations/aspirations Lack of affordable/accessible transport Lack of affordable/accessible child care Lack of independent living skills</p>	<p><u>Skills/Training support</u></p> <p>Young people will be provided with the right skills to enter training, for example managing your day to day finances, understanding/knowledge of local labour market and employers' expectation.</p> <p>Training that will address their individual needs and offer valuable work experience, reducing the risk of them becoming NEET.</p> <p>Support will include:</p> <ul style="list-style-type: none"> • Childcare and support for young carers • Transport support - reimbursing costs or providing transport to specialist provision. • Travel training – work with young people to overcome barriers (perceived and real) to increase their ability to travel out of area for training. • Independent living training – work with young people offering tenancy support/managing your own budget/ running a home/ life skills 	<ul style="list-style-type: none"> • Advanced Manufacturing – Growth planned at St Athan/Cardiff Airport advanced manufacturing/aerospace Enterprise Zone. • Information, Communication and Technology; - Growth of sector and digital economy supported by the roll out of fast fibre broadband. • Financial and Professional Services: Expected growth in Central Cardiff Financial and Professional Services Enterprise Zone and in Newport. • Construction; Development of South Wales Metro project, Great Western mainline electrification, M4 relief road and improvements to M4 corridor, development of business sites in Newport and Cardiff, 21st Century schools programme. <p>Align to the Welsh Government's Youth Engagement and Progression Framework .This programme will sit within Local Authorities YEPF action plan and contribute to the outcomes.</p> <p>Align to Local Authorities' Single Integrated Plans. This will be monitored by Local Service Boards (LSBs) and sit within the LSB priorities.</p> <p>LSB includes key partners from the voluntary, statutory and third sector. All relevant partners will be engaged through local partnership structures which sit within the YEPF.</p> <p>Acknowledge that there are other operations working to address this objective and will work towards</p>
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			establishing clear processes for referral and support.
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APPENDIX 4 OPERATION LOGIC TABLE (FOR ERDF & ESF)

Operation Title:	Inspire 2 Work East Wales
Operation Synopsis (max.50 words)	To provide pre-employability and employability programmes to enable young people who are NEET to gain the skills, knowledge and experience needed to access suitable and sustainable employment (including self –employment). In doing so removing the barriers to learning, aiding independence and offering individual tailored support.
Programme/Priority/Theme (multiple if appropriate):	ESF Priority 3 Youth Employment Theme 3B Youth Employment
Geographical area within proposed activity would take place:	Cardiff, Monmouthshire, Newport and the Vale of Glamorgan

Which Specific Objectives within the programme would the proposed operation deliver against?	What change will the proposed operation seek to achieve?	How will the proposed operation achieve the changes sought?	Programme output indicators and targets
<i>List the Specific Objective(s) relevant to the proposed operation.</i>	<i>Against each Specific Objective listed under the previous column, please concisely describe the final outcome(s) that the proposed operation seeks to achieve, including how it will contribute to the result target(s) for that Specific Objective</i>	<i>For each specified final outcome identified in the previous column please describe, through a series of concise bullet point descriptions of activity, how will be achieved.</i>	<i>Please identify which Programme output indicators will be used to capture the activities described under the previous column. If possible, please identify a provisional contribution towards the relevant output target.</i>
SO1: To reduce the number of 16-24 year olds who are Not in Employment Education or Training (NEET)	To bring about the sustainable integration into the labour market of young people (aged 16-24) who are Not in Employment Education or Training, particularly those who are at risk of social exclusion and young people from marginalised communities.	<p>Please note that the list below is not a descriptive journey for every participant but will be a series of interventions that participants will have access to depending on their level of need identified. It is equally not yet an exhaustive list of interventions. Although interventions will be based on the needs of the individual, it is recognised that the needs of 16 -18 year olds are sometimes different. For example, this age group may need support to adjust from a ‘school term’ mind-set to that of a normal working day. Interventions will aim to address those needs.</p> <p>Activity 1 - Referral Process Participants are referred onto the project through Careers, Job Centre Plus, Schools Youth Service, and Transition Worker. Initial assessment (Literacy and numeracy, social emotional well –</p>	<p>NEET Participants (16-24 years of age) gaining qualifications upon leaving.</p> <p>NEET Participants (16 -24 years of age) in education/training upon leaving.</p> <p>NEET Participants (16 -24 years of age) entering employment upon leaving.</p>

being) is carried out to determine participants individual needs and programme of engagement.

Participants already engaged in Specific Objective 2(Young people at risk of becoming NEET) may progress/transfer into this programme if they fit the eligibility criteria for example, feel confident to work within a small group of learners, wish to set up their own business. There by ensuring interaction of the two projects.

The project will identify those young people 18+ that are not in receipt of JSA or ESA through outreach work linking with community groups, organisations and key members of the community, as well as through the use of social media.

Activity 2 -Pre – employability Programme

Whole Person Assessment - All individuals will undertake a whole person assessment which not only looks at their NEET status and related topics but will cover their whole wellbeing. Upon assessment a worker will be allocated to work with individuals on a one-to-one mentoring basis, offering support, advice and guidance.

Personal Social Development - For those identified as having a personal or social development need (i.e. confidence, communication, lack of maturity, inappropriate behaviour) a programme of support will be put in place, delivering elements of provision such as literacy and numeracy, digital literacy, confidence building, This will be delivered through the operation and procured within the funding allocation.

Provide work focused support for 16-24 year olds to enable them to overcome the barriers which prevent them from entering and sustaining long term employment and to challenge traditional assumptions and stereotypes and to raise participation levels in occupations and sectors

		<p>where a particular gender or recognised equality groups are under-represented.</p> <p>Activity 3 –Employability & Entrepreneurship Programme</p> <p>The programme is for those that have been identified, offering a minimum of 2 weeks of 30 hours centre based provision and a minimum of two weeks work experience. The programme will offer a suite of interventions including CV writing and job search support, interview techniques, work specific qualifications, i.e. CSCS, manual handling, first aid etc. and job brokerage – supporting young people to access and sustain employment.</p> <p>It will engage with employers, local employment partnerships to gather LMI to ensure that the employability course is a demand led programme. This will ensure that the course is flexible and responsive to labour market fluctuations and will support employers to employ more disadvantaged young people.</p> <p>Additionally, the programme will seek to collaborate with the voluntary and private sector in deliver an enterprise programme offering young people the skills to set up their own business and becoming self-employed. The programme will access Business Wales for business, start up support e.g., writing a business plan, business finance and running a business.</p> <p>Activity 4 - Skills and Qualification Support For participants with low skills or qualifications, a curriculum of learning will be put in place to meet their need allowing progression and support,</p>	
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		<p>including a range of qualifications and awards to supplement and enhance mainstream curriculum</p> <p>Participants progressing into further learning will be offered course advice and guidance, taster sessions in appropriate subject areas and ongoing mentoring until they have settled into their destination, whether this is FE, HE or Work Based Learning.</p> <p>Activity 5 -Tracking and Monitoring</p> <p>There will be continuous assessment of progress against the individual's plan. Half way through the project and before leaving the project an assessment will be carried out to measure distance travelled.</p> <p>NB. Evidence from all 4 competitiveness areas has identified that the 16 -18 years differ from 18 -24 years in terms of expectations and aspirations. The specific barriers that inform the need for the operation remain the same for 16 – 18 years and 18 -24 years, it's the style of delivery that will vary, but content will remain the same. On occasions the two groups will merge, however provision for the age groups will remain separate.</p>	
Group(s) targeted	Identifying the barriers	Overcoming the barriers	How does the proposed operation fit within the wider investment context as set out in the Economic Prioritisation Framework (EPF)?
<p><i>Please identify the specific target group(s) that the proposed operation would seek to support.</i></p> <p>NEET Participants (16 - 24 years of age)</p> <p>16-18 year olds: Identify young people through the Welsh Government 5 tier model, particularly those who Tier 1</p>	<p><i>For each target group identified under the previous column, please describe the specific barriers faced that form the need for the proposed operation.</i></p> <p>The barriers below apply to each target group to differing degrees, dependent on individual circumstances:</p> <p><u>Personal and Emotional Barriers</u></p> <p>Confidence</p>	<p><i>For each barrier identified under the previous column, please describe how the operation will provide effective support for the target group(s).</i></p> <p>Participants will have access to any/all of the activities that will support them; continual assessment and review will therefore be crucial to ensure participation in the most appropriate activities for each individual.</p> <p><u>Personal and Emotional Support:</u></p> <p>Young people will have individually tailored support to overcome and address their personal and emotional barriers. This could include one to one support, group</p>	<p><i>Of the 'economic opportunities' identified within the EPF (thematic and/or regional, please list those that the proposed operation would deliver against.</i></p> <p>Align with growth activity and ensure that young people are engaged in appropriate education and training utilising LMI to meet employment growth and employer demand. LMI is being gathered through the newly formed Regional Learning Partnership (LSKIP).</p> <p>Local authorities Business Employment and Skills Partnerships to determine employment needs.</p>

<p>(unknowns) or 2 (unable or have complex barriers).</p> <p>19-24 (YA+E) JSA Claimants (non work programme/ work programme returners)</p> <p>16-24 Vulnerable groups (BME, ESOL, young carers, young parents, homeless, pregnant, care leavers, young offenders) furthest from the labour market</p>	<p>Motivation Vision/Aspirations Socialisation / Social Isolation Expectations Participation</p> <p><u>Health and Social Barriers</u></p> <p>Family values Family support Housing Health and wellbeing Community Carer responsibilities</p> <p><u>Economic Barriers</u> Benefits and lack of disposable income Local Economy Lack of opportunities (perceived or real) Transport Childcare</p> <p><u>Employment Skills needed</u></p> <p>Commitment (work ethic) Work experience Literacy Numeracy ICT Qualifications</p>	<p>work, access to appropriate specialist agencies and training.</p> <p><u>Health and Social support:</u> This is about changing perception of an individual's place in society and matching needs with opportunities. Young people and their families will be supported to overcome traditional assumptions and supported to access services to avoid reaching crisis point.</p> <p><u>Economic Support</u> Young people will be supported to understand their economic barriers. Support will include training and skill development for budget management. Other support could include: Childcare and support for young carers Transport support - reimbursing costs or providing transport to specialist provision. Travel training – work with young people to overcome barriers (perceived and real) to increase their ability to travel out of area for jobs or training.</p> <p><u>Employment Skills</u> Removing barriers to learning, helping create independence, and providing individual mentoring and advocacy advice to young people. Meet employers needs Increase chances to gain employment Promotes sustained employment This is about providing the right skills – relevant, in demand, sufficient level etc. and the right experience to meet the needs of employers now and in the future</p>	<p>In seeking to secure work experience placements the programme will take into account the thematic economic opportunities;</p> <ul style="list-style-type: none"> • Food and Farming- Growth targeted by Welsh Government in the Food and Farming sector across Wales, including East Wales. • Tourism, recreation and Leisure- Opportunities for further growth in tourism in the Brecon Beacons National Park, Glamorgan Heritage coast and Wye Valley Area of Outstanding Natural Beauty and the cities of Cardiff and Newport. • Advanced Manufacturing – Growth planned at St Athan/Cardiff Airport advanced manufacturing/aerospace Enterprise Zone. • Information, Communication and Technology; - Growth of sector and digital economy supported by the roll out of fast fibre broadband. • Financial and Professional Services: Expected growth in Central Cardiff Financial and Professional Services Enterprise Zone and in Newport. • Construction; Development of South Wales Metro project, Great Western mainline electrification, M4 relief road and improvements to M4 corridor, development of business sites in Newport and Cardiff, 21st Century schools programme. <p>Align to the Welsh Government's Youth Engagement and Progression Framework .This programme will sit within Local Authorities YEPF action plan and contribute to the outcomes.</p> <p>Align to Local Authorities' Single Integrated Plans. This will be monitored by Local Service Boards (LSBs) and sit within the LSB priorities.</p> <p>LSB includes key partners from the voluntary, statutory and third sector. All relevant partners will be engaged</p>
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			<p>through local partnership structures which sit within the YEPF.</p> <p>Integrate with actions on youth attainment and engagement (SO2) to support progression through transition points.</p> <p>Acknowledge that there are other operations working to address this objective and will work towards establishing clear processes for referral and support. Align with growth activity and ensure that young people are engaged in appropriate education and training utilising LMI to meet employment growth and employer demand.</p>
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Appendix 5 – Inspire Project Costs

ESF = European Structural Funding MF = Match Funding

INSPIRE 2 ACHIEVE		Y1		Y2		Y3		Total	
	Staff	£	171,083	£	171,083	£	171,083		
	Other	£	23,550	£	22,250	£	21,450		
MYS	Total	£	194,633	£	193,333	£	192,533	£	580,500
	ESF (45%)	£	87,585	£	87,000	£	86,640	£	261,225
	MF (55%)	£	107,048	£	106,333	£	105,893	£	319,275
	Staff	£	32,900	£	32,900	£	32,900		
	Other	£	5,000	£	5,000	£	5,000		
MH	Total	£	37,900	£	37,900	£	37,900	£	113,700
	ESF (45%)	£	17,055	£	17,055	£	17,055	£	51,165
	MF (55%)	£	20,845	£	20,845	£	20,845	£	62,535
	Staff	£	32,900	£	32,900	£	32,900		
	Other	£	-	£	-	£	-		
PRS	Total	£	32,900	£	32,900	£	32,900	£	98,700
	ESF (45%)	£	14,805	£	14,805	£	14,805	£	44,415
	MF (55%)	£	18,095	£	18,095	£	18,095	£	54,285
	ESF (45%)	£	119,445	£	118,860	£	118,500	£	356,805
TOTAL	MF (55%)	£	145,988	£	145,273	£	144,833	£	436,095
	Total	£	265,433	£	264,133	£	263,333	£	792,900
Participants Per Year			176		176		176		528
Cost Per Participant								£	1,501.70

INSPIRE 2 WORK		Y1		Y2		Y3		Total	
	Staff	£	83,732	£	83,732	£	62,799		
	Other	£	27,150	£	25,900	£	18,825		
MYS	Total	£	110,882	£	109,632	£	81,624	£	302,139
	ESF (45%)	£	49,897	£	49,335	£	36,731	£	135,962
	MF (55%)	£	60,985	£	60,298	£	44,893	£	166,176
	Staff	£	15,999	£	15,999	£	12,000		
	Other	£	-	£	-	£	-		
ENTERPRISE	Total	£	15,999	£	15,999	£	12,000	£	43,998
	ESF (45%)	£	7,200	£	7,200	£	5,400	£	19,799
	MF (55%)	£	8,800	£	8,800	£	6,600	£	24,199
	ESF (45%)	£	57,097	£	56,534	£	42,131	£	155,762
TOTAL	MF (55%)	£	69,785	£	69,097	£	51,493	£	190,375
	Total	£	126,882	£	125,632	£	93,624	£	346,137
Participants Per Year			53		53		51		157
Cost Per Participant								£	2,204.69

SUBJECT: 2016/17 EDUCATION AND WELSH CHURCH TRUST FUNDS INVESTMENT AND FUND STRATEGIES

MEETING: Cabinet

DATE: 2nd March 2016

DIVISION/WARDS AFFECTED: All Authority

1. PURPOSE:

- 1.1 The purpose of this report is to present to Cabinet for approval the 2016/17 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2016/17 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.

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RECOMMENDATIONS:

- 2.1 That the proposed Investment and Fund Strategy for 2016/17 for the Monmouthshire Farm School Endowment Trust Fund be approved.
- 2.2 That the proposed Investment and Fund Strategy for 2016/17 for the Welsh Church Fund be approved.
- 2.3 To delegate responsibility for the execution and administration of treasury management decisions to the Head of Finance (S151 officer) who will act in accordance with the Investment and Funds Strategy (appendix 2).
- 2.4 To approve the 2016/17 grant allocation to Local Authority beneficiaries to the Monmouthshire Welsh Church Act Fund of £200,000 to be distributed in accordance with population shares as per the 2010 Census.
- 2.5 To endorse the principle that 2016-17 grant allocation in respect of Monmouthshire Farms trust fund accord closely with the previous years investment return at the end of March 16, to avoid eroding the overall fund. As a guide investment returns are predicted as being circa £15,000.

3. KEY ISSUES:

- 3.1 The Authority acts as the sole trustee for the Welsh Church Fund and the custodian with responsibility for financial arrangements for the Monmouthshire Farm School Endowment Trust Fund and is required annually to approve Investment and Fund Strategies for them. In addition, for the Welsh Church Fund the Authority is required to determine the grant allocation for the forthcoming year.
- 3.2 The contract with Arlingclose as treasury advisor to Monmouthshire County Council, the Welsh Church Act Fund and the Monmouthshire Farm School Endowment Trust comes to an end at the 31st March 2016. This is currently being retendered with the intention that the new contract will be in place by 31st March 2016. All three bodies will therefore continue to receive ongoing advice and support on investments from 1st April 2016 until 31st March 2017.

Investment and Fund Strategy

3.3 In acting in its capacity as either sole trustee or custodian, the Authority is required to have Investment policies in place for the Monmouthshire Farms Endowment Trust Fund and the Welsh Church Fund in order to comply with the [Trustee Act 2000](#). The policies ensure that monies are invested in the best interests of the Trusts.

The Annual Investment and Fund strategies for the Monmouthshire Welsh Church Act Fund and Monmouthshire Farm School Endowment Trust Fund set priorities are, in the order shown, to;

- a) Maintain security of the invested capital;
- b) Maintain sufficient liquidity to allow grants to be distributed;
- c) Maintain an optimum yield which is commensurate with security and liquidity.

3.4 As a result of low investment returns in 2010/11 and 2011/12, in 2012/13, the Welsh Church Act Fund Trust commissioned an independent review by Arlingclose, the Authority's Treasury advisors, of the Trust's Investment Strategy and its treasury performance over the preceding five years. The independent review concluded that the Trust should look to move the majority of its investment balances from cash based investments to real assets within pooled funds (Collective Investment Funds) such as to increase the average annual income stream to the Trust over a 3-5 year business cycle. The review was scrutinized by Audit Committee and subsequently adopted as the Investment Strategy for the WCF in 2013/14. Arlingclose as treasury advisors to the Welsh Church Fund have supported the Welsh Church fund in making these types of investments, and new investments were taken out between May 2013 and January 2014.

- 3.5 The current view from investment market projections continues to be that UK base rates will remain low.. The Federal reserve raised its policy rates by 0.25% at its meeting in December 2015, but Arlingclose does not project the first rise in the UK bank rate until the 3rd quarter of 2016, rising by 0.5% a year thereafter, finally settling between 2% and 3% in several years time. The basis for the change in investment strategy advised a year ago is still relevant for 2016/17 and will be monitored with the help of the Authority's treasury advisor on an ongoing basis to ensure returns are optimised.
- 3.6 Pooled funds are suited to bodies such as the Welsh Church Fund and the Mon Farm School Trust Fund which are looking for a steady and/or higher average income streams and who are able to leave the principal in place for a business cycle as they do not need to access the principal over the medium term. This enables the Trust to benefit from good years despite lower returns in poorer years.
- 3.7 There is an increased risk relating to the use of these funds in that the principal amount can go down as well as up in value. Again this is suited to the Welsh Church Fund as the Trust can tolerate these movements over a business cycle. The movements are expected to be neutral over a business cycle and the earning power of these investments is not largely affected by the market value.
- 3.8 In their capacity as Treasury Advisors to the Welsh Church Fund, Arlingclose have prepared an annual review of the Welsh Church Fund's Investments for 2014/15 and to date. Key points from this report include:
- 3.9 For the financial year 2014-15, the WCF has received income of £218,707 from its investment funds. The forecast for accrued income for the full year 2015/16 including its Government Bond and cash pooled with Monmouthshire County Council is £190,000. This is above the current grant allocation budget and it compares well to the investment income received in 2013/14 of £162,000.
- 3.10 In the financial year 2014/15, the income received from the pooled funds was supplemented by a paper net capital gain of £263,000 (£226,000 since originally investing). As indicated in point 3.6, a movement in capital value is expected with these types of investments and not expected to impact the fund in the long term. For this reason, Arlingclose strongly recommend continuing to spread the investments over a number of assets classes, equity, property and bonds to reduce the risk of losses.
- 3.11 A revised Investment and Fund strategy for the Welsh Church Act Fund is contained in Appendix 2.
- The strategies state that the balance of cash not invested directly by the Trust Funds can be managed on a pooled basis by Monmouthshire County Council to maximize investment returns and to minimise exposure to investment losses. This cash balance is required primarily to ensure sufficient cash is available to distribute grants.
- 3.12 Following recommendations from Treasury Advisors Arlingclose, The Monmouthshire Farm School Endowment Trust adopted a similar risk and investment strategy to that of the Welsh Church Fund.. A report ratifying this new strategy was presented to, and approved by the Monmouthshire Farm School Endowment Trust Board in January 2015. The additional proposed investments are now in place.

- 3.13 In the financial year 2014-15, the Mon Farms Trust received income for the final three months of the financial year of £5,163 from its direct investments in funds and £37,328 from the Roger Edwards Educational Trust Fund. The forecast for accrued income for the full year 2015/16 including its Government Bond and cash pooled with Monmouthshire County Council is £15,000. These total investment returns are slightly below the current grant allocation budget. Unlike Welsh Church Fund a set grant allocation budget isn't proffered in respect of Mon Farms, traditionally this is left to the discretion of sc151 officer but commonly accords closely with investment returns received in previous year so as not to erode the overall fund, which as a guide would amount to circa £15,000 for 2016-17.
- 3.14 In the financial year 2014/15, the income received from the pooled funds invested in by the Trustees directly was offset by a paper net capital loss of £2,460. As indicated in point 3.6, a movement in capital value is expected with these types of investments and not expected to impact the fund in the long term. For this reason, Arlingclose strongly recommend continuing to spread the investments over a number of assets classes, equity, property and bonds to reduce the risk of losses. It should be noted however that as the Monmouthshire Farm School Endowment Trust receives income from the Roger Edwards Trust and that this income is achieved by investing in Equity and Property based products, in order to diversify, the additional products selected for direct investment were weighted towards bond based products, with some additional property based products being purchased more recently. The bond based products have not performed as well over the last 12 months, creating some capital losses. This situation is being actively discussed with Arlingclose to optimize performance over the medium term although diversification is still seen as the best policy.

Appendix 1 outlines the Annual Investment and Fund Strategy 2016/17.

Grant Allocation of the Welsh Church Fund

- 3.16 The Monmouthshire Welsh Church Fund was established on 1st April 1996 from the former Gwent Fund and part of the former Mid Glamorgan Fund. The Fund covers the administrative areas of Blaenau Gwent, Caerphilly, Newport, Torfaen and Monmouthshire, with Monmouthshire being designated as the lead Authority.
- 3.17 Since 1996 trustees have sought to obtain a satisfactory rate of return from the fund's investments thereby enabling grants to beneficiaries after meeting expenses, whilst maintaining the capital value of the fund in real terms.
- 3.18 The fund balance held by the trust was £5,255,580 at 31st March 2015 (£4,658,456 at 31st March 2014). It is recommended that the grant allocation be set at £200,000 in 2016/17 (£160,000 in 2015/16). The allocation level has increased as higher investment returns have been achieved within 2014-15 and are being forecasted by Arlingclose to be at the similar level in 2015/16, this should enable grants in future years to be maintained closer to this higher level.
- 3.19 . This will result in the following distribution being recommended:

AUTHORITY	POPULATION (000)**	PERCENTAGE SPLIT	BUDGET*
Blaenau Gwent CBC	68.4	12.2	24,400
Caerphilly CBC	173.1	30.8	61,600
Monmouthshire CC	88.1	15.7	31,400
Newport CBC	141.3	25.2	50,400
Torfaen CBC	90.5	16.1	32,200
TOTAL	561.4	100.0	£200,000

*The above figures do not include any brought forward unspent grant allocations

**Source: 2010 Census ONS

Risk Assessment of the Welsh Church Fund

- 3.20 The financial assistance provided by the Welsh Church Fund supports a very wide range of community activities, including voluntary and sporting organisations. Annually, monies are distributed and the key risk faced by the Welsh Church Fund is loss or reduction in the amount of monies available.
- 3.21 The risk assessment is undertaken to ensure that risks faced by the Trust are identified and mitigated through appropriate and robust controls put in place by the Authority in its position as sole and corporate Trustee. The existing risk assessment policy has been reviewed and is considered to be adequate and sufficiently robust to continue during the 2016/17 financial year. The risk assessment is attached for information at appendix 5.

Risk Assessment of the Monmouthshire Farm School Endowment Trust

- 3.22 The financial assistance provided by the Monmouthshire Farm Endowment Trust supports a very wide range of students, studying at agricultural based colleges in the UK. Applicants must live in the former Gwent area (excluding Newport) and preference is given to those under 25 years old. Annually, monies are distributed and the key risk faced by the Monmouthshire Farm Endowment Trust is loss or reduction in the amount of monies available for distribution.
- 3.23 A risk assessment is undertaken to ensure that risks faced by the Trust are identified and mitigated through appropriate and robust controls put in place by the Authority, in its position as the Trustee with responsibility for financial arrangements. The risk assessment policy is attached for information at appendix 4.

4. REASONS:

- 4.1 To produce an annual Investment and Fund Strategy in order that the Authority fulfills its responsibilities as corporate and sole trustee in order to comply with the Trustee Act 2000.
- 4.2 To approve the 2016/17 grant allocation for the Welsh Church Fund, enabling constituent Local Authorities to make qualifying grant allocations under the Welsh Church Fund Trust Scheme.

5. RESOURCE IMPLICATIONS:

- 5.1 The grant allocation to beneficiaries of the Welsh Church Fund is set in the context of the fund balance being maintained over the long term. It is funded through net income generated through investment returns.
- 5.2 The appointment of a dedicated treasury advisor to the Welsh Church Fund will be an ongoing annual charge against the Fund. However, in light of the revised treasury strategy which attracts more treasury risk it is deemed prudent and it is anticipated will be more than outweighed by increased investment returns. The fee negotiated is considered to be competitive and further efficiencies are generated from the Authority dealing with one advisor for its treasury advice.

6. FUTURE GENERATIONS EVALUATION including Equality and Sustainability impact assessments

- 6.1 There are no adverse Future Generation implications arising directly from this report. The Future Generations Evaluations form is attached under appendix 5.
- 6.2 There are no sustainability implications arising directly from this report.
- 6.3 The approval of the Investment and Fund Strategies do not require any specific decisions to be made which could have an adverse impact on any group or individual within the Council. The approval of the Welsh Church Fund budget for 2016-17 is seen to have a neutral impact on the sustainability of the fund going forward.

7. CONSULTEES:

Strategic Leadership Team
Cabinet Members
Head of Legal Services

Results of Consultation

No adverse comments received

8. BACKGROUND PAPERS:

Appendix 1 – Monmouthshire Farm School Endowment Trust – Annual Investment and Fund Strategy 2016/17

Appendix 2 – Monmouthshire Welsh Church Fund – Investment and Fund Strategy 2016/17

Appendix 3 – Monmouthshire Farm School Endowment Trust – Risk Assessment Policy 2016/17

Appendix 4 – Monmouthshire Welsh Church Fund – Risk Assessment Policy 2016/17

Appendix 5 – Future Generations Evaluation Form

Appendix 6 – Arlingclose Economic & Interest Rate Forecast November 2015

9. AUTHOR:

Joy Robson - Head of Finance

10. CONTACT DETAILS:

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1. Background

- 1.1 The Trustees shall each year consider for approval an annual Investment Strategy. The Trustees may also request submission of a longer term investment strategy for approval. Any proposed in-year modification to the Investment Strategy must be approved by the Trustees.
- 1.2 This investment strategy has been prepared with the assistance of Arlingclose, the current treasury advisor to both the Monmouthshire Farm Endowment Trust and also Monmouthshire County Council.
- 1.3 The Trustees have agreed to a continued relationship with a Treasury advisor to provide expert advice on the continued suitability of a variety of investment vehicles for inclusion in its portfolio. This will carry a small charge.

2 Interest Rate Forecast

- 2.1 Arlingclose's forecast is for the UK Bank Rate to remain flat until Q3 in 2016. Risks remain weighted to the downside. Arlingclose projects a slow rise in Bank Rate, the appropriate level of which will be lower than the previous norm and will be between 2 and 3% in the medium term
- 2.2 The economic and interest rate forecast at Appendix 6 is provided by Monmouthshire County Council's current treasury management advisor. The Authority, in its position as trustee, will reappraise its strategies from time to time in response to evolving economic, political and financial events.
- 2.3 With short term interest rates still low, an investment strategy historically would have typically resulted in a lengthening of investment periods, where cash flow permits, in order to lock in higher rates of acceptable risk adjusted returns. The problem in the current environment is finding an investment counterparty providing acceptable levels of counterparty risk for investments of that duration and also an acceptable return.
- 2.4 The Monmouthshire Farm Endowment Trust, by means of this Investment strategy is permitted to utilise suitable Collective Investment Schemes/Pooled Funds, which enable the Authority to diversify the assets and thereby reduce the underlying risk in the investment portfolio and at the same time providing the potential for enhanced returns.

3. Annual Investment and Fund Strategy

- 3.1 The Trustees shall invest Monmouthshire Farm Endowment Trust monies in accordance with Section 15 of the Scheme made by the County Council of Monmouthshire.
- 3.2 Day to day activities required to implement this shall be delegated to the S151 Officer and the Treasury team of Monmouthshire County Council. This can include a change to investment vehicle providing it still lies within the scope of this Investment strategy and is approved by the current Treasury Management advisors.
- 3.3 In accordance with best practice, the Monmouthshire Farm Endowment Trust must consider the three objectives of security, liquidity and yield in relation to the investment of its funds when making any investment. Maintaining a high level of security of investment ensures the long term income generating capacity of the fund. The liquidity or accessibility of a portion of the investments ensures in the short term expenses of the fund can be met.
- 3.4 The Overall Fund Strategy of the Monmouthshire Farm Endowment Trust Fund is to generate investment returns which after meeting the expenses of managing the Fund, can be distributed to selected beneficiaries. The investment strategy is therefore to maximise returns commensurate with appropriate levels of security and liquidity. Investments in Collective Investment Funds are likely to result in fluctuations in principal. It is acceptable to allow this, if having taken appropriate advice; they are expected to be temporary in nature, in order to improve total returns over a 3-5 year business cycle.
- At 31st March 2015, the Monmouthshire Farm Endowment Trust had £477,869 of investments and £192,786 of cash.
- 3.5 Investments can be taken out by the Fund without specific reference to the Treasury Advisors at the time providing they are sterling denominated investments with a maximum maturity of one year and also meet the “high credit quality” criteria determined by the Trustees and set out in paragraph 3.9 and are not deemed capital expenditure investments under Statute.
- 3.7 Investments which do not meet the strict definition below of high credit quality and which have a longer term Investment horizon can be made but only after consulting with the Monmouthshire Farm Endowment Trust Fund treasury advisors and the Head of Finance (S151 Officer) at Monmouthshire County Council, who represents the Trustees, to ensure the level of risk is in line with the Monmouthshire Farm Endowment Trust Fund’s other current investment options. A Government stock held by Monmouthshire Farm Endowment Trust Fund at the 31st March 2015 has recently matured and consideration is currently being made as to the best way to reinvest this sum in line with this strategy.
- 3.8 The types of investments that are permitted to be used by the Monmouthshire Farm Endowment Trust are as follows:

Table 2: Investments

Investment	
Term deposits or Cash Deposits with banks and building societies	✓
Gilts, Treasury-bills or the UK Debt Management Office	✓
Collective Investment Schemes	✓
Pooled funds with Monmouthshire County Council	✓

3.9 The Trustees and its advisors select countries and financial institutions after analysis and ongoing monitoring of:

- Published credit ratings for financial institutions (counterparties):
 - Investments are classed as having high credit quality if the lowest credit rating they have with Fitch, Moody's and Standard & Poors' is A-, A3 and A- or higher.
 - And a country rating of AA+ or equivalent for non-UK sovereigns
- Credit Default Swaps (where quoted)
- Sovereign Support mechanisms
- Economic fundamentals (for example Net Debt as a percentage of GDP) and Economic trends
- Sovereign support mechanisms
- Share Prices
- Corporate developments, news, articles, markets sentiment and momentum
- Historical performance and expected future trends of Collective Investment Funds
- Subjective overlay – or, put more simply, common sense.

Any institution can be suspended or removed should any of the factors identified above give rise to concern. The Monmouthshire Farm Endowment Trust fund will not enter into any investment if it is outside the advice given by its Treasury advisors which is updated monthly, weekly and daily according to the movements in the worldwide backdrop. This includes guidance on the maximum maturity of investments with approved counterparties.

3.10 New Investments made directly by the Monmouthshire Farm Endowment Trust Fund will be restricted in the following ways to ensure diversification and hence reduction of both credit risk and interest rate risk.

- A minimum of £40,000 (at the time of investment) needs to be held in investments which are sufficiently liquid such as cash or other investments less than one year so that grants can still be made if investment returns are low or to allow for the lead time for realising certain investments. The full remaining balance can be invested in Collective Investment funds to maximise returns if this is in line with the requirements of this strategy.
- The maximum amount which can be invested directly by the Monmouthshire Farms Endowment Trust Fund [MFETF] in any one Collective Investment Fund (at the time of investment) is 45% of the total MFETF investment balance.

The amount invested should be spread across different asset classes such as Property, Bonds and Equity to diversify and reduce overall risk. This spread should be viewed collectively with the funds invested by the Roger Edwards Educational Trust [REET] and from which the MFETF benefits (£650,000 purchase price). As the REET Investments are weighted towards Equity it is not possible to achieve an equal split across asset classes but a level of between 20% and 45% for at least three asset classes should be aimed for. Appendix A includes the model portfolio which was used as a basis for the investments which have been undertaken.

- Up to 100% of the total investment balance can be held with Monmouthshire County Council or Instruments issued by the UK Government, if required
- Up to 100% of the total investment balance can be invested as term deposits, CDs or call accounts with banks and building societies. The maximum amount which can be invested with any one financial institution is £100,000 if of high credit quality (approx 15% of the total MFETF investment balance) or £50,000 if approved by the Treasury advisors although not considered high credit quality.
- The maximum duration of term deposits and CDs with banks and building societies shall be in line with the ongoing advice given by the Trust's treasury advisors which varies with world economic factors.

3.11 At the end of each financial year the Trustees shall consider the actual return on investments & the extent to which the investment objectives have been achieved.

3.12 The Trustees shall observe the following constraints in pursuing the investment objectives:

- The restrictions on investments contained within Section 15 of the scheme made by Monmouthshire County Council.

- A proportion of the funds held may be pooled with Monmouthshire County Council's overall investment portfolio, which is invested in line with the Authority's Treasury Management Strategy. Interest earned by the Authority and any investment losses incurred by the Authority will be apportioned proportionally between the Local Authority and Monmouthshire Farm Endowment Trust in line with the total investments held by each party.

NB: Any investments which move outside of the above criteria with time will be reinvested within the above criteria on maturity.

- 3.13 There are currently no ethical constraints on investment of funds and this matter will be reviewed if there are any changes in charity law or other requirements.

4. Training

- 4.1 The Head of Finance (S151 Officer) will ensure all staff are suitable trained to assist with this process and will organise awareness training to Trustees, Cabinet and Audit Committee where appropriate.

Investment Consultants/ Treasury Advisors

- 5.0 The Monmouthshire Farm Endowment Trustees will appoint a Treasury Management Consultant to provide information, advice and training relating to investments. Information relating to investments is provided from publicly available data and is summarised in order to assist with decision making within the Authority. The information and advice covers the level of risk of investment and the variety of options available.

- 5.2 The quality of the advice is assessed at the contract tender stage, carried out by Monmouthshire County Council, by comparing to other market leaders and their historical track record. It is then monitored by on-going interaction with internal MCC Treasury personnel.

Appendix A - Investment portfolio which was used as a model when taking out Investments for the Fund

Investing body	Fund Name	Purchase Details					
		Purchase Date	Number of Years Owned	Number of Units	Purchase Price Per Unit	Purchase Price (£)	Initial / Transaction Fee
MON FARMS	UBS MULTI ASSET INCOME FUND	Proposed	0.00	450,000.00	0.5221	234,945.00	-
MON FARMS	M&G CHARIBOND FUND	Proposed	0.00	180,000.00	1.2470	224,460.00	-
MON FARMS	CCLA - COIF PROPERTY FUND	Proposed	0.00	99,000.00	1.0242	101,395.80	-
ROGER EDWARDS TRUST	CCLA - COIF GLOBAL EQUITY INCOME FUND	14/07/2011	3.22	77,608.85	1.2563	97,500.00	-
ROGER EDWARDS TRUST	CCLA - COIF PROPERTY FUND	25/08/2011	3.10	91,583.69	1.0646	97,500.00	-
ROGER EDWARDS TRUST	CCLA - COIF INVESTMENT FUND	14/08/2011	3.13	44,374.66	10.2536	455,000.01	-

This would give you a split of asset classes below:

Fund Percentages						
Equities	Corporate Bonds	Gilts	Hedge	Property	Cash	
21%	54%	0%	0%	14%	10%	
0%	100%	0%	0%	0%	0%	
0%	0%	0%	0%	100%	0%	
100%	0%	0%	0%	0%	0%	
0%	0%	0%	0%	100%	0%	
82%	3%	0%	0%	12%	4%	

Total portfolio £
Total Portfolio %

Portfolio Percentages						
Equities	Corporate Bonds	Gilts	Hedge	Property	Cash	
49,338.45	126,870.30	-	-	32,892.30	23,494.50	
-	224,460.00	-	-	-	-	
-	-	-	-	101,395.80	-	
97,500.00	-	-	-	-	-	
-	-	-	-	97,500.00	-	
371,735.01	11,830.00	-	-	55,510.00	15,925.00	
518,573.46	363,160.30	-	-	287,298.10	39,419.50	
43%	30%	0%	0%	24%	3%	

The Investment & Fund Strategy for the Welsh Church Act Fund 2016/17

1. Background

- 1.2 The Cabinet shall each year consider for approval an annual Investment Strategy. The Cabinet may also request submission of a longer term investment strategy for approval. Any proposed in-year modification to the Investment Strategy must be approved by the Cabinet.
- 1.2 The Welsh Church Fund Funds strategy shall be considered in conjunction with any review of the Investment Strategy.
- 1.3 Local Authorities are required by the Welsh Government's Investment Guidance to produce an Annual Investment Strategy. The Trustees of the Welsh Church Fund have elected to use this Guidance where practicable and relevant. The guidance emphasises an appropriate approach to risk management, particularly in relation to the security and liquidity of invested funds.
- 1.4 This investment strategy has been prepared with the assistance of Arlingclose, the current treasury advisor to both the Welsh Church Fund and also Monmouthshire County Council (the sole Trustee of the Welsh Church Fund).

Interest Rate Forecast

- Arlingclose's forecast is for the UK Bank Rate to remain flat until Q3 2016. Risks remain weighted to the downside. Arlingclose projects a slow rise in Bank Rate, the appropriate level of which will be lower than the previous norm and will be between 2 and 3% in the medium term
- 2.2 The economic and interest rate forecast at Appendix 6 is provided by Monmouthshire County Council's current treasury management advisor. The Authority, in its position as trustee, will reappraise its strategies from time to time in response to evolving economic, political and financial events.
- 2.3 With short term interest rates still low, an investment strategy historically would have typically resulted in a lengthening of investment periods, where cash flow permits, in order to lock in higher rates of acceptable risk adjusted returns. The problem in the current environment is finding an investment counterparty providing acceptable levels of counterparty risk for investments of that duration.
- 2.4 The Welsh Church Fund is permitted to utilise suitable Collective Investment Schemes/Pooled Funds, which enable the Authority to diversify the assets and underlying risk in the investment portfolio and at the same time providing the potential for enhanced returns.

3. Annual Investment and Fund Strategy

- 3.1 The Cabinet shall invest Welsh Church Fund monies in accordance with Section 15 of the Scheme made by the County Council of Monmouthshire under Section 19 of the Welsh Church Act 1914.
- 3.2 In accordance with best practice, the Welsh Church fund must consider the three objectives of security, liquidity and yield in relation to the investment of its funds when making any investment. Maintaining a high level of security of investment ensures the long term income generating capacity of the fund. The liquidity or accessibility of a portion of the investments ensures in the short term expenses of the fund can be met.
- 3.3 The Overall Fund Strategy of the Welsh Church Trust Fund is to generate investment returns which after meeting the expenses of managing the Fund, can be distributed to selected beneficiaries. The investment strategy is therefore to maximise returns commensurate with appropriate levels of security and liquidity. Investments in Collective Investment Funds are likely to result in fluctuations in principal. It is acceptable to allow this, if having taken appropriate advice; they are expected to be temporary in nature, in order to improve total returns over a 3-5 year business cycle.
- At 31st March 2015, the Welsh Church Fund had £4.76m of investments and £122,000 of cash.
- Investments can be taken out by the Fund without specific reference to the Treasury Advisors at the time providing they are sterling denominated investments with a maximum maturity of one year and also meet the “high credit quality” criteria determined by the Trustee and set out in paragraph 3.8 and are not deemed capital expenditure investments under Statute.
- 3.6 Investments which do not meet the strict definition below of high credit quality and which have a longer term Investment horizon can be made but only after consulting with the Fund’s treasury advisors and the Head of Finance (S151 Officer) at Monmouthshire County Council, who represents the Trustees, to ensure the level of risk is in line with the Welsh church Fund’s other current investment options.
- 3.7 The types of investments that are permitted to be used by the WCF are as follows:

Table 2: Investments

Investment	Specified
Call accounts, term deposits or Cash Deposits with banks and building societies	✓
Gilts, Treasury-bills or the UK Debt Management Office	✓

Collective Investment Schemes	✓
Pooled funds with Monmouthshire County Council	✓

*

3.8 The Trustees and its advisors select countries and financial institutions after analysis and ongoing monitoring of:

- Published credit ratings for financial institutions (counterparties):
 - Investments are classed as having high credit quality if the lowest credit rating they have with Fitch, Moody's and Standard & Poors' is A-, A3 and A- or higher.
 - And a country rating of AA+ or equivalent for non-UK sovereigns
- Credit Default Swaps (where quoted)
- Sovereign Support mechanisms
- Economic fundamentals (for example Net Debt as a percentage of GDP) and economic trends
- Sovereign support mechanisms
- Share Prices
- Corporate developments, news, articles, markets sentiment and momentum
- Historical performance and expected future trends of Collective Investment Funds
- Subjective overlay – or, put more simply, common sense.

Any institution can be suspended or removed should any of the factors identified above give rise to concern. The Welsh Church fund will not enter into any investment if it is outside the advice given by its Treasury advisors which is updated monthly, weekly and daily according to the movements in the worldwide backdrop. This includes guidance on the maximum maturity of investments with approved counterparties.

3.9 New Investments made directly by the Welsh Church Fund will be restricted in the following ways to ensure diversification and hence reduction of both credit risk and interest rate risk.

- A minimum of £350,000 needs to be held in investments which are sufficiently liquid such as cash or other investments less than one year so that grants can still be made if investment returns are low or to allow for the lead time for realising certain investments. The full balance can be invested in Collective Investment funds to maximise returns if this is in line with the requirements of this strategy.
- The maximum amount which can be invested in any one Collective Investment Fund (at the time of investment) is 20% of the total investment balance. The amount invested should be spread across different asset classes such as Property, Bonds and Equity.

- Up to 100% of the total investment balance can be held with Monmouthshire County Council.
- Up to 100% of the total investment balance can be invested as term deposits or call accounts with banks and building societies. The maximum amount which can be invested with any one financial institution counterparty is 10% of the total investment balance.
- The maximum duration of term deposits with banks and building societies shall be in line with the advice given by the Trust's treasury advisors which varies with world economic factors.

3.11 At the end of each financial year, Audit Committee consider the actual return on investments & the extent to which the investment objectives have been achieved.

3.12 The Cabinet shall observe the following constraints in pursuing the investment objectives:

- The restrictions on investments contained within Section 15 of the scheme made by Monmouthshire County Council under section 19 of the Welsh Church Act 1914.
- A proportion of the funds held may be pooled with Monmouthshire County Council's overall investment portfolio, which is invested in line with the Authority's Treasury Management Strategy. Interest earned by the Authority and any investment losses incurred by the Authority will be apportioned proportionally between the Local Authority and Monmouthshire Welsh Church Act Fund in line with the total investments held by each party.

NB: Any investments which move outside of the above criteria with time will be reinvested with the above criteria on maturity.

3.13 There are currently no ethical constraints on investment of funds and this matter will be reviewed if there are any changes in charity law or other requirements.

4. The Welsh Church Fund's Banker

4.1 The Welsh Church Fund holds cash with Barclays Bank. At the current time, it meets the minimum credit criteria.

5. Training

- 5.1 The Authority, acting as Trustee to the Welsh Church Fund, will ensure that suitable awareness training is provided to members of the Audit Committee and Cabinet to enable them to discharge their scrutiny function together with such wider training as may be required from time to time.

6. Investment Consultants/ Treasury Advisors

- 6.1 The Welsh Church Fund will appoint a Treasury Management Consultant to provide information, advice and training relating to investments. Information relating to investments is provided from publicly available data and is summarised in order to assist with decision making within the Authority. The information and advice covers the level of risk of investment and the variety of options available.
- The quality of the advice is assessed at the contract tender stage by comparing to other market leaders and their historical track record. It is then monitored by on-going interaction with internal Treasury personnel.

Monmouthshire Farm Endowment Trust – Risk Assessment Policy 2016/17

The financial assistance provided by the Monmouthshire Farm Endowment Trust is to support the advancement of education in agriculture and related subjects at college. Annually, monies are distributed and the key risk faced by the Monmouthshire Farm Endowment Trust is loss or reduction in the amount of monies available.

An assessment of the risks faced by the Monmouthshire Farm Endowment Trust has been undertaken and steps taken to:

- avoid risks through alternative strategies
- limit and reduce risks by improving controls
- insure against specified risks

On an annual basis the risk assessment will be reviewed and updated to include any new risks identified.

The risks identified have been encompassed within 4 categories:

- governance & management
- operational risks
- financial risks
- compliance risk

Monmouthshire County Council as custodian and administrator of the Monmouthshire Farm Endowment Trust manage the fund on the Trustees behalf through the Cabinet and make all risk and investment decisions in a unified risk policy as advised by the Authority's investment and risk advisors.

The following paragraphs list the risks identified & the steps taken to mitigate or eliminate the risk.

1. Governance & Management

(a) The fund lacks direction?

The activities of the Fund are governed by the guidance in Section 4 of the Charity Act 2000.

The Cabinet has a clear purpose to maximise the return on its investments and this is contained within the investment policy.

(b) There are conflicts of interest?

Cabinet members are elected in accordance with the electoral cycle and are required to conduct themselves in-line with the Authority's Code of Conduct.

Members are required to declare any interests related to the activities of the Trust and may not vote on these decisions. These matters are recorded in the official minutes.

Members allowance and expense payments are not charged to the Monmouthshire Farm Endowment Fund.

(c) Funds are used inappropriately?

The purpose for which funds can be used is contained within the objectives of the trust.

(d) Key staff, leave the Council's employment?

The actions of Officers of the Council are determined by Delegated Powers.

A number of senior Council staff support and advise the Trustees on legal & financial matters.

(e) Inadequate information is provided to the Trustees?

Annually, the Trustees consider the level of reserves and anticipated investment income before determining the level of grants to be made available.

Variances between the anticipated & actual investment income will be reflected in the following year's grants.

2. Operational Risks

(a) Unsuitable staff support and advise Cabinet?

Monmouthshire County Council has a comprehensive recruitment process which is supported by a wide range of personnel policies.

The training & development needs of officers are identified through the Employee Review process.

A number of senior Council staff support and advise Cabinet on financial and legal matters.

(b) Systems & procedures are not secure?

Systems & procedures are documented & document retention policies are in place. IT systems have data back-up arrangements & disaster recovery plans. Periodic audits identify internal control improvement requirements. Insurance provides a means to recover from specified losses.

(c) Stakeholders are not satisfied with the operation of the Fund?

The Scheme made by the Trustees provides for the advancement of education in agriculture and related subjects at college.

The Trustees consider annual reports on the financial performance of the Trust.

The Trustees consider annually the level of funding available for grants.

(d) The assets of the Fund are at risk?

In accordance with the investment policy a number of constraints are placed upon the way in which monies are used.

A risk minimization strategy has been adopted which limits the investment of funds to individual institutions meeting specified criteria.

Unsatisfactory returns on investment are achieved?

The reserves policy requires monies be invested in financial instruments which produce interest payments and there is no appreciation in the capital value of the investment.

The overall aim is to obtain a satisfactory rate of return enabling Trustees to distribute an amount based on the forecast return on investments during the current year, after meeting the expenses incurred in managing the fund.

Annually, the Trustees consider the actual return on investments and the extent to which the investment objectives have been achieved.

3. Financial Risks

(a) Budgetary control is inadequate?

Annually, the Trustees consider the level of reserves and anticipated investment income before determining the level of grants to be made.

Variance between the anticipated and actual investment income will be reflected in the following year's grants.

(b) Financial administration is unsatisfactory?

Monmouthshire County Council personnel policies and procedures ensure Officers are appropriately qualified for the roles undertaken.

Internal control arrangements ensure there is division of duties amongst Officers. Periodic audits review the internal control arrangements.

(c) Financial losses arise due to speculative investment?

The investment policy prescribes a risk minimisation approach which can limit the investment of funds to institutions meeting specified criteria.

(d) Financial losses arise from fraud or error?

The internal control arrangements are based upon segregation of duties. Periodic audits review the internal control arrangements. Insurance provides a means to recover from specified losses.

4 Compliance Risk

Failure to comply with legislation / regulations?

The activities of the Fund are specified within objects of the Trust. The nature and format of financial reporting is specified by the Charity Commission and an external audit of the accounts is mandatory. A number of senior Council staff support and advise Cabinet on legal and financial matters.

Welsh Church Fund – Risk Assessment Policy 2016/17

The financial assistance provided by the Welsh Church Fund supports a very wide range of community activities, including voluntary and sporting organisations. Annually, monies are distributed and the key risk faced by the Welsh Church Fund is a loss or reduction in the amount of monies available.

An assessment of the risks faced by the Welsh Church Fund has been undertaken and steps taken to:

- avoid risks through alternative strategies
- transfer risks to others
- limit and reduce risks by improving controls
- insure against specified risks

On an annual basis the risk assessment will be reviewed and updated to include any new risks identified.

The risks identified have been encompassed within 4 categories:

- governance & management
- operational risks
- financial risks
- compliance risk

The following paragraphs list the risks identified & the steps taken to mitigate or eliminate the risk.

1. Governance & Management

(a) The fund lacks direction?

The activities of the Fund are specified by the Scheme made by the County Council of Monmouthshire under section 19 of the Welsh Church Act 1914.

The Cabinet has a clear purpose to maximise the return on its investments and this is contained within the investment policy.

The Cabinet is accountable to the Councils within the Greater Gwent area.

(b) There are conflicts of interest?

Members of the Cabinet are elected every 4 years and are required to conduct themselves in-line with the Code of Conduct.

Members are required to declare any interests related to the activities of the Cabinet and may not vote. These matters are recorded.

Members allowance and expense payments are not charged to the Welsh Church Fund.

(c) Funds are used inappropriately?

The Charitable purposes for which funds can be used is contained within the Scheme made by Monmouthshire County Council, which is also implemented by the other constituent authorities within the Monmouthshire Welsh Church Fund Scheme. The Trust is currently putting in place set criteria to assist constituent authorities in making grant distributions and to ensure that there is transparency in decision making and due process. The Trust will look to agree with constituent authorities in future that grant distributions have been made in accordance with the scheme in place and the set criteria being developed.

The investment and fund strategy prescribes a risk minimisation approach, with funds only placed with institutions meeting specified criteria.

(d) Key staff leaving the Council's employment?

The actions of Officers of the Council are determined by Delegated Powers.

A number of senior Council staff support and advise the Cabinet on legal & financial matters.

(e) Inadequate information is provided to the Cabinet?

Annually, the Cabinet considers the level of reserves and anticipated investment income before determining the level of grants to be made available to the constituent Councils.

Variances between the anticipated & actual investment income will be reflected in the following year's grants to the constituent Councils.

2. Operational Risks

(a) Unsuitable staff support and advise the Cabinet?

Monmouthshire County Council has a comprehensive recruitment process which is supported by a wide range of personnel policies.

The training & development needs of officers are identified through the Employee Review process.

A number of senior Council staff support and advise the Cabinet on financial and legal matters.

(b) Systems & procedures are not secure?

Systems & procedures are documented & document retention policies are in place. IT systems have data back up arrangements & disaster recovery plans. Periodic audits identify internal control improvement requirements. Insurance provides a means to recover from specified losses.

(c) Stakeholders are not satisfied with the operation of the Fund?

The Scheme made by the County Council of Monmouthshire provides for financial assistance to be made available for a wide range of community activities.

The Authority's Audit Committee considers annual reports on the financial performance of the Fund.

The Constituent Councils also consider annually the level of funding available for community activities.

(d) The assets of the Fund are at risk?

In accordance with the investment policy a number of constraints are placed upon the way in which monies are used. A risk minimisation strategy has been adopted which limits the investment of funds to individual institutions meeting specified criteria.

The proposed Investment and Fund Strategy for 2015/16 for the Welsh Church Fund includes scope for investment in pooled investment funds (Collective investment funds).

(e) Unsatisfactory returns on investment are achieved?

The fund strategy requires monies be invested in financial instruments which produce interest payments and where there is no long-term depreciation in the capital value of the investment.

The proposed Investment and Fund Strategy for 2015/16 allows for the increased use of pooled investment funds. This does increase the risk that the principal amounts held can go down as well as up in value. This is suited to the Welsh Church Fund as the Trust can tolerate these movements over a business cycle. The movements are expected to be neutral over a business cycle and the earning power of these investments is not largely affected by the market value.

The overall aim is to obtain a satisfactory rate of return enabling the Cabinet to distribute an amount based on the actual return on investments achieved during the preceding twelve month period plus any accumulated capital receipts, after meeting the expenses incurred in managing the fund.

Annually, the Cabinet considers the actual return on investments and the extent to which the investment objectives have been achieved. Benchmark information is available from the Authority's Treasury Management Advisors for jointly invested funds with the Council.

3. Financial Risks

(a) Budgetary control is inadequate?

Annually, the Cabinet considers the level of reserves and anticipated investment income before determining the level of grants to be made available to the constituent Councils.

Variance between the anticipated and actual investment income will be reflected in the following year's grants to the constituent Councils.

(b) Financial administration is unsatisfactory?

Monmouthshire County Council personnel policies and procedures ensure officers are appropriately qualified for the roles undertaken.

Internal control arrangements ensure there is division of duties amongst officers.

Periodic audits review the internal control arrangements.

(c) Financial losses arise due to speculative investment?

The investment policy prescribes a risk minimisation approach which can limit the investment of funds to institutions meeting specified criteria.

(d) Financial losses arise from fraud or error?

The internal control arrangements are based upon segregation of duties.

Periodic audits review the internal control arrangements.

4. Insurance provides a means to recover from specified losses. Compliance Risk

(a) Failure to comply with legislation / regulations?

The activities of the Fund are specified within the Scheme made by the County Council of Monmouthshire.

The nature and format of financial reporting is specified by the Charity Commission and an external audit of the accounts is mandatory.

A number of senior Council staff support and advise the Cabinet on legal and financial matters.

Ensure that the Welsh Church Fund is administered in line with section 3(8) of the Charities Act 1993.



monmouthshire
sir fynwy

Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

Name of the Officer completing the evaluation Joy Robson Phone no: 01633 644270 E-mail: joyrobson@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal To assess the 2016-17 Budget, Investment & Risk Management Strategies of the Welsh Church Fund and Mon Farm Education Trust
Name of Service Finance	Date Future Generations Evaluation form completed 08 th February 2016

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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	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	Grants are awarded to help with infrastructure projects on cultural and community assets that help sustain jobs in the community for skilled tradesmen and stimulate educational well being	No negative impacts as grants given to assist in providing positive impacts on actions / schemes / training in regard to applicants needs
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Environmental schemes can benefit from funding awards to assist in drainage, water course management and flood alleviation works	No negative impacts as grants given to assist in providing positive impacts on actions / schemes / training in regard to applicants needs

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</p> <p>People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Grants assist in providing facilities for groups / individuals that help residents participate in sporting / recreational clubs that have a positive mental impact both physically and in the environment that the clubs operate within.</p>	<p>No negative impacts as grants given to assist in providing positive impacts on actions / schemes / training in regard to applicants needs</p>
<p>A Wales of cohesive communities</p> <p>Communities are attractive, viable, safe and well connected</p>	<p>Community groups and individuals can apply for funding for projects that enhance their local community facilities and environment</p>	<p>No negative impacts as grants given to assist in providing positive impacts on actions / schemes / training in regard to applicants needs</p>
<p>A globally responsible Wales</p> <p>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Restrictions are imposed in regard to the nature and purpose that grants can be made to ensure that funding enhances or doesn't have any negative impact upon activities carried out in Monmouthshire that affect the global environment</p>	<p>No negative impacts as grants given to assist in providing positive impacts on actions / schemes / training in regard to applicants needs</p>
<p>A Wales of vibrant culture and thriving Welsh language</p> <p>Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Assists applicant organisations / individuals to promote recreational participation and organization of sports clubs and associations. Applicants can use the funds provided to enhance the heritage and culture of Monmouthshire through community projects and groups</p>	<p>No negative impacts as grants given to assist in providing positive impacts on actions / schemes / training in regard to applicants needs</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 more equal Wales</p> <p>People can fulfil their potential no matter what their background or circumstances</p>	<p>Grants are generally only given to organisations / individuals can prove a basis of need due to their own personal circumstances or collective need for improvement to cultural or environmental infrastructure or help further community participation</p>	<p>No negative impacts as grants given to assist in providing positive impacts on actions / schemes / training in regard to applicants needs</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>Page 280</p>  <p>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Schemes of a capital nature tend to draw more substantial awards which will ensure longevity of assets and project outcomes. The application process also ensures that those applicants that demonstrate a need for short term financing also have due consideration when funding is allocated</p>	<p>The trusts award allocation principles are reviewed and if required amended annually to ensure funding is matched to those that require support.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The Trusts assist applicants in achieving their objectives by providing part or full funding for implementation of their project goals.</p>	<p>Not Applicable to the Trusts</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>Involvement views</p> <p>Involving those with an interest and seeking their views</p>	<p>The Committee seek to ensure that those directly involved with the applicants and decision makers are informed of all the necessary information to make informed beneficial decisions</p>	<p>The Trust report is distributed to interested parties for consultation and amendment before final confirmation at Cabinet</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Funding is provided for preventative as well as remedial schemes in regard to infrastructure and community assets and supporting community groups with social and cultural activities</p>	<p>The trusts have developed investment strategy policies in order to facilitate greater income returns in order to distribute to qualifying applicants</p>
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>Positive impacts are made on all successful applicants to the Trusts as funding is provided for economic, cultural, environmental and educational needs as demonstrated by the applicants on their application forms</p>	<p>The trusts award allocation principles are reviewed and if required amended annually to ensure funding is matched to those that require support.</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	Positive impact as most community groups who apply support the elderly. Also, educational grants awarded to young people applying to the Trusts	None identified	
Disability	Positive impact as grants awarded to groups and individuals that either support the disabled or have a disability	None identified	
Gender Reassignment		No restrictions on applicants	
Marriage or civil partnership		No restrictions on applicants	
Race		No restrictions on applicants	
Religion or Belief	Positive impact as Religious organisations are supported	None identified	
Sex		No restrictions on applicants	
Sexual Orientation		No restrictions on applicants	
Welsh Language		No restrictions on applicants	

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	Grants are awarded to organisations that assist children in need either through their health or social deprivation. Awards are also made to community children's groups that assist in their integration in social patterns	No negative impact	
Corporate Parenting	Not applicable to the Trust		

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

The Arlingclose Ltd Monmouthshire County Council Investment Strategy Review 2015; The Arlingclose Ltd Monmouthshire Mon Farm Education Investment Strategy Review 2015; The ONS Survey 2010 and The Welsh Church Act Fund Audited Accounts 2014-15.

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 proposals that support the distribution of charitable grants from the trusts are positive in that they support individuals, community and environmental groups in their pursuit of enhancing the culture, environment and personal wellbeing of people covered by their demographic remits. The application of the Investment and Risk Strategies are designed to provide the maximum amount of investment returns to provide funds to support those applicants to the fund without substantially diminishing the Capital value of the Trust Funds.

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
None			
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8. Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	The application of the Trust fund policies are reported in the financial statements of those trusts at each financial year-end.
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Arlingclose Economic & Interest Rate Forecast November 2015

Underlying assumptions:

- UK economic growth softened in Q3 2015 but remained reasonably robust; the first estimate for the quarter was 0.5% and year-on-year growth fell slightly to 2.3%. Negative construction output growth offset fairly strong services output, however survey estimates suggest upwards revisions to construction may be in the pipeline.
- Household spending has been the main driver of GDP growth through 2014 and 2015 and remains key to growth. Consumption will continue to be supported by real wage and disposable income growth.
- Annual average earnings growth was 3.0% (including bonuses) in the three months to August. Given low inflation, real earnings and income growth continue to run at relatively strong levels and could feed directly into unit labour costs and households' disposable income. Improving productivity growth should support pay growth in the medium term. The development of wage growth is one of the factors being closely monitored by the MPC.
- Business investment indicators continue to signal strong growth. However the outlook for business investment may be tempered by the looming EU referendum, increasing uncertainties surrounding global growth and recent financial market shocks.
- Inflation is currently very low and, with a further fall in commodity prices, will likely remain so over the next 12 months. The CPI rate is likely to rise towards the end of 2016.
- China's growth has slowed and its economy is performing below expectations, which in turn will dampen activity in countries with which it has close economic ties; its slowdown and emerging market weakness will reduce demand for commodities. Other possible currency interventions following China's recent devaluation will keep sterling strong against many global currencies and depress imported inflation.
- Strong US labour market data and other economic indicators suggest recent global turbulence has not knocked the American recovery off course. Although the first rise in official interest rates occurred at its meeting in December 2015.
- Longer term rates will be tempered by international uncertainties and weaker global inflation pressure.

Forecast:

- Arlingclose forecasts the first rise in UK Bank Rate in Q3 2016. Further weakness in inflation, and the MPC's expectations for its path, suggest policy tightening will be pushed back into the second half of the year. Risks remain weighted to the downside. Arlingclose projects a slow rise in Bank Rate, the appropriate level of which will be lower than the previous norm and will be between 2 and 3%.
- The projection is for a shallow upward path for medium term gilt yields, with continuing concerns about the Eurozone, emerging markets and other geo-political events, weighing on risk appetite, while inflation expectations remain subdued.

- The uncertainties surrounding the timing of UK and US monetary policy tightening, and global growth weakness, are likely to prompt short term volatility in gilt yields.

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Official Bank Rate													
Upside risk		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.50	0.50	0.50	0.75	0.75	1.00	1.00	1.25	1.25	1.50	1.50	1.75	1.75
Downside risk				-0.25	-0.25	-0.50	-0.50	-0.75	-0.75	-1.00	-1.00	-1.25	-1.25
3-month LIBID rate													
Upside risk	0.20	0.30	0.30	0.30	0.35	0.35	0.35	0.35	0.40	0.40	0.40	0.40	0.40
Arlingclose Central Case	0.55	0.60	0.70	0.80	0.95	1.05	1.15	1.30	1.40	1.55	1.65	1.80	1.85
Downside risk		-0.20	-0.30	-0.45	-0.55	-0.65	-0.80	-0.90	-1.05	-1.10	-1.20	-1.20	-1.20
1-yr LIBID rate													
Upside risk	0.25	0.35	0.35	0.35	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.45	0.45
Arlingclose Central Case	1.10	1.20	1.35	1.45	1.55	1.70	1.80	1.95	2.00	2.10	2.15	2.15	2.15
Downside risk	-0.15	-0.25	-0.35	-0.50	-0.60	-0.70	-0.85	-0.95	-1.10	-1.15	-1.25	-1.25	-1.25
5-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	1.50	1.55	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.25	2.30	2.35	2.35
Downside risk	-0.35	-0.45	-0.55	-0.60	-0.70	-0.80	-0.90	-1.00	-1.10	-1.15	-1.20	-1.25	-1.25
10-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.00	2.05	2.10	2.20	2.30	2.40	2.50	2.60	2.65	2.70	2.75	2.80	2.80
Downside risk	-0.35	-0.45	-0.55	-0.60	-0.70	-0.80	-0.90	-1.00	-1.10	-1.15	-1.20	-1.25	-1.25
20-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.45	2.50	2.55	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	2.95	2.95
Downside risk	-0.30	-0.40	-0.50	-0.55	-0.65	-0.75	-0.85	-0.95	-1.05	-1.10	-1.15	-1.20	-1.20
50-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.45	2.50	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	2.95	3.00	3.00
Downside risk	-0.25	-0.35	-0.45	-0.50	-0.60	-0.70	-0.80	-0.90	-1.00	-1.05	-1.10	-1.15	-1.15

SUBJECT:	WELSH CHURCH FUND WORKING GROUP
MEETING:	Cabinet
DATE:	02nd March 2016
DIVISIONS/WARD AFFECTED:	All

1. PURPOSE:

- 1.1 The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 4 of the 2015/16 financial year held on the 21st January 2016

2. RECOMMENDATION:

- 2.1 We resolved that the following grants be awarded to:

SCHEDULE OF APPLICATIONS 2015/16 – MEETING 4.

- (1) Friends of Tintern requested £2,000 to assist in the purchase of projection and sound equipment to facilitate the continuation and expansion of Community film shows.

Recommendation – £1,000 was awarded to assist in facilitating the expansion of this community arts group.

- (2) Caldicot Youth Rugby requested £985 to assist in the installation of a secure Defibrillator cabinet at Caldicot Rugby Club for use by suitable qualified medical personnel.

Recommendation - £500 awarded to assist in providing a secure cabinet for the well-being and safety of the community and sports club.

- (3) Theatre in Education (Gwent) requested £500 to assist in the redecoration and refurbishment of the theatre fabric and renewal of fire blackout safety curtain.

Recommendation - £500 awarded to assist in providing the renewal of essential safety equipment

- (4) Earlswood & Newchurch West Memorial Hall requested £1,000 towards the cost of providing an Oil Tank security screening fence and provision of new seating for the hall.

Recommendation - £500 was awarded to assist in the provision of security and community use equipment.

- (5) Friends of our' Lady of Tintern' requested £1,000 to assist in the staging of an annual 'Sungvespers' concert in Tintern Abbey.

Recommendation – The Committee decided not to award a grant based upon the income generating capability of the event to cover expenditure costs.

2.2 KEY ISSUES

The nature of the request in each case is set out in the attached schedule.

3. REASONS

A meeting took place on Thursday, 21st January 2016 of the Welsh Church Fund Cabinet Working Group to recommend the payment of grants as detailed in the attached schedule and to confirm administrative procedures for the financial year 2015/16.

County Councillors in attendance:

County Councillor D.L. Edwards (Chairman)
County Councillor B. Strong (Vice Chairman)
County Councillor A.E. Webb
County Councillor D. Evans

OFFICERS IN ATTENDANCE:

D. Jarrett Central Finance Officer
P. Harris Democratic Services Officer

3.1 DECLARATIONS OF INTEREST

It was agreed that declarations of interest would be made under the relevant item.

3.2 APOLOGIES FOR ABSENCE

None

3.3 CONFIRMATION OF MINUTES

The minutes of the meeting of the Welsh Church Fund Working Group held on Thursday 19th November 2015 were confirmed as an accurate record and signed by the Chairman.

4. RESOURCE IMPLICATIONS

A total of £2,500 was allocated at meeting 4 of the Welsh Church Fund Committee, Thus, the remaining budget for 2015/16 financial year is £13,759.

5. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

There are no equality or sustainable development implications directly arising from this report. The assessment is contained in the attached appendix.

6. CONSULTEES:

Senior Leadership Team
All Cabinet Members
Head of Legal Services
Head of Finance
Central Management Accountant

7. BACKGROUND PAPERS:

Appendix 1 Future Generations Evaluation
Appendix 2 Welsh Church Fund Schedule of Applications 2015/16 – Meeting 4

8. AUTHOR:

David Jarrett – Senior Accountant – Central Finance Business Support

9. CONTACT DETAILS

Tel. 01633 644657
e-mail: daveJarrett@monmouthshire.gov.uk



Future Generations Evaluation
(includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer D Jarrett Phone no: 4657 E-mail: davejarrett@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal To assess the Grant Allocation Processes of the Welsh Church Fund for the meeting of the Welsh Church Fund Working Group on the 21st January 2016.</p>
<p>Name of Service Finance</p>	<p>Date Future Generations Evaluation 21st January 2016</p>

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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>No impact</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>No impact</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?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive in regard to providing equipment to assist in the preservation of life	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive in relation to connecting the community and its constituents	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive in relation to social well-being	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Positive in relation to the promotion of culture in the community	
A more equal Wales People can fulfill their potential no matter what their background or circumstances	No impact	

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?
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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>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Not applicable to Welsh Church Fund Trust</p>	
 <p>Collaboration objectives</p> <p>Working together with other partners to deliver</p>	<p>Not applicable to Welsh Church Fund Trust</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Not applicable to Welsh Church Fund Trust</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Not applicable to Welsh Church Fund Trust</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="129 432 277 464">Integration</p> <p data-bbox="309 288 510 539">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="546 288 1167 320">Not applicable to Welsh Church Fund Trust</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	No impact	No impact	
Disability	No impact	None	
Gender reassignment	No impact	No impact	
Marriage or civil partnership	No impact	No Impact	
Race	No impact	No Impact	
Religion or Belief	No impact	None	
Sex	No impact	No impact	
Sexual Orientation	No impact	No Impact	
Welsh Language	No impact on Welsh Language	No impact on Welsh Language	

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Not applicable		
Corporate Parenting	Not applicable		

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

The evidence and data used for the assessment of each applicant to the Welsh Church Fund is supplied by the applicant upon submission of their application. The data and information supplied or subsequently requested is used to form the basis of the Committees' decision on whether to award a qualifying grant.

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 grant aid supports and highlights the positive effect that decisions the Welsh Church Fund Working Group have on the applicants funding requests from Voluntary Organisations, Local Community Groups, Individuals and Religious Establishments. All awards are made in the belief that the funding is utilised for sustainable projects and cultural activities that benefit individuals, organisations, communities and their associated assets. All grants are awarded within the Charitable Guidelines of the Trust

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

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What are you going to do	When are you going to do it?	Who is responsible	Progress
Award grants	March 2016	Welsh Church Fund	On target

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:	The Payment of grants awarded to the successful applicants
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WELSH CHURCH FUND - APPLICATIONS 2015/16

APPENDIX 2

MEETING 4 - 21st January 2016

ORGANISATION	ELECTORAL DIVISION	Signed by Councillor	REQUEST	DECISION	NATURE OF REQUEST	APPROX COST	DATE Received	D of I*	Comments
NEW APPLICATIONS AWAITING DECISION			£	£		£			
Friends of Tintern	St Arvans with Tintern	A Webb	£2,000	£1,000	Assist in the purchase of projection and sound equipment to allow the continuation and expansion of film shows in the village and surrounding community	£9,985		Yes	Film shows now in 7th year and are showing increasing support form local community. Currently share projection and sound equipment with other communities. Film shows are currently running at modest surplus after licensing and box office fees.
Caldicot Youth Rugby	West End	D Evans	£985	£500	Funding required to install a defibrillator cabinet on the wall of the clubhouse to house a donated defibrillator for use by anyone requireing cardiac assistance when required	£985		Yes	A defibrillator has been donated to the club and a secure weatherproof emergency access case and installation is required for placement on the outside wall of the clubhouse
Friends of 'Our Lady of Tintern'	St arvans with Tintern	A Webb	£1,000	£0	Funding required to assist in staging the annual 'Sungvespers' concert. Costs include speakers, audio equipment rental and seating.	£1,035		Yes	This event will hopefully become an annual event, with between 500-600 attending
Theatre in Education (Gwent)	Croesonen	R Harris	£500	£500	Funding required for the redecoration of the theatre and restoration of the theatre fabric including renewal of the fire black-out curtain and tracking.	£7,170		No	Theatre of Education is a non profit making charitable trustthat has no paid employees. It provides at cost workshops run by volunteers and will reduce rates for other non-profit making organisations
Earlswood & Newchurch West Memorial Hall	Shirenewton	Graham Down	£1,000	£500	Assistance in provididing a new security fence around the Hall's oil tank and purchase of new chairs for the hall as the old ones are now not fit for purpose due to wear and tear	£1,264		No	Committee maintains the Hall for the benefit of the community which stages parties, dog shows, charity fund raising events, local am-dram and dances.
Deferred Applications									
Caldicot Methodist Church	Severn	R.J. Higginson	£1,000	withdrawn	Funding assistance required to implement anti- bird roosting measures and repair the church due to a pigeon / gull fouling. Discussed at town council	£2,161	10/11/2015	No	The church is used by the wider community and by those that attend the open market weekly so any improvement in the appearance with the removal of bird fowling will improve both the H&S aspects as well improve the adjacent public areas
SUB TOTAL Meeting 4			£6,485	£2,500					
Meeting 1 Award				5,250					
Meeting 2 Award				5,600					
Meeting 3 Award				4,575					
Meeting 4 Award				2,500					
Meeting 5 Award				0					
TOTAL AWARDED FOR 2015/16 TO DATE				17,925					
BUDGET 2015/16				25,109					
BALANCE B/F TO 2015/16				£6,576					
Monmouthshire's Allocation for 2015/16				£31,684					
REMAINING BALANCE			£13,759	£11,259					
				0					
*D of I = Declaration of Interest									

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