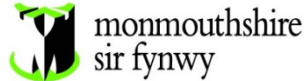


Public Document Pack



Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 5 February 2019

Dear Councillor

INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 13 February 2019.

1. **PROPOSED PROHIBITION OF WAITING AT ANY TIME, LANSDOWN ROAD, ABERGAVENNY** 1 - 18

Division/Wards Affected: Lansdown
CABINET MEMBER: County Councillor B Jones

AUTHOR: Paul Keeble - Group Engineer Highway Management

CONTACT DETAILS:

E-mail: Paulkeeble@monmouthshire.gov.uk
Telephone: 01633 644733

2. **YOUTH ENTERPRISE - EUROPEAN SOCIAL FUND (ESF) INSPIRE PROGRAMMES - INSPIRE COMPLIANCE ADMINISTRATOR POST CREATION** 19 - 36

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor P Murphy

AUTHOR: Hannah Jones, MCC Youth Enterprise Manager

CONTACT DETAILS:

Tel: 07738 340418
E-mail: hannahjones@monmouthshire.gov.uk

3. **COMMONS ACT 2006 (CORRECTION, NON-REGISTRATION OR MISTAKEN REGISTRATION) (WALES) REGULATIONS 2017 - APPLICATION FEES** 37 - 56

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor P Jordan

AUTHOR: Tudor Baldwin, Land Charges Officer

CONTACT DETAILS:

Tel: 01633 644075

E-mail: tudorbaldwin@monmouthshire.gov.uk

4. **PROPOSED ABERGAVENNY LIDO - LANDOWNER CONSENT FOR FUNDRAISING ACTIVITIES BY THE ABERGAVENNY LIDO GROUP**

57 - 68

Division/Wards Affected: All Wards

CABINET MEMBER: County Councillor RJW Greenland

AUTHOR: Debra Hill-Howells
Integrated Landlord Services

Head of Commercial and

CONTACT DETAILS:

Tel: 01633 644281

E-mail: debrahill-howells@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)	Whole Authority Strategy & Direction CCR Joint Cabinet & Regional Development; Organisation overview; Regional working; Government relations; Public Service Board; WLGA.	WLGA Council WLGA Coordinating Board Public Service Board	Portskewett
R.J.W. Greenland (Deputy Leader)	Enterprise Land use planning; Economy and Tourism; Town Centre regeneration; Leisure; Cultural services; ADM development.	WLGA Council Capital Region Tourism	Devauden
R.P. Jordan	Governance Regulatory Committee Standards; Elections, Democracy promotion and engagement; Member Support; Council & Executive decision support; Scrutiny; Law; Ethics & standards; Audit; Whole authority performance; Whole authority service planning & evaluation; Regulatory body liaison; Development Control; Building Control; Community Governance; Community Hubs inc Adult Education;		Cantref
R. John	Children & Young People School standards; School improvement; School governance; EAS overview; Early Years; Additional Learning Needs; Inclusion; Youth Service; Extended curriculum; Outdoor Education; Admissions; Catchment areas; Post 16 offer; Coleg Gwent liaison	Joint Education Group (EAS) WJEC	Mitchel Troy
P. Jones	Social Care, Safeguarding & Health Children; Adult; Fostering & Adoption; Youth offending service; Supporting people; Whole authority safeguarding; Disabilities; Mental health; Public Health; Health liaison		Raglan
P. Murphy	Resources Finance; Information technology (SRS); Human Resources; Training; Health & Safety; Emergency planning; Procurement; Land & buildings (inc. Estate, Cemeteries, Allotments, Farms); Property maintenance; Digital office; Commercial office.	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
S.B. Jones	County Operations Highways maintenance, Transport, Traffic & Network Management; Fleet management; Waste including recycling; Public conveniences; Car parks; Parks & open	SEWTA Prosiect Gwrydd	Goytre Fawr

	spaces; Cleansing; Countryside; Landscapes & biodiversity; Flood Risk.		
S. L. Jones	Social Justice & Community Development Community engagement; Deprivation & Isolation; Housing and homeless; Social cohesion; Poverty; Equalities; Diversity; Welsh language; Public relations; Trading standards; Environmental Health; Licensing; Communications		Llanover

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.



SUBJECT: PROPOSED PROHIBITION OF WAITING AT ANY TIME, LANSDOWN ROAD, ABERGAVENNY

MEETING: Cabinet Member for County Operations

DATE: 13/2/2019

DIVISION/WARDS AFFECTED: Bryn y Cwm, Lansdown

1. PURPOSE:

To consider the proposed Order subsequent to representations received following advertisement in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1994.

2. RECOMMENDATIONS:

Not to hold an inquiry into the proposal

To approve the proposed Order as consulted and advertised upon to implement the Order.

3. KEY ISSUES:

Monmouthshire County Council has previously received concerns from local community representatives and residents regarding inappropriate and obstructive vehicle parking on Lansdown Road in the vicinity of its junction with Hereford Road.

4. REASONS:

The junction of Lansdown Road with Hereford Road is bounded by high masonry walls which restrict forward visibility for highway users into and out of Lansdown Road. The presence of vehicles parking on this junction on Lansdown Road is considered to be a detriment to road safety and is a hazard to normal highway usage. The presence of parked vehicles also causes vehicles entering and exiting Lansdown Road to have to veer into the opposite side of the carriageway thereby causing a road safety issue and potential conflict with oncoming vehicles and other highway users.

Officers consider that in view of the fact that no objections have been received that the Council's proposals do not warrant the holding of any inquiry.

5. RESOURCE IMPLICATIONS:

The costs of the proposed Traffic Regulation Order and road markings are being funded by Monmouthshire County Council.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS

There are no sustainability issues regarding installing a residents only parking permit scheme at Usk View, Merthyr Road.

7. CONSULTEES:

Senior Leadership Team

County Councillor B Jones, Cabinet Member for County Operations

County Councillor Martyn Groucutt

8. BACKGROUND PAPERS:

Notice of Intention, Schedule of Objections/Comments, Proposed TRO Plan, Schedule of Order, Statement of Reasons.

9. AUTHOR:

Paul Keeble - Group Engineer Highway Management

10. CONTACT DETAILS:

E-mail: Paulkeeble@monmouthshire.gov.uk

Telephone: 01633 644733

Schedule of Objections/Comments

Page 4

Name/Address	Support	Comments
1.Heddlu Gwent Police	Has confirmed its support in writing.	Noted.
Name/Address	Support	Comments
Councillor M. Groucutt	Has confirmed his support in writing.	Noted.
Name/Address	Support	Comments
Abergavenny Town Council	Has confirmed its support in writing.	Noted.

Name/Address	Support	Comments
Abergavenny Town Council	Has confirmed its support in writing.	Noted.



<p>Name of the Officer completing the evaluation</p> <p>Paul Keeble</p> <p>Phone no:01633644733</p> <p>E-mail:PaulKeeble@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To address the road safety issues of inappropriate and obstructive vehicle parking on the highway.</p>
<p>Name of Service</p> <p>Highways</p>	<p>Date Future Generations Evaluation form completed</p> <p>14th January 2019</p>

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





Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
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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	Neutral	N/A
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	N/A
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Neutral	N/A
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive	N/A
A globally responsible Wales	Neutral	N/A

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?
Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Neutral	N/A
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Neutral	N/A

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?
-----------------------------------	---	--

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>	N/A	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	N/A	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	N/A	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	N/A	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>N/A</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	N/A		N/A
Disability	N/A		N/A
Gender reassignment	N/A		
Marriage or civil partnership	N/A		
Race	N/A		
Religion or Belief	N/A		
Sex	N/A		
Sexual Orientation	N/A		
Welsh Language	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 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	N/A		
Corporate Parenting	N/A		

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

Officers have undertaken several visits to this location and observed the parking stress being experienced at this location. Letters of support to the Council have also been received from 4 of the 5 properties here urging the Council to implement this proposed Traffic Regulation Order.

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

The proposed traffic order will enable highway users to use this junction in a safer environment thereby reducing the possibility of an accident on the highway thereby saving the overall economy the related costs due to an accident on the public highway.

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
Implement order and appropriate works	Following publication of notice of making.	Traffic & Road Safety Team	On-going

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:	April/May 2020.
--	-----------------

SECTION 1 - ROAD TRAFFIC REGULATION ACT 1984

NOTICE OF INTENTION TO MAKE A PERMANENT ORDER

**MONMOUTHSHIRE COUNTY COUNCIL
PROHIBITION OF WAITING AT ANY TIME
LANSDOWN ROAD ABERGAVENNY**

TRAFFIC REGULATION ORDER 2018

NOTICE IS HEREBY GIVEN that Monmouthshire County Council of County Hall, The Rhadyr, Usk, NP15 1GA ("the Council") proposes to make a Road Traffic Regulation Order as follows:

EFFECT OF THE ORDER: to prohibit vehicular parking at all times in the interest of improving road safety. Forward visibility entering and exiting Lansdown Road is restricted by high masonry walls. It has been observed that vehicles parking in this locality are causing safety issues to highway users trying to enter and exit Lansdown Road.

Further details of the proposed order comprising a plan, statement of reasons for proposing to make the order may be examined during normal office hours at the County Hall, The Rhadyr, Usk, NP15 1GA and the Councils Abergavenny Community Hub, Baker Street, Abergavenny, NP7 5BD. If you wish to telephone to obtain further information about this proposal please telephone 01633 – 644026 or alternatively email clairewilliams@monmouthshire.gov.uk.

Any objections in respect of this proposal should be made in writing, stating the grounds on which the objection is being made and should be sent to Head of Legal Services, Monmouthshire County Council, PO Box 106, Caldicot, NP26 9AN not later than the 30th of November 2018. Please quote reference CW/H45/60.0844 on any correspondence.

Date: 19th October 2018
Matt Phillips
Head of Law and Monitoring Officer

ADRAN 1 - DEDDF RHEOLEIDDIO TRAFFIG FFORDD 1984

**HYSBYSIAD O BENDERFYNIAD I WNEUD GORCHYMYN
PARHAOL**

**CYNGOR SIR FYNWY
GWAHARDD AROS AR UNRHYW ADEG
HEOL LANSDOWN Y FENNI**

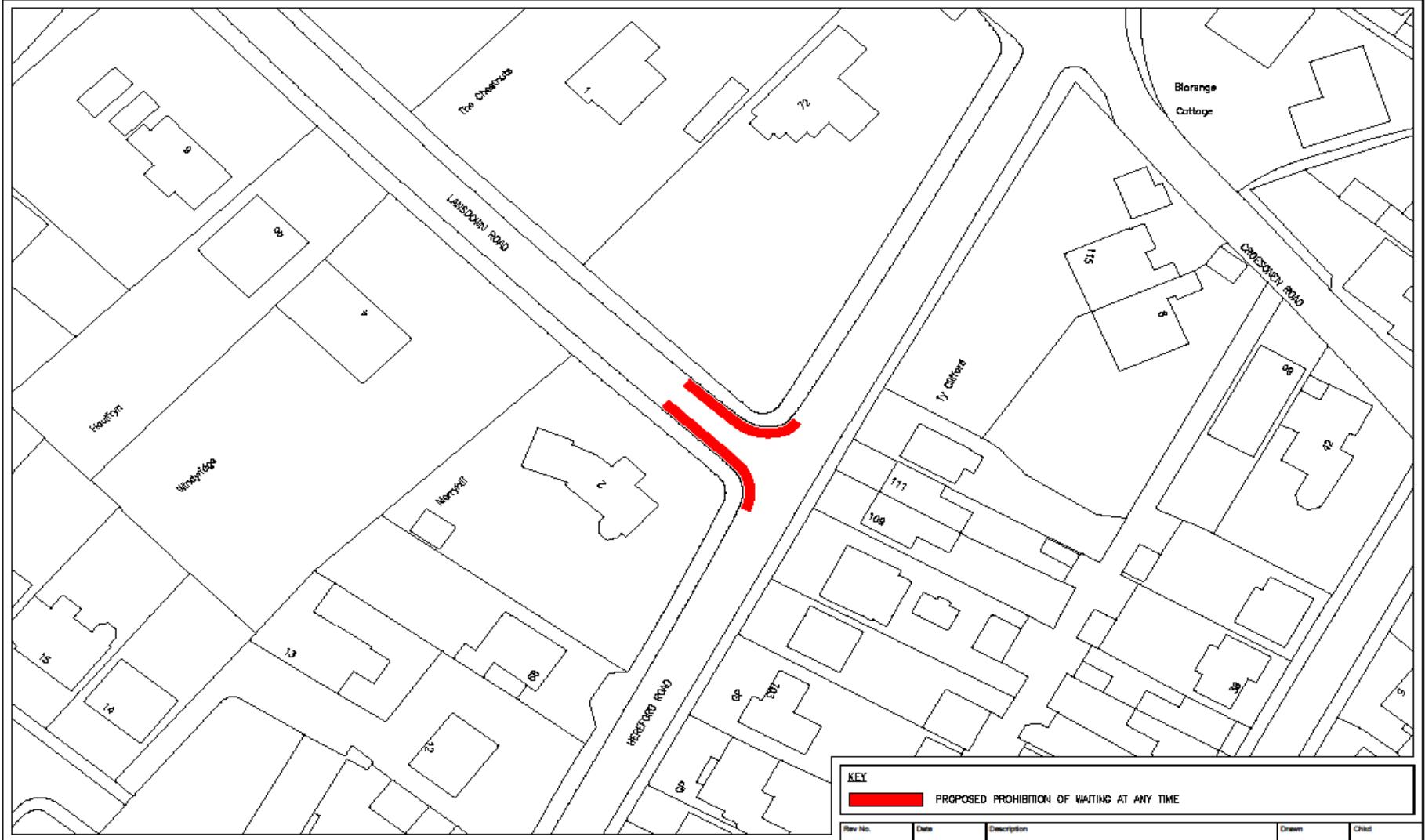
GORCHYMYN RHEOLI TRAFFIG 2018

HYSBYSIR DRWY HYN fod Cyngor Sir Fynwy, Neuadd y Sir, Y Rhadyr, Brynbuga, NP15 1GA ("y Cyngor") yn bwriadu gwneud Gorchymyn Rheoleiddio Traffig Ffordd fel a ganlyn:

EFFAITH Y GORCHYMYN: i wahardd parcio cerbydau ar bob amser er budd gwella diogelwch ar y ffyrdd. Caiff gwelededd o'ch blaen wrth fynd i mewn ac ymadael â Heol Lansdown ei gyfyngu gan furiau gwaith maen uchel. Gwelwyd bod cerbydau sy'n parcio yn y gymdogaeth hon yn achosi problemau diogelwch i ddefnyddwyr y briffordd sy'n ceisio mynd i mewn ac allan o Heol Lansdown.

Gellir archwilio manylion pellach y Gorchymyn yn cynnwys y cynllun a datganiad rhesymau dros wneud y Gorchymyn, yn Neuadd y Sir, Y Rhadyr, Brynbuga, NP15 1GA a Hyb Y Fenni, Stryd Baker, Y Fenni, NP7 5BD yn ystod oriau swyddfa arferol. Os hoffech ffonio i gael rhagor o wybodaeth am y cynnig hwn, ffoniwch 01633 644026 neu anfonwch e-bost at clairewilliams@monmouthshire.gov.uk.

Dylid gwneud unrhyw wrthwynebiadau mewn perthynas â'r cynnig hwn yn ysgrifenedig, gan nodi'r sail y mae'r gwrthwynebiad yn cael ei wneud arni, a dylid ei anfon at Bennaeth Gwasanaethau Cyfreithiol, Cyngor Sir Fynwy, Blwch Post 106, Cil-y-coed, NP26 9AN heb fod yn hwyrach na'r 30ain Tachwedd 2018. Dyfynnwch gyfeirnod CW/H45/60.0844 ar unrhyw ohebiaeth.



KEY	
	PROPOSED PROHIBITION OF WAITING AT ANY TIME

Rev No.	Date	Description	Drawn	Chkd



ICEMA HOBBS
HEAD OF INFRASTRUCTURE,
NETWORKS AND SUSTAINABILITY

THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE COUNCILS OF THE Mendipshire DISTRICT COUNCIL & Mendipshire COUNTY COUNCIL. ANY REPRODUCTION OF THIS MAP WITHOUT THE WRITTEN PERMISSION OF ORDNANCE SURVEY MAY BE IN BREACH OF THE COPYRIGHT ACT 1988.

Job Title
PROPOSED PROHIBITION OF WAITING AT ANY TIME
LANDSDOWN ROAD, ABERGAVENNY

Drawing Title
TRAFFIC REGULATION ORDER PLAN

Drawn By M Sallick	Checked
Scale 1:500 @ A3	Date October 2018
Drawing No.	Rev

LANSDOWN ROAD

SCHEDULE 1

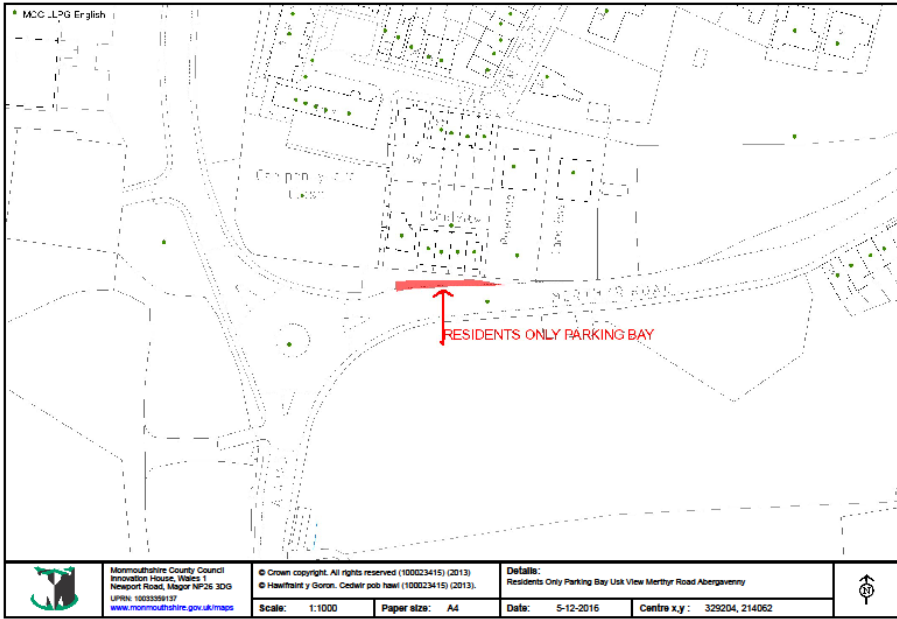
PROHIBITION OF WAITING AT ANY TIME

- (a) Southern side from its junction with the western kerb line of Hereford Road for a distance of 20 metres in a generally north easterly direction.
- (b) Northern side from its junction with the western kerb line of Hereford Road for a distance of 20 metres in a generally north easterly direction.

STATEMENT OF REASONS

The council has received road safety related concerns from the local community and from community representatives regarding inappropriate and dangerous vehicular parking on Lansdown Road in the vicinity of its junction with Hereford Road. Forward visibility entering and exiting Lansdown Road is very restricted by high masonry walls and it has been observed that vehicles are parking in this locality and causing safety issues whilst other other highway users are trying to enter and exit Lansdown Road.

Therefore the Council proposed to prohibit vehicular parking at all times in the interests of improving road safety.





SUBJECT:	YOUTH ENTERPRISE – EUROPEAN SOCIAL FUND (ESF) INSPIRE PROGRAMMES – INSPIRE COMPLIANCE ADMINISTRATOR POST CREATION
MEETING:	INDIVIDUAL MEMBER DECISION
DATE:	13th February 2019
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

1.1 To request approval for the creation of a new Inspire Compliance Administrator post from 1st April 2019, in line with succession planning laid out for the current Youth Enterprise Business Administration Apprentice, and the resulting additional responsibilities. This post is part funded by the European Social Fund Inspire programmes (I2A; I2W) with match funding previously approved within the financial profiles of extensions to the Inspire programmes in [July 2017](#) and [September 2018](#) and therefore can be afforded within the MTFP

2. RECOMMENDATIONS:

2.1 To approve the creation of a new Inspire Compliance Administrator post and the subsequent salary increase for the postholder.

3. KEY ISSUES:

- 3.1 Cabinet have previously approved the Monmouthshire [NEET Reduction Strategy](#) 2018-21: A Great Start for All, within which Priority 5 is “Strengthening employability skills and opportunities for employment” for young people. Approval demonstrates the Local Authority’s commitment to developing meaningful apprenticeship opportunities with sustainable career pathways.
- 3.2 The Inspire programmes are part funded by the European Social Fund and are subject to audit and verification checks by the Welsh European Funding Office (WEFO) and European Funding Audit Team (EFAT). The Inspire Compliance Administrator will administer the day to day compliance and verification checking of both Programmes, as well as providing administrative support to the delivery team.
- 3.3 I2A provides education and well-being support, and qualifications for young people aged 11-16 years most at risk of becoming NEET and I2W provides employability support, qualifications and work placements for unemployed young people aged 16 -24 years.
- 3.4 The I2A and I2W programmes were approved by Cabinet in March 2016 for three years, with an increase in programme provision for 18 to 24 year olds approved by Cabinet on the 5th July 2017. Further extensions to I2A and I2W to December 2021 and December 2022 respectively were approved in [September 2018](#) .

4. OPTIONS APPRAISAL

Option	Benefits	Risks
<ul style="list-style-type: none"> • Do nothing 	<ul style="list-style-type: none"> • Reduced match funding requirement for the ESF funded Inspire programmes 	<ul style="list-style-type: none"> • No compliance and verification post for essential project monitoring • Loss of external funding contributing to salary costs for this post

		<ul style="list-style-type: none"> Failure to offer a sustainable career pathway for an apprentice.
<ul style="list-style-type: none"> Approve the creation of new post 	<ul style="list-style-type: none"> Align the postholders grade with comparable posts within the local authority Demonstrate a commitment to providing sustainable career pathways for apprentices within the local authority 	<ul style="list-style-type: none"> None Identified

5. EVALUATION CRITERIA

5.1 An evaluation assessment has been included in Appendix 1 for future evaluation of whether the decision has been successfully implemented.

6. REASONS:

6.1 To deliver high quality monitoring and verification checking to ensure the Inspire programmes in Monmouthshire are compliant with the standards set out by the Regional Central Lead Team, Welsh European Funding Office, European Funding Audit Team and the Authority’s internal audit team.

6.2 The Inspire Compliance Administrator post will contribute towards improved efficiency in programme reporting and support the overall performance of the Inspire programmes through on site monitoring checks whilst leading on the rollout of the programme’s Management Information System.

6.3 The introduction of this post in place of the Business Administration Apprentice role will recognise the additional roles and responsibilities assumed by the postholder and reflect the appropriate grading as demonstrated by the job evaluation process.

7 RESOURCE IMPLICATIONS:

7.1 The current post of Business Administration Apprentice is paid National Minimum Wage based on age. Job evaluation for the Inspire Compliance Administrator post resulted in a grading to Band D, SCP 17-21. This post will be part funded by the European Social Fund and will end in conjunction with the Inspire Programmes in Monmouthshire.

7.2 The additional cost for this post was included within the base budget consideration approved by Cabinet in September 2018 and are therefore funded from within the existing MTFP.

8 WELLBEING OF FUTURE GENERATIONS IMPLICATIONS(INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

The post of Inspire Compliance Administrator contributes to the delivery on the Inspire programmes which have significant equality impacts as identified in the assessment (Appendix 2), summarised below for members’ consideration:

The Inspire programmes will improve provision, opportunities and outcomes for all young people who are at risk or who are NEET. It is anticipated that the programmes will have a positive impact on the young peoples’ social, emotional, health and wellbeing, education and skills. This proposal does acknowledge that due to personal, social and educational barriers, not every young person will progress and sustain education, employment or training.

9 CONSULTEES:

Head of Enterprise and Community Development
SLT
Cabinet

10. BACKGROUND PAPERS:

Evaluation Criteria

Future Generations Evaluation

Job Description

(Appendix 1)

(Appendix 2)

(Appendix 3)

11. AUTHOR:

Hannah Jones, MCC Youth Enterprise Manager

12. CONTACT DETAILS:

Tel: 07738 340418

E-mail: hannahjones@monmouthshire.gov.uk

Appendix 1 - Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	YOUTH ENTERPRISE – EUROPEAN SOCIAL FUND (ESF) INSPIRE PROGRAMMES – INSPIRE COMPLIANCE ADMINISTRATOR POST CREATION
Date decision was made:	13th February 2019
Report Author:	Hannah Jones

What will happen as a result of this decision being approved by Cabinet or Council?	
The Youth Enterprise Business Administration Apprentice will assume the post of Inspire Compliance Administrator and it's associated roles and responsibilities.	
12 month appraisal	

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?	
Page 22	The following criteria will determine whether the decision has been successfully implemented: <ul style="list-style-type: none"> • Appointment of current Business Administration Apprentice to the new post • Monitoring and verification performance on the Inspire programmes within Monmouthshire • Overall programme performance of the Inspire programmes within Monmouthshire • Improved co-ordination of administration support for the Inspire delivery teams within Monmouthshire
	12 month appraisal

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?	
The cost of implementing this decision will be an increase in annual salary from the 1 st of April 2019 from National Mimimum Wage to SCP17, Band D. This increase in salary was included in the financial profile for the Inspire programme extension, which was approved by Cabinet in September 2018.	
12 month appraisal	
Any comments	



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> <p>The creation of a new Inspire Compliance Administrator post to contribute to the delivery of the Inspire programmes</p>
<p>Name of Service: Youth Enterprise</p>	<p>Date Future Generations Evaluation 23rd January 2019</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.

Page 23




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



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The aim of the Inspire programmes is to create the conditions for young people most at risk to thrive. It will enable young people to feel confident and capable in school with peers and others and enjoy the curriculum. The programmes will equip young people with the appropriate skills to manage and sustain further education, employment and training.</p>	<p>Developing bespoke interventions and support packages to support the learner's needs.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>The programmes will work within the Environmental Sustainability Objectives set by WEFO (Welsh</p>	<p>Sharing expertise, networks and resources will ensure a good provision for our young people.</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?
can adapt to change (e.g. climate change)	European Funding Office) and deliver to the indicators set for ESF(European Social 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.	
A healthier Wales People's physical and mental wellbeing maximized and health impacts are understood	The Inspire 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 people's health and wellbeing is a crucial element to reducing their overall risk of becoming NEET.	The one to one support from responsible partners 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 to enable young people to be engaged, supported and valued. The level of support offered will be high and consistent.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	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. 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.	Encourage safer use of the internet and raise awareness of the harmful effects and consequences of inappropriate use of social media
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The programmes are funded by the ESF and the managing authority is WEFO. WEFO has undertaken a full Socio Economic Analysis to identify needs, challenges and opportunities across Wales. It will incorporate ESDGC (Education, Sustainable	Working closely with our Local Authority partners and Careers Wales we will share resources and good practices to ensure young people have the best

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?
	Development and Global Citizenship) elements enable young people to become globally responsible citizens.	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>	<p>The programmes will have marketing, publications and printed literature available bilingually where appropriate. The programmes will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards.</p>	<p>Encouraging young people to embrace the vibrant welsh culture and language.</p>
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>The programmes 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 and the LA Equal Opportunity’s Policy 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>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	<p>The long term future plan is that young people that have engaged with Inspire2Achieve and/or Inspire2Work will remain in education, employment or training and their risk of becoming NEET is reduced.</p> <p>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 to a further 3 years for Inspire2Achieve until December 2021 and a further 4 years for Inspire2Work until December 2022.</p> <p>The aim is to develop resilience in those young people 'most at risk' or who are NEET, to improve their confidence and skills. Thus enabling them to progress into education, employment or training...</p>
<p>Page 26</p>  <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>The Inspire2Achieve programme is a regional programme, Newport is the lead beneficiary, working with the following joint beneficiaries; City of Cardiff County Council, Monmouthshire County Council, The Vale of Glamorgan3 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 and Llamau.</p>	
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</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 programmes will discuss at point of referral the learner's needs, vocational pathways and training route options. It will provide formative reviews of the learning experience, have informal discussions and evaluations during and at end of programmes.</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>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The Inspire programmes are preventative initiatives 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 behaviors, 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 as part of the action plan to ensure targets are on track and then young people feel the programmes are meeting their needs and expectations.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</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
Race	Young people referred onto our programmes will be given the same opportunities regardless of race. The relevant support will be provided to meet individual needs	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?
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

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

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

Safeguarding	Safeguarding is a priority, young people on our programmes will have a multiple barriers and are vulnerable individuals. All youth enterprise staff and volunteers have completed the Safeguarding level 1. The programmes will link with Building Stronger Families, Multi-Agency Early Support and Prevention Referral and Intervention Pathway Panel and monthly multi-agency meetings in schools.	None identified	N/A
Corporate Parenting	The Inspire programmes target young people who are looked after children (LAC) and care leavers. We aim to provide a tailor package which is flexible to their needs and circumstances.	None identified	N/A

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

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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 CYP Strategic Partnership, Post 16 Steering Group and the Keeping in Touch Group have identified the need for further intervention for those most vulnerable to participate and engage in the school 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 Inspire 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 further education, training or employment.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
To implement the creation of a new Inspire Compliance Administrator post to contribute to the delivery of the Inspire programmes	April 2019	Hannah Jones	To be reported on an annual basis

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:	April 2020
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9.9.31 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	Economy and Development Select Committee	19 th July 2018	
1	Cabinet	5 th September 2018	

ROLE

PROFILE

ROLE TITLE: Inspire Compliance Administrator

Fixed term post til 31st December 2022

POST ID:

GRADE: Band D SCP 17 -21 £18,672 - £20,541

HOURS: 37 per Week

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

RESPONSIBLE TO: Inspire Coordinator

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

PURPOSE OF POST:

As part of the Youth Enterprise team, you will contribute towards the business delivery by leading on the compliance and administrative support for the ESF funded Inspire Programmes, Inspire2Achieve and Inspire2Work.

Our Purpose:-

Youth Enterprise is an integral part of MCC's Enterprise and Innovation Directorate. We work with young people and adults across the county supporting them through education, employment and training. We engage with the business sector supporting the development of local employment and training and entrepreneurial opportunities.

The Purpose of this Role:-

To contribute to the delivery of business and administrative support for Inspire Programmes delivered by the Youth Enterprise team. To support Youth Enterprise to collate performance data using the required information management systems and lead on the compliance of the programmes.

Expectation and Outcomes of this Role:-

Working with the Inspire Coordinator you will be expected to provide effective administrative support for the Inspire programmes. You will lead on all aspects of compliance for the Inspire programmes, ensuring that staff meet requirements and that lead authority, WEFO (Welsh European Funding Office) & EFAT (European Funding Audit Team) audits are successfully completed. You will be responsible for administering the qualification centre operated by Youth Enterprise Programmes.

You will receive a training plan along with the opportunity to further develop your business administration and ICT skills.

Your responsibilities are to:-

Work alongside the Inspire Coordinator to provide business and administrative support to the team as required and lead on the Compliance element of the programmes including:

1. Deliver business and administrative support for the Inspire programmes including monitoring files, checking compliance for audit checks and meeting regularly with the delivery team to ensure all evidence is recorded accurately.
2. Monitor and input information into the Inspire programmes database system.
3. Be a point of contact for Inspire workers, able to answer any queries around paperwork, compliance and CEMP (information management system).
4. Work with the Inspire Administrator to run the Early Identification Tool (data system of learners' information including attendance, behaviour and attainment) for Key Stage 2, 3 and 4 pupils and provide data as and when required.
5. Prepare information for quarterly monitoring reports and claims.
6. Attend Inspire programme local and regional meetings.
7. Contribute to the maintenance of relevant filing systems, either computerised or manual via: filing of case and general papers; checking and maintenance of accurate records; raising and maintaining case files and archiving.
8. Work with the Inspire Coordinator to support the Youth Enterprise Qualification Centre and Internal Quality Assurance process for all Youth Enterprise Programmes.
9. Maintain the Qualification Centre administration process.
10. To use relevant office equipment, including photocopier, paper shredder and maintain such via the ordering of necessary supplies and equipment and maintenance/repair.
11. Supporting the organisation of meetings as necessary including booking rooms, arranging attendance and circulating paperwork in good time.
12. Assisting in taking and distributing minutes of meetings ensuring actions, recommendations and discussions are recorded.

13. Contribute to the management of petty cash system as directed by the Inspire Administrator.
14. Undertaking word processing and photocopying.
15. Taking Messages and passing onto the relevant officers.
16. Opening and distributing incoming mail.
17. Demonstrate a commitment to team working.
18. Be flexible in approach, delivery and working hours.
19. Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
20. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Person Specification

Requirements

Education/Qualifications/Knowledge

- NVQ level 3 or equivalent in Business Administration. Knowledge, practical experience and understanding of IT applications, e.g Microsoft, Excel, Word etc.

Experience

- Relevant experience of working in administrative environment.
- Have experience of managing systems for record keeping, collation of information and statistics.

Communication/Interpersonal Skills

- Good written and oral communication skills
- Good interpersonal skills and the ability to work well in a team.

Aptitudes and Skills

- Computer literate with basic word processing skills (Microsoft Packages).
- Must be able to give examples of working accurately and under pressure and to deadlines.
- Effective organisational skills.
- Able to observe confidentiality in all aspects of work.
- Possess an adaptable style and be able to manage change.

Equal Opportunities

- Able to demonstrate a clear understanding of equal opportunities principles and practice and a commitment to their effective implementation in a Business and Enterprise context.

Special Circumstances

- Appointment to this post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau

Here's what we can provide you with:-

- Full support of manager and team members
- Full range of training and CPD opportunities
- Laptop and mobile phone
- Nominated supervisor for regular support

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

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

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

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

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

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

In addition:

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

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

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SUBJECT: COMMONS ACT 2006 (CORRECTION, NON-REGISTRATION OR MISTAKEN REGISTRATION) (WALES) REGULATIONS 2017 – APPLICATION FEES

MEETING: INDIVIDUAL CABINET MEMBER DECISION (Cllr Paul Jordan)

DATE: 13th FEBRUARY 2019

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To seek approval for delegated authority to set full cost recovery application fees for applications under section 19 of, and Schedule 2, to the Commons Act 2006, to correct the registers of common land and town and village greens. Approval is also required to seek full reimbursement from applicants for any additional costs, for example, the holding of a public inquiry.
- 1.2 To seek approval for delegated authority to set full cost recovery application fees for all applicable applications, in accordance with any regulations introduced in the future by the Welsh Government, under the Commons Act 2006.

2. RECOMMENDATION:

- 2.1 That delegated authority be given to the Head of Law and Monitoring Officer to set full cost recovery application fees and seek full reimbursement from applicants for any additional costs associated with processing and determining an application.

3. KEY ISSUES:

- 3.1 The Correction, Non-Registration or Mistaken Registration (Wales) Regulations 2017 came into force on 5 May 2017.
- 3.2 The registers of common land and town and village greens were first established under the Commons Registration Act 1965. The Commons Act 2006 imposes a duty on registration authorities to continue to maintain the registers established under the 1965 Act.
- 3.3 Applicants may, depending on the application they are making, be required to pay an initial application fee and further instalments, to enable Monmouthshire County Council, as Commons Registration Authority, to recover the full cost of determining the application.
- 3.4 Applications made under section 19(2)(a) (correcting a mistake made by the registration authority) and 19(2)(c) (removal of a duplicate entry from the register) do not attract an application fee as these are viewed as mistakes having been made historically by the Commons Registration Authority. Similarly, applications under Schedule 2, paragraphs 2-5 (inclusive) are also free of charge as their determination is seen as being in the public interest and costs incurred by the Commons Registration Authority will be reimbursed by the Welsh Government.

4. OPTIONS APPRAISAL

- 4.1 The following options are available:

- Option 1 – Do not set the applications fees. Inconceivable that the Council would fail to set any application fees and hinder applications to correct the registers.
- Option 2 – Set application fees but not at full cost recovery. A significant impact on the Land Charges budget in respect of a loss of application fee income and the risk of a significant overspend if all additional Council expenses were not reimbursed by the applicant.
- Option 3 – Set full cost recovery application fees and recover all additional Council expenses. This will ensure full compliance with the regulations and Welsh Government guidance, and ensure that the Land Charges budget is not placed under additional avoidable pressure.

5. EVALUATION CRITERIA

5.1 An evaluation assessment is included in Appendix 1.

6. REASONS:

6.1 To set application fees in accordance with the regulations and Welsh Government guidance.

7. RESOURCE IMPLICATIONS:

7.1 The application fees will cover officer time spent processing and determining an application, and ensure the full reimbursement of all additional Council expenses.

8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

8.1 Appendix 2

9. CONSULTEES:

Cabinet
Senior Leadership Team
Head of Law and Monitoring Officer

10. BACKGROUND PAPERS:

10.1 Application fees, Appendix 3.

11. **AUTHOR:** Tudor Baldwin, Land Charges Officer

12. CONTACT DETAILS:

Tel: 01633 644075

E-mail: tudorbaldwin@monmouthshire.gov.uk

Appendix 1

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	COMMONS ACT 2006 (CORRECTION, NON-REGISTRATION OR MISTAKEN REGISTRATION) (WALES) REGULATIONS 2017 – APPLICATION FEES
Date decision was made:	13th February 2019
Report Author:	Tudor Baldwin

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

What is the desired outcome of the decision?

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

That delegated authority be given to the Head of Law and Monitoring Officer to set full cost recovery application fees and seek full reimbursement from applicants of any additional costs associated with processing and determining corrective, and other applications under the Commons Act 2006.

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

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

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

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

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

Publication of the full cost recovery application fees and officers' hourly rates on the service's Common Land, Town and Village Greens webpage.

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

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

Neutral impact as the application fees are based on full cost recovery. The decision is not designed to save money, nor have a negative impact on the Land Charges budget.

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Appendix 2



monmouthshire
sir fynwy

Future Generations Evaluation (includes Equalities and Sustainability Impact Assessment)

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<p>Name of the Officer: Tudor Baldwin</p> <p>Phone no: 01633 644075</p> <p>E-mail: tudorbaldwin@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To seek approval for delegated authority to set full cost recovery application fees for applications under section 19 of, and Schedule 2, to the Commons Act 2006, to correct the registers of common land and town and village greens. Approval is also required to seek full reimbursement from applicants for any additional costs, for example, the holding of a public inquiry.</p> <p>To seek approval for delegated authority to set full cost recovery application fees for all applicable applications, in accordance with any regulations introduced in the future by the Welsh Government, under the Commons Act 2006.</p>
<p>Name of Service: Land Charges</p>	<p>Date Future Generations Evaluation form completed</p> <p>18th December 2018</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?
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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Positive: Ensures the appropriate officer in the Council has the delegated authority to manage the common land and town and village green registers.	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
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	Positive: Common land and town and village greens are central to rural communities.	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive: Setting an example of successful management of common land and town and village greens.	
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		
A more equal Wales People can fulfil their potential no matter what their background or circumstances		

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Correcting the registers of common land and town and village greens will ensure their future protection.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The Correction, Non-Registration or Mistaken Registration (Wales) Regulations 2017 resulted from dialogue between Welsh Government, Local Authorities and other stakeholders.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Regulations introduced as a result of Welsh Government discussions with stakeholders.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The regulations will allow for errors in the registers to be corrected.</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>Considering impact on all wellbeing goals together and on other bodies</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

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral impact on people or groups of people with protected characteristics.		
Disability			

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?
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			

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?
Sex			
Sexual Orientation			
Welsh Language	A Welsh language version of the regulations and guidance is available.		

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

Commons Act 2006 and The Correction, Non-Registration or Mistaken Registration (Wales) Regulations 2017.

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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 Correction, Non-Registration or Mistaken Registration (Wales) Regulations 2017 came into force on 5 May 2017.

The report seeks approval for delegated authority to set full cost recovery application fees for applications under section 19 of, and Schedule 2, to the Commons Act 2006, to correct the registers of common land and town and village greens. Approval is also required to seek full reimbursement from applicants for any additional costs, for example, the holding of a public inquiry.

Approval for delegated authority to set full cost recovery application fees for all applicable applications, in accordance with any regulations introduced in the future by the Welsh Government, under the Commons Act 2006.

Applications made under section 19(2)(a) (correcting a mistake made by the registration authority) and 19(2)(c) (removal of a duplicate entry from the register) do not attract an application fee as these are viewed as mistakes having been made historically by the Commons Registration Authority. Applications under Schedule 2, paragraphs 2-5 (inclusive) are also free of charge as their determination is seen as being in the public interest and costs incurred by the Commons Registration Authority will be reimbursed by the Welsh Government.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
Implement application fees.	With immediate effect.	Head of Law and Monitoring Officer	

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:	Within 12 months to the Head of Law and Monitoring Officer
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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 Member	13 th February 2019	

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Appendix 3

The Commons Act 2006

(Correction, Non-Registration or Mistaken Registration) (Wales) Regulations 2017

2017 No. 566 (W.135)

Application Fees

Provision under, or for the purposes of which, the application is made	Purpose of application	Initial Application Fee
Section 19 of the 2006 Act	Correction for the purpose of section 19(2)(a), (of a mistake made by the registration authority)	No fee
Section 19 of the 2006 Act	Correction for the purpose described in section 19(2)(b) (any other mistake)	£920
Section 19 of the 2006 Act	Correction for the purpose described in section 19(2) (c) (removing a duplicate entry from the register)	No fee
Section 19 of the 2006 Act	Correction for the purpose described in section 19(2)(d) (updating the details of any name or address)	£350
Section 19 of the 2006 Act	Correction for the purpose described in section 19(2)(e) (accretion or diluvion)	£1,050
Schedule 2, paragraph 2 or 3, to the 2006 Act	Non-registration of common land or town or village green	No fee
Schedule 2, paragraph 4, to the 2006 Act	Waste land of a manor not registered as common land	No fee
Schedule 2, paragraph 5, to the 2006 Act	Town or village green wrongly registered as common land	No fee
Schedule 2, paragraphs 6-9, to the 2006 Act	Deregistration of buildings or other land registered as common land or as a town or village green	£910

SUBJECT: Proposed Abergavenny Lido – Landowner consent for Fundraising Activities by the Abergavenny Lido Group

MEETING: Individual Cabinet Member

DATE: 13th February 2018

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To provide consent from the Council to Abergavenny Lido Group to enable them commence fund raising activities to explore the feasibility of providing a 50m lido facility within Bailey Park.

2. RECOMMENDATIONS:

- 2.1** That the Council provides consent to the Abergavenny Lido group to undertake fund raising activities to enable them to establish the feasibility of providing a new 50m Lido facility at Bailey Park.

3. KEY ISSUES:

- 3.1** Abergavenny Lido Group has been created out of the communities aspirations to see the re-instatement of a modern outdoor pool facility within Bailey Park. The original pool was opened circa 1938, closed in 1996, and subsequently filled in.
- 3.2** Following a resurgence in the popularity of Lido's, a community group has been created to explore the feasibility of providing a 50m outdoor pool, learner pool, changing facilities, café and restaurant within Bailey Park. In order to establish the financial viability of these proposals the group need to undertake fund raising activities, including applying for grants, which requires the consent of the landowner.
- 3.3** The group have acknowledged that the Council are unable to provide any revenue or capital support for this scheme and are developing their own financial strategies to fund the build costs, anticipated to be in the region of £7,000,000 and develop a viable revenue stream to meet operating costs. The only commitment that the Council is making at this point will be to provide landowner consent to their grant applications and fund raising activities. Any decision whether to release the required land and support their development proposals will be taken in due course when the Abergavenny Lido Group has evidenced funding and a viable Business Plan and model.

4 OPTIONS APPRAISAL

Option	Benefits	Risks	Comments
Do nothing	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • The Abergavenny Lido Group will be unable to deliver the facility • Loss of potential grant funding to develop community facilities. • Loss of community engagement and against the principles of the Future Generations Act 	This would be the status quo option, but does nothing to support the Councils aspirations of creating resilient and sustainable communities.
Provide landowner consent to the Abergavenny Lido Group to enable them to exploit funding raising opportunities	<ul style="list-style-type: none"> • Will allow the community to develop their own plans for the proposed Lido facility. • Supports community cohesiveness and strengthen local networks • Promotes volunteering agenda and supports Councils ambition of developing sustainable and resilient communities • Supports the Well Being Future Generations Act • Provides grant funding opportunities 	<ul style="list-style-type: none"> • No guarantee that the bids will be successful or that the project will develop into the next stage. 	This provides an opportunity for the local community to develop their ambitions around a Lido facility with no financial requirement on the behalf of MCC. If successful, this could result in a leisure facility, which would meet a number of Council objectives around health and wellbeing, economic development and tourism. This is the preferred option

5. EVALUATION CRITERIA

See Appendix 1

6. REASONS:

- 6.1 The Abergavenny Lido Group is made up of committed volunteers who have already undertaken significant research on the lido market as well as generating and sustaining community involvement. The group is well aware of the financial pressures faced by the authority and are intending to raise the capital to construct the facility without any financial support from the Council. Providing landowners consent for the fundraising activities will enable the group to submit grant applications and undertake the due diligence activities necessary to demonstrate the financial viability of their proposition.

7. RESOURCE IMPLICATIONS:

- 7.1 There are no resource implications for the Council as all costs in developing the proposal are being borne by the Abergavenny Lido Group

8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):

The proposal does not have any safeguarding or corporate parenting implications.

9. CONSULTEES:

SLT
Cabinet
Head of Legal Services
Head of Tourism, Leisure & Culture
Community & Partnership Development Lead
S151 Monitoring Officer

10. BACKGROUND PAPERS:

Appendix 1 Evaluation Criteria

11. AUTHOR:

Debra Hill-Howells Head of Commercial and Integrated Landlord Services

12. CONTACT DETAILS:

Tel: 01633 644281
E-mail: debrahill-howells@monmouthshire.gov.uk

Title of Report:	Proposed Abergavenny Lido – Landowner consent for fundraising activities by the Abergavenny Lido Group
Date decision was made:	13th February 2019
Report Author:	Debra Hill-Howells
What will happen as a result of this decision being approved by Cabinet or Council?	
The Abergavenny Lido Group will be able to submit grant applications and undertake fund raising activities to enable them to develop their plans to build a Lido on Bailey Park.	
12 month appraisal	

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?	
Funds raised as a result of the landowner consent and the progress reached in developing their feasibility studies	
12 month appraisal	
<i>Paint a picture of what has happened since the decision was implemented. Give an overview of how you fared against the criteria. What worked well, what didn't work well. The reasons why you might not have achieved the desired level of outcome. Detail the positive outcomes as a direct result of the decision. If something didn't work, why didn't it work and how has that effected implementation.</i>	

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?	
No costs will be incurred by the Council	
12 month appraisal	
<i>Give an overview of whether the decision was implemented within the budget set out in the report or whether the desired amount of savings was realised. If not, give a brief overview of the reasons why and what the actual costs/savings were.</i>	

Any other comments	
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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

Name of the Officer completing the evaluation Debra Hill-Howells Phone no: 01633 644281 E-mail: debrahill-howells@monmouthshire.go.uk	Proposal Name: Proposed Abergavenny Lido – Landowners consent for fundraising activities by Abergavenny Lido Group
	Please give a brief description of the aims of the proposal By providing landowner consent it will enable the Abergavenny Lido group to apply for funding which will enable them to undertake a feasibility assessment of their Lido proposals for Bailey park
Name of Service Commercial and Integrated Landlord Services	Date Future Generations Evaluation form completed 25.01.19

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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	The local community have aspirations to develop a new 50m Lido facility in Bailey Park which would	

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?
Efficient use of resources, skilled, educated people, generates wealth, provides jobs	generate a revenue stream to maintain the facility as well as drive tourism and create jobs.	
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The proposal is to utilize existing parkland for the facility, preferably on the site of the former Lido to mitigate any wider impact on the park. This proposal is in its first stages of development and this element will be developed if the proposals proceed.	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	If developed the Lido will provide enhanced leisure facilities for the local community and tourists.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The proposal is being developed by the Abergavenny Lido group which is run by members of the local community.	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The ALG have identified that there are no outdoor pools situated within a reasonable travel distance and this would provide a local facility	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The Lido if constructed will provide additional health facilities.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The community are leading this proposal and local residents are able to participate in this project.	

2. How has your proposal embedded and prioritized 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 fund raising is designed to secure a viable lido facility to meet the needs of the local community</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The proposal is being driven by the local community</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The proposal is being driven and promoted by the local community</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This will resolve an aspiration rather than than fixing a local problem</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>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The proposal enables the community to move forward with their aspirations to deliver a lido facility within Bailey Park, that if successful will create jobs, leisure and well being facilities as well as promoting and supporting community development</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	Neutral	Neutral	
Disability	Neutral	Neutral	
Gender reassignment	Neutral	Neutral	
Marriage or civil partnership	Neutral	Neutral	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	Neutral	Neutral	
Race	Neutral	Neutral	
Religion or Belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual Orientation	Neutral	Neutral	
Welsh Language	Neutral	Neutral	

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

	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	Neutral	<i>Neutral</i>	
Corporate Parenting	Neutral	Neutral	

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

- Information provided by the Abergavenny Lido Group – this is at this stage only providing consent for the group to undertake fund raising activities

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?

Benefits

The community will be able to progress their aspiration to develop a Lido facility in Bailey Park

Negative Impacts

- None at this point of the project

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

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

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

The impacts of this proposal will be evaluated on:	
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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
	Individual Cabinet Member Report	13 th February 2019	

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