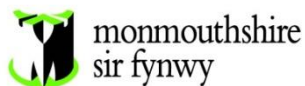


# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 15 September 2015

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, 23 September 2015.

- 1. MENTAL HEALTH SERVICES REMODELLING** 1 - 22  
  
**Division/Wards Affected:** All Wards  
**Cabinet Member:** County Councillor G Burrows  
  
**Purpose:** To seek approval for the implementation of a small remodelling in Mental Health Services following the redirection of resources to fund the Safeguarding restructure.  
  
**Report Author:** Julie Boothroyd Head of Adult Services  
  
**Contact Details:** Tel: 01633644933  
E-mail: [julieboothroyd@monmouthshire.gov.uk](mailto:julieboothroyd@monmouthshire.gov.uk)
- 2. RELEASE OF RESTRICTIVE COVENANT AT THE LONG BARN, AT BEILIAU FARM, GILWERN** 23 - 24  
  
**Division/Wards Affected:** Llanelly Hill  
**Cabinet Member:** County Councillor Giles Howard  
  
**Purpose:** To obtain approval for the release of the restrictive covenant at the Long Barn, Beiliau Farm, Gilwern, NP7 0EB.  
  
**Report Author:** Nicholas Keyse, Estates Surveyor, Estates  
  
**Contact Details:** Tel: 01633 64(4773)  
E-mail: [nicholaskeyse@monmouthshire.gov.uk](mailto:nicholaskeyse@monmouthshire.gov.uk)
- 3. PERMANENT CHANGE TO STAFF STRUCTURE IN PLANNING POLICY: INCREASE BY 0.5FTE** 25 - 36  
  
**Division/Wards Affected:** All Wards  
**Cabinet Member:** County Councillor P Murphy  
  
**Purpose:** To seek Cabinet Member approval to make a permanent

change to the staff structure in the Planning Policy team, by increasing the permanent structure by 0.5FTE.

This post already exists and is occupied, but on a temporary contract expiring in November 2015.

The costs of the proposal are met fully by existing budgets (nil net cost).

**Report Author:** Mark Hand, Head of Planning

**Contact Details:** **Tel: 01633 644803**  
**E-mail: [markhand@monmouthshire.gov.uk](mailto:markhand@monmouthshire.gov.uk)**

4. **CHANGES TO TEAM STRUCTURE INCLUDING JOB EVALUATION AND REGRADING OF POSTS WITHIN THE POLICY AND ENGAGEMENT TEAM** 37 - 66

**Division/Wards Affected:** All Wards  
**Cabinet Member:** County Councillor P Murphy

**Purpose:** To seek approval to the following changes within the Policy and Engagement service area.  
Regrading of three jobs in accordance with the council's job-evaluation scheme;  
Change in the designation of two posts within the Communications and Engagement Team within the existing establishment with no increases to grades;  
To agree to a flexible retirement with the Policy and Performance Team.

**Report Author:** Will McLean, Head of Policy and Engagement

**Contact Details:** **Tel: 07834 435934**  
**E-mail: [willmclean@monmouthshire.gov.uk](mailto:willmclean@monmouthshire.gov.uk)**

5. **DISPOSAL OF LAND ADJACENT TO 114 MERTHYR ROAD, ABERGAVENNY FOR USE AS CAR PARKING.** 67 - 84

**Division/Wards Affected:** Grofield  
**Cabinet Member:** County Councillor Giles Howard

**Purpose:** To seek approval for the disposal of the land outlined red to the property owners of 106-114 Merthyr Road, Abergavenny to create residents a private parking area for their properties.

**Report Author:** Gareth King MRICS – Management Surveyor

**Contact Details:** **Tel: 748331**  
**E-mail: [garethking@monmouthshire.gov.uk](mailto:garethking@monmouthshire.gov.uk)**

6. **AGREE THE LETTING OF WELSH CHURCH TRUST LAND IN** 85 - 102

## LLANMARTIN

**Division/Wards Affected:** All Wards

**Cabinet Member:** County Councillor Giles Howard

**Purpose:** To seek approval for the letting of Welsh Church Trust [WCT] Land located in Llanmartin on a new farm business tenancy

**Report Author:** Gareth King – Management Surveyor

**Contact Details:** Tel: 01633 748 331  
E-mail: [garethking@monmouthshire.gov.uk](mailto:garethking@monmouthshire.gov.uk)

7. **EMPLOY CONSULTANT TO UNDERTAKE PROTECTED SPECIES SURVEYS FOR TROY HOUSE** 103 - 114

**Division/Wards Affected:** Mitchel Troy

**Cabinet Member:** County Councillor Giles Howard

**Purpose:** To seek Cabinet Member approval to engage a consultant to undertake protected species surveys for Troy House, Mitchel Troy, at a cost of £9,665.

The costs of the proposal are met fully by existing budgets.

**Report Author:** Mark Hand, Head of Planning

**Contact Details:** Tel: 01633 644803  
E-mail: [markhand@monmouthshire.gov.uk](mailto:markhand@monmouthshire.gov.uk)

8. **CAPITAL RECEIPTS SALE OF LAND ADJOINING HILLSIDE ROAD ABERGAVENNY** 115 - 136

**Division/Wards Affected:** Cantref; Lansdown

**Cabinet Member:** County Councillor Phil Murphy

**Purpose:** To obtain consent for the sale of the area of land adjoining Hillside Road Abergavenny, (shown outlined red) on the attached plan 1, and the granting to the purchaser of full vehicular and pedestrian rights of access over Hillside Road, (shown hatched brown on the attached plan), known as Hillside Road.

**Report Author:** Cerys Halford - Principal Estates Surveyor

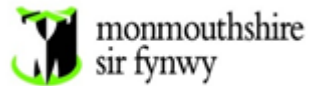
**Contact Details:** Tel: 01633 644734  
E-mail: [ceryshalford@monmouthshire.gov.uk](mailto:ceryshalford@monmouthshire.gov.uk)

Yours sincerely,

**Paul Matthews**  
**Chief Executive**

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<b>Organisational Development</b> Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy.	WLGA Council WLGA Coordinating Board Local Service Board	Portskewett
R.J.W. Greenland (Deputy Leader)	<b>Innovation, Enterprise &amp; Leisure</b> 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)	<b>Community Development</b> Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety.	Community Safety Partnership Equalities and Diversity Group	Larkfield
E.J. Hacket Pain	<b>Schools and Learning</b> School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.	Joint Education Group (EAS) WJEC	Wyesham
G. Howard	<b>Environment, Public Services &amp; Housing</b> Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment & Countryside.	SEWTA SEWSPG	Llanelly Hill
G. Burrows	<b>Social Care, Safeguarding &amp; Health</b> 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	<b>Resources</b> Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety.	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
S.B. Jones	<b>County Operations</b> Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.	SEWTA Prosiect Gwrydd	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.

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**SUBJECT: MENTAL HEALTH SERVICES REMODELLING.**

**MEETING: DIRECTORATE MANAGEMENT TEAM INDIVIDUAL MEMBER DECISION**

**DATE: 23<sup>rd</sup> September 2015**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

To seek approval for the implementation of a small remodelling in Mental Health Services following the redirection of resources to fund the Safeguarding restructure.

**2. RECOMMENDATIONS:**

- (a) The remodelling is agreed; resulting in:
- (b) Group manager increase from 3 days a week to 5 days a week.
- (c) Re-defining the role of senior practitioners in the mental health service to become team leaders.

**3. KEY ISSUES:**

**3.1 Introduction.**

This report links to the Adult Safeguarding Report dated report 18<sup>th</sup> November 2014, where a single member decision was granted resulting in the restructuring of the safeguarding team. The safeguarding review highlighted risks that have now been mitigated by increasing the resources to the team this is partly being funded through a restructure in the Mental Health Service, hence this further report.

- A review of adult safeguarding was carried out in 2014 culminating in a single member decision on the 18<sup>th</sup> November 2014 (appendix 1) to develop a new team structure to secure the safeguarding service onto a firmer footing.
- This was funded internally by re positioning a post from the commissioning team to become the Safeguarding Team Manager.
- The subsequent funding required for the remaining posts has required some restructuring in the mental health service.

*“We will relocate a position from the commissioning service and a small restructure in Mental Health will be subject to a further report in order to fund this.”(Single member decision 18th Nov 14).*

- The Mental Health Service in Monmouthshire is delivered to adults and older people and from co - located bases in the north and south of the county, located in Health premises.
- In order to fund the safeguarding team a re-alignment of the senior practitioner roles to that of lead practitioners is required, this would align with the team structures present in ABUHB as our key partners.( appendix 2)
- The current Mental Health Team Manager holds a post which is part time Team Manager and part time Group Manager
- By increasing Group Manager cover to fulltime from three days a week alongside the team lead roles with the current expertise and experience in situ there will be adequate cover.
- There are potential future risks; by reorganising the structure; both with the commissioning post and the posts in Mental Health there are risks around capacity to deliver and also capability. As it stands, this is a low risk, each of the current post holders are highly experienced and capable practitioners. If we were to have change in post holders the risk would be higher, this is not expected to be an issue but we will mitigate the risk by reviewing this on-going basis and building further capability in other posts.
- As yet we are not sure what the longer term impact will be on the gaps we have created by the remodelling both for the Commissioning Team and in Mental Health but the operational necessities have meant that the solution proposed is seen as a good enough approach .

#### **4. REASONS:**

In order to fulfil our statutory responsibilities around safeguarding and having secured the safeguarding resources from internal remodelling via both the Commissioning TTam and the Mental Health Team ; this next phase of remodelling of the management and practitioner roles within Mental Health Services is now required.

#### **5. RESOURCE IMPLICATIONS:**

This will be fully funded from within existing resource.

Despite this being a new pressure burden within a statutory part of delivery we have looked creatively at how this can be resourced with the SCH budget and the remodelling of both the Group Manager and lead practitioner/team lead roles alongside the remodelling of a commissioning role will enable to be managed within existing resources.

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

An Equality Screening Form is attached which identifies neutral impacts.

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

**Complete**

The actual impacts from this report's recommendations will be reviewed every **xxx** years and criteria for monitoring and review will include:

**Complete**

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

**8. CONSULTEES:**

The Social Care and Health Directorate Management Team  
SCH Finance Team  
Employee Services  
Post holders

**9. BACKGROUND PAPERS:**

Appendix 1 Single member report 18<sup>th</sup> November  
Appendix 2 New Role profiles for Team leaders

**10. AUTHOR:**

**Julie Boothroyd Head of Adult Services**

**11. CONTACT DETAILS:**

**Tel: 01633644933**

**E-mail: [julieboothroyd@monmouthshire.gov.uk](mailto:julieboothroyd@monmouthshire.gov.uk)**

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## **Review of Adult Safeguarding in Monmouthshire**

### **Background to the review**

Directorate Management Team (DMT) considered a report in October 2013, which identified some significant risks around the county's ability to deliver the Welsh Guidance for Protection of Vulnerable Adults (POVA).

The areas of concern identified were:

- Increased demands on the POVA rota leading to overload on an already fragile arrangement.
- Changes in the personnel providing the Designated Lead Manager (DLM) function has diluted expertise.
- Lack of consistency in approach in the use of the All Wales procedure.
- Changes in other service areas, e.g. the police, has left the DLM role compromised at times
- Fragility of accurate data due to lack of administration availability.
- Poor Quality Assurance.

DMT agreed to:

- Immediate increase in staffing
- Change to the way we managed the flow of work into the authority
- Review of the model in Monmouthshire to address areas of concern as above.

### **What we did.**

1. We separated the functions of screening referrals from the DLM role of taking forward the POVA referral, thus removing the daily POVA rota from the DLM's which immediately freed up DLM's to carry out the rest of the POVA process, and we were able to accurately measure demand.

To deliver this new front end service we moved the POVA Co-coordinator (Hilary Smart) into the role and provided an additional team manager to support the new arrangement (Andrew Burford), an increase in a full time manager resource. We have backfilled Andrew's substantive post on a short-term basis.

The secure e-mail account, which is the access point for all referrals which could be designated adult protection, was then screened by either Andrew or Hilary using the All Wales Threshold Tool to define whether to progress in POVA or manage in core care management services, thus providing a consistent screening process.

We recruited an additional full time administrator to work in the newly formed POVA team.

2. We asked the DLM's to self-assess to find out where the gaps in confidence and experience lay.

We put in place the start of a programme to support improvement of confidence and experience for all DLM's.

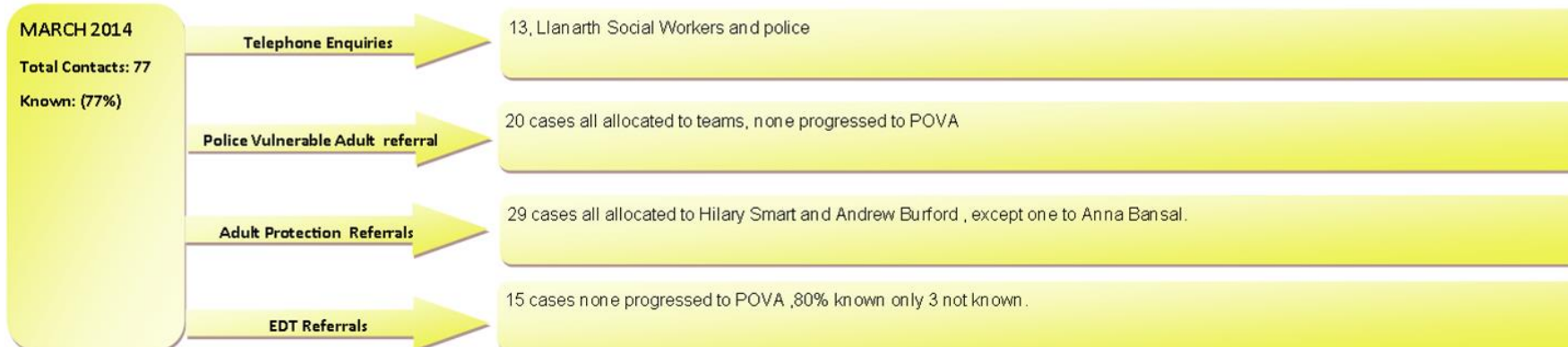
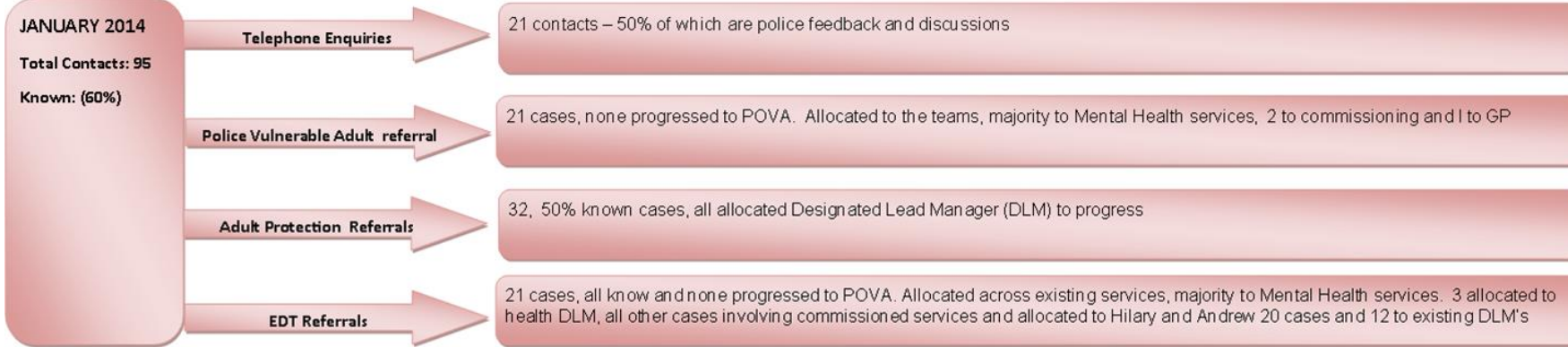
## Appendix 1

3. We researched other models across Wales and considered opportunities for collaboration with adult services and children's.
4. We re-evaluated the POVA Co-ordinator job description in line with how the role has developed over recent years. We passed the new job description through job evaluation and found it to be Band K.
5. We found temporary accommodation for the new POVA 'team' in Mardy Park Resource Centre.
6. We referred issues relating to changes in the police to Simon Burch to progress at a strategic level.

### **What is our demand?**

The following information was collected over a three month period January – March 2014, and the highlights recorded overleaf:

# Appendix 1



**1. What does the demand now tell us?**

- Majority of contacts are for people already known to service.
- 50% of enquiries for information are from the police exchanging and feeding back information. LLanarth Court makes up the next largest group followed by other professionals and CSSIW enquiries.
- 50 Emergency Duty Team (EDT) referrals, none progressed to POVA, all contacts known to the service, and all passed to relevant teams, predominantly Mental Health.
- 59 Police referrals, 1 progressed to POVA all others allocated to teams predominantly Mental Health.
- Considerable activity through the secure POVA e mail account which does not progress to POVA but requires consideration
- Adult protection referrals make up on average 35% of the activity and were allocated to a range of DLM's to progress, the majority by Hilary and Andrew.
- The time taken for decisions to be made regarding progress of POVA referrals shown to be variable, the majority in excess of 2 weeks.

Time to complete POVA process	JAN	FEB	MAR	APR	MAY	JUN
Same day	1	1	1			
<2 weeks	2	2	5			
2 - 4 weeks	7	3				
4 – 8 weeks	6	2				
8 weeks or more	15					
Total AP referrals	31	23				

**2. The self- assessment was completed by all current DLM's in Monmouthshire and told us:**

- All had participated in the appropriate training available at Level 3 and Level 4.
- All felt supported by other DLM's and Hilary in particular as POVA co-ordinator.
- All recognised that there was considerable expertise in the group.



## Appendix 1

When asked to identify any gaps in competence / confidence the following themes emerged:

- Lack of experience as newly in post
- Lack of previous social care experience
- Lack of knowledge around financial arrangements, legal knowledge and capacity issues associated with court of protection and finances.
- Pressure due to dual role team manager and DLM on duty

As a result of the above we have targeted the less confident DLM's for allocation and 'buddied' them with a more experienced DLM to progress the case.

We have agreed to implement the DLM skills framework with all DLM's and then progress the outcomes for training and support where necessary.

This is an on-going stream of work.

### **3. Models across Wales**

Some work carried out across Wales has reported on the models which each Local Authority has in place to deliver Adult Protection and they fall into the following categories:

- A care management model where the screening of referrals and the DLM role is carried out by a range of managers and senior staff from the care management and assessment service and commissioning. Non-criminal investigations are allocated to staff in core services.
- A specialist team model where the screening of referrals, the DLM function and non-criminal investigation is delivered through a specialist team.
- A shared specialist /care management model where screening is separated into a specialist role, and a range of DLMs appointed from the core services and non-criminal investigations are delivered both from a specialist team and core services.

In Monmouthshire we have been operating a care management model where the adult protection referrals are managed by a range of staff allocated the role of the DLM on a daily rota basis. The new arrangement has moved 2 expert DLM's to the front door, who now carry out the function of screening all the demand into the authority. They apply the threshold tool, seek further appropriate information and liaise with partner organisations before making the decision as to whether it is a referral which needs managing within POVA and the allocation of a DLM to carry on with strategy meeting, or whether to allocate into a care management team.

**Models locally in Gwent:**

<b>Locality</b>	<b>Population approximately</b>	<b>Adult safeguarding model</b>	<b>Staff</b>	<b>Referral rate 12/13</b>	<b>No of investigations 12/13</b>
Monmouthshire	91K	Care Management model, referral managed via a duty rota across all DLM's	1 POVA co coordinator at Senior practitioner level plus 15 DLM's from adult service teams and commissioning.	145	55
Torfaen	91K	Safeguarding Unit – Children's and Adults	A joined up team, safeguarding manager and 1 Adult protection co coordinator plus DLM in adult service teams.	130	53
Blaenau Gwent	70K	Care management moving to review specialist functions.	Service manager for POVA, I F T co coordinator at Senior Practitioner and 1 F T admin plus 16 DLM's in adult services teams	150	57

## Appendix 1

Locality	Population approximately	Adult safeguarding model	Staff	Referral rate 12/13	No of investigations 12/13
Newport	141K	Specialist moving to shared with care management, and consideration of merge with Children's.	1 POVA Team manager 3 Senior Practitioners working as DLMs 3 admin support – 2 fulltime and 1 part time	220	31
Caerphilly	170K	Specialist Adult Safeguarding team	1 Service manager (responsible for 5 different teams in total) 5 FTE POVA coordinators (grade 11) (of which one is 50/50 funding with health) Senior admin 1 FTE (grade 7) 4 FTE admin officers (grade 5)	340	72

Information taken from Statistics for Wales data issued 25-02-14 and information re staffing given by local co coordinators.

### **Potential collaborative opportunities:**

We met with staff in Newport to discuss the potential for collaborative opportunities. The William's report has connected our two localities together so it seemed the most appropriate place to test the discussion. The service manager, Alys Jones and two of her managers, visited us in Monmouthshire and were very interested to find out about the review and how we were working locally but did not feel there were any opportunities to progress a collaborative plan as they too had concerns about the sustainability of their model and were considering a children's and adults approach to safeguarding within their locality.

We also met with Monmouthshire Children's Services and considered if there were any opportunities for collaboration. Again, we had a good discussion with Tracy Jelfs and Jane Rogers and agreed opportunities to work more closely in some areas but did not agree that there was the potential at this time for a re-structure approach to safeguarding across both departments.

### **Options for improvement in Monmouthshire**

#### **Option 1:**

We return to our care management model in Monmouthshire. This is not considered to be a viable option as identified in previous DMT report.

We have considered two further options of moving to a shared model putting experts at our front door and using a range of DLM's to progress POVA referrals through the All Wales process.

This would be a shared model comprising experts who specialise in POVA as their substantive post. They would provide the expert front door service for all contacts to the locality and support and information for all other DLM's and staff working in the adult safeguarding arena. They would be supported by administrators who would be expert in POVA minute taking and take responsibility for the data collection around Monmouthshire's POVA activity.

Our other 'experts' will be the current DLM staff group who remain with substantive posts in the care management and assessment service and commissioning. They would take allocated POVA referrals and progress through the All Wales procedures.

#### **Option 2:**

To permanently fund two FULL TIME front door experts at Team Manager, Band K level in line with current job evaluation of our existing POVA Co-ordinator post. In addition to fund 2 FULL TIME full time administrators at Band 3.

The advantages are:

- A single point of access more robustly managed, effective screening of all contacts, partner relationships developed, allocation to other DLM's and follow up centrally, data collection more efficient, minute taking more reliable,

## Appendix 1

- More availability to attend sub groups on a Pan Gwent basis.

The weaknesses:

- DLM's will need to continue to cover for annual leave and sickness
- Limited capacity to fulfil requests to participate in related areas eg MARAC, hate crime etc.
- Limited capacity to provide quality assurance
- Cost – see table below:

### **Option 3:**

To provide a full time team manager Band K and 2 full time senior practitioner DLMs, Band J, to work at the front door thus making the specialist front door arrangement robust, plus 2 full time administrators. The team manager post would be able to take on the coordination of work across the locality and contribute to the strategic agenda around POVA.

The advantages are:

- As Option 2, plus a more robust front door arrangement to cover absence and leave, availability to attend MARAC, hate crime meetings etc, ability to quality assure the work stream, training/ support for DLM, availability to participate more fully in Pan Gwent work streams.
- Robust coordination of POVA work allocated out to the teams
- Contribution to the strategic agenda for POVA.

The weaknesses:

- Cost- see table below:

## Appendix 1

The disadvantages are cost:

<b>POVA OPTION COSTINGS</b>	
<b>OPTION 1</b>	
No additional resources	
<b>Total additional cost:</b>	<b>£0.00</b>
<b>OPTION 2</b>	
Increase current 30 hour POVA Co-ordinator post to 37 hour Band K	£9,720.00
Increase current 30 hour admin post to 37 hour	£4,812.00
Additional 1 FT Band K post	£55,061.00
Additional 1 FT Administrator post -	£24,934.00
<b>Total additional cost:</b>	<b>£94,527.00</b>
<b>OPTION 3</b>	
Additional 1 FT Band K team manager POVA post	£55,061.00
Additional 1 FT POVA coordinator post Band J	£50,215.00
Increase current 30 hour POVA coordinator post to 37 hour Band J	£9,720.00
Additional 1 FT Administrator post	£24,934.00
Increase current 30 hour admin post to 37 hour Band	£4,812.00
<b>Total additional cost:</b>	<b>£144,742.00</b>

**RECOMMENDATION:**

This review has given us the opportunity to consider demand more fully and to work with our current staff to consider ways of developing their competence around adult safeguarding.

It has not reached far enough into considerations as to how the new Social Services and Wellbeing Bill will require changes to the way local authorities manage safeguarding and the increased expectations on staff and how this will impact on our work force planning.

Hence my recommendations are two-fold. Firstly to consider the options put forward to ensure a robust approach is in place for the foreseeable future and secondly to discuss how we as an authority will take forward the wider safeguarding agenda around implementation of the Bill.

We have considered the options above and recommend that:

- We move to a permanent shared model by staffing with experts at the front door and delivering the DLM role and non-criminal investigation role across the care management service.
- We look to further scope the shared delivery of safeguarding both children and adults in line with the new bill in Monmouthshire in suitable accommodation to meet needs of the service.

**Ailsa Macbean**  
**Integrated Service Manager - South Monmouthshire**  
**May 2014**

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## ROLE PROFILE

**ROLE:** Lead Practitioner /Team Lead  
**POST NO:**  
**SECTION :** Mental Health- Older People  
**GRADE:** SCP4718.5hs SCP49 18.5hrs  
**LOCATION:** Abergavenny/Chepstow

**RESPONSIBLE TO:** Group Manager

### **The Mental Health Services Team.....Who we are:**

- We are a multi-disciplinary Social Work and Health Team based in North and South Monmouthshire.
- Our primary objective is to:
  - Ensure that people with enduring mental health needs and their carers are supported to live a good life and receive appropriate support advice and assistance from the multi-disciplinary team.

### **Our Purpose: “Helping people with Mental Health needs live their own lives”**

- Providing a Social Work lead role within the multi-disciplinary Community Mental Health Care teams ensuring we work with individuals who need our support in a way that fosters good relationships and enables individuals to be supported to reach the outcomes they want.

### **The Purpose of this Role:**

- To be the key professional lead /team lead for Adult Mental Health in Monmouthshire, supporting a small social work service in both the North and South of the County.

### **Managers Expectation of this Role:-**

Here's what I am looking for from this role:

We have developed an effective Mental Health Service in Monmouthshire in partnership with ABUHB. We have a skilled professional workforce who is playing a large part in upholding social work practice in largely Health led teams. We have decided to develop a different model of delivery to support practice and to become more aligned with our Health Colleagues. This will see the development of these key new roles that will lead both practice development but will have day to day management responsibility across the teams.

In order for this to work you will:

- Be a good communicator and networker in order to liaise with all the relevant people /teams to ensure people are connected to those who can provide the most effective support.
- Be able to provide support and guidance to social workers in all teams in Monmouthshire on mental health issues which will inform good practice and enable good working relationships.

## Appendix: 2

- Take the lead for day to day management and supervision of the social workers in the Mental Health Care Teams; this will mean you are both a practice lead and a management lead.
- Be an enthusiastic and motivated supervisor of students on practice placement along with encouraging all social workers to become practice assessors to ensure we continue to develop a high calibre of students into the profession, this will also include staff undertaking AMHP training.
- Be able to allocate work and ensure appropriate and proportionate responses are made and effective outcomes are being worked on with individuals.
- Carry out employee reviews which are meaningful and set appropriate challenges around improving practice and personal development.
- Have systems in place for managing poor performance and be confident in implementing capability and disciplinary procedures where necessary, including dealing with these at an initial stage.
- Be responsible for the day to day management and decision making in all aspects of the budget and support the group manager, finance and business administrators to scrutinize and validate the budget spend on a regular basis.
- Be able to deal with representations and complaints as well as investigations at stage 1 .
- Be contributing to the development of the social work team and the mental health service, consistent with national and local strategies.
- Ensure that the necessary legal responsibilities and departmental/joint policies and procedures are carried out in relation to your own caseload, and the team's caseload.
- Be an Approved Mental Health Practitioner and undertake AMHP duties, as required. You will also provide support and advice to other AMHPS within the team.
- Undertake in POVA duty rota when needed, provide appropriate follow up to the referrals, and carry out investigations in your role as the Designated Lead Manager in cases agreed by the POVA manager.
- Be able to deputize for the Service Manager as required.

### **Here's what we can provide you with:**

- Regular supervision.
- Access to a range of training opportunities
- The opportunity to be able to influence the direction of travel around Mental Health in particular the roll out of LEAP
- The opportunity to work within a dynamic organisation that is striving to work team
- Regular employee reviews to discuss progress, development and future objectives.

### **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.

## Appendix: 2

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.

REQUIREMENTS		WEIGHTING	HOW TESTED
Appendix: 2		HIGH / MEDIUM / LOW	
<b>1. EDUCATION/QUALIFICATION KNOWLEDGE</b>			
1.1	Professional qualification in social work.	High	Application Form
1.2	Qualified and warranted AMHP	High	Application Form
1.3	Knowledge of the operation and functions of a social services department.	High	Application Form
1.4	Knowledge of the legislative background of working in Health and Social Care.	High	Application Form Interview
1.5	Familiarity in IT systems	Medium	Application Form
1.6	Current Driving Licence	High	Application Form
1.7	Knowledge of the needs of all people we provide support to in a social care and health context.	High	Application Form Interview
<b>2. EXPERIENCE</b>			
2.1	Experience at social work and senior practitioner level	High	Application Form Interview
2.2	3 years fieldwork experience in a care manager role within a local authority.	High	Application Form Interview
2.3	Experience of having developed productive partnerships with colleagues in health.	High	Application Form Interview
2.4	Experience supervising students.	High	Application Form Interview
2.5	Experience of managing cases# and budget oversight.	High	Application Form Interview
2.6	Experience of all aspects of staff management including supervision, appraisal, and development.	High	Application Form Interview
		High	Application Form Interview
<b>3. COMMUNICATION / INTERPERSONAL SKILLS</b>			
3.1	Proven skills at communicating with and involving service users and carers including utilisation of a range of methods.	High	Application Form Interview
3.2	Ability to prepare and present reports and briefings for a range of audiences.	High	Application Form Interview
3.3	Ability and experience of chairing meetings.	High	Application Form

3.4	Ability to understand and work within a health context and with other partners in order to integrate services.	High	Interview
3.5	Ability to take an overview of service delivery and both recommend and implement change as required.	High	Interview
3.6	Ability to deal with situations in which there is conflict or challenge and to achieve a successful resolution.	High	Application Form Interview
3.7	Proven capacity to motivate staff.	High	Application Form Interview
<b>4. APTITUDE AND SKILLS</b>			
4.1	Experience of managing professionally qualified staff and effective supervision skills.	High	Application Form Interview
4.2	Commitment to ensuring that performance management information, both formal and informal is recorded and used to appraise performance.	High	Application Form Interview
4.3	Demonstrate evidence of a commitment to delivering high quality services.	Medium	Application Form Interview
4.4	Demonstrate ability to develop manage within policies and procedures.	Medium	Application Form Interview
4.5	Evidence an ability to work on own initiative and to organize workloads for self and others.	High	Interview
<b>5. EQUAL OPPORTUNITIES</b>			
	Able to demonstrate a clear understanding of equal opportunities principles and practice and a commitment to their effective implementation in a Social & Housing Services context. (senior mgt level)	High	Application Form Interview
<b>6. SPECIAL CIRCUMSTANCES</b>			
Appointment to this post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau.			

**In addition:**

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

**Person Specification**

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

**Person Specification**

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

Application forms and further details for the post can be obtained from:

Personnel, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN on 01633 644198 24 hour answering service,

Via email to: [personnel@monmouthshire.gov.uk](mailto:personnel@monmouthshire.gov.uk)

Completed applications should be returned to the above address

**If you have any questions or if anything requires further clarification, please contact me, Julie Boothroyd on 07778 336613 or email me at [julieboothroyd@monmouthshire.gov.uk](mailto:julieboothroyd@monmouthshire.gov.uk)**

**Closing Date:**

<b>SUBJECT:</b>	<b>Release of restrictive covenant at the Long Barn, at Beiliau Farm, Gilwern</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision</b>
<b>DATE:</b>	<b>18<sup>th</sup> August 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>Gilwern</b>

## 1. PURPOSE:

1.1 To obtain approval for the release of the restrictive covenant at the Long Barn, Beiliau Farm, Gilwern, NP7 0EB.

## 2. RECOMMENDATIONS:

2.1 To agree that the covenant can be released on terms to be agreed by the Estates Manager.

## 3. KEY ISSUES:

- 3.1 A local resident is purchasing the agricultural barn in order to redevelop into a four bed dwelling.
- 3.2 The council placed a restrictive covenant on the dwelling following its disposal in 1996 to restrict the “use of said agricultural buildings for any purpose other than agricultural use”.
- 3.3 Planning permission has been granted for conversion of the barn (Brecon’s Beacons National Park Authority Planning Ref:- 10/04641/LBC) and the residents requires the covenant to be released in order to proceed.

## 4. REASONS:

4.1 Release of the restrictive covenant will generate a capital receipt for the council and enable an unused agricultural barn to be converted into a dwelling.

## 5. RESOURCE IMPLICATIONS:

5.1 The sale of the land will generate a capital receipt.

## 6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

Complete – No significant impacts (attached).

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

NONE

**8. CONSULTEES:**

Ben Winstanley – Estates Manager, Estates  
Robert Tranter – Legal Services and Monitoring Officer  
Mark Davies – Highways Officer  
Cllr Simon Howarth – Local Member  
Cllr Giles Howard – Local member

**9. BACKGROUND PAPERS:**

None

**10. AUTHOR:**

Nicholas Keyse, Estates Surveyor, Estates

**11. CONTACT DETAILS:**

**Tel:** 01633 64(4773)  
**E-mail:** [nicholaskeyse@monmouthshire.gov.uk](mailto:nicholaskeyse@monmouthshire.gov.uk)



**SUBJECT: PERMANENT CHANGE TO STAFF STRUCTURE IN PLANNING POLICY: INCREASE BY 0.5FTE**

**MEETING: Individual Cabinet Member Decision**

**DATE: 27/08/2015**

**DIVISION/WARDS AFFECTED: PLANNING POLICY (ENTREPRISE) AFFECTED ALL WARDS AFFECTED**

## 1. PURPOSE:

- 1.1 To seek Cabinet Member approval to make a permanent change to the staff structure in the Planning Policy team, by increasing the permanent structure by 0.5FTE.
- 1.2 This post already exists and is occupied, but on a temporary contract expiring in November 2015.
- 1.3 The costs of the proposal are met fully by existing budgets (nil net cost).

## 2. RECOMMENDATIONS:

- 2.1 That the following amendment to the staff structure be approved:

### Existing structure

1.0FTE Planning Policy Manager (JC and MD)  
 0.5FTE Principal Policy Officer (vacant but MD's substantive post)  
 0.5FTE Principal Planning Officer – permanent (RL)  
 0.5FTE Principal Planning Officer – temporary to Nov 2015 (RL)  
 1.0FTE Senior Planning Officer (SJ)  
 1.0FTE Policy Monitoring Officer (JE)  
 0.5FTE Admin support (vacant)

### Proposed structure

No change  
 No change  
 Becomes 1.0FTE permanent post  
 see above  
 No change  
 No change  
 No change

- 2.2 At present, RL is employed as a Principal Planning Officer on a full time basis, but 0.5FTE of this post is on a temporary basis ending in November 2015. The proposal is to provide this officer with a full time permanent contract (1.0FTE).

## 3. KEY ISSUES:

- 3.1 The above temporary arrangement has been ongoing for three years and provides the right level of staff resource for the team. It is worth noting that, while the LDP has been adopted, the team has a significant workload including drafting Supplementary Planning Guidance, undertaking the annual monitoring report (AMR) for the LDP, drafting the Community Infrastructure Levy, and providing general planning policy advice. An LDP review is likely to be necessary within the near future due to an anticipated drop in housing land supply. This will be a significant piece of work.

- 3.2 The ongoing arrangement with a temporary contract provides the post-holder with no long term job security and means MCC is at very real risk of losing an experienced, skilled and valuable officer as permanent job opportunities arise elsewhere. This is not a desirable outcome for MCC and one that is easily avoided.
- 3.3 The current situation effectively creates a tri-partite arrangement with the Manager post job share arrangement, which adds unnecessary complexity and uncertainty. This proposal would resolve that situation.

#### **4. REASONS:**

- 4.1 to continue to provide adequate staffing levels to meet the team's significant and corporately important workload, with potential to reduce reliance on external consultants/advisors;
- 4.2 to retain an experienced, skilled and valued member of staff and provide them with stability and job security;
- 4.3 the proposal is cost-neutral.
- 4.4 Other options were considered but discounted:
- a) do nothing: the current temporary contract would end, and MCC would lose a valued employee. Workload capacity would be reduced resulting in greater reliance on external consultants/advisors (and additional expense) and/or work is delayed, with implications for the adoption of CIL and other policy documents and/or delayed LDP review. A replacement part-time officer could be recruited, but with associated delay and cost. There are no advantages to this option and several disadvantages, so this option has been discounted;
  - b) extend the temporary contract: this does not provide the post holder with job security and at best simply delays their inevitable departure, which is not beneficial to MCC or the individual. There is no cost saving in this approach. There are no advantages and several disadvantages, so this option has been discounted.

#### **5. RESOURCE IMPLICATIONS:**

- 5.1 As set out above, the proposal will ensure the correct level of staffing resource is retained for current and foreseeable workload.
- 5.2 As set out below, the proposal would be cost neutral, with all additional costs met within existing budgets.
- 5.3 The additional permanent 0.5FTE Principal Officer post would cost £25,276 (including on-costs and assuming a 1% pay award).
- 5.4 The proposal is fully met by existing budgets, with all options considered in terms of the current Manager post job share arrangement:

*Option 1: The current Manager job share arrangement continues:*

The proposal is fully funded by the budget for MD's substantive post, as the salaries are identical.

The net cost increase is £0 (nil).

*Option 2: The current Manager job share arrangement ends:*

MD would return to his substantive post, which is fully funded in the existing budget. It is assumed that the Manager post continues to be occupied on a full time basis.

The additional permanent 0.5FTE Principal Officer post would cost £25,276 (including on-costs and assuming a 1% pay award).

This would result in an increase to the total staffing budget of £5,387. This modest increase would be offset by a reduced budget for consultant/external advice.

The net cost increase is £0 (nil).

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

- 6.1 The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:
- 6.2 The proposal maintains the employment of a skilled and educated officer, and makes most efficient use of MCC resources by maximising the amount of work that can be undertaken in-house.
- 6.3 The work undertaken by Planning Policy directly relates to promoting and ensuring sustainable development. It is important to ensure this team is adequately resourced, which this proposal seeks to achieve. Full consideration has been given to the financial implications, which are sustainable in the foreseeable future in the context of the challenging financial climate facing Local Authorities.
- 6.4 In terms of the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, the post in question is already occupied. MCC is an equal opportunities employer. Recruitment was undertaken in accordance with HR requirements which ensure no discrimination on the basis of protected characteristics. Any necessary future recruitment would be subject to the same requirements.
- 6.5 The actual impacts from this report's recommendations will not need to be reviewed. The proposal relates to a permanent change to the staff structure of the Planning Policy team. Future recruitment, if needed, would be undertaken in accordance with HR policies in place at that time, which themselves will have been evaluated in terms of equalities impact and sustainability. The staff structure will be reviewed as workloads change or as finances dictate, and any future changes would be subject to their own EqIA and sustainability impact assessment.

## **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

- 7.1 There are no implications, positive or negative, for corporate parenting or safeguarding.

## **8. CONSULTEES:**

Cabinet Members

Kellie Beirne, Chief Officer – Enterprise (supports the proposal)

Sue Caswell, People Management Lead (supports the proposal)

Natalie Davies, Accountant (costs can be fully met within the existing budget)

**9. BACKGROUND PAPERS:**

None

**10. AUTHOR:**

Mark Hand, Head of Planning

**11. CONTACT DETAILS:**

Tel: 01633 644803

E-mail: [markhand@monmouthshire.gov.uk](mailto:markhand@monmouthshire.gov.uk)



## Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p><b>Name of the Officer</b> completing the evaluation Mark Hand</p> <p><b>Phone no:</b> 01633 644803 <b>E-mail:</b> markhand@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Permanent change to staff structure in Planning Policy: increase by 0.5FTE</p>
<p><b>Name of Service</b></p> <p>Planning</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>27/08/2015</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><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: provides jobs, maintains the employment of a skilled and educated officer, and makes most efficient use of MCC resources by maximising the amount of work that can be undertaken in-house.</p> <p>Negative: none</p>	<p>No negative impacts identified. The post is occupied on a temporary basis so that officer's employment would be continued.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Positive: The area of work undertaken by the post directly and indirectly influences these matters via planning policy and land use planning decisions.</p>	<p>None.</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?
	Negative: none.	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Positive: the existing post-holder will have job security.  Negative: none.	None
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive: The area of work undertaken by the post directly and indirectly influences these matters via planning policy and land use planning decisions.  Negative: none.	None.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive: The area of work undertaken by the post directly and indirectly influences these matters via planning policy and land use planning decisions.  Negative: none.	None.
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Positive: The area of work undertaken by the post indirectly influences these matters via planning policy and land use planning decisions. The Welsh language is now a material planning consideration.  Negative: none.	None.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Positive: The area of work undertaken by the post indirectly influences these matters via planning policy and land use planning decisions. The Welsh language is now a material planning consideration.	None.

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>In terms of the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, the post in question is already occupied. MCC is an equal opportunities employer. Recruitment was undertaken in accordance with HR requirements which ensure no discrimination on the basis of protected characteristics. Any necessary future recruitment would be subject to the same requirements</p> <p>Negative: none.</p>	

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6. 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>Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The work undertaken by Planning Policy directly relates to promoting and ensuring sustainable development. It is important to ensure this team is adequately resourced, which this proposal seeks to achieve. Full consideration has been given to the financial implications, which are sustainable in the foreseeable future in the context of the challenging financial climate facing Local Authorities.</p>	<p>The proposal takes into account future financial planning and known future workloads. The proposal is the best long term solution based on the information currently known.</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>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Ensuring the Planning Policy team is properly resourced will enable effective community engagement to be maximised.</p>	<p>This specific HR-based request will maintain/raise morale in the team by ensuring the team is adequately resourced and by showing that good officers are valued.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The proposal has been discussed with the relevant team members and is fully supported.</p>	<p>n/a</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The proposal seeks to avoid an issue with staff uncertainty and recruitment.</p>	<p>The proposal avoids future recruitment and staff training costs.</p>
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p>The work undertaken by Planning Policy directly relates to promoting and ensuring sustainable development and its three areas: environment, economy and society. It is important to ensure this team is adequately resourced, which this proposal seeks to achieve.</p>	<p>The request is a proactive measure to retain skilled, experienced staff and avoid unnecessary expense, as well as maintaining team morale.</p>



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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None	None	This proposal seeks a permanent contract for an existing member of staff. MCC is an equal opportunities employer. Recruitment was undertaken in full accordance with HR policies, ensuring that there was no discrimination or disadvantage as a result of protected characteristics. The same would apply to any future recruitment that might become necessary.
Disability	None	None	See above
Gender Reassignment	None	None	See above
Marriage or civil partnership	None	None	See above
Race	None	None	See above
Religion or Belief	None	None	See above
Sex	None	None	See above
Sexual Orientation	None	None	See above
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i> None.	None	See above

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	<i>Safeguarding in this context applies to both children (not yet reached 18<sup>th</sup> birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i> None.	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i> None.	This proposal seeks a permanent contract for an existing member of staff. MCC is an equal opportunities employer. Recruitment was undertaken in full accordance with HR policies, ensuring that there was no discrimination or disadvantage as a result of protected characteristics. The same would apply to any future recruitment, should the need arise. Employment would not be offered to under 16s.
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i> None.	None.	As above.

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

*This will include your baseline position, measures and studies that have informed your thinking and the recommendation you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation have had a positive or negative effect. Data sources include for example:*

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data including the census figures*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors.*

This proposal seeks a permanent contract for an existing member of staff. MCC is an equal opportunities employer. Recruitment was undertaken in full accordance with HR policies, ensuring that there was no discrimination or disadvantage as a result of protected characteristics. The same would apply to any future recruitment, should the need arise.

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

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

The proposal maintains the employment of a skilled and educated officer, and makes most efficient use of MCC resources by maximising the amount of work that can be undertaken in-house.

The work undertaken by Planning Policy directly relates to promoting and ensuring sustainable development. It is important to ensure this team is adequately resourced, which this proposal seeks to achieve. Full consideration has been given to the financial implications, which are sustainable in the foreseeable future in the context of the challenging financial climate facing Local Authorities.

In terms of the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, the post in question is already occupied. MCC is an equal opportunities employer. Recruitment was undertaken in accordance with HR requirements which ensure no discrimination on the basis of protected characteristics. Any necessary future recruitment would be subject to the same requirements.

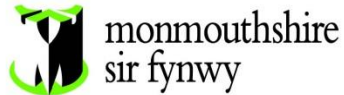
There are no implications, positive or negative, for corporate parenting or safeguarding.

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

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

**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.**

<b>The impacts of this proposal will be evaluated on:</b>	n/a The proposal relates to a permanent change to the staff structure of the Planning Policy team. Future recruitment, if needed, would be undertaken in accordance with HR policies in place at that time, which themselves will have been evaluated in terms of equalities impact and sustainability. The staff structure will be reviewed as workloads change or as finances dictate, and any future changes would be subject to their own EqIA and sustainability impact assessment.
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**SUBJECT: Changes to team structure including job evaluation and regrading of posts within the Policy and Engagement Team**

**MEETING: Single Member Decision**

**DATE: 26 August 2015**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

- 1.1 To seek agreement to a number of staffing changes within the Chief Executive's Policy and Engagement service area, including the re-grading of roles following job evaluation within the Policy and Performance Team and a small restructure within the Communications and Engagement Team to ensure that it is effectively focused to deliver its objectives in the next period.

**2. RECOMMENDATIONS:**

- 2.1 That the post of 'Communications, Marketing and Engagement Manager' be regraded from Band I to Band K. This post was previously titled Communications and Engagement Manager.
- 2.2 That the post of Data Analyst (Education) be regraded from Band G to Band H. This post was previously titled School Management Information Officer.
- 2.3 That the post of Data Analyst (Education) be transferred to the Policy and Performance team within the Chief Executive's Department.
- 2.4 That the post of Equalities and Welsh Language Officer be regraded from Band H to Band I.
- 2.5 That the posts of 'Communications Officer' and 'Engagement Officer' be deleted
- 2.6 That a new post of 'Communication and Engagement Officer' be created
- 2.7 That one of the current Policy and Performance Officers is granted flexible retirement and the saving is used to secure additional resource.

### **3. KEY ISSUES:**

- 3.1 The authority has a job evaluation scheme that is used to assess the grade of new jobs and current jobs where there has been a significant change in duties. This requires the line manager prepare a new or revised job description with the grade being assessed by Employee Services. The revised role profiles are attached as appendices to this report.
- 3.2 The current role of 'Communication and Engagement Manager' has seen significant change since recruitment to the post in November 2014. The scope of activity within the role has seen significant growth driven by a heightened need to enhance our digital offer and to support a broader organisational drive to generate income (as identified in the 2015/16 budget and the emerging medium term financial plans) for MCC. There is consequently a greater responsibility for all services to market themselves and their services effectively where the opportunity allows.
- 3.3 The post holder is now responsible for the Web, Digital Media and internal intranet presence. The post holder is required to have significant digital skills and abilities, including the responsibility for the social media and digital engagement strategies. There is a greater emphasis on engagement and a requirement for the post holder to represent the authority at a very high level, across all services and disciplines. This includes being the representative and face of the organisation at major events as well as through the media. Examples of this include large scale events such as the Royal Welsh show which has acted as a springboard for the launch of a concerted campaign around the National Eisteddfod benefiting the whole county. The level of autonomy and prescribed guidelines has changed. The scope of the post covers more disciplines than previously and includes marketing, income generation, service re-design, engagement as well as the traditional communications role.
- 3.4 Furthermore, the team management responsibilities for this role have also expanded beyond the original remit and now includes the Digital Marketing Officer, the graphic designer (on contract with us until autumn 2015) and the Marketing Officer (appointed on a two year fixed term appointment). The revised job description can be found at Appendix A.
- 3.5 The role of Data Analyst (Education) was originally located in the Children and Young People Directorate. The role has seen an increase in the level of responsibility since the transfer of education support services to the Education Achievement Service (EAS). For the past nine-months the post has been co-located in the Policy and Performance Team and it is proposed to make the arrangement permanent. This will increase the resilience of support to the education directorate at a key time as the authority strives to move out of Special Measures, it will also continue the strengthening of the corporate centre by consolidating existing posts into a single team. The revised job description can be found at Appendix B.

- 3.6 The role of Equalities and Welsh Language Officer was created in 2012. This had previously been two separate roles and combining them provided an efficient way to provide these core functions. There has since been considerable change in the role as a result of the Equalities Act 2010 and new Welsh Language Standards. In particular the ongoing focus around the quality of engagement with those groups and individuals with protected characteristics (as prescribed in the Act) has increased both the level and quantity of the work the officer undertakes. The revised job description can be found at Appendix C.
- 3.7 The uplift in salaries in the two roles in the Policy and performance team will be minimal in the first year as the current post-holders are at the top or close to the top of their current pay bands: the differential in the case of the Communications, Marketing and Engagement Manager is greater. The difference for each of the next three years is shown in the table below.

	Additional Cost 2015-16*	Additional Cost 2016-17*	Additional Cost 2017-18*
Communications, Marketing and Engagement Manager	3,215	4,063	4,886
Equalities and Welsh Language (£)	0	932	2,011
Data Analyst (£)	812	1,432	2,232
Cumulative total for all posts (£)	4,027	6,427	9,129

\* Additional Costs are calculated compared to the 2015-16 salary level and show the cumulative cost for a full year. These are exclusive of on-costs

- 3.8 Within the Communications and Engagement team there has been a recognition that the current balance of the team requires some adjustment in order for us to meet the aspirations of the organisation. There is currently a vacancy for a Communication Officer. It is our intention to delete this role and to create a Communications and Engagement Officer that can more effectively fulfil the needs around community engagement and animation. The new job description is attached at Appendix D. Given this change the role of Engagement Officer is no longer needed and this post will also be deleted.
- 3.9 One of the two Improvement Officers has requested flexible retirement to commence after her 60<sup>th</sup> birthday. This bears no cost to the authority and we have conditionally agreed to her request. She will reduce her working hours from five to three days per week. The balance of funding will be used to fund a rolling, programme of placements from Cardiff University's Graduate Placement Programme. These short term placements (for circa. 5 months) will be invaluable resources in undertaking specific research and evaluation projects which will make it possible for the team to continue to deliver it's remit following

the reduction in hours of mentioned above. In the event that it is not possible to secure a placement the officer has agreed to only a one day reduction in her working week.

#### **4. REASONS:**

- 4.1 The job evaluation scheme provides a structured process to ensure that jobs are graded appropriately and in an equitable way across the organisation.
- 4.2 The roles have evolved over a number of years and it is important to ensure that new responsibilities are recognised within the job description and are rewarded appropriately in line with the council's agreed Job Evaluation Scheme.
- 4.3 The changes to the Communication and Engagement team are necessary to meet the ongoing expectations of the organisation in terms of community engagement and income generation through improved marketing.
- 4.4 The flexible retirement will allow us to meet the request of a valued member of staff, retaining their skills for a proportion of the week whilst also funding additional resource that will provide additional research and evaluation capacity.

#### **5. RESOURCE IMPLICATIONS:**

- 5.1 The cumulative costs compared to current pay bands will be £4,027 (£5,275) in 2015-16; £6,427 (£8,419) in 2016-17 and £9,129 (£11,959) in 2017-18. The figures in brackets show the values inclusive of pension and National Insurance Contributions. Within the Policy and Performance Team this change will be met within existing resources. The funding of the re-grading in the Communications and Engagement team is addressed in paragraph 5.3.
- 5.2 The flexible retirement cited at paragraph 3.9 will save the organisation £14,265. This resource will be used to fund the Cardiff University Graduate Placements. We are proposing to use two per annum at a cost of £13,000 leaving a residual benefit to the team's budget of £1,265.
- 5.3 The restructure of the Communications and Engagement Team will accrue a full year benefit to the team of £23,588.



<b>As is - Core Funded</b>				Grade	FTE	Salary	Oncosts	Full Costs
						£	£	£
Communication and Engagement Manager				I	1	35,662	10,699	46,361
Communications Officer				G	2	28,746	8,624	74,740
Engagement Officer				F	1	25,440	7,632	33,072
Digital Marketing Officer				H	1	31,846	9,554	41,400
					5	121,694	36,508	195,572
<b>To be - Core Funded</b>								
Communication, Marketing and Engagement Manager				K	100%	42,957	12,887	55,844
Communications Officer				G	1	28,746	8,624	37,370
Communications and Engagement Officer				G	1	28,746	8,624	37,370
Digital Marketing Officer				H	1	31,846	9,554	41,400
					4	132,295	39,689	171,984

5.4 It is proposed that the £15,588 of the financial benefit is retained to ensure the continuation of a shared service arrangement with Torfaen County Borough Council. This will have the benefit of providing additional resources to the team in a cost effective, flexible manner. The two individuals who provide support bring with them particular skills in crisis communications and more general public relations and have proven to be a great asset to the team over the past 13 months. The remaining £8,000 will be offered as a saving.

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

This report relates to the employment terms and conditions for an individual employees and the implementation of the job evaluation scheme already approved by Council. As such an EqIA is not considered necessary.

**7. CORPORATE PARENTING IMPLICATIONS**

None

**8. CONSULTEES:**

Communication and Engagement Manager  
 Equality and Welsh Language Officer  
 Data Analyst (Education)  
 Policy and Performance Officer  
 Communications and Engagement Team  
 Senior Leadership Team

**9. BACKGROUND PAPERS:**

None

**9. AUTHORS:**

Will McLean, Head of Policy and Engagement

**10. CONTACT DETAILS:**

Tel: 07834 435934

E-mail: [willmclean@monmouthshire.gov.uk](mailto:willmclean@monmouthshire.gov.uk)



## ROLE PROFILE

**ROLE TITLE:** Communication, Marketing & Engagement Manager  
(PERMANENT)

**POST ID:** TBC

**GRADE:** BAND K SCP 49 – SCP 53  
**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:** Head of Policy and Engagement, Chief Executives

### **Our Purpose:-**

To lead the development and implementation of the Councils Communication, Marketing and Engagement Strategies. Ensuring the Communities of Monmouthshire are fully engaged and participate in key council business. To promote positive public relations and protect the reputation of the organisation. The team will support all areas of the organisation to market themselves effectively to generate additional income to support service delivery.

### **The Purpose of this Role:-**

Responsible for developing and implementing, integrated and effective Communication and Engagement Strategies for internal and external audiences and stakeholders. To create solutions for complex issues, through effective and inclusive Community Engagement techniques with stakeholders. Enabling the Community to influence key council business, through a range of inclusive and participatory Engagement processes. This role will lead on all aspects of Public Relations, including crisis management, media relations and Council campaigns.

The role will also advise and support the organisation in developing effective, targeted marketing campaigns to promote services and products and generate additional income to support ongoing service delivery.

The role is responsible for the development of engagement through digital media, and is responsible for the councils Web and other digital communications media.

**Expectation and Outcomes of this Role:-**

- To provide strategic leadership on communicating the council's priorities, services and decisions internally and externally
- To develop and implement a comprehensive and inclusive range of Strategies:
  - Engagement Strategy
  - Communications Strategy Internal and External
- To protect the integrity and reputation of the organisation through the promotion of factual, informative and accurate positive communication releases.
- To deliver effective digital communications, marketing and engagement through social media and the Web site
- To develop and maintain a partnership with the council's public service partners in delivering a strong, positive message with regard to the progress and impact of the Local Service Board.
- To provide specific communications support in emergency situations working with partners to provide information and advice
- To ensure consistent, quality assured and accessible communications and marketing across Monmouthshire.
- To evolve, re-invent and revitalise MCC's brand, and refresh the way we communicate.
- Ensure team delivery is proceeding on target in line with key indicators through effective management.
- Act as a champion of customer insight, ensuring that audiences are integral in any marketing and communications strategies.

**Your responsibilities are to:-**

- Define and deliver the strategic direction of Monmouthshire County Council's, marketing, public relations, external communications and colleague communications in order to deliver objectives.
- To develop and expand digital communications and channel shift, including the implementation of associated policies and strategies
- Deliver an engaging and effective digital Social Media, web and internal communications presence
- Deliver improved quality of marketing and communications output.
- Manage and lead a team of Communication and Engagement Officers.
- Provide leadership and direction to enable the team to be fully integrated across the Council services.
- Build positive relationships with external organisations and stakeholders to enable them to fully participate and engage in a robust and meaningful way.
- Ensure a comprehensive approach to Stakeholder analysis is developed and implemented to ensure an inclusive approach to engagement.
- Develop and embed a culture of 'community insight' that will provide the organisation, both at a corporate and service level, the opportunity to involve community member in the design and delivery of public services.

- Develop and embed the new approach to colleague communications and aligning to the People Strategy principles and objectives, including the advanced target of engaging colleagues beyond communications.
- Delivering the communications aspect of key corporate strategies, including Customer Service and People strategies, to reduce costs and improve customer service.
- Delivering increased income for Monmouthshire County Council through effective, targeted marketing campaigns.
- Drive enhanced commercial focus through clear articulation of objectives and creating an analysis framework and reporting, to ensure on-going learning and improvement.
- Influence the organisation to embed a culture of marketing which is focused around key target audiences, both digitally and in person. Providing consultancy to other service areas re: adding value to their marketing.
- Undertake stakeholder engagement and influencing at a senior level engaging with Cabinet and SLT colleagues.
- Lead event strategy and delivery – e.g. engagement with the Eisteddfod team, event marketing, promotions, stand design and build.
- Work with partners agencies across organisational and geographic boundaries; developing and leading cross-authority approaches.
- Become a leader amongst peers e.g. sharing knowledge and ideas with other authorities.
- Develop a 'resident and colleague focussed' approach to communications ensuring that all communications are based on key insights around the motivators and drivers.
- Become a brand ambassador – ensuring adherence to brand guidelines and tone of voice
- Review and evolve the current brand guidelines and tone of voice.
- Deliver innovative approaches and creative thinking through facilitating workshops to 'think differently' to deliver communications excellence.
- Protect the integrity and reputation of the organisation through the promotion of factual, informative and accurate positive communication releases.
- To develop and maintain a partnership with the council's public service partners in delivering a strong, positive message with regard to the progress and impact of the Local Service Board.
- Working in collaboration and partnership with key internal and external senior stakeholders to develop new opportunities.
- To develop effective relationships and collaborate with colleagues.

### **Here's what we can provide you with:-**

- Opportunities for career development.
- Access to innovation network to support transformation and change.
- The Welsh agenda is uniquely different and this role offers the opportunity to participate in an evolving environment. Working in Wales offers the opportunity on a small scale to achieve a big difference for our service users because we are so close to government.

- A culture of creativity and freedom to develop both yourself and your teams in order to imbed continuous development.
- A small authority in which your role can be as broad and far reaching as you make it

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

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

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

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

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

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

**In addition:**

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

**Person Specification**

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

<b>Requirement</b>	<b>Essential or Desirable</b>
<b>Education/Qualifications/Knowledge</b>	
	<b>Essential</b>

Degree or equivalent professional qualification	
<b>Experience</b>	
The information given by the applicant on the application form will be used to ascertain how well the applicant meets the Education/ Qualifications/ Knowledge criteria. Short-listing will be done on this basis. Appointment will be made on the basis of assessing the information supplied in the application form, through the interview, process including presentation, both written and verbal.	
Demonstrable evidence of experience and expertise in at least two of the following areas, press and media handling; public relations; journalism; marketing and communications.	<b>Essential</b>
Experience of managing communications through digital media	<b>Essential</b>
Leading a team working in a communication discipline and responsibility for their professional development	<b>Essential</b>
Developing communication strategies for a wide variety of audiences, including internal and external stakeholders and the general public	<b>Essential</b>
Working with other communication professionals, and non-communication specialists to deliver results	<b>Essential</b>
Leading communication in an organisation undergoing substantial change	<b>Essential</b>
Enforcing and maintaining corporate brand values in a diverse organisation	<b>Essential</b>
<b>Relevant Knowledge</b>	
Principles of clear communication	<b>Essential</b>
Solid understanding of a range of communication channels, and how to apply them appropriately to deliver an improved understanding of the aims of Monmouthshire County Council	<b>Essential</b>
Clear understanding of marketing principles and customers segmentation	<b>Essential</b>
<b>Aptitudes and Skills</b>	
Writing and editing in plain English	<b>Essential</b>

Presentation skills	<b>Essential</b>
Ability to communicate with people at all levels	<b>Essential</b>
Digital communications media usage	<b>Essential</b>
<b>Personal Attributes</b>	
<u>Ability to Think and Act Strategically</u> <ul style="list-style-type: none"> <li>• Is able to create and communicate a vision and inspire others to share in it</li> <li>• Is able to maintain a cross-cutting, strategic overview of the work of the Council within the framework of the needs and aspirations of the wider community and the political environment</li> <li>• Is able to analyse a wide range of data, including the outcomes of consultation, and translate this into strategy and policy.</li> <li>• Is able to predict future trends and shape strategy accordingly</li> <li>• Thinks quickly and flexibly and shows adaptive leadership in responding to a changing environment</li> <li>• Identifies and exploits opportunities to gain additional resources from a wide range of external sources</li> <li>• Focuses on broad outcomes rather than the detail of service delivery</li> <li>• Is able to represent the whole authority on any communications issues that arise at events, through the media and through digital channels</li> </ul>	<b>Essential</b>
<u>Demonstrates Emotional Intelligence</u> <ul style="list-style-type: none"> <li>• Listens to others and communicates effectively</li> <li>• Deals with situations of conflict in a calm and rational manner, and does not shy away from difficult situations</li> <li>• Seeks to achieve results through negotiation and consensus</li> <li>• Shows empathy and is able to understand the impact of their own behaviour on others</li> <li>• Is able to understand and deal openly with emotional issues</li> <li>• Invests time and energy in building strong networks and positive relationships</li> <li>• Uses intuition</li> <li>• Is politically astute</li> <li>• Understands and reads key social networks and power relationships</li> </ul>	<b>Essential</b>



<p><u>Partnership and Teamwork</u></p> <ul style="list-style-type: none"> <li>• Feels comfortable working within a team environment with flexible boundaries between team members</li> <li>• Is willing to share in collective responsibility for team decisions</li> <li>• Is friendly, respectful and supportive to others and shows loyalty to the team and to individual team members</li> <li>• Has an inclusive style and seeks feedback</li> <li>• Engages assertively in debate but is skilled in resolving differences without conflict</li> <li>• Takes a joined up approach to problem solving</li> <li>• Acts with integrity, is honest, trustworthy and willing to trust others</li> <li>• Sees working in partnership as an opportunity rather than a constraint</li> <li>• Demonstrates an absolute commitment to equality and embraces diversity</li> </ul>	<p><b>Essential</b></p>
<p><u>Self Awareness, Self Confidence and Self Reliance</u></p> <ul style="list-style-type: none"> <li>• Understands their own strengths and weakness, and is committed to self improvement</li> <li>• Is able to reflect on and learn from mistakes</li> <li>• Is highly self motivated and acts on their own initiative</li> <li>• Empowers and trusts others to deliver on shared goals and objectives</li> <li>• Has good coping mechanisms for dealing with personal stress</li> <li>• Believes in work/life balance for themselves and others, and sets an example</li>   <li>• Demonstrates and transmits self-assurance and presents ideas well to others</li> <li>• Takes an optimistic, “can do” approach</li> <li>• Acts as an inspiring role model to others</li> <li>• Believes in the ethos of public service and sets an example of high standards of conduct in this respect</li> </ul>	<p><b>Essential</b></p>



## ROLE PROFILE

<b>ROLE:</b>	Data Analyst (Schools)
<b>POST ID:</b>	Was LLE101
<b>DEPARTMENT:</b>	CHIEF EXECUTIVE'S UNIT
<b>GRADE:</b>	Band H (SCP 33 - 37) – Subject to Job Evaluation
<b>HOURS:</b>	37 hours per week
<b>LOCATION:</b>	County Hall, Usk
<b>RESPONSIBLE TO:</b>	Policy and Performance Manager

### Our Purpose:

Public services are facing a challenge on an unprecedented scale. We have an ageing population, our budgets are getting smaller in real terms and our communities have rising expectations of what public services could and should do. Our job is to support service transformation by providing data, support and knowledge, helping our teams to rise to the challenge. Our purpose is to help shape and create services that are fit for the 21st century and beyond.

### Expectation and Outcomes of this Role:

- To develop management information and data in order to drive forward school improvement.
- To provide timely and robust information to teams; senior managers and councillors to help them manage services and hold them to account.
- To help people understand information and use it to transform services for the benefit of people and communities.
- To supply information to external organisations like Estyn and Welsh Government to help them regulate services and plan for the future.

### Your responsibilities are to:

- Assist in ensuring that services are planned and delivered in a coordinated way and in compliance with the council's scrutiny and continuous improvement processes
- Prepare Cabinet, scrutiny and Executive reports to provide evidence and inform and influence decision making
- Revise statistical models for the targeting of school improvement, attainment areas and informing the direction of education development and planning
- Provide data to enable the local authority to monitor the performance of the commissioned service for school improvement (EAS) to ensure that expected levels of performance are achieved and value for money obtained
- You'll need to apply an understanding of Outcome Based Accountability in the analysis of reports, identifying trends, anomalies and evidence of the effectiveness of policy on practice. We don't think performance management is about hitting targets, it's about driving better outcomes
- Create and maintain databases and develop the collection, analysis and evaluation techniques required to research and report data
- Ensure that services within CYP directorate have accurate and timely data available to inform self-evaluation
- You will assist the Head of Service for attainment and Achievement to provide meaningful, accurate and timely management information
- Information is in the public domain and used to underpin some pretty important decisions. It's really important that you ensure that information is accurate with a robust audit trail that will satisfy the requirements of internal and external auditors
- Devise and develop data analysis tools and respond to ad-hoc requests for information including those arising as a result of Freedom of Information (FOI) requests
- Respond promptly to requests for statistical analysis and data presentation in a fast moving environment
- Keep abreast of relevant national and local policy developments which may impact on data, analysis and research communicating the requirements
- You will be responsible for the management of organisational data, statutory performance indicators, target setting and statistical returns, some of which are related to Welsh Government funding
- You will be responsible for ensuring the availability and analysis of all data in the CYP performance framework including providing information and analysis to contribute to target setting
- You will be responsible for ensuring PLASC returns to Welsh Government, national data collections of teacher assessments, national tests, examinations and respective SIMS modules
- You will demonstrate a commitment to cross sector and team working and be flexible in approach, delivery and working hours.
- To actively support and implement the principles and practice of equality of opportunity as lead down in the Council's Equal Opportunities Policy.

**The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility.**

### Person Specification

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

Requirement	Essential or Desirable	How tested (S) used at Short listing
<b>Education/Qualifications/Knowledge</b>		
<ul style="list-style-type: none"> <li>A qualification that demonstrates understanding of mathematics and statistics</li> </ul>	Essential	Application/ interview
<ul style="list-style-type: none"> <li>A knowledge and understanding of the demands and uses of management information.</li> </ul>	Essential	Application/ interview
<ul style="list-style-type: none"> <li>An understanding of the use of databases and spreadsheets</li> </ul>	Essential	Application/ interview
<ul style="list-style-type: none"> <li>Knowledge of Microsoft Word and Excel</li> </ul>	Essential	Application/ interview
<ul style="list-style-type: none"> <li>Knowledge of the Outcome Based Accountability (OBA) approach</li> </ul>	Essential	Application/ interview
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of working with data in a public, commercial or third sector environment</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>Experience of producing written documents to set deadlines.</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>Experience of working in an analysis and reporting role</li> </ul>	Essential	Interview/ Application

<ul style="list-style-type: none"> <li>• Experience of explaining process and procedures to colleagues</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Experience of using relational databases</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Experience of working with Service Managers to develop data awareness and use for service improvements</li> </ul>	Essential	Interview/ Application
<b>Aptitudes and Skills</b>		
<ul style="list-style-type: none"> <li>• Ability to communicate effectively at all levels of the organisation in a variety of ways i.e. good written and verbal communication skills</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Aptitude and willingness to develop IT tools e.g. business objects</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• An understanding of and the ability to use statistics e.g. correlation, variance, trend analysis</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Problem solving skills and attention to detail.</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Self-motivated and the ability to use initiative.</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Aptitude and willingness to develop skills in IT tools</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• An understanding of and the ability to use statistics e.g. correlations, variance, trend analysis</li> </ul>	Essential	Interview/ Application



## ROLE PROFILE

<b>ROLE:</b>	Policy Officer Equality and Welsh Language
<b>POST ID:</b>	CPP61
<b>DEPARTMENT:</b>	CHIEF EXECUTIVE'S UNIT
<b>GRADE:</b>	Band I (SCP 37 - 41) – Subject to job evaluation
<b>HOURS:</b>	37 hours per week
<b>LOCATION:</b>	County Hall, Usk
<b>RESPONSIBLE TO:</b>	Policy and Performance Manager

### Our Purpose:

Public services are facing a challenge on an unprecedented scale. We have an ageing population, our budgets are getting smaller in real terms and our communities have rising expectations of what public services could and should do. Our job is to support service transformation by providing data, support and knowledge, helping our teams to rise to the challenge. Our purpose is to help shape and create services that are fit for the 21st century and beyond.

### Expectation and Outcomes of this Role:

- To ensure that the council complies with all statutory Equality, Human Rights and Welsh Language related legislation.
- To ensure that members of the public are not discriminated against in the provision of Council services in relation to their protected characteristics.
- To be the lead officer and advise Chief Officers, elected members and staff of any developments in national legal and policy in relation to Equality & Diversity, Human Rights and Welsh Language legislation
- To drive forward and coordinate partnership working in and to represent the authority on key groups tasked with progressing these areas of work
- To ensure that the Council has in place robust procedures in relation to Equality, Diversity, Human Rights and Welsh Language

**Your Responsibilities are to:**

- To ensure that the Council has in place robust procedures in relation to Equality, Diversity, Human Rights and Welsh Language to mitigate any legal challenges from statutory organisations (EHRC and the Welsh Language Commissioner) or individuals
- To maintain an awareness of legislation and its impact for council services ensuring that all Council policies, procedures and functions are compliant. This includes Equality Act 2010, Human Rights Act 1998, Welsh Language Act 1993, Welsh Language (Wales) Measure 2011
- To write schemes, policies, strategies and guidance notes in relation to the above for adoption or agreement by Cabinet, Council or Individual Cabinet Member decision and to monitor the action plans and ensure that they are delivered in the agreed timescales.
- To write annual monitoring reports for presentation to Cabinet, Council or Individual Cabinet Member decision as required by legislation
- To be responsible for the allocation of all Welsh Language translations for the Council, and also the procurement of translators (Welsh Language and other languages)
- You will be responsible for managing the Council's annual translation budget
- You will have Line management responsibility for the Welsh Language Support Officer for 1 day per week
- You will be the lead officer on the Equality Impact Assessment process for the authority in relation to both generic EQIA's and the MTFP Financial savings process.
- To organise and personally deliver or commission a variety of Equality and Welsh language training and awareness sessions
- Work with strategic partnerships, agencies and the community to update plans, strategies and provide information and support as necessary.
- You will contribute to teams developing events in Monmouthshire, including representing the authority at events outside the county
- You will be the Lead officer on the Monmouthshire Equality and Diversity Group (MEDG) and the Corporate Equality Network (CEN)
- You will be the Council's representative in the national media (Television and Radio) through the medium of Welsh.
- To assist colleagues across the authority with issues on access to services and legal compliance issues as required.
- To lead on all complaints related to compliance with the authority's Welsh Language Scheme and the Equality Act 2010
- To act as a Deputy Registrar to register Births and Deaths through the medium of Welsh
- To understand the external funding context and aim to generate additional funding
- To build and maintain an effective network of contacts within communities that will support the work of the team.



**The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility.**

**Person Specification**

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

<b>Requirement</b>	<b>Essential or Desirable</b>	<b>How tested (S) used at Short listing</b>
<b>Education/Qualifications/Knowledge</b>		
<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>	Essential	Application/ interview
<ul style="list-style-type: none"> <li>Knowledge of legal obligations and national policy developments in the areas of Equality and Welsh Language</li> </ul>	Essential	Application/ interview
<ul style="list-style-type: none"> <li>Detailed Knowledge of Equality, Human Rights and Welsh Language legislation</li> </ul>	Essential	Application/ interview
<ul style="list-style-type: none"> <li>Knowledge of the Equality Impact Assessment process in relation to policy and procedure development and the Mid Term Financial Plan mandates</li> </ul>	Essential	Application/ interview
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of working with Elected Members, Chief Officers, Service Managers and staff to develop awareness of Equality, Diversity and Welsh Language</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>Writing reports, schemes, strategies and guidance notes for formal adoption by the Council.</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>Experience of monitoring and delivering action plans in response to national policy</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>Experience of producing written documents to set deadlines</li> </ul>	Essential	Interview/ Application

<ul style="list-style-type: none"> <li>• Experience of working in partnership with external agencies</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Experience of delivering change through policy development</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Experience of budget monitoring</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Experience of managing staff</li> </ul>	Essential	Interview/ Application
<b>Aptitudes and Skills</b>		
<ul style="list-style-type: none"> <li>• Ability to communicate effectively at all levels of the organisation in a variety of ways i.e. good written and verbal communication skills</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• The ability to communicate fluently, both orally and written, through the medium of Welsh</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Problem solving skills and attention to detail.</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Self-motivated and the ability to use initiative.</li> </ul>	Essential	Interview/ Application
<ul style="list-style-type: none"> <li>• Ability to work unsupervised in addition to being part of a team</li> </ul>	Essential	Interview/ Application

# JOB DESCRIPTION

## Engagement & Communications Officer

### Purpose

To generate advocacy for Monmouthshire County Council through delivering compelling Engagement and Communications strategies through all media channels. Ensuring the Communities of Monmouthshire are fully engaged and participate in key council business.

### Outcomes

To deliver advocacy driving communications for Monmouthshire County Council to key target audiences (internal and external audiences, stakeholders and colleagues). Enabling the Community to influence key council business, through a range of inclusive and participatory Engagement processes.

### This post is responsible for

1. Producing detailed communications plans for a range of activity - consultation, engagement, advocacy driving campaigns, event marketing, colleague communications and emergency communications
2. End to end delivery of communications that resonate with key target audiences to generate advocacy for MCC
3. Ensuring that corporate design and branding is appropriate i.e. contrast, colour, accessibility
4. Horizon scanning and continuous development of new consultation and engagement approaches to enable the community to influence key council business
5. Innovating to find new ways to celebrate and share Monmouthshire's strengths while building long lasting, deeper relationships with communities
6. Arranging a diverse range of sessions/workshops to bring people together and involve them in the consultation and engagement process
7. Engaging and working in collaboration and partnership with key internal and external senior stakeholders and distinct groups to develop new opportunities to engage with the community
8. Monitoring feedback from the local community and sharing key themes/priorities to be featured in plans
9. Reviewing performance and tracking progress against plans
10. Meeting bilingual requirements
11. Briefing partner agencies and suppliers to commission creative work
12. Ensuring meaningful networks and relationships with the wider Monmouthshire community
13. To deliver an engaging Social Media presence

### Person specification

#### SKILLS

1. Good verbal and written communications skills
2. Ability to compile plans, reports and other written documents succinctly, accurately & clearly
3. Briefing and creative critiquing skills

#### KNOWLEDGE

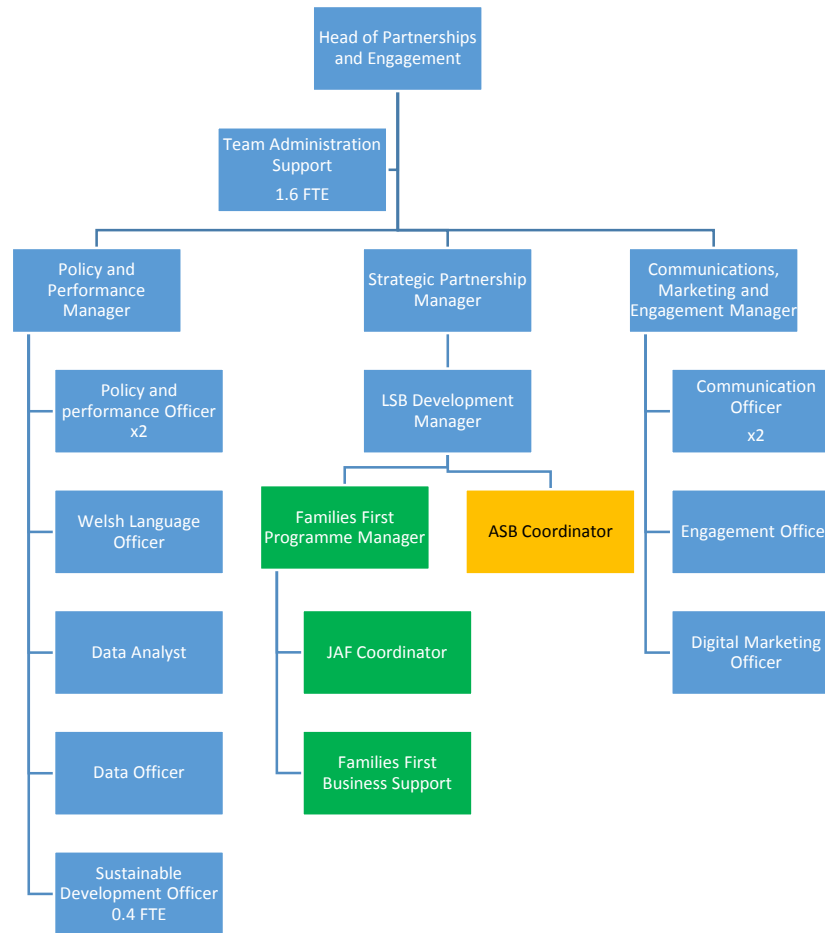
4. Detailed consultation and engagement understanding
5. Proven track record for delivering effective communications inc. social media
6. Detailed understanding of MCC's communities and community groups
7. Identify and manage personal capacity

#### BEHAVIOUR

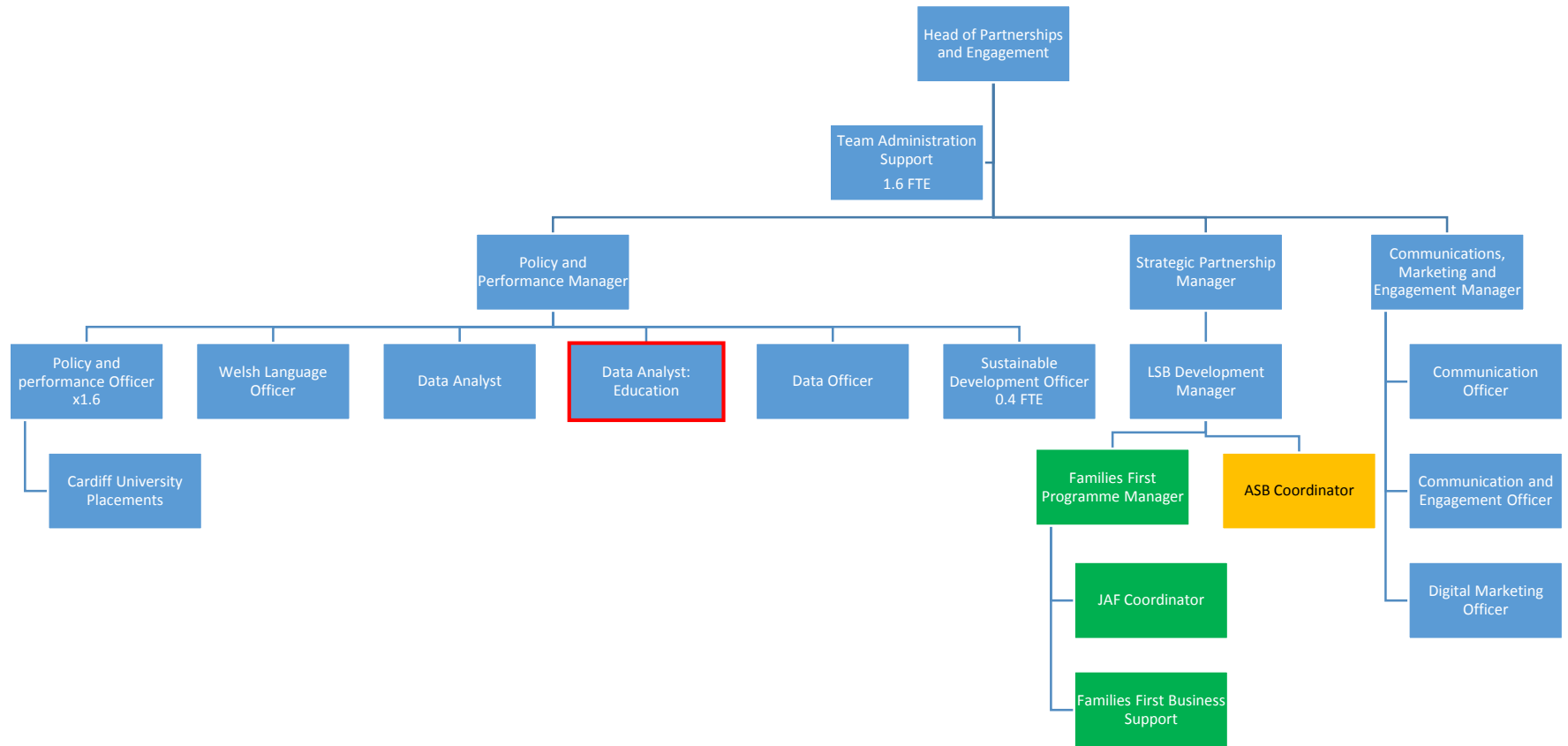
1. Friendly, approachable and a good listener
2. Innovative and creative
3. Flexible, adaptable and mobile
4. Acts according to MCC's values, aims and culture
5. Able to adapt approach to engage with different audiences

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As is structure



To be structure



Page 64

- Core funded posts
- Posts funded through Families First Grant
- Post funded through OPCC
- Post transferred from CYP





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<b>SUBJECT:</b>	<b>Disposal of Land adjacent to 114 Merthyr Road, Abergavenny for use as car parking.</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision</b>
<b>DATE:</b>	<b>9<sup>th</sup> September 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>Grofield</b>

**1. PURPOSE:**

To seek approval for the disposal of the land outlined red to the property owners of 106-114 Merthyr Road, Abergavenny to create residents a private parking area for their properties.

**2. RECOMMENDATIONS:**

That the land be disposed of for the above purpose.

**3. KEY ISSUES:**

3.1 – The owners of 106 – 114 Merthyr Road have approached the council to purchase the section of land outlined red to enable them to build car parking for their properties to enable them to park off the highway.

3.2 – The council has agreed a value for the land and the purchasers have also agreed to make a contribution towards to the council's costs in the matter.

3.3 – The disposal will be subject to the purchasers obtaining Planning Consent for the proposed works including the creation of a new entrance into the site from the Merthyr Road into the site.

3.4 – As part of the agreement the purchasers will be required to install and maintain a full stock proof fence at all times around the site and take over all future maintenance and management of the car park if created.

**4. REASONS:**

The disposal will generate a capital receipt for the council, as with all capital receipts this will be used to support the Council's commitment to the 21<sup>st</sup> Century School programme.

**5. RESOURCE IMPLICATIONS:**

A capital receipt will be generated and a contribution towards the council's cost will be paid by the purchasers.

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

No significant impacts – Report attached.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

NONE

**8. CONSULTEES:**

Local Member for Grofield – Cllr D Edwards  
Highways  
Countryside – Matthew Lewis  
Planning – Andrew Jones  
Monitoring Officer – Robert Tranter  
Legal Services – Robert Tranter  
Land Charges – Tudor Baldwin

**9. BACKGROUND PAPERS:**

Location Map  
Exempt background information

**10. AUTHOR:**

Gareth King MRICS – Management Surveyor

**11. CONTACT DETAILS:**

Tel: 01633 748331  
E-mail: [garethking@monmouthshire.gov.uk](mailto:garethking@monmouthshire.gov.uk)

## The “Equality Initial Challenge”

Name: Gareth King		Please give a <b>brief description</b> of what you are aiming to do.	
Service area: Estates		Disposal of Land at Merthyr Road for use as car parking.	
Date completed: 20 <sup>th</sup> August 2015			
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age		x	
Disability		x	
Marriage + Civil Partnership		x	
Pregnancy and maternity		x	
Race		x	
Religion or Belief		x	
Sex (was Gender)		x	
Sexual Orientation		x	
Transgender		x	
Welsh Language		x	

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Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
▶	▶
▶	▶
▶	▶
▶	▶

**Signed: Gareth King**

**Designation: Management Surveyor**

**Dated:20.8.2015**

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
The disposal of land at Merthyr Road, Abergavenny	Estates
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Gareth King	Gareth King 20.8.2015

What are you proposing to do?

We are proposing to dispose of a section land adjacent to 114 Merthyr Road, Abergavenny to the residents of 106-114 Merthyr Road to enable them to construct off road car parking for their properties.

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

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Please give details of the negative impact

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.



5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

**Signed:** Gareth King

**Designation:** Management Surveyor

**Dated:** 20.8.2015

## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge”  <b>Gareth King</b>	Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  Disposal of land at Merthyr Road, Abergavenny for the purpose of creating off road car parking.		
<b>Name</b> of the Division or service area  Estates	<b>Date</b> “Challenge” form completed  20.8.2015		
Aspect of sustainability affected  PEOPLE	<b>Negative impact</b>  <b>Please give details</b>	Neutral impact  <b>Please give details</b>	<b>Positive Impact</b>  <b>Please give details</b>
Ensure that more people have access to healthy food		x	
Improve housing quality and provision		x	
Reduce ill health and improve healthcare provision		x	
Promote independence		x	
Encourage community participation/action and		x	

Page 4

voluntary work			
Targets socially excluded		x	
Help reduce crime and fear of crime		x	
Improve access to education and training		x	
Have a positive impact on people and places in other countries		x	
<b>PLANET</b>			
Reduce, reuse and recycle waste and water		x	
Reduce carbon dioxide emissions		x	
Prevent or reduce pollution of the air, land and water		x	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		x	
Protect or enhance visual appearance of environment		x	
<b>PROFIT</b>			
Protect local shops and		x	

services			
Link local production with local consumption		x	
Improve environmental awareness of local businesses		x	
Increase employment for local people		x	
Preserve and enhance local identity and culture		x	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		x	
Increase and improve access to leisure, recreation or cultural facilities		x	

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤

➤	➤
---	---

## The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

--

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

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**Signed: Gareth King**

**Dated: 20.8.2015**

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# Land at Merthyr Road, Abergavenny



Page 79



GIS Team  
 Monmouthshire County Council  
 County Hall  
 Cwmbra NP44 2XH  
[www.monmouthshire.gov.uk/maps](http://www.monmouthshire.gov.uk/maps)

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 © Crown copyright and database rights 2011 Ordnance Survey 100023415

Details  
 Plotting in MapInfo made easier

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File / Pathname / Project / Drawing No.

Rev No.	



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**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**MEETING AND DATE OF MEETING:** Individual Cabinet Member Decision – 9<sup>th</sup>  
September 2015

**TITLE OF REPORT:** Disposal of Land adjacent to 114 Merthyr Road, Abergavenny  
for use as car parking.

**AUTHOR:** Gareth King – Estates Department

I have considered grounds for exemption of information contained in the report referred to  
above and make the following recommendation to the Proper Officer:-

**EXEMPTIONS APPLYING TO THE REPORT:**

Exemption of Appendix 2.

**FACTORS IN FAVOUR OF DISCLOSURE:**

Transparency in the work that the Council does.

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

May prejudice future negotiations with third parties and would release information relating  
the financial or business affairs of an individual or particular person.

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

**The factors in favour of disclose would be outweighed by those in favour of  
exemption.**

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

Date: 20.8.2015

Signed: Gareth King

Post: Management Surveyor

---

I accept/~~do not accept~~ the recommendation made above

Proper Officer:



Date:

27/08/2015.

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**SUBJECT:** Agree the letting of Welsh Church Trust Land in Llanmartin  
**MEETING:** Individual Cabinet Member Decision – Cllr P Murphy  
**DATE:** 9<sup>th</sup> September 2015  
**DIVISION/WARDS AFFECTED:** Outside County

**1. PURPOSE:**

To seek approval for the letting of Welsh Church Trust [WCT] Land located in Llanmartin on a new farm business tenancy.

**2. RECOMMENDATIONS:**

That the Council as the trustees of the Welsh Church Estate grant a new farm business tenancy on the land outlined in red for the purpose of arable and general farming.

**3. KEY ISSUES:**

3.1 - The land is in the ownership of the WCT and is managed by the Council. Following the death of the previous tenant, a new agreement has been made for the future use of the land for agriculture.

3.2 – The land is located within the Newport County boundary and following consultations internally it was agreed that the land should be held for long term development options due to its proximity to the village of Llanmartin.

3.3 – The proposed letting, on a more modern fixed term tenancy, has generated an uplift in rent from the asset for the WCT as well as offer the landlord more options if alternative uses are sort in the future.

**4. REASONS:**

4.1 – The letting of the land secures an increased income for the Welsh Church Trust as well as preventing the land from becoming vacant and unmanaged.

**5. RESOURCE IMPLICATIONS:**

The letting will generate an income for the Welsh Church Trust and well reducing the management costs via the introduction of the newer style tenancy agreement.

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

6.1 - Complete – No significant impacts

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

7.1 - NONE

**8. CONSULTEES:**

Cabinet Member for Estates  
Dave Jarrett – Finance  
Monitoring Officer  
Estates Manager

**9. BACKGROUND PAPERS:**

1. – Location Map attached
- 2 – Exempt Information Paper

**10. AUTHOR:**

Gareth King – Management Surveyor

**11. CONTACT DETAILS:**

**Tel:** 01633 748 331

**E-mail:** [garethking@monmouthshire.gov.uk](mailto:garethking@monmouthshire.gov.uk)

## The “Equality Initial Challenge”

Name: Gareth King		Please give a <b>brief description</b> of what you are aiming to do.	
Service area: Estates		Granting of a Farm Business Tenancy at Welsh Church Trust land at Llanmartin	
Date completed: 20 <sup>th</sup> August 2015			
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age		x	
Disability		x	
Marriage + Civil Partnership		x	
Pregnancy and maternity		x	
Race		x	
Religion or Belief		x	
Sex (was Gender)		x	
Sexual Orientation		x	
Transgender		x	
Welsh Language		x	

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Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤	➤
➤	➤
➤	➤
➤	➤

**Signed: Gareth King**

**Designation: Management Surveyor**

**Dated:20.8.2015**



## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
Granting of a Farm Business Tenancy in Welsh Church Trust land at Llanmartin	Estates
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Gareth King	Gareth King 20.8.2015

68 age 89 What are you proposing to do?

We are proposing that a Farm Business Tenancy be granted on a piece of land owned by the Welsh Church Trust located in Llanmartin

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

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Please give details of the negative impact

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

**Signed:** Gareth King

**Designation:** Management Surveyor

**Dated:** 20.8.2015

## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge”  <b>Gareth King</b>	Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  Granting of a Farm Business Tenancy in Llanmartin		
<b>Name</b> of the Division or service area  Estates	<b>Date</b> “Challenge” form completed  20.8.2015		
Aspect of sustainability affected  <b>PEOPLE</b>	<b>Negative impact</b>  <b>Please give details</b>	Neutral impact  <b>Please give details</b>	<b>Positive Impact</b>  <b>Please give details</b>
Ensure that more people have access to healthy food		x	
Improve housing quality and provision		x	
Reduce ill health and improve healthcare provision		x	
Promote independence		x	
Encourage community participation/action and		x	

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voluntary work			
Targets socially excluded		x	
Help reduce crime and fear of crime		x	
Improve access to education and training		x	
Have a positive impact on people and places in other countries		x	
<b>PLANET</b>			
Reduce, reuse and recycle waste and water		x	
Reduce carbon dioxide emissions		x	
Prevent or reduce pollution of the air, land and water		x	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		x	
Protect or enhance visual appearance of environment		x	
<b>PROFIT</b>			
Protect local shops and		x	

services			
Link local production with local consumption		x	
Improve environmental awareness of local businesses		x	
Increase employment for local people		x	
Preserve and enhance local identity and culture		x	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		x	
Increase and improve access to leisure, recreation or cultural facilities		x	

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤

➤	➤
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## The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

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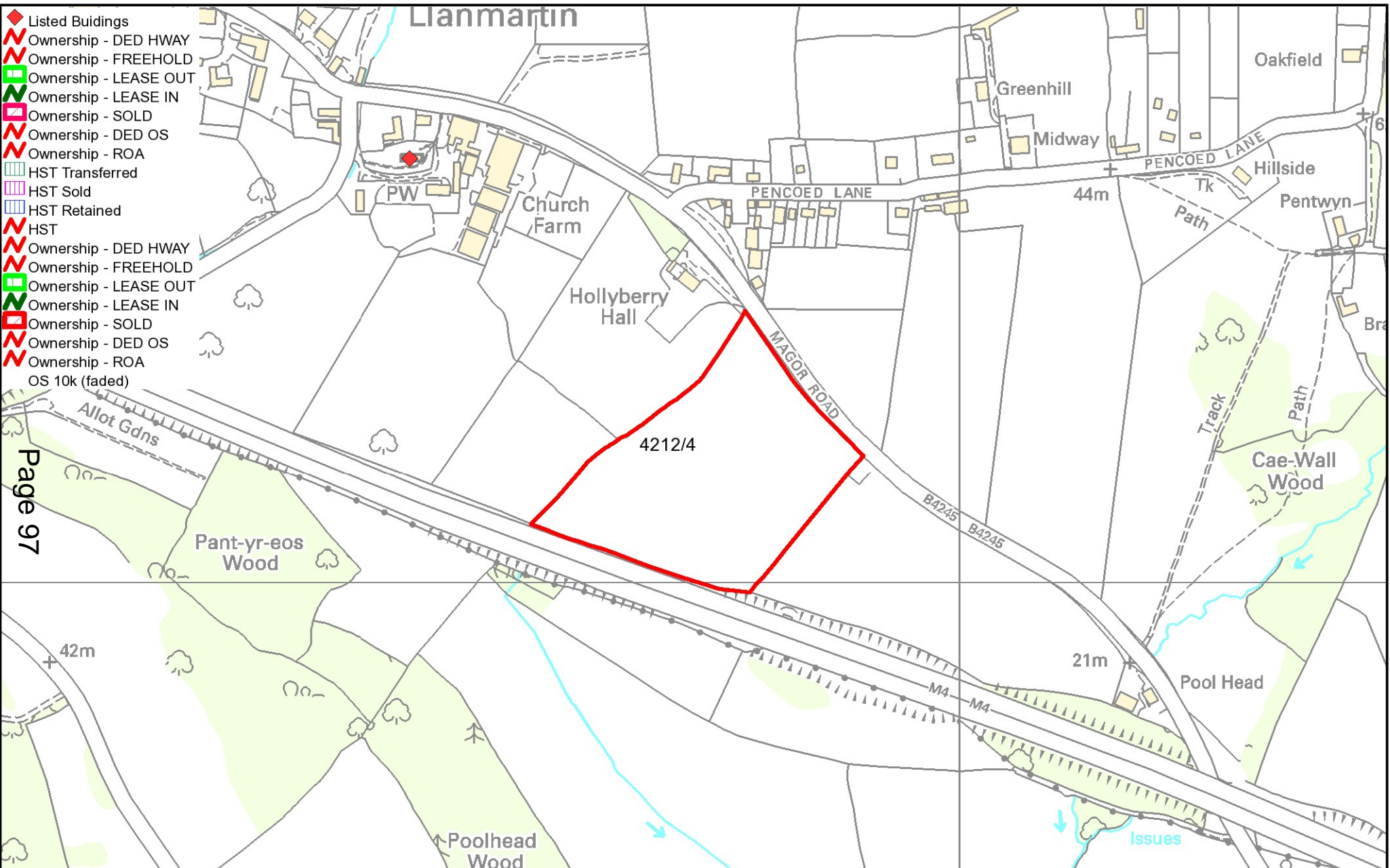
**Signed: Gareth King**

**Dated: 20.8.2015**

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# Llanmartin



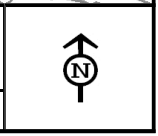
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Monmouthshire County Council  
 Innovation House, Wales 1  
 Newport Road, Magor NP26 3DG  
 UPRN: 10033359137  
[www.monmouthshire.gov.uk/maps](http://www.monmouthshire.gov.uk/maps)

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 © Hawffraint y Goron. Cedwir pob hawl (100023415) (2013).  
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**Details:**  
 Land at Llanmartin  
**Date:** 21-8-2015      **Centre x,y :** 339740, 189099



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**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**MEETING AND DATE OF MEETING:** Individual Cabinet Member Decision – 9<sup>th</sup>  
September 2015

**TITLE OF REPORT:** Letting of Land in Llanmartin

**AUTHOR:** Gareth King – Estates Department

I have considered grounds for exemption of information contained in the report referred to above and make the following recommendation to the Proper Officer:-

**EXEMPTIONS APPLYING TO THE REPORT:**

Exemption of Appendix 2.

**FACTORS IN FAVOUR OF DISCLOSURE:**

Transparency in the work that the Council does.

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

May prejudice future negotiations with third parties and would release information relating the financial or business affairs of an individual or particular person.

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

**The factors in favour of disclose would be outweighed by those in favour of exemption.**

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

Date: 20.8.2015

Signed: Gareth King

Post: Management Surveyor

---

I accept/~~do not accept~~ the recommendation made above

Proper Officer:



Date:

27/08/2015

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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<b>SUBJECT:</b>	<b>EMPLOY CONSULTANT TO UNDERTAKE PROTECTED SPECIES SURVEYS FOR TROY HOUSE</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision</b>
<b>DATE:</b>	<b>01/09/2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>PLANNING (ENTREPRISE) AFFECTED MITCHEL TROY WARD AFFECTED</b>

## 1. **PURPOSE:**

- 1.1 To seek Cabinet Member approval to engage a consultant to undertake protected species surveys for Troy House, Mitchel Troy, at a cost of £9,665.
- 1.2 The costs of the proposal are met fully by existing budgets.

## 2. **RECOMMENDATIONS:**

- 2.1 That a consultant be employed to undertake protected species surveys (bats, otter, water vole, and preliminary ecological assessment) with the production of necessary reports to inform a decision on the redevelopment of this site.
- 2.2 IES Consulting has been selected via a tender exercise having assessed both the cost quoted and the quality of their proposed work. The work will cost £9665. VAT is not payable.

## 3. **KEY ISSUES:**

- 3.1 Troy House is a substantial Listed Building in need of repairs. The Council has a long-standing planning application for the conversion of the building to residential use with enabling development. This application has stalled for several years for a number of reasons.
- 3.2 The deteriorating condition of this building means that progress needs to be made to avoid the loss of historically significant features, for example highly decorative internal ceilings to some rooms which are already collapsing.
- 3.3 The most effective way of saving a Listed Building is to work with the owner, where they are willing to take action, as is the case here. However, in order to make progress, the Cabinet Member and Head of Planning propose to assist by funding the protected species surveys. The applicant is undertaking the other surveys including the Flood Consequences Assessment and Viability Appraisal at his own expense.
- 3.4 In the unlikely event that the above approach fails, the Council has powers to require urgent works and repairs to be undertaken, and ultimately could compulsorily purchase the

site. However this would be a last resort and there is no proposal to take this action at this time. Should such action be needed in the future, the Council would require the protected species surveys before undertaking urgent or repair works, and therefore the protected species surveys would not be wasted expenditure.

3.5 Therefore, while this proposal involves expenditure by the Council, the long term benefits in saving this nationally significant building, mean this expenditure is considered to be a proper use of public monies.

3.6 The preferred consultant was identified via a tender process and is considered to represent value for money. The cost will be fully met by existing budgets.

#### **4. REASONS:**

4.1 The protected species surveys are essential for the planning application to be progressed (legislation and case law dictates this). The Council's offer to meet this cost was a pragmatic response to make progress on this complicated but important site in the interests of saving and restoring this important Listed Building.

4.2 Should current negotiations fail, the surveys will still be required by the Council for it to undertake enforcement action. Such action would be a last resort, would ultimately be more expensive, and would require separate Member approval. The proposal to assist with funding is therefore a pragmatic solution in the unique circumstances surrounding this property.

4.3 Other options were considered but discounted:

a) do nothing: the current planning application could not be progressed, the building would fall into greater disrepair and either be lost or more expensive and protracted enforcement action would be required. The protected species surveys would be needed in any case.

b) do more: additional surveys are needed, included flooding consequences and viability appraisal. However, it is considered that the costs of bringing forward this proposal should be shared with the applicant, and agreement has been reached in this regard, with the applicant funding these other surveys. Additional expenditure was not considered an appropriate or affordable use of public funds at this time.

#### **5. RESOURCE IMPLICATIONS:**

5.1 As set out above, expenditure of £9665 is required from the existing revenue budget for Development Management. There are no additional staff costs over and above those associated with any other planning application/Listed Building case.

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

6.1 The proposal is to engage external consultants to undertake protected species surveys. These will inform the decision on a current planning application to refurbish a Listed Building that would otherwise continue to fall into disrepair.



6.2 The proposal itself seeks to address the short to long term needs of protected species (a key environmental consideration) and enable a decision to be made on a planning application that balances these considerations with bringing this important Listed Building back into use (economic and social considerations). The surveys are essential to enable the building to be saved in the long term. The end outcome is bringing this important vacant building back into use and saving it for future generations to enjoy, as well as providing homes and employment in the process.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

7.1 There are no implications, positive or negative, for corporate parenting or safeguarding.

**8. CONSULTEES:**

Cabinet Members

Kellie Beirne, Chief Officer – Enterprise (supports the proposal)

Natalie Davies, Accountant (costs can be fully met within the existing budget)

**9. BACKGROUND PAPERS:**

None

**10. AUTHOR:**

Mark Hand, Head of Planning

**11. CONTACT DETAILS:**

Tel: 01633 644803

E-mail: [markhand@monmouthshire.gov.uk](mailto:markhand@monmouthshire.gov.uk)

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<p><b>Name of the Officer</b> completing the evaluation Mark Hand</p> <p><b>Phone no:</b> 01633 644803 <b>E-mail:</b> markhand@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Engagement of consultants to undertake protected species surveys for Troy House, Mitchel Troy</p>
<p><b>Name of Service</b></p> <p>Planning</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>01/09/2015</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><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: engaging a consultant is the most time- and cost-effective use of resources in this instance. The proposal provides employment albeit to an external organisation. The ultimate objective of the proposal is to secure the future of a Listed Building, which as an outcome is the best use of this important physical resource (Troy House), the refurbishment of which would create jobs and generate wealth.</p> <p>Negative: none</p>	<p>None.</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><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Positive: The request is for expenditure to undertake protected species surveys to ensure the development proposal maintains and enhances biodiversity and ecosystems.</p> <p>Negative: none.</p>	<p>The commissioned surveys will provide proposals for future management to ensure, for example, the refurbishment of this building can incorporate bat mitigation measures.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive: the proposal relates to an end outcome of refurbishing an important and prominent Listed Building, which is readily visible from public vantage points. There may be a minor positive impact by improving the outlook for people using the adjacent public rights of way, increasing the attractiveness of the area and use of the PRoW.</p> <p>Negative: none.</p>	<p>None</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>Positive: the proposal relates to an end outcome of refurbishing an important and prominent Listed Building, which is readily visible from public vantage points. There may be a minor positive impact by improving the outlook for people using the adjacent public rights of way and adjacent occupiers, making the community more attractive.</p> <p>Negative: none.</p>	<p>The desired outcome is securing a viable use for this building and its refurbishment.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Positive: The request is for expenditure to undertake protected species surveys to ensure the development proposal maintains and enhances biodiversity and ecosystems.</p>	<p>The desired outcome is securing a viable use for this building and its refurbishment. This is an efficient use of physical resources and would protect a nationally important Listed Building.</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?
	Negative: none.	
<p><b>A Wales of vibrant culture and thriving Welsh language</b>            Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Positive: the proposal relates to an end outcome of refurbishing an important and prominent Listed Building, which is part of our local culture and history. There may be a minor positive impact by improving the outlook for people using the adjacent public rights of way and adjacent occupiers, making the community more attractive.</p> <p>Negative: none.</p>	<p>There may be a minor positive impact by improving the outlook for people using the adjacent public rights of way and adjacent occupiers, making the community more attractive.</p>
<p><b>A more equal Wales</b>            People can fulfil their potential no matter what their background or circumstances</p>	<p>Positive: In terms of the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, the tender process was carried out in accordance with MCC's policies as an equal opportunities employer.</p> <p>Negative: none.</p>	<p>None.</p>

2025

## 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>Balancing short term need with long term and planning for the future</p>	<p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (i.e. 20+ years)</i></p> <p>The proposal itself seeks to address the short to long term needs of protected species (a key environmental consideration) and enable a decision to be made on a planning application that balances these considerations with bringing this important Listed Building back into use (economic and social considerations). The surveys are essential to enable the building to be saved in the long term.</p>	<p>The end outcome is bringing this important vacant building back into use and saving it for future generations to enjoy, as well as providing homes and employment in the process.</p>
 <p>Working together with other partners to deliver objectives</p>	<p>The proposal seeks to engage a consultant who is best placed to undertake this work, which cannot be delivered in-house. The wider proposal involves working with the property owner to secure the future of this building.</p>	<p>The Council is making a financial commitment, via this proposal, to work towards the identified outcome of refurbishing this important building.</p>
 <p>Involving those with an interest and seeking their views</p>	<p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The planning application is subject to extensive public and stakeholder consultation.</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>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The objective is to bring this important Listed Building back into use and refurbish it, thereby preventing problems occurring or getting worse. The protected species surveys seek to identify mitigation measures to ensure the protected species are not adversely impacted by the overall objective of saving this building.</p>	<p>n/a</p>
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts</i></p> <p>The proposal itself seeks to address the short to long term needs of protected species (a key environmental consideration) and enable a decision to be made on a planning application that balances these considerations with bringing this important Listed Building back into use (economic and social considerations). The surveys are essential to enable the building to be saved in the long term.</p>	<p>The end outcome is bringing this important vacant building back into use and saving it for future generations to enjoy, as well as providing homes and employment in the process.</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.

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	None	None	This proposal seeks to engage a consultant to undertake ecological studies. The tender exercise has been undertaken in accordance with MCC policies, ensuring that there was no discrimination or disadvantage as a result of protected characteristics.
Disability	None	While not a specified requirement, people with some disabilities might not be able to undertake this work, which will require accessing loft spaces in an old building without ramped access, and observing bat activity.	The nature of the work required means it is not possible to reduce or adjust the project requirements. For example, a partial survey of the site would not fulfil legal requirements relating to protected species surveys.
Gender reassignment	None	None	See above
Marriage or civil partnership	None	None	See above
Race	None	None	See above
Religion or Belief	None	None	See above
Sex	None	None	See above
Sexual Orientation	None	None	See above
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i> None.	None	Tender submissions in Welsh or English would be accepted, with translation services employed if needed.



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>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	<i>Safeguarding in this context applies to both children (not yet reached 18<sup>th</sup> birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i> None.	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i> None.	Advance notice of all surveys will be given to the property occupiers no children or vulnerable adults will be present unaccompanied by a parent/guardian at the time of the visits.
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i> None.	None.	As above.

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

*This will include your baseline position, measures and studies that have informed your thinking and the recommendation you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation have had a positive or negative effect. Data sources include for example:*

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data including the census figures*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors.*

This proposal seeks to engage a consultant to undertake protected species surveys. The tender process was undertaken in full accordance with MCC policies, ensuring that there was no direct or indirect discrimination or disadvantage as a result of protected characteristics.

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

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

The proposal is to engage external consultants to undertake protected species surveys. These will inform the decision on a current planning application to refurbish a Listed Building that would otherwise continue to fall into disrepair without a viable re-use and associated enabling development.

The proposal itself seeks to address the short to long term needs of protected species (a key environmental consideration) and enable a decision to be made on a planning application that balances these considerations with bringing this important Listed Building back into use (economic and social considerations). The surveys are essential to enable the building to be saved in the long term. The end outcome is bringing this important vacant building back into use and saving it for future generations to enjoy, as well as providing homes and employment in the process.

There are no implications, positive or negative, for corporate parenting or safeguarding.

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

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

**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:	01/03/2016 when all surveys have been completed.
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## REPORT

<b>SUBJECT:</b>	<b>Capital receipt – sale of land adjoining Hillside Road, Abergavenny.</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision – Cllr Phil Murphy</b>
<b>DATE:</b>	<b>23<sup>rd</sup> September 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>Lansdown/Cantref</b>

### 1. PURPOSE:

1.1. To obtain consent for the sale of the area of land adjoining Hillside Road Abergavenny, (shown outlined red) on the attached plan 1, and the granting to the purchaser of full vehicular and pedestrian rights of access over Hillside Road, (shown hatched brown on the attached plan), known as Hillside Road.

### 2. RECOMMENDATIONS:

2.1. To agree to the sale subject to completion of a conditional contract on such terms to be agreed and determined by the Estates Manager.

### 3. KEY ISSUES:

3.1. Edenstone Homes Ltd are proposing to develop “The Hill” site for housing (concept design plan attached, plan 3), subject to planning permission. To comply with current Planning policy the development must include an element of affordable housing.

3.2. The developer has approached the Authority about the potential to create an access for the affordable housing element of the development from Hillside Road. To achieve this, the developer would need to cross land owned by the authority and currently forming part of the grass verge to Hillside Road.

3.3. The Highways Department has been consulted about the proposed access and has indicated that it is broadly content with the proposal, subject to sight of detailed plans as part of the planning process.

3.4. The developer therefore wishes to acquire the land, together with associated rights of access over Hillside Road to allow access to the affordable housing element of the development only. The remainder of the development site would be accessed from Penny-Pound Road.

### 4. REASONS:

- 4.1. The Leisure Department has been consulted and has confirmed that there is no operational need to retain the land.
- 4.2. The proposed sale represents a windfall capital receipt to the Authority.
- 4.3. The developer constitutes a special purchaser, given its role in developing the wider site.
- 4.4. The affordable housing element of the site comprises 9 units ( retirement apartments ) so traffic generation will be limited. However, given that Hillside Road is not adopted, it is prudent to obtain a contribution towards its upkeep until such time as it becomes adopted. The developer is content to enter into an agreement subject to this condition.
- 4.5. The sale will be subject to the developer obtaining full planning permission for the wider development. To safeguard the Authority's interests it is proposed that the agreement also be subject to a clause requiring achievement of the required planning permission within 24 months of exchange of contracts. Such longstop date to be extendable for non-determination, appeal and judicial review of the developer's planning application.
- 4.6. The consideration will be payable upon completion of the sale contract, which will be either a) 12 months after the grant of planning permission for the development site or b) commencement of development of the development site whichever is the earlier.

## **5. RESOURCE IMPLICATIONS:**

- 5.1 The sale will generate a one-off capital receipt together with revenue income as a contribution towards maintenance and repair of Hillside Road .

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

- 6.1 There are no material sustainable development and/or equality implications. Assessment attached.

## **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

- 7.1 There are no safeguarding and corporate parenting implications.

## **8. CONSULTEES:**

SLT  
All Cabinet Members  
Head of Legal Services  
Monitoring officer  
Ward Members James George / Paul Jordan  
Ian Saunders (Leisure)  
Tim Bradfield (Landscape and Country Side)  
Christian Lowe ( Highways)

## **9. BACKGROUND PAPERS:**

9.1 Site Plans for Identification of land to be sold – Plans 1-3

9.2 This background paper is exempt by virtue of Paragraph 14 of part 4 of schedule 12A Local Government Act 1972 as it discloses information relating to the financial or business affairs of any particular person (including the County Council) and the public interest in disclosing the information is outweighed by that in disclosing it.

## **10. AUTHOR: Cerys Halford - Principal Estates Surveyor**

## **11. CONTACT DETAILS:**

Tel: 01633 644734

Email: [ceryshalford@monmouthshire.gov.uk](mailto:ceryshalford@monmouthshire.gov.uk)

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## The “Equality Initial Challenge”

Name: Cerys Halford / Gareth King		Please give a <b>brief description</b> of what you are aiming to do.	
Service area: Estates		The dispose of a piece of land to enable development at ‘The Hill’, Pen Y Pound, Abergavenny.	
Date completed: 27.8.2015			
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age		x	
Disability		x	
Marriage + Civil Partnership		x	
Pregnancy and maternity		x	
Race		x	
Religion or Belief		x	
Sex (was Gender)		x	
Sexual Orientation		x	
Transgender		x	
Welsh Language		x	

Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
▶	▶
▶	▶
▶	▶
▶	▶

**Signed: Gareth King**

**Designation: Management Surveyor**

**Dated: 27.8.2015**



## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
The dispose of a piece of land to enable development at 'The Hill', Pen Y Pound, Abergavenny.	Estates
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Cerys Halford MRICS	Gareth King – 27.8.2015

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What are you proposing to do?

The dispose of a piece of land to enable development at 'The Hill', Pen Y Pound, Abergavenny.

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

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Please give details of the negative impact

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

**Signed:** Gareth King

**Designation:** Management Surveyor

**Dated:** 27.8.2015

## The “Sustainability Challenge”

<b>Name of the Officer</b> completing “the Sustainability challenge”  <b>Gareth King</b>	Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration  The dispose of a piece of land to enable development at ‘The Hill’, Pen Y Pound, Abergavenny.		
<b>Name</b> of the Division or service area  Estates	<b>Date</b> “Challenge” form completed  27.8.2015		
Aspect of sustainability affected  PEOPLE	<b>Negative impact</b>  <b>Please give details</b>	Neutral impact  <b>Please give details</b>	<b>Positive Impact</b>  <b>Please give details</b>
Ensure that more people have access to healthy food		x	
Improve housing quality and provision			The development will have an allocation of affordable housing in the development
Reduce ill health and improve healthcare provision		x	
Promote independence		x	
Encourage community participation/action and		x	

voluntary work			
Targets socially excluded		x	
Help reduce crime and fear of crime		x	
Improve access to education and training		x	
Have a positive impact on people and places in other countries		x	
<b>PLANET</b>			
Reduce, reuse and recycle waste and water		x	
Reduce carbon dioxide emissions		x	
Prevent or reduce pollution of the air, land and water		x	
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		x	
Protect or enhance visual appearance of environment		x	
<b>PROFIT</b>		x	
Protect local shops and		x	

services			
Link local production with local consumption		x	
Improve environmental awareness of local businesses		x	
Increase employment for local people		x	
Preserve and enhance local identity and culture		x	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		x	
Increase and improve access to leisure, recreation or cultural facilities		x	

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤

➤	➤
---	---

## The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

The site will include 9 affordable housing units as part of the development.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

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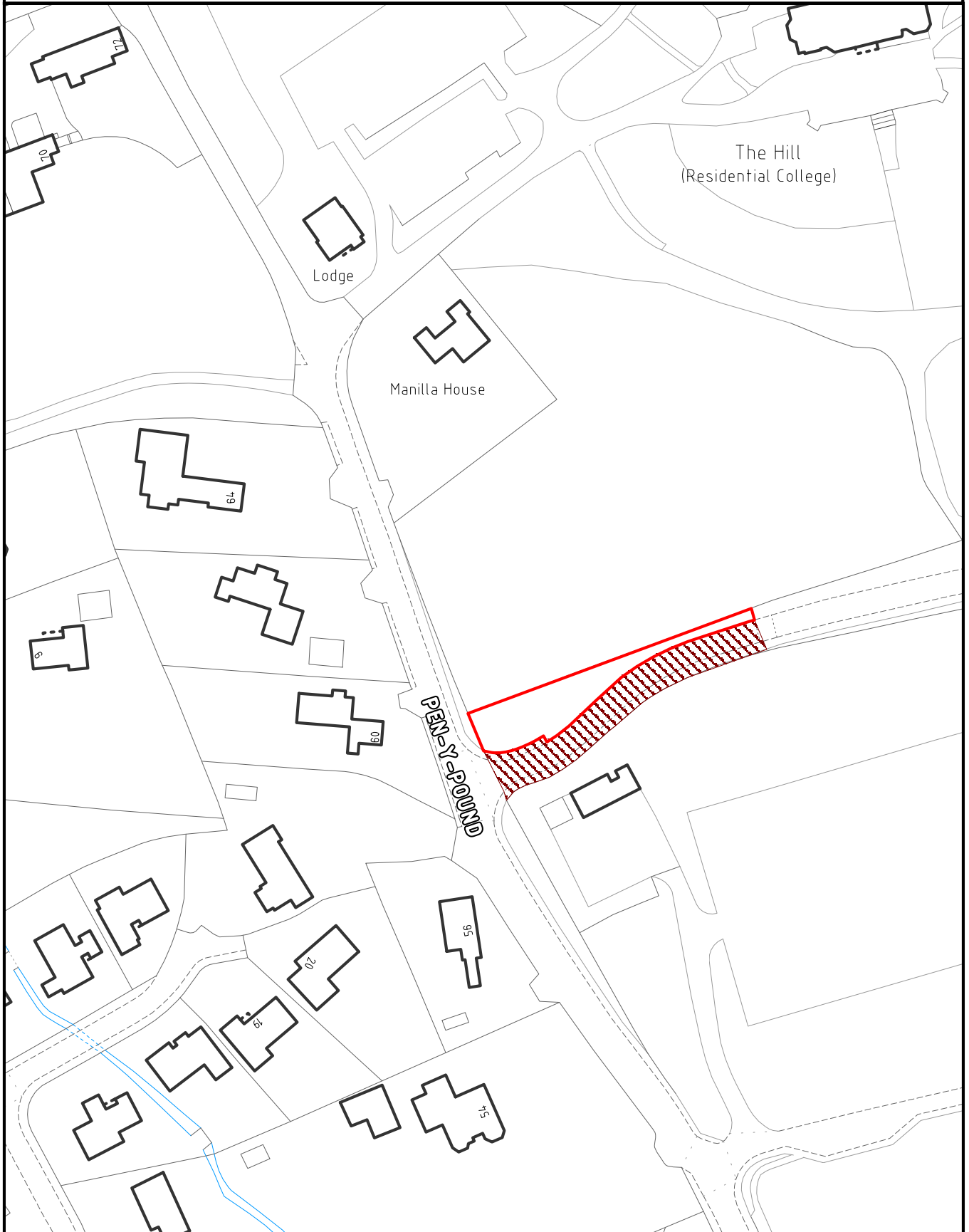
**Signed: Gareth King**


**Dated: 27.8.2015**

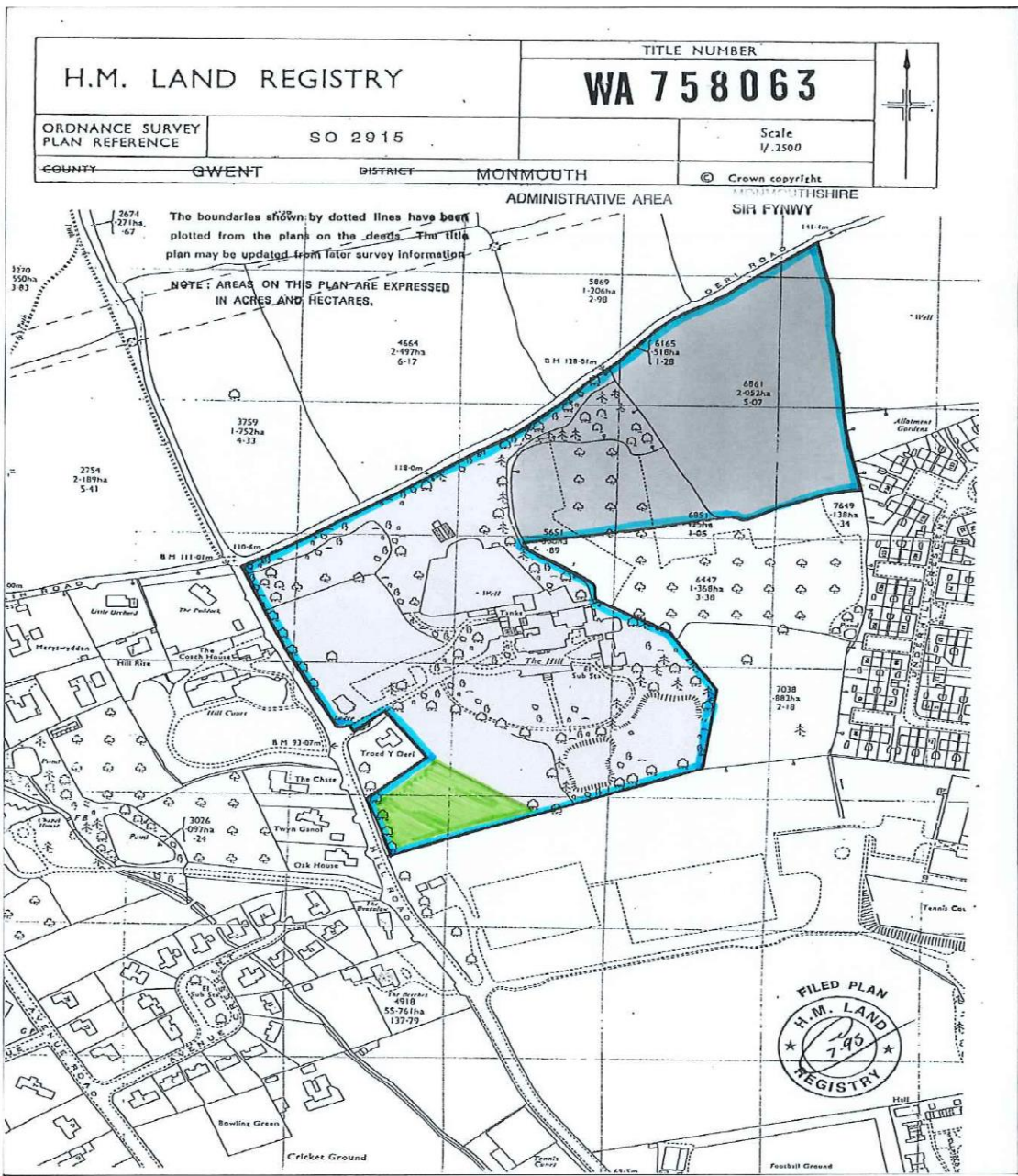
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# The Hill - Plan 1



	<b>Details</b>			<b>Rev No.</b>		© Hawfraint y Goron a hawliau cronfa ddata 2011 Arolwg Ordnans 100023415 © Crown copyright and database rights 2011 Ordnance Survey 100023415
	Details of the plan					
	<b>Drawn by</b> king.g	<b>Scale</b> 1:1250	<b>Date</b> 8/27/2015			Monmouthshire County Council County Hall Cwmbran NP44 2XH <a href="http://www.monmouthshire.gov.uk/maps">www.monmouthshire.gov.uk/maps</a>
<b>File Pathname / Project / Drawing No.</b>						



PLAN 2

This copy of the title plan is incomplete without the preceding notes page.  
 Mae'r copi hwn o'r cynllun teitl yn anghyflawn heb y dudalen flaenorol o nodiadau.





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**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**MEETING AND DATE OF MEETING:** Individual Cabinet Member Decision – 23<sup>rd</sup>  
September 2015

**TITLE OF REPORT:** Capital receipt – sale of land adjoining Hillside Road,  
Abergavenny.

**AUTHOR:** Cerys Halford – Estates Department

I have considered grounds for exemption of information contained in the report referred to  
above and make the following recommendation to the Proper Officer:-

**EXEMPTIONS APPLYING TO THE REPORT:**

Exemption of Appendix 2.

**FACTORS IN FAVOUR OF DISCLOSURE:**

Transparency in the work that the Council does.

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

May prejudice future negotiations with third parties and would release information relating to  
the financial or business affairs of an individual, particular person and/or company (including  
the County Council).

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

**The factors in favour of disclose would be outweighed by those in favour of  
exemption.**

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

Date: 27.8.2015

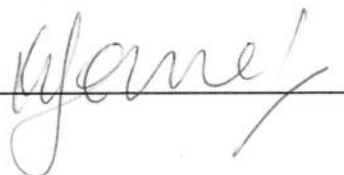
Signed: Cerys Halford

Post: Management Surveyor

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I accept/~~do not~~ accept the recommendation made above

Proper Officer: \_\_\_\_\_



10/9/15.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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