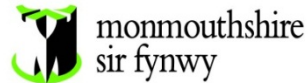


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Neuadd y Sir  
Y Rhadyr  
Brynbuga

Dydd Mawrth, 23 Gorffennaf 2019

Dear Cyngorwyr,

## CABINET

Gofynnir i chi fynychu cyfarfod **Cabinet** a gynhelir yn **Steve Greenslade Room, County Hall, Usk** ar **Dydd Mercher, 31ain Gorffennaf, 2019**, am **2.00 pm**.

## AGENDA

1. Ymddiheuriadau am absenoldeb
2. Datganiadau o Fuddiant
3. I ystyried yr adroddiadau canlynol (copdau ynghlwm):
  - i. **CYNNIG BUDDSODDI AR GYFER CANOLFAN HAMDDEN CIL-Y-COED** 1 - 4  
Adrannau/Wardiau yr effeithir arnynt: Glannau Hafren  
  
Diben: Ceisio cefnogaeth y Cabinet i ddechrau darn sylweddol o waith fydd yn arwain ar raglen adnewyddu sylfaenol ar Ganolfan Hamdden Cil-y-coed yr amcangyfrifir ei fod tua £5.5 miliwn - 6 miliwn.  
  
Awdur: Ian Saunders, Pennaeth Twristiaeth, Hamdden, Diwylliant ac Ieuencid.  
  
Manylion Cyswllt: [iansaunders@monmouthshire.gov.uk](mailto:iansaunders@monmouthshire.gov.uk)
  - i. **DRAFFT STRATEGAETH PRENTISIAID, GRADDEDIGION AC INTERNAU (AGI)** 5 - 58  
Adrannau/Wardiau yr effeithir arnynt: Cyfan  
  
Diben: Cyflwyno drafft Strategaeth Prentisiaid, Graddedigion ac Internau (AGI) (2019-22) a'r blaenoriaethau a gynhwysir ynddo. Hysbysu aelodau am y bwriad i greu swydd Cydlynnydd AGI i oruchwylio gweithredu Strategaeth AGI.  
  
Awdur: Hannah Jones – Rheolwr Menter Ieuencid  
  
Manylion Cyswllt: [hannahjones@monmouthshire.gov.uk](mailto:hannahjones@monmouthshire.gov.uk)

- i. **SEFYDLU MED TECH (MMT) SIR FYNWY** 59 - 72  
Adrannau/Wardiau yr effeithir arnynt: Cyfan
- Diben: Ymrwymo i dyfu'r sector technoleg feddygol yn Sir Fynwy ac i arddangos yr ymrwymiad hwn drwy sefydlu Med Tech (MMT) Sir Fynwy.
- Awdur: Frances O'Brien – Prif Swyddog Menter
- Manylion Cyswllt: [FrancesOBrien@monmouthshire.gov.uk](mailto:FrancesOBrien@monmouthshire.gov.uk)
- i. **MENTER - SICRHAU CYDBWYSEDD A CHRYFHAU'R LLINELL FLAEN** 73 - 86  
Adrannau/Wardiau yr effeithir arnynt: Cyfan
- Diben: Ceisio cymeradwyaeth i aildrefnu swyddi a chyfrifoldebau o fewn y Gyfarwyddiaeth Fenter i gydbwysu llwyth gwaith, adlewyrchu synergedd mewn rolau a gwasanaethau ac i adlewyrchu gofynion gwasanaeth a phrosiectau yn well mor bell ag sy'n bosibl o fewn yr adnoddau sydd ar gael.
- Creu capasiti ychwanegol o fewn y gwasanaethau rheng flaen lle dynodwyd gofynion sylweddol.
- Creu cyfleoedd ehangu/dilyniant gyrfu tra'n rhyddhau adnoddau i gynnal gwaith seiliedig ar brosiect a chefnogaeth gyffredinol i Uwch Dîm Rheoli Menter.
- Awdur: Frances O'Brien, Prif Swyddog Menter
- Manylion Cyswllt: [francesobrien@monmouthshire.gov.uk](mailto:francesobrien@monmouthshire.gov.uk)
- i. **CYNLLUN DATBLYGU LLEOL SIR FYNWY: CANLLAWIAU CYNLLUNIO ATODOL TAI FFORDDIADWY DIWYGIEDIG** 87 - 148  
Adrannau/Wardiau yr effeithiwyd arnynt: Cyfan
- Diben: Diben yr adroddiad hwn yw ceisio cytundeb y Cabinet i fabwysiadu'r Canllawiau Cynllunio Atodol Tai Fforddiadwy mewn cysylltiad gyda'r Cynllun Datblygu Lleol a fabwysiadwyd ar gyfer Sir Fynwy. Mae hyn yn rhoi pwysau i'r Canllaw fel ystyriaeth cynllunio sylweddol wrth wneud penderfyniad.
- Awdur: Mark Hand, Pennaeth Cynllunio, Tai, a Llundio Lle; Louise Corbett, Uwch Swyddog Strategaeth a Pholisi, Tai a Chymunedau.
- Manylion Cyswllt: [markhand@monmouthshire.gov.uk](mailto:markhand@monmouthshire.gov.uk)  
[louise.corbett@monmouthshire.gov.uk](mailto:louise.corbett@monmouthshire.gov.uk)
- i. **DATGANIAD ALL-DRO MONITRO REFENIW A CHYFALAF 2018/19** 149 - 184  
Adran/Wardiau yr effeithir arnynt: Cyfan.
- Diben: Diben yr adroddiad yw rhoi gwybodaeth i Aelodau ar sefyllfa all-

dro refeniw a chyfalaf yr Awdurdod yn seiliedig ar lithriad cyfalaf a chymeradwyo a gohirio cronfeydd wrth gefn.

Caiff yr adroddiad hefyd ei ystyried gan y Pwyllgorau Dethol fel rhan o'u cyfrifoldeb i:

- asesu os oes monitro cyllideb effeithlon yn digwydd,
- monitro i ba raddau y caiff y cyllidebau eu gwario yn unol â'r gyllideb a fframwaith polisi a gynlluniwyd,
- herio rhesymoldeb darogan gorwariant neu danwariant, a
- monitro cyflawni enillion enillion neu gynnydd affeithioldeb a ragwelir neu gynnydd yng nghyswllt cynigion arbedion.

Awdur: Peter Davies – Prif Swyddog – Adnoddau;  
Dave Jarrett – Uwch Gyfrifydd Cymorth Busnes

Manylion cyswllt: peterdavies@monmouthshire.gov.uk

- i. **CYFRANIADAU ADDYSG ADRAN 106 YN GYSYLLTIEDIG AG YSGOL GYNRADD GILWERN** 185 -  
196

Adran/Wardiau yr effeithir arnynt: Cyfan

Diben: Ystyried telerau defnydd balansau addysg gweddilliol yn deillio o gyfraniadau addysg Adran 106 o ddatblygiadau tai Tŷ Mawr a Cae Meldon.

Awdur: Matthew Jones, Rheolwr Ysgolion a Mynediad Myfyrwyr.  
Manylion Cyswllt: matthewdjones@monmouthshire.gov.uk

- i. **CYFRANIADAU ADDYSG ADRAN 106 YN GYSYLLTIEDIG AG YSGOL GYMRAEG Y FENNI** 197 -  
208

Adran/Wardiau yr effeithir arnynt: Cyfan

Diben: Ystyried telerau defnydd balansau addysg yn deillio o gyfraniadau addysg adran 106 yn gysylltiedig â datblygiad tai Fferm Deri, y Fenni.

Awdur: Matthew Jones, Rheolwr Ysgolion a Mynediad Myfyrwyr

Manylion Cyswllt: matthewdjones@monmouthshire.gov.uk

- i. **GWEITHGOR CRONFA EGLWYSI CYMRU** 209 -  
222

Adran/Wardiau yr effeithir arnynt: Cyfan

Diben: Diben yr adroddiad hwn yw gwneud argymhellion i'r Cabinet ar y Rhestr Ceisiadau ar gyfer cyfarfod 4 Gweithgor Cronfa Eglwysi Cymru a gynhaliwyd ar 18 Gorffennaf 2019.

Awdur: David Jarrett – Uwch Gyfrifydd - Cymorth Busnes Cyllid Canolog

Manylion Cyswllt: davejarrett@monmouthshire.gov.uk

Yours sincerely,

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

**PORTFFOLIOS CABINET**

<b>Cynghorydd Sir</b>	<b>Maes Cyfrifoldeb</b>	<b>Gwaith Partneriaeth ac Allanol</b>	<b>Ward</b>
P.A. Fox (Arweinydd)	<b>Strategaeth a Chyfeiriad Awdurdod Cyfan</b> CCR Cyd Gabinet a Datblygu Rhanbarthol; Trosolwg Sefydliad; Gweithio Rhanbarthol; Cysylltiadau Llywodraeth; Bwrdd Gwasanaethau Cyhoeddus; WLGA	Cyngor WLGA WLGA Bwrdd Cydlynu Gwasanaethau Cyhoeddus	Porthysgewin
R.J.W. Greenland (Dirprwy Arweinydd)	<b>Menter</b> Cynllunio Defnydd Tir; Datblygu Economaidd; Twristiaeth; Rheoli Datblygu; Rheoli Adeiladu; Tai a Digartrefedd; Hamdden; Ieuenctid; Addysg Oedolion; Addysg Awyr Agored; Hybiau Cymunedol; Gwasanaethau Diwylliannol	Cyngor WLGA Twristiaeth Rhanbarth y Brifddinas	Devauden
P. Jordan	<b>Llywodraethiant</b> Cefnogaeth y Cyngor a Phenderfyniadau Gweithrediaeth; Craffu; Safonau Pwyllgor Rheoleiddiol; Llywodraethiant Cymunedol; Cefnogaeth Aelodaeth; Etholiadau; Hyrwyddo Democratiaeth ac Ymgysylltu: Y Gyfraith; Moeseg a Safonau; Perfformiad Awdurdod Cyfan; Cynllunio a Gwerthuso Gwasanaeth Awdurdod Cyfan; Cydlynu Corff Rheoleiddiol		Cantref
R. John	<b>Plant a Phobl Ifanc</b> Safonau Ysgolion; Gwella Ysgolion; Llywodraethiant Ysgolion; Trosolwg EAS; Blynyddoedd Cynnar; Anghenion Dysgu Ychwanegol; Cynhwysiant; Cwricwlwm Estynedig; Derbyniadau; Dalgylchoedd; Cynnig Ôl-16; Cydlynu gyda Choleg Gwent.	Cyd Grŵp Addysg (EAS) CBAC	Llanfihangel Troddi
P. Jones	<b>Gofal Cymdeithasol, Diogelu ac Iechyd</b> Plant; Oedolion; Maethu a Mabwysiadu; Gwasanaeth Troseddau Ieuenctid; Cefnogi Pobl; Diogelu Awdurdod Cyfan (Plant ac Oedolion); Anableddau; Iechyd Meddwl; Iechyd Cyhoeddus; Cydlynu Iechyd.		Rhaglan
P. Murphy	<b>Adnoddau</b> Cyllid; Technoleg Gwybodaeth (SRS); Adnoddau Dynol; Hyfforddiant; Iechyd a Diogelwch; Cynllunio Argyfwng; Caffaeliad; Archwilio; Tir ac Adeiladau (yn cynnwys Stadau, Mynwentydd, Rhandiroedd, Ffermydd); Cynnal a Chadw Eiddo; Swyddfa Ddigidol; Swyddfa Fasnachol	Consortium Prynu Prosiect Gwyrdd Cymru	Caerwent

S.B. Jones	<b>Gweithrediadau Sir</b> Cynnal a Chadw Priffyrdd, Rheoli Trafnidiaeth, Traffig a Rhwydwaith, Rheolaeth Stad; Gwastraff yn cynnwys Ailgylchu; Cyfleusterau Cyhoeddus; Meysydd Parcio; Parciau a Gofodau Agored; Glanhau; Cefn Gwlad; Tirluniau a Bioamrywiaeth; Risg Llifogydd.	SEWTA Prosiect Gwyrdd	Goetre Fawr
S. Jones	<b>Cyfiawnder Cymdeithasol a Datblygu Cymunedol</b> Ymgysylltu â'r Gymuned; Amddifadedd ar Arwahanrwydd; Diogelwch y Gymuned; Cydlyniaeth Gymdeithasol; Tlodi; Cydraddoldeb; Amrywiaeth; Y Gymraeg; Cysylltiadau Cyhoeddus; Safonau Masnach; Iechyd yr Amgylchedd; Trwyddedu; Cyfathrebu		Llanofar

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Ein diben

Adeiladu Cymunedau Cynaliadwy a Chydnerth

### Amcanion y gweithiwn tuag atynt

- Rhoi'r dechrau gorau posibl mewn bywyd i bobl
- Sir lewyrchus a chysylltiedig
- Cynyddu i'r eithaf botensial yr amgylchedd naturiol ac adeiledig
- Llesiant gydol oes
- Cyngor gyda ffocws ar y dyfodol

## Ein Gwerthoedd

**Bod yn agored.** Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan mewn penderfyniadau sy'n effeithio arnynt, dweud beth sy'n bwysig iddynt a gwneud pethau drostynt eu hunain/eu cymunedau. Os na allwn wneud rhywbeth i helpu, byddwn yn dweud hynny; os bydd yn cymryd peth amser i gael yr ateb, byddwn yn esbonio pam; os na allwn ateb yn syth, byddwn yn ceisio eich cysylltu gyda'r bobl a all helpu - mae adeiladu ymddiriedaeth ac ymgysylltu yn sylfaen allweddol.

**Tegwch.** Darparwn gyfleoedd teg, i helpu pobl a chymunedau i ffynnu. Os nad yw rhywbeth yn ymddangos yn deg, byddwn yn gwranddo ac yn esbonio pam. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson. Ni allwn wneud pawb yn hapus bob amser, ond byddwn yn ymrwmo i wrando ac esbonio pam y gwnaethom weithredu fel y gwnaethom.

**Hyblygrwydd.** Byddwn yn parhau i newid a bod yn hyblyg i alluogi cyflwyno'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

**Gwaith Tîm.** Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan fel y gallwn gyflawni pethau gwych gyda'n gilydd. Nid ydym yn gweld ein hunain fel 'trefnwyr' neu ddatrysyr problemau, ond gwnawn y gorau o syniadau, asedau ac adnoddau sydd ar gael i wneud yn siŵr ein bod yn gwneud y pethau sy'n cael yr effaith mwyaf cadarnhaol ar ein pobl a lleoedd.

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<b>SUBJECT:</b>	<b>AN INVESTMENT PROPOSAL FOR CALDICOT LEISURE CENTRE</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>31<sup>st</sup> JULY 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>SEVERNSIDE - CALDICOT</b>

## 1. PURPOSE:

To seek Cabinet support to instigate a major piece of work that will lead to a fundamental renewal programme for Caldicot Leisure Centre estimated to be in the region of £5.5 million - £6 million.

## 2. RECOMMENDATIONS:

2.1 Cabinet approve the sum of £127,598 to facilitate feasibility study so cost certainty and business planning can be developed for the refurbishment of Caldicot Leisure Centre. Initial cost will be met from a draw down of available capital receipts so there will be no initial impact on the revenue budget of the Council.

2.2 Cabinet receive a further report at the conclusion of the study when it will be asked to consider whether the programme proceeds or not.

## 3. KEY ISSUES:

3.1 Council recently decided that the MonLife service area (which includes leisure centres) will remain in-house for the foreseeable future and that every attempt will be made to fundamentally uplift the service offer so it meets the needs and opportunities of today. The early impact of the investment made in Monmouth Leisure Centre has justified confidence that there is significant untapped demand for services if they are presented in a contemporary manner. Caldicot Leisure Centre presents as the next leisure Centre needing significant uplift. We would expect Abergavenny and Chepstow to be similarly considered as part of the forward programme of school renewal.

3.2 Caldicot Leisure Centre was built in the early 1970's and at the time was a beacon of community use and life. Over the past 50 years it has seen significant change of use and additions to the site and converted many areas to try to keep up with modern day leisure provision. A small part of the centre was refurbished in 2005, from the original build, which incorporated an investment in the first-floor health and fitness offer, as well as ground floor changing rooms for fitness and a dedicated children's fitness studio. In 2013 the Council invested in a new outdoor artificial pitch. A condition survey in 2017 highlighted the need to spend £350k over the coming years. Even with these changes the facility looks tired and dated. This is thrown into stark relief given that it now shares a campus with the fantastic new Caldicot School.

3.3 Caldicot is set for growth with the Prince of Wales Bridge tolls no longer in place and LDP allocations in the Severnside area now progressing with pace, a brand-new 21<sup>st</sup> Century School complete and the demand for housing in the area continues to rise. A £10M revamp of the town centre has been approved which would see an apartment complex, a vibrant shopping centre and new road infrastructure, all as part of a South East Wales Regeneration plan. The new LDP might see additional growth in the Severnside area. These are good times for Caldicot and there is a confidence about the town that additional investment can grow.

3.4 There are presently circa 380 children on the Learn to Swim program and circa 850 direct debit members at Caldicot Leisure Centre, a latent demand study in 2012 reported a potential membership base of 1,100, however we have commissioned a new study upon which we can build a business case.

3.5 The objectives of the developments will be;

- Delivery of key outcomes – including health, wellbeing and improved physical activity.
- Improved financial performance – to deliver a sustainable return on investment through increased membership (Fitness and Swimming DD's) and casual income.
- Drive increased income and grow participation in regular physical activity from the community.

3.6 The proposals are likely to include;

- Delivery of an extension of the fitness suite and introduction of two studios with a reconfiguration of the first floor.
- Development of new male and female dry changing facilities including new toilet provision.
- Changing village and improved Spa facilities.
- Improvements to the Pool area.
- Viewing area for swimming pool.
- Delivery of soft play facility with a café for all centre users.
- Redesign of the entrance and ground floor.
- Provide outside changing area to maximise the 3G use.

3.7 An initial feasibility study has been undertaken to identify the costs of the rebuild and this has been estimated at between £5.5m and £6m however we would need to look at the building programme to ensure that the school still has access to the sports hall for exams. It is anticipated that if this could not be resolved then we would need a temporary structure (as with Monmouth) at a cost of approximately 500k.

3.8 The service has commissioned a latent demand study relating to the project. This approach will ensure that there is sufficient and appropriate demand for the proposed new facility both now and into the future. The report will include competitor analysis, assess the latent demand and give an indication of potential increase in income. It is anticipated that all of the extra income above the existing budget would be used to support the total borrowing costs of the project.

3.9 The feasibility study will develop the design, including mechanical and electrical input and surveys of the site to help inform the final design that would be taken forward to the cost certainty (RIBA stage 3 & 4). The anticipated costs for stage 2 are £127,598 and this also includes a services condition survey which will help inform investment opportunities to make the Centre more energy efficient.

#### **4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

4.1 The decision to proceed with getting cost certainty for refurbishment cost of Caldicot Leisure Centre will allow the council to minimise risk in project delivery cost. The potential refurbishment will ensure there are more opportunities for all the community to keep physically active and well. New building regulations will ensure that historic problems on the site are rectified and can also assist in making sure the building maximises opportunities to be more energy efficient.

#### **5. OPTIONS APPRAISAL**

5.1 The option to do nothing on the site would lead to further deterioration of the existing building and outside areas as currently the site is in need of investment. The new school investment and general regeneration of Caldicot and removal of the bridge tolls has led to the Leisure Centre being less attractive and in need of uplift in standard of facility to attract new customers and also ensure existing customers get the service they deserve. The Monmouth Leisure Centre refurbishment has given some really strong reasons to why the service intends to repeat a similar investment in Caldicot.

#### **6. EVALUATION CRITERIA**

6.1 The evaluation and information gathered from the RIBA stage 2 will enable officers to pull together a business plan during the summer/autumn and then present a further paper to members. The scheme is following a similar route that Monmouth Leisure Centre project followed.

#### **7. REASONS:**

7.1 The decision will enable the service to explore new facilities, do a detailed business plan and move forward at the Caldicot site.

7.2 Improved financial performance – to deliver a sustainable return on investment through increased membership (Fitness and Swimming Direct Debits) and casual income from all income streams, including secondary spend.

7.3 Drive increased income and increase participation in regular physical activity from the community.

7.4 Will enable the delivery of key outcomes – including health, wellbeing and improved physical activity and increase the health and wellbeing of our community members and assist in reducing energy output

**8. RESOURCE IMPLICATIONS:**

The resource required at this stage of the project is the cost of moving to RIBA stage 2 which allows necessary testing and feasibility to progress. At this stage, the amount is £127,598. Should the project not go ahead then the cost of the study would need to be paid for at the time of that decision, or near to it. If the project proceeds and the decision is to refurbish Caldicot Leisure Centre the funding would be included in the overall project cost of the scheme.

**9. CONSULTEES:**

Customer survey 2019  
Caldicot Comprehensive School  
SLT  
MCC Project Board 21<sup>st</sup> Century Schools

**10. BACKGROUND PAPERS:**

None

**11. AUTHOR:**

Ian Saunders, Head of Tourism, Leisure, Culture and Youth

**12. CONTACT DETAILS:**

Tel: 07876 545793

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

**SUBJECT: DRAFT APPRENTICE, GRADUATE AND INTERN (AGI) STRATEGY**

**MEETING: CABINET**

**DATE: 31st JULY 2019**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

- 1.1 To present the draft Apprentice, Graduate and Intern (AGI) Strategy (2019-22) and the priorities contained within. To inform members of the proposed creation of an AGI Coordinator post to oversee the implementation of the AGI Strategy.

**2. RECOMMENDATIONS:**

- 2.1 That Cabinet approves the draft Apprentice, Graduate and Intern Strategy (Appendix 3).

**3. KEY ISSUES:**

- 3.1 The Council does not currently have a strategy in place to develop and support apprenticeship, graduate jobs and internships across the local authority. Apprentices, Graduates and Interns (AGI) are an asset to any organisation and can bring significant benefits to the business and existing workforce.
- 3.2 A need has been identified for a coordination role to support the Youth Enterprise Manager in delivering on the priorities of the Apprentice, Graduate and Intern Strategy (appendix 5 – AGI Coordinator Job Description). The AGI Coordinator will monitor and support delivery of the AGI Strategy and action plan, and will have a responsibility to;
- Support identification and creation of apprentice, graduate and intern opportunities across the organisation to support current and future skills needs.
  - set up and manage a comprehensive quality monitoring system for AGI opportunities
  - Maintain consistent contact with new starters to resolve identified concerns and ensure they are adequately supported, and have a positive experience in a good working environment
  - increase accessibility to higher level and more diverse training opportunities for new and existing employees
  - promote the value of apprentice, graduate and intern recruitment opportunities within the local authority
  - Improve access, equality, and equity of opportunity for under-represented groups including Looked after Children and Care Leavers
- 3.3 There are currently 15 Apprentices (April 2019) and 6 Graduate posts (June 2019) as defined in the Strategy within the Council in the following service areas: Property services, Highways, Partnerships, Community Development, Youth Enterprise, Estates, Legal, Social Care Safeguarding, Schools and Health and Environmental Health. The local authority do not currently have any Internship posts as defined in the Strategy.
- 3.4 The variety of apprenticeship posts within the council at present is limited and tend to be in the fields of Business Administration, Information Technology and Teaching Assistants.

Expanding training opportunities and the range of higher-level qualifications will support current and future skills needs and succession planning.

#### 4. **EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

Summarised below for Members' consideration from Future Generations Evaluation located in Appendix 2: It is anticipated that the AGI Strategy will have a positive impact on each of the wellbeing goals. In particular it will impact on the goal of 'A prosperous Wales' by providing skills growth, alternative training and educational opportunities, and developing wealth through increased job creation and improved career prospects

#### 5. **OPTIONS APPRAISAL**

<b>Option</b>	<b>Benefits</b>	<b>Risks</b>
Do nothing	None identified	<ul style="list-style-type: none"> <li>- No Local Authority Lead</li> <li>- Limited succession planning</li> <li>- Limited support for future career progression</li> <li>- Lost opportunity to help raise aspirations &amp; opportunities for skills development.</li> </ul>
Youth Enterprise coordinate the implementation of the AGI Strategy and Action Plan the 2019-22 through a designated post supported by Youth Enterprise Manager	<ul style="list-style-type: none"> <li>- Development and coordination of a new &amp; much needed Apprenticeship, Graduate &amp; Internship programme;</li> <li>- Improved planning processes around future workforce and succession planning</li> </ul>	<ul style="list-style-type: none"> <li>- Unable to secure funding for the AGI Coordinator post</li> </ul>

#### 6. **EVALUATION CRITERIA**

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

#### 7. **REASONS:**

7.1 The AGI strategy is part of a national approach in creating apprenticeship, graduate and internship posts upskilling the existing workforce through engagement in higher level and more diverse training opportunities and succession planning. This aligns with Welsh Government's Employability Plan in preparing for a radical shift in the world of work, responding to current and future skills gaps and providing a personalised approach to employability support.

7.2 The AGI strategy will develop new and existing partnerships with key stakeholders, including Y Prentis Shared Apprenticeship Scheme, Cardiff Capital Region, Training

Providers and our Business Community, working together to assess future skills gaps, labour market demands and promote regional training and employment opportunities.

**7.3** The Authority does not currently have a designated role to deliver on the apprentice, graduate and intern agenda. A coordinator position will ensure delivery of the priorities and actions laid out in the Apprentice, Graduate and Intern Strategy, and that the Authority has an opportunity to 'grow their own' by offering opportunities which will not only address issues of recruitment and succession planning but also assist in building a sustainable organisation for the future.

**7.4** In addition, the coordinating role will provide ongoing support to Apprentices, Graduates and Interns as well as Service Managers and existing team members. This is key for ensuring continued professional development, clear progression routes, and sustainable career pathways.

## **8. RESOURCE IMPLICATIONS:**

8.1 Job evaluation for the AGI Coordinator post has resulted in a grading of Band H (SCP 27-31) and will be for 22.2 hours per week. The direct cost of this is broken down as £13,947.95 in 2019-20, £25,139.24 in 2020-21 and £26,179.86 in 2021-22. Funding for the AGI Coordinator role is consumed within the Enterprise Restructure Report.

8.2 Any potential savings from restructures are within individual services areas and separate from this strategy.

## **9 CONSULTEES:**

Chief Executive

Chief Officer for Enterprise

Chief Officer for Resources

Chief Officer for Children and Young People

Chief Officer for Social Care, Safeguarding and Health

Senior Leadership Team

Cabinet

Head of People Services

Head of Enterprise and Community Development

Enterprise Senior Leadership Team

Strong Communities Select Committee (11<sup>th</sup> July 2019):

*Support for the policy and the revised report, Committee is content for this to be taken forward for decision.*

## **10 BACKGROUND PAPERS:**

Evaluation Criteria

(Appendix 1)

Future Generations Evaluation

(Appendix 2)

AGI Strategy

(Appendix 3)

AGI Toolkit

(Appendix 4)

AGI Co-ordinator job description

(Appendix 5)

## **11 AUTHOR:**

**Hannah Jones – Youth Enterprise Manager**

12 **CONTACT DETAILS:**  
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**E-mail:** hannahjones@monmouthshire.gov.uk



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

<b>Title of Report:</b>	Draft Apprentice, Graduate and Intern (AGI) Strategy
<b>Date decision was made:</b>	31 <sup>st</sup> July 2019
<b>Report Author:</b>	Hannah Jones

<b>What will happen as a result of this decision being approved by Cabinet or Council?</b>
The implementation of the Apprentice, Graduate and Intern Strategy and the creation of a new post - AGI Coordinator
12 month appraisal

<b>What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?</b>
The following criteria will determine whether the decision has been successfully implemented:
<ul style="list-style-type: none"> <li>• Supporting identification and creation of apprentice, graduate and intern opportunities across the council to support current and future skills needs.</li> <li>• Setting up and managing a comprehensive quality monitoring system for AGI opportunities.</li> <li>• Increased accessibility to higher level and more diverse training opportunities for new and existing employees.</li> <li>• Promoted the value of apprentice, graduate and intern recruitment opportunities</li> <li>• Developed partnerships with key stakeholders to support Monmouthshire's future economy</li> </ul>
12 month appraisal

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

The direct cost of implementing the strategy over three years is £65,267.05. Funding for the AGI Coordinator Role is consumed within the Enterprise Restructure.

12 month appraisal

**Any comments**



# Equality and Future Generations Evaluation

<p><b>Name of the Officer :</b> Hannah Jones</p> <p><b>Phone no:</b> 07738 340 418 <b>E-mail:</b> hannahjones@monouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <ul style="list-style-type: none"> <li>• The AGI Strategy sets out a clear direction required to deliver on the council’s responsibility to provide apprenticeship, graduate and internship opportunities to grow the council’s skills base.</li> <li>• The creation of a new AGI Coordinator post to support the implementation and delivery of the AGI Strategy and Action Plan</li> </ul>
<p><b>Name of Service area:</b> Youth Enterprise</p>	<p><b>Date</b> 16<sup>th</sup> May 2019</p>

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**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	We aim to engage with new and existing employees offering higher level and more diverse training opportunities.	None identified	The AGI will focus on providing apprenticeship, graduate and internships opportunities to grow the organisation’s current and future skills needs.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	We aim to engage and meet individual needs without discrimination. This will be supported by the creation of the new AGI Coordinator post.	None identified	All regardless of disability.
Gender reassignment	We aim to provide a provision which is inclusive for transgender people and groups We will address any issues in regards to employment and training opportunities.	None identified	All regardless of gender assignment
Marriage or civil partnership	Non applicable	None identified	Non applicable
Pregnancy or maternity	Risk assessment will be in place for pregnancy ensuring all health and safety measures have been addressed and the well-being of the individual is paramount.	None identified	Non applicable
Race	We will ensure that all will be given the same opportunities regardless of race ensuring equality of opportunity. Support will be provided to meet individual needs	None Identified	Non applicable
Religion or Belief	We aim to offer bespoke packages of support that will take into account religion and religious beliefs.	None identified	Non applicable

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<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>
Sex	We will offer opportunities that will take into account individual needs regardless of sex.	None identified	Non applicable
Sexual Orientation	We will offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	Non applicable
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.		All marketing and promotional materials will be produced bilingually
Poverty	We aim to create new Apprenticeship, Graduate Jobs and Internships to contribute to improved employment in Monmouthshire.	None identified	Non applicable





**2. 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. There's no need to put something in every box if it is not relevant!

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b>	This proposal will support the identification and creation of apprentice, graduate and intern	The AGI Strategy will be monitored by the Strong Communities Select Committee.


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Efficient use of resources, skilled, educated people, generates wealth, provides jobs	<p>opportunities across the council impacting on current and future skills needs.</p> <p>The additional funding for the creation of the new AGI Coordinator will contribute to the delivery and monitoring of AGI Strategy and action plan.</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>	The AGI Strategy will contribute to the identification of more diverse training opportunities in new areas of work for future organisational needs.	A partnership approach between people services and youth enterprise sharing expertise, networks and resources will ensure a good offer to service areas.
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	The aim of the AGI Strategy is to create the conditions for new and existing apprentices to thrive. The apprentice, graduate or intern will have several colleagues playing a key role in their experience – Line Manager, Buddy, AGI Coordinator and Assessor supporting the individual's physical and mental wellbeing.	The mentoring support from AGI Coordinator will enable individual needs to be identified and addressed. The level of support offered will be appropriate and consistent.
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	The AGI Coordinator will develop a communication and marketing plan to ensure consistency in promoting vacancies through existing webpages, social media, business and community networks.	People Services and Youth Enterprise will share resources and good practices to ensure all AGI opportunities are promoted widely for maximum reach.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The AGI Coordinator will work to ensure high standards are met and maintained that do not conflict with the global drivers</p>	
<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>All vacancies and leaflets will have marketing, publications and printed literature available bilingually where appropriate. Literature will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards.</p>	
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>The AGI Strategy and Action Plan will develop effective ways to engage and provide support for those individuals regardless of ethnic origin, gender, disability sexual orientation or religion.</p>	<p>With the ability to better understand research and data giving us the opportunity for targeted work with our schools, colleges, universities, local businesses and communities in developing the new employment and training opportunities.</p>

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	<p>The proposal aligns with the wellbeing objective of the council; to provide children and young people with the best possible start in life. The AGI Strategy will contribute to reducing inequality and help build sustainable and resilient communities.</p>	<p>The aim is to deliver on the council's responsibility to provide apprenticeship, graduate and internship opportunities to grow the council's skills base, contribute to continue reduction in youth and adult unemployment in Monmouthshire.</p>
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>People Services and Youth Enterprise will work with key partners within the local authority, local businesses, third and voluntary sector including schools in delivering the key priorities set out in the AGI Strategy.</p>	<p>People Services and Youth Enterprise will promote employment opportunities in community's particularly underrepresented groups to maximize reach.</p>
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>The AGI Strategy will engage with service managers, training providers, local businesses and key stakeholders to aid succession planning and address future skills shortages.</p>	<p>The AGI Strategy will ensure a diverse range of apprenticeship, graduate and internship vacancies, create skilled employees with transferable skills and tackle skills shortages in each service area.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	<p>The AGI strategy will contribute to a continued reduction and prevention in youth and adult unemployment in Monmouthshire.</p>	<p>The AGI Strategy and action plan will monitored and reviewed on annual basis to ensure that all priorities for action are on target.</p>



Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The apprentice, graduate or intern will have several colleagues playing a key role in their experience – Line Manager, Buddy, AGI Coordinator and Assessor supporting the individual’s physical and mental wellbeing.</p>	

**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
<p>Social Justice</p>	<p>The AGI Strategy will improve access, equality and equity opportunity for under-represented groups and clearly links to the Social Justice Strategy – People, Places Prosperity to improve access to employment in the county.</p>	<p>This will contribute to an increase in diversity amongst applicants for apprentice, graduate and intern positions.</p>
<p>Safeguarding</p>	<p>AGI tool kit will abide by the Local Authority Safeguarding Policy The AGI Coordinator will have completed the safeguarding level 1.</p>	<p>All people services and youth enterprise staff have completed the safeguarding level 1.</p>

Corporate Parenting	The Strategy will ensure looked after children and care leavers are provided with appropriate and consistent support through the wider youth enterprise team to improve access apprenticeship, graduate and internship opportunities.		
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**5. What evidence and data has informed the development of your proposal?**

Current positions within the local authority  
Aligning the Apprenticeship model to the needs of the Welsh Economy (2017)  
Welsh Government Employability Plan (2018)  
Inclusive Apprenticeships, Disability Action Plan for Apprenticeships (2018-21)  
NOMIS unemployment figures, employment sector figures

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

It is anticipated that the AGI Strategy will have a positive impact on each of the wellbeing goals. In particular it will impact on the goal of 'A prosperous Wales' by providing skills growth, alternative training and educational opportunities, and developing wealth through increased job creation and improved career prospects.

**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
To implement the AGI Strategy and Action Plan.	September 2019	Hannah Jones
To appoint new AGI Coordinator Post	September 2019	Hannah Jones

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Strong Communities Select	6 <sup>th</sup> June	In light of Select Committee members previously expressed concerns the Head of Law/Monitoring Officer has been consulted on the Strategy and content relating to Internships contained within, specifically relating to:- <ul style="list-style-type: none"> <li>– Amendment to the definition of Internship within Appendix 1 of the strategy</li> <li>– Hours, Pay and Conditions (including expenses) for Interns within Page 6 of the AGI Toolkit</li> <li>– Additional page, ‘Supporting Interns’, within Page 8 of the AGI Toolkit</li> <li>– Amendments to recruitment process for Interns, within page 9 of the AGI Toolkit</li> </ul>
2	Strong Communities Select	11 <sup>th</sup> July	
2	Cabinet	31 <sup>st</sup> July	

# Apprentice, Graduate and Intern Strategy

Monmouthshire County Council  
2019-2022



# Version Control

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<b>Title</b>	Apprentice, Graduate and Intern Strategy
<b>Purpose</b>	This strategy sets out a clear direction required to deliver on the council's responsibility to provide apprentice, graduate and intern opportunities to grow the organisation's skills base.
<b>Owner</b>	People Services and Youth Enterprise
<b>Approved by</b>	Unapproved Draft
<b>Date</b>	15/07/2019
<b>Version Number</b>	2.0
<b>Status</b>	Draft
<b>Review Frequency</b>	Annual
<b>Next review date</b>	TBC
<b>Consultation</b>	Chief Executive, Chief Officer for Enterprise, Chief Officer for Resources, Chief Officer for Children and Young People, Chief Officer for Social Care, Safeguarding and Health, Senior Leadership Team, Cabinet, Head of People Services Head of Enterprise and Community Development, Enterprise Senior Leadership Team, Strong Communities Select Committee

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# Welsh Language and Alternative Formats

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In line with the council's Welsh Language Scheme, a Welsh language version of the Plan will be available on the council's bilingual website.

## Y Gymraeg a fformatau eraill

Yn unol â Chynllun Iaith Gymraeg y Cyngor, bydd fersiwn Gymraeg o'r Cynllun Gwella ar gael ar wefan ddwyieithog y Cyngor

We can also provide this document in Braille, large print, on tape or in electronic form. If you would like a copy in a different format, please contact our Equality and Welsh Language Officer by:

Phone: 01633 644010

Fax: 01633 644666

e mail: [equality@monmouthshire.gov.uk](mailto:equality@monmouthshire.gov.uk)

If you want to comment on the Apprentice, Graduate and Intern Strategy, we welcome your views and feedback.

📧 [youthenterprise@monmouthshire.gov.uk](mailto:youthenterprise@monmouthshire.gov.uk)

🌐 [www.monmouthshire.biz](http://www.monmouthshire.biz)

✉ Hannah Jones, Youth Enterprise Manager, Monmouthshire County Council, County Hall, Usk, NP15 1GA

☎ 01633 644913 or 07738 340 418

@ MonmouthshireYE

# Purpose

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Monmouthshire County Council employs around 3600 employees in the delivery of around 700 different services and is committed to developing skills and knowledge across all areas. The Council aims to deliver excellent services fit to meet the current and future needs of the communities it serves and this strategy aims to support this.

Apprentices, Graduates and Interns (AGI) are an asset to any organisation and can bring significant benefits to the business and existing workforce, and provide a basis for “growing your own”. With a combination of on the job training in the organisation plus off the job learning, AGI’s are an effective way of growing the organisation’s skills base whilst providing opportunities for young people and adults to engage in an alternative route into working life.

This strategy sets out how we aim to deliver new employment and training opportunities for the next three years to enable new and existing employees to fulfil their potential and raise their skills levels to meet the organisation needs and help drive productivity in our local economy and the wider region. The AGI strategy will equip services to respond to challenges such as an ageing population, a changing climate, digitisation and globalisation.

This strategy will attract and develop new and existing talent into a variety of different job roles across the Council. Over the next 3 years, the Council will identify apprenticeship and graduate opportunities across the organisation. The council will also identify appropriate project briefs for potential internship opportunities. These posts will provide a fulfilling experience that deliver tangible skills and knowledge for the employee whilst leading to a return on investment for the organisation. There will be clear progression routes, continuous professional development and sustainable employment outcomes.

The Apprentice, Graduate and Intern Strategy and Action Plan will be monitored through the following forums:

- Senior Leadership Team
- Enterprise Senior Leadership Team
- Children and Young People Departmental Management Team
- Social Care and Health Departmental Management Team
- People Services Departmental Management Team
- Enterprise and Community Development Departmental Management Team
- Economy and Development Select Committee
- Strong Communities Select Committee



# Vision for Monmouthshire

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We want to build sustainable and resilient communities that support the well-being of current and future generations.

This vision is at the heart of everything we do to improve the economic, social, environmental and cultural well-being of Monmouthshire and we share this vision with our public service partners as part of the Public Service Board. We will plan for the future by delivering services which offer employment and training opportunities to support current and future skills needs.

We can only achieve great things for our place through the people who live and work here, those on our payroll and those in Monmouthshire's communities including the countless volunteers and groups that give this place a richness and vibrancy. Our values reflect who we are, how we do things and how we are shaping the future. We try our best to apply these in everything we do.

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

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

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

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

# Overview

## National Context

The Apprenticeship, Graduate and Internship Strategy will assist in the delivery of the following national strategies and key priorities in Wales:

Prosperity for All: The National Strategy (2017), contributing to three of the four themes:

- Prosperous and Secure - our aim is to drive a Welsh economy which spreads opportunity and tackles inequality, delivering individual and national prosperity. We will enable people to fulfil their ambitions and enhance their well-being through secure and sustainable employment;
- Ambitious and Learning - our aim is to instil in everyone a passion to learn throughout their lives, inspiring them with the ambition to be the best they possibly can be. A prosperous Wales needs creative, highly skilled and adaptable people, so our education from the earliest age will be the foundation for a lifetime of learning and achievement; and
- United and Connected – our aim is to build a nation where people take pride in their communities, in the Welsh identity and language and our place in the world. We are building the vital links that make it easier for people to come together, for the economy to grow and for us to become a confident nation at ease with itself.

The Well-being of Future Generations Act (2015) – The Well-being of Future Generations Act is fundamental legislation that requires us to carry out sustainable development, this should ensure that present needs are met without compromising future generations in meeting their own needs. We have tried to maximise our contribution to achieving each of the seven national wellbeing goals. The contribution our priorities for action make towards the seven national objectives has been assessed and is shown in the table below:

	Contribution to Well-being Goals						
	Prosperous Wales	Resilient Wales	Healthier Wales	More equal Wales	Wales of cohesive communities	Vibrant culture and thriving Welsh Language	Globally responsible Wales
Identify and create apprentice, graduate, and intern opportunities as part of organisation workforce and succession planning to support current and future skills needs.	✓	✓	✓	✓	✓	✓	✓
Promote the value of apprentice, graduate, and intern recruitment opportunities within	✓	✓	✓	✓	✓	✓	✓

the council and develop a 'Grow your Own' culture							
To develop a comprehensive system for monitoring the quality of the experience for all involved	✓	✓	✓	✓	✓	✓	✓
Improving access, equality, and equity of opportunity for underrepresented groups	✓	✓	✓	✓	✓	✓	✓
To develop higher level training opportunities across the council for existing employees	✓	✓	✓	✓	✓	✓	✓
Develop partnerships with key stakeholders to support Monmouthshire's future economy	✓	✓	✓	✓	✓	✓	✓

Aligning the Apprenticeship model to the needs of the Welsh Economy (2017) - The Apprenticeship Policy and its five year Action Plan sets out how apprenticeships will support Welsh Government's aim to deliver more and better jobs through a stronger and fairer economy. Delivery priorities for Wales 2016 -2022 are:

- Address acute skill shortages;
- Introducing an all age approach;
- Jobs and growth;
- Quality and Benchmarking;
- Improving Access, Equality and Equity of opportunity;
- Deliver Apprenticeships in Welsh;
- Develop skill pathways; and
- Establish a new system for framework review and development

This strategy will be contribute to these key priorities and inform the basis for the action plan ensuring it is better aligned to the needs of the local economy and improves reach into under-represented groups and communities.

The Apprenticeship Policy states that evidence suggests a move towards higher value apprenticeships with successful progression, completion and sustainable employment outcomes. By 2024 it is projected that over half (51%) of those in employment in Wales will hold qualifications at level 4 or above. This is in contrast to around a quarter in 2004 (28%)

Welsh Government's Employability Plan (2018) – This strategy will contribute to providing quality all-age apprenticeships linked to national and regional priority sectors. Welsh Government will respond where possible to the needs of businesses whilst supporting the broader needs of the Welsh economy, quality of apprenticeship provision will not be compromised.

Inclusive Apprenticeships – Disability Action Plan for Apprenticeships 2018 -2021. – This strategy takes into account a number of potential barriers and weaknesses identified in current arrangements and the following actions of the plan: - marketing and raising awareness, role models, incentives/motivations, flexibility of entry and exit criteria, date and

disclosure, transition onto apprenticeship, support for individuals, support for employers, and support for providers.

Hidden Ambitions (2017) [Children's Commissioner for Wales] – As a council we have a commitment to young people leaving care, and believe they should have 'an active offer of education, work or training as they make the leap into adulthood'. We should be like large family businesses in terms of their role as Corporate Parents of looked after young people. We aim to offer all of the children under local authority care bespoke access to training and job opportunities in their many of areas of employment, including administration, parks, nurseries, carpentry, social care and housing.

The [Policy statement on higher education](#) sets out Welsh Government's current priorities for higher education as:

- interacting with businesses to stimulate innovation and economic growth
- working to enhance the employability of all graduates, whatever their age, background or course of study
- working in partnership with the Welsh Government to development international links
- collaborating with further education providers to ensure that opportunities to progress are available to learners
- making best use of opportunities to exploit new technologies
- striving to provide the highest quality learning experience to all those with the potential to benefit
- developing the sector's reputation for excellence in research
- continuing to support the development of Welsh-medium higher education
- developing more flexible models of provision to build a more successful and sustainable future

This strategy will contribute to these priorities in providing graduate opportunities across the council's services over the next three years.

## Local Context

The Public Service Board's (PSB) Well-being Assessment has been produced following extensive engagement and examination of a wide range of data and evidence about Monmouthshire and future trends such as the changing nature of employment and the impact of environmental factors such as pollution. Informed by the well-being assessment Monmouthshire's PSB has produced a well-being plan, which sets four objectives they will work on to improve well-being in the County now and in the future. Low wages and high property prices are making it hard for families to live and work here;

- Limited public transport and relatively low levels of broadband infrastructure make it harder for people to access work, jobs and services and car journeys cause air pollution which has real health impacts;
- Reducing physical activity levels and the resulting rise in obesity and type 2 diabetes; and
- Pressure on health and care services from an ageing population.

Although this work has been carried out on behalf of the Public Service Board, it surfaces issues that are incredibly important for our Council and the local area. As a key partner in the PSB, we will play a significant role in taking these forward.

Monmouthshire County Council's Corporate Business Plan sets out the things we will be working on in the medium term. The plan sets out our five Organisational Goals (also our well-being objectives) supported by the 22 commitments to action we will make. Each of the five priority goals, which the council is committed between now and 2022 will impact on the Apprenticeship, Graduate and Internship Strategy are;

1. The best possible start in life
2. Thriving and well- connected communities
3. Maximise the potential of the natural and built environment
4. Lifelong well-being
5. Future – focussed council

Monmouthshire Corporate Parenting Strategy (2018 -2021) – aims to ensure that all looked after children and care leavers are fully supported to engage in education, training or employment post-16.

People, Places Prosperity – A Strategy for Social Justice (2017- 2022) – This strategy advocates working as part of the Cardiff Capital Region to attract high skill, high wage jobs enabling citizens to raise their household income. It identifies opportunities to improve access to employment in the county and other areas to include providing work placements, traineeships and apprenticeship opportunities whilst taking positive action as a Council to encourage other public partners and businesses to do so.

A Great Start for All – Monmouthshire NEET Reduction Strategy (2018-21) – This strategy links to objectives laid out in Priority 5 of the NEET reduction strategy - “Strengthening employability skills and opportunities for employment”.

## Current Provision

There are currently 15 Apprentices (April 2019) and 6 Graduate posts (June 2019) within the Council in the following service areas: Schools, Property services, Highways, Partnerships, Community Development, Youth Enterprise, Estates, Legal, Social Care Safeguarding and Health and Environmental Health. The local authority do not currently have any Internship posts as defined in the Strategy.

Youth Enterprise and People Services are the main contacts within the organisation, for apprenticeship opportunities. Youth Enterprise promotes and raises awareness of the value of apprentices in the Council, providing relevant up to date information on apprenticeship opportunities and processes and advising on progression routes and employment opportunities. Youth Enterprise has developed a network of training providers, colleges and local employers and has also recently set up a buddying network of apprentices under the auspices of the Council's 'Go To Group' initiative. .

Youth Enterprise has celebrated National Apprenticeship Week for the last 3 years within the Council showcasing the positive impact apprenticeships have on individuals, service areas and the local economy. The aim of Apprenticeship Week is to engage with employers and promote the advantages of taking on and supporting apprentices in the workplace whilst highlighting the talent and skills apprentices bring businesses and the wider economy.

## **TalentLab**

TalentLab liaise with external providers to source qualifications that can enhance and upskill our workforce. This is reviewed annually so that the Council is able to offer the best external training provision with the companies on a fee free basis

At present, the TalentLab oversee all external ILM apprenticeship qualifications that are available to existing employees,. The job role must also be mapped to the employee's current working practice; however, there are always opportunities for the qualification to be used as a progression aid for further learning to upskill that individual to progress within their career and in line with succession planning. The qualifications are designed so that little impact is caused on the candidate's workload, which makes this an attractive offer to the organisation.

Another factor is to increase staff morale by offering a wide range of ILM qualifications ranging from Project management, Customer care and high end level qualifications such level 6 management.

These qualifications are sourced externally and as the courses are fee free, do not impact on Council budgets. In the past year, this resulted in a saving of £181,450 for the Council with 49 qualifying 49 employees. TalentLab hope to see these figures to increase moving forward.

## **Cadet Apprentice Scheme**

The cadetship apprentice programme is an experimental programme that is specific to Operations with the intention of providing opportunities to young people to undertake training to a high level in a very competitive work industry, creating a succession platform for an aging workforce. With learners being able to undertake training and assessment for an occupational route covering highways maintenance, landscaping or grounds maintenance.

Cadets will be working on an employed basis for a period of approximately 2 years, during which time they will undergo comprehensive on the job training in their chosen occupation as well as completing a portfolio of in-house and nationally recognised qualifications plus awards from City and Guilds and LANTRA. The by-product for cadets, whom we are unable to keep on in employment, is that they will be highly skilled and very employable. It is hoped the cadetship scheme will form part of MCC's forward plan for WSS, Highways and SWTRA operations.

## **Support to Student Social Workers**

The Workforce Development Team sponsors permanent MCC social care employees to study for the Open University Social Work degree. Sponsored students are funded to undertake a full-time degree alongside their paid job. There are currently three sponsored social work students, and we are selecting a candidate to start the degree in 2019/20. Sponsored students commit to working in a social work post in Monmouthshire County Council for 2 years once they qualify. We also work in partnership with Cardiff University and University of South Wales to host a total of 10 of their social work students in each year group, providing up to 30 practice learning opportunities per year which range from 20 to 100 days long. This hosting and sponsoring of social work students supports the attraction and

recruitment of qualified social workers into Monmouthshire County Council, helping us to reduce the number of vacancies and supporting the residents of Monmouthshire who require social worker input.

### **Support to Newly Qualified Social Workers**

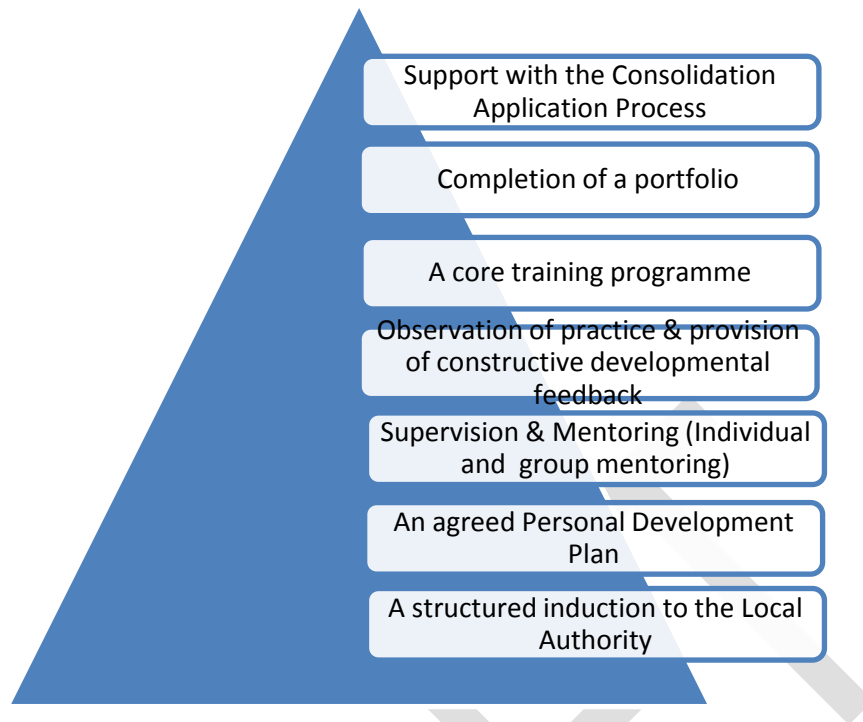
It is intended that all Newly Qualified Social Workers (NQSW) joining Monmouthshire feel supported through their transition from graduate to NQSW by receiving a comprehensive and well-structured induction. The Workforce development team support NQSW in their first three years of practice and beyond. The programme seeks to build NQSW's qualifying training through a stepped approach. Year 1 provides an initial induction period, a mentor and a series of workshops which consolidates prior learning and provides a firm foundation on which they are able to further develop their knowledge, skills and practice responses.

The First Three Years in Practice Framework consists of three stages:



Once this has been completed practitioners are then supported to apply for and complete the consolidation programme at either University of South Wales or Cardiff Met. The Workforce Development Team are a partner of the Consortiwm Y De programme and work closely with the programme in order to ensure social workers are equipped with the necessary skills and knowledge to complete their role.

The First Three Years in Practice Framework involves:



### **Y Prentis Shared Apprenticeship Scheme**

In 2012, the Council and Melin Homes set up a shared apprenticeship scheme for construction, delivering quality apprenticeship support to the South East Wales region. In the six years that the programme has been operating, Y Prentis has helped to train more than 220 apprentices, supporting more than 100 partners and creating more than 470 placement qualifications whilst– making a positive contribution to the region,

The Y Prentis Business Plan 2018 -2020 outlines the priorities for delivering a fit for purpose and sustainable shared apprenticeship programme over the next two years:

1. Attract a higher number of suitably motivated and capable apprentices;
2. Development of shared apprenticeship services within the construction and associated sectors to meet industry needs and expectations;
3. Provision of support to clients, contractors and stakeholders to create sustainable community benefit outcomes;
4. Work with CITB, schools, colleges and other training providers to ensure we develop their knowledge and understanding of the construction sectors requirements;
5. Work with CITB, industry and Government to support the delivery of key stakeholder projects;
6. Provision of support to help businesses to improve their competitive edge and to take advantage of new opportunities; and
7. Provision of services which support and encourage the development of opportunities for community regeneration

Monmouthshire County Council will continue to work with Y Prentis in contributing to these priorities through this strategy.

### **Cardiff City Region Graduate Scheme**



The CCR Graduate Scheme is a business support and growth scheme that will help private sector employers to recruit additional graduates in the Cardiff Capital Region.

The pilot of the scheme will aim to deliver 50 graduate positions between April 2019 and March 2020 through two key approaches:

- 1) The delivery of two cohorts of a graduate development scheme; and
- 2) Events to link students / graduates from key subject areas and employers from key sectors

**The following FREE services will be offered to businesses:**

- The support of a graduate development officer from beginning to end;
- A graduate position tailored to the needs of the business;
- Access to region-wide marketing delivered in partnership with the four universities in the Cardiff Capital Region;
- Help advertising graduate vacancies;
- Advice on job descriptions, salary benchmarking and how to get the most out of the graduate;
- Sifting of application forms;
- Delivery of assessment centres;
- A shortlist of candidates to interview;
- A business mentor to develop graduates (upon request); NS
- Positive marketing of business through case studies

**The following will be offered to graduates:**

- Paid graduate-level employment on a time-bound piece of work with clear outcomes;
- Participation on a Graduate Development Programme which includes:
  - o Induction and cohort coordination;
  - o Events such as guest talks from range of speakers (businesses, 3<sup>rd</sup> sector, university representatives);
  - o Networking opportunities with other graduates;
  - o A fully-funded ILM Qualification level 3 or 4;
- Feedback during the application process; ns
- Support whilst on placement and support for next steps

**Business Eligibility**

- Businesses must be based in the Cardiff Capital Region
- Businesses must either:
  - o not routinely recruit graduates
  - o be looking to recruit graduates in a new area of their business

The Council fully supports the pilot scheme and will encourage opportunities within the organisation through this strategy.

# An Overview of The Council's New Apprentice, Graduate and Intern Programme

The Apprentice, Graduate and Intern Programme (AGI) will be fully supported by the organisation's workforce, and managers will be provided with the support and tools to effectively manage apprentices, graduates and interns. The co-ordination and delivery of the support, mentoring and coaching will be managed by Youth Enterprise and People Services, which is fundamental to a successful and sustainable programme.

Youth Enterprise have developed a toolkit (appendix x) to support all of those involved in the AGI experience. The toolkit is based around the AGI journey and is divided into six main sections:

- What is an AGI;
- Benefits of AGI's;
- Entry Routes;
- Hours Pay and Conditions;
- Who's involved; and
- The Recruitment Process.

It focuses on the things that recruiting managers need to do to lead an AGI to successful completion.

A Coordinator role will be established within the Youth Enterprise team to support the implementation and coordination of the AGI programme as outlined in the action plan.

# Priorities for Action

1. *Identify and create apprentice, graduate, and intern opportunities as part of the Council's workforce and succession planning to support current and future skills needs*

Priority 1:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1	1-2	2-3	
Work with service managers to identify current skills gaps and short and medium term recruitment opportunities	Recruit apprentices and graduates in identified areas to fulfil service needs. Create 90 new opportunities over the next 3 years.				Service Managers Youth Enterprise People Services
Engage with service managers to aid succession planning and address future skills shortages	Identify and tackle future skills shortages in each service area.				Service Managers Youth Enterprise People Services
Recruit cadet apprentices as part of the Cadet Programme and commence pilot scheme (in Highways and SWTRA) to establish if fit for purpose.	Aid with succession planning in an aging workforce, creating skilled employees with transferrable operational skills.				Raglan Training Centre Highways Operations and SWTRA
Engage with training providers to expand the range of fields in which apprenticeship are available	Ensure a diverse range of apprenticeship vacancies across a range of fields and service areas				Youth Enterprise People Services
Prioritise the development of future skills needs amongst young people through a comprehensive curriculum offer	Increased number of future apprentices with relevant pre-employment education and qualifications				Youth Enterprise People Services Schools
Work with University of South Wales to determine appropriate project briefs for students interested in internships	Deliver more internship opportunities for prospective interns				Youth Enterprise All Service Areas

**2. Promote the value of apprentice, graduate, and intern recruitment opportunities within the Council and develop a ‘Grow your Own’ culture**

Priority 2:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1-2	3-5	5-10	
Develop a communications plan, including new marketing materials and activities, to ensure consistency in promoting the different types, levels and benefits of AGI to staff and managers	Increased knowledge and buy-in from service managers and the wider workforce				Youth Enterprise
Highlight and celebrate apprentice, graduate and intern success stories through a variety of communication methods	Improved awareness within the council and impact of cultural change.				Youth Enterprise Communications Team
Promote apprenticeships within primary and secondary schools, special school, and pupil referral service, in particular among free school meals pupils and vulnerable groups.	Improved knowledge and understanding of apprentice routes and the diverse range of training opportunities available amongst young people.				Youth Enterprise Schools Cardiff City Region Local Business Career Wales

**3. Develop a comprehensive system for monitoring the quality of the experience for all involved**

Priority 3:		Timescale (years)			Responsible Partners
Actions	Desired Outcomes	1-2	3-5	5-10	
Develop an Induction process for the AGI programme	All apprentices, graduates, and interns successfully complete induction.				People Services Talent Lab Youth Enterprise
Ensure all apprentices, graduates and interns have an action plan, regular monitoring / review meeting, and receive professional support	Apprentices, graduates and interns received support for professional development and future career pathways  Support newly qualified staff members (i.e. social workers within their first 3 years of practice)				People Services Youth Enterprise Service Managers
Establish tracking systems to monitor retention and achievement	Comprehensive tracking system to meet organisational needs				Youth Enterprise

To develop a Peer support / go to group	Provide a network of peer support for all apprentices, graduates and interns				People Services Youth Enterprise Service Managers
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#### 4. *Improve access, equality, and equity of opportunity for under-represented groups*

Priority 4:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1-2	3-5	5-10	
Develop wider reaching methods of advertising apprentice, graduate and internship opportunities	Increase diversity amongst applicants for apprentice, graduate and intern positions				People Services Youth Enterprise Service Managers
Promote apprenticeship vacancies through local authority employability programmes within Monmouthshire.	Increased number of applicants for apprenticeships from non-traditional employment routes.				People Services Youth Enterprise
Develop stronger entry routes to Apprentice, Graduate and Intern Opportunities for Looked After Children and Care Leavers	Improved access to opportunities and recruitment support for Looked After Children and Care Leavers.				Youth Enterprise

#### 5. *Develop higher level and more diverse training opportunities across the council for existing employees*

Priority 5:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1-2	3-5	5-10	
Increase higher and degree level apprenticeships opportunities for existing staff	Increased number of employees with higher level qualifications  Sponsor one member of the social care staff each year to undertake the open University Social Work Degree				TalentLab People Services Service Managers
Seek external providers that offer the best training courses on fee free basis	Improve the existing training offer to employees with minimal cost implication to the Council				TalentLab People Services Service Managers
Raise aspirations by ensuring that every AGI has the opportunity to develop a career plan.	All apprentices, graduates and interns have a career plan.				Service Managers Youth Enterprise People Services

**6. Develop partnerships with key stakeholders to support Monmouthshire's future economy**

Priority 6:		Timescale (years)			Responsible Partners
Actions	Desired Outcome	1-2	3-5	5-10	
Create an Apprentice, Graduate and Intern Working Group to implement, monitor, and report on the AGI Strategy.	Representatives from all stakeholders participating and AGI Working Group Meetings.  Successful implementation of the AGI Strategy Action Plan				All
Establish an external network of partners involved in the delivery of the AGI Strategy, including schools, training providers, FE/HE Providers, Y Prentis and CCR	A joined up approach to delivery of the AGI Strategy within Monmouthshire.  Continue to work with Cardiff University and University of South Wales to offer social work learning opportunities within Monmouthshire.				All
Engage with local businesses to assess future skills gaps and labour market demands.	A proactive approach to implementing training and development opportunities to meet future skills gaps.				All

# Evaluation

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This strategy sets out a clear direction which will deliver on the Council's responsibility to provide apprenticeship, graduate and internship opportunities to grow the organisation's skills base. It is important that the organisation has a clear set of measures to evaluate the progress made in order to determine the success of the Action Plan in achieving the overall purpose – offering new Apprenticeship, Graduate and Internship opportunities and higher level skills set for existing employees

Quantitative data from People Services, Talent Lab, Youth Enterprise, Service Managers and key partners will be used to evaluate the effectiveness of the strategy. This data will be analysed and compared with other local authorities to evaluate targets and performance.

Qualitative evaluations are also key to measuring the impact of the interventions outlined in the strategy. We will work with partners who can provide the narrative evidence to support distance travelled and successes achieved, understanding how effective these measures have been over the lifetime of the strategy, as well as understanding the short term effectiveness.

To support this, a working group will monitor, evaluate and provide guidance to the evolving skills agenda. The group will consider the quantitative and qualitative evaluations so we can track the progression of the strategy. The following key questions will be used as a guide in determining success:

- What change has come about as a result of the strategy?
- Have partners contributed to the actions and how has this been achieved?
- How effective are partners in working to provide apprenticeship, graduate and internship opportunities?

# Risks

There are risks attached to the delivery of this strategy and good governance will ensure these risks are understood, managed and communicated. The Council has an established risk management policy that sets out the Council’s policy and approach to strategic risk management. The risks related to the delivery of this strategy have been identified, assessed and mitigating actions established.

Risk	Reason why identified	Residual Risk Level (Pre – mitigation)				Planned Mitigation & timescales	Residual Risk Level (Post – mitigation)			
		Year	Likelihood	Imp-act	Risk Level		Year	Likelihood	Imp-act	Risk Level
The Council and key partners do not make sufficient progress to improve apprenticeship, graduate and internship opportunities.	Impact on future skills shortage and succession planning	19/20	Possible	Minor	Low	To implement the Apprentice, Graduate and Intern Strategy and Action Plan. This will be reviewed annually and scrutinised by Economy and Development Select Committee.	19/20	Unlikely	Minor	Low
		20/21					20/21	Unlikely	Minor	Low
		21/22					21/22			
Lack of funding for AGI Coordinator function	Funding requested from existing local authority budget and not supported through external funding streams	19/20	Likely	Substantial	Medium	Investigate alternative funding streams to fund the AGI Coordinator Function	19/20	Likely	Substantial	Medium
		20/21					20/21			
		21/22					21/22			



## Appendix 1: Definition of Apprenticeship, Graduate Job and Internship

Throughout this strategy, Apprenticeship, Graduate Job and Internship refer to the following definitions.

### *What is an Apprenticeship?*

An apprenticeship is a combination of employment and training at the end of which the apprentice obtains a nationally recognised qualification. Apprenticeship learning takes place in context and provides a real understanding of the working world, combining practical skills with theoretical knowledge. Apprenticeships offer an access route into the organisation which allows the organisation to develop the expertise it needs now and in the future.

### *Types of apprenticeship*

- **Foundation Apprenticeships Level 2:** Study towards qualifications equivalent to 5 GCSE's or NVQ level 2 and often go on to complete Apprenticeships and Higher apprenticeships
- **Apprenticeships Level 3 :** gain valuable on the job skills whilst studying towards a nationally recognised qualification equivalent to 5 GCSE's, 2 A- levels or NVQ level 3
- **Higher Apprenticeships Level 4 and above:** individuals work towards a qualification equivalent to a HND/HNC, foundation or honours degree. Higher apprenticeships are available across a range of sectors

### *What is a graduate job?*

A graduate job is defined as those occupations identified that “normally require knowledge and skills developed on a three-year university degree to enable them to perform the associated tasks competently”.

A graduate is usually defined as someone “who is aged between 16 and 64 not currently enrolled on any educational course and who has a level of education above A-level standard”; a recent graduate is someone who finished full-time higher education five years ago or less.

### *What is an internship?*

Internships are typically undertaken by students looking to gain relevant skills and experience in a particular field. A good internship offers interns the opportunity to learn professional / transferable skills, allows for personal development through experience, and provides interns with access to practitioners.

Internships are suitable for short-term projects that are not considered business critical, and must serve a clear and defined project brief. An internship is for a maximum of four weeks and does not imply a future job offer.

Internships may be completed offsite via agile working if suitable to the project brief.

# APPRENTICE GRADUATE & INTERN DRAFT TOOLKIT

# CONTENTS

1. INTRODUCTION & CONTENTS
- 2/3. WHAT IS AN APPRENTICESHIP, GRADUATE JOB OR INTERNSHIP? (AGI)
4. THE BENEFITS OF AGI'S
5. ENTRY ROUTES
6. HOURS, PAY AND CONDITIONS
7. WHO IS INVOLVED?
8. SUPPORTING INTERNS
9. RECRUITMENT PROCESS
10. USEFUL CONTACTS

## INTRODUCTION

Apprentices, Graduates and Interns (AGI) are an asset to any organisation, can bring significant benefits to the business and existing workforce, and provide a basis for “growing your own”. Monmouthshire County Council is committed to developing skills and knowledge across all areas as it aims to deliver excellent services fit to meet the current and future needs of the communities it serves.

With a combination of on the job training in the organisation plus off the job learning, AGI's are an effective way of growing the organisation's skills base whilst providing opportunities for young people and adults to engage in an alternative route into working life.

The Apprentice, Graduate and Intern Toolkit provides managers and the wider workforce with some of the support and tools required to effectively recruit, manage and support an apprentice, graduate or intern.

# WHAT IS AN AGI?

## APPRENTICESHIP

An apprenticeship is a combination of employment and training at the end of which the apprentice obtains a **nationally recognised qualification**.

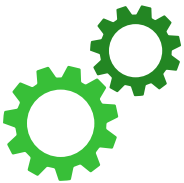
Apprenticeship learning takes place in context and provides a real understanding of the working world, combining **practical skills** with **theoretical knowledge**. Apprenticeships offer an alternative access route and allows an organisation to develop the expertise it needs now and in the future.

## TYPES OF APPRENTICESHIP



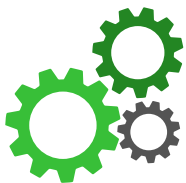
### Foundation Apprenticeships (Level 2)

Study towards qualifications equivalent to 5 GCSE's or NVQ level 2 and often go on to complete Apprenticeships and Higher apprenticeships



### Apprenticeships (Level 3)

Gain valuable on the job skills whilst studying towards a nationally recognised qualification equivalent to 5 GCSE's, 2 A- levels or NVQ level 3



### Higher Apprenticeships (Level 4 and above)

Individuals work towards a qualification equivalent to a HND/HNC, foundation or honours degree. Higher apprenticeships are available across a range of sectors

## WHO IS ELIGIBLE?

Anyone aged **16 or over** can complete an apprenticeship. Both **new** and **existing** employees can apply for new apprenticeship posts or start new qualifications as part of their continued professional development.

# WHAT IS AN AGI?

## GRADUATE JOB

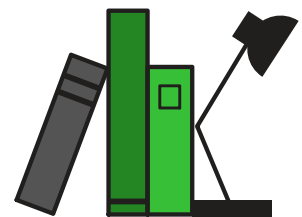


A graduate job is a position that normally requires knowledge and skills developed on a three-year university degree to enable the employee to perform the relevant tasks competently

A graduate in this context is someone who is aged **between 16 and 64**, who is **not currently enrolled** on any educational course, and who has a level of education **above A-level standard**

A recent graduate is someone who finished full-time higher education **five years ago or less**.

## INTERNSHIP



Internships are typically undertaken by students looking to gain relevant skills and experience in a particular field. A good internship offers interns the opportunity to learn **professional / transferable skills**, allows for **personal development** through experience, and provides interns with **access to practitioners**.

Internships are suitable for short-term projects that are **not considered business critical**, and must serve a **clear and defined project brief**. An internship is for a maximum of four weeks and does not imply a future job offer.

Internships may be completed offsite via agile working if suitable to the project brief.

# BENEFITS OF AGI'S



## BENEFITS TO THE ORGANISATION

- Enthusiastic new staff with fresh ideas to boost creativity
- Increased productivity, reduced training and recruitment costs
- Support with the recruitment and business process
- Positive long-term development for new and existing staff
- Develop a professional skilled workforce tailored to your service area
- Tackle a skill shortage and nurture talent to develop skills required
- Future-proof your business through training and succession planning

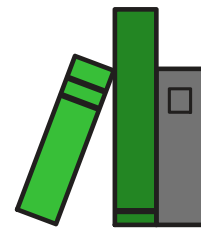
## BENEFITS TO THE INDIVIDUAL



- Structured training
- Hands on Experience working alongside experienced / skilled employees
- Earn while you learn
- A varied learning experience with opportunities for career progression
- Work toward and gain a nationally recognised qualification
- Improve your prospects and employability
- Support in realising your potential
- Same employee status and benefits as all local authority staff

# ENTRY ROUTES

## ENTRY LEVEL APPRENTICESHIPS



Entry Level Apprenticeships should be considered for all types of roles and should not be limited to commonly used areas such as Business Administration, Customer Service or ICT.

Each service area should identify roles that could be reasonably be considered for an apprentice vacancy, and contribute towards a diverse range of AGI opportunities within the local authority. This process can be supported by the AGI Coordinator.

Entry Level opportunities are open to all ages and are aimed at, but not restricted to, young people aged 16 – 24.

## EXISTING EMPLOYEES



Existing employees can take advantage of AGI opportunities in more than one way. All employees are able to apply for internally and externally advertised vacancies throughout the local authority, whether or not it is within their current service area.

Existing staff can also investigate the possibility of entering onto a Level 3, Level 4 or higher level qualification within their existing role as long as it is relevant to their area of work.

Service Managers should consider this type of request from all members of staff as part of their continued professional development.

# HOURS, PAY & CONDITIONS

## HOURS OF WORK



Apprentices must be employed for a minimum of 30 hours per week and given sufficient time within their working hours to complete their qualification.

Hours for graduates and interns will depend on the type of role they have applied for and the needs of the service area. Hours for these positions will be at the discretion of service managers.

## PAY



Apprentices will be paid at least **minimum wage** based on age for the duration of their apprenticeship. Existing employees will continue to be paid their **current salary**.

### *Minimum Wage Rates (from April 2019)*

AGE	RATE	AGE	RATE
U 18	£4.35	21-24	£7.70
18-20	£6.15	25+	£8.21

Managers should consider National Insurance and Pension contributions when calculating recruitment costs

Salary for Graduate Jobs will be dependent upon the type of role and the responsibilities of the specific post. Graduate jobs should be put through the local authority **job evaluation process** to determine the appropriate pay band and scale point.

Intern positions are taken up by students who want to gain experience and skills in a particular field. These time limited positions do not come with a salary, but interns are able to claim expenses, such as a travel claims allowance. Interns are expected to conduct themselves in accordance with Local Authority values, but are not defined as either 'employees' or 'workers'.



# WHO'S INVOLVED?

AGI's are about more than the individual. Several people have key roles to play in the experience, each with different responsibilities. The roles vary slightly between apprenticeships, graduate jobs and internships.

## THE APPRENTICE, GRADUATE OR INTERN

The Apprentice, Graduate or Intern will be supported by the service manager, the buddy, the AGI coordinator, and for apprentices the assessor, throughout their AGI experience.

## THE MANAGER

The Manager will be the person the Apprentice, Graduate or Intern, is directly responsible to. They will offer relevant supervision and guidance in relation to work place competence. The manager is the official 'point of contact' and will also liaise regularly with the AGI Coordinator to ensure that progress against milestones can be achieved.

## THE BUDDY

The Buddy will be a peer within the team who can help the new starter settle in and feel welcome. They will ensure the apprentice, graduate or intern is familiar with the team and their role, and offer a more informal support option.

## THE AGI COORDINATOR

The AGI Coordinator will act as a point of contact for all apprentices, graduates and interns within the organisation. They will be available to meet with regularly to provide additional guidance and support to help them understand their role, achieve their development goals, and address any problems.

## THE ASSESSOR

APPRENTICES ONLY

The Assessor will be from an external training provider and will meet regularly with the apprentice to ensure progress through the qualification framework. The assessor will also liaise with the line manager and AGI coordinator on a regular basis to provide feedback and address problems in relation to the qualification.

# SUPPORTING INTERNS

## OFFER & AGREEMENT

Agree a clear project brief and description of the tasks that the intern is expected to perform before they begin. If they have to be revised subsequently, it should be in agreement with the intern.

## LEARNING & CONTENT

Indicate what skills the intern could acquire during their internship. Make sure that the intern is provided with any formal and informal training which is relevant to their project brief. Limit the assignment of unskilled tasks.

## SUPERVISION

Assign a supervisor to the intern and organise an introductory meeting to discuss mutual expectations, as well as any professional objectives they may have. Organise regular sessions at least once a week where the supervisor will meet the intern to review progress, give feedback, and provide support. Ensure the intern has a clear work plan and timeline.

## ORGANISATIONAL CULTURE

Schedule time to introduce the intern to colleagues and the working environment. Explain the organisations values and objectives. Ensure the intern feels like part of the team, and include them in meetings.

## CAREER DEVELOPMENT & EMPLOYMENT

Provide the intern with a reference letter detailing the work undertaken / completed, the skills and experience acquired. Organise one or more meetings between the intern and the service manager to discuss their future career prospects and potential support. Help the intern develop a strong professional network by fostering their participation in meetings, interactions and projects with clients & partners, as well as networking events

# RECRUITMENT

## APPRENTICES & GRADUATES

This is a quick look at the process of recruiting an **apprentice** or **graduate**. Managers should follow the full **recruitment workflow** available on the **People Services Hub** under: *recruiting & resourcing > advertising*



Identify appropriate opportunities for apprentices, graduates



Advertise vacancies. Send apprentice vacancies to *Careers Wales*



Shortlist and Interview candidates. Ensure you collect any information you need for checks



Inform the successful candidate and provide the necessary information. Consider an informal induction day



Complete an Induction on the first day. Ensure corporate induction and appropriate training is booked.



Conduct regular review and supervision sessions with your new team member. .

## INTERNS

Internship recruitment can work two ways. Potential Interns may approach the AGI Coordinator for support in sourcing an Internship. Service Managers may also approach the AGI Coordinator if they have a project brief that they feel is suitable for an Internship.

All internships are dependent upon a suitable and agreed project brief being in place. Project briefs must be clear and define the tasks to be undertaken by the intern. The AGI Coordinator will liaise with higher education providers to ensure project briefs are agreed.

All interns will be required to sign an internship agreement before starting. This agreement is in honour only and as is not intended to be a legally binding contract of employment.

# USEFUL CONTACTS

## AGI COORDINATOR



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## YOUTH ENTERPRISE



01633 6444912



[youthenterprise@monmouthshire.gov.uk](mailto:youthenterprise@monmouthshire.gov.uk)

## PEOPLE SERVICES



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[peopleservices@monmouthshire.gov.uk](mailto:peopleservices@monmouthshire.gov.uk)



## ROLE PROFILE

**ROLE TITLE:** **Apprentice Graduate and Intern (AGI) Coordinator**

**POST ID:**

**GRADE:** **Band H**

**HOURS:** **22.5 Hours per week / 3 days per week.**

**LOCATION:** **Pan Monmouthshire**  
The authority operates an agile working policy and staff will be required to work in agile manner across the county of Monmouthshire as per the needs of the service. Unfortunately no disturbance mileage will be payable for any re-location of the office base.

**RESPONSIBLE TO:** **Youth Enterprise Manager**

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable

### **Our Purpose:-**

Monmouthshire County Council employs around 3600 employees in the delivery of around 700 different services areas. Youth Enterprise is an integral part of Monmouthshire County Council's Enterprise and Innovation Directorate and work with young people aged 11-25 and adults at risk of or in poverty across the county supporting them with education, employment and training. Our team drive the employment and skills agenda for the local authority of which the Apprenticeship, Graduate and Internship strategy forms a key part of.

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

With support from the Youth Enterprise Manager coordinate and support the delivery of the Apprentice, Graduate and Intern Strategy developed for Monmouthshire County Council.

Apprentices, Graduates and Interns are an asset to any organisation and can bring significant benefits to the business and existing workforce. Apprenticeships provide a basis for "growing your own". The combination of on the job training in the organisation plus off the job learning provides an effective way of growing the organisation's skills base whilst providing opportunities for young people and adults to engage in an alternative route into working life. The AGI Coordinator will lead on implementing the priorities identified in the Apprentice, Graduate and Intern Strategy and be a point of contact for the local authority.

### **Expectation and Outcomes of this role:**

To contribute to the following;

- Identify and create apprentice, graduate and intern (AGI) opportunities within organisation workforce – number of AGI opportunities.
- Set up and manage a Quality Monitoring System for AGI opportunities
- Number of higher level training opportunities developed
- Number of partnerships with key stakeholders set up

### **Your responsibilities are to:-**

1. To support the Youth Enterprise Manager in implementing the Apprentice, Graduate and Intern(AGI) strategy and action plan for Monmouthshire County Council, taking responsibility for the outcomes identified and reporting on these via the identified pathways.
2. Identify and create apprentice, graduate and intern opportunities as part of organisation workforce and succession planning to support current and future skills needs. Work with service managers to identify skills gaps, short & medium term recruitment opportunities and succession planning.
3. Increase higher and degree level apprenticeships in skills shortage areas.
4. To understand Monmouthshire County Council's recruitment process for Apprenticeships, Graduates and Interns Council and work closely with People Services to map and record Apprenticeship, Graduate and Internship opportunities.
5. To work with senior managers across all departments within Monmouthshire County Council to identify appropriate apprenticeship, graduate and internship opportunities and be able to support local authorities departments through the recruitment process, should they need it.
6. Develop a comprehensive system for monitoring the quality of the experience for all involved including retention and achievement of AGI's.
7. Measure impact and review progress against key aims and objectives of the AGI strategy.
8. Develop a network of delivery providers for apprentices, graduates and interns to access relevant training and qualification opportunities. Work with network of providers to ensure apprentices, graduate and interns have a choice and valuable learning experiences when accessing qualification and training.
9. Monitor the quality and effectiveness of programmes and solutions provided by providers.
10. Improve access, equality and the equity of opportunity for underrepresented groups to apprenticeships, graduate positions and internships.
11. To work with stakeholders to promote apprenticeship, graduate and intern opportunities. To work with wider Youth Enterprise team, relevant MCC departments and other relevant stakeholders (including schools and colleges) to ensure opportunities are promoted and tailored to the needs of people in the local area.
12. To act as an advocate for the Apprentices, Graduates and Interns working within Monmouthshire County Council. Representing their views and rights where appropriate. Develop Apprentice Ambassadors in each service area.
13. Provide an opportunity for all Apprentices, Graduates and Interns to come together, building upon the local authorities 'Go To Group' by having a regular group meetings. Facilitate a peer support culture amongst AGI's.
14. Develop Inductions for AGI's and ensure all have an action plan with regular reviews.

15. Attend local and regional forums and relevant meetings and provide reports and presentations as and when required. Develop and Chair an AGI Working group.
16. Promote the value of apprentice, graduate and intern recruitment opportunities within the local authority and support the development of a 'grow your own' culture. Develop materials and activities to promote benefits of AGI's to senior managers.
17. Work with Communications and other stakeholders to market and promote Monmouthshire County Council's Apprenticeship, Graduate and Internship opportunities. To coordinate celebrations and good news features alongside national events such as National Apprenticeship Week.
18. Carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no loss or disclosure of personal data occurs.
19. Exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
20. Be flexible in approach, delivery and working hours. Effectively work with and support the Youth Enterprise remit and team across all areas of work.
21. Working as part of the Monmouthshire Business and Enterprise Team, promoting and proactively developing best practice in economic growth and enterprise whilst achieving business targets.
22. To be the designated Health & Safety contact for the Youth Enterprise Team. Ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy, and to ensure that provisions and services to young people comply with current legislation.
23. Ensure that the Council's responsibilities in relation to Equality and Diversity are met and to ensure that the Youth Enterprise outcomes relating to the Welsh language are achieved.
24. Uphold and comply with the statutory provisions of the Health and Safety at Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2012 and any other relevant Council policies relating to Safeguarding and Health and Safety.
25. Work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: to be aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

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

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

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

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

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

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

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

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

### **In addition:**

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

## **PERSONAL SPECIFICATION**

### **Qualifications and Experience**

1. Hold nationally recognised Youth and Community Work qualification, Teaching qualification or equivalent
2. Experience of work with training providers and supporting learners engage with providers.
3. Experience of working with and knowledge of the Apprenticeship framework. Knowledge of Graduate and Internships would be an advantage.
4. Experience of recruitment and Monmouthshire County Council's policies and procedures
5. Demonstrable experience of working in partnership with other agencies and building networks.
6. Experience and skills to deliver effective and valuable training to partners, facilitating group sessions.
7. Have demonstrable experience in project coordination.
8. Ability to prepare and present reports and briefings for a range of audiences. Able to work towards strict outcomes and able to lead wider team in achieving such project outcomes.
9. Ability and experience of chairing meetings.
10. Current and valid driving licence and have access to a car for work purposes.



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<b>SUBJECT:</b>	<b>ESTABLISH MONMOUTHSHIRE MED TECH (MMT)</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>31<sup>ST</sup> JULY 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

## 1. PURPOSE:

- 1.0 To commit to growing the medical technology sector in Monmouthshire and to demonstrate this commitment through the establishment of Monmouthshire Med Tech (MMT).

## 2. RECOMMENDATIONS:

- 2.1 That Cabinet approves funding from reserves to take forward a pilot arrangement to include:
  - 2.1.1 £50k to establish the MMT support office;
  - 2.1.2 a capability for the Investment Committee to authorise secured interest bearing loans of up to £25k to pre-revenue stage target companies who locate to MMT;
  - 2.1.3 a capability for the Investment Committee to make investments in target companies that come through MMT where appropriate; and,
  - 2.1.4 a £50k one off fee to the Council's MMT partner.

## 3. KEY ISSUES:

- 3.1 In November 2018 the Council's Investment Committee considered a proposition to establish Monmouthshire Med Tech (MMT) following a direct approach from Capital Kinetics (CK). MMT seeks to build an incubator facility with business support capability focused entirely on companies in the diagnostic and devices sector of medical technology.
- 3.2 MMT will encourage tech companies in the healthcare and healthcare technology space to relocate to Monmouthshire. MMT will advocate for the county as a great place for this type of business, to start, locate and grow. MMT will give identity to this sector and become central to an emerging eco-system fuelled by a number of successful companies already based here. This is a high growth market which offers potential for above average salaries and formation of wealth creating businesses.
- 3.3 CK is a London based corporate finance advisor and registered private equity house, with a particular presence and interest in med-tech and links to a number of Target Companies that may be suitable and aligned with the objectives for the MMT. It is rare for a commercial entity (Capital Kinetics in this instance) to approach the Council with a partnership proposition and even rarer for it to be in an area of interest. Backed up with a willingness to proceed in genuine partnership and trial an arrangement for nine months.
- 3.4 The Council can utilise its powers through Section 2 of the Local Government Act 2000 to establish MMT. These well-being powers set out that every local authority in Wales has the

power to do anything they consider appropriate to achieve any one or more of the following objectives

*“(a) the promotion or improvement of the economic well-being of their area;  
(b) the promotion or improvement of the social well-being of their area, and  
(c) the promotion or improvement of the environmental well-being of their area.”*

...by s2(4)...:

*“The power under subsection (1) includes power for a local authority to:*

*(a) incur expenditure,  
(b) give financial assistance to any person,  
(c) enter into arrangements or agreements with any person,  
(d) co-operate with, or facilitate or co-ordinate the activities of, any person,  
(e) exercise on behalf of any person any functions of that person, and  
(f) provide staff, goods, services or accommodation to any person.”*

3.5 Monmouthshire is now widely recognised as having one of the most vibrant local economies in Wales. With a Cardiff Capital Region City Deal, a toll free M4 motorway and moves afoot to develop a functional area economic region and relationship on both sides of the estuary, the county now finds itself being a very desirable location for company formation / growth for a number of reasons:

- The Council has the capability to make @Innovation House (our wholly owned asset) available and it sits in a prime location on the toll free M4 corridor;
- In comparison to Bristol and the West of England, rentals are low and therefore within financial reach of start-up companies;
- The Med tech sector does not hunt city centre locations in the way that other digital / professional service sectors do;
- The Council is acknowledged as being central to the Cardiff Capital Region City Deal;
- The Council is seen to be well networked in commercial, public sector and Higher Education terms;
- The county sits right in the middle of Bath, Bristol, Cardiff, Cardiff Met, Exeter, USW, and UWE Universities – a rich ground for talent.

3.6 Since November, Officers have been working with CK, informally, to establish MMT in @Innovation House in Magor. The purpose of MMT is to develop start-up med tech companies in the healthcare and healthcare technology space. There are already several existing companies working in this space in the County, the most notable of which is Creo Medical based in Chepstow.

3.7 The purpose of the pilot arrangement is to test the concept and the deliverability of the project over a nine month period. A Memorandum of Understanding (MOU) between the two parties will guide activity. The MOU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from it.

3.8 The pilot arrangement will help to refine the delivery model and test, amongst other matters, market interest; suitability of the Target Companies identified by CK; general viability of the

project; and the merits and appropriateness of establishing a supporting investment fund. The pilot arrangement contains no commitment by the Council for the project proceeding beyond this initial nine month period. Subject to the successful implementation of the pilot arrangement, both parties shall discuss and agree the terms upon which the project shall be implemented on a sustainable and long term basis. This may include, amongst other matters, the establishment of a joint venture delivery vehicle between the two parties.

- 3.9 A Steering Group has been established to assist with the development of the pilot arrangement for MMT.
- 3.10 The Steering Group is not a decision making body. The Steering Group will make recommendations to the Council's Investment Committee in order to issue microloan lending to businesses that have or are in the process of relocating to MMT. These loan amounts will be for no more than £25,000 and no longer than 12 months having been subject to due diligence assessment, State Aid considerations; value for money and minimum return on investment requirements.
- 3.11 A process will be established under which up to 80-100 companies can be assessed and potentially 10-15 companies per year identified as being considered suitable for investment. A mechanism for the Investment Committee to consider further rounds of funding as appropriate will be developed. CK will produce quarterly performance and monitoring reviews of the target companies which will be made available to the Investment Committee and Cabinet.
- 3.12 The role of the Council in the MMT would be as follows:
1. To agree to @Innovation House being the registered headquarters of MMT;
  2. To make available, within @Innovation House, the necessary space to accommodate CK and target companies at a commercial rent;
  3. To agree to establish an interest bearing loan pool (of the order of £100,000) to assist target companies where they are in a pre-revenue stage of development. All loans to be repayable with interest at the earlier of 1 year from entry to MMT or at the point of successful funding round;
  4. To use our networks / relationships to introduce companies to others in the vicinity such as Local Health Boards;
  5. To use our networks / relationships to introduce potential funding partners to MMT;
  6. Consider on a case by case basis whether the Council wishes to be a funding partner; any investment would never be more than fifty percent of a total funding round.
  7. To agree to be part of the governance mechanism established to oversee Monmouthshire Med-tech and the associated Investment fund.
  8. To agree a one off development fee of £50k with Capital Kinetics to manage and establish the investment fund.
- 3.13 The role of CK during the pilot arrangement would be to identify, meet and assess suitable target companies. In so doing, CK may work with other agencies such as NHS Wales, International Peers, Development Bank with its fees (if any) for this initial processing, this is to be borne at risk by CK. CK's role in the pilot arrangement for the MTT would be to provide

the following at a cost of £50k to enable them to discharge their role and responsibilities during the pilot arrangement:

1. Recruitment of target companies from the UK and international markets;
2. Undertaking of initial due diligence, commercialisation, mapping of the technology readiness and investment readiness of each business;
3. Identifying possible collaborations with other Welsh Government and non-Government support mechanisms;
4. Preparing pitch decks and presentations with the target company;
5. Preparing steering group summary papers for each investee company; and
6. Structuring independent risk management and valuation models.

3.14 Why work with CK specifically for the pilot arrangement?

Officers have been approached directly by CK on commercial terms and they have already invested significant time pro bono and at risk in developing a specific concept and brand 'Monmouthshire Medtech'. Med tech – specifically devices and diagnostics - is one of the highest growth technology verticals and is not reliant on urban aggregation and therefore is conducive to growth in a rural environment like Monmouthshire. CK is agreeable to testing this concept with the Council for a pilot period of nine months. When the initial proposition was considered by the Council's Investment Committee in November 2018 they were supportive of the endeavour. The pilot arrangement sum of £50k is the Council's worst case exposure if the proposition fails. However, given market knowledge, market positioning, the presence of a number of UK significant companies here and the likelihood of the Cardiff Capital Region City Deal foregrounding Med-Tech as an investment interest, failure seems unlikely.

3.15 CK bring with them:

- a. FCA Corporate Finance and Fund Management regulated status;
- b. Significant market knowledge in the UK of Medtech and developed links with Maltese and Italian equivalent entities;
- c. Relationships with existing companies that will see them locate as initial tenants of MMT – this instant presence in a new market will assist brand amplification and generate a tenant pipeline for @Innovation House;
- d. Existing relationships with a significant number of high net worth clinicians as a potential funder's network;
- e. Experience of utilising leveraged finance as a corporate growth strategy;
- f. Experience of valuation of intellectual property; and
- g. Experience of private equity and growth planning.

This blend of capability is exceptionally strong particularly when allied to their willingness to engage in a nine month pilot with ongoing evaluation. The timing is also good given the availability of @Innovation House for the Commercial rental market, and therefore justifies an exemption from the Authority's Contract Procedure Rules. CK bring unique specialisms, expertise and networks which would not be available elsewhere given the bespoke nature of the proposal received and considered here.

**4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

4.1 This Monmouthshire Med Tech pilot will encourage tech companies in the healthcare and healthcare technology space that are aiming to disrupt the status quo in healthcare provision and may assist the NHS and private sector in service delivery, to relocate to Monmouthshire. In doing so, the pilot will attract high skilled, high wage jobs to providing an opportunity for people to raise their household income. This pilot will also seek to address complex problems which cannot be solved by one organisation alone and therefore collaboration with other public services such as Health will be required in order to deliver the pilot's objectives to the benefit of the greater good.

**5. OPTIONS APPRAISAL**

5.1 This proposal presents a real opportunity for the Council to undertake a commercial venture with a limited risk factor of £50k.

<b>Option</b>	<b>Benefits</b>	<b>Risks</b>
<ul style="list-style-type: none"> <li>• Do nothing</li> </ul>	<ul style="list-style-type: none"> <li>• No risk</li> </ul>	<ul style="list-style-type: none"> <li>• Council is currently promoting the ethos of being an 'Investing and Enabling' Council – failure to fully consider opportunities calls this into question</li> <li>• Opportunity lost - Status quo</li> </ul>
<ul style="list-style-type: none"> <li>• Invest in the Monmouthshire Med Tech Pilot</li> </ul>	<ul style="list-style-type: none"> <li>• Increased partnership working;</li> <li>• Opportunities to create a revenue stream by investing in successful start-up companies;</li> <li>• Opportunity to generate a rental income for @Innovation House;</li> <li>• Opportunity to generate high value local jobs for local people</li> <li>• Potential for that a product could be developed that could lead to a future reduction in operational costs which could protect the service longer term.</li> </ul>	<ul style="list-style-type: none"> <li>• Reputational risk if venture fails;</li> <li>• Limited loss of £50k investment in CK if pilot proves unsuccessful;</li> <li>• Opportunity of defaults on rentals;</li> <li>• Potential failure of start-ups and thus loss of investment although losses should be limited through due diligence exercises.</li> </ul>

**6. REASONS:**

6.1 A thriving economy has been a longstanding priority for the Council and it is writ large as one of the Council's Wellbeing Goals. We want our people to stay and build good lives with choices. Actively working to attract companies to our space that are entrepreneurial and wealth creating is really important.

- 6.2 Some initial conversations have taken place with InnovateUK and the Welsh Government funded Life-Sciences Hub to sense check whether this proposition seems reasonable or indeed whether it conflicts with other things currently going on. The response has been positive.
- 6.3 It is rare for a commercial entity (Capital Kinetics in this instance) to approach the Council with a partnership proposition and even rarer for it to be in an area of interest. Backed up with a willingness to proceed in genuine partnership and trial an arrangement for nine months makes the approach quite well balanced in terms of risk exposure. We are looking for a new commercial purpose for Innovation House and we want this property to generate return for us.
- 6.4 Equally we have substantiated our intent to invest to grow through the adoption of a whole authority Investment Strategy backed up with a preparedness to borrow up to £50 million to advance it. The intention in this case would not be to place reliance on the borrowing facility (in the event that we want to invest in one or more companies) but rather to consider all financing routes available to the Council at the time of an investment decision and choose the route that best fits at the time.

## **7. RESOURCE IMPLICATIONS:**

There are several elements to consider:

- 7.1 The establishment of a funding mechanism whereby investee companies introduced by MMT are eligible to apply for microloans up to £25k subject to Investment Committee to assist pre-revenue stage companies. This will be subject to legally binding agreements with, wherever possible, charges placed on assets or guarantees provided by third parties to de-risk. It is reasonable to assume that the risk of default will be low and as such this loan arrangement will not require new budgetary provision.
- 7.2 A £50k fund in 2019/20 to enable the establishment of the MMT to include back filling of staff to administer the Steering Group, management of the pilot arrangement and marketing activity. As there is no budgetary provision for this a sum set against reserves will be required.
- 7.3 The £50k one off development fee payable to CK would be additional and unbudgeted. Consequently provision will need to be made and therefore a sum set against reserves will be required. Quarterly reviews take place to provide the Investment Committee and Cabinet with assurance that sufficient progress is being made for MMT to continue.
- 7.4 It may be possible to attract some third party funding to off-set some of the cost set out above and Officers would try to achieve this. However, the level of financial exposure of the Council seems reasonable when set against the upside opportunity and alignment with our strategic goals of this proposal

## **8. CONSULTEES:**

Senior Leadership Team;  
Cabinet;



**9. BACKGROUND PAPERS:**

Future Generations Evaluation (Appendix A)

**10. AUTHOR:**

Frances O'Brien – Chief Officer for Enterprise

**11. CONTACT DETAILS: Email:** FrancesOBrien@monmouthshire.gov.uk **Tel:** 01633 64 (4686)

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

<p><b>Name of the Officer</b> Frances O'Brien</p> <p><b>Phone no:</b> 07823 777862 <b>E-mail:</b> franceso'brien@monmouthshire.gov.uk</p>	<p><b>MONMOUTHSHIRE MEDTECH PILOT – PILOT PROGRAMME OF ACTIVITY</b></p>
<p><b>Name of Service:</b> Enterprise</p>	<p><b>Date:</b> Future Generations Evaluation 9<sup>th</sup> July 2019</p>

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


**1. Does your proposal deliver any of the well-being goals below?**

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>This pilot arrangement aligns with:</p> <ul style="list-style-type: none"> <li>• Working as part of the Cardiff Capital Region to attract high skill, high wage jobs;</li> </ul>	<p>Should the pilot arrangement move to a more permanent arrangement more specific details regarding contributions to the wellbeing goals will come through subsequent evaluations of the pilot specific actions are developed under the objectives.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	This pilot is unlikely to impact on the environment.	As above.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	This pilot will encourage tech companies in the healthcare and healthcare technology space, that are aiming to disrupt the status quo in healthcare provision and may assist the NHS and private sector in service delivery, to relocate to Monmouthshire.	As above.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	This pilot is unlikely to impact on communities directly.	As above.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The pilot will set the scene to ensure high standards are met and maintained that do not conflict with the global drivers.	As above.
<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	This pilot is unlikely to impact on Welsh culture directly.	As above
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Equality and diversity will be considered during the delivery of the pilot.	As above

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	<p>This pilot is focused on developing med tech applications for the future. The exact priorities of the different applications but the pilot will ensure there is a commitment to:</p> <ul style="list-style-type: none"> <li>• Thriving and well-connected community;</li> <li>• Lifelong well-being;</li> <li>• Future-focused Council</li> </ul> <p>Activities associated with all of the above will focus on enabling the best future for all.</p>	<p>Proposals are indicative at this stage. New programmes will be expected to produce a Future Generations Evaluation when they are brought to Cabinet or council for a decision.</p>
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>This pilot seeks to address complex problems which cannot be solved by one organisation alone and therefore collaboration with other public services such as Health will be required in order to deliver the pilot's objectives.</p>	<p>Proposals are indicative at this stage. New programmes will be expected to produce a Future Generations Evaluation when they are brought to Cabinet or council for a decision.</p>
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The pilot will consider the views of the users of the applications as part of the development process.</p>	<p>Proposals in this document are indicative at this stage. New programmes will be expected to produce a Future Generations Evaluation when they are brought to Cabinet or council for a decision.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>This pilot supports the aims of the Cardiff Capital Region to attract high skill, high wage jobs to ensure that people have the opportunity to raise their household income. It also looks to identify options to improve access to job opportunities in the county.</p>	<p>Proposals in this document are indicative at this stage. New programmes will be expected to produce a Future Generations Evaluation when they are brought to Cabinet or council for a decision.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The opportunity to develop new med tech applications will provide the opportunity to better connect wellbeing outcomes internally and to other partners and bodies.</p>	<p>Proposals in this document are indicative at this stage. New programmes will be expected to produce a Future Generations Evaluation when they are brought to Cabinet or council for a decision.</p>

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

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group.	The pilot will encourage new med tech applications to be inclusive to all, where appropriate therefore no negative impacts are anticipated in relation to this particular group.	Where any negative impacts are identified the team will seek to address them by taking an inclusive approach.
Disability	Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,	As above	As above
Gender reassignment	Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,	As above	As above
Marriage or civil partnership	Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,	As above	As above

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	<i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i>	As above	As above
Race	<i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i>	As above	As above
Religion or Belief	<i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i>	As above	As above
Sex	<i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i>	As above	As above
Sexual Orientation	<i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i>	As above	As above
Welsh Language	<i>Each new proposal will need to be assessed individually to consider if it impacts disproportionately on any particular group,</i>	As above	As 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 <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<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>During the delivery of the programme of activities associated with the Strategy, safeguarding will be at the forefront to ensure that any future service delivery promotes 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>	The purpose of this Strategy is to be inclusive to all therefore no negative impacts are anticipated in relation to this particular group.	Where any negative impacts are identified the team will seek to address them by taking an inclusive approach.
Corporate Parenting	<i>During the delivery of this policy the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.</i>	As above	As above

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

This policy is founded upon the following:

- The Wellbeing of Future Generations Act;
- The Social Services and Wellbeing (Wales) Act;
- Prosperity for All;
- The Well-being Assessment and the Population Needs Assessment;

**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 Med Tech pilot will encourage tech companies in the healthcare and healthcare technology space that are aiming to disrupt the status quo in healthcare provision and may assist the NHS and private sector in service delivery, to relocate to Monmouthshire. In doing so, the pilot will attract high skill, high wage jobs to providing an opportunity for people to raise their household income. This pilot will also seek to address complex problems which cannot be solved by one organisation alone and therefore collaboration with other public services such as Health will be required in order to deliver the pilot's objectives to the benefit of the greater good.

**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
Initial assessment of the pilot programme by Investment Committee	November 2018	Paul Matthews	
Presentation of the pilot to Cabinet	July 2019	Frances O'Brien	

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

The impacts of this proposal will be evaluated on:	April 2020
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>Investment Committee</i>	<i>November 2018</i>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>
2	<i>Cabinet</i>	<i>31<sup>st</sup> July 2019</i>	



<b>SUBJECT:</b>	<b>Enterprise – achieving balance and strengthening the front line</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>31st July 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

## 1 PURPOSE:

- 1.1 To seek approval to reorganise roles and responsibilities within the Enterprise Directorate to balance workloads, reflect synergies in roles and services, and to better reflect service and project demands as far as possible within resources available.
- 1.2 To create additional capacity within the frontline services where significant demands have been identified.
- 1.3 To create career expansion/progression opportunities whilst releasing resource to undertake project based work and general support to the Enterprise Senior Management Team (SMT).

## 2 RECOMMENDATIONS:

- 2.1 To approve the investment into new posts to support service demands and funding strategy described within the report (Appendix 2 and 3).
- 2.2 To approve the new Enterprise SMT structure and roles and responsibilities (Appendix 1b).
- 2.3 That the Chief Officer for Enterprise proceed with the implementation of the new structure and make any amendments that might become apparent during the process in consultation with the Cabinet member for resources.

## 3 KEY ISSUES:

- 3.1 The Enterprise Directorate provides a pivotal role in supporting the wider aspirations of the organisation, public service board and our community. There are many challenges facing us as a society and more acutely as a Local Authority. Issues such as continuing to raise our standards in education and learning, climate change, loneliness, increasing demands for affordable housing, transport, mental health, social justice, an ageing population, obesity and lowering levels of physical activity are but a few of the headlines that need most attention.
- 3.2 Enterprise is multi-faceted and has many objectives. It strives to become more commercial where opportunities arise, deliver preventative functions, frontline services and support delivery of services for other aspects of the organisation and partners.

- 3.3 The Chief Officer for Enterprise has reviewed existing workloads coupled with future demands upon senior managers within the Directorate and assessed how the current Enterprise SMT might be reorganised to better fulfil these demands, to address corporate priorities and to respond to wider regional and national initiatives.
- 3.4 Discussions and SMT meetings have been held with Enterprise managers about future planning, succession planning, roles/work demands, changes to service provision and transformation along with career development opportunities. The opportunity has also been taken to highlight any shortfall in resources to adequately address critical aspects of service and current project delivery.
- 3.5 The report highlights the recognition of the workload pressures upon the existing SMT and equally the need to create capacity to place greater emphasis upon projects and corporate priorities. It is quite clear that there is no shortage of 'good ideas', ambition, a depth of expertise and experience but there is limited resource to deliver these projects in a realistic timescale.
- 3.6 Enterprise SMT has given consideration to how the existing roles of the team (Appendix 1a) might be reorganised to address some of the issues mentioned above. The proposed new structure for the new Enterprise SMT is provided in (Appendix 1b) with roles and responsibilities listed under each Officer.
- 3.7 The Enterprise SMT restructure is considered necessary to:
- a) Offer role expansion and experience for Heads of Service and create new Heads to join the wider team,
  - b) Provide a management structure that facilitates a team ethos developing the sense of a team through succession planning and officer development,
  - c) As far as possible to release suitable resource to undertake major projects on a time limited basis,
  - d) To better balance workloads amongst senior managers whilst diverting some resource to service projects and initiatives (acknowledging the constraints of funding).
  - e) To focus on the delivery of corporate priorities and reflect these in any new arrangements.
  - f) To provide additional capacity within the frontline services to support increased demands.
- 3.9 As set out the role of the Directorate is very broad so to place the restructure in context, the services and functions of the Directorate are summarised under the various Heads of Service listed in the proposed structure (Appendix 1b). Some of the additional demands that have dictated the restructure are discussed below:
- i. The prosperity of our businesses and towns is a corporate priority and increasingly Enterprise is supporting this through Town development plans or 'Master' plans (e.g. Abergavenny, Caldicot, Usk – all of which are at different stages) plus some 'public realm' schemes (e.g. Monmouth Agincourt Square). The projects are progressed through a mixture of in house and consultancy resources however to maintain progress managers need to be able to devote more time to the projects.

- ii. The capacity and expertise to bid for and subsequently manage the development of transport initiatives requires suitable staff resource to support them (e.g. the Chepstow transport scheme, the third lane on A40 Monmouth, Llanfoist Active Travel bridge, Wye Active travel bridge) whilst ensuring the county is adequately represented at the wider public transport debate at a regional level (e.g. Cardiff Capital Region Transport Authority (CCRTA), Transport for Wales (TfW) and any sub region arrangements).
- iii. A new Local Development Plan (LDP) is in development which will in many ways direct how Monmouthshire grows in the future. As well as the more traditional function of allocating housing land it should also guide the future employment, commerce, retail and leisure offer for the county and as such will influence the county's prosperity and what it might look like in the future. To complement the LDP, a Local Transport Plan (LTP) will also be prepared to include both private and public transport.
- iv. Council has taken the decision to retain the group of services that are currently known as Tourism, Leisure, Culture and Youth and to transform them via an in house model to Monlife. There is work to be done to achieve the brand and brand values which will also require us to create a modern flexible organisation. In order to give the services the opportunity to be respond to modern day demand and challenges the service will require investment and further reorganisation. Planned activities will seek to exploit the commercial benefits and opportunities for Monlife services going forward - business planning, performance, evidence based decision making and culture will be the cornerstones of its success.
- v. Falling upon the same management team is the need to sustain service provision within existing budget pressures. A significant set of future work demands will be the consideration of the future management of the Housing Waste Recycling Centres and long term depot requirements.
- vi. Coupled with this are the more traditional frontline roles of the various parts of the Enterprise Directorate including amongst other things community development and engagement, economic development and business support, highways maintenance, planning, housing, active travel, countryside, parks, building control, leisure facilities, museums, youth services and enterprise, sports development, communications and engagement, events and Borough Theatre.

#### **4 EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

- 4.1 This report seeks approval to alter the Enterprise staff establishment in order to facilitate the range of projects and initiatives listed within this report, existing activities associated with the Council's corporate priorities and the continuation of delivery of the wide range of services provided through the Directorate. The report does not seek to amend or add to these policies or services that direct the nature of services provided to the public. The report deals solely with staffing matters and as such a Future generations and Equality assessment is not considered appropriate or of relevance in this instance.

## **5 OPTIONS APPRAISAL**

- 5.1 The Proposals have been considered as part of a consultation exercise amongst senior Enterprise managers and various options of service configuration examined, before arriving at the proposed Enterprise SMT (Appendix 1b) and the requirement for additional posts (Appendix 2). The various permutations are not listed here as they did not demonstrate best use of resources or value for money.
- 5.2 An option remains not to proceed with the restructure as proposed and retain the existing arrangements as detailed in Appendix 1a but the current structure does not currently offer the best use of resources and delivery of services. In fact the delivery of corporate priorities will be jeopardised without reorganising roles and responsibilities to reflect demand. In addition, the current structure will not develop or retain existing senior managers or provide opportunities for succession planning.
- 5.3 The additional posts proposed (Appendix 2) respond to some of the identified service and function demands that are not presently being optimised with current staffing arrangements. Again the option remains not to proceed with some or all of these posts being created. There would be an ongoing risk that any decision not to proceed would reduce the directorate's ambitions and ability to deliver the Councils corporate priorities.

## **6 EVALUATION CRITERIA**

- 6.1 The wider implications of introducing the structure will be reflected in the service plans and monitored through this mechanism. Regular reviews of performance and action with relevant officers will also be undertaken through one to one meetings, annual reviews and engagement with Select Committees when required. Whilst the new structure cannot 'guarantee' delivery it does place the Directorate in the best place to respond to demands whilst acknowledging cost and budget implications.

## **7 REASONS**

- 7.1 The Corporate Plan and priorities describe the ambitions of the Council. The Enterprise directorate plays a major role in delivering the front line public services that are critical to delivering the Council's core vision of building sustainable and resilient communities for the benefit of current and future generations. This restructure exercise seeks to make best use of the existing senior management resource required to maintain service delivery and also to develop some of the projects that will underpin the priorities, in particular a thriving and well connected county and maximise the potential of the natural and built environment and the various initiatives (22 for 22) incorporated in the plan to reflect these priorities.
- 7.2 The proposed structure (Appendix 1b) redistributes functions and services where workloads and synergy suggest. The consultation exercise has also highlighted some aspects of critical service delivery where resources are insufficient therefore proposed additional posts are listed in Appendix 2.

## **8 RESOURCE IMPLICATIONS:**

- 8.1 The cost implications of the restructure and amendments/additions to the establishment are detailed in Appendix 3.
- 8.2 It should be noted that there are presently inconsistencies in the Heads of Service pay within the Council overall. This restructure addresses this by moving all Heads of Service reporting directly to the Chief Officer of Enterprise onto the same single pay band. It is also recognised that the extent of the job roles for Heads of Service in the new structure are extensive and the new grades better reflect the level of responsibility attached to their roles. This assists in ensuring that we retain the high quality senior management team within Enterprise.
- 8.3 There are no costs indicated against some new posts within the revised establishment and they are notated as 'capital/grant' funded. This denotes that the cost of the post(s) does not fall upon the Council's revenue budget but are reliant upon funding through capital budgets or grants.
- 8.4 The new establishment suggests a saving on the Enterprise revenue budget of £8211. This saving will be utilised to support the forthcoming restructures in Neighbourhood Services. Therefore no budget adjustments are required.
- 8.5 Any costs associated with the implementation of the structure (redundancies, commuted sums etc.) will fall upon the Enterprise service budgets to fund but should this prove insufficient, then corporate funding will be sought to cover any one off severance costs.

## **9 CONSULTEES:**

Enterprise DMT  
Trade Unions

## **10 BACKGROUND PAPERS:**

<b>Appendix 1a</b>	Existing Enterprise SMT Structure
<b>Appendix 1b</b>	Proposed Enterprise SMT Structure
<b>Appendix 2</b>	Details of Additional Posts
<b>Appendix 3</b>	Associated Budget Implications

**11 AUTHOR: Frances O'Brien, Chief Officer Enterprise**

## **12 CONTACT DETAILS:**

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**HoS –Planning, Housing and Place-shaping**

**HoS – Enterprise and Community Development**

**HoS – Tourism, Leisure Culture and Youth**

**HoS – Operations**

**HoS – Commercial and Integrated Landlord Services**

**Head of Waste and Streetscene**

Planning Policy and LDP  
Development Mgt  
Housing and Homelessness  
Building Control

Regeneration  
Economic Development including Rural Development Programme & Digital Infrastructure  
Communities (Community Development and Partnerships) including Children and Communities Grant  
Town centre Development  
Enterprise – Business Development (Commercial/retail)  
Youth enterprise and skills  
Community Learning  
WASG – Enterprise lead

Museums  
Arts, Culture and Heritage  
Leisure  
Play  
Green infrastructure  
Youth services  
DoE  
Gwent outdoor education services  
Sports development  
Tourism  
Attractions & TIC's

Highways –County Ops  
Highways – SWTRA Ops  
Street lighting  
Winter Maintenance  
Highway and Flood authority  
Traffic Mgt and Safety  
Civil Enforcement  
Projects and Asset Mgt  
SUD's and SAB's  
Active travel  
Chepstow Transport study  
Strategic priorities- road safety/speed Mgt, depot rationalisation, Energy/sustainable fuels  
H & S – Enterprise Lead

Landlord Services: Estates, Asset Management, Design, Maintenance, Health & Safety & Facilities Management  
Market Service  
Cemetery Service  
Commercial Investment Opportunities  
Commercialisation of Council Services & potential Development Company

Waste and Recycling  
Street cleansing  
EPA  
Grounds maintenance  
Commercial Ops services

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<b>Monlife – Chief Operating Officer</b>	<b>HoS – Placemaking, Housing, Highways and Flood</b>	<b>HoS – Enterprise and Community Animation</b>	<b>HoS – Neighbourhood Services</b>	<b>HoS – Commercial, Property, Facilities, Fleet</b>	<b>HoS - Strategic Projects (Fixed Term)</b>
<p><b>Monlife including;</b></p> <ul style="list-style-type: none"> <li>Museums</li> <li>Arts, Culture and Heritage</li> <li>Leisure</li> <li>Play</li> <li>Green infrastructure</li> <li>Youth services</li> <li>DoE</li> <li>Gwent outdoor education services</li> <li>Sports development</li> <li>Active travel</li> <li>Tourism</li> <li>Attractions &amp; TIC's</li> <li>Business Development</li> </ul>	<ul style="list-style-type: none"> <li>Planning Policy and LDP</li> <li>Development Management</li> <li>Local Transport Plan</li> <li>Housing and Homelessness</li> <li>Building Control</li> <li>Highway and Flood authority</li> <li>Traffic Management and Safety</li> <li>Civil Enforcement</li> <li>Projects and Asset Management</li> <li>Sustainable Urban Drainage Systems and Sustainable Authorising Body</li> </ul>	<ul style="list-style-type: none"> <li>Regeneration</li> <li>Economic Development including Rural Development Programme &amp; Digital Infrastructure</li> <li>Communities (Community Development and Partnerships)</li> <li>Town centre Development</li> <li>Enterprise – Business Development (Commercial/retail)</li> <li>Communications, Engagement Marketing and Events</li> <li>Youth enterprise and skills</li> <li>Supporting People/Children and Communities</li> <li>The Borough Theatre, Abergavenny</li> </ul>	<ul style="list-style-type: none"> <li>Waste and Recycling</li> <li>Street cleansing</li> <li>EPA</li> <li>Grounds maintenance</li> <li>Commercial Ops services</li> <li>Highways –County Ops</li> <li>Highways – SWTRA Ops</li> <li>Street lighting</li> <li>Winter Maintenance</li> <li>H &amp; S – Enterprise Lead</li> </ul>	<p>Dual reporting role the following are additional duties that will be undertaken over and above 'Resources' Directorate responsibilities as outlined in Appendix 1a:</p> <ul style="list-style-type: none"> <li>Fleet Management</li> <li>Fleet Maintenance</li> <li>Project director – PTU change programme</li> <li>PTU Interim Lead (Review process)</li> <li>Cleaning</li> <li>Toilet cleaning</li> <li>Schools catering</li> </ul>	<ul style="list-style-type: none"> <li>Including Integrated Transport and Transport Planning &amp; Policy</li> <li>Public Transport – regional and sub regional options</li> <li>Project support or lead:                             <ul style="list-style-type: none"> <li>Chepstow Transport study</li> <li>Town centre regen plans</li> </ul> </li> <li>Strategic priorities:                             <ul style="list-style-type: none"> <li>- road safety</li> <li>- speed management</li> <li>- depot rationalisation,</li> <li>- Energy sustainable fuels</li> </ul> </li> <li>DMT project support</li> </ul>

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Appendix 2 – Enterprise - Additional posts which are subject to Job Evaluation

**Service Area: Placemaking, Housing, Highways and Flood**

**Head of Planning – Forecast Grade – NJC grade M - £49,489 plus employers on costs**

To enable the Head of Placemaking, Housing, Highways and Flood to undertake the increased breadth of duties, it is necessary to recreate the post of Head of Planning. The Head of Planning will provide leadership to the Planning Policy and Development Management teams, including the Local Development Plan, working closely with the Group Engineer, Highways and Flood to offer a co-ordinated approach to development and infrastructure within the county. The post holder will report to the Head of Placemaking, Housing, Highways and Flood. This additional post adds further professional resource and allows the department Head to remain outside of the formal Planning process thereby offering a more holistic and strategic oversight of the LDP and strategic leadership of the services.

*(a further report will be brought by the Head of Placemaking, Housing, Highways and Flood in the coming months which will seek further adjustments to the establishment to reflect any required realignments as a consequence of this report).*

**Service Area: Neighbourhood Services**

**Tree Specialist – Forecast Grade – NJC grade G - £26,999 - £30,507 plus employers on costs**

Currently the authority has one tree officer that works part time on Tree Preservation Orders and planning development (tree related) matters. The authority has no other specific arboriculture expertise and advice comes from officers elsewhere in the establishment that have tree related qualifications/experience/expertise. The authority has a massive stock of trees few of which are mapped, recorded or surveyed. The authority is responsible for trees in sites such as schools, parks, open spaces, 'landlord' sites, highways, cemeteries, 'countryside' etc. The lack of any resource means that the authority is severely exposed to any 3<sup>rd</sup> party claims that may arise from damage or injury and equally the authority has no forward planning of management or development of our trees. Of particular relevance currently is the prevalence of Ash Die Back disease and a strategy to develop the authority's green infrastructure; in the context of the Council's climate change emergency it should be highlighted that trees offer one of the most effective natural controllers of carbon dioxide in the atmosphere.

**Waste/grounds maintenance supervisors (x2) – Forecast Grade - NJC grade G - £26,999 - £30,507 plus employer on costs (per officer)**

This service area has reduced front line management and supervision in previous years but the complexity of the service and the extensive customer base for the grounds teams means that those remaining in post are under unsustainable pressure to ensure that this high profile front line service is delivered consistently and effectively. To address this two additional supervisors will be added to the establishment. These staff will work with the depot manager and existing supervisors.

*(a further report will be brought by the newly created Head of Neighbourhood Services in the coming months which will seek further adjustments to the Waste and Street scene establishment and which will address the funding of these two posts. Whilst in overall terms remaining cost neutral, authority is sought to create these posts at this time in order that recruitment may commence. Current workloads are such that services and staff will suffer further without the creation of additional front line supervision resource).*

#### **HWRC Manager – Forecast Grade- NJC grade J - £37,849 - £41,675 plus employer on costs**

This post will be added to the establishment in anticipation (and future decision) of the authority ultimately taking direct control of the Household Waste Recycling Centres (HWRC) rather than the service being provided under contract. The contract ends in April 2020 but plans and negotiations to manage the hand over will commence in September of this year. This post (and those of other staff that will transfer to MCC from the incumbent contractor) will be fully funded by the removal of contractual payments as the service comes 'in-house'. Budget forecasts suggest that bringing the service in house will further reduce costs by approximately £70,000 per year (albeit the service budget has been reduced as opening days have been cut and access better managed – no access for users from out of county)

#### **Health, Safety and Wellbeing Officer – Forecast grade – NJC grade H - £30,507 - £33,799 plus employers on costs**

With greater emphasis being placed upon vocational training (and potential income) the H&S monitoring role provided by one of the Raglan training staff has been lost with the transfer to the Corporate Training Unit. The need for effective H&S monitoring amongst our direct services (waste, grounds, highways etc.) is essential but to assist with funding the role is being combined with a well being function. The role will seek to support staff that are away from the work place due to sickness. The intention is to adopt a more proactive approach to assisting employees incurring sickness absence to return to the workplace. This may include workplace adaptations, occupational health referrals and generally demonstrating a greater interest in the welfare of the employees. The outcome will be to reduce sickness absence and the costs associated with sickness absence from work. In 2018/19 the cost of sickness absence for the various Operations services amounted to £346,000. A trial undertaken in PTU has seen a major reduction in sickness absence so whilst not all costs are recoverable a 25% reduction in sickness absence would offer a real saving of at least £70,000 making the post self funding.

#### **Service Area: Strategic Projects**

#### **Project/Grant Programme Manager – Forecast grade - NJC grade K – £41,675 - £45,591 plus employer on costs**

Much of the Welsh Government funding for projects comes via bids to active travel and local transport funds plus others as they may come available from time to time. The Council's success in this depends upon the quality of the bids and the ongoing liaison with WG and other grant partners to provide them with progress reports on information, spend etc. Increasingly the projects and the funding streams become more complex as other

partner organisations play their part and co-ordination and consultation becomes more involved to broker the delivery of a project. In particular transport related schemes might typically include Transport For Wales, TfW Rail, Capital Region RTA as well as WG and MCC but a successful project delivers major improvements to Monmouthshire. This post is the key to successful bidding and project management capable of drawing in several millions of pounds annually but also to ensuring that MCC is well represented at regional and national level. The post will be funded either directly by capital/grant funding or by fee charged to various grant and capital projects. To release funding for the wider Enterprise restructure exercise the post of Transport Planning and Policy Officer will be deleted and the role subsumed into this post plus the Active Travel Lead (discussed below).

### **Service Area: Enterprise and Community Animation**

#### **Apprenticeship, Graduate and Internship (AGI) co-ordinator – Forecast grade – NJC grade H £30,507 - £33,799 pro rata (22.2 hours).**

The purpose of the role will be to support the Youth Enterprise Manager in delivering on the priorities of the Apprentice, Graduate and Intern Strategy. The AGI Coordinator will monitor and support delivery of the AGI Strategy and action plan, and will have a responsibility to;

- Support identification and creation of apprentice, graduate and intern opportunities across the organisation to support current and future skills needs.
- Set up and manage a comprehensive quality monitoring system for AGI opportunities to ensure a positive experience for all involved
- Increase accessibility to higher level and more diverse training opportunities for new and existing employees
- promote the value of apprentice, graduate and intern recruitment opportunities within the local authority

### **Service Area: Monlife**

#### **Active Travel Lead – Forecast grade – NJC grade H - £30,507- £33,799 plus employers on costs – 2 YEAR Fixed Term Contract**

The purpose of this role will be to lead and coordinate on the delivery of walking and cycling plans and projects across Monmouthshire and promote active travel to business, colleges, community and schools. Active Travel is now a major priority for Welsh Government and aligns with our priorities regarding integrated transport solutions and wider wellbeing agenda.

*(a further report will be brought by the newly created Monlife Chief Operating Officer in September 2019 which will seek further adjustments to the Monlife establishment and which will address the alignment of this post within this set of services. Whilst in overall terms remaining cost neutral, authority is sought to create this post at this time in order that recruitment may commence.)*

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<b>SUBJECT:</b>	<b>MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN REVISED AFFORDABLE HOUSING SUPPLEMENTARY PLANNING GUIDANCE</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>31<sup>st</sup> July 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

## 1. PURPOSE:

- 1.1 The purpose of this report is to seek Cabinet's agreement to adopt the revised Affordable Housing Supplementary Planning Guidance (SPG) in connection with the adopted Monmouthshire Local Development Plan (LDP). This gives the SPG weight as a material planning consideration in decision-making.

## 2. RECOMMENDATIONS:

- 2.1 To note the consultation feedback and the proposed responses.
- 2.2 To adopt the revised Affordable Housing Supplementary Planning Guidance in connection with the adopted Monmouthshire Local Development Plan.

## 3. KEY ISSUES:

### Background

- 3.1 The Monmouthshire County Council LDP 2011-2021 was adopted on 27th February, 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). The Affordable Housing SPG, adopted in March 2016, was prepared to provide further clarification on the interpretation and implementation of the LDP's affordable housing policies. Since the SPG was adopted a number of issues have arisen in relation to the viability of affordable housing provision on certain types of development sites, which has triggered the need to revise the SPG. The SPG has been revised to provide guidance on how affordable housing policies will be implemented, in particular with regard to commuted sums payable on small-scale developments. The revised SPG has been informed by evidence and experience gathered over the last 2 years since the current (March 2016) SPG was adopted.
- 3.2 Selective use of SPG is a means of setting out more detailed thematic or site specific guidance in the way in which the policies of an LDP will be applied in particular circumstances or areas. The Draft Development Plans Manual Edition 3 (Welsh Government, November 2018) notes that:

*'SPG does not form part of the development plan and is not subject to independent examination, but it must be consistent with the plan and with national planning policy. SPG cannot be linked to national policy alone; there must be a LDP policy or policy criterion*

*that provides the development plan ‘hook’ whilst the reasoned justification provides clarification of the related national policy’*

- 3.3 The Manual further states that SPG can be a material consideration in the determination of planning applications, provided that it is consistent with the development plan and appropriate consultation has been undertaken:

*‘Only the policies in the development plan have special status under section 38(6) of the PCPA 2004 Act in deciding planning applications, but SPG can be taken into account as a material consideration. SPG that is derived from and is consistent with the development plan and has been the subject of consultation will carry more weight’.*

- 3.4 It is proposed that the existing Affordable Housing Supplementary Planning Guidance document (March 2016) is amended as follows:

- Section 2 - The Affordable Housing Issue - data has been updated.
- Section 3 - Affordable Housing Need - data has been updated.
- Section 4A - Developments of 5 or more dwellings in Main Towns, Rural Secondary Settlements and Severnside Settlements – this section has been strengthened to clarify that:
  - Developers must take policy requirements into consideration prior to negotiating the purchase of land.
  - Where a viability appraisal is deemed necessary, this appraisal will be undertaken by the District Valuer at the expense of the developer and that the viability appraisal report will be published in the public domain.
- Section 4B, 4C, 4D and 4E – Developments of 1 – 4 dwellings – these sections have been amended to clarify that:
  - Single Barn conversions will now be exempt from making a financial contribution towards affordable housing. This is based on evidence of the high build costs associated with such projects. For barn conversions where there is a net increase of two to four dwellings, a financial contribution towards affordable housing will be sought.
  - Commercial conversions, e.g. to create flats above shops, 1 – 4 units will be exempt from making a financial contribution towards affordable housing. This is based on evidence of viability challenges associated with such projects, combined with the desire to encourage the efficient use of under-used sustainably located buildings to support housing delivery and settlement vitality.
  - Listed buildings for conversion to 1 – 4 units will also be exempt from making a financial contribution towards affordable housing due to evidence of high build costs.

The reason for making these changes is that these types of developments have been considered to be unviable following detailed viability appraisals.

- Section 4B1 - the method of calculating a financial contribution towards affordable housing has been changed to Page 88 contribution simpler to calculate and fairer to developers.



- Section 4C2 has been rewritten for simplification and clarity.

- 3.5 Planning Committee endorsed the revised Affordable Housing Supplementary Planning Guidance that is the subject of this report on 2<sup>nd</sup> April 2019, with a view to issuing it for consultation purposes. Subsequently, on 10<sup>th</sup> April 2019 the Cabinet Member for Innovation, Enterprise and Leisure took the decision to issue the SPG for consultation. A copy of the Cabinet Member Report is attached as **Appendix 1**.
- 3.6 The consultation took place for a period of 6 weeks between 11<sup>th</sup> April 2019 and 28<sup>th</sup> May 2019. This included reporting the proposed SPG to Adult Select Committee at its meeting on 30<sup>th</sup> April 2019 and to Planning Committee at its meetings on 2<sup>nd</sup> July 2019.
- 3.7 Eight parties commented on the SPG, including Adults Select Committee. These are summarised, together with the Council's response, in the Report of Consultation provided as **Appendix 2**. Generally, no significant objections were received and only a small number of minor amendments to the SPG documents are considered necessary. One concern which was raised during the consultation period related to the proposal for the Council to not seek financial contributions for barn conversions. As outlined in Appendix 2 it is considered that the build costs of new build houses and barns conversions are very different. It is much cheaper to build a new house and it has been evidenced from previous viability assessments that barn conversions are largely not viable. The purpose of the LDP barn conversion policy is to preserve traditional barns and ensure these structures to be brought back into beneficial use to preserves the character and appearance of Monmouthshire's rural landscape. This form of development is maintaining other policy objectives within the LDP. On balance, it is considered that requesting a financial contribution for single barn conversions has proven to be unviable and we will therefore seek contributions on new build development only.
- 3.8 In addition, a small number of very minor alterations have been made to the SPG text to improve syntax and flow. These minor alterations have no impact on the policy substance or meaning.
- 3.9 Comments made by Planning Committee on 2<sup>nd</sup> July 2019 are summarised below in Section 10.
- 3.10 It is considered, therefore, that the document can be formally adopted as SPG to support the Monmouthshire LDP. The revised SPG is attached as **Appendix 3**.

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

- 4.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are now being taken in accordance with policies and proposals in the LDP. The Affordable Housing SPG provides further explanation and guidance on the way in which Policy S4 will be implemented.

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

- 5.1 Officer time and costs associated with the preparation of SPG documents and carrying

out the required consultation exercises. Any costs will be met from the Planning Policy and Development Management budget and carried out by existing staff.

## 6.0 EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

6.1 Under the Planning Act (2004), the LDP was required to be subject to a Sustainability Appraisal (SA). The role of the SA was to address the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with the European Strategic Environmental Assessment Directive 2001/42/EC; requiring the 'environmental assessment' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. SPG is expanding and providing guidance on these existing LDP policies, which were prepared within a framework promoting sustainable development.

### Equality

6.2 The LDP was also subjected to an Equality Challenge process and due consideration was given to the issues raised. As with the sustainable development implications considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework.

6.3 In addition, a Future Generations Evaluation is attached. This includes Equalities and Sustainability Impact Assessments (attached as **Appendix 4**).

## 7.0 OPTIONS APPRAISAL

7.1 Having assessed the consultation responses, the following options were considered:

- 1) Recommend the SPG for adoption without any changes;
- 2) Recommend the SPG for adoption with some changes based on an assessment of the feedback;
- 3) Recommend the SPG for adoption with changes to reflect every response;
- 4) Do not proceed with the SPG.

7.2 The SPG provides specific guidance on the interpretation/implementation of the LDP policy framework in relation to affordable housing. Option 4 is therefore discounted as the document will support the provision of affordable housing in Monmouthshire, a key policy objective and organisation priority. The consultation responses have raised a number of valid and constructive points, all of which have been considered and responded to in appendix 2. As a result, some amendments are proposed in response to the consultation (option 2).

7.3 Based on the reasons above, it is the preferred option (2) to formally adopt this revised SPG as amended to support the Monmouthshire LDP.

## 8.0 EVALUATION CRITERIA

The success of the adopted SPG will be monitored via the LDP Annual Monitoring Report. This will include a review of:

- the SPG use in decision-making to the extent to which it informs decisions and is upheld via appeal decisions;

- the amount of money collected as commuted sums;
- instances where viability is debated;
- the percentage of affordable housing secured on site and number of affordable homes secured.

## **9.0 REASONS:**

Under the Planning Act (2004) and associated Regulations, all Local Planning Authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are being taken in accordance with policies and proposals in the LDP. This Revised Draft SPG provides guidance on the delivery of affordable housing.

## **10.0 CONSULTEES:**

- Planning Committee supported the SPG as amended following consultation. The issue of barn conversions was discussed in detail and Committee agreed with the proposed exemptions. Planning Committee votes to endorse the SPG for adoption, with the exception of Cllr Brown who reiterated some of the points made at Adult Select Committee.
- Adult Select Committee. The comments made are provided at Appendix 2.
- Public and stakeholder consultation. The comments made are provided at Appendix 2.

## **11.0 BACKGROUND PAPERS:**

Monmouthshire Adopted LDP (February 2014)  
Local Housing Market Assessment (September 2018)

## **12.0 AUTHORS:**

Mark Hand, Head of Planning, Housing and Place-shaping  
Louise Corbett, Senior Strategy & Policy Officer, Housing & Communities

## **13.0 CONTACT DETAILS:**

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## **APPENDICES**

**Appendix 1: Individual Cabinet Member Report 10<sup>th</sup> April 2019**  
**Appendix 2: Report of Consultation Responses**  
**Appendix 3: The revised SPG for adoption**  
**Appendix 4: Well-being of Future Generations Report**

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**SUBJECT: MONMOUTHSHIRE LOCAL DEVELOPMENT PLAN REVISED DRAFT  
AFFORDABLE HOUSING SUPPLEMENTARY PLANNING GUIDANCE**

**MEETING: INDIVIDUAL CABINET MEMBER**

**DATE: 10 APRIL 2019**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

The purpose of this report is to seek Cabinet Member's endorsement of the Revised Draft Supplementary Planning Guidance (SPG) on Affordable Housing to support the policies of the Monmouthshire Local Development Plan (LDP), with a view to issuing for consultation.

**2. RECOMMENDATIONS:**

2.1 To endorse the Revised Draft Affordable Housing SPG and issue for consultation.

**3. KEY ISSUES:**

3.1 The Monmouthshire County Council LDP 2011-2021 was adopted on 27th February 2014 to become the adopted development plan for the County (excluding that part within the Brecon Beacons National Park). The Affordable Housing SPG, adopted in March 2016, was prepared to provide further clarification on the interpretation and implementation of the LDP's affordable housing policies. Since the SPG was adopted a number of issues have arisen in relation to the viability of affordable housing provision on certain types of development sites, which triggered the need to revise the SPG. The Draft SPG provides guidance on how affordable housing policies will be implemented, in particular with regard to commuted sums payable on small-scale developments. The revised SPG has been informed by evidence and experience gathered over the last 2 years since the current SPG was adopted.

3.2 Selective use of SPG is a means of setting out more detailed thematic or site specific guidance in the way in which the policies of an LDP will be applied in particular circumstances or areas. The Draft Development Plans Manual Edition 3 (Welsh Government, November 2018) notes that:

*'SPG does not form part of the development plan and is not subject to independent examination, but it must be consistent with the plan and with national planning policy. SPG cannot be linked to national policy alone; there must be a LDP policy or policy criterion that provides the development plan 'hook' whilst the reasoned justification provides clarification of the related national policy'*

- 3.3 The Manual further states that SPG can be a material consideration in the determination of planning applications, provided that it is consistent with the development plan and appropriate consultation has been undertaken:

*‘Only the policies in the development plan have special status under section 38(6) of the PCPA 2004 Act in deciding planning applications, but SPG can be taken into account as a material consideration. SPG that is derived from and is consistent with the development plan and has been the subject of consultation will carry more weight’.*

- 3.4 It is proposed that the existing Affordable Housing Supplementary Planning Guidance document (March 2016) is amended as follows:

- Section 2 - The Affordable Housing Issue - data has been updated.
- Section 3 - Affordable Housing Need - data has been updated.
- Section 4A - Developments of 5 or more in Main Towns, Rural Secondary Settlements and Severnside Settlements – this section has been strengthened to clarify that:
  - Developers must take policy requirements into consideration prior to negotiating the purchase of land.
  - Where a viability appraisal is deemed necessary, this appraisal will be undertaken by the District Valuer at the expense of the developer and that the viability appraisal report will be published in the public domain.
- Section 4B – Developments of 1 – 4 dwellings in Main Towns, Rural Secondary Settlements and Severnside Settlements – this section has been amended to clarify that:
  - Single Barn conversions will now be exempt from making a financial contribution towards affordable housing. This is based on evidence of the high build costs associated with such projects. For barn conversions where there is a net increase of two to four dwellings, a financial contribution towards affordable housing will be sought.
  - Commercial conversions, e.g. flats above shops, 1 – 4 units will be exempt from making a financial contribution towards affordable housing. This is based on evidence of viability challenges associated with such projects, combined with the desire to encourage the efficient use of under-used sustainably located buildings to support housing delivery and settlement vitality.
  - Listed buildings for conversion to 1 – 4 units will also be exempt from making a financial contribution towards affordable housing due to evidence of high build costs.

The reason for making these changes is that these types of developments have been considered to be unviable following detailed viability appraisals.

- Section 4B1 - the method of calculating a financial contribution towards affordable housing on small sites has been changed to make the contribution simpler to calculate and fairer to developers.

- The previous 3 Dragons Toolkit method calculated the sum per the number of bedrooms in each dwelling. As the dwellings vary considerable in size this method was not thought to be a fair and equitable way to calculate a financial contribution.
- The new method of calculation will be take the internal floor area (m<sup>2</sup>) multiplied by the Community Infrastructure Levy (CIL) rate for the area in which the development is situated and then multiply that figure by 58%, which is the percentage that a developer should fund when no social housing grant is available.  
i.e. Formula: Financial Contribution = Internal Floor Area (m<sup>2</sup>) x CIL Rate x 58%

- Section 4C2 has been rewritten for simplification and clarity.

3.5 The updated SPG is attached at Appendix 1.

#### **4 EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

4.1 Under the Planning Act (2004), the LDP was required to be subject to a Sustainability Appraisal (SA). The role of the SA was to address the extent to which the emerging planning policies would help to achieve the wider environmental, economic and social objectives of the LDP. The LPA also produced a Strategic Environmental Assessment (SEA) in accordance with the European Strategic Environmental Assessment Directive 2001/42/EC; requiring the 'environmental assessment' of certain plans and programmes prepared by local authorities, including LDP's. All stages of the LDP were subject to a SA/SEA, therefore and the findings of the SA/SEA were used to inform the development of the LDP policies and site allocations in order to ensure that the LDP would be promoting sustainable development. SPG is expanding and providing guidance on these existing LDP policies, which were prepared within a framework promoting sustainable development.

##### Equality

4.2 The LDP was also subjected to an Equality Challenge process and due consideration was given to the issues raised. As with the sustainable development implications considered above, SPG is expanding and providing guidance on these existing LDP policies, which were prepared within this framework.

4.3 In addition, a Future Generations Evaluation is attached. This includes Equalities and Sustainability Impact Assessments (attached as **Appendix 2**)

#### **5 OPTIONS APPRAISAL**

5.1 The options in relation to the Revised Draft SPG are to:

- 1) Endorse the Revised Draft SPG as attached for consultation.
- 2) Endorse the Revised Draft SPG for consultation with amendments.

3) Do nothing in relation to the Revised Draft SPG.

- 5.2 Option 1: endorse the Revised Draft SPG as attached for consultation. **This is the preferred option.** The SPG has been amended to take account of updated evidence and to provide clarity on key elements of the SPG, as detailed in paragraph 3.4 above. It is considered that the revised SPG will provide further clarity and importantly, maximise affordable housing provision via a pragmatic and evidenced approach, as well as making more efficient use of officer time.
- 5.3 Option 2: endorse the Revised Draft SPG for consultation with amendments. As noted above, the Revised Draft SPG has been amended to take account of updated evidence and to provide clarity on key elements of the SPG, as detailed in paragraph 3.4 above. It is not considered necessary to amend the Revised Draft SPG prior to consultation. Any comments received in response to the consultation on the Revised Draft SPG will be analysed and the document will be amended, as appropriate, prior to reporting back for Members' consideration to seek a resolution to adopt the SPG. This option should therefore be discounted.
- 5.4 Option 3: do nothing in relation to the Revised Draft SPG. The option of doing nothing would not address the need for improved guidance and clarity and approach to this policy area and should, therefore, be discounted.

Recommendation:

- 5.5 Based on the reasons above, Option 1 (to endorse the Revised Draft SPG as attached for consultation) is the preferred option.

## 6 EVALUATION CRITERIA

- 6.1 The success of the adopted SPG will be monitored via the LDP Annual Monitoring Report. This will include a review of:
- the SPG use in decision-making and the extent to which it informs decisions and is upheld via appeal decisions;
  - the amount of money collected as commuted sums;
  - instances where viability is debated;
  - the percentage of affordable housing secured on site and number of affordable homes secured.

## 7 REASONS:

- 7.1 Under the Planning Act (2004) and associated Regulations, all local planning authorities are required to produce a LDP. The Monmouthshire LDP was adopted on 27 February 2014 and decisions on planning applications are being taken in accordance with policies and proposals in the LDP. This Revised Draft SPG provides guidance on the delivery of affordable housing.

## 8 RESOURCE IMPLICATIONS:



8.1 Officer time and costs associated with the preparation of SPG documents and carrying out the required consultation exercises. Any costs will be met from the Planning Policy budget and carried out by existing staff.

## **9 CONSULTEES:**

- Planning and Housing teams
- SLT
- Cabinet
- Planning Committee was consulted on 2<sup>nd</sup> April 2019. Planning Committee welcomed the proposed changes as a pragmatic approach to securing commuted sums from small scale developments. The proposal for viability appraisals to be made public responds to a request from elected members and is supported.

## **10 BACKGROUND PAPERS:**

Monmouthshire Adopted LDP (February 2014)

## **11 AUTHORS:**

Mark Hand, Head of Planning, Housing and Place-shaping

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Revised Affordable Housing Supplementary Planning Guidance - Consultation Responses				
Representor	Object/ Support/ Comment	Comment	LPA Response	Recommendation
Adult Select Committee	Support	Pleased to see exemption for small conversions 1 - 4 above shops as this will help to bring these forward.	Support noted.	No change necessary.
	Object	Concerned that large barns will now be exempt. Feel that these could make a contribution if a large profit is made by the developer. If a developer bought a barn complex and converted them individually they wouldn't have to pay a contribution.	If a developer bought a barn complex we would expect a contribution towards affordable housing from 2 upwards. If the developer sold them individually to self-builders they would be exempt under the existing and revised policy. The conversions of barns ensures that these traditional rural buildings are preserved and this also preserving the character of the open countryside thus the development is maintaining other policy objectives.	No change proposed as conversion of single barns has been evidenced to be unviable. The revised policy still requires commuted sums from 2+ conversions on a complex (i.e. the first barn is exempt).
	Comment	Could ask for a contribution for single barns over a certain size - e.g. over 150m2. Would like the proposal for larger barn conversions to be brought to Cabinet's attention.	Evidence from the previous two years has shown that single barn conversions are largely unviable. The proposed changes to the SPG seek to simplify the application of the policy so that Council resource is best focused where there is benefit. The proposed threshold would be set at an arbitrary size and would unfairly affect applicants where the barn was just over 150m2. A series of thresholds, to be more fair, would be unduly complicated for all parties. It is considered better either to exempt all single barns as in the revised policy or revert to asking for a contribution from all single barns and base this on viability. Cabinet will be made aware of all consultation responses including feedback from Adult Select Committee.	No change proposed as conversion of barns has been evidenced to be unviable.
	Comment	Could we ask for a contribution and use it as a grant to bring derelict properties back into use.	The contribution must be used to secure additional affordable housing. This could be new build or conversion or acquiring existing homes. This could include acquiring an empty home for use as an affordable home.	Section B1 is amended to clarify this.
	Comment	Why is CIL value for Severnside lower than the others - removal of tolls have lead to higher house prices in Severnside.	The CIL work was undertaken at a set point in time prior to the removal of the tolls. Additional up to date viability assessments will be undertaken as part of the Replacement LDP process.	No change necessary.
	Comment	Concerned about DV undertaking viability appraisals following site in Abergavenny being considered unviable by DV.	District Valuer Services (DVS) is the specialist property arm of the Valuation Office Agency (VOA). They provide independent, impartial, valuation and professional property advice across the entire public sector, and where public money or public functions are involved. It is considered that they are the most appropriate body to conduct the appraisal and they would provide impartial review of developments.	No change necessary
	Support	We seem to be getting hung up on barns, which are not that many, and we are being told that they are unviable. Sensible officers have looked at this and are telling us that we are wasting money trying to get blood from a stone. We need to listen to our officers. Comments will be summarised and will go forward to Cabinet. I would just endorse what is in front of me.	Support noted.	No change necessary.

Judith Doyle - Archaeological Planning Officer	Comment	The legislative framework in which the historic environment operates and the management of the historic environment should not be seen as a constraint to development but viewed together. Housing developments of any size and nature may have different impacts on the historic environment, both positive and negative and this should be noted. Developments that will require planning or listed building permission should be in consultation with us at an early stage.	Where development is proposed on a site with archaeological constraints Glamorgan Gwent Archaeological Trust (GGAT) would be consulted on the proposals and ask to provide comment. Development should not have an adverse impact on the historic environment and this amended SPG would not have an impact on the historic environment.	No change necessary.
LRM Planning on behalf of Llanarth Estates	Comment	Overall supportive of proposed amendments, however: SA.4 (Vi) - Overall development costs not known at the application stage and detailed information/studies are needed. SA.4 (Vii) - Minimal land value at which land owner will release their land for development particularly small scale sites. A6 Layout & Design - Flexibility to allow larger clusters, larger schemes will potentially require larger clusters and impact can be mitigated through innovative design. Self build - Flexibility given to self build plots and thought should be given to larger sites with an element/phase of self build. Types of affordable housing - Flexibility needed to encourage innovative ways of providing housing. E.2 Departure Apps - Unsure whether the requirement can carry weight as it is by definition not supplementary to any policy of the plan. 5.11 Formula - Feel its appropriate to use the District Valuer to arbitrate if brown & green field sites face onerous financial contributions.	It is the responsibility of the developer to ensure that they conduct necessary survey work and due diligence and that they are fully aware of the costs of bringing forward sites taking S106 contributions fully into account. Adopted policies should be fully considered prior to site purchase. Viability calculations allow for some contingencies. The same will apply for smaller scale sites. The land owner needs to be fully aware of the financial contributions that are being sought and this revised SPG will provide clear transparent guidance on this matter. There are no policy barriers to self build development in Monmouthshire. Council would encourage innovative ways of providing affordable housing and have previously approved such schemes. Larger clusters - Pepper potting is preferred as it helps create a mixed and balanced community as opposed to concentrations of the same types of housing.	No change necessary
David Addams-Williams of Llangibby Estates	Comment	60% affordable housing requirement on rural sites is a disincentive for landowners to bring forward sites and even more opportunities for developers to purchase and build out the sites. If the percentage was decreased then the number constructed would increase	9 of the 60/40 Affordable Housing sites in main villages have gained planning consent and thus it is evidenced that these types of sites are coming forward and are viable. The next LDP will review the level of affordable housing that would be required on new housing sites: this concern relates to an LDP policy which cannot be amended via SPG even if Officers agreed with the comments made.	No change necessary.
Lynne Morgan - 13 Wyelands View, Mathern	Comment	In reference to the recognised link between housing, health and well being, the proposals encourage developers to increase the number of dwellings on each site with the revised ratio of affordable housing and it's fair to assume that each new household could have 1 or 2 cars. This impacts on the road systems and as there are no plans for by-passes it would mean increased congestion which impacts on health and well being.	The policy seeks to increase the proportion of a development that is affordable housing, not increase the number of dwellings on a site. Notwithstanding this, any impact on the highway network would be a material planning consideration. Planning Officers and Highways Officers will consider if the proposed development is acceptable in terms of encouraging sustainable forms of transport and whether the development has an acceptable impact on the highway network. All applications have regard to the Well-being of Future Generations Act.	No change necessary.
South East Planning	Comment	No comment		No change necessary

Redrow	Comment	<p>Viability is affected by many factors and its often not known what the Council position is until time of application. Redrow suggests that the new paragraph vi and vii of the draft SPG are omitted. The remaining paragraph viii provides the appropriate mechanism and control for undertaking a viability assessment at planning application stage.</p> <p>Paragraph viii 1.7 - Redrow's experience is that the DV always insist that their appraisal work and advice remains confidential. It is suggested that this is clarified with the DV and Redrow would always too insist that detailed viability assessments are kept confidential.</p> <p>Paragraph ix 1.8 The statement that "The Council will expect land transactions to reflect policy, rather than the other way round" is inappropriate. Viability appraisals, including by the DV are undertaken by chartered surveyors. They need to adhere to their code of practice as set by the Royal Institute of Chartered Surveyors (RICS). It would be inappropriate for the planning system to influence this established practice and process for land valuing. A realistic and reasonable approach is required when setting out how a land value is proportioned between landowner, developer and as planning obligations.</p>	<p>Viability is a critical factor when considering proposed development and the Council encourages pre application discussions to outline site specific S106 contributions to provide certainty for developers. We will seek to liaise with the DV in relation to making their assessments public however this information would be shared with Officers and the Planning Committee in determining any applications. It is considered that it is the developer's responsibility to recognise the development costs of the site including S106 obligations and if they would need to negotiate the cost of the land to bring it forward for development.</p>	No change proposed
Redrow Continued..		<p>P.9 – B.1 Contributions factored utilising CIL rates 1.9 Whilst not applicable to Redrow as this section only relates to 1-4 unit schemes it is considered inappropriate to calculate a financial contribution based on CIL rates that have not been adopted for use. It is not understood how it can be justified and reasonable to utilise the CIL rate to calculate an affordable housing contribution. The CIL rate was devised for planning obligations that excluded affordable housing consideration. As such, there is no correlation. An affordable housing formula and alternative mechanism to secure other planning obligation contributions should be utilised.</p> <p>P. 18 – Paragraph 5.9 &amp; 5.10 1.10 The draft SPG requires affordable homes to be transferred on a neutral tenure basis and then the following sentence refers to the aim of developing mixed and balanced communities. It is considered appropriate and reasonable for affordable housing delivery to be specific to the site and not on a neutral tenure basis. This is supported by paragraph 5.16.1 of the draft SPG that states the local need will be identified by the Council. The mix of affordable housing tenures helps in creating a mixed and balanced community. Utilising a mix of affordable housing tenures (social rented, intermediate rent and Low Cost Home Ownership) will also likely assist with viability matters.</p>	<p>CIL - The calculation of the CIL rate was conducted by an appointed external consultant and provides an evidenced based approach to the level of financial support required to provide infrastructure in these areas. The point made is noted. Although CIL has not been adopted in Monmouthshire it is considered that this evidence based work can provide rationale for the financial contribution required for affordable housing in that it reflects different levels of viability in different areas. To avoid confusion, references to CIL rate in the SPG will be changed to Commuted Sum Rate.</p> <p>Affordable Homes - tenure neutral provides the greatest long term flexibility for both future occupiers of the affordable homes and the Council/RSLs. It is acknowledged that this means all affordable homes must be designed to achieve DQR and that the %ACG is affected for the developer. The Council's wider approach will be considered as part of the LDP review.</p>	Change references to CIL Rate to Commuted Sum Rate.

Redrow Continued..	Comment	<p>As part of the revised Local Development Plan Redrow believe that there is merit in looking at utilising S106 contributions for affordable housing more strategically. Historically, within Monmouthshire and other LPAs, sites in higher value areas target greater provision of on-site affordable homes due to it being viable to do so. However, this is not necessarily where the affordable housing need is or where people on the housing register would wish to reside. Those more affluent tend to prefer not to live near those in affordable housing but equally this is true whereby those less fortunate tend to not want to live next to larger private homes. To create a balance and mix of housing some affordable housing should remain on-site but it is whether it is beneficial to generate part of the affordable housing provision as off-site contribution rather than simply request a higher percentage on-site? A direct benefit of this approach could see S106 money secured by affordable housing contribution being strategically used to greater benefit and assisting more people. A 15% (e.g. equivalent to 20 units) contribution gained from a higher value site could provide 25 units on another lower value site or refurbish 40 units in existing stock.</p>	<p>This comment could be reviewed as part of the LDP however at this stage it is considered that to ensure that we provide cohesive and mixed communities the delivery of onsite affordable housing provision is essential to provide accommodation for younger people who may be unable to access the open housing market given the high cost of homeownership in Monmouthshire. At present, the level of affordable need within the County means it is unlikely that new developments would provide 'too much' affordable housing in a location.</p>	<p>No change in the SPG. The idea will be considered further as part of the LDP review.</p>
Bovis Homes	Comment	<p>Bovis Homes considers it important to ensure the viability and deliverability of sustainable development. As such, it is sometimes necessary to undertake a viability assessment at the planning application stage. Where viability assessments are deemed necessary, Bovis Homes support an open book approach with the viability assessment being published in the public domain as set out in the Revised SPG. Bovis Homes welcomes the intention of the Revised SPG to provide more detailed guidance on viability assessments, the circumstances in which they are appropriate and how they will be assessed. However, Bovis Homes are concerned that as currently drafted the Revised SPG does not fully accord with Planning Policy Wales 10 (PPW10). Bovis recommend modification to Paragraph A4(vi) of the Revised SPG. Based on the above, Bovis Homes recommend the following modification to Paragraph A4(vi) of the Revised SPG:</p> <p>“Planning obligations and affordable housing will have an impact on land values and landowner expectations. Applicants are expected to have considered in full the overall cost of development, including the required quantifiable planning obligations required by policy and any known abnormal costs, when negotiating the purchase of land. Viability assessments will be limited to sites where there are exceptional, unforeseen circumstances outside the scope of normal market risk or where there is an overriding regeneration benefit in developing the site. Where the development plan policies and the viability evidence underpinning them is up-to-date, it will be for either the applicant or the planning authority to demonstrate that particular exceptional circumstances justify the need for a viability assessment at the application stage. Such circumstances could include, for example, where further information on infrastructure or site costs is required or where a recession or similar significant economic changes have occurred since the plan was adopted.”</p> <p>Based on the above, Bovis Homes recommend the following modification to Paragraph A4(vi) of the Revised SPG:</p>	<p>The overall support for the proposed approach, including publication of viability appraisals, is welcomed. The suggested changes to A4(vi) have been noted. It is considered that some of the suggested changes would assist in clarifying the policy approach, others imply a far wider range of cases where viability appraisal would be appropriate (rather than it being exceptional), while other suggestions are minor changes are not considered to be significantly different in terms of outcome. As a result, the following change is proposed: Planning obligations and affordable housing will have an impact on land values and landowner expectations. Applicants are expected to have considered in full the overall cost of development, including the required policy-based planning obligations and any reasonably known abnormal costs, when negotiating the purchase of land. Viability assessments will be limited to sites where there are exceptional, unforeseen circumstances outside the scope of normal market risk, for example where a recession or similar significant economic changes have occurred since the plan was adopted, or where there is an overriding regeneration benefit in developing the site.</p>	<p>Amend A4(vi) to: Planning obligations and affordable housing will have an impact on land values and landowner expectations. Applicants are expected to have considered in full the overall cost of development, including the required policy-based planning obligations and any reasonably known abnormal costs, when negotiating the purchase of land. Viability assessments will be limited to sites where there are exceptional, unforeseen circumstances outside the scope of normal market risk, for example where a recession or similar significant economic changes have occurred since the plan was adopted, or where there is an overriding regeneration benefit in developing the site.</p>

**Monmouthshire County Council  
Adopted Local Development Plan 2011-2021**

**Revised Draft Affordable Housing  
Supplementary Planning  
Guidance**

**July 2019**

**Planning Policy**

**Monmouthshire County Council**

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## **1. INTRODUCTION**

- 1.1 This note is one of a series of Supplementary Planning Guidance (SPG) notes that have been prepared to provide supporting information and advice on the implementation of the Council's development plan policies. This SPG is intended to offer clear guidance on the main considerations that will be taken into account by the Council when reaching decisions on planning applications and in this case how planning policy on affordable housing will be delivered in practice.
- 1.2 This SPG has been revised in order to update housing data in Sections 2 and 3 and to provide simplification and clarity with regard to a number of other areas, for example Sections 4A, 4B and 4C2. Section 4B1 has been revised following a change to the method for calculating financial contributions towards affordable housing. These changes are informed by experience and viability evidence.
- 1.3 Status
- 1.3.1 This SPG is prepared in the context of the Monmouthshire County Council Adopted Local Development Plan (LDP), February 2014.
- 1.3.2 SPG supplements the Council's development plan, with only the policies contained in the development plan having the special status afforded by Section 38 (6) of the Planning and Compulsory Purchase Act 2004. However, the Welsh Government (WG) advises that SPG may be taken into account as a material consideration in the determination of planning applications and appeals.
- 1.3.3 This SPG has been adopted following public consultation. It constitutes a material consideration to be given weight in planning decisions.

## **2 THE AFFORDABLE HOUSING ISSUE**

- 2.1 A significant issue for Monmouthshire is the fact that house prices are high in relation to earnings so that there is a need for additional affordable housing in the County in both urban and rural areas, particularly for those that live and work here.
- 2.2 Affordability of housing is a concern throughout Wales. In October 2018 the average house price for Wales was £186,256 and the house price to earnings ratio was 6:1. By comparison, in Monmouthshire the average house price in September 2018 was £307,600 and the lower quartile house price to earnings ratio was 9:1 (Source: Hometrack 30/10/2018).
- 2.3 These figures illustrate how difficult it is for local people to purchase their first home or move into a larger home in the County when their family

circumstances change. In 2018, the full-time gross weekly pay for Monmouthshire residents was £638.50 (Males £690.90 and Females £567.50), compared to the Wales gross weekly pay of £518.60 (Males £551.90 and Females £474.10). However, the full-time gross weekly pay by workplace presents a different picture with people working in the County earning only £537.80 per week (Males £578.90 and Females £469.30), compared to the Wales figures of £509.00 per week (Males £541.60 and Females £469.50) (Source: NOMIS 30/10/18). In other words, Monmouthshire has a dual economy. The qualifications, skills and earnings of the residents are above the regional and national average, however, for those working in the area earnings are lower and employment is relatively less skilled.

- 2.4 Monmouthshire's net population growth has historically been due to inward migration: its population would otherwise decline due to there being more deaths than births. The County has a demographically imbalanced population, with an increasing proportion over 65 and over 85 year olds, and a low proportion of 20-40 year olds. With a median age of 48 and a small economically active population, the County's economic base is currently weak. The County's housing market continues to perform strongly, with house sales achieving a high percentage of the asking price, and sales being secured quickly. Properties in Monmouthshire take, on average, 4.6 weeks to sell compared to the Wales average of 10.2 weeks. Properties also achieve, on average, 95% of asking price. House prices, therefore, will remain at a level way above what local people can afford. (Source: Hometrack Housing Intelligence, September 2018)
- 2.5 The planning system is an increasingly important means of improving the supply of affordable housing for local people. Monmouthshire County Council recognises this and is keen to ensure that developers and local people have clear guidance on how its development plan policies and decisions on planning applications will operate and thereby contribute to one of the desired outcomes of the Council's Corporate Business Plan 2017 - 2022. One of the key issues within the Business Plan is 'the provision of quality housing, including affordable housing, to meet the needs of our communities and to address the needs of our changing demography'. The link between housing and health is well established and long standing. The quality of the home has a substantial impact on health; a warm, dry and secure home is associated with better health. In addition to basic housing requirements, other factors that help to improve well-being include the neighbourhood, security of tenure and modifications for those with disabilities. The benefits to health, learning and prosperity are also reflected in page 42 of Planning Policy Wales Edition 10, December 2018. Monmouthshire's Well-being Plan, April 2018 recognises the 'need to readdress the supply and mix of housing stock to ensure suitable and affordable housing is available to all demographic groups'.
- 2.6 This SPG has been prepared in the context of the most recent WG planning policy on affordable housing contained in *Planning Policy Wales Edition 10*, December 2018 and Technical Advice Note 2 *Planning and Affordable Housing*, June 2006.

## 2.7 Planning Policy Wales (PPW) Edition 10, December 2018

2.7.1 *PPW* provides the overarching national strategic guidance with regard to land use planning matters in Wales. Paragraph 4.2.1 states in part that ‘new housing development in both urban and rural areas should incorporate a mix of market and affordable house types, tenures and sizes to cater for the range of identified housing needs and contribute to the development of sustainable and cohesive communities’.

2.7.2 Paragraph 4.2.2 of *PPW* 10 states that the planning system must:

- ‘identify a supply of land to support the delivery of the housing requirement to meet the differing needs of communities across all tenures;
- ‘enable provision of a range of well-designed, energy efficient, good quality market and affordable housing that will contribute to the creation of sustainable places; and
- ‘focus on the delivery of the identified housing requirement and the related land supply’.

2.7.3 With regard to need, paragraph 4.2.25 states: ‘A community’s need for affordable housing is a material planning consideration which must be taken into account in formulating development plan policies and determining relevant planning applications.’

## 2.8 Definitions of Affordable Housing

2.8.1 Affordable housing is defined in paragraph 4.2.25 of *PPW* 10:

*‘Affordable housing for the purposes of the land use planning system is housing where there are secure mechanisms in place to ensure that it is accessible to those who cannot afford market housing, both on first occupation and for subsequent occupiers’.*

2.8.2 Paragraph 4.2.26 extends this definition further noting:

*‘Affordable housing includes social rented housing owned by local authorities and RSLs (registered social landlords) and intermediate housing where prices or rents are above those of social rent but below market housing rents and prices’.*

These definitions of affordable housing contrast with the definition in paragraph 4.2.26 of general market housing:

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

Paragraph 4.2.26 goes on to say:

*'It is recognised that some schemes may provide for staircasing to full ownership and where this is the case there must be secure arrangements in place to ensure the recycling of capital receipts to provide replacement affordable housing'.*

## 2.9 Affordability

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

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

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

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

## 3. **AFFORDABLE HOUSING NEED IN MONMOUTHSHIRE**

3.1 The **Local Housing Market Assessment (LHMA)** commissioned by the Council in June 2010 helped inform the target of 960 affordable homes over the LDP plan period of 2011 -2021 set out in Policy S4. The recent LHMA (September 2018) shows an annual shortfall of 468 affordable homes. However, this figure should not be taken as an annual target for delivery of affordable housing as new build homes are not the total solution to the supply of affordable homes in the County. The affordable housing target remains the LDP target of 960 over the 2011-2021 plan period.

## 4. **MONMOUTHSHIRE'S PLANNING POLICIES ON AFFORDABLE HOUSING**

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

## Policy S4 – Affordable Housing Provision

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

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

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

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

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

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

4.3 There are five types of residential development as set out in A-E that could arise in providing affordable housing under Policy S4 which need further consideration:

- A) Developments of 5 or more dwellings in Main Towns, Rural Secondary Settlements and Sevenside Settlements.
- B) Developments of 1 – 4 dwellings in Main Towns, Rural Secondary Settlements and Sevenside Settlements.
- C) Developments in Main Villages
- D) Developments in Minor Villages.
- E) Developments in the open countryside.

4.4 Specific guidance on these matters is provided on the following information sheets and the checklists in Appendix 4:

**A. DEVELOPMENTS OF 5 OR MORE DWELLINGS IN MAIN TOWNS, RURAL SECONDARY SETTLEMENTS AND SEVERNSIDE SETTLEMENTS.**

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

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

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

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

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

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

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

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

- i. The mix of house types, sizes and tenure should reflect local needs. (This must be established from the Council's Housing Services section on a site-by-site basis in accordance with the particular needs of the community in which the site is located).

- ii. Provision for affordable housing will be secured through Section 106 Agreements.
- iii. **Affordable housing should be provided on-site** (unless there are exceptional circumstances that justify off-site provision, as considered in paragraph 5.10 of this SPG) and should reflect the characteristics of the locality or the rest of the site.
- iv. Householder permitted development rights may be withdrawn so that control may be exercised over the enlargement or alteration of dwellings in ways that would change their affordability for future occupiers.
- v. In seeking to negotiate an element of affordable housing on a site the Council will take into account: site size, suitability, and the economics of provision; whether there will be particular costs associated with development of the site; and whether the provision of affordable housing would prejudice the realisation of other planning objectives that need to be given priority in the development of the site.
- vi. Planning obligations and affordable housing will have an impact on land values and landowner expectations. Applicants are expected to have considered in full the overall cost of development, including the required policy-based planning obligations and any reasonably known abnormal costs, when negotiating the purchase of land. Viability assessments will be limited to sites where there are exceptional, **unforeseen** circumstances outside the scope of normal market risk, for example where a recession or similar significant economic changes have occurred since the plan was adopted or where there is an overriding regeneration benefit in developing the site.
- vii. Where a site is still under option by a developer, it will **always** be expected that the policy requirements can be met, provided that the scheme is not abnormally costly or abnormally under value for the area. These costs must be reflected in the price that the developer purchases the site for so ensuring that the proposed development site is economically viable to meet the Council's affordable housing requirements. If there is any doubt about viability on a particular site, it will be the responsibility of the developer to offer the landowner a lesser price for the site, or to maximise the mix of market units on site to achieve the affordable housing policy.
- viii. Where a viability assessment is deemed necessary, the Council will require applicants to provide detailed information and supporting evidence. The level of supporting evidence required will depend upon how far the viability inputs deviate from acceptable parameters based on industry norms. Any 'assumptions' must be clearly explained and justified. An 'open book' approach is required. Any evidence relating to the viability assessment will then be independently assessed by the District Valuer, the cost of which will be borne by the developer. All viability appraisals will be published in the public domain.
- ix. General requirements:



- The Council's policy requirements should be the starting point for applicants and viability appraisals should subsequently work backwards from this. The Council will expect land transactions to reflect policy, rather than the other way round.
- Evidence should be provided to show what consideration has been given to alternatives in order to improve viability. Such measures can include altering development densities, layout and mix of market dwellings.

#### **A.6** Layout and Design

The Council requires the '**pepper-potting**' of affordable housing, rather than provision in enclaves. **Properties for affordable housing should be in clusters of no more than 6 - 15 units, depending on the overall size of the development.** The design and materials of dwellings built to comply with affordable housing policies should be similar to that of adjoining market housing.

## **B. DEVELOPMENTS OF 1 – 4 DWELLINGS IN MAIN TOWNS, RURAL SECONDARY SETTLEMENTS AND SEVERNSIDE SETTLEMENTS.**

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

### Residential Conversions

- Single Barn Conversions will be exempt from paying a financial contribution due to viability. However, where there is an increase of 2 - 4 dwellings resulting from the conversion of a barn or complex of barns, a financial contribution will be sought using the calculation below and in Appendix 3.
- Commercial conversions such as flats above shops or offices involving proposals for 1 – 4 dwellings will be exempt from making a financial contribution towards affordable housing.
- Conversions of Listed Buildings for 1 - 4 dwellings will also be exempt from paying a financial contribution.

**B.1 If the capacity of the site falls below the threshold (1 - 4 units) at which affordable housing is required, prior to obtaining planning permission the applicant will need to enter into a S106 agreement to pay a financial contribution towards affordable housing in the housing market in which the site is located.** A standard Section 106 agreement that will be used for this purpose is set out in Appendix 2. An affordable housing contribution will be liable to be paid on completion and prior to occupation of each dwelling to which the payment relates.

- i A financial contribution towards affordable housing will have an impact on land values and landowner expectations, therefore, the Council will expect that applicants have considered in full the overall cost of development, including the required financial contribution towards affordable housing, and any abnormal costs, when negotiating the purchase of land.
- ii The required financial contribution is calculated by using the Commuted Sum (CS) Rate for each area of Monmouthshire and the internal floor space of the dwelling(s) in m<sup>2</sup>. It should be noted that integral garages, as part of any scheme, would be counted within the internal space. The figure of 58% is the proportion that the landowner/developer would fund were the units to be delivered on site.

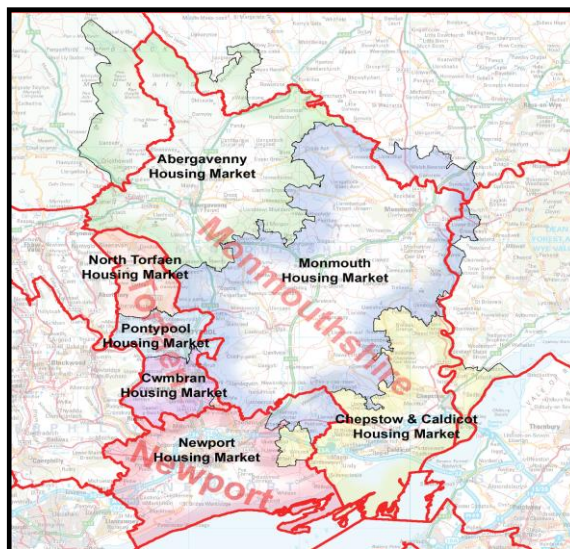
Formula: Financial Contribution = Internal Floor Area (m<sup>2</sup>) x CS Rate x 58%

- iii The calculation can be obtained from the Council's Planning Officer. The contribution will be set at the equivalent of 35% of the agreed capacity of the site (25% in Severnside).

Commuted Sum Rates and example calculations are given in Appendix 3.

Financial contributions gathered by the Council will be used to deliver affordable housing in the Housing Market Area (HMA) from which they are collected. The Council may combine financial contribution from different sites if appropriate and will spend contributions in the way that best achieves the Council's priorities for affordable housing, which could include new build, purchasing an existing home, converting existing buildings or bringing an empty home back into use. The number of units resulting from expenditure may be more or less than the units used to calculate the contribution as dwelling types, tenure, specifications and other aspects will vary from scheme to scheme.

The map below shows the three Housing Market Areas in Monmouthshire. (Source: Monmouthshire Local Housing Market Assessment 2018)



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

- i. If a developer wishes to make a claim for an exemption under the self-build provision then a form<sup>1</sup> must be submitted **prior to completion** of each dwelling to which the payment relates confirming that the dwelling is intended to be occupied by the owner of the land.
- ii. **Within 6 months of occupation** a further form must be submitted evidencing occupation by the owner. The Council will at this point agree to defer the payment for the duration of two-and-a-half years from that notification.
- iii. Any such exemption will be subject to a 'claw-back' mechanism so that **if the criteria for self-build status are not complied with within a period of three years from the occupation of the dwelling then the requirement for an affordable housing contribution will be reinstated.** Should there be compliance with the three year period, the Council will, through a variation of the Section 106 Agreement, confirm that no payment will be required on that specific dwelling.

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<sup>1</sup> The exemption form is available in Annex C of the standard Section 106 agreement.

## C. DEVELOPMENT IN MAIN VILLAGES.

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

There is a specific issue in the County relating to the provision of affordable housing in rural areas due to the limited ability of existing residents in the countryside, particularly young people, to afford housing, which restricts their ability to remain within their existing communities if they are in housing need. In order to secure the provision of essential affordable housing in rural areas, and acknowledging that 100% affordable housing rural exception sites rarely come forward, a number of housing sites have been allocated in Main Villages under LDP Policy SAH11 with the specific aim of providing affordable housing for local people.

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

- i. The mix and tenure of the 60% affordable housing will be based on local housing need and this information can be established from the Council's Housing Strategy Officer on a site-by-site basis in accordance with the particular needs of the community in which the site is located.
- ii. Unlike general housing sites, therefore, **when the figure resulting from applying the proportion of affordable housing required to the total number of dwellings is not a whole number, there is no rounding down, only rounding up.**
- iii. Policy SAH11 sets a maximum size of development at 15 dwellings in order to ensure that any development is of a 'village scale', in keeping with character of the settlements. This amount may be smaller in certain villages, as set out in Policy SAH11, which indicates the scale of development that is considered to be acceptable having regard to the characteristics of the village and the particular site. It is unlikely to be acceptable for these lower site capacities to be exceeded unless it can be clearly demonstrated that there is no adverse impact on village form and character and surrounding landscape.
- iv. The LDP *Affordable Housing Viability Study* confirmed that a requirement for 60% affordable housing on rural sites will enable developer contributions towards the cost of providing affordable housing as the high market values for housing in rural areas would still provide residual land values far in excess of existing agricultural land values that should be sufficient incentive to bring land forward for development. **It must be recognised that the sole purpose for allocating these sites is to provide affordable housing for local people in rural areas. Without the provision of 60% affordable housing there is no justification for releasing these sites and anticipated land values should reflect this accordingly.**

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

## **C.2 Other Sites in Main Villages**

There is scope for infill development to take place within the Village Development Boundary as identified in the LDP, For other sites within the development boundaries of Main Villages (i.e. excluding the 60/40 allocated sites) provision of 35% affordable housing on site will be required for both new build development and conversions. However, the following exemptions apply in relation to residential conversions.

### Residential Conversions

- Single Barn Conversions in Main Villages will be exempt from paying a financial contribution due to viability. However, where there is an increase of 2 - 4 dwellings resulting from the conversion of a barn or complex of barns, a financial contribution will be sought using the method set out in Section 4 B1 and Appendix 3.
- Commercial conversions such as flats above shops or offices involving proposals for 1 – 4 dwellings will be exempt from making a financial contribution towards affordable housing, although it is recognised that there will be few opportunities for such conversions within Main Villages.
- Conversions of Listed Buildings to 1 to 4 dwellings will also be exempt from paying a financial contribution.

## **D. DEVELOPMENT IN MINOR VILLAGES**

- D.1** Policy S1 identifies Minor Villages where small scale development will be allowed in the circumstances set out in LDP Policy H3. Minor Villages are settlements that (subject to detail) are suitable for minor infill of no more than 1 or 2 dwellings resulting from the filling in of a small gap between existing dwellings. Applications relating to infill developments should also refer to the Infill Development Draft Supplementary Planning Guidance.

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

### Residential Conversions

- Single Barn Conversions in Minor Villages will be exempt from paying a financial contribution due to viability. However, where there is an increase of 2 - 4 dwellings resulting from the conversion of a barn or complex of barns, a financial contribution will be sought using the method set out Section 4 B1 and Appendix 3.
- Commercial conversions such as flats above shops or offices involving proposals for 1 – 4 dwellings will be exempt from making a financial contribution towards affordable housing, although it is recognised that there will be few opportunities for such conversions within Minor Villages.
- Conversions of Listed Buildings to 1 to 4 dwellings will also be exempt from paying a financial contribution.

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

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

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

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

## **E. DEVELOPMENT IN THE OPEN COUNTRYSIDE**

### **E.1 Conversion and sub-divisions**

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

The Council, therefore, will adopt a more flexible approach in such situations, although generally **a financial contribution towards affordable housing in the local planning authority area will still be required. This will be set at the equivalent of 35% of the agreed capacity of the site** and utilise the Affordable Housing Financial Contribution Calculator (set out in Section 4 B and Appendix 3) but careful consideration will be given to the viability and practical implications of conversion and sub-division applications in assessing the level of financial contribution required. However, the following exemptions apply in relation to residential conversions.

#### Residential Conversions

- Single Barn Conversions will be exempt from paying a financial contribution due to viability. However, where there is an increase of 2 - 4 dwellings resulting from the conversion of a barn or complex of barns, a financial contribution will be sought using the method set out in Section 4 B1 and Appendix 3.
- Conversions of Listed Buildings to 1 to 4 dwellings will also be exempt from paying a financial contribution.

### **E.2 Departure applications beyond settlement boundaries**

In accordance with the decision made by Full Council on 21 February 2019 departure applications on unallocated sites are required to deliver 35% affordable housing and no negotiation will be entertained.

### **E.3 Rural Exceptions Policy**

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



## **Policy H7 – Affordable Housing Rural Exceptions**

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

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

### **E.4 Build Your Own Affordable Home Policy**

Monmouthshire County Council positively encourages local people to build their own affordable home to meet their own housing needs through the rural exceptions policy. Single plot exception sites are only permitted with restrictions and the ‘Build Your Own Affordable Home’ policy will be available on the website (Link will be included in final SPG).

## 5. OPTIONS FOR THE DELIVERY OF AFFORDABLE HOUSING

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

### 5.2 Types of affordable housing.

The Council will use the following definitions of affordable housing:

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

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

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

5.5 All affordable housing units, except for intermediate housing delivered under Policy SAH11, must be constructed to the Welsh Government's Development

Quality Requirements (DQR), which includes Lifetime Homes, or successor Welsh Government scheme. Developers' DQR Compliant house types will be checked to ensure that they meet the required standards. (See Appendix 1 for guidance).

- 5.6 The Council has a long term commissioning partnership with RSLs to secure the strategic provision of all types of housing accommodation. This covers minimum standards of service in management terms, allocation of Social Housing Grant, specialisms of the Housing Associations and the long-term allocation of housing sites. The Council's preference is for developers to work with RSLs zoned by the Welsh Government for developing in Monmouthshire and it will normally allocate each site to its preferred RSL on the basis of the RSL's development capacity, other properties in the area, rental levels and other relevant issues. Should there be a need for specialist/purpose built disabled housing, for example, and an element of social housing grant was required the Council would only be able to allocate grant to a zoned RSL.
- 5.7 The financial arrangements for the transfer of completed affordable housing units from the developer to the RSL are to be calculated using the current Acceptable Cost Guidance rates published by the Welsh Government's Housing Directorate. The percentage that the RSL can afford to pay, based on the rental income they would receive for the properties, is 42% of ACG. This leaves the landowner/developer to fund the 58% which in the past would have been covered by Social Housing Grant. The developer will then be required to sell the properties to the RSL at this percentage rate. (This percentage rate does not apply to units delivered under Policy SAH11).
- 5.8 When negotiating option agreements to acquire land for residential development, developers should take account of affordable housing requirements. The amount of Social Housing Grant (SHG) that is available to the Council is very limited and is not normally made available for the delivery of Section 106 sites. The Council's preferred financial arrangements for the provision of affordable housing, as outlined in paragraph 5.7, have been agreed following consultation with the RSLs to ensure a consistent and equitable approach that also provides certainty for developers when they are preparing their proposals.
- 5.9 Affordable housing land or dwellings that are transferred to a RSL will be used to provide affordable housing on a neutral tenure basis to qualifying persons from the Council's Housing Register.
- 5.10 To achieve the aim of developing mixed and balanced communities the Council seeks to provide affordable housing on-site. Only in exceptional circumstances will off-site provision be considered. This might occur, for instance, in situations where the management of the affordable housing cannot be effectively secured (as in sheltered retirement housing schemes). In such cases it may be possible for off-site new build housing or refurbishment/conversion of existing properties to provide a satisfactory alternative that meets the needs of the local community. Such schemes would be subject to the financial arrangements outlined in paragraph 5.7. In the

exceptional circumstances where on-site provision is not considered appropriate and off-site units cannot be delivered as an alternative site is not available, the Council will consider accepting an affordable housing contribution payment in lieu of on-site affordable housing provision. See Section 4 B.1 for information on the methodology for calculating this financial contribution and Appendix 3 for example calculations.

- 5.11 It is recognised that some specialist housing schemes such as Sheltered Housing may be challenging to deliver and any affordable housing contribution would be subject to viability. Should it be necessary the Council will commission an independent viability assessment, the cost of which will be borne by the developer. All viability assessments will be published in the public domain.
- 5.12 There are a number of people living in the County Council area that have specific housing requirements as a result of learning/physical disabilities and/or medical conditions. In certain circumstances, where particular housing needs cannot be met through use of existing affordable housing stock, new purpose built special needs units may be required. Where there is evidence of need, and it is considered appropriate by the Council, special needs housing may be provided as part of the affordable housing contribution through the involvement of a RSL to ensure that these units remain affordable in perpetuity.
- 5.13 It is recognised that the development costs of providing specific needs affordable housing may be higher than general needs affordable housing and therefore it may be acceptable for a lower proportion of affordable units to be provided, subject to an assessment of viability, or the provision of grant to meet those additional costs.
- 5.14 Affordable housing delivered under Policy SAH11
- 5.14.1 Affordable housing delivered under Policy SAH11 will be a mix of social rented units and intermediate housing depending on the local need identified by the Council. All units for social rent will be constructed to Welsh Government Development Quality Requirements, which includes Lifetime Homes. Intermediate housing will be constructed to a standard agreed by the Council and their RSL partners.
- 5.14.2 Affordable housing delivered under Policy SAH11 will be transferred to the Council's preferred RSL at 38% of Welsh Government ACG for social rented units, 50% of ACG for low cost home ownership units and 60% of ACG for intermediate rent units.

5.15 Service Charge and Ground Rents

- 5.15.1 Rents or purchase price are usually seen as the main measures of affordability, but the whole cost of occupation could be significantly higher where service charges and/or ground rents are also payable, for example in a block of apartments. Where there are to be service charges and/or ground

rent then these should also be set at an affordable level if properties are to be classed as affordable. If at the time of determining a planning application the level of service charge or ground rent is not known, an appropriate condition or section 106 agreement clause will be applied.

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

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

Melin Homes  
Monmouthshire Housing Association  
The Pobl Group

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

## **6. THE PLANNING APPLICATION AND SECTION 106 PROCESS**

### **6.1 Type of Planning Application**

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

- All outline or full applications (including change of use applications, other than those exceptions listed in Section 4 i.e. single barn conversions, commercial conversions for 1 to 4 dwellings and conversions of listed buildings to provide 1- 4 dwellings)
- All renewal applications, including where there has been no previous affordable housing obligation

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

### **6.2 Negotiation and Application Process**

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

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

### **Pre Application Discussions**

With Planning and Housing Officers to establish the element of affordable housing required. There is a formal pre-application service which is available at a cost and which can include other Council officers from sections such as Highways and Biodiversity, dependent on the level of service required. More information is available on the Council's website using the following link: <https://www.monmouthshire.gov.uk/planning/pre-application-advice-service/>



### **Submission of Planning Application**

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



### **Further Detailed Negotiations where necessary**

Planning Department in consultation with the Housing Department consider the local need for affordable housing (quantity and type).

Effective and early partnership between developer, RSL and the Council is critical.

The Officer report will require information on the mechanisms for providing affordable housing. This should include that the developer build and transfer to a RSL, which is the Council's preference. In order to transfer to a RSL detailed plans of dwellings would need to be confirmed as meeting their requirements.



### **Consideration by Council's Delegation Panel/Planning Committee as appropriate**



**If recommendation to approve is accepted, the Council resolve to grant planning permission subject to planning conditions and the signing of a Section 106 Agreement, including an agreed Affordable Housing Scheme.**

Council's Solicitor prepares Section 106 Agreement with Developer, in consultation with RSL where necessary. Legal agreement signed by all parties.



**Council issues decision on planning application.**

### 6.3 Section 106 Agreements

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

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

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

6.3.3 The flowchart set out above is unlikely to be applicable to small scale developments that fall below the affordable housing thresholds set out in Policy S4 and that, therefore, require a financial contribution. A standard Section 106 agreement has been prepared for such circumstances to ensure that there is no undue delay in the determination of the application (Appendix 2). A unilateral undertaking may also be an option if only a monetary contribution is required. This is a simplified version of a planning agreement, which is relatively quick and straightforward to complete, and is entered into by the landowner and any other party with a legal interest in the development site.



## 7. MONITORING AND TARGETS

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

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

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

**Total** **1,185**

7.3 The period for this estimate had a base date of 1 April 2013. Table 1 below shows the total dwelling completions and total affordable housing completions from this base date

**Table 1 – Housing Completions since 1 April 2013**

<b>Year</b>	<b>Total Completions</b>	<b>Affordable Housing Completions</b>
2013/14	230	36
2014/15	205	17
2015/16	234	63
2016/17	238	47
2017/18	279	84
2018/19	443	131

*Source: Monmouthshire County Council Joint Housing Land Availability Studies 2013 - 2019*

7.4 The Council is required to produce an Annual Monitoring Report (AMR) for the LDP that has to be published every October for the preceding financial year. The LDP monitoring framework includes a number of indicators relating to affordable housing. The AMRs are available to view on the Council's website.



## Contacts

### **Monmouthshire County Council:**

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

#### **Planning Policy Section**

Planning Policy Manager, County Hall, Rhadyr, Usk, Monmouthshire,  
NP15 1GA

Tel: 01633 644827.

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

#### **Housing & Communities**

Strategy & Policy Officer, Housing & Communities, County Hall, Rhadyr, Usk,  
Monmouthshire,

NP15 1GATel: 01633 644474

E Mail: [louisescorbett@monmouthshire.gov.uk](mailto:louisescorbett@monmouthshire.gov.uk)

**Potential developers** should contact the Development Management Section:

#### **Development Management Section**

Development Services Manager, County Hall, Rhadyr, Usk, Monmouthshire,  
NP15 1GA

Tel: 01633 644800. Email: [planning@monmouthshire.gov.uk](mailto:planning@monmouthshire.gov.uk)

### **Registered Social Landlords:**

#### **Melin Homes**

Ty'r Efail, Lower Mill Field, Pontypool, Torfaen. NP4 0XJ

Tel: 08453 101102.

Email: [peter.davies@melinhomes.co.uk](mailto:peter.davies@melinhomes.co.uk)

#### **Monmouthshire Housing Association**

Nant-Y-Pia House, Mamhilad Technology Park, Mamhilad, Monmouthshire,  
NP4 0JJ

Telephone: 01495 761112

Email: [karen.tarbox@monmouthshirehousing.co.uk](mailto:karen.tarbox@monmouthshirehousing.co.uk)

#### **The Pobl Group**

Exchange House, The Old Post Office, High Street, Newport, NP20 1AA

Tel: 01633 679911

Email: [neil.barber@poblgroup.co.uk](mailto:neil.barber@poblgroup.co.uk)

#### **David James**

##### **Rural Housing Enabler Monmouthshire**

C/o Monmouthshire Housing Association, Nant-Y-Pia House, Mamhilad Technology  
Park, Mamhilad, Monmouthshire, NP4 0JJ

Tel: 07736 098103

Email: [david.james@rhe-monandpowys.co.uk](mailto:david.james@rhe-monandpowys.co.uk)

**APPENDIX 1**

**ACG Floor Areas**

**APPENDIX 2**

**Draft Standard Section 106 Agreement for Affordable Housing Financial Contributions - Will be available in final version of SPG**

## APPENDIX 3

### HOW TO CALCULATE FINANCIAL CONTRIBUTIONS FOR AFFORDABLE HOUSING

The required Commuted Sum (CS) Rate financial contribution is calculated by using the rates below for each area of Monmouthshire and the internal floor space of the dwelling(s) in m<sup>2</sup>. It should be noted that integral garages, as part of any scheme, would be counted within the internal space. The figure of 58% is the proportion that the landowner/developer would fund were the units to be delivered on site.

Formula: Financial Contribution = Internal Floor Area (m<sup>2</sup>) x CS Rate x 58%

#### Commuted Sum Rates

Severnside	-	£80/m <sup>2</sup>
Monmouth	-	£100/m <sup>2</sup>
Abergavenny	-	£120/m <sup>2</sup>
Chepstow	-	£120/m <sup>2</sup>
Rural	-	£120/m <sup>2</sup>

The figure of 58% in the examples below is the amount that the landowner/developer would fund were the units to be delivered on site. The Registered Social Landlord (Housing Association) would fund the remaining 42%.

#### EXAMPLES OF AFFORDABLE HOUSING CONTRIBUTIONS

##### Example 1

Dwelling measuring 98m<sup>2</sup> in a rural area:

$$(\text{£}120/\text{m}^2 \times 98\text{m}^2) \times 58\% = \text{£}6,821$$

##### Example 2

Two dwellings (one at 98m<sup>2</sup> and one at 110m<sup>2</sup>) in Chepstow:

$$(98\text{m}^2 + 110\text{m}^2 = 208\text{m}^2)$$

$$(\text{£}120/\text{m}^2 \times 208\text{m}^2) \times 58\% = \text{£}14,476$$

##### Example 3

Three dwellings (one at 78m<sup>2</sup>, one at 83m<sup>2</sup> and one at 94m<sup>2</sup>) in Monmouth:

$$(78\text{m}^2 + 83\text{m}^2 + 94\text{m}^2 = 255\text{m}^2)$$

$$(\text{£}100/\text{m}^2 \times 255\text{m}^2) \times 58\% = \text{£}14,790$$

**APPENDIX 4**  
**Checklist for Assessing Affordable Housing Requirements**

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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>The Local Development Plan (LDP), adopted on 27 February 2014, sets out the Council's vision and objectives for the development and use of land in Monmouthshire, together with the policies and proposals to implement them over the ten year period to 2021. Supplementary Planning Guidance (SPG) sets out detailed guidance on the way in which the policies of the LDP will be interpreted and implemented. The Affordable Housing SPG, adopted in March 2016, was prepared to provide further clarification on the interpretation and implementation of the LDP's affordable housing policies. However, since the SPG was adopted a number of issues have arisen in relation to the viability of affordable housing provision on certain types of development sites which has triggered the need to update the SPG. The SPG has, therefore, been amended to take account of updated evidence and to provide clarity on key elements of the SPG as set out in revised draft SPG. This revised draft SPG has since been issued for consultation purposes.</p>
<p><b>Name of Service area</b></p> <p>Planning and Housing</p>	<p><b>Date</b></p> <p>20/06/2019</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The revised Affordable Housing SPG should bring positive benefits to Monmouthshire's residents of all ages, particularly through increasing the supply of affordable housing in the County. Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers. A commuted sum also has the potential to bring forward additional units of housing to meet the specific housing needs of vulnerable groups.	None	Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.
Disability	The revised Affordable Housing SPG should bring positive benefits to Monmouthshire's residents, reflecting the need to ensure the provision of a wide-ranging choice of homes including meeting affordable and accessible housing needs as far as possible. Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers. A commuted sum also has the potential to bring forward additional units of housing to meet the specific housing needs of vulnerable groups.	None	Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.
Gender reassignment	None	None	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	None	None	N/A
Pregnancy or maternity	None	None	N/A
Race	None	None	N/A
Religion or Belief	None	None	N/A
Sex	None	None	N/A
Sexual Orientation	None	None	N/A
Welsh Language	None	None	N/A
Poverty	None	None	N/A


**2. 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. There's no need to put something in every box if it is not relevant!



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p><b>Positive:</b> Promoting affordable housing assists in achieving overall prosperity of communities and their residents. The revised SPG seeks to maximise affordable housing provision via a pragmatic and evidenced approach. Affordable housing provision is essential in enabling sustainable resilient communities.</p> <p><b>Negative:</b> None. The SPG has been amended to take account of updated evidence which will ensure that the viability of development is not adversely affected.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that guidance, as set out in the revised SPG, is accurately interpreted and implemented.</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><b>Positive:</b> Potential for proposals to conserve and enhance existing ecological networks/ landscape in accordance with LDP policy framework.</p> <p><b>Negative:</b> Development may be located in main and minor villages where there is limited public transport and likely reliance on the use of the private car. The car usage likely to result from small scale development in rural areas is considered to be justified because it is likely to be minimal and the addition of new affordable housing makes a contribution to meeting housing needs.</p>	<p><b>Mitigate Negative Impacts:</b> Ensure that biodiversity, landscape interests etc. are appropriately considered in assessing any planning application and that good standards of design, landscaping etc. are achieved.</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p><b>Positive:</b> The provision of appropriate affordable housing development can assist in promoting good health, independence and well-being and in bringing forward additional units of housing to meet the specific housing needs of vulnerable groups</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.</p>



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p><b>Positive:</b>. Affordable housing makes an important contribution to the sustainability and cohesiveness of our towns and villages by providing homes that local people on low incomes can afford to live in.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.</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><b>Positive:</b> The revised SPG supports the implementation of affordable housing policies of the LDP, which has been subject to a Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) to ensure that social, economic and environmental objectives are met, thereby contributing to sustainable development and global well-being.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented which will include consideration of social, economic and environmental wellbeing.</p>
<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><b>Positive:</b> The revised SPG has a positive general impact on culture, heritage and language. In general terms affordable housing makes an important contribution to the sustainability and cohesiveness of our towns and villages by providing homes that local people on low incomes can afford to live in.</p> <p><b>Negative:</b> None.</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p><b>Positive:</b> The revised SPG should bring positive benefits to Monmouthshire’s residents by opening up opportunities for appropriate affordable housing developments where they comply with the LDP policy framework. Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers. A</p>	<p><b>Better contribute to positive impacts:</b> Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>commuted sum also has the potential to bring forward additional units of housing to meet the specific housing needs of vulnerable groups. Housing policies, as with all LDP policies, have been subject to a Sustainability Appraisal that measures their performance against sustainability objectives, including equality measures.</p> <p><b>Negative:</b> None.</p>	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	<p>The LDP covers the period 2011-21. The revised SPG supports the implementation of the LDP. By its nature, therefore, it cannot look beyond this period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p> <p>The LDP housing policy framework seeks to balance the short term need for housing development and viability issues with the longer term need to create balanced and sustainable communities. Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers. A commuted sum also has the potential to bring forward additional units of housing to meet the specific housing needs of vulnerable groups.</p>	<p>Ensure that the relevant guidance, as set out in the revised SPG, is accurately interpreted and implemented.</p> <p>The LDP and its policies have been subject to SA/SEA. The replacement LDP will be subject to SA/SEA.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance including affordable housing policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will help inform the evidence base for the replacement LDP.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>The revised SPG has been produced in liaison with the Council’s Housing Strategy Officers following discussions regarding planning applications for affordable housing development. It has been subject to further internal consultation and external consultation. Public consultation was targeted to those who were considered to have a specific interest in the topic but also including all town and community councils. The consultation was also publicised via our Twitter account @MCCPlanning, as well as the corporate Monmouthshire Twitter account.</p>	<p>The revised SPG supports LDP affordable housing policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including affordable housing policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP. The Replacement LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>The revised SPG has been produced in liaison with the Council’s Housing Strategy Officers following discussions regarding planning applications for affordable housing development. It has been subject to further internal consultation and external consultation. Public consultation was targeted to those who were considered to have a specific interest in the topic but also including all town and community councils. The consultation was also publicised via our Twitter account @MCCPlanning, as well as the corporate Monmouthshire Twitter account.</p>	<p>The revised SPG supports LDP affordable housing policies. The LDP was subject to extensive community and stakeholder engagement and consultation throughout the plan preparation process. This provided those interested parties with the opportunity to make representations on the policy framework to the Council and to an independent inspector who examined the LDP.</p> <p>LDP AMRs will provide both an annual evaluation of plan performance, including affordable housing policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP. The replacement LDP will be taken forward through extensive community and stakeholder engagement, expanding on the methods used previously.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The requirement for revising the Affordable Housing SPG has arisen from the viability evidence on small-scale development sites which has demonstrated that affordable housing provision is not viable on certain types of development sites. The Council seeks to support and adopt a positive approach to appropriate affordable housing development and appropriate financial contributions where it is not possible to negotiate affordable housing units on site.</p> <p>The SPG has been amended to take account of updated evidence and to provide clarity on key elements of the SPG. It is considered that the revised SPG will provide further clarity to all stakeholders and importantly maximise affordable housing provision via a pragmatic and evidenced approach.</p>	<p>The future adoption and implementation of this revised SPG will support appropriate affordable housing development where it accords with the LDP policy framework.</p>
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The revised SPG supports the implementation of the LDP which has been subject to a SA/SEA that balances the impacts on social, economic and environmental factors.</p>	<p>The AMRs will examine the impacts of the LDP over the longer term and evidence the emergence of any trends at different spatial scales. Delivering sustainable development (social, economic and environmental) is central to the LDP. Continue to monitor indicators, including housing policy indicators and targets, to inform future AMRs.</p> <p>The replacement LDP will be subject to a SA/SEA that balances the impacts on social, economic and environment factors.</p>



**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	<b>Describe any positive impacts your proposal has</b>	<b>Describe any negative impacts your proposal has</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Social Justice	None	None	N/A
Safeguarding	None	None	N/A
Corporate Parenting	None	None	N/A

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

5  
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- Monmouthshire Local Development Plan (2011-2021).
- Adopted Affordable Housing Supplementary Planning Guidance (2016)
- Viability Appraisals on small sites within the County
- Local Housing Market Assessment (September 2018)

**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?**

**Positive:** The revised SPG continues to support the provision of affordable housing in Main Towns, Severnside Settlements, Rural Secondary Settlements, Main and Minor Villages, subject to compliance with the LDP policy framework. Affordable housing makes an important contribution to the sustainability of our towns and villages by providing homes that local people on low incomes can afford to live in. It also a means of providing low cost homes for first time buyers. A commuted sum also has the potential to bring forward additional units of housing to meet the specific housing needs of vulnerable groups. The provision of

affordable housing will generate positive impacts on the local economy which is essential to the well-being of local communities and residents throughout Monmouthshire.

**Future:** Ensure that LDP’s affordable housing policies are accurately interpreted and implemented fully through use of this revised SPG. The effectiveness of the affordable housing policies will be monitored on an annual basis in the LDP AMR.

**Negative:** Potential for some negative sustainability impacts where affordable housing development is located in main and minor villages where there is limited public transport and subsequent reliance on the private car, resulting in increased car use in these areas, albeit that this is likely to be minimal given the nature of small scale affordable housing development in rural areas. Therefore, the scope for such negative impacts is limited and will be carefully considered against the LDP policy framework.

**Future:** LDP AMRs will provide both an annual evaluation of plan performance, including affordable housing policies, and year by year comparison from which emerging long term trends may be identified and reported on. This will inform the evidence base for the replacement LDP.

**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
Seek Planning Committee endorsement of the revised SPG with a view to it being formally adopted as SPG in connection with the Monmouthshire LDP.	Subsequent to this, adopt the revised SPG following endorsement by Planning Committee and Cabinet	Head of Planning, Housing and Place-shaping

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1.0	Planning Committee (consultation)	02/04/2019	n/a
1.1	Individual Cabinet Member (endorsement to issue for public consultation)	10/04/2019	n/a
1.2	Adults Select Committee (scrutiny)	30/04/2019	Report updated to reflect comments received at Select Committee and outcomes of community engagement undertaken.
1.3	Planning Committee (consultation and review of public responses and proposed amendments)	02/07/2019	As above
1.4	Cabinet (adoption)	31/07/2019	As above

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## REPORT

<b>SUBJECT</b>	<b>REVENUE &amp; CAPITAL MONITORING 2018/19 OUTTURN STATEMENT</b>
<b>DIRECTORATE</b>	<b>Resources</b>
<b>MEETING</b>	<b>Cabinet</b>
<b>DATE</b>	<b>31<sup>st</sup> July 2019</b>
<b>DIVISIONS/ WARD AFFECTED</b>	<b>All Authority</b>

### 1. PURPOSE

- 1.1 The purpose of this report is to provide Members with information on the revenue and capital outturn position of the Authority based on capital slippage and reserve approval and deferment.
- 1.2 This report will also be considered by Select Committees as part of their responsibility to,
- assess whether effective budget monitoring is taking place,
  - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
  - challenge the reasonableness of projected over or underspends, and
  - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

### 2. RECOMMENDATIONS PROPOSED TO CABINET

- 2.1 That Members consider a net revenue forecast of £2.4m deficit, and evolving recovery plan necessary to return a balanced position prior to end March 2020.
- 2.2 That Members note the 88% delivery of the budget setting savings agreed by full Council previously and a need for remedial action/savings in respect of circa 12% savings (£748k) reported as delayed or unachievable by service managers.
- 2.3 That Members consider the capital outturn spend of £35.493m, introducing a £24k anticipated overspend, and the presumptions made around net financing consequences as per para 3.19.
- 2.4 Members note the extent of movements in reserve usage, including individual budgeted draws on school balances, and their effect on current prudent financial planning assumptions as outlined in para 5.2.

### 3. MONITORING ANALYSIS

3.1 Increasingly Scrutiny Committee feedback is that that monitoring report is getting more involved, detailed and as a result more difficult to follow. This isn't particularly unusual in periods of increasing deficit pressures and need for remedial savings to compensate for agreed savings not likely to be made. Further clarification has been requested to understand how best monitoring could be adjusted, but as an interim step, the ordering of the report has been altered in an attempt to provide a clearer holistic revenue and overall savings position and better organise Scrutiny Committee portfolio matters within the commentary for each Committee. Unfortunately part of the problem appears to be that Select portfolios bear limited relationship to organisation Directorate structures, but further feedback will be taken during month 2 interaction with Select Committees whether the adjustments made clarify the presentation adequately to make that less of an issue.

### 3.2 Holistic Revenue Position

Table 1: Council Fund 2019/20 Outturn Forecast Summary Statement at Month 2 (Period 1)

Service Area	Initial 2019-20 Annual Budget	Revised Forecast Outturn	Forecast Over/ (Under) @ Outturn based on Month 2 Activity	Over/ (Under) @ 2018-19 Outturn
	£'000	£'000	£'000	£'000
Adult Services	7,644	7,830	186	181
Children Services	11,937	14,233	2,296	1,451
Community Care	22,610	22,612	2	-1,073
Commissioning	1,604	1,605	1	-104
Partnerships	418	418	0	0
Public Protection	1,458	1,464	6	10
Resources & Performance	573	570	-3	7
<b>Total Social Care &amp; Health</b>	<b>46,244</b>	<b>48,732</b>	<b>2,488</b>	<b>472</b>
Individual School Budget	44,508	44,508	0	-67
Resources	1,252	893	-359	-33
Standards	5,429	6,130	701	737
<b>Total Children &amp; Young People</b>	<b>51,189</b>	<b>51,531</b>	<b>342</b>	<b>637</b>
Business Growth & Enterprise	1,590	1,583	-7	-152
Operations	15,498	15,575	77	321
Planning & Housing	2,193	2,197	4	-279
Tourism Life & Culture (Monlife)	3,324	3,584	260	177
<b>Total Enterprise</b>	<b>22,605</b>	<b>22,939</b>	<b>334</b>	<b>67</b>

Legal & Land Charges	701	721	20	33
Governance, Democracy and Support	3,952	3,962	10	-99
<b>Total Chief Executives Unit</b>	<b>4,653</b>	<b>4,683</b>	<b>30</b>	<b>-66</b>
Finance	2,630	2,507	-123	-220
Information Communication Technology	2,640	2,572	-68	-14
People	1,647	1,649	2	58
Future Monmouthshire	-14	193	207	17
Commercial and Corporate Landlord Services	622	498	-124	-31
<b>Total Resources</b>	<b>7,525</b>	<b>7,419</b>	<b>-106</b>	<b>-190</b>
Precepts and Levies	19,240	19,059	-181	5
Coroners Service	117	146	29	
Archives Service	182	182	0	
Corporate Management (CM)	158	212	54	-412
Non Distributed Costs (NDC)	595	657	62	32
Strategic Initiatives	442	0	-442	-424
Borrowing Cost Recoupment	-1,455	-1,455	0	0
Insurance	1,400	1,400	0	0
<b>Total Corporate Costs &amp; Levies</b>	<b>20,679</b>	<b>20,201</b>	<b>-478</b>	<b>-799</b>
<b>Net Cost of Services</b>	<b>152,895</b>	<b>155,505</b>	<b>2,610</b>	<b>121</b>
Fixed Asset disposal costs	119	119	0	0
Interest and Investment Income	-206	-240	-34	-187
Interest payable & Similar Charges	4,130	3,977	-153	83
Charges required under regulation	5,202	5,251	49	-29
Contributions to Reserves	444	444	0	30
Contributions from Reserves	-789	-789	0	-27
<b>Appropriations</b>	<b>8,900</b>	<b>8,762</b>	<b>-138</b>	<b>-130</b>
General Government Grants	-62,548	-62,548	0	0
Non Domestic rates	-30,682	-30,682	0	0
Council Tax	-75,124	-75,124	0	97
Council Tax Benefits Support	6,559	6,501	-58	-137

Financing	-161,795	-161,853	-58	-40
Net Council Fund (Surplus) / Deficit	0	2,414	2,414	-49

- 3.3 This outturn forecast is a significant deficit, such that SLT are currently considering their actions to resolve the situation. The pressure areas remain those that have been highlighted in previous reports e.g. additional learning needs, Children's Services, passenger transport, car parking and Monlife activities where activity no longer reflects the budget provided and the savings volunteered by services colleagues.
- 3.4 The Authority continues to bear down on non-essential spend and continues to scrutinise vacant posts as they arise. Ongoing efforts are being made to recover the current overspend position.
- 3.5 The outturn variance of £2.4m equates closely to the full extent of Children's Services pressure (£2.3m). Whilst there may be some contributory factors around local judiciary approach to Children's services that impact the local situation, the position experienced within Monmouthshire echoes many of those being reported nationally.
- 3.6 [\*At the tipping point? Welsh local government and austerity\*](#), published by the Wales Centre for Public Policy drew relevant parallel conclusions that highlighted the significant increase in demand for social care in recent years, as has been widely reported. Councils offered multiple explanations which are consistent with the Authority's current experiences in that:
- Demographic pressures were created by an ageing population.
  - An increased number of looked-after children were entering the care system - there has been a 146% increase in the number of court applications to remove children into care in Wales between 2008-09 and 2016-17 (Cafcass Cymru, 2018).
  - The impact of wage inflation
  - The increased complexity of care needed
- 3.7 Whilst education and social care have been relatively protected by local government to date, most councils feel unable to sustain this unless Welsh Government provide a fairer settlement for local government in Wales. The impact of protecting these services going forward will clearly have an adverse knock-on effect to other council services that are highly regarded and highly valued in our communities.
- 3.8 It would be fair to reason that as a whole, local councils have managed remarkably well to make deep spending reductions over the last seven years, without any major public outcry over service reductions or failure, but the national situation does feel increasingly acute when the Chair of Public Accounts Committee highlights that *'the proportion of councils overspending on social care has increased from 63% in 2010-11 to 91% in 2017-18. The total national overspend on children's social care in 2017-18 was £872m'*.
- 3.9 Senior officers and Cabinet members of the Authority are working closely with the Welsh Local Government and other authorities to provide evidence to Welsh Government to highlight the extent and severity of pressures faced and to lobby Welsh Government not just for a fairer local government settlement but also to consider further in-year funding directed towards acute pressures being faced in social care and schools in particular.



- 3.10 Senior management are considering their response to the financial forecast and have already identified circa £960k changes to bring the outturn down to £2.4m overspend, with circa £500k related to capitalising existing revenue expenditure rather than affecting front line service provision. Current recovery plan intentions appear to focus predominantly on ad hoc one-off changes, where as many of the pressures are longstanding in nature, suggesting that a one off permanent realignment to base budgets would provide a more sustainable budget monitoring basis. However, consideration will also have to be given to the MTFP and budget process that is being developed and where recurrent and more sustainable savings proposals are being considered.
- 3.11 It is also worthy of note that the Authority is currently seeking advice from its VAT Accountant and advisors as to whether the adoption of the Ealing ruling, which allows the authority to benefit from certain supplies of leisure services being treated as exempt from VAT, could open up the opportunity for a significant one-off reclaim of VAT and without adversely affecting its future VAT management arrangements.
- 3.12 Whilst advice continues to be sought this could be one means by which the Authority arrests the current overspend position. However, regardless of this, recovery efforts continue and in looking to curtail non-essential spend and secure opportunities to drive further savings.
- 3.13 A comparison of the Net Council fund line against previous years activity indicates the significance of the variance,

Net Council Fund Surplus	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
	£'000	£'000	£'000	£'000	£'000	£'000
Period 1	2,414 deficit	379 deficit	164 deficit	1,511 deficit	867 deficit	219 deficit
Period 2		766 surplus	62 deficit	839 deficit	1,066 deficit	116 deficit
Period 3				79 surplus	162 deficit	144 deficit
Outturn		49 surplus	652 surplus	884 Surplus	579 surplus	327 surplus

- 3.14 Revenue budget monitoring information for each directorate's directly managed budgets is provided together with information on corporate areas through the hyperlink in section 8 below.
- 3.15 **Holistic 2019/20 Budget Savings Progress**

This section monitors the specific savings initiatives and the progress made in delivering them during 2019-20 as part of the MTFP budgeting process.

In summary they are as follows,

Disinvestment by Directorate 2019-20	2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable YTD
REVENUE MONITORING 2019-20	£000	£000	£000	£000
Children & Young People	(1,234)	(1,208)	0	(26)
Social Care & Health	(1,246)	(1,205)	0	(41)
Enterprise	(1,480)	(969)	(307)	(205)
Resources	(1,342)	(1,303)	(39)	0
Chief Executives Units	(106)	(96)	0	(10)
Corporate Costs & Levies	0	0	0	0
Appropriations	(282)	(162)	0	(120)
Financing	(756)	(756)	0	0
<b>DIRECTORATE Totals</b>	<b>(6,446)</b>	<b>(5,699)</b>	<b>(346)</b>	<b>(402)</b>

3.16 Anticipated mandated saving performance is running at 88% of budgeted levels, with currently £402,000 being deemed potentially unachievable, and a further £346,000 to be delayed to later years.

3.17 The emphasis of reporting savings is based on whether saving is forecast to be achieved, even if not manifest in Directorate management reports yet. Consequently the savings appendix (appendix 1) also has a traffic light system to indicate whether savings are likely to be achieved or have justifiable reasons explaining delayed implementation. The following summary of savings mandates are highlighted as requiring further work to crystallise or exhibit an anticipated degree of volatility.

### 3.18 Scrutiny Committee Organised Revenue Monitoring Commentaries

A summary of main pressures and under spends within the Net Cost of Services Directorates include,

#### 3.19 Stronger Communities Select Portfolio (£750k net underspend)

Chief Executives Unit (£30k overspend)

**Legal division** exhibit a £20k overspend, due to a shortfall in land charges income, and unanticipated software costs. **Governance, democracy and support** estimate a £10k deficit due to additional staff costs at Contact centre to resolve teething issues with revised waste arrangements.

Resources Directorate (£106k underspend)

**Finance Division predict an underspend of £123k**, predominantly predicted savings in Revenues and Exchequer sub division and saving in management cost. **IT** predicts an **£68k underspend**, due to laptop purchases being capitalised being more significant than the deficit introduced by shortfall in annual SRS contribution. **People services** predicts **£2k deficit**, mainly the result of £12k additional staffing proposed from HR system visioning exercise compensated by staff savings in training £10k. **Corporate Landlord division** exhibited a net **£124k surplus** which hides large variances within monitoring, savings accrue from delay in staffing restructure, extra income from solar farm, and capitalisation of building maintenance costs, which compensate for pressures in cemeteries, industrial units and county farms. Also income from commercial investments is less than budgeted due to void levels currently.

**Future Monmouthshire** exhibits a **£207k deficit**, being the proportion of digitisation, travel and agency cost savings not yet attributable to particular services. Future Monmouthshire and SLT colleagues have previously been advised to avoid such generic savings as they involve superficial assessment and traditionally they are not well owned by Directorates subsequently.

#### Budget Savings Performance

#### Resources Directorate & Corporate

- A shortfall (£39k) in the extent of income from Commercial investments returns against the amount presumed in revenue budget.

#### Resources Directorate Recovery Activities

Resources Directorate has made £200k beneficial changes to initial monitoring to revise the outturn forecast to £106k surplus, capitalising £100k of computer replacement and £100k of corporate building maintenance. There is still an exercise to complete to apportion last year's "delayed" generic travel, agency and digital savings totalling £172k, and a further travel saving of £50k in 2019-20.

#### Resources Director's Context & Commentary

The overall forecast overspend being faced is known and understood to the Directorate.

Steps have already been taken and the directorate forecast has already benefitted from being able to transfer eligible costs to capital where they will be funded from additional capital grant received from Welsh Government. This amounted to £200k and related to the cost of rolling laptop replacement (£100k) and eligible costs from within the corporate building maintenance budget (£100k).

Further steps are being taken to curtail all non-essential spend and vacancies are being reviewed and scrutinised as they arise. Any opportunities for further savings will be investigated to benefit the in-year position.

Finance division is forecasting an under spend of £123k at year-end. Vacancy savings of £107k are currently being forecast within finance and ahead of restructure proposals being brought to Cabinet and subsequently implemented. There is also an £18k under spend resulting from the delay in the implementation of the new cash system.

ICT is forecasting a £68k under spend comprising a £100k under spend resulting from the corporate laptop replacement budget being funded through capital, offset by a £33k over spend on the SRS core contribution and for which recovery options are being explored.

People Services are forecasting close to budget with a small £2k over spend.

Future Monmouthshire is forecasting a £207k over spend. However, and as mentioned above, this relates to corporate savings that have not yet been allocated against directorate budgets. Chief Officers are aware that these savings will need to be managed and the Future Monmouthshire team will work with directorates to ensure savings can be delivered or any consequential impact mitigated.

Corporate Landlord division is reporting a net £124k under spend. Savings from a delay in restructure proposals being progressed (£70k) and extra income from the solar farm (£100k), together with the aforementioned savings from transferring corporate building maintenance

costs to capital (£100k) are offset by pressures in cemeteries, industrial units and county farms. Income from commercial investments is currently less than originally budgeted due to current void levels. A sinking fund held in reserves to offset any shortfalls and any further in-year investments or acquisitions can still look to positively impact the budget.

Corporate (£478k underspend)

The net effect of the unutilised redundancy budget (£442k) and additional Fire pension costs being borne by central government (£180k) compensating for addition pension strain costs, extra coroners staffing, and loan brokerage fees. Please note the cost of redundancies unless subject to the traditional 2 stage approval process agreed with members show as overspends within service budgets.

Appropriations (£138k underspend)

Reserve usage is traditionally adjusted in both Appropriations and service Directorates to avoid any artificial variances, at month 2 service managers presume no slippage in reserve funded initiatives. The Council's Treasury budget presumed leaving the European union by now, the net surplus effect is caused by static rather than increasing interest rates and the continued benefit of short term recurrent borrowing.

Budget Savings Performance

- As part of 2019-20 budget deliberations it was planned to set aside sufficient receipts to reduce minimum revenue provision payments by £120k. However the Crick Road element of the receipts balance (£2.7m) is effectively fettered from use by a negotiated condition that compels, upon request, the Council to repay the receipt back to Melin should it not be in a position to facilitate a workable and affordable drainage solution for the site by September. Consequently it would be imprudent to set aside that balance or use it to afford capital expenditure until that condition has fallen away. As a result, the related net saving of £120k from receipts being used to replacing borrowing in affording purchase of short life assets and avoid resulting minimum revenue provision is no longer appropriate.

Financing (£58k underspend)

This results from a traditional and recurrent anticipated underspend in Council tax benefit payments. However going forward this is an area where activity is likely to be more volatile than traditionally given advertising campaign undertaken by Welsh Government and the advent of universal credit bringing focus to individual's financial circumstances.

### **3.20 Economy & development Select Portfolio (£340k net overspend)**

Enterprise Directorate (£334k net overspend)

**Business growth and enterprise** predict a net **£7k underspend**, being minor savings in staffing chargeable to specific grants. The forecast presumes no variance to Events or Borough theatre activities, but please note there is still no formal Events strategy to indicate how events income will contribute a holistic benefit in sustaining services. This remains similar to the Borough Theatre situation.

**Planning & Housing (net £4k overspend)** – caused by a minor variation to building control budget.

**Tourism, leisure & culture - Monlife (£260k overspend)** – The 2019-20 budget included £551k growth, to include salary growth, additional NNDR liability at Monmouth Leisure Centre caused by enhancing building works, and a variety of historic savings targets not delivered written out. The service also volunteered net £331k savings as a result of new structure/organisation. Now that the Council has concluded the business case doesn't sufficiently support outsourcing, an exercise is necessary to work through which savings are still viable to Council structure.

**Operations forecast a collective £77k deficit.** The position for each of main Operations areas is as follows, Transport Garage and car parks £150k net deficit (£200k income deficit from car parking compensated by £50k garage capitalised repairs), catering breakeven, cleaning £7k surplus, Passenger Transport £177k deficit (caused by inability to make budget savings and additional hire costs), Waste and Streetscene £54k surplus (caused capitalisation of recycling bags and Highways £188k surplus (the net result of redirecting revenue expenses to be afforded by additional capital funding, and a mild winter prediction).

Budget Savings performance

Operations Division is in Enterprise Directorate

- Shortfall in waste and car parking savings (£102k) comes in the form of reduced (6month) income from changes to car parking arrangements and 10 months saving in respect of civic amenity savings agreed.
- The savings agenda within PTU were significant and wide ranging and involved significant officer time outside of core PTU team. Latest anticipation from a current retendering exercise still suggests a £192k shortfall against savings expectations.
- Monlife reported net £331k savings as a result of changing organisational structures, which require review as to whether still appropriate to internally provided services. The Council has originally suspected £126k central support pressures as a result of outsourcing Monlife. These have been offset against savings targets prior to the need for a more in depth review.

Enterprise Directorate Recovery Activities

As a result of initial month 2 information, SLT have made remedial changes designed to improve the outturn forecast by £400k, to end the year at £334k deficit.

The changes relate to,

- Reduced overspend forecast in respect of Tintern Station (£7k).
- Highways Development and flooding team predict a £74k improvement as a result of road closure income and capital project fees.
- Highways Ops is forecasting to under-spend by £114,000 due to increased capital income. The Highways 19/20 capital allocation has allowed us to rearrange our repair programme to better displace core costs with capital funding. As is evident from last year this budget is heavily influenced by the weather - we are currently assuming that we will have an average winter season so do not include any costs for any adverse weather. If this does materialise then the outturn position could change.

- Waste & Scene is forecasting to underspend by £54,000. The availability of an equipment budget in the capital programme has allowed us to passport the costs of long life bags to capital, this has provided an in year benefit to the revenue account.
- The Transport garage is forecasting to underspend by £50,000. This is due to the decision to set aside a capital budget to fund major repairs that are usually charged to revenue but are capital in nature.
- Housing £10k. No real change in narrative, more of a change to service based forecast based on a more detailed consideration of activity.
- Passenger transport £20k. No real change in narrative, , more of a change to service based forecast based on a more detailed consideration of activity.

The revised outturn forecast significantly reflects the need to still unpick the shadow accounting treatments for Monlife, this exercise will occur between month 2 and 7.

### Enterprise Director's Context & Commentary

Enterprise and MonLife is forecasting to overspend by £334,000. This position already includes £400,000 of changes as a result of displacing costs to our capital programme. It is clear that if this wasn't made available then we would have a material deficit. Departmental performance is as follows: -

#### **Operations**

Operations is forecasting to overspend by £78,000. Our main areas of concern are Car Parks and PTU who are both overspending by £200,000 and £150,000 respectively. Car Park income continues to be an issue where pay & display income is down against budget, although we are hopeful that now our Civil Parking Enforcement team is up and running we will see an improvement in income as customers are driven back into our car parks and through additional fines. The passenger transport unit is overspending mainly due to unachievable savings built into the MTFP and additional hire costs, we were relying on £194k of Dynamic Purchasing System (DPS) tendering savings to help us balance the budget this year but unfortunately it appears that these will now not materialise. The authority has set up an officer programme board to review all aspects of PTU provision in the hope of driving through efficiencies – this might have a positive impact on year end outturn. It is good to see that all other services within Operations are forecasting to return an under spend although three of these areas have benefitted from our decision to move costs to capital, they are Highways (£188,000), Waste (£115,000) and Transport (£50,000).

#### **Business Growth & Enterprise**

BGE is forecasting a small underspend of £7,000 due to grant windfalls. All other services are expecting to come in on budget.

#### **Planning & Housing**

Planning & Housing is forecasting a small overspend of £4,000. All services are forecasting to break-even apart from Building control whose overspend will be charged to the Building Control Trading Reserve. The Housing section has also benefitted from £10,000 of capital funding.

#### **MonLife**

The MonLife section is forecasting to overspend by £260,000. The service is still carrying within its budget a net £205,000 MTFP saving in relation to attaining charity status, now MonLife is staying in-house this has turned into a budget pressure that the unit is struggling to manage. We also have small overspends in Museums, Cultural Services, Attractions and Countryside as services cannot match budgeted vacancy factor savings. Tintern Station has benefitted from £7,000 of capital funding.

It is very early in the reporting period to gain an accurate understanding of how services will perform during the year and we will have a better idea at Month 7 as spending patterns emerge and more accurate forecasts made. Operations is heavily influenced by adverse weather and we have to be mindful of the impact this may have on budgets. We will continue to implement our recovery plans ensuring that disruption to front line services is kept to a minimum

Social Care & Health (£6k overspend)

**Public Protection (£6k overspend)** – predominantly the net effect of minor pressures across registrars, public health and trading standards.

### **3.21 Adult Select Portfolio (net £186k overspend)**

Social Care & Health

**Adult Services (£186k overspend)** – resulting from net staffing pressures at Severn View and pressure within domiciliary care market that necessitates a greater degree of Council provided service, both of which are compensated in part by management savings and savings to individual support services arrangements and Budden Crescent costs.

**Community Care (£2k overspend)** – minor unreported variance against budget compensated by small saving in Resources section.

**Commissioning (£1k overspend)** – minor unreported variance against budget compensated by small saving in Resources section.

**Resources (£3k underspend)** – minor adhoc savings.

Budget Savings performance

- All savings are presumed by service colleagues to be delivered in full.

No explicit social care recovery activities have been identified to date

#### **Social Care & Health Director's Context & Commentary**

At this early stage of the financial year we are predicting a £2.26M overspend, after accounting for a £738K Social Care Workforce and Sustainability Grant from Welsh Government and savings deducted from the budget totalling £1.246M as part of the budget setting process.

Within the Adult Services division the forecast outturn shows a £186K overspend with continued demand for domiciliary care placing pressure on Care at Home services. At the 31<sup>st</sup> May 2019, 309 weekly care hours were awaiting brokerage from reablement which presented an underspend on the domiciliary care budget, but this is hiding the additional need for residential and nursing placements, especially with the increased capital threshold limit. The Adults with Disabilities budget, which caters for younger adults with learning and physical disabilities, have seen an increased need for placements, with 4 this year and in total 17 in excess of £1,000 per week. The largest bulk of the directorate budgeted savings have been levied against the Adults budget which, at this early stage of the financial year, are predicted to be met.

At month 2 Children's Services are forecasting a £2.069M overspend, experiencing significant demands placing pressure on the placement budget, plus the knock on effect in the associated legal and transport provision to support care packages and the need to cover internal staff shortages. Since November 2018 there has been a 20% increase in LAC numbers, increasing from 148 to 178 at the end of May 2019. This financial year have seen 6 LAC enter the system; the month of May saw 4 new LAC which required external placement provision.

Public Protection continues to largely remain within its budget allocation showing a slight overspend of £6K at month 2, delivering a wide range of services such as Trading Standards, Environmental and Public Protection, Licensing, Health & Safety and Registrars.

### **3.22 Children & Young People Select Portfolio (net £2,638k overspend)**

Social Care & Health (£2.296m overspend)

This can be a fairly volatile area to manage budget wise, with individual placements potentially having a significant effect. In comparison to 2018-19 activity which was £1.45m overspend, the 2019-20 forecast indicates a worsening position. The service concludes pressures resulting from a greater volume of placements and related staff and transport costs. To assist members in more detailed understanding of the forecast the comparative volume of placements between 2018-19 and 2019-20 is,



<u>Service Area</u>	<u>Current Activity</u> M2	<u>Current Cost to</u> M2 £	<u>Average Annual Cost of</u> <u>Support</u> £	<u>Assumed Activity</u>	<u>Year End Forecast</u> £
In-house Fostering LAC	67	184,430	13,479	67	903,112
External Placements LAC	66	231,780	69,979	67	4,688,586
External Placements Non LAC	4	83,643	116,362	5	581,810
Young persons Accommodation - LAC	14	32,232	20,223	15	303,340
Child arrangement orders/special guardianship orders Non LAC	52	72,249	7,449	52	387,368
					6,864,216
<b>2018/19</b>					
<u>Service Area</u>			<u>Average Annual Cost of</u> <u>Support</u> £	<u>Activity at year end</u>	<u>Year End Outturn</u> £
In-house Fostering LAC			13,187	61	804,426
External Placements LAC			73,791	55	4,058,498
External Placements Non LAC			74,837	3	224,511
Young persons Accommodation - LAC			27,135	23	624,094
Child arrangement orders/special guardianship orders Non LAC			7,439	53	394,281
					6,105,810

This suggests the main reasons for increased costs are a forecast increase in the volume of looked after children placements (up 18 on 2018-19 outturn with limited variation in average unit costs), and in respect of non looked after placements, there is more limited case volume volatility but a far higher average unit cost in 2019-20.

The range of annual unit costs incurred per case can be highly variable depending upon the complexity of the presentation. To provide some context to the average unit costs table above, the range of unit costs per service activity is also provided as comparison for 2019-20.

<u>Service Area</u>	<u>Annual Equivalent - Individual Placement Cost</u> <u>Range (Lowest/Highest)</u>	
	£	£
In-house Fostering LAC	12,204	33,800
External Placements LAC	31,652	307,522
External Placements Non LAC	49,017	178,869
Young persons Accommodation - LAC	2,829	103,028
Child arrangement orders/special guardianship orders Non LAC	1,237	12,096
<b>2018/19</b>		
<u>Service Area</u>	<u>Annual Equivalent - Individual Placement Cost</u> <u>Range (Lowest/Highest)</u>	
	£	£
In-house Fostering LAC	12,150	33,800
External Placements LAC	31,565	308,056
External Placements Non LAC	48,950	136,037
Young persons Accommodation - LAC	3,219	199,892
Child arrangement orders/special guardianship orders Non LAC	4,773	12,096

**Youth offending team partnership (breakeven)** – this partnership is managed as a “trading entity such that any over or underspends accrue to a specific earmarked reserve. No variation in revenue budget activity is foreseen at month 2.

## Budget Savings Performance

- The service originally calculated that it would receive £41k from Welsh Government disaggregating £2.3m of additional resourcing in respect of Children's services. To date the service reports not having received such. Colleagues have been requested to confirm directly with Welsh Government whether such resourcing will be forthcoming.

No explicit social care recovery activities have been identified to date with a focus more on containment of cost and pressure.

### Social Care & Health Director's Context & Commentary

At this early stage of the financial year we are predicting a £2.26M overspend, after accounting for a £738K Social Care Workforce and Sustainability Grant from Welsh Government and savings deducted from the budget totalling £1.246M as part of the budget setting process.

Within the Adult Services division the forecast outturn shows a £186K overspend with continued demand for domiciliary care placing pressure on Care at Home services. At the 31<sup>st</sup> May 2019, 309 weekly care hours were awaiting brokerage from reablement which presented an underspend on the domiciliary care budget, but this is hiding the additional need for residential and nursing placements, especially with the increased capital threshold limit. The Adults with Disabilities budget, which caters for younger adults with learning and physical disabilities, have seen an increased need for placements, with 4 this year and in total 17 in excess of £1,000 per week. The largest bulk of the directorate budgeted savings have been levied against the Adults budget which, at this early stage of the financial year, are predicted to be met.

At month 2 Children's Services are forecasting a £2.069M overspend, experiencing significant demands placing pressure on the placement budget, plus the knock on effect in the associated legal and transport provision to support care packages and the need to cover internal staff shortages. Since November 2018 there has been a 20% increase in LAC numbers, increasing from 148 to 178 at the end of May 2019. This financial year have seen 6 LAC enter the system; the month of May saw 4 new LAC which required external placement provision.

Public Protection continues to largely remain within its budget allocation showing a slight overspend of £6K at month 2, delivering a wide range of services such as Trading Standards, Environmental and Public Protection, Licensing, Health & Safety and Registrars.

### Children and Young People (net £342k overspend)

Service colleagues reported **School Budget Funding being breakeven at month 2. Resources Divisions** are now anticipating a £309k surplus following remedial action identified below. This is largely to try to compensate **Standards subdivision** exhibited an **outturn overspend of £700k**, reflective of reduced recoupment income for Mounton House, increased out of county placement costs and additional support to schools. The pressure on ALN budgets is set to continue given impending widened statutory definition of additional learning needs.

## Budget Savings Performance

- Children and Young people Directorate colleagues reported a £26k shortfall in anticipated income from breakfast club income.

### Children and Young People Recovery Plan activities

Originally schools communicated a forecast outturn of £1.7m deficit to school reserves. Subsequently, conversations have reset likely reserve usage to end the year as £850k deficit, an improvement of £833k. Similarly as a result of initial month 2 monitoring, CYP directorate have put in place remedial action totalling £359k to derive £342k deficit forecast outturn.

These revised activities include,

- WJEC subscription saving £23k. Fee budget no longer required, as being paid by Welsh Local government Association
- A budget of £300k has been set for many years to support school based redundancies. The majority of these are as at the 31<sup>st</sup> August, to date we have only had notice that the support required is £126k. By releasing £100k as a one off for this year we should still be able to meet the commitment. This is non-recurring.
- Schools maternity reserve shows a surplus of £135k. 2018-19 was the end of the three year Service Level Agreements (SLA). All schools buy into this SLA, and a new SLA agreed for forthcoming 3 years. The outgoing surplus on reserve account has been agreed by SLT to transfer into CYP Directorate. This is non-recurring.
- A £53k efficiency saving accruing from a move to only incur essential spend for remainder of financial year. This is non-recurring.

### Children & Young People Director's Context & Commentary

The Directorate's Month 2 position is a forecasted overspend of £391,203 against the budget. The majority of this overspend relates to Additional Learning Needs (ALN), which is currently £617,995 over.

Within ALN: School Action Plus, £222,987 of the overspend relates to early identification of additional needs as a result of the ALN Act. It is hoped that over time these costs will reduce. However, it challenges the Welsh Government's assumption that the Act is cost neutral. In addition to this, recruitment income is showing a shortfall of £274,686. This is a result of reduced pupil numbers at Mounton House. A further paper to Cabinet will be taken in September, regarding the future of the school.

As part of the Cabinet paper for the inclusion review taken in December 2018, it was agreed that we would establish four inclusion centres in each of our secondary schools, commencing in September 2019, at a cost for this financial year of £170,191. The original proposal was that the resources would be found through savings made in the ALN review.

Within CYP, we currently hold a budget of £300,000 for school based redundancies. We are proposing to change the use of this to include workforce remodelling i.e. protection of salaries/teaching and learning responsibility allowances.

### 3.23 Capital Position

The summary forecast Capital position at outturn is as follows,

<b>MCC CAPITAL BUDGET MONITORING 2019-20 at Month 2 by SELECT COMMITTEE</b>						
<b>SELECT PORTFOLIO</b>	<b>Forecast Spend at Outturn</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Budget 2019/20</b>	<b>Forecast Capital Slippage to 2020/21</b>	<b>Revised Capital Budget 2019/20</b>	<b>Capital Expenditure Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Children &amp; Young People</b>	3,083	2,219	3,059	0	3,059	24
<b>Economic &amp; Development</b>	17,542	465	17,542	0	17,542	0
<b>Adult</b>	449	0	1,588	(1,139)	449	0
<b>Strong Communities</b>	14,419	7,165	14,419	(0)	14,419	0
<b>Capital Schemes Total 2019-20</b>	<b>35,493</b>	<b>9,849</b>	<b>36,608</b>	<b>(1,139)</b>	<b>35,469</b>	<b>24</b>

#### Additions

Additions to the capital programme can occur subsequent to Member approval of Capital MTFP, primarily in the form of actual rather than anticipated slippage, sc 106 projects being volunteered and an update of grant approvals communicated by Welsh Government

#### Reconciliation

##### Medium Term Financial Plan (v6)

Capital MTFP 2019-20	£26.971m
Assumed slippage	£675k
Less Vehicle Leasing	(£1.5m)
Total	£26.146m

Capital Programme	
Core	£25.471m
Revisions (Severn View care Home Year 2 of 3)	£1.288m
Actual Slippage	£9.849m
Total	£36.608m

Difference	£10.462m
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The difference equates to the difference in slippage £9,174m plus addition of Severn View Care Home replacement spend over 3 years, predominantly afforded by intermediate care funding, £300k capital receipt funding and balance to be afforded by Social Care savings in staffing and management).

Based on Council report, since month 2 the following scheme will be added afforded by unsupported borrowing,

<b>Project Code (T)</b>	<b>Budget £'000</b>
21st Century Schools' Developments - County Council 20.12.18	33

The following schemes have been considered in other fora of the Council but still require full Council endorsement as per Constitution requirements,

<b>Project Code (T)</b>	<b>Budget £'000</b>
S106 additional Gilwern Community Centre Heating (Cae Meldon) funding - old scheme lapsed from programme individual cabinet member decision	4
S106 Tudor Road/Woodland Road Replacement Play Area (Croft y Bwla) - Individual Members 13.03.19	18
S106 Sudbrook Sports and Social Club (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 Portskewett Heritage Centre (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 The Quest Play Area (Sudbrook Paper Mill) - Cabinet 03.04.19	10
S106 Sudbrook Play Park (Sudbrook Paper Mill) - Cabinet 03.04.19	10
Off Road Cycling Feasibility Study - Additional Grant Funding Sport Wales	100
New Street Lighting Enhancement Project Welsh Govt invest to save loan	1,667
Sudbrook Mill - Additional Community Council grant Funding	10
LTF Severn Tunnel Junction - Park & Ride - Funded through Regional LTF grant administered by Merthyr CBC	615
	<b>2,454</b>

## Capital Outturn

Capital expenditure at month 2 is predominantly being forecast to budget. It is increasingly unlikely that the previous pressure in respect 21<sup>st</sup> Century schools spends will be incurred in full, such that service colleagues report no variance in the asbestos remediation costs to demolished blocks or additional project management necessary in respect of Monmouth secondary school build now.

Total provisional slippage at Month 2 is £1,139k, which relates to the Crick Road Care Home project and is due to contractual delays which means the contractor cannot begin until later in the 2019/20 financial year than originally anticipated.

As part of senior leadership team revisions to month 2 revenue forecast, the capital outturn includes the capitalisation of revenue costs totalling £500k. This has been afforded in the capital programme by adjustment to the level of Highways capital maintenance works being proposed, appreciating that Highways derived the majority of the additional general capital

allocation provided by Welsh Government, which remains a choice for the Council to be allocated, as well as explicit Highways specific capital grant.

Members have subscribed to a policy whereby new capital schemes are only added to the capital programme on meeting one of two conditions, either it is self-affording, or it replaces an existing commitment within the programme as a higher priority. The effect of such revenue capitalisation is consistent with member agreed priorities, i.e.

Aspect	Indicative Rank
Health & safety (life and limb works)	1
Legal and Regulatory obligations	1
Allow a balanced revenue budget to be set and achieved	2
Deliver corporate plan priorities	2.5
Spend to save – transformational works,	3
Spend to earn net income – rents, interest and dividends	3
Create sustainable income streams – business rates and council tax	3
Attract significant 3 <sup>rd</sup> party or private match funding to the County	3
Asset management plan outcomes	4
Addresses major infrastructure investment	4
Deliver wider economic outcomes	5

Whilst the revenue position is considered by Cabinet periodically, the Constitution still requires that any capital programme additions underpinning it are endorsed by full Council. A report will be prepared for Council in September.

### 3.24 Capital Financing and Receipts

Given the anticipated capital spending profile reported in para 3.19, the following financing mechanisms are expected to be utilised.

<b>MCC CAPITAL FINANCING BUDGET MONITORING 2019-20 at Month 2 by FINANCING CATEGORY</b>						
<b>CAPITAL FINANCING SCHEME</b>	<b>Annual Financing</b>	<b>Slippage Brought Forward</b>	<b>Total Approved Financing Budget 2019/20</b>	<b>Provisional Budget Slippage to 2020/21</b>	<b>Revised Financing Budget 2019/20</b>	<b>Forecast Capital Financing Variance 2019/20</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Supported Borrowing	2,403	0	2,403	(0)	2,403	0
General Capital Grant	2,275	0	2,275	0	2,275	0
Grants and Contributions	975	0	1,814	(839)	975	0
S106 Contributions	1,316	1,316	1,316	(0)	1,316	(0)
Unsupported borrowing	25,832	6,956	25,808	(0)	25,808	24
Earmarked reserve & Revenue Funding	185	169	185	(0)	185	(0)
Capital Receipts	2,507	1,409	2,807	(300)	2,507	(0)
Low cost home ownership receipts	0	0	0	0	0	(0)
Unfinanced	0	0	0	0	0	0
<b>Capital Financing Total 2019-20</b>	<b>35,493</b>	<b>9,850</b>	<b>36,608</b>	<b>(1,139)</b>	<b>35,469</b>	<b>24</b>

### 3.25 Useable Capital Receipts Available

In the table below, the effect of the changes to the forecast capital receipts on the useable capital receipts balances available to meet future capital commitments is shown. This is also compared to the balances forecast within the 2018/22 MTFP capital budget proposals.

<b>TOTAL RECEIPTS</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022//23</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balance b/f 1 <sup>st</sup> April	4,581	10,036	15,909	16,460
<b>Add:</b>				
Receipts received in YTD	1,000			
Receipts forecast received	7,164	6,332	1,098	100
Deferred capital receipts	98	100	102	104
<b>Less:</b>				
Receipts to be applied	(2,807)	(559)	(559)	(559)
Set aside	0	0	0	0
<b>Predicted Year end receipts balance</b>	<b>10,036</b>	<b>15,909</b>	<b>16,460</b>	<b>16,105</b>
<b>Financial Planning Assumption 2019/23 MTFP Capital Budget</b>	<b>4,925</b>	<b>6,251</b>	<b>1,160</b>	<b>160</b>
<b>Increase / (Decrease) compared to MTFP Capital Receipts Forecast</b>	<b>5,111</b>	<b>9,658</b>	<b>15,300</b>	<b>15,945</b>

The balances forecast to be held at the 31<sup>st</sup> March each year are higher than forecast in the MTFP due to a re-profiling of the LDP receipts for land at Undy (Rockfield Farm) and Crick Road.

There is still a risk to the Council resulting from the need to utilise capital receipts in the same year that they come into the Council. This provides no tolerance or flexibility should the receipts be delayed, which isn't uncommon, and would necessitate compensatory temporary borrowing which is more costly than utilising capital receipts and would necessitate additional revenue savings annually to afford.



### 3.26 Reserves

The Council has unallocated reserves in the form of Council fund balance and school reserves. Realistically the level of surplus/deficit affecting Council Fund will commonly fluctuate before the end of the year, but for estimating purposes we will commonly presume services' activities will be influenced to avoid material adverse effect. It also has earmarked reserves that are created for a specific purpose.

3.27 Revenue and Capital monitoring reflects an approved use of reserves. A specific analysis is undertaken at every formal periodic monitoring exercise to establish whether reserve cover conveyed to them by members will be fully utilised within the financial year. Where it is apparent this is not the case, both the reserve movement budget in appropriations budget and the expenditure within service directorate is adjusted. This is to prevent any imbalance in the bottom line position for net cost of services. This is to prevent any imbalance in the bottom line position for net cost of services.

Account	2019/20			
	C/F	Contr from c/f from 1819 y/e	Proposed net movements	C/F
Council Fund (Authority)	-7,111,078		2,414,000	-4,697,078
School Balances	232,404		618,034	850,438
<b>Sub Total Council Fund</b>	<b>-6,878,674</b>		<b>3,032,034</b>	<b>-3,846,640</b>
<b>Earmarked Reserves:</b>				
<b>Sub-Total Invest to Redesign</b>	<b>-1,083,167</b>	0	<b>-123,414</b>	<b>-1,206,581</b>
<b>Sub-Total IT Transformation</b>	<b>-479,139</b>	129,675	0	<b>-349,464</b>
<b>Sub-Total Insurance and Risk Management</b>	<b>-1,018,744</b>	0	0	<b>-1,018,744</b>
<b>Sub-Total Capital Receipt Generation</b>	<b>-278,880</b>	24,735	118,566	<b>-135,579</b>
<b>Sub Total Treasury Equalisation</b>	<b>-990,024</b>	0	0	<b>-990,024</b>
<b>Sub-Total Redundancy and Pensions</b>	<b>-332,835</b>	0	88,038	<b>-244,797</b>
<b>Sub-Total Capital Investment</b>	<b>-643,337</b>	0	0	<b>-643,337</b>
<b>Sub-Total Priority Investment</b>	<b>-405,000</b>	0	405,000	0
<b>Other Earmarked Reserves:</b>				
Museums Acquisitions Reserve	-52,885		0	-52,885
Elections Reserve	-83,183		-35,000	-118,183
Grass Routes Buses Reserve	-151,084		-5,000	-156,084
Youth Offending Team	-150,000		0	-150,000
Building Control trading reserve	-14,490		0	-14,490
Outdoor Education Centres Trading Reserve	0		0	0
CYP maternity	-135,795		0	-135,795
Plant & Equipment reserve (Highways)	-33,541		0	-33,541
Homeless Prevention Reserve Fund	-49,803		0	-49,803
Solar Farm Maintenance & Community Fund	-41,000		-23,000	-64,000

Newport Leisure Park Reserve	-61,899		0	-61,899
Castlegate Reserve	-79,500		0	-79,500
Local Resilience Forum Reserve (Gwent PCC Tfr)	-115,090		0	-115,090
Rural Development Plan Reserve	-413,190		0	-413,190
<b>Sub-Total Other Earmarked Reserves</b>	<b>-1,381,460</b>	0	<b>-63,000</b>	<b>-1,444,460</b>
<b>Total Earmarked Reserves</b>	<b>-6,612,587</b>	154,410	425,190	<b>-6,032,986</b>
<b>Total useable revenue reserves</b>	<b>-13,491,261</b>	<b>154,410</b>	<b>3,457,224</b>	<b>-9,879,626</b>

### 3.28 Schools Reserves

Each of the Authority's Schools is directly governed by a Board of Governors, which is responsible for managing their school's finances. However, the Authority also holds a key responsibility for monitoring the overall financial performance of schools.

The net effect of an individual school's annual surplus or deficit is shown in a ring-fence reserve for the particular school. Details of which for each school are included in Appendix 2 based on their statutory section 52 budget submissions by end May 2019. In supplying such early information, there is no presumption of the Council (local education authority) having signed off on those submissions, and work progresses to evaluate the need, but it is of note that some schools having a previous recovery plan, haven't chosen to keep to such, so those are likely to get revised back to their previously agreed positions. Governors have also got out of the habit of making a request to set a deficit position.

3.29 In summary form the anticipated outturn school balances are predicted to be,

	<b>Opening Reserves 2018-19 (surplus)/deficit</b>	<b>In year net usage 2018-19</b>	<b>Outturn Position 2018-19 (surplus)/deficit</b>	<b>Forecast in year usage 2019-20</b>	<b>Forecast outturn position 2019-20</b>
<b>Combined balance</b>	<b>(£175,225)</b>	<b>£407,629</b>	<b>£232,404</b>	<b>£618,034</b>	<b>£850,438</b>

Whilst any extraordinary funding from WG and beneficial revisions to budgeted draw on reserves will sustain the reserve situation for longer than is often predicted, it remains unlikely that the collective level of reserves will sustain the traditional annual draw by schools on reserves in recent years, which will add additional focus by schools to address the need to remain within budget going forward rather than passporting the consequences to their reserves, given that collective flexibility is now pretty much exhausted.

3.30 15 schools started 2019-20 year in deficit. 14 schools are anticipated to be in deficit by end of financial year, with Our Lady and St Michael's RC Primary, Castle Park Primary, Pembroke Primary and Overmonnow primary schools all anticipated to come out of deficit and Chepstow Comprehensive, Osbaston Primary and pupil referral unit anticipated to go into a deficit reserve position during the year. The deficit position (£1.075m) remains

particularly acute and increasing for the 4 secondary schools. Monmouth Comprehensive is particularly significant at forecast £489k deficit, King Henry Comprehensive hasn't kept to recovery plan target agreed for the year with LEA colleagues and Cabinet members, and Chepstow Comprehensive have yo-yoed back into significant deficit without providing associated recovery plan.

- 3.31 Within the reserve balance movements, the most significant and advantageous replenishment within the year relates to Castle Park primary school which has moved from £24k deficit to £54k surplus by year end. Conversely Chepstow Governors are indicating a use of £191k pushing their reserve position back into significant deficit, which is disappointing given the efforts made during their recent recovery exercise to make situation more sustainable.
- 3.32 Select members are advised to adopt a heightened focus around those schools exhibiting red in the traffic light assessment in Appendix 2. The evaluation criteria reflects whether they are in deficit and the extent of such and whether they are within tolerance of an agreed recovery plan. Irrespective of the actions of officers, Scrutiny functions (CYP Select and Audit Committee) retain an ability to request a senior Governing Body representative to attend their meeting to discuss failing recovery plans to get a comfort of the extra actions proposed to get the situation back on track.
- 3.33 The local authority has funded teachers' pay award for the last 2 years and recent teachers pensions increases has been afforded by WG grant, so the use of reserves is borne by other factors. The original flexibility to plan for a deficit budget only extended as far as there being a collective schools reserve surplus. That changed again more recently to allow deficit budget planning irrespective of the collective position where an appropriate recovery plan was provided and agreed at same time as deficit budget. Once the recovery plan has been agreed future monitoring will be against that plan. In some cases, for valid reasons a school may be unable to meet the plan agreed in any one year. However schools will be expected to revisit the plan and agree to recover in the same time period. Any amendments will need to be agreed with the relevant cabinet member.
- 3.34 This doesn't feel a sustainable prospect and is one that is not being taken lightly by either schools or the LEA, however it is also one that is mirrored in other authorities in Wales, where schools are facing challenging financial positions. Schools have been reminded of the recovery plan process and the requirement to agree any deficit with the Chief Officer so that the appropriate challenge can be put in place. Further consideration is being given to further changes that need to be made to ensure that robust budget management arrangements are in place.

## **4 REASONS**

- 4.1 To improve budget monitoring and forecasting information being provided to Senior Officers and Members.

## **5 RESOURCE IMPLICATIONS**

- 5.1 It isn't particularly usual for a Senior Finance Officer to proffer symptomatic considerations as part of the periodic monitoring report in addition to Directors comments, but it would be sensible to highlight that the financial environment facing Councils over the next 4 years will be very challenging. It will be increasingly difficult to find additional remedial savings through the year in addition to those required to allow a balanced budget to be established every March. This volatility risk would be traditionally mitigated by a heightened accountability culture whereby service managers are reminded of the need to comply within the budget control totals established by members, and are more responsible for any variances to SLT and Cabinet and equally for Select Committees to exhibit a more focussed reflection upon the adequacy of budget monitoring being applied. Given the in-year position forecast recovery actions will continue to be taken and the situation assessed on an ongoing basis through the year and beyond the reporting periods to Cabinet.
- 5.2 Without the current forecast overspend being addressed the Council fund balance will end the financial year at a predicted £4.7million. As a financial planning assumption, the level of Council Fund reserves should be between 4% - 6% of net expenditure. Based on a budgeted net expenditure (excluding Police and Community Council precepts) and before financing totalling £147.3 million, the anticipated outturn Council fund reserve level equates to 3.19%, which is below the agreed acceptable levels. This reduces still further to 2.6% if net year end schools balances position remains as initially predicted above. Such a situation requires explicit address, the situation will also remain under close scrutiny as individual schools forecasting remains of variable quality, and certainly school reserve usage is likely to be more certain by period 2.

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

- 6.1 The decisions highlighted in this report have no equality and sustainability implications.

## **7 CONSULTEES**

Strategic Leadership Team  
All Cabinet Members  
All Select Committee Chairs  
Head of Legal Services

## **8 BACKGROUND PAPERS**

Outturn Monitoring Reports (Period 2)  
<http://corphub/initiatives/Budgetmon/20182019/Forms/Quarter%202.aspx>

## **9 AUTHOR**

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## 10 CONTACT DETAILS

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### **Appendices (attached below)**








Appendix 1 Mandated Savings Progress Report

Appendix 2 School Reserves

## Appendix 1 – Savings Matrix

Disinvestment by Directorate 2019-20	2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable YTD	Traffic Light based Risk Assessment	ASSESSMENT of Progress	Risk of current forecast saving NOT being achieved ( High / Medium / Low )
REVENUE MONITORING 2019-20	£000	£000	£000	£000	£000		
Children & Young People	(1,234)	(1,208)	0	(26)			
Social Care & Health	(1,246)	(1,205)	0	(41)			
Enterprise	(1,480)	(969)	(307)	(205)			
Resources	(1,342)	(1,303)	(39)	0			
Chief Executives Units	(106)	(96)	0	(10)			
Corporate Costs & Levies	0	0	0	0			
Appropriations	(282)	(162)	0	(120)			
Financing	(756)	(756)	0	0			
<b>DIRECTORATE Totals</b>	<b>(6,446)</b>	<b>(5,699)</b>	<b>(346)</b>	<b>(402)</b>			

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Children & Young People	2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
	£000	£000	£000	£000	£000		
CYP 1 Federated school model	(23)	(23)				Saving achieved	low
CYP 3 Investigate options to revise running and budgeting of Gwent Music - Schools	(40)	(40)				Close working with Gwent Music has identified where the savings can be achieved	Low
CYP 4 Fees and charges - Before School Club - Schools. Residual effect of 2018-19 budget proposal, reflecting 5 months activity at £1 pd	(72)	(46)		(26)		Lower take up of paid childcare element has resulted in a shortfall on the income	Medium
CYP 6 Continuation of inclusion review (incl Mounton Hse)	(275)	(275)				Full savings have been achieved	Low
CYP 7 Nursery Provision, double counting topped up schools Jan 19 - March, already provided every Sept	(40)	(40)				Full savings have been achieved	Low
CYP 11 Teachers Pension Scheme - increased rates - prudent assumption of funding from WG at 60%	(475)	(475)				Grant income has been received to offset this	Low
CYP 11 Teachers Pension Scheme - increased rates - prudent assumption of funding from WG at 40%	(309)	(309)				Grant income has been received to offset this	Low
<b>CHILDREN &amp; YOUNG PEOPLE Budgeted Savings Total 2019-20</b>	<b>(1,234)</b>	<b>(1,208)</b>	<b>0</b>	<b>(26)</b>			

Social Care & Health		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
SCH 1	Practice change- continue the transformation of practice. Early help, reablement, better life planning and realigning provision to meet personal outcomes .	(536)	(536)					Low
SCH 2	Fairer charging weekly threshold increases from £70 to £80 generating income following means test	(129)	(129)					Low
SCH 3	Respite Care - income generation from Fairer charging threshold.	(9)	(9)					Low
SCH 4	Increase income budget for Mardy Park to reflect additional income from new sc33 agreement	(36)	(36)					Low
SCH 5	Adults transport budget realignment as people use own transport solutions	(15)	(15)					Low
SCH 6	Realign Drybridge Gardens budget , based on M5 underspend position	(11)	(11)					Low
SCH 7	Reduce Individual support service (ISS) staffing costs following end of current two year detriment	(6)	(6)					Low
SCH 8	Efficient rota management @Budden Crescent following recent review	(20)	(20)					Low
SCH 9	Continuing Health Care (CHC) Adult - Health recoupment	(100)	(100)					Low
SCH 10	Budget to represent care home fee income from property sales	(160)	(160)					Low
SCH 11	Additional charges recovered from property	(90)	(90)					Low
SCH 12	Children, Welsh government (WG) additional grant funding for Looked after children (LAC)	(41)	0		(41)		Due to extra demand and the cost involved £41K goes very little way if any to allieviate the pressure	High
SCH 13	Discretionary fees & charges uplift	(93)	(93)					Low
<b>SOCIAL CARE &amp; HEALTH Budgeted Savings Total 2019-20</b>		<b>(1,246)</b>	<b>(1,205)</b>	<b>0</b>	<b>(41)</b>			

Enterprise		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
18-19	OPS Grounds/waste - 1 year freeze of Head of waste post	40	40				Achieved	Low
18-19	OPS Highways - displace core costs with grant	200	200				Achieved	Low
ENT001	PLANHOUS – Development Mgt – Increased income from discretionary services	(13)	(13)				Achieved	Low
ENT002	PLANHOUS - Development Mgt Press notice savings	(5)	(5)				Achieved	Low
ENT003	OPS - Waste - Move to Re-usable bags for recycling. Works on 3 year replacement	(45)	0	(45)			Cabinet decision to phase in this change so this saving is not achievable this year.	high
ENT004	OPS - Waste - Move to plastic bags instead of starch for food waste £30k per annum. Bags are going into Energy from Waste (EfW) regardless and contractor wants us to use plastic as easier to reprocess	(30)	(30)				Achieved	Low
ENT005	Household waste recycling centre Day closures – Usk 2 days, Troy 2 days, Llanfoist 1 day, Five Lanes 1 day, circa £72k consequence	(72)	(60)	(12)			Only 10 out of 12 mths savings achieved due to delays	high
ENT008	OPS - Waste - Issue "Tax Disc" style permits to all residents with council tax to reduce cross border traffic of waste	(24)	(20)	(4)			Only 10 out of 12 mths savings achieved due to delays	high
ENT009	OPS Grounds/waste - Head of waste post, permanent removal from base.	(40)	(40)				Achieved	Low
ENT010	OPS - Car Parks - Increase in charges - 10%	(90)	(60)	(30)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT014	OPS - Car Parks - Identifying additional car parking sites. Severn Tunnel Junction (requires investment)	(15)	0	(15)			The plans for Severn Tunnel Junction have changed dramatically so this income will not be achievable this year.	Low
ENT015	OPS - Car Parks - changing charging times 08.00-18:00	(3)	(2)	(1)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT016	OPS - Car Parks - Charging On a Sunday	(20)	(14)	(6)			Only 6 months of savings currently achievable due to the length of consultation processes.	Low
ENT010-017	First year implementation costs of car parking proposals	106	106				Currently formulating proposals on how this funding will be allocated, but assume full spend at M2.	Low
ENT018	OPS - Releasing spare budget funding from 18-19 Pay Award pressure.	(30)	(30)				Achieved	Low
ENT019	OPS - Highways - Generate additional turnover through expansion of workforce to undertake more private/grant work. Would require additional investment.	(50)	(50)				Achievable	Low
ENT020	OPS – Highways – Review of disposal of Highways arisings	(25)	(25)				Still undertaking review into proposal to achieve this. Delay could affect ability to fully meet target, although Highways will look at other means to manage shortfall.	Medium
ENT021	OPS - Streetlighting - rearranging of the funding of previous LED SALIX Loans	(38)	(38)				Achieved	Low
ENT022	OPS - PTU Dynamic purchasing system (DPS) Retendering Savings.	(194)	0	(194)			Early indications are that the changes required to make this saving will happen too late in the year to have any benefit in 19/20	high
ENT023	ECO - Community & Pships - Staff and Supplies & services savings	(30)	(30)				Achieved	Low



Enterprise (continued)		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
ENT024	ADM/MONLIFE savings	(205)	0		(205)		Net saving based on benefits gained by Mon Life moving into charity status (NNDR/Gift Aid/Vat), as this is no longer going ahead the savings are unachievable.	High
ENT025	ADM/MONLIFE fees & charges uplift	(59)	(59)				Achieved	Low
ENT025	Discretionary fees & charges uplift	(27)	(27)				Achieved	Low
ENT026	Headroom to capitalise Highways expenditure	(812)	(812)				Achieved	Low
<b>ENTERPRISE Budgeted Savings Total 2019-20</b>		<b>(1,480)</b>	<b>(969)</b>	<b>(307)</b>	<b>(205)</b>			

Chief Executive's Unit		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
CEO001	GOVDEMSUP - Releasing budget saving on Wales local government association (WLGA) Subscription	(3)	(3)				Achieved	Low
CEO002	GOVDEMSUP - Reduction in annual grant provided to Monmouth CAB (1k), releasing budget saving (3k)	(1)	(1)				Achieved	Low
CEO003	GOVDEMSUP - Additional Income from Caldicot Hub - Desk Leasing Scheme	(2)	(2)				Achieved	Low
CEO004	GOVDEMSUP - Policy - Net Staff Savings from not filling admin post	(3)	(3)				Achieved	Low
CEO005	GOVDEMSUP - Community Hubs - Cross-subsidy with new income from Com Ed external	(25)	(25)				Achieved	Low
CEO006	GOVDEMSUP – Contact Centre – Integrated Customer Communications	(60)	(50)		(10)		Not fully achieved	Low
CEO007	GOVDEMSUP - Members - Chairman's charity - Reduce/remove MCC Subsidy	(8)	(8)				Achieved	Low
CEO008	GOVDEMSUP – Make wider use of Chairmans car to enable a release of a pool car within MCC	(3)	(3)				Achieved	Low
CEO009	Discretionary fees & charges uplift	(1)	(1)				Achieved	Low
<b>CHIEF EXECUTIVES' UNIT Budgeted Savings Total 2019-20</b>		<b>(106)</b>	<b>(96)</b>	<b>0</b>	<b>(10)</b>			







Resources		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )	
		£000	£000	£000	£000	£000			
RES001	CORPLORD Estates RE-FIT Energy Savings (net after funding repayments)	(25)	(25)				Achieved	Low	
18-19	RES (Procurement - supplementary duplicate payment review) - one off saving in 18-19 - needs to come back out	25	25				Achieved	Low	
RES002	Central Services Recharge to Monlife (gross, £143k pressure accomodated in 2018-19 budget)	(704)	(704)				As MonLife is now staying in-house this has been offset with an opposite pressure so nil effect.	Low	
RES003	Commercial property income - additional acquisitions - rental income above borrowing and other costs	(400)	(400)				Achieved	Low	
RES004	Commercial property income - Castlegate - create sinking fund through wider reserve replenishment from one-off VAT savings to afford release of annual net income to revenue account	(170)	(131)	(39)			Saving assumed 100% rental, currently we have some vacant units that are not producing any income so an element of saving will be delayed until we fill all our units.	Medium	
Page 178	RES005	Further Travel cost reduction (10%) to be allocated via Future Mon	(50)	(50)		0		Total saving forecast be achieved by 31st March 2020.  Measures currently being implemented to reduce travel expenses across the authority comprise: Accommodation Review including reallocation of Social Care from Magor to Usk <ul style="list-style-type: none"> <li>• Accommodation rationalisation</li> <li>• Area based working</li> <li>• Route optimisation</li> <li>• Pool car review</li> <li>• Digital enabling for members and officers, including, Skype, laptops, smart phones, tablets, mobile apps etc.</li> <li>• Refocus on agile working and the ability to work seamlessly from any location.</li> </ul>	Medium
	RES006	Discretionary fees & charges uplift	(18)	(18)				Achievable	high
<b>RESOURCES Budgeted Savings Total 2019-20</b>		<b>(1,342)</b>	<b>(1,303)</b>	<b>(39)</b>	<b>0</b>				

Corporate Costs & Levies		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
		0	0					Low
<b>CORPORATE COSTS Budgeted Savings Total 2019-20</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Appropriations		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
APP001	Interest Receivable	(162)	(162)					Low
APP002	Minimum revenue provision (MRP) savings from capital receipts set aside - to be confirmed	(120)			(120)			High
<b>APPROPRIATIONS Budgeted Savings Total 2019-20</b>		<b>(282)</b>	<b>(162)</b>	<b>0</b>	<b>(120)</b>			
Financing		2019/20 Budgeted Savings	Value of Saving forecast at Month 2	Delayed Savings	Savings deemed Unachievable	Traffic Light based Risk Assessment	ASSESSMENT of Progress	'Risk of current forecast saving NOT being achieved ( High / Medium / Low )
		£000	£000	£000	£000	£000		
FIN001	Council tax base increase - further increase anticipated beyond CT1 taxbase	(40)	(40)					Medium
FIN001	Council Tax Reduction Scheme activity saving	(110)	(110)					Low
FIN002	Anticipated "floor" change to Aggregate external funding (AEF) (0.5% improvement)	(468)	(468)					Low
FIN003	Final "floor" change to 0.3%	(138)	(138)					Low
<b>FINANCING Budgeted Savings Total 2019-20</b>		<b>(756)</b>	<b>(756)</b>	<b>0</b>	<b>0</b>			

**Appendix 2 – Individual Schools Reserves**

Outturn movement on reserves									
	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
<b>Abergavenny cluster</b>									
E003 King Henry VIII Comprehensive	82,797	141,199	223,996	Additional income for Leadership Team pension increase plus savings on a Support Staff Maternity Leave absence.		71,901	(7,045)	(77,960)	
E073 Cantref Primary School	(88,391)	57,656	(30,736)			N/A			
E072 Derwent Primary School	(80,000)	30,667	(49,333)	Savings on supply compensation premium.		(30,402)	(7,690)		
E035 Gilwern Primary School	(55,251)	(26,318)	(81,569)	A senior teacher is on Maternity Leave in the new academic year, the School has generated additional income due to its Pioneer status and is in receipt of Additional Learning Needs Funding with support costs already in place.		N/A			
E037 Goytre Fawr Primary School	(2,737)	(14,505)	(17,242)			N/A			
E093 Llanfoist Fawr Primary School	(14,342)	(961)	(15,302)			N/A			
E044 Llantillio Pertholey CiW Primary School (VC)	9,643	15,759	25,402	Leadership staff absence covered by a secondment from another Local Authority.		(2,866)	(17,755)		
E045 Llanvihangel Crucorney Primary School	(34,341)	(12,192)	(46,533)			N/A			
E090 Our Lady and St Michael's RC Primary School (VA)	14,170	(36,435)	(22,265)	Member of staff leaving and being replaced at a lower point on the scale, from 1/9/19.		10,182	(1)		
E067 Ysgol Gymraeg Y Fenni	(51,306)	45,481	(5,826)	Teacher remaining on a part time basis from 1/9/19		N/A			

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
<b>Caldicot cluster</b>									
E001 Caldicot School	65,013	155,964	220,977	Saving on ICT		30,645			
E068 Archbishop Rowan Williams CiW Primary School (VA)	(73,406)	(11,212)	(84,618)	Additional Income: Lettings, NAPL, LNS and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Executive Head arrangement continues to reduce Leadership costs. Deputy head secondment also increases savings.		N/A			
E094 Castle Park Primary School	23,772	(77,660)	(53,888)	Additional Income: NAPL, ALN and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Leadership saving due to new headship in September 2019. Staff savings via the use of supply rather than contracts.		(1,422)	(19,802)	(25,229)	
E075 Dewey Primary School	(108,642)	50,976	(57,666)	Conservative estimate of Additional Learning Needs Band Funding made at budget build. This funding has now been confirmed.		N/A			
E034 Durand Primary School	(29,087)	12,401	(16,686)	Additional Income: Lettings, NAPL, Student Teacher Placements, ALN and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Increase in support staff including covering illness		N/A			
E048 Magor CiW Primary School (VA)	54,651	(18,647)	36,003	Staff costs included for pupil support but awaiting confirmation of Additional Learning Needs Band Funding .		13,348			
E056 Rogiet Primary School	(20,015)	19,466	(549)	Appointment of substantive Head teacher from 1/9/19 not 1/1/20 as originally budgeted has meant that savings linked to internal cover sends four months earlier.		N/A			
E063 Undy Primary School	129,534	(42,661)	86,872	Unbudgeted Teacher costs from 1/9/19, two Teaching Assistants employed due to Additional Learning Needs support requirements, plus 3 new Lunchtime Supervisors to keep within the 60:1 ratio		55,358	39,123	9,808	
E069 Ysgol Gymraeg Y Ffin	32,979	48,256	81,235	Savings due to staffing related costs		N/A			

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
<b>Chepstow cluster</b>									
E002 Chepstow School	(50,661)	191,596	140,934	Staffing changes has resulted in a saving		N/A			
E091 Pembroke Primary School	13,239 (132,093)	(20,364)	(7,125) (142,519)	Additional income anticipated in relation to pension increases		(209)	(3,760)		
E057 Shirenewton Primary School		(10,426)	(142,519)						
E058 St Mary's Chepstow RC Primary School (VA)	63,593	(21,175)	42,417	Interim Head teacher from 1/9/19 will be employed at 80%		N/A			
E060 The Bell Primary School	(16,389)	8,679	(7,710)	Staffing changes has resulted in a saving		N/A			
E061 The Bell Primary School	53,722	(41,302)	12,421	Revised Additional Learning Needs Band Funding		(645)	(24,372)	(25,417)	

	Opening Reserves 2019-20 (Surplus)/Deficit	In Year position at Month 2 (Surplus)/Deficit	Projected carry forward at year end 2019-20 (Surplus)/Deficit	Notes	Traffic Light Risk against recovery plan	Recovery Plan Y/E target balance 2019- 20 (in 18-19)	Recovery Plan Y/E target balance 2020- 21	Recovery Plan Y/E target balance 2021- 22	Recovery Plan Y/E target balance 2022- 23
<b>Monmouth cluster</b>									
E004 Monmouth Comprehensive	538,326	(48,893)	489,433	Additional income anticipated in relation to pension increases, as well as receiving more funding than expected for ALN		487,767	324,012	193,172	24,949
E032 Cross Ash Primary School	(54,150)	17,737	(36,413)	Two job share teachers retiring on 31/8/19 plus a teacher on Maternity Leave from 1/9/19		N/A			
E092 Kymin View Primary School	(5,607)	(39,556)	(45,164)	Additional Income: Lettings, Supply Compensation, NAPL, EWC and Local Authority Funding (Teachers Pensions for Leadership and Support Staff Assimilation). Reduction in ALN total, however large saving due to associated costs.		N/A			
E039 Llandogo Primary School	83,516	76,870	160,386	Additional supply compensation received		(1,141)			
E074 Osbaston CiW Primary School (VC)	(6)	10,970	10,964	Additional staffing to cover maternity and sickness		N/A			
E051 Overharrow Primary School	18,473	(23,519)	(5,046)	Additional Education Achievement Service and Local Authority (Teachers Pensions for Leadership and Support Staff Assimilation) Income. Also reductions in support staff hours to reflect required provision.		N/A			
E055 Raglan CiW Primary School (VC)	108,451	(46,565)	61,887	£15.6k Residential Trip income relates to 2018/19. £3.2k journalled out of cost centre, as charges were incorrectly posted to cost centre in 2018/19 for the Village Hall. Staffing changes has resulted in a saving of £3.7k		62,644	35,366	17,177	(24,921)
E062 Trellech Primary School	(71,983)	29,353	(42,629)	A member of staff was overpaid in 2018/19 and this has been paid back		N/A			
E064 Usk CiW Primary School (VC)	(9,911)	(9,868)	(19,779)	Member of SLT leaving and will be backfilled by a member of staff on a lower point on the scale		N/A			
	393,562	410,769	804,331						
<b>Special Schools</b>									
E020 Mounton House Special School	(141,505)	126,988	(14,518)			4,947	(39,683)		
E095 Pupil referral unit	(19,652)	80,277	60,625	Overspend re EOTAS staff		N/A			
	(161,157)	207,265	46,107						
	232,404	618,034	850,438						

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**SUBJECT: SECTION 106 EDUCATION CONTRIBUTIONS CONCERNING  
GILWERN PRIMARY SCHOOL**

**MEETING: CABINET**

**DATE: 31<sup>ST</sup> JULY 2019**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

- 1.1 To consider the terms of use for the remaining education balances arising from the section 106 education contributions received from the Ty Mawr and Cae Meldon housing developments.

**2. RECOMMENDATIONS:**

- 2.1 Approve the expenditure of the remaining Capital Section 106 education contributions on improvements to the foundation phase area at Gilwern Primary School

**3. KEY ISSUES:**

- 3.1 The Persimmon Homes (Charles Church Ltd) housing development at Ty Mawr, Gilwern (planning application reference 10/04542/FUL) yielded an off-site education contribution of £99,000 to be spent on improving education facilities at Gilwern Primary School.
- 3.2 The Persimmon Homes (Charles Church Ltd) housing development at Cae Meldon (planning application 13/10295/FUL) yielded a further £246,000 to be spent on improving education facilities at eligible schools. This money was received by the County Council on 9th March 2017.
- 3.3 On 6<sup>th</sup> September 2017, Cabinet approved phase 1 of the project, which was to remodel, refurbish and extend Gilwern Primary School as the catchment school for both developments. The project proposed to address issues at Gilwern Primary School specifically relating to safeguarding, education support and staff welfare.
- 3.4 The project has now been completed at a cost of £254,134.49 bringing improvements to the school entrance as well as some internal alternations offering increased staff space and student support rooms.
- 3.5 The balance of funds available from the Ty Mawr and Cae Meldon developments now rests at £90,865.51. Consultation with the Headteacher of Gilwern Primary School has been undertaken to explore the opportunities for further investment on site.

- 3.6 Phase two of the project proposes to use the remaining £90,865.51 as a significant contribution towards making the necessary improvements to the Foundation Phase environment at Gilwern Primary School. More specifically, the project proposes to build an additional teaching and learning base for the benefit of children and young people across Foundation Phase.
- 3.7 The costs associated with the project are anticipated to be in the region of £232,000, with the outstanding balance proposed to be funded from the Welsh Government's Capital Funding Grant towards Schools' Maintenance budget.
- 3.7 The additional learning environment will not directly provide for any additional pupil places, with the school proposed to remain as a 210 place school pending an ongoing review of demand on school places within the local area. However, the project will provide the physical capacity within the Foundation Phase areas to move the school to a 1.5 form entry (45 children per year group) at a later date, if local demand requires this increase. However, any such increase in capacity would be subject to a statutory consultation process as well as further investment within the in Key Stage 2 learning environment.
- 3.7 The planned extension is subject to obtaining the necessary planning consent from the local planning authority, Brecon Beacons National Park.

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

- 4.1 The Council's Capital budget for 2019/20 has been approved and any proposals to add to or vary this Capital budget requires a decision by Cabinet.
- 4.2 The proposal ensures that the education contributions received are spent on improving the learning environment at Gilwern Primary School, which is the catchment school for both developments.
- 4.3 The Foundation Phase elements of the school would be equipped to provide additional school places should there be a need to increase the physical capacity of the school in future years. Further investment in Key Stage 2 would be required before this could happen.

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

- 5.1 There are no resource implications, as the expenditure recommended in the report will be met from a combination of the following:
- i) S106 contributions paid to the authority arising from the Ty Mawr and Ce Meldon developments.
  - ii) Welsh Government's Capital Funding Grant towards Schools' Maintenance budget.

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

This is included in appendix 1 of the consultation document.

**7. CONSULTEES:**

Senior Leadership Team  
Departmental Management Team  
Headteacher / staff of Gwllern Primary School  
Property Services  
Brecon Beacons National Park  
Section 106 Monitoring Group

**8. BACKGROUND PAPERS:**

- 8.1 Section 106 Agreement dated 20<sup>th</sup> December 2012 between the Brecon Beacons National Park, Monmouthshire County Council and Persimmon Homes Ltd relating to residential development on land at Ty Mawr, Gilwern;
- 8.2 Section 106 Agreement dated 2<sup>nd</sup> October 2014 between the Brecon Beacons National Park, Monmouthshire County Council, Persimmon Homes Ltd, Dwr Cymru Welsh Water and a number of private landowners in the local area.

**9. AUTHOR:**

Matt Jones

**10. CONTACT DETAILS:**

**Tel: 01633 644582**

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

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sir fynwy

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

<p><b>Name of the Officer</b> Matt Jones</p> <p><b>Phone no:</b> 01633 644508 <b>E-mail:</b> matthewdjones@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Allocation of Section 106 education monies concerning Gilwern Primary</p>
<p><b>Name of Service</b> School and Student Access Unit</p>	<p><b>Date Future Generations Evaluation</b> 12<sup>th</sup> July 2019</p>

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


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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposals in this report involve improving school facilities and therefore enhancing educational standards.</p>	<p>Consultation undertaken with Headteacher and staff of Gilwern Primary school to ensure proposals meet their local needs and therefore impact positively on children and young people</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The Improvements to the learning environment for children and young people within foundation phase areas of the school will impact positively on mental wellbeing of staff and children affected.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Investment is being made at the local school to the new developments	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
<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	Neutral	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The improvements to the school site will facilitate a sound early education for pupils, regardless of their background or circumstances.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The achievability and sustainability of the proposals has been assessed and officers are confident of the longer term sustainability of the projects.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The projects involve close working with other parties and potential partners.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The views of the Headteacher, Staff, and governors at the School have been sought.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The projects involve the enhancement of facilities, as per the broad intention of the Section 106 Agreements from where the money has arisen. Problem prevention is not the basis upon which the funding has been given but by investing in the improvement of existing facilities will help to prevent problems occurring.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>These projects will have a positive impact on the education &amp; well being of those pupils attending the Gilwern School.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The recommendations will benefit young children and their families living in the local community		
Disability	The improvements proposed will be designed to be accessible to people with disabilities.		
Gender reassignment	Neutral		



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	Neutral		
Pregnancy or maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	The projects recommended for investment in this report are of equal benefit to both males and females.		
Sexual Orientation	Neutral		
Welsh Language	Neutral		

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

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

Safeguarding	The local authority will ensure that any new provision will be suitable to meet all the needs including safeguarding of the pupils.		
Corporate Parenting	The local authority will ensure that any new provision will be suitable to meet all the needs of all pupils placed there including any pupils for which they are the corporate parent.		

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

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?

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
Cabinet – recommending spend of capital monies at Gilwern Primary	31 <sup>st</sup> July 2019	Matt Jones	

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

The impacts of this proposal will be evaluated on:	December 2020
--	---------------

9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
1.0	Cabinet	31 <sup>st</sup> July 2019	

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**SUBJECT: SECTION 106 EDUCATION CONTRIBUTIONS CONCERNING  
YSGOL GYMRAEG Y FENNI**

**MEETING: CABINET**

**DATE: 31<sup>ST</sup> JULY 2019**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

1.1 To consider the terms of use for the education balances arising from the section 106 education contributions relating to the Deri Farm housing development, Abergavenny.

**2. RECOMMENDATIONS:**

2.1 Approve the proposed expenditure of Capital Section 106 education contributions to increase the teaching and learning environment at Ysgol Gymraeg Y Fenni.

**3. KEY ISSUES:**

3.1 The Persimmon Homes housing development on the land at Deri Farm, Abergavenny (planning application reference DC/2014/01360) yielded an off-site education contribution of £110,400 to the local education authority.

3.2 The terms of use for this agreement was to provide additional capacity within the Welsh Medium School in Abergavenny.

3.3 The site of Ysgol Gymraeg Y Fenni currently offers suitable capacity for 257 children and young people, with an additional 60 places available within the Meithrin for pre school aged children.

3.4 However, the Council has seen the demand for welsh medium education in the North of the County increase significantly over recent years, with numbers on roll at Ysgol Gymraeg Y Fenni expected to reach 244 with an additional 26 young people expected into the Meithrin in September.

3.5 Members will be aware that, through both the council' Welsh in Education Strategic Plan (WESP) and Band B of the 21<sup>st</sup> Century Schools Programme, the Council is committed to increasing the capacity of our in county provision to those children and young people who wish to receive their education through the medium of Welsh.

3.6 Members will be aware that the Strategic Outline Proposals (SOP) concerning Band B proposes an increase in capacity of Ysgol Gymraeg Y Fenni to 420 places plus a 60 place nursery. Members will also be aware of the planned investment for a seedling Welsh Medium School to be situated in the Monmouth area of the County, as well as an

extension to increase the capacity of Ysgol Gymraeg Y Ffin from 180 to 210 pupil places. Both the Monmouth and Ysgol Gymraeg Y Ffin projects are to be funded through a Welsh Government Capital Grant for Welsh Medium provision.

3.7 However, with Band B proposals unlikely to be brought into fruition until 2023 at the earliest, officers propose to utilise the education contributions expected to be received from the Deri Farm development to provide an increase in capacity of Ysgol Gymraeg Y Fenni on its existing site.

3.4 The proposals put forward are to use the funds to provide the school with a double classroom portacabin on site, increasing the capacity of the school from 257 to 317 pupil places plus 60 place Meithrin. This proposal would be subject to the necessary Planning consent.

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

4.1 The Council's Capital budget for 2019/20 has been approved and any proposals to add to or vary this Capital budget requires a decision by Cabinet.

4.2 The proposal ensures that the education contributions received are spent on increasing the capacity of Welsh Medium provision in Abergavenny, as per the terms of the section 106 agreement.

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

5.1 The building costs associated with the project are anticipated to be in the region of £123,000, with an additional £98,000 expected for the 5 year lease of the building.

5.2 It is proposed that the £123,000 is paid from a combination of the £110,400 section 106 education contributions arising from the Deri Farm development, with the outstanding balance (£12,600) proposed to be funded from the Welsh Government's Capital Funding Grant towards Schools' Maintenance budget.

5.3 The cost of the 5 year lease of the building is anticipated to be in the region of £98,800, payable monthly at an expected rate of £1,650 per month.

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

This is included in appendix 1 of the consultation document.

#### **7. CONSULTEES:**

Senior Leadership Team  
Departmental Management Team  
Headteacher / staff of Ysgol Gymraeg Y Fenni  
Property Services  
Section 106 Monitoring Group

**8. BACKGROUND PAPERS:**

- 8.1 Section 106 Agreement between Monmouthshire County Council and Persimmon Homes Ltd relating to residential development on land at Deri Farm, Abergavenny.

**9. AUTHOR:**

Matt Jones

**10. CONTACT DETAILS:**

**Tel: 01633 644582**

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

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

<p><b>Name of the Officer</b> Matt Jones</p> <p><b>Phone no:</b> 01633 644508 <b>E-mail:</b> matthewdjones@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Allocation of Section 106 education monies concerning Ysgol Gymraeg Y Fenni</p>
<p><b>Name of Service</b> School and Student Access Unit</p>	<p><b>Date Future Generations Evaluation</b> 12<sup>th</sup> July 2019</p>

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



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




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposals in this report involve improving school facilities and therefore enhancing educational standards.</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	The proposals also involves an increase in provision for children and young people to learn through the medium of welsh, helping with future employment opportunities.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Neutral	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Investment is being made at the local Welsh Medium school to the development, meaning communities can be educated within a welsh medium school locally.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
<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	The proposal allows for more children and young people to be educated through the medium of welsh, and adds to the WG commitment to increase the number of welsh speakers in Wales	
<b>A more equal Wales</b>	Neutral	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People can fulfil their potential no matter what their background or circumstances		

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The achievability and sustainability of the proposals has been assessed and officers are confident of the longer term sustainability of the projects.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The projects involve close working with other parties and potential partners.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The views of the Headteacher, Staff, and governors at the School have been sought.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The projects involve the enhancement of facilities, as per the broad intention of the Section 106 Agreements from where the money has arisen. Problem prevention is not the basis upon which the funding has been given but by investing in the improvement of existing facilities will help to prevent problems occurring.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>These projects will have a positive impact on the education &amp; well being of those pupils attending the Gilwern School.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The recommendations will benefit young children and their families living in the local community		
Disability	The improvements proposed will be designed to be accessible to people with disabilities.		
Gender reassignment	Neutral		
Marriage or civil partnership	Neutral		
Pregnancy or maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	The projects recommended for investment in this report are of equal benefit to both males and females.		
Sexual Orientation	Neutral		

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	Proposal impacts positively as more children and young people will be able to access a welsh medium school and transfer these language skills into employment		

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

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	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	The local authority will ensure that any new provision will be suitable to meet all the needs including safeguarding of the pupils.		
Corporate Parenting	The local authority will ensure that any new provision will be suitable to meet all the needs of all pupils placed there including any pupils for which they are the corporate parent.		

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

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?

**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
Cabinet – recommending spend of capital monies at Gilwern Primary	31 <sup>st</sup> July 2019	Matt Jones	

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

The impacts of this proposal will be evaluated on:	December 2020
--	---------------

**VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.0	Cabinet	31 <sup>st</sup> July 2019	

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<b>SUBJECT:</b>	<b>WELSH CHURCH FUND WORKING GROUP</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>31st July 2019</b>
<b>DIVISIONS/WARD AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

- 1.1 The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working Group meeting 4 held on the 18<sup>th</sup> July 2019.

## 2. RECOMMENDATION:

- 2.1 We resolved that the following grants be awarded as per the schedule of applications.

### SCHEDULE OF APPLICATIONS CONSIDERED 2019/20 – MEETING 4.

1. **Mathern & District Club, Mathern Village Hall** requested £3,000 in funding for the refurbishment of the toilets within the hall and the installation of a DDA changing place welfare facility including an adult ceiling hoist and changing table.

Recommendation: £1,000 was awarded to assist in providing disabled facilities for this community asset.

2. **Monmouth & District Angling Society**, requested £958 to assist in providing safe ingress/egress steps for five identified angling locations on the River Wye at Monmouth. These will be built to specifications as required by Natural Resources Wales using only wood with no hard landscaping materials.

Recommendation: £758 was awarded to assist this sporting group in providing safe environmental access to the River Wye.

3. **St Joseph's Caldicot ABC** requested £1,130 to assist in the purchase of new boxing equipment in the form of 10 x Kids Boxing Gloves, 10 x Adult Boxing gloves, safety head guards and a leather punch bag to help facilitate more community participation in the sport.

Recommendation: £130 was awarded to assist in funding this community sports organisation as the applicants had received additional funding from Caldicot Town Council.

4. **Friends of our Lady Tintern (FOLT)**, requested £4,000 to create a spiritual walk ('Pilgrimage') for the 21st Century where religious heritage is central to the occasion mapped onto a former medieval pilgrimage route to the Abbey

and the statue of Mother and Child. This will include signage, wooden sculptures, design and promotion of an inaugural event.

Recommendation: £600 was awarded to assist in creating a spiritual 'pilgrimage' path to Our Lady Tintern for visitors.

- 5 St Mary's Church, Tregaer** requested £1,500 to fund the refurbishment of the 'sub-standard' electrical installation throughout the church

Recommendation: £1,500 was awarded to assist in the refurbishment of the electrical system in this community church

### **3. OPTIONS APPRAISAL**

Options available to the Committee are driven by the information only supplied by the applicants

### **4. EVALUATION CRITERIA**

No evaluation criteria is applicable to the grant awarded by the trust

### **5. REASONS**

A Meeting took place on Thursday 18<sup>th</sup> July 2019 of the Welsh Church Fund Cabinet Working Group to recommend the payment of grants as detailed in the attached schedule (Appendix 2).

County Councillors in attendance:

County Councillor D. Evans (Vice Chair)  
County Councillor B. Strong  
County Councillor S. Woodhouse

OFFICERS IN ATTENDANCE:

D Jarrett      Central Finance  
W Barnard     Committee Administration

#### **5.1 DECLARATIONS OF INTEREST**

None

#### **5.2 APOLOGIES FOR ABSENCE**

County Councillor A. Webb (Chair)

#### **5.3 CONFIRMATION OF REPORT OF PREVIOUS MEETING**

The minutes of the meetings held on the 20<sup>th</sup> June 2019 were confirmed and signed as a true record.

## **.RESOURCE IMPLICATIONS**

A total of £3,988 was allocated at Meeting 4 of the Welsh Church Fund Committee. The remaining balance of £15,019 will be carried forward for distribution within the 2019-20 financial year.

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

There are no Future Generations, equality, safeguarding, corporate parenting or sustainable development implications directly arising from this report. The assessment is contained in the attached appendix.

#### **6.1.1 CONSULTEES:**

Senior Leadership Team  
All Cabinet Members  
Head of Legal Services  
Assistant Head of Finance  
Central Finance Management Accountant

### **7. BACKGROUND PAPERS:**

Welsh Church Fund Schedule of Applications 2019/20– Meeting 4 (Appendix 2)

### **8. AUTHOR:**

David Jarrett – Senior Accountant – Central Finance Business Support

### **9. CONTACT DETAILS**

Tel. 01633 644657  
e-mail: [daveJarrett@monmouthshire.gov.uk](mailto:daveJarrett@monmouthshire.gov.uk)

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**WELSH CHURCH FUND - APPLICATIONS 2019/20**  
**MEETING 4: 18th July 2019**

**APPENDIX 2**

	<u>ORGANISATION</u>	<u>ELECTORAL DIVISION</u>	<u>Signed by Councillor</u>	<u>REQUEST</u>	<u>DECISION</u>	<u>NATURE OF REQUEST</u>	<u>APPROX COST</u>	<u>DATE Received</u>	<u>D of I*</u>	<u>Comments</u>
	<u>NEW APPLICATIONS AWAITING DECISION</u>			£	£		£			
1	Mathern & District Club, Mathern Village Hall	Shirenewton	Louise Brown	£4,260	1,000	Funding assistance required for the refurbishment of the toilets within the hall and the installation of a DDA changing place welfare facility including an adult ceiling hoist and changing table.	£25,760	21/06/2019	No	Currently over 100 people including children use the facility on a weekly basis and the refurbishment will enable the facility to be rented out to a wider audience of potential users so that the venue can be used to its maximum capacity
2	Monmouth & District Angling Society	Drybridge	Matt Feakins	£958	758	Funding required to assist in providing safe ingress/egress steps for five identified angling locations on the River Wye at Monmouth. These will be built to specifications as required by Natural Resources Wales using only wood with no hard landscaping materials.	£1,531	24/06/2019	No	Over 200 members will directly benefit from the improved access and will also assist non members such as youth groups, canoeists and other river users in accessing the riverbank in an eco-friendly and safe manner
3	St Joseph's Caldicot ABC	Dewstow	T Easson	£1,130	£130	Funding required to purchase new boxing equipment in the form of 10 x Kids Boxing Gloves, 10 x Adult Boxing gloves, safety headguards and a leather punch bag to help facilitate more community participation in the sport.	£1,130	08/07/2019	No	There are currently 50 members attending from the surrounding areas and age ranges from 8 to mid 50's. The club provides a safe sanctioned environment for people to receive training from fully qualified and insured coaches.
4	Friends of our Lady Tintern (FOLT)	St Arvans with Tintern	A. Webb	£4,000	£600	Funding is required to create a spiritual walk ('Pilgrimage') for the 21st Century where religious heritage is central to the occasion mapped onto a former medieval pilgrimage route to the Abbey and the statue of Mother and Child. This will include signage, wooden sculptures, design and promotion of an inaugural event.	£5,000	11/07/2019	Yes	The organisation promotes and maintains the statue of Our Lady in Tintern Abbey and uses events to enforce the spiritual, historical and cultural aspects to residents and visitors to the region.
5	St Mary's Church, Tregaer	Mitchell Troy	R. John	£1,500	£1,500	Assistance in funding the refurbishment of the 'sub-standard' electrical installation throughout the church as identified in the recent electrical inspection.	£2,500	13/07/2019	No	Repair required to faulty circuits, renewal and resisting of distribution board in vestry
<b>Late Applications</b>										
<b>Deferred Applications</b>										
<b>SUB TOTAL Meeting 4</b>				<b>£11,847</b>	<b>£3,988</b>	<b>OTHER INFORMATION :</b>				
<b>Meeting 1 Award</b>					<b>5,850</b>					
<b>Meeting 2 Award</b>					<b>4,650</b>					
<b>Meeting 3 Award</b>					<b>4,220</b>					
<b>Meeting 4 Award</b>					<b>3,988</b>					
<b>Meeting 5 Award</b>					<b>0</b>					
<b>Meeting 6 Award</b>					<b>0</b>					
<b>Meeting 7 Award</b>					<b>0</b>					
<b>Meeting 8 Award</b>					<b>0</b>					
<b>TOTAL AWARDED FOR 2019/20 TO DATE</b>					<b>18,708</b>					
<b>BUDGET 2019/20</b>					<b>32,955</b>					
<b>BALANCE B/F TO 2019/20</b>					<b>£772</b>					
<b>Monmouthshire's Allocation for 2019/20</b>					<b>£33,727</b>					
<b>REMAINING BALANCE</b>					<b>£15,019</b>					

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**Appendix 3 - Enterprise Directorate Restructure - Estimated cost implications of proposed structure and funding assumptions**

	<b>EXISTING</b>			<b>PROPOSED</b>		
	Salary	On Cost	Total Cost	Salary	On Cost	Total Cost
<b>Existing posts (deleted)/New Posts</b>						
<i>Head of Commercial and Integrated Landlord Services</i>	68,471	24,718	93,189			
<b>Head of Commercial, Property, Fleet and Facilities</b>				71,447	25,792	97,239
<i>Head of Planning, Housing and Place shaping</i>	68,471	24,718	93,189			
<b>Head of Placemaking, Housing, Highways and Flood</b>				71,447	25,792	97,239
<i>Head of Waste and Street Services</i>	61,326	22,139	83,465			
<b>Head of Neighbourhood Services</b>				71,447	25,792	97,239
<i>Head of Tourism, Leisure and Culture</i>	68,471	24,718	93,189			
<b>Monlife - Chief Operating Officer</b>				71,447	25,792	97,239
<i>Head of Enterprise and Community Delivery</i>	66,089	23,858	89,947			
<b>Head of Enterprise and Community Animation</b>				71,447	25,792	97,239
<i>Head of Operations</i>	64,882	23,422	88,304	-	-	-
<b>Head of Strategic Projects - (Fixed Term Capital/grant funded)</b>						
<b>Additional Posts - Subject to Job Evaluation</b>						
Head of Planning - Grade M	-	-	-	49,489	16,381	65,870
Tree Specialist - Grade G	-	-	-	26,999	8,937	35,936
Development Officer/Programme Manager - Grade K - Capital Funded	-	-	-	-	-	-
Health, Safety and Wellbeing Officer (Operations) - Grade H	-	-	-	30,507	10,098	40,605
AGI - Co-ordinator - Grade H 22.2 Hours	-	-	-	18,304	6,059	24,363
Active Travel Lead (Grant Funded) - Grade H	-	-	-	-	-	-
Waste /Grounds Supervisors (X2) - Grade G	-	-	-	53,998	17,873	71,871
<i>Note: funding of the supervisors posts will be addressed in a further restructure with Neighbourhood and Highways services - ref appendix 2 - Whilst the cost is noted here it is not included in the overall funding calculation within this report</i>						
Budget/establishment adjustments						
Transport Planning and Policy officer (deleted post Grade I)	37,489	12,409	49,898			
Cost avoidance - sickness absence cover			70,000			
	<b>397,710</b>	<b>143,573</b>	<b>661,181</b>	<b>482,534</b>	<b>170,436</b>	<b>652,970</b>
<b>Funding Gap</b>						<b>- 8,211</b>

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<p><b>Name of the Officer</b> D Jarrett <b>Phone no: 4657</b> <b>E-mail: davejarrett@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b> To assess the Grant Allocation Processes of the Welsh Church Fund for the meeting of the Welsh Church Fund Working Group on the 18<sup>th</sup> July 2019</p>
<p><b>Name of Service</b> Central Finance</p>	<p><b>Date Future Generations Evaluation</b> 31st July 2019</p>


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

<b>Well Being Goal</b>	<b>How does the proposal contribute to this goal? (positive and negative)</b>	<b>What actions have been / will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive in relation to developing the skills and proficiencies of applicants</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 in the teaching of biodiversity and ecological issues through the provision of educational resources</p>	
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive in that people's mental health and physical health is enhanced by a collective activity / process.</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?
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive in relation to connecting the community and its constituents	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive in relation to social well-being. Also, helping the environmental well-being of the community through preservation of history.	
<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 in relation to the promotion of culture in the community	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Positive in respect of helping people to achieve their potential irrespective of individual circumstances	

**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?
 Balancing short term need with long term and planning for the future	Not applicable to Welsh Church Fund Trust	

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p><b>Collaboration</b> Working together with other partners to deliver objectives</p>	Not applicable to Welsh Church Fund Trust	
 <p><b>Involvement</b> Involving those with an interest and seeking their views</p>	Not applicable to Welsh Church Fund Trust	
 <p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse</p>	Not applicable to Welsh Church Fund Trust	
 <p><b>Integration</b> Positively impacting on people, economy and environment and trying to benefit all three</p>	Not applicable to Welsh Church Fund Trust	

**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	Encouraging the socializing of differing age groups through social provision	None	
Disability	Proposal to assist in the provision of disabled facilities.	None	
Gender reassignment	No impact	No impact	
Marriage or civil partnership	No impact	No Impact	
Race	No impact	No Impact	
Religion or Belief	Encouraging religion through education at the point of delivery through the provision of enhanced facilities	None	
Sex	No impact	No impact	
Sexual Orientation	No impact	No Impact	
Welsh Language	No impact on Welsh Language	No impact on Welsh Language	

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

	<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	Not applicable		
Corporate Parenting	Not applicable		

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

The evidence and data used for the assessment of each applicant to the Welsh Church Fund is supplied by the applicant upon submission of their application. The data and information supplied or subsequently requested is used to form the basis of the Committees' decision on whether to award a qualifying grant.

2021

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

The grant aid supports and highlights the positive effect that decisions the Welsh Church Fund Working Group have on the applicants funding requests from Voluntary Organisations, Local Community Groups, Individuals and Religious Establishments. All awards are made in the belief that the funding is utilised for sustainable projects and cultural activities that benefit individuals, organisations, communities and their associated assets. All grants are awarded within the Charitable Guidelines of the Trust

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

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What are you going to do	When are you going to do it?	Who is responsible	Progress
Award grants	August 2019	Welsh Church Fund	On target

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

<b>The impacts of this proposal will be evaluated on:</b>	The Payment of grants awarded to the successful applicants
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