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Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 16 July 2019

Dear Councillor

INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 24 July 2019.

1. **SOCIAL HOUSING GRANT PROGRAMME** 1 - 12

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor S Jones

AUTHOR: Louise Corbett, Strategy & Policy Officer, Housing & Communities

CONTACT DETAILS:
Tel: 01633 644474/07970957039
E-mail: LouiseCorbett@monmouthshire.gov.uk

2. **DISPOSAL OF LAND AT LLWYNU LANE/OLD HEREFORD ROAD AND DRAINAGE EASEMENT OVER LAND AT CHARLES CRESCENT.** 13 - 32

Division/Wards Affected: Croesonen; Mardy
CABINET MEMBER: County Councillor P Murphy

AUTHOR:
Ben Thorpe – Development Surveyor

CONTACT DETAILS:
Tel: 01633 64(4964) / **Mob:** 07775 012666
E-mail: benthorpe@monmouthshire.gov.uk

3. **TO EXPAND THE SHARED BENEFITS SERVICE TO INCLUDE REVENUES** 33 - 48

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

AUTHOR:

Ruth Donovan: Assistant Head of Finance – Revenues, Systems & Exchequer

CONTACT DETAILS:

Tel: 01633 644592

Email: Ruthdonovan@monmouthshire.gov.uk

Yours sincerely,

**Paul Matthews
Chief Executive**

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p>Whole Authority Strategy & Direction Lead Officer – Chief Executive</p> <p>CCR Joint Cabinet & Regional Development; Organisation overview; Regional working; Government relations; Public Service Board lead; WLGA lead</p>	<p>WLGA Council WLGA Coordinating Board Public Service Board</p>	Portskewett
R.J.W. Greenland (Deputy Leader)	<p>Enterprise and Land Use Planning Lead Officer – Frances O’Brien Support Officers – Mark Hand, Cath Fallon</p> <p>Local Development Plan; Strategic Development Plan; Economic Resilience and Growth; Town Centre Investment and Stewardship; Development Management and Building Control; Housing Delivery</p>	<p>WLGA Council Capital Region Tourism</p>	Devauden
P. Jordan	<p>Governance and Law Lead Officers – Matthew Gatehouse, Matthew Phillips, Ian Saunders</p> <p>Council & Executive decision making; Constitution review and implementation of change; Law, Ethics & Standards; Audit and Regulatory WAO Relations Support for Elected Members Democracy promotion & citizen engagement Whole Authority Performance; Whole Authority Service Planning & Evaluation Community Hubs and Contact Centre Community Learning Tourist Information / Museums / Theatre / Attractions</p>		Cantref
R. John	<p>Children & Young People and MonLife Lead Officers – Will McLean, Ian Saunders Support Officers – Nikki Wellington, Sharon Randall-Smith, Richard Simpkins</p> <p>Early Years Education</p>	<p>Joint Education Group (EAS) WJEC</p>	Mitchel Troy

	<p>All Age Statutory Education Additional Learning Needs; School Inclusion Post 16 entitlement / offer</p> <p>School standards and Improvement; Education Achievement Service Commissioning Coleg Gwent and University liaison. Leisure / Sport Outdoor education / Duke of Edinburgh Active Travel Countryside / Biodiversity</p>		
P. Jones	<p>Social Care, Safeguarding & Health Lead Officer – Julie Boothroyd Support Officers – Eve Parkinson, Jane Rodgers</p> <p>Children’s Services Fostering & Adoption; Youth Offending Service; Adults Services Whole Authority Safeguarding (children & adults); Disabilities; Mental Health; Health liaison.</p>		Raglan
P. Murphy	<p>Whole Authority Resources Lead Officer – Peter Davies, Frances O’Brien Support Officers – Deb Hill-Howells, Sian Hayward, Tracey Harry, Mark Howcroft</p> <p>Finance; Information technology (SRS); Digital Programme Office Human Resources; Health & Safety; Emergency Planning; Procurement; Land & Buildings (inc. Estate, Cemeteries, Allotments, Farms); Vehicle Fleet / Passenger Transport Unit Property maintenance; Facilities Management (inc. Building Cleaning and Catering all ages)</p>	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
J. Pratt	<p>Infrastructure and Neighbourhood Services Lead Officer – Frances O’Brien Support Officers – Roger Hoggins, Carl Touhig, Nigel Leaworthy</p> <p>County Roads / Pavements South Wales Trunk Road Agency</p>	SEWTA Prosiect Gwyrdd	Goytre Fawr

	<p>Highways Maintenance, Transport, Traffic & Network Management, Car Parks / Illegal Parking Enforcement Whole Authority De-carbonisation Plastic Free Monmouthshire Waste / Recycling / Cleansing Grounds Maintenance Parks & Open Spaces/ Public Conveniences Flood Prevention / Management / SUDs</p>		
S. Jones	<p>Social Justice & Community Development Lead Officer – Frances O’Brien Support Officers – Cath Fallon, David Jones, Ian Bakewell</p> <p>Rural Deprivation / Isolation; Digital Deprivation Poverty / Disadvantage Homelessness; Supporting People Community Safety / Equality / Protected Characteristics Public Relations; / Communications / Marketing Trading Standards / Environmental Health; Licensing; Registrars</p>		Llanover

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

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

Our Values

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

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

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

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

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SUBJECT:	SOCIAL HOUSING GRANT PROGRAMME
MEETING:	INDIVIDUAL CABINET MEMBER DECISION REPORT
DATE:	24th JULY 2019
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

The purpose of this report is to brief the committee on the completion of the Social Housing Grant Programme for 2018-19 and the new SHG Programme for 2019-20.

2. RECOMMENDATIONS:

To note the contents of the programme.

3. KEY ISSUES:

- 3.1 It is recognised in Monmouthshire that house prices have risen to a level beyond that which is affordable to many local people. The average house price is currently £301,901 (Wales comparison £185,529) and the lower quartile affordability ratio is 9:1. Therefore, the provision of affordable housing is one of the Council's more pressing concerns, in both urban and rural areas.
- 3.2 The number of applicants on the Common Housing Register is currently 3029.
- 3.3 During 2018/19 the Housing Options Team received 835 enquiries from households threatened with homelessness. They determined 307 households as S66 (at risk of becoming homeless within 58 days) and 244 households as S73 and S75 (actually homeless).

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

The delivery of affordable housing impacts positively on the Monmouthshire community in general and the provision of special schemes such as OAP and adapted housing improve the lives of those with protected characteristics. Affordable housing also 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 is also a means of providing low cost homes for first time buyers.

5. EVALUATION CRITERIA

The SHG Programme will be constantly monitored by the Strategy and Policy Officer, and evaluated on a quarterly basis with a quarterly return submitted to Welsh Government.

6. REASONS:

6.1 The Social Housing Grant allocation for Monmouthshire for 2018/2019 was:

- SHG Only £4,369,317
- Housing Finance Grant 2 £1,037,615
- Total £5,406,932

The final figure drawn down from the Welsh Assembly Government was £5,212,623.

6.2 This has been a difficult year with some schemes dropping out of the programme. This resulted in an underspend of £194,376. In 2018-19 we delivered 112 affordable homes:

- 84 new build homes
- 10 DIY Homebuy
- 17 Ex-council house buy back properties
- 1 Rent to Own

6.3 The Welsh Government made a significantly larger amount of funding available for 3 years to help deliver their target of 20,000 affordable homes. Monmouthshire benefited from this by receiving allocations of:

- 2018/2019 £5,406,932
- 2019/2020 £1,966,257
- 2020/2021 £1,684,333

2019/20 will see the end of Housing Finance Grant. This will result in social housing grant allocations dropping down to past levels.

6.4 The Programme Delivery Plan for 2019 - 2022 showing the potential spend of our allocation is appended to this report. We work very closely with our RSL partners to trying to find enough sites to build up a healthy reserve scheme list, however, going into the future this is proving very difficult due to land availability.

7. **RESOURCE IMPLICATIONS:** None

8. **CONSULTEES:** Cabinet Member for Housing & Communities, Chief Officer Enterprise, Head of Planning, Housing and Place Shaping and Housing and Communities Manager.

9. **BACKGROUND PAPERS:** None

10. **AUTHOR:** Louise Corbett, Strategy & Policy Officer, Housing & Communities

11. **CONTACT DETAILS:**

Tel: 01633 644474/07970957039

E-mail: LouiseCorbett@monmouthshire.gov.uk

Appendix 2



monmouthshire
sir fynwy

Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Louise Corbett</p> <p>Phone no: 01633 644474 E-mail: louise.corbett@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>The Welsh Government allocates Social Housing Grant to Local Authorities for the provision of affordable housing. The Programme Delivery Plan (PDP) is used to monitor affordable housing schemes over a 3 year period.</p>
<p>Name of Service</p> <p>Housing and Communities</p>	<p>Date Future Generations Evaluation form completed</p> <p>30/04/2019</p>

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

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: Promoting affordable housing assists in achieving overall prosperity of communities and their residents. The SHG Programme seeks to maximise affordable housing provision which is essential in enabling sustainable resilient communities.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that the programme meets the housing needs of households on the council's housing register. This will include vulnerable groups.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Positive: Affordable housing will be constructed to high standards of energy efficiency and will make a positive impact on the cost of running a home.</p>	<p>Mitigate Negative Impacts: Planning will ensure that biodiversity, landscape interests etc. are appropriately considered in</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>Negative: 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 contributes to meeting housing needs.</p>	<p>assessing any planning application and that good standards of design, landscaping etc. are achieved.</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive: 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>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that planning guidance is accurately interpreted and implemented.</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positive: 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>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that planning guidance is accurately interpreted and implemented.</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Positive: N/A</p> <p>Negative: N/A</p>	<p>Better contribute to positive impacts: N/A</p>
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Positive: The affordable housing programme 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>Better contribute to positive impacts: Ensure that planning guidance is accurately interpreted and implemented.</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	Negative: None.	
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Positive: The affordable housing programme 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.</p> <p>Negative: None.</p>	<p>Better contribute to positive impacts: Ensure that planning guidance is accurately interpreted and implemented.</p>

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term the future</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The Social Housing Grant Programme covers a 3 year period. By its nature, therefore, it cannot look beyond this period, we cannot predict the Welsh Government affordable housing allocation beyond 2022.</p>	<p>N/A</p>
 <p>Collaboration objectives</p> <p>Working together with other partners to deliver objectives</p>	<p>The Council's Housing Department works closely with Welsh Government, RSL's and private developers to deliver appropriate affordable housing to meet Monmouthshire resident's needs.</p>	<p>We hold regular meetings with our RSL partners to discuss housing need, land acquisition and the delivery of affordable housing.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>We hold public consultation events to discuss housing need, design and layout with local communities. This gives Community Councils and local people the opportunity to discuss housing need in their community and have an input into design.</p>	<p>Ensures that local people in housing need has the opportunity to register on Homeseach and ensures that the correct size and tenure of affordable housing is delivered.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Affordable Housing Programme puts Welsh Government, Local Authority and RSL resources into the delivery of affordable housing, which in turn reduces the number of Monmouthshire residents in housing need.</p>	<p>The programme will support housing development in Monmouthshire.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="331 204 517 403">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="546 197 1332 293">The provision of affordable housing has a positive impact on people's lives and the local building companies employed by the RSL's have a positive effect on the local economy.</p>	<p data-bbox="1352 197 2116 261">Delivering sustainable development has a positive impact on social, economic and environmental factors.</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<p data-bbox="448 793 1030 1121">The delivery of affordable housing 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.</p>	None	<p data-bbox="1619 793 2148 857">Ensure that the Welsh Government allocation of funding is spent.</p>
Disability	<p data-bbox="448 1136 1030 1326">Affordable Housing is built to meet all 16 lifetime home standards, which ensures that it is suitable for a wide range of vulnerable households. The SHG Programme also delivers adapted bungalows to meet the needs of physically disabled households.</p>	None	<p data-bbox="1619 1136 2148 1200">Ensure that the Welsh Government allocation of funding is spent.</p>
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
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

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Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding.

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Provides homes for vulnerable households e.g. those fleeing domestic violence.	None	N/A
Corporate Parenting	None	None	N/A

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

The Welsh Government allocation of funding to Local Authorities.

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 Affordable Housing Programme continues to support the provision of affordable housing in Main Towns, Severnside Settlements, Rural Secondary Settlements, Main and Minor Villages. 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. 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: Monitor the effectiveness of affordable housing policies for the delivery of affordable housing.

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 need for affordable housing in rural areas.

Future: Annual performance monitoring will evaluate the delivery of affordable housing against housing need and the negative impacts of development.

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
Monitor and evaluate the programme.	On a quarterly basis.	Strategy and Policy Officer, Housing Manager and Head of Planning, Housing & Place-shaping	

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: On an annual basis	On an annual basis when the 3 year SHG programme will be reviewed.
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SUBJECT: Disposal of land at Llwynu Lane/Old Hereford Road and Drainage Easement over land at Charles Crescent.

MEETING: ICMD Councillor Phil Murphy

DATE: Wednesday 24 July 2019

DIVISION/WARDS AFFECTED: Croesonen and Mardy

1. PURPOSE:

To seek approval for the disposal of a small area of land for road widening purposes and to grant an easement over land in the ownership of the Council.

2. RECOMMENDATIONS:

2.1 To approve the disposal of the land outlined red on the attached plan.

2.2 To approve the granting of an easement as shown shaded brown on the attached plan.

2.3 To delegate responsibility to the Head of Commercial and Integrated Landlord Services and the Chief Officer for Resources, to finalise the terms of the disposals.

3. KEY ISSUES:

3.1 – The Council has agreed terms with the purchaser for the sale of the land outlined red. The area of land required for road widening purposes and totals approximately 110 square metres, it is located immediately adjacent to Old Hereford Road.

3.2 – The Council has also agreed terms with the purchaser for an easement in perpetuity over the Council's land. The land in question forms part of a narrow strip located between residential properties at Charles Crescent and Dan-Y-Deri. The land totals approximately 70 square metres. A public footpath runs over the land from Llwynu lane, heading northwards into the open countryside. Following works proposed by the purchaser the land will be reinstated to allow continued access over the public footpath.

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

The significant positive impact on future generations is that the disposal and granting of an easement will provide a capital receipt that will contribute towards the 21st Century Schools Programme. The negative impacts are neutral or of low impact.

5. OPTIONS APPRAISAL

5.1 – Option 1: Refuse the disposal and easement. The Council has agreed terms with a third party for the disposal of the land and granting of an easement. The disposal will generate a capital receipt for the Council. By not continuing with this disposal and easement grant, the Council will not be able to benefit from the capital receipt from the proposed transaction.

5.2 – Option 2: Proceed with the disposal as outlined in this report and exempt appendix. The disposal of the land will generate a capital receipt to support the 21st Century School's Programme.

6. EVALUATION CRITERIA

6.1 - The decision will be reviewed by the Council in the next 12 months in order to evaluate the decision we will consider the following points:

- Has the transaction been completed?
- Has the purchaser had the benefit of the use of the land for their intended purposes?

7. REASONS:

7.1 – The disposals of the land will generate a capital receipt for the Council.

8. RESOURCE IMPLICATIONS:

8.1 – The council will receive a capital receipt as part of the transaction to contribute to the 21st Century School Programme.

8.2 – The purchaser will reimburse the councils legal and surveying costs relating to this matter.

9. CONSULTEES:

Elected Ward Member for Croesonen – Cllr Roger Harris

Elected Ward Member for Mardy – Cllr Malcolm Lane

Cabinet Member for Resources – Cllr Phil Murphy

Monitoring Officer – Matthew Phillips

Head of Commercial and Integrated Landlord Services – Debra Hill-Howells

Head of Commercial Law – Joanne Chase

Public Rights of Way Officer – Richard Garner

10. BACKGROUND PAPERS:

- Site location plans
- Exempt Appendix

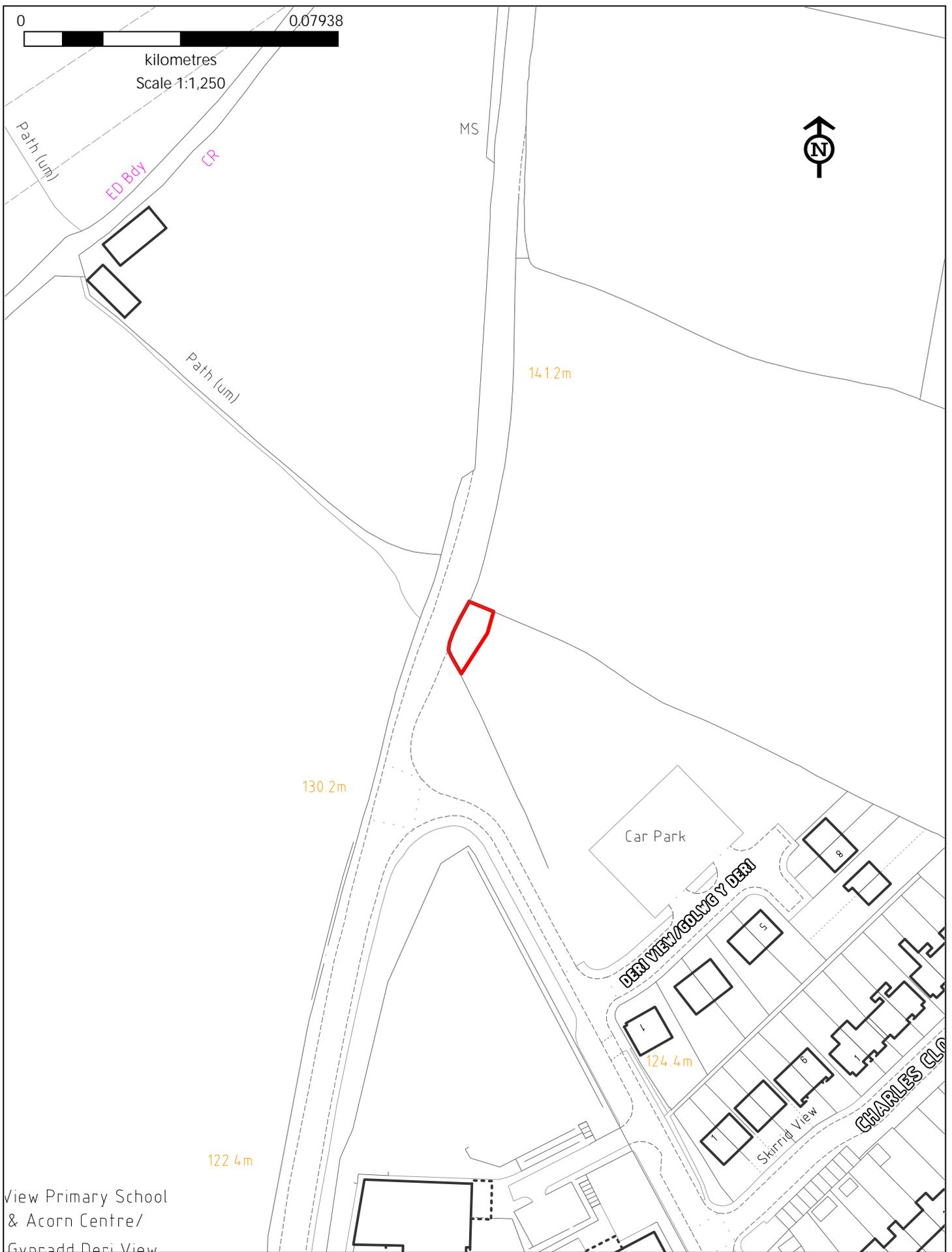
11. AUTHOR:

Ben Thorpe – Development Surveyor

12. CONTACT DETAILS:

Tel: 01633 64(4964) / Mob: 07775 012666

E-mail: benthorpe@monmouthshire.gov.uk



View Primary School
& Acorn Centre/
Gynradd Deri View

Monmouthshire County Council

110sqm approx area of land for disposal

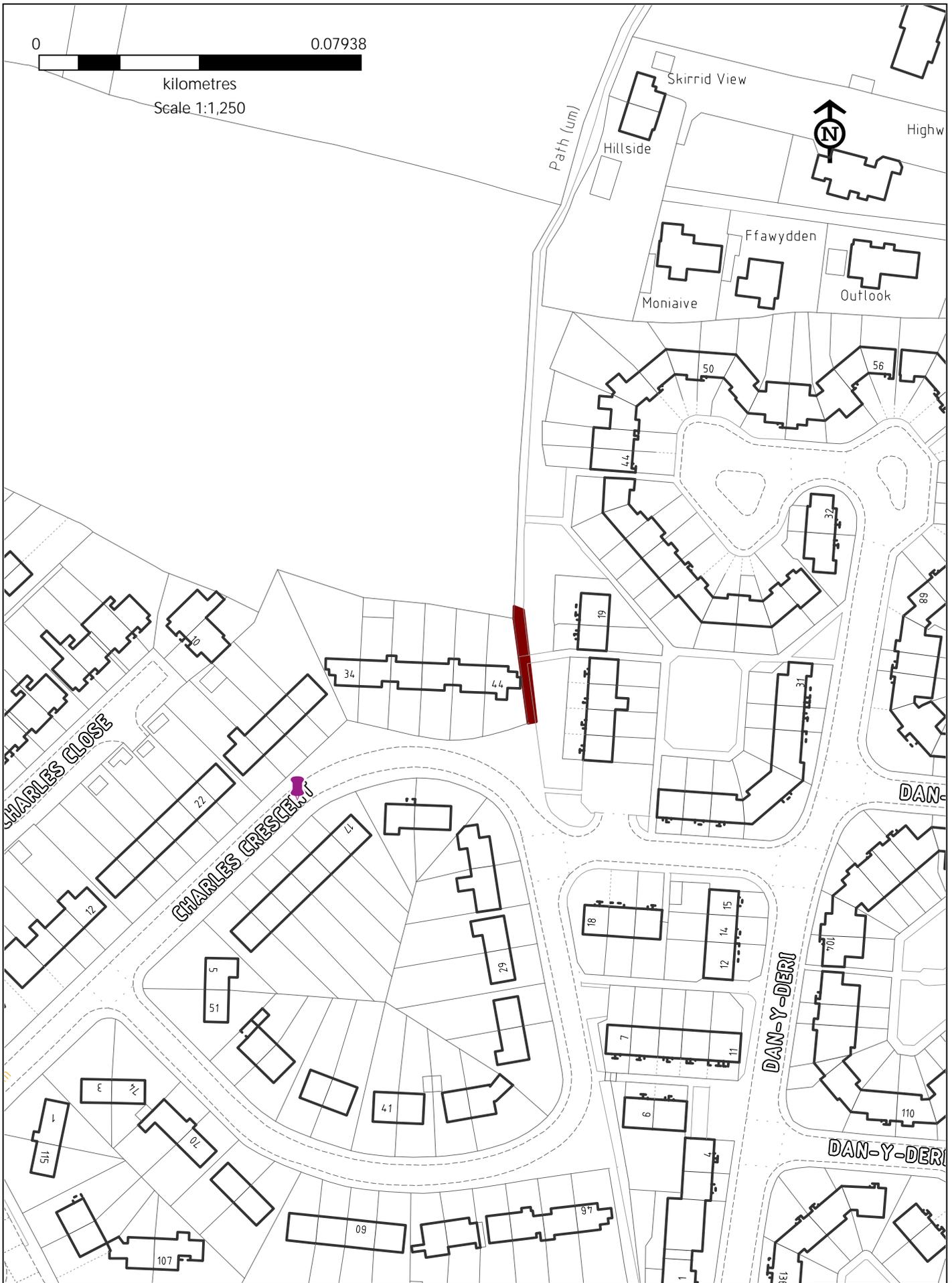
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Monmouthshire County Council

70sqm approx area of land required for Easement

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

Meeting and Date of Meeting: ICMD Cllr Phil Murphy Wednesday 24 July 2019

Report: Capital Receipt – Disposal of land at Llwynu Lane/Old Hereford Road
and Foul Drainage Easement over land at Charles Crescent,

Author: Ben Thorpe

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

Exemptions applying to the report:

This report will be exempt under paragraph 14 of Schedule 12A – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Factors in favour of disclosure:

Openness & transparency in matters concerned with the public

Prejudice which would result if the information were disclosed:

The information contained in the appendix relates to the financial and business affairs of the Council and the purchaser. As a result, it is considered commercially sensitive.

My view on the public interest test is as follows:

Factors in favour of disclosure are outweighed by those against.

Recommended decision on exemption from disclosure:

Maintain exemption from publication in relation to the appendix.

Date: 08 July 2019

Signed: Ben Thorpe

Post: Development Surveyor

I accept/I do not accept the recommendation made above

Signed: 

Head of Commercial and Integrated Landlord Services

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By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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<p>Name of the Officer: Ben Thorpe</p> <p>Phone no: 4964 / 07775012666</p> <p>E-mail:</p>	<p>Please give a brief description of the aims of the proposal:</p> <p>Disposal of land at Llwynu Lane/Old Hereford Road and Foul Drainage Easement over land at Charles Crescent.</p>
<p>Name of Service area: Estates Development Team</p>	<p>Date: July 04 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.

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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	The proposal's impacts are neutral or low impact on all protected characteristics.	NA	NA
Disability	NA	NA	NA
Gender reassignment	NA	NA	NA
Marriage or civil partnership	NA	NA	NA
Pregnancy or maternity	NA	NA	NA

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

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?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The proposal generates a capital receipt that will help contribute to the funding of the 21 st School's Programme.	NA

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	NA	NA
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	NA	NA
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	A public footpath runs over the area of land where the proposed easement is located.	Monmouthshire Countryside Services have been consulted as part of the proposal and all appropriate and necessary measures will be undertaken to maintain the footpath as a connection/link to local facilities. Works to be undertaken will be made good after completion.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	NA	NA
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	NA	NA
A more equal Wales People can fulfil their potential no matter what their background or circumstances	NA	NA

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>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The capital receipt received for the disposal and easement will contribute towards the match funding of the 21st Century Schools Programme, including the construction of a new comprehensive school in Abergavenny.</p>	<p>NA</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Indirectly through the capital receipt funding the 21st Century Schools Programme. Collaborative work between WG, MCC and other partners.</p>	<p>NA</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>NA</p>	<p>NA</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>NA</p>	<p>NA</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>	NA	NA

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?
Social Justice	The proposals have a neutral or low impact on all Corporate Parenting and Safeguarding responsibilities.	NA	NA
Safeguarding	NA	NA	NA
Corporate Parenting	NA	NA	NA

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

NA

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

.This section should summarise the key issues arising from the evaluation. This summary must be included in the Committee report template

Positive Impacts:

- The capital receipt will contribute towards the 21st Century Schools Programme which will have a positive impact on future generations.

Negative impacts:

- Neutral or low impacts on future generations.

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
NA	NA	NA

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.	SLT, Cabinet & other internal consultees.	08.07.2019 – 12.07.2019	NA

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REPORT

SUBJECT: TO EXPAND THE SHARED BENEFITS SERVICE TO INCLUDE REVENUES

DIRECTORATE: Resources

MEETING: INDIVIDUAL CABINET MEMBER DECISION

DATE: 24th July 2019

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To consider formal agreement of the expansion of the Shared Service with Torfaen County Borough Council to include the provision of Revenue services.

2. RECOMMENDATIONS:

- 2.1 That Cabinet formally agree to move to a shared service for Revenues, as soon as is practicable and to agree the scoping document attached in Appendix 1.
- 2.2 That Torfaen County Borough Council provide interim management arrangements for Revenues until officers officially transfer to the new shared service.
- 2.3 That the final implementation of the shared service is incorporated into the current Memorandum of Understanding between the two authorities for the Shared Benefits Service.
- 2.4 That Cabinet agree the relevant staff transfer under the Transfer of Undertakings Protection of Employment Regulations (TUPE) to Torfaen County Borough Council, following due process and the shared service arrangement in its extended scope is fully embedded.
- 2.5 That Cabinet authorise the Chief Officer for Resources and Assistant Head of Finance for Revenues, Systems & Exchequer, in consultation with the Cabinet Member for Whole Authority Resources, to finalise the Memorandum of Understanding and TUPE arrangements in discussion with Torfaen County Borough Council.
- 2.6 That Cabinet agree that any resultant redundancy or pension strain costs are met from the corporate budget, if it is not possible to manage these costs within the overall Directorate's budget.

3. KEY ISSUES:

- 3.1 Monmouthshire County Council entered into a Shared Benefits Service with Torfaen County Borough Council in July 2011. Torfaen Council runs the service on a day to day basis and the team is located in their council offices in Pontypool.

- 3.2 Since that time, the service has become well established and has proved to be an effective service delivery model, meeting targets for both performance and financial efficiency.
- 3.3 When Cabinet originally agreed to the establishment of the Shared Benefits Service, there was also the option to extend this working model to the Revenues Service (council tax and business rates) in future.
- 3.4 Over recent months Monmouthshire's Revenues Team has seen its Revenue's Manager retire. In addition, other key officers, namely the Revenue's Managers job share partner and the Northgate System Administrator have indicated their intention to retire in the near future, leading to a significant loss in specialist skills, knowledge and expertise.
- 3.5 This coupled with a wider structure review of the Finance Teams by the Chief Officer for Resources has prompted consideration to extend the shared service to include Revenues (Council Tax and Business Rates).
- 3.6 A period of staff and union consultation was undertaken in June/July 2019. Officers affected by the recommendation were given the opportunity to comment and ask questions. Any matters for consideration were brought back to the Chief Officer for Resources.
- 3.7 The scope of the service to be delivered under the expanded shared service arrangements for Revenues are:
- The billing, administration and collection of Council Tax and Non Domestic Rates (this includes both daily and annual billing)
 - The system administration and development of Monmouthshire's Northgate system

Retained functions relate to the administration of income and cash paid in respect of Council Tax and Non Domestic Rates, suspense clearance and control account reconciliation. The service will also not include Monmouthshire's sundry debtors function.

- 3.8 In order for the service to move forward in an integrated way and maximise the benefits from a larger shared service, the staff that undertake work in relation to the functions noted in 3.7 above are to transfer under TUPE transfer arrangements. The list of posts to transfer will be added to the MOU when finalised. Appendix 2 shows the current team structure and the proposed structure that will move across to the shared service.
- 3.9 Senior officers at Torfaen County Borough Council have given assurances that officers will transfer under their current terms and conditions. Current working arrangements including flexible and agile working will be maintained. This will form part of any TUPE transfer arrangements.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION

The proposal ensures that this statutory service is maintained and continues to operate as effectively as possible. The recommendation is designed to lead to

improvements in service for our rate payers. Whilst officers will transfer under their existing terms and conditions under TUPE arrangements. The Council's Sustainability Policy Officer has confirmed that a Future Generation Evaluation is not required.

5. OPTIONS APPRAISAL

- 5.1 Option 1 - to retain the service in house and appoint to vacancies as they arise. However, these vacancies are for senior posts that require a significant level of experience of revenues legislation and/or revenues systems (in particular Northgate). In general, due to the specialist nature of this work, the potential pool of applicants is likely to be small. The nature of the service requires complex decisions to be made on a daily basis, to ensure we operate within the legislation and bill ratepayers correctly.
- 5.2 Option 2 - the relationship with the shared service is well established and is a proven mechanism to deliver complex services. The two authorities are already operating the same IT software and Monmouthshire will have access to a greater pool of qualified experienced officers in the revenues field.

The scoping document attached in Appendix 1, details the potential benefits to this move, which include:

- Increased resilience, economies of scale and reduced management and service delivery costs.
- Maintaining the current excellent collection rates for both council tax and business rates by looking at a range of measures to maximise returns, including the potential to increase revenue from prior year collection, increasing court attendance and expanding automation.
- Delivering customer service improvements by working closely with the Hubs and looking at alternatives to managing demand, particularly via the telephone.
- Aligning recovery processes, systems, networks and other digital solutions. Both services have common characteristics with both following the same legislation, using the same IT system, attending the same magistrate courts and using the same Enforcement Agents.

6. EVALUATION CRITERIA

- 6.1 Governance arrangements are already in place for the shared service within the current Memorandum of Understanding, which will be updated to include the expansion of the service.
- 6.2 The Shared Service Management Board, consisting of senior officers from both organisations, meet periodically to review performance, discuss changes in legislation, review service plans etc. These meetings will continue and will be expanded to include council tax and business rates. The Board will be responsible for agreeing any changes in future service delivery including any additional one off or recurring costs or savings.

7. REASONS:

7.1 That Cabinet formally agrees to the expansion of the shared service to include council tax and business rates, thereby ensuring services are maintained for our ratepayers.

8. RESOURCE IMPLICATIONS:

8.1 With the exception of the Revenues Manager and Senior System Support officer, all officers currently working within Monmouthshire's Revenues Service (including system administration), 12 officers equating to 9.4 FTE's, will transfer to the shared service under TUPE arrangements.

8.2 The majority of duties undertaken by the Senior System Support officer will be retained within Monmouthshire, therefore the council will retain this post.

8.3 The Revenue Managers post will generate annual savings of £60,000. Pending the final decision, there are potential redundancy or pension strain costs here, for which we are awaiting confirmation from People Services. These costs will be managed within the current revenue budget. However should this not be possible they will be met from the corporate redundancy budget.

8.4 A flexible retirement request from the Revenues System Administrator has also been agreed, resulting in a further £26,000 annual saving. There are no anticipated cost implications associated with this request.

8.5 Torfaen Council will charge an annual fee of circa £40,000 for managing the additional service, generating a £46,000 saving. This saving will form part of the Chief Officer for Resources wider restructure proposals.

8.6 The table below summarises the pre and post structure and costings

Current structure:	Grade	FTEs	Total Annual cost £
Revenues Manager	K 39-43	1.00	60,928
Senior Revenues Processor	F 19-23	1.00	35,028
Revenues Processors	D 9-13	4.00	110,778
Visiting Officer	D 9-13	1.00	27,981
Senior Recovery Officer – Council Tax	G 23-27	1.00	40,819
Recovery Processors – Council Tax	D 9-13	2.00	52,793
Revenues System Administrator	G 23-27	1.00	40,819
Revenue Senior System Support	E 14-18	1.00	31,630
Senior Recovery Officer – Sundry Debtors	G 23-27	1.00	40,819
Recovery Processors – Sundry Debtors	D 9-13	2.00	55,962
		15.00	497,557
Posts to transfer to the Revenues Shared Service			
Senior Revenues Processor	F 19-23	1.00	35,028
Revenues Processors	D 9-13	4.00	110,778

Visiting Officer	D 9-13	1.00	27,981
Senior Recovery Officer – Council Tax	G 23-27	1.00	40,819
Recovery Processors – Council Tax	D 9-13	2.00	52,793
Revenues System Administrator	G 23-27	0.40	15,668
		9.40	283,067
Posts to be retained by Monmouthshire County Council			
Revenue Senior System Support	E 14-18	1.00	31,630
Senior Recovery Officer – Sundry Debtors	G 23-27	1.00	40,819
Recovery Processors – Sundry Debtors	D 9-13	2.00	55,962
		1.00	128,411
Annual Saving		-1.60	-86,079
Less Management charge			-40,000
TOTAL Annual saving			-46,079

9. CONSULTEES:

Revenues Team
Financial Systems Support Team
Trade unions
People Services
Chief Officer for Resources
Senior Leadership Team
Cabinet

There were no responses received to the Consultation.

10. BACKGROUND PAPERS:

Appendix 1 – Scoping Document
Appendix 2 – Structure charts

11. AUTHOR:

Ruth Donovan: Assistant Head of Finance – Revenues, Systems & Exchequer

12. CONTACT DETAILS:

Tel: 01633 644592

Email: Ruthdonovan@monmouthshire.gov.uk

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SCOPING DOCUMENT – MCC REVENUES SERVICE

DELIVERING A SHARED REVENUES SERVICE

Scope - The new service will be hosted by Torfaen County Borough Council (TCBC). The scope of the service to be delivered for Monmouthshire County Council (MCC) is as follows

- The billing, administration and collection of Council Tax and Non-Domestic Rates (including annual billing)
- System administration for Monmouthshire Northgate

All staff engaged in these activities will be transferred to the Shared Revenues Service following an initial period of interim management, subject to TUPE.

Richard Davies will be the point of contact for all Member, Officer and Freedom of Information queries. Statistical and data returns will be prepared and submitted by the Shared Revenues Service, approval will be required from MCC. Detailed analysis will be provided for the Council's Council Tax base report and will be prepared in line with both the statutory reporting requirements and Monmouthshire's MTFP timetable. Performance, budget monitoring and year end reporting will also be provided in line with Monmouthshire's agreed timetables.

The service will not include MCC's retained sundry debtors function. Income / cash paid in respect of Council Tax / NDR will be administered via MCC creditors / banking systems.

Governance

The governance arrangements for the Shared Revenues Service will replicate the Shared Benefits Service with a Memorandum of Understanding and Service Specifications setting out the

responsibilities of the client and contractor including performance targets.

Regular meetings to review the service will be held as part of the same cycle of Board Meetings covering the Shared Benefits Service.

The Board will be responsible for agreeing any changes in future service delivery including any potential additional one off or recurring costs or savings.

It is envisaged that there would be a need for MCC to develop a more dedicated client / financial oversight function working with the new service including the review of Council Tax base, NNDR returns, Collection Fund, legal policies, contracts and other procedural changes. This would align financial oversight in a similar way to current process in TCBC and it will be possible to share expertise in this respect.

BUSINESS CASE FOR A SHARED REVENUES SERVICE

Reduce management and service delivery costs, increased resilience and economies of scale – the Shared Revenues Service will lead to reduced costs and increased resilience. The overall management cost to delivering its Revenues service will be substantially reduced. (exact costs to be agreed)

Key staff within Monmouthshire have either retired or given notice of their retirement within the next 12 months. This represents both a challenge and an opportunity. A Shared Revenues Service will address the significant loss of experience and expertise and ensure service continuity.

Management responsibilities will be shared across the two authorities and the potential for the cross-over of other responsibilities will be evaluated.

The Shared Benefits Service has underlined the value of combining duties and the reduction in duplicated effort. In addition, Monmouthshire will now have access to a greater pool of qualified officers in the Revenues field.

Economies of scale will be achieved where, for example, the staffing resource needed to manage two systems is not directly proportional to the number required to attend to just one. In addition, the new service will provide opportunities for staff development and progression as responsibilities are combined.

Maintaining a high level of performance – the Shared Revenues Service will have stringent targets with respect to collection rates in order to maximise revenue and maintain existing high levels of performance (including the current 98.2 per cent in year collection rate for Monmouthshire). The Shared Benefits Service has consistently met or exceeded performance targets for both Monmouthshire and Torfaen and an equivalent level of priority will be given to this within the Shared Revenues Service.

We will be looking at a range of measures to maximise returns including the potential to increase revenue from prior year collection levels, by increasing the number of courts attended by the Council and the implementation of automated processes with respect to cash income (DWP, attachment of earnings etc) and recovery processes.

Delivering customer service improvements – the new service would work closely with the Hubs in Monmouthshire to deliver improvements for Revenues customers. In addition to the rollout of Citizen Access to the Hubs we would provide training and support on Council Tax for frontline officers and where necessary specialist duty

lines to assist with enquiries. With respect to telephone calls we would look at alternative ways of dealing with demand created by reminders and summons in order to transfer most of the basic or common queries to a front office prior to service transfer. In turn this would free up resource in the back office for more complex work.

Aligned recovery processes, systems and networks - The two services (TCBC and MCC) have significant common characteristics.

They use many common business processes as defined by legislation. They attend the same magistrate courts. They also deploy the same two bailiff companies to act where enforcement is required.

In terms of systems they both use Northgate Revenues and Benefits and from May 2019 will be using the same document management platform as MCC begin use of TCBC's Information@Work via the Torfaen network.

The Shared Benefits Service has paved the way for the new service by resolving many of the cross-network and communication issues that may have been encountered by a new shared service. E-mail accounts and information flows are fully integrated between the two networks.

Existing Monmouthshire experience - Due to the success of the Shared Benefits Service its service offer to Monmouthshire and Torfaen has increased substantially to include Education Benefits and Guardianship and Adoption Order Assessments. Therefore, there are very well established links between the Benefits service hosted by Torfaen and Monmouthshire departments including Education, Housing and Social Services. In addition, Council reports initiated by the Shared Benefits Service have been presented to and considered by MCC Members.

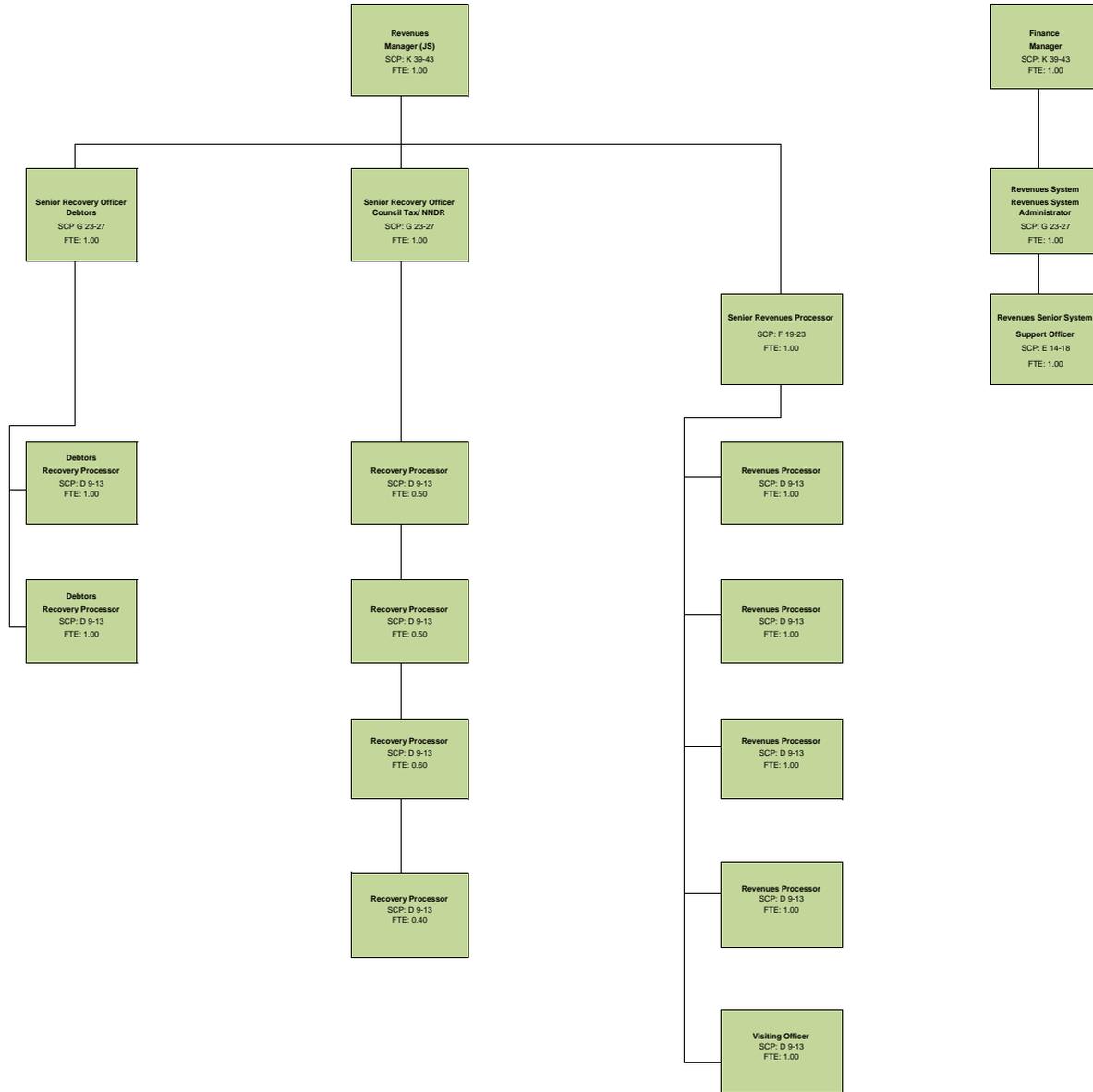
Delivering new software and innovation – MCC and TCBC have worked closely together to deliver common software solutions in the field of Revenues and Benefits sharing expertise and coming together to work on MCC annual billing. The combination of our two system administration teams will increase resilience and allow us to pool expertise more effectively.

We have both recently agreed a new five year contract with Northgate confirming that the software supplier will continue to provide dedicated database administration support and a series of software developments. TCBC Revenues has successfully implemented recovery modules to improve administration of Council Tax recovery and filter cases referred to the final stages of recovery including enforcement. They have also introduced a text reminder system to forewarn customers that they have failed to pay their cash instalment. We will also continue to deliver improved customer experience via the next phase of Citizen Access for both authorities giving customers more access to information about their Revenues accounts and Benefit claims.

Alignment of policies and processes– the collaboration will enable the alignment of policies and processes and the sharing of best practice. Skills sharing will also be realised where two people may need to be skilled in a particular process. However, local characteristics or Member requirements within discretionary areas of legislation will also be fully reflected in the provision of the service.

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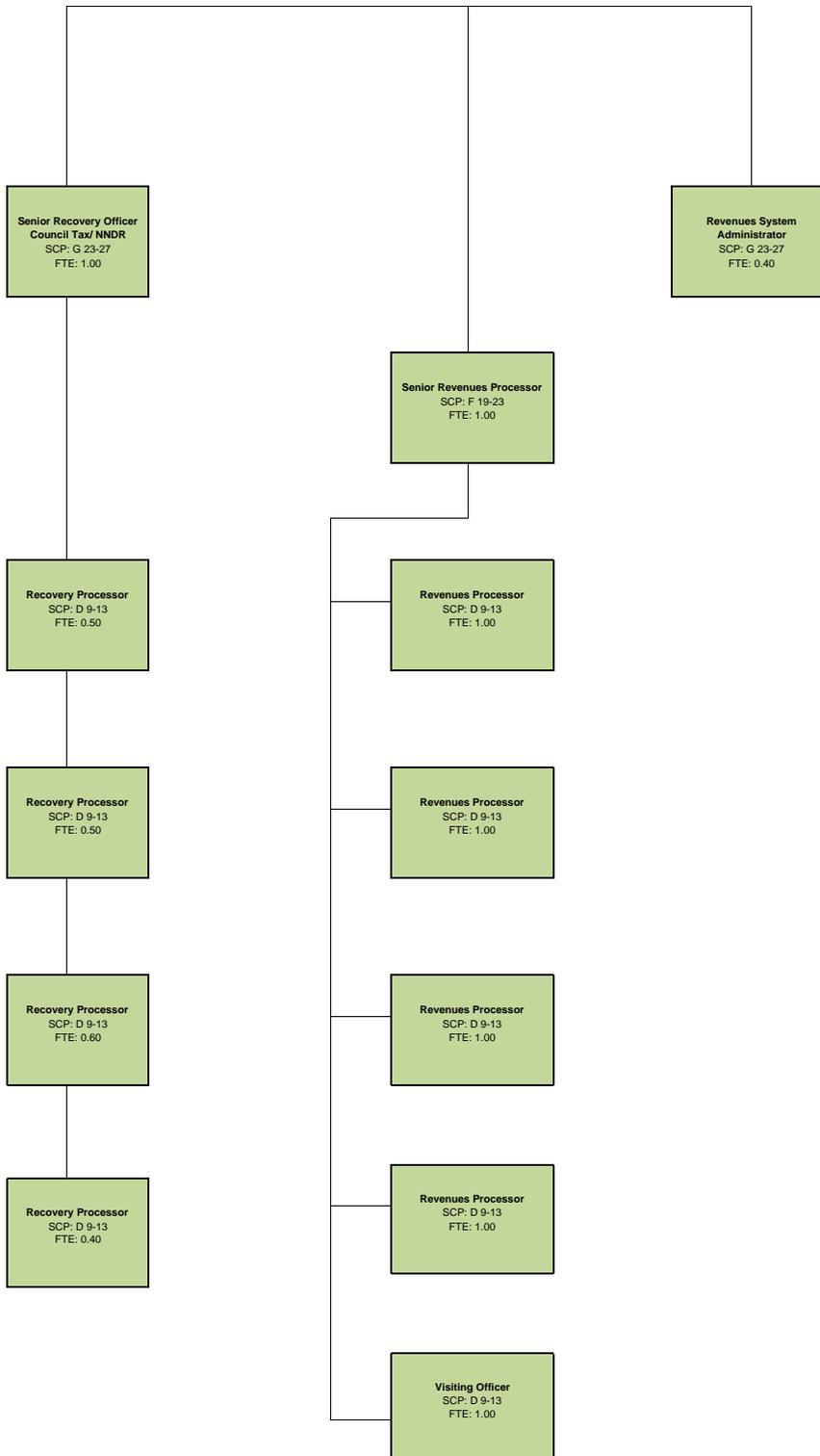
REVENUES TEAM - CURRENT



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REVENUES TEAM - PROPOSED UNDER SHARED SERVICE

**SHARED SERVICE - MANAGER
TCBC**



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