

# Public Document Pack



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County Hall  
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Usk  
NP15 1GA

Tuesday, 26 January 2021

Dear Councillor

## CABINET

You are requested to attend a **Cabinet** meeting to be held remotely on **Wednesday, 3rd February, 2021, at 2.00 pm.**

## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To consider the following reports (Copies attached):
  - i. **OUTDOOR ADVENTURE PROVISION AT GILWERN** 1 - 22  
Division/Wards Affected: All  
  
Purpose: To update members with regard to the future provision and opportunities for the Outdoor Adventure Service at the Gilwern Site.  
  
Author: Ian Saunders – Chief Operating Officer MonLife  
Marie Bartlett – Finance and Resources Manager MonLife  
  
Contact Details: [iansuanders@monmouthshire.gov.uk](mailto:iansuanders@monmouthshire.gov.uk)  
[Mariebartlett@monmouthshire.gov.uk](mailto:Mariebartlett@monmouthshire.gov.uk)
  - i. **APPRENTICESHIP PAY RATE INCREASE** 23 - 38  
Division/Wards Affected: All  
  
Purpose: To consider aligning the Council's apprenticeship pay with the rate set by the National Living Wage Foundation rate (UK Real Living Wage).  
  
Author: Gareth James, Apprentice Graduate and Intern (AGI) Coordinator  
  
Contact Details: [garethjames@monmouthshire.gov.uk](mailto:garethjames@monmouthshire.gov.uk)
  - i. **PROPOSED DISPOSAL OF MCC COTTAGES** 39 - 50  
Division/Wards Affected: Llanfoist Fawr ,Portskewett & Trelleck United  
  
Purpose: To seek Cabinet approval to declare 3 Farm Cottages and

Llanfoist Cemetery Lodge surplus

Author: Nicola Howells – Asset Manager

Contact Details: nicolahowells@monmouthshire.gov.uk

i. **WELSH CHURCH FUND WORKING GROUP**

51 - 66

Division/Wards Affected: All

Purpose: The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications for the Welsh Church Fund Working meeting 5 held on the 14th January 2021 and to consider the Grants Allocation Criteria for inclusion in the 2021/22 Welsh Church Fund Trust budget papers.

Author: David Jarrett – Senior Accountant – Central Finance Business Support

Contact Details: davejarrett@monmouthshire.gov.uk

Yours sincerely,

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

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
Peter A. Fox (Leader)	<p><b>Whole Authority Strategy &amp; Direction</b> Lead Officer – Chief Executive</p> <p>CCR Joint Cabinet &amp; 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
Robert J.W. Greenland (Deputy Leader)	<p><b>Enterprise and Land Use Planning</b> 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
Paul Jordan	<p><b>Governance and Law</b> Lead Officers – Matthew Gatehouse, Matthew Phillips, Ian Saunders</p> <p>Council &amp; Executive decision making; Constitution review and implementation of change; Law, Ethics &amp; Standards; Audit and Regulatory WAO Relations Support for Elected Members Democracy promotion &amp; citizen engagement Whole Authority Performance; Whole Authority Service Planning &amp; Evaluation Community Hubs and Contact Centre Community Learning Tourist Information / Museums / Theatre / Attractions</p>		Cantref
Richard John	<p><b>Children &amp; Young People and MonLife</b> 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>		
Penny Jones	<p><b>Social Care, Safeguarding &amp; Health</b> Lead Officer – Julie Boothroyd Support Officers – Eve Parkinson, Jane Rodgers</p> <p>Children’s Services Fostering &amp; Adoption; Youth Offending Service; Adults Services Whole Authority Safeguarding (children &amp; adults); Disabilities; Mental Health; Health liaison.</p>		Raglan
Philip Murphy	<p><b>Whole Authority Resources</b> 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 &amp; Safety; Emergency Planning; Procurement; Land &amp; 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	Caerwent
Jane Pratt	<p><b>Infrastructure and Neighbourhood Services</b> Lead Officer – Frances O’Brien Support Officers – Roger Hoggins, Carl Touhig, Nigel Leaworthy, Mark Hand, Paul Keeble</p> <p>County Roads / Pavements South Wales Trunk Road Agency</p>	SEWTA Prosiect Gwrydd	Goytre Fawr

	<p>Highways Maintenance,  Transport, Traffic &amp; Network Management,  Car Parks / Illegal Parking Enforcement  Whole Authority De-carbonisation  Plastic Free Monmouthshire  Waste / Recycling / Cleansing  Grounds Maintenance  Parks &amp; Open Spaces/ Public Conveniences  Flood Prevention / Management / SUDs</p>		
Sara Jones	<p><b>Social Justice &amp; Community Development</b>  Lead Officer – Frances O’Brien  Support Officers – Cath Fallon, David Jones,  Ian Bakewell, Mark Hand</p> <p>Rural Deprivation / Isolation;  Digital Deprivation  Poverty / Disadvantage  Homelessness;  Supporting People  Community Safety / Equality and welsh  Language / 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.

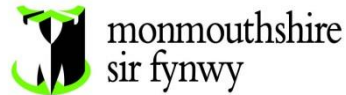
**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**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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<b>SUBJECT:</b>	<b>OUTDOOR ADVENTURE PROVISION AT GILWERN</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>3rd FEBRUARY 2021</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

- 1.1 To update members with regard to the future provision and opportunities for the Outdoor Adventure Service at the Gilwern Site.

**2. RECOMMENDATIONS:**

- 2.1 To receive proposals for the future of the Outdoor Adventure Service and consolidation of services in the Gilwern site to include the Duke of Edinburgh scheme and the Evolve scheme for the planning, approval and management of educational trips and visits.
- 2.2 To note the budget for the Outdoor Adventure Service for 2020/21 and the new staffing structure.

**3. KEY ISSUES:**

- 3.1 Members have received regular reports regarding the service, which have outlined its history and explaining the issues with the former Gwent Outdoor Education Service. The partnership was dissolved at the end of 2018/19 and a reduction made from three to two sites, retaining Hilston Park and Gilwern Outdoor Adventure Centres and returning the Talybont site to Newport County Council.
- 3.2 In July 2020 Members received a report which showed that the service in 2019/20 was significantly overspent and concerns were expressed about its future given that the long term aim of the service was for it to be sustainable and to break even. The past two years, there has been a continuing reduction in residential occupancy at both sites and in 2019/20 occupancy levels were an average of just under 45%.
- 3.3 Members received a further report in November 2020 and whilst fully supporting the continuing provision of the Outdoor Adventure Service, agreed to the closure of Hilston Park and the consolidation of the service at the Gilwern site. The Council remains fully committed to the provision of outdoor learning and education. It helps young people with leadership skills, teambuilding, character development and is disproportionately beneficial for young people from disadvantaged backgrounds or who are at risk of exclusion from school.

- 3.4 The Gilwern site does require capital investment to bring it up to a required standard. The 2017 condition survey indicated the need to spend 560k over the next 3 to 5 years. Work will also need to be undertaken to improve the security of the site and to invest in the accommodation to be able to separate groups further in order to maximise the number of bookings on site and investment in on-site facilities such as high and low rope courses but this will require additional investment anticipated to be approximately 300k. Consultants have been commissioned to undertake an appraisal of potential investment opportunities on the site.
- 3.5 It has been proposed that the capital receipt subsequently generated from the disposal of the Hilston Park site is ring-fenced to the extent that it enables the proposed capital investment to be made if subsequently supported by Cabinet and Council. The Gilwern site has been discussed with Estates colleagues and must become a priority for Phase two of the REFIT programme and any building improvements should return greater efficiencies.
- 3.6 Prior to COVID, the service had been working with other MCC departments to further extend provision beyond the traditional residential provision. This was starting to open up new possibilities for service redesign but further recommendations and actions identified from the independent review were unable to be implemented due to the continuing circumstances. All bookings for the remainder of the academic year had been cancelled and the site closed in March 2020 with the majority of staff now furloughed. The latest sector restrictions does not allow for residential trips and visits for schools to take place until Easter 2021. The team will be working with the sector on a 'Road Map' to include approval of sector COVID-safe protocols for return to residential trips and visits.
- 3.7 There is a significant risk that the market will take a considerable amount of time to recover and this means that the service is likely to continue to operate at a deficit to the Authority until regulations change and customer confidence returns. A pressure has been built into the MTFP for 2021/22 to account of the potential risk. The service is still receiving enquiries and has already taken provisional school bookings for the summer term. As well as Monmouthshire school groups, provisional bookings also include residential bookings for English based further education settings in high season and additional bookings for low season, in the winter months.
- 3.8 Furthermore, the service will host a stroke rehabilitation medical study, in conjunction with Manchester Metropolitan University, Aneurin Bevan University Health Board, and Brecon Beacons National Park. The study aims to provide evidence based research that supports the role of "outdoor activity" and "green exercise" on improving physical health, psychological health and quality of life of young adults who have had a stroke. It is expected this study will translate to all individuals who are affected by disease or injury.
- 3.9 The ambition for the service is to ensure that the offer at Gilwern is maximised and the creation of a sustainable service, which serves the children and young people of Monmouthshire. The service has prepared a COVID recovery plan, utilising the action plan developed from the independent review in December 2019 and presented to cabinet in January 2020. The three phase plan is as follows with further information provided in Appendix B;

- **Phase 1** – Reopen the site and prioritise Monmouthshire Schools for traditional residential and day bookings. Children from Monmouthshire schools will continue to receive a reduced fee of 13% with a 50% reduction for those children receiving free school meals. The recent letter and contact information sent out to all Monmouthshire School Head teachers, supporting the delivery of outdoor learning, will form part of the information to shape our offer.

Officers will maximise the use of the information gleaned from the data gathering exercise to inform improved planning more effectively. The flexibility to deliver bespoke packages for schools and specific school groups will be a unique selling point. This summer there has been an increase in the population accessing the local countryside and outdoors, therefore the service is working on developing an Easter outdoor offer aimed at children and families, a campaign to springboard the reopening of our service.

- **Phase 2** - Recommence partnership working with other MCC services including work with MCC Education and ALN, MCC Children with Disabilities Team, Positive Future Groups (Sports development / Youth Service collaboration) and individual referrals from MCC multi agency early intervention and prevention panel, through officer engagement and innovative ideas to access outdoor learning as engagement and/or diversionary activity. The All Wales Health Eating initiative, adopted by all MCC schools will form the offer for all residential trips and visits at Gilwern, a first for outdoor residential trips and visit in Wales.

Building on our children and family market we will have established a seasonal offer of outdoor activities and user incentives including activity reward schemes. Our current Duke of Edinburgh scheme will require a greater resource to fulfil the students on roll who will need to complete expeditions. New enrolments to the scheme continues through these difficult times and the team have developed a digital offer to support students and recruit new students.

- **Phase 3** – Adopt a more commercial approach to other non-traditional activities which will result in encouraging all year round provision that will be able to further subsidise educational provision to include providing further subsidy for assisted places for Monmouthshire children receiving free school meals. With the sector flourishing and our business model more stable our intentions are to explore the business market through team building days, staff incentive schemes and wellbeing initiatives for companies. With a strong reputation on delivering the Duke of Edinburgh scheme we feel there is a market for offering our services to other organisations.

## **Budgets**

- 3.10 The proposed new staffing structure for phase 1 is shown in Appendix C. This structure will enable the service to deliver school residential visits and activities and is based on estimates of potential occupancy using trends identified from historical data sets. This has enabled the redeployment of four staff from Hilston Park thereby securing posts and reducing potential redundancy costs.

- 3.11 The budget for the centre based on providing phase 1 and summarised in the table below matches the current budgeted costs for the Outdoor Adventure Service. The move into phase 2 and 3 of the action plan will result in the need to employ additional staff but all additional costs arising from delivering phase 2 and phase 3 will be fully met by fully recovering costs through charges to services or new customers.

#### **Outdoor Adventure Budget 2020/21**

<b>2020/21</b>	<b>Gilwern £</b>	<b>Hilston £</b>	<b>DofE £</b>	<b>Total £</b>	<b>New Budget £</b>
Employees	288,049	263,419	78,826	630,294	539,115
Premises	59,200	35,850	0	95,050	70,700
Transport	30,600	20,900	0	51,500	45,300
Supplies & services	57,400	55,400	0	112,800	79,950
Third party	2,600	2,700	0	5,300	3,000
Total expenditure	437,849	378,269	78,826	894,944	738,065
Income	-401,800	-317,750	-4,300	-723,850	-565,586
Net Expenditure	36,049	60,519	74,526	171,094	171,094

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

- 4.1 Summarised below for Members' consideration from Future Generations Evaluation located in Appendix A:

'The service needed to be reviewed for both financial and practical reasons to ensure it can move to a more sustainable footing and continues to provide a quality service. The service will continue to provide quality outdoor learning experiences whilst also ensuring the facilities and activities deliver positive outcomes for all.

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

<b>Option</b>	<b>Benefits</b>	<b>Risks</b>
Do nothing	None identified	<ul style="list-style-type: none"> <li>• the service is no longer sustainable in its current form</li> <li>• service deficit will increase</li> <li>• the service will not be able to compete with its competitors, locally and nationally</li> <li>• there isn't a sufficient and suitable offer for Monmouthshire schools</li> </ul>
To consolidate service at Gilwern and adopt 3 phase plan	Sustainable service	<ul style="list-style-type: none"> <li>• loss of customers</li> <li>• increased competition from other market providers</li> </ul>

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

- 6.1 Evaluation on the adoption of the three phase plan will be measured by;
- An increase in number of residential bookings from schools
  - Increase in services provided internally to other MCC directorates
  - Reduction in the budget subsidy

## **7 REASONS:**

- 7.1 Prior to COVID, occupancy of the Gilwern site has been reducing and there is a need for the Outdoor Adventure Service to redevelop its offer in order to move to a more financially sustainable form. The Service needs to be allowed to develop holistically, first responding to its traditional users but developing a better offer to provide a whole range of other services.

## **8. RESOURCE IMPLICATIONS:**

- 8.1 There is an ongoing impact from COVID and a significant risk that the market will take a long time to recover meaning the service may continue to operate at a deficit to the Authority as a result of reduced income levels. Welsh Government funding is currently being claimed to cover income losses at this time as well as UK government funding for furloughed staff. It is unclear as to whether this funding will continue until the service becomes fully operational and income levels are restored and this therefore remains an ongoing risk along with the fixed costs of the service that will incur in the interim. The pressure has been identified within the MTFP for 2021/22.
- 8.2 The level of capital investment required for the Gilwern site will need to be subject for future consideration once Landlord Services and the Service have identified the site needs and proposals for the service going forward. This level of anticipated capital investment is likely to be circa 860k and this includes the significant level of outstanding backlog maintenance and energy efficiency measures that will also need to be carried out. It had been proposed that the capital receipt generated from the disposal of the Hilston Park site is ring-fenced to the extent that it enables the proposed capital investment to be made if subsequently supported by Cabinet and Council.

## **9. CONSULTEES:**

Select Committee Members  
Cabinet Members  
SLT  
HR  
Service area staff  
Unions

## **10. BACKGROUND PAPERS:**

Appendix A – EQIA  
Appendix B – Phased Plan  
Appendix C – Staffing Structure

## **11. AUTHOR:**

Ian Saunders – Chief Operating Officer MonLife

Marie Bartlett – Finance and Resources Manager MonLife

**12. CONTACT DETAILS:**

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**[mariebartlett@monmouthshire.gov.uk](mailto:mariebartlett@monmouthshire.gov.uk) – 07970 380273**



<p>Name of the Officer <b>Ian Saunders</b></p> <p>Phone no: : <b>07876545793</b></p> <p>E-mail: <a href="mailto:iansaunders@monmouthshire.gov.uk">iansaunders@monmouthshire.gov.uk</a></p>	<p><b>OUTDOOR ADVENTURES REDESIGN AND INVESTMENT</b></p>
<p>Name of Service area – <b>MonLife</b></p>	<p>Date <b>10<sup>th</sup> December 2020</b></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 service will continue and adapt its delivery to work towards meeting the need of our customers, predominantly school based children and young people.	Neutral.	When restrictions are eased and the service is fully operational then we can contribute to the outdoor sector job market, and are keen to establish an apprenticeship scheme.
Disability	The service will continue to allow people of all abilities to enjoy the local outdoor environment. Where applicable differentiate programmes and activities. Gilwern outdoor adventure centre is more accessible, and we will continue to explore every opportunity we can	Neutral.	There has already been investment for adaptations at Gilwern, further work / investment is needed to improve the disability access to services and to increase adaptable measures and equipment. Work is ongoing with local families and Gwent-wide based clinicians to extend the

	for investment into adaptable facilities.		MonLife offer and signposting into outdoor learning and activities. We are engaging with a training provider of outdoor activities, who delivers specific disability inclusion CPD for the sector, to secure Gilwern as a dedicated training base for their annual training programme.
Gender reassignment	Neutral	Neutral	
Marriage or civil partnership	Neutral	Neutral	
Pregnancy or maternity	Neutral	Neutral	
Race	Neutral	Neutral	
Religion or Belief	Neutral	Neutral	
Sex	Neutral	Neutral	
Sexual Orientation	Neutral	Neutral	
Welsh Language	Neutral	Neutral	All signage, advertising literature and processing information will be bilingual. As part of a pilot scheme with families who elect to home school their children, we will use an outdoor activity day for engagement and our MonLife officer will deliver the Welsh programme for the day. Following the pilot we hope to build on this opportunity.

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Poverty	Neutral	Neutral	To align the catering offer to Monmouthshire Healthy School programme in a residential setting. The service affords a subsidy to residential and all outdoor activities to MCC FSM pupils. We also offer subsidies to any young person who wished to access our Duke of Edinburgh scheme, we are building on this through data gathering to ensure nobody is left behind.
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**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>The market for residential outdoor activities has declined drastically, due to COVID-19. The sector has had confirmation from the department of education that no residential visits will take place until Easter 2021.</p>	<p>The service has provided quality outdoor learning experiences – they will continue to deliver this and ensure the facilities and activities they run deliver positive outcomes. The majority of the outdoor adventures team have been furloughed. A skills and aspirations audit will be undertaken with all staff to identify suitable CPD and training for those staff, whilst in the current situation. MonLife regularly updates staff and communicates with its whole team, the more recent challenging times has prioritised our need to communicate more especially with those staff that may be isolated.</p> <p>The buildings at Gilwern require further development, and we will seek opportunity to actively engage in schemes such as the Re-Fit programme – utilisation of Local Partnership</p>


		<p>Energy Framework. A key driver with any new investment and improvements will be to achieve energy efficiency and generation measures, to reduce energy costs and resulting carbon footprint.</p>
<p><b>A healthier Wales</b>          People's physical and mental wellbeing is maximized and health impacts are understood.</p>	<p>The service allows children the freedom to be outside, we reinforce their emotional well-being, which in turn enables them to embrace the natural world independently. Outdoor adventure programmes are seen to promote the health and well-being of young people. A high level of health and well-being is associated with positive functioning, which includes creative thinking, productivity, good interpersonal relationships and resilience in the face of adversity, as well as good physical health and life. Outdoor learning provides opportunities to develop social and emotional resilience, support wider learning outcomes and develop broader interests</p>	<p>The team have continued to deliver great outcomes and this has been captured through feedback, through evaluation forms from users groups. Further analysis of the feedback process will be undertaken, including a measure for increasing the number of participants who complete the survey.</p> <p>A letter has been sent to all Monmouthshire schools and groups to inform them of the current situation, offer support on-site at their schools and gather feedback of what support is needed to shape outdoor learning in schools and onsite at Gilwern.</p> <p>New markets and opportunities will be explored, especially where we have seen more and more local people make better use of their local area and outdoors.</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>By creating empathy towards the natural environment, outdoor learning makes a clear and significant contribution towards fostering positive sustainable behaviours and attitudes in young people. and stimulate an affective relationship with the environment that promotes sustainable behaviours</p>	<p>Look at further opportunities to reduce transport, where there are shorter journeys. Actively engage in schemes such as Welsh Government Transport Grants Local Transport Fund and Ultra Low Emission Vehicle Transformation Fund when the criteria meets the potential to upgrade the current vehicles to be more efficient i.e. hybrid or electric.</p> <p>The introduction of the health schools menu will instantly reduce food waste and have greater nutritional value to the young person. And more importantly engage children and young people</p>

		<p>in the benefits of health eating, food swaps and healthier choices.</p> <p>The curriculum in the outdoors needs to reflect the outcomes of the Curriculum for Wales, and demonstrate children and young people are actively engaging, learning and taking away a valuable experience from their outdoor visits.</p> <p>Young people will continue to learn about the natural environment and the importance of caring for it when provision is made at Gilwern.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected.</p>	<p>The service continues to deliver excellent, safe residential sessions and activities to those networks.</p>	<p>The team continue to keep open clear lines of communication with visiting staff and head teachers to organise bespoke visits. More work is being undertaken to align the delivery of the outdoor learning experience to the curriculum for Wales 2022 and children and young people's wellbeing. The MonLife learning group of colleagues are realigning some of the aspirations to meet the current needs of schools blended learning opportunities. The Duke of Edinburgh scheme has been trialling virtual sessions to support students on roll and to attract new students to the scheme. As we know in these challenging circumstance every opportunity to engage and check in with a young person is valuable.</p> <p>The wider MonLife Team has undertaken a broad look at the Green Infrastructure opportunities on site, and have concluded that a more detailed Green Infrastructure Plan needs to be undertaken to prioritise and maximise the benefits of the site for future use and any development opportunities.</p>

<p><b>A globally responsible Wales</b> Taking account of impact on global wellbeing when considering local social, economic and environmental wellbeing.</p>	<p>Young people will continue to learn about the global impacts of the way we live and will learn about how to make a difference to issues like climate change in the way that we live.</p>	<p>The development of a future whole school outdoor learning and activities programme, ‘targeting more children and young people throughout their school years’, has been proposed, to lock in those commitments and plan for future delivery. Encompassing the new curriculum for wales, and the current opportunities delivered through the Duke of Edinburgh awards scheme, based at the Gilwern site. Leaders of education are in early stages on designing curriculums and progression steps for young people, by offering support now, we are confident that we can contribute to at least one of the what matter statements of each Area of Learning Experiences (AoLE’s).</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>The recent heritage strategy scoping exercise will enable us to focus on the purpose of Gilwern and surrounding areas.</p>	<p>The service by design maximizes the beautiful rich countryside and natural landscape in Wales. To connect children and communities and provide learning, sport and outdoor experiences are positive across sites and surrounding countryside. Bespoke programmes developed to encourage more children, young people and families, including half/full days and the potential for award schemes.</p> <p>The outdoor adventure team has been part of the recent MonLife Heritage Strategy workshop, making valuable contributions to the knowledge of Monmouthshire outdoors and place of special interest, as well as gaining knowledge on the rich history of the Gilwern site itself. The outcome of the workshops will be presented later in the year, with follow up training and support for the teams at Gilwern and outdoor adventures.</p>

<p><b>A more equal Wales</b>          People can fulfil their potential no matter what their background or circumstances.</p>	<p>There is a clear commitment from the council to invest in outdoor learning and education and provide a residential offer for Monmouthshire children and young people.</p>	<p>Actively marketing the service and making the products available attracted to all. More recent examples has included specific targeted groups including social services interventions and bespoke disability sessions.</p> <p>Evidence shows how pupils who have participated in outdoor activities found that it helped to give them focus and control of their emotions, as well as a sense of achievement as they developed the skills and techniques needed to participate in the outdoor disciplines.</p> <p>The discipline needed to maintain good form and safety when on an archery range, as an example gives a good reference point when in discussions with pupils following the activity, allowing them to transfer the learned behaviour or skill to other daily activities.</p>
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**3. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

<p><b>Sustainable Development Principle</b></p>	<p><b>Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.</b></p>	<p><b>Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?</b></p>
 <p>Balancing short term need with long term and planning for the future</p>	<p>The service needs to become more financially sustainable, the investment in time to shape the current offer in line with our new curriculum for Wales 2022 is vital to ensure outdoor learning and residential experiences compliment school curriculum aspirations and can support and evidence the progression steps of a young person.</p>	<p>The service is working to ensure sustainability and opportunities for all. Early engagement with school leaders is ongoing. MonLife are starting to identify suitable signposting opportunities in the outdoors. This will extend to their current signposting opportunities, through referral schemes and 1:1 interventions, working with multi agency partners locally and Gwent-wide.</p>






Working together with other partners to deliver objectives

It is anticipated that the service continues to deliver excellent, safe residential sessions and activities to those networks. And forge new relationships and partners.

Starting to form further relationships with head teachers and schools and other key stakeholders. Additionally, work is underway to actively target, and support social services, ALN and other MCC services.

Forging a new relationship with Manchester Metropolitan University, supporting their research to investigate the effect an outdoor rehabilitation programme has on the physical health, psychological health and quality of life of young adults who have had a stroke. It will examine what are the barriers to participation in outdoor activities for young adults who have had a stroke and develop guidelines to improve their access and participation. The results from this project will be used as benchmark data to provide evidence to support the role of outdoor rehabilitation for less able individuals and understand how we can improve access to the outdoor environment for less able individuals.

In recent years Gilwern have hosted cycle cross events successfully. A key cycling discipline for Welsh Cycling strategy for participation in cycling events and Elite athlete success. MonLife are in talks with Welsh Cycling to explore the feasibility of establishing Gilwern as an accredited events and training venue, to stage an annual programme of regional and national cyclo cross events and training camps for Elite athletes.

 <p><b>Involvement</b></p>	<p>Involving those with an interest and seeking their views</p>	<p>Head teachers, family groups and participant feedback is critical. We have created a platform using the latest technology and tools to engage with our customers and will continue to use these methods when we are able to provide activities.</p>	<p>In a recent report FMG Consulting recommended areas for improvement and potential growth. The service managers have undertaken the recommendations and have started to see initial progress in a number of areas, including catering, housekeeping and discussing programme options with service users.</p>
 <p><b>Prevention</b></p>	<p>Putting resources into preventing problems occurring or getting worse</p>	<p>The commitment for the service from MonLife is to ensure the recovery plans are robust, supported by a fresh new marketing campaign and to drive new markets and opportunities to ensure the service is sustained and bounces back.</p>	<p>Streamlining the residential offer, gives wider benefits to reducing the longer term pressures associated with maintaining an aging building, a less accessible building, and ultimately safeguarding the service from total closure.</p>
 <p><b>Integration</b></p>	<p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Service is embedded in MonLife which is targeted on preventative services and health and well-being.</p>	<p>The service is much more than an outdoor adventures centre and outdoor activities service. User feedback from young people, teachers and visitors to the service describes their positive experiences through a new skill they learnt, or maybe a fear that they have overcome. Anyone who has received the service has a positive story to tell.</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?
Social Justice	The service will give opportunities to all, giving people the best start in life and support them throughout their lives to lead a healthy and active lifestyle. It will look to help	Neutral	We will continue to work closely with our partners to ensure we better understand the needs and engage closely with our users / non-users. Through face to face

	close the gap and improve access to services across Monmouthshire.		discussions and responsive user feedback tools.
Safeguarding	We will ensure safeguarding is at the forefront of all plans with the relevant documentation, systems and procedures and levels of training in place for all staff relevant to the role consistently across the board.	Neutral	We will continue to prioritise our safeguarding measures, reflect on current practice and continue to train staff to the appropriate levels. Our Safe Audits are regularly undertaken and reviewed.
Corporate Parenting	We will continue to work with our partners to assist in any way we can and add value to the current provisions.	Neutral.	We will continue to have representation for this area at all team meetings and continuously monitor and review all systems and procedures mentioned above to ensure we are providing as safe an environment for all of our customers as possible. We actively encourage all staff to be vigilant and report any instances they feel appropriate and have procedures in place for this.

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

- Current Service Improvement Plans.
- Review of outdoor education completed in 2019 and further discussion from this review.
- There have been team meetings to discuss income pipelines for future opportunities across the service.
- Several budget meetings have occurred over the period where the service has looked to review its operation with regard to efficiency and income generation. The current situation has resulted in the outdoor service being suspended, and the earliest indication for return of residential visits is Easter 2021 and will take time to return to its current capacity.

**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 service needs review for both financial and practical reasons to ensure it is sustainable and continues to provide a quality outdoor service. By its very nature the service has continued to provide quality outdoor learning experiences, jobs and new skills – the service will continue to deliver this whilst ensuring the facilities and activities deliver positive outcomes for all.

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

Continue working on action plan for bookings and logistics, and recovery plan when WG eases any restrictions, current information for residential trips will be Easter 2021.	Monthly	Outdoor Adventures and MonLife SLT.
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**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

### **Phase 1 – Short Term Gains**

- 1.1 The initial focus will be on more than just generating short-term gains to reduce the funding deficit and deliver improvements in business and operational performance. Primary school provision initially will become the core term-time focus with the potential to deliver more to the existing school market as well as secure new business from schools locally and, if the opportunity presents itself, from further afield. This could involve initially providing services differently by delivering services within existing school settings or virtually, through online CPD and support for teaching staff until COVID regulations change.
- 1.2 It is not always clear that the focus is on outdoor learning rather than undertaking a range of outdoor activities and that the offer for schools is high quality learning through outdoor adventure rather than a multi-activity day taster of lots of different activities, often on a single site and not in their natural environment. To ensure the service and offer is future-proof, the service will work with MCC schools to create bespoke learning packages, at Gilwern, off-site and at schools. The future of any support and delivery must be developed around the new curriculum for 2022. Outdoor learning naturally aligns to support the Health and Wellbeing Area of Learning Experiences, however the service is confident they can work with MCC school leaders to deliver on at least one of the statements across the range of Areas of Learning Experiences.
- 1.3 This will be addressed through better marketing and improved communication. The website is being overhauled and new material developed to refresh the imagery and narrative, with content that better resonates with the target audience. This will be a targeted approach focusing on all schools in Monmouthshire and the surrounding areas to maximise local audiences through every age group and to encourage more visits from existing users. A newly designed brochure has been produced, which focuses on all activities available at Gilwern in line with the school curriculum and the benefits and outcomes this service provides. All schools have been informed of recent service changes with the closure of Hilston and provided with all relevant information to secure their future bookings at Gilwern with the new brochure included. Through our dedicated sales and marketing team we are focusing on a new digital platform to identify the needs of all schools whether it is residential, day trips or adventure and team building activities in advance of their visit through an electronic form for analysis.
- 1.4 Robust evidence exists to demonstrate the merits of outdoor learning - for promoting health and being, developing problem-solving and team working skills and learning about a sense of place and gaining an understanding of the world in which we live. This makes outdoor adventure and learning ideally suited to the new education curriculum being introduced from 2022. The aim is to prepare children and young people to thrive in a future where digital skills, adaptability and creativity are crucial, where there is a blend of experiences, knowledge and skills, and that is rooted in Welsh values and culture. This service should be seen as a key contributor to learning and experience both locally as well as nationally.
- 1.5 The service aims to becoming more self-financing and the service will need to deliver occupancy improvements throughout the year. One key focus will be on driving up occupancy once the core business has been programmed, with every effort made to sell unsold bed space. There have been fluctuating booking flows, with surplus capacity outside of peak periods so work will be undertaken on more effective programming and there is scope for growth, especially in low season, the winter months. By also learning from best practice, it is possible to retain long-term high quality outdoor learning and education service provision.

- 1.6 Other opportunities will be explored to secure new school-based business by either partnering with other organisations or providing services where others have withdrawn from the market as a result of COVID. The sector is very fragile and more and more traditional outdoor activity organisations are either closing or rationalising their services. This is where the service can capitalise with its offer and work with those providers to support the sector and in time help to improve the outdoor job market and deliver to a wider audience, including developing our inclusive offer on and off-site provision.

## **Phase 2 – Expanding Services**

- 2.1 The service has already been working with Education, Social Services and Children and Young people's services and has been providing individual non-residential placements at the Gilwern site, as part of MonLife's re-engage programme. With schools adopting blended learning approaches this enables our staff to support individuals through outdoor learning interventions whilst contributing to the young person's academic studies through accessing such platforms as Google Classrooms. MonLife officers are representatives on Monmouthshire's SPACE wellbeing panel, where children and young people are referred by many agencies including schools and G.P's for targeted support. The outdoor team are developing an offer that could positively support children and young people and working towards becoming a recognised signpost opportunity. The families who elect to home school children, our pilot project demonstrates our ability to think differently and will enable us to shape our traditional delivery whilst trialling our digital engagement, a step towards a blended approach to outdoor learning.
- 2.2 Our data capture and feedback will be critical to the success of our business. In all businesses, return customers and retention of existing customers is paramount. With new emerging technology and tools, the marketing and digital team have created and tested in other areas of MonLife a digital form for feedback. We have seen a greater response to customer feedback, more responsive systems and instant presentation of data. For every activity we deliver, we will capture and review the feedback instantly to enable us to make instant decisions.
- 2.3 More work and investment is to be completed to improve our inclusive offer and we have gone some way already, through the support of our colleagues to improve accessibility for a number of our adventure activities on site, including adaptive hoists, chairs and lifts, CPD training for staff and early engagement with some Monmouthshire families who are currently accessing weekly services as far as Cardiff.
- 2.4 The aim is to continue to develop the site to be able to provide more of a children and young people integrated hub, helping with the Council's agenda to address challenges in this area. This could include, for example, extending its relationship with carers groups, providing short breaks for disabled children, partnering with those addressing rural isolation and investigating the option to be part of a regional solution for communication and sensory services. Once the offer has been established the service will work with MCC colleagues and their networks to establish a sustainable model. The outcome will aim to meet local social needs and support local groups of people facing disadvantage or disability.
- 2.5 MonLife officers work closely with clinicians and families who visit Neville Hall Hospital Children's Centre and the Serennu Children's Centre in Newport, and are developing local opportunities through outdoor learning and adventure activities. Establishing partnerships with Gwent wide clinical service providers gives us a platform to promote our services to a wider audience and help to shape our offer for the future. Similarly, by enabling children and young people from Monmouthshire schools to confidently participate in outdoor residential and day visits we will engage with

Monmouthshire Education Advisory Service (EAS), whose role is to support and challenge schools in South East Wales.

- 2.6 Securing the opportunity to work alongside Manchester Metropolitan University and their research project is also an exciting prospect for the team; Monmouthshire and the Brecon Beacons. The aim of this research project is to investigate the effect an outdoor rehabilitation programme has on the physical health, psychological health and quality of life of young adults who have had a stroke. It will examine what are the barriers to participation in outdoor activities for young adults who have had a stroke and develop guidelines to improve their access and participation. The results from this project will be used as benchmark data to provide evidence to support the role of outdoor rehabilitation for less able individuals and understand how we can improve access to the outdoor environment for less able individuals. MonLife already has an established exercise referral programme and has developed many signposting opportunities through their FIT4Life scheme, it is anticipated that the Outdoor Adventure Service will be able develop an opportunity that can benefit the scheme in the future.

### **Phase 3 – Commercial Approach**

- 3.1 Over the last 5-10 years the outdoor adventure market has changed considerably, both in terms of the outdoors participant and the outdoors providers with more people than ever are participating outdoors. (26.9 million people walk for leisure and travel; 3 million people are doing Adventure Sports (hill and mountain walking, climbing and orienteering)). The outdoors is not only vitally important for the nation's health and wellbeing but is increasingly seen as a key driver for tourism with approximately 2.2 million people visiting Monmouthshire each year.
- 3.2 The service can offer a broad range of products to a wide set of customers, and should be able to entice business by offering an extensive menu of provision. The product portfolio can include activity that stretches across the whole year – both mid-week and weekends and term-time and holiday periods. This will extend the offer beyond traditional outdoor delivery to be able to host meetings and conferences that includes for example, leadership and team building and includes opportunities to host events, hire facilities and provide advice and guidance. The service will also explore the opportunity for rental of the camping field at Gilwern as well as family adventure activity days.
- 3.3 The sales and marketing team will develop with the Outdoor Adventure Team a robust customer journey process including a digital platform for collecting data and reporting. Each of the markets listed above will have their own unique marketing campaign and will be targeted through Pay per Click advertising on social media, E-brochures, relationship marketing using customer testimonials and real life stories and seasonal marketing targeted specific campaigns throughout the year. By developing the online content for the MonLife website, the service will create a call to action through web banners, blogs etc.
- 3.4 Using B2B marketing and targeting those businesses within an hour drive time to Gilwern and linking directly with company decision makers to get the message to the right person and then building on that relationship is key to success. Corporate Networking events are also key to relationship building with companies. The use of social media will ensure that we have the right creative, right audience and the right message at the right time ensuring that our campaigns are extremely powerful. Our outdoor offer to businesses could include team building days, staff incentive schemes and wellbeing initiatives for companies. We plan to target Monmouthshire's business network as our first phase and build on a model to offer to small, media and larger organisations.

- 3.5 The service has traditionally subsidised places for Monmouthshire Pupils who receive free school meals and will continue to do so. The longer term aim would be to increase the level of subsidy offered to those pupils as research has shown that the uptake is still limited because of affordability. Any surplus from future commercial activities once the service becomes more financially sustainable will be used to increase the subsidy afforded to those pupils.
- 3.6 The Gilwern site will be also be used as a base for the Duke of Edinburgh scheme of which Monmouthshire is one of the top performing teams in Wales. The scheme will actively target those pupils eligible for free school meals, as another opportunity to assist in raise standards, and affording the same opportunities for children and young people in Monmouthshire. Furthermore, the team are trialling an online DofE scheme as part of a Welsh Government pilot scheme for families who chose to home educate their children.
- 3.7 Nationally recognised for the delivery of our Duke of Edinburgh scheme we feel there is a market for offering our services to other organisations. More recent provisional bookings for summer 2021 have included neighbouring local authority youth services, these along with neighbouring schools and other youth groups will be are target market.
- 3.8 The service has used this opportunity and plans exist to provide a comprehensive list of bookable opportunities on site, including utilisation of current buildings when school groups are off-site, for example meetings space, specialist training courses and a dedicated class room capable of hosting 30 pupils. The Youth and Community team are working with Welsh Cycling to explore the opportunities of staging National and Regional Cyclo-Cross events at Gilwern. The National Governing Body are also keen to explore the possibilities of hosting on-site their Coach Education cycling courses and training camps for Elite athletes.
- 3.9 The children and family outdoor activities market is well established in Monmouthshire and it is great to see the sector thriving; contributing to local tourism and our countryside being accessed by more people. However there is potential for growth and having a skilled and knowledgeable work force, many activities on-site and off-site to choose from will ensure we are competitive. The introduction of an incentive and activity reward scheme will helps us to attract return visitors and retain our customers longer.

**Outdoor Adventure - Staff Budget 2020/21**

<b>Post Description</b>	<b>Band</b>	<b>FTE</b>	<b>Hours</b>	<b>Total Salary, NI &amp; Pension</b>
Outdoor Adventure Manager	J	1.00	37.00	<b>56,623</b>
Outdoor Adventures Programme Coordinator	H	1.00	37.00	<b>46,466</b>
DOE Award Co-Ordinator	H	1.00	37.00	<b>44,198</b>
Outdoor Education Tutor	F	1.00	37.00	<b>37,117</b>
Outdoor Education Tutor	F	1.00	37.00	<b>37,117</b>
Outdoor Education Tutor	F	1.00	37.00	<b>35,419</b>
Outdoor Education Tutor	F	1.00	37.00	<b>35,419</b>
Outdoor Education Tutor	F	1.00	37.00	<b>34,724</b>
DOE Award Co-Ordinator Assistant	F	1.00	37.00	<b>37,117</b>
Business Support Assistant	D	0.54	20.00	<b>16,020</b>
Business Support Assistant	D	0.46	17.00	<b>13,617</b>
Outdoor Adventures Catering, Domestic & H&S	D	1.00	37.00	<b>29,636</b>
Outdoor Adventures Catering, Domestic & H&S	D	1.00	37.00	<b>28,252</b>
Cook - Gilwern OEC	C	0.03	1.00	<b>674</b>
Cook - Gilwern OEC	C	0.66	24.50	<b>17,242</b>
Cook - Gilwern OEC	C	0.25	9.25	<b>6,234</b>
Cook Extra Hours	C	0.27	10.00	<b>6,978</b>
Kitchen/Domestic Assistant Gilwern	B	0.46	17.00	<b>11,127</b>
Kitchen/Domestic Assistant Gilwern	B	0.46	17.00	<b>11,127</b>
Kitchen/Domestic Assistant Gilwern	B	0.43	16.00	<b>10,472</b>
Kitchen/Domestic Assistant Gilwern	B	0.59	22.00	<b>14,709</b>
Part Time Cleaner Gilwern	A	0.24	9.00	<b>5,603</b>
Domestic Extra Hours	A	0.14	5.00	<b>3,223</b>
<b>TOTAL</b>				<b>539,115</b>

<b>SUBJECT:</b>	<b>APPRENTICESHIP PAY RATE INCREASE</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>03/02/2021</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

- 1.1 To consider aligning the Council's apprenticeship pay with the rate set by the National Living Wage Foundation rate (UK Real Living Wage).

**2. RECOMMENDATIONS:**

- 2.1 To approve the implementation of the suggested changes to the Apprenticeship pay structure from the 1<sup>st</sup> April 2021.

**3. KEY ISSUES:**

- 3.1 In July 2019, [Cabinet](#) approved the Apprentice, Graduate and Intern (AGI) Strategy. The AGI Strategy sits within the context of 'Prosperity for All' the Welsh Government National Strategy 2020 which states that 'Prosperity is not just about material wealth – it is about every one of us having a good quality of life, and living in strong, safe communities'. A key priority of the strategy is employment and skills.
- 3.2 The AGI Strategy sets out how the Council will 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 to help drive productivity in the local economy and the wider Cardiff Capital Region. The Strategy is also designed to equip services to respond to challenges such as an ageing population, a changing climate, digitisation and globalisation.<sup>1</sup>
- 3.3 The approved AGI Strategy and toolkit recommended that the Council paid each apprentice the National Minimum Wage (NMW) based on their age, for the duration of their apprenticeship. The Council's aspiration was for each apprentice, regardless of which framework they are working on, to be paid the same. To date, this has not happened but is somewhere we aspire to be.<sup>2</sup> The reasons mainly being historical inconsistencies, lack of awareness of the intentions to pay the NMW, recruiting managers paying what they believed to be the correct rates of pay. This is something that the AGI strategy is looking to address by seeking out any discrepancies to prevent it from carrying over into the proposed new pay structure ensuring consistency by deploying uniform processes across all departments.

<sup>1</sup> <https://www.monmouthshire.gov.uk/employment-skills/agi/#:-:text=The%20AGI%20Strategy%20is%20in,opportunities%20across%20the%20local%20authority.&text=Support%20identification%20and%20creation%20of,current%20and%20future%20skills%20needs.>

<sup>2</sup> <http://monmouthshire.biz/wp-content/uploads/2019/10/AGI-Toolkit.pdf>

## **Success to date**

- 3.4 In February 2020, at the start of National Apprentice Week, the Council implemented an 'Apprentice in Care Scheme' supported by the AGI and funded through the Foundational Economy Challenge Fund. We currently have six apprentices supported in Health and Social Care each working toward a recognised qualification.<sup>3</sup> The Greater Gwent Partnership are looking at the Council's model, as a successful model for rollout in other areas. Although the programme has come with its challenges due to the impact of Covid-19, each of the apprentices have worked throughout and have become a real asset to the Health and Social Care Team.
- 3.5 As well as the six Social Care apprentices, since the implementation of the AGI Strategy, the Council has recruited a further seven apprentices taking the total number of apprentices to 18 (5 pre AGI implementation). However this does not include existing staff who have signed up to undertake higher level apprenticeships. The number of staff currently undertaking higher level qualification stands at circa 118 across a variety of service areas, completing a variety of qualifications.
- 3.6 As of April 2020, the Council's pay scales maintained a minimum rate of pay in line with the Real Living Wage (Living Wage Foundation rate of £9.30), this did not include apprentices within the Council at that time. At the time the changes were implemented it was still assumed that apprentices were on NMW, this proposal therefore seeks to address those differences.

## **Kickstart Scheme**

- 3.7 The Council has recently secured Grant funding to act as Gateway to deliver the Department for Work and Pensions (DWP) initiative 'Kickstart' Scheme, this will provide 45 six month fully funded work placements<sup>4</sup> and will not be considered for the uplift in pay for the following reasons:
- The opportunities will be fully funded by DWP and will run until June 2022 with the final placements expected to start up until December 2021. The opportunities are considered as placements rather than apprenticeships, however the work will be meaningful, with clear duties, responsibilities and goals. Each role that has been developed should not replace roles that already exist, or that service areas were intending to create without the Kickstart Scheme;
  - Opportunities are open to Young People 16 – 24 on Universal Credit and intended as an opportunity to try new tasks and build new skills, or to help them improve existing skills in a real work environment that will make a difference to their prospects of finding work in the future; and
  - Young People will not work towards a qualification framework during the six months although if they are successful beyond this, then managers could consider creating apprenticeship posts or further opportunities. Whilst on placement they will have the

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<sup>3</sup> <https://www.monmouthshire.gov.uk/2020/02/monmouthshire-apprentices-kick-start-social-care-careers-at-start-of-national-apprentice-week/>

<sup>4</sup> <https://www.gov.uk/government/news/landmark-kickstart-scheme-opens-to-youth-in-wales>



opportunity to work towards other short term training opportunities relevant to their positions. This will be through the support of their placement supervisor and the Council's Employment and Skills Team.

3.8 The Kickstart Scheme is part of the 'Plan for jobs<sup>5</sup>' and supports young people to develop new skills that will help them move into sustained employment after they have completed their Kickstart Scheme job placement.

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

4.1 It is anticipated that this change i.e. that all current apprentices being paid apprentice rates will now be paid the National Living Wage, will have a positive impact on peoples' social, emotional, health and wellbeing, education and skills. This will develop their resilience and improve their life chances. However, this proposal also acknowledges that due to personal, social and educational barriers, not every person will progress in their employment. (Appendix 1)

#### 5. OPTIONS APPRAISAL

**Table one: Options Appraisal**

Option	Benefits	Risks	Comments
Do nothing	None identified	<ul style="list-style-type: none"> <li>Apprentices across the authority on inconsistent rates of pay</li> </ul>	
Proceed with proposal and increase apprentice rates (preferred option)	<ul style="list-style-type: none"> <li>A clear example of how the Council is leading the way with equality, applying appropriate consistent rates for local businesses to follow the lead</li> <li>Attract candidates who may have previously overlooked apprenticeships within local authority increasing creativity and innovation</li> <li>Ensuring we pay our apprentices what we believe is fair for the work they do and shows their value while investing in the future of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Competition for posts may rule out younger people with little or no experience in favour of more experienced candidates with more transferable skills</li> <li>Cost implications may prevent managers from considering recruiting apprentices</li> </ul>	

#### 6. REASONS:

6.1 To strengthen our existing workforce, shape our future workforce and achieve our goal as set in the AGI Strategy of how we aim to deliver new employment and training opportunities for the next three years.

<sup>5</sup> <https://www.gov.uk/government/publications/a-plan-for-jobs-documents/a-plan-for-jobs-2020>

- 6.2 To align the Council's minimum rates of pay and ensure an appropriate consistent rate across all apprentice roles regardless of the qualification framework.
- 6.3 Increasing the apprentice pay rates in line with the Living Wage Foundation will present a more attractive offer thus: improving access for all ages; introducing a wider range of interest from a wider range of candidates including encouraging applications from older people with additional skill sets, looking to upskill who may have previously overlooked vacancies due to the current rates of pay .
- 6.4 To set out our intentions as a Local Authority with a corporate responsibility with the ambition that local businesses will follow our lead and improve local employment opportunities.
- 6.5 A consistent and appropriate pay rate will mean that all existing apprentices will be paid the same rate of pay for completing their qualifications. The current Social Care Apprentice scheme pays apprentices National Minimum Wage (age dependent), the proposed rate will ensure there is equity amongst all apprentices.

## **7. RESOURCE IMPLICATIONS: (Appendix 2)**

- 7.1 The budgetary implication is based on the Living Wage Foundation rate of £9.50 per hour from 1<sup>st</sup> April 2021 which will be consistent with staff paid on the Council's main pay scale. The estimated additional cost of paying all currently employed apprentices the National Living Wage Foundation Rate for 2021-22 will be £102,607.17. This will be a budgetary pressure and it is proposed that it is incorporated into the final revenue budget pressures for 2021/22 to be presented to Cabinet on the 3<sup>rd</sup> March 2021.
- 7.2 Currently apprentice salaries range from £10,212.32 to £22,690.78 per year depending on age. This will increase to between £22,562.09 and £24,193.31 depending on age under the National Living Wage Foundation Rate. This is for a standard 37 hour per week contract and including on costs.
- 7.3 Cost variance for National Living Wage Foundation apprentices is due to exemption from Employer National Insurance Contributions for apprentices under 25 years of age.

## **8. CONSULTEES:**

- 8.1 The proposal was discussed at Strategic Leadership Team (SLT) on the 7<sup>th</sup> January 2021 and agreed that the Council would seek to align pay rates with the rate set by the National Living Wage Foundation.

- SLT
- Enterprise DMT
- HR Team

## **9. BACKGROUND PAPERS:**

- AGI Strategy and toolkit
- MCC Apprentice Press release
- GOV UK Background paper for Kickstart
- Prosperity for all: The National Strategy
- A Plan for Jobs 2020

## **10. AUTHOR:**

**Gareth James, Apprentice Graduate and Intern (AGI) Coordinator**

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## Equality and Future Generations Evaluation

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<p><b>Name of the Officer Gareth James</b></p> <p><b>Phone no: 07970 641774</b></p> <p><b>E-mail: garethjames@monmouthshire.gov.uk</b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <ul style="list-style-type: none"> <li>• To request approval to bring all MCC Apprenticeship pay in line with the Living Wage Foundation (National Living Wage).</li> <li>• To agree and implement the suggested changes to the Apprenticeship pay structure with a recommended implementation date of April 1<sup>st</sup> 2021.</li> </ul>
<p><b>Name of Service area: Employment and Skills – Enterprise and Community Animation</b></p>	<p><b>Date: 11<sup>th</sup> January 2021</b></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	We will engage with all apprentices	None identified	N/A
Disability	We are actively looking to attract apprentices with disabilities through our commitment as a council to our Disability Confident Pledge. We will meet individual needs without discrimination.	None identified	N/A
Gender reassignment	We aim to be inclusive regardless of gender / non gender specific	None identified	N/A
Marriage or civil partnership	We will ensure fairness and equity.	None identified	N/A
Pregnancy or maternity	Risk assessment will be in place for pregnant women ensures all health and safety measures have been addressed.	None identified	N/A
Race	We will ensure equity of opportunity regardless of race.	None identified	N/A
Religion or Belief	We will offer opportunities that will take into account peoples' religion and religious beliefs.	None identified	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex	We will offer opportunities that will take into account individual needs regardless of sex.	None identified	N/A
Sexual Orientation	We will offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	N/A
Welsh Language	We are looking to attract Welsh speaking apprentices through advertising selected posts as Welsh Essential as appropriate and support apprentices with existing Welsh Language skills or those who wish to learn. We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.	None identified	N/A
Poverty	We will target people who are in work poverty or at risk of poverty for future apprenticeship opportunities, paying the new Living Foundation rate for apprentices will have a very positive impact in terms of reducing poverty.	None identified	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></p> <p>Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>MCC Apprenticeship pay in line with the Living Wage Foundation (real Living Wage) implementing an efficient use of resources and providing apprentices with transferable skills and to equip them for future employment opportunities.</p> <p>Apprentices will feel confident and capable in their working environment.</p>	<p>Apprentices will have support from the Apprentice, Graduate and Intern (AGI) Coordinator. A person centred approach, tailored to individual need.</p>
<p><b>A resilient Wales</b></p> <p>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>As an MCC employee, all apprentices will be encouraged to maintain biodiversity and ecosystems in their working environment such as waste, recycling, minimize energy usage and efficient use of such resources, whilst also raising awareness of environmental issues and healthy lifestyles.</p>	<p>Sharing expertise, networks and knowledge</p>
<p><b>A healthier Wales</b></p> <p>People's physical and mental wellbeing is maximized, and health impacts are understood</p>	<p>Through the Go To group apprentices have access to mental health and wellbeing support to enhance sustainable employment. Additional support is available by the AGI Coordinator, the level of support is high and consistent.</p>	<p>.</p>

<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 Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	All apprentices have access to ICT equipment and abide by MCC ICT policies and procedures. MCC aims to ensure that our communities are attractive, viable, safe and well connected.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Apprentices have the opportunity to take part in ESDGC (Education, Sustainable Development and Global Citizenship) workshops and events becoming globally responsible citizens	.
<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	All apprenticeship marketing publications will continue to market and printed literature will continue to be available bilingually where appropriate. We will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards.	Encouraging apprentices to embrace the vibrant welsh culture and language.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The AGI Coordinator will continue to effectively engage and provide support for apprentices regardless of ethnic origin, gender, disability sexual orientation or religion to ensure all actively participate in and benefit from their apprenticeship opportunity.	All our policies and procedures are guided by the current local and national equal opportunities guidance and legislation.

### 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 long-term future plan is that all apprentices will increase their skill levels including work relevant skills and the potential to earn a higher income</p> <p>This will reduce the likelihood of future or continuing poverty.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The AGI Coordinator works closely with Service Managers, Job Centre Plus, Careers Wales, Housing Associations and training providers to contribute to the key objectives of the AGI Strategy including developing new apprenticeship opportunities in the public sector.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The AGI Coordinator regularly meets with our apprentices, Service Managers and training providers to review and sometimes improve their work and training experience. As part of the apprentice journey, the AGI Coordinator understands the necessity for bespoke learning opportunities involving the apprentice and fostering shared responsibility and autonomy as well as constant progress.</p>	<p>The AGI Coordinator will discuss at the start of the apprenticeship, individuals' needs, qualification and training route options and will provide formative reviews, have informal discussions and evaluations during and at end of apprenticeship.</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> Putting resources into preventing problems occurring or getting worse</p>	<p>It is anticipated that the long-term impact of this change (All apprentices on national living wage) will challenge behaviours, actions and attitudes, subsequently establishing firm foundations for future succession planning in the authority.</p>	
 <p><b>Integration</b> Considering impact on all wellbeing goals together and on other bodies</p>	<p>The AGI Coordinator will work with apprentices supporting them to overcome health and wellbeing barriers by either delivering health and wellbeing programmes and/or support, linking participants with health care professionals, organisations and networks and other health and wellbeing services.</p>	<p>The AGI Coordinator will monitor and review the number of referrals to specialist support for emotional 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?**

	<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	This change will reduce the number of apprentices that are living in poverty offering supportive measures to improve their future chances of securing higher earning employment and sustaining employment.	None identified	N/A
Safeguarding	Safeguarding is a priority and we have an excellent relationship with children and adult services. All Employment and Skills staff and volunteers have completed the Safeguarding level 1.	None identified	N/A
Corporate Parenting	All Care Leavers have guaranteed interviews to all MCC vacancies including apprenticeships. We aim to provide a tailor package for Care Leavers which is flexible to their needs and circumstances.	None identified	N/A

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

The following data has identified and informed the development

July 2019 the Apprentice, Graduate and Intern (AGI) Strategy was approved by Cabinet. Priority 4 of the strategy is about Improving access, equality, and equity of opportunity for underrepresented groups.

Prosperity for All; Skills and Employability

Strategic Leadership Team considered and agreed the proposal on the 7<sup>th</sup> January 2021.

SLT discussed the benefit of this getting its own decision making route through Cabinet and it was agreed it should by 3rd March when the final budget proposals are taken back through Cabinet.

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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 this change; - all current apprentices on apprentice rates will be paid the national living wage, will have a positive impact on peoples' social, emotional, health and wellbeing, education and skills. This will develop their resilience and improve their life chances. This proposal does acknowledge that due to personal, social and educational barriers, not every person will progress in their employment.

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

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>
<ul style="list-style-type: none"><li>To request approval to bring all MCC Apprenticeship pay in line with the Living Wage Foundation (National Living Wage).</li></ul>	1 <sup>st</sup> April 2021	Gareth James

<ul style="list-style-type: none"> <li>To agree and implement the suggested changes to the Apprenticeship pay structure with a recommended implementation date of April 1<sup>st</sup> 2021.</li> </ul>	1 <sup>st</sup> April 2021	Gareth James
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**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	07/01/21	

## Appendix 2

### Annual Salary for National Minimum Wage Rates vs National Living Wage Foundation (NLWF) Rate

		Hourly Rate	Annual Salary	Salary (+NI/SA)	Additional Cost of NLWF
2021-22 National Minimum Wage Rates	Apprenticeship Rate	£ 4.30	£ 8,295.95	£ 10,212.32	£ 12,349.78
	Under 18	£ 4.62	£ 8,913.32	£ 10,972.30	£ 11,589.79
	18-20	£ 6.56	£ 12,656.15	£ 15,579.72	£ 6,982.37
	21-22	£ 8.36	£ 16,128.87	£ 19,854.64	£ 2,707.45
	23+	£ 8.91	£ 17,189.98	£ 22,690.78	£ 1,502.53
	NLWF Rate (Under 25)	£ 9.50	£ 18,328.26	£ 22,562.09	-
NLWF Rate (25+)		£ 9.50	£ 18,328.26	£ 24,193.31	-

### Estimate of Additional Costs for Current Apprentices

	Current Cost	NLWF Cost	Additional Cost of NLWF
<b>Local Authority Total</b>	£ 316,560.24	£ 419,167.41	£ 102,607.17
<i>- by directorate -</i>			
Social Care & Health	£ 122,764.68	£ 162,828.30	£ 40,063.62
Children and Young People	£ 119,643.45	£ 164,459.52	£ 44,816.06
Enterprise	£ 54,624.02	£ 67,686.28	£ 13,062.26
Resources	£ 19,528.09	£ 24,193.31	£ 4,665.22

**SUBJECT: PROPOSED DISPOSAL OF MCC COTTAGES**

**MEETING: CABINET**

**DATE: 4<sup>th</sup> February 2021**

**DIVISION/WARDS AFFECTED: Llanfoist Fawr ,Portskewett & Trelleck United**

**1. PURPOSE:**

1.1. To seek Cabinet approval to declare 3 Farm Cottages and Llanfoist Cemetery Lodge surplus

**2. RECOMMENDATIONS:**

2.1. The properties known as 30 Leechpool Holding, 6 Leechpool Holding, Church View Cottage , and Llanfoist Cemetery Lodge be declared surplus.

2.2. The management of the asset Llanfoist Cemetery Lodge to pass from Grounds Maintenance to Estates in line with the Council's Disposal Policy

2.3. That consent be given for the disposal of the assets by the Estates Team.

2.4. That the Development Manager be given consent to agree the method of disposal and any other matters (including a reserve price) in consultation with the Cabinet Member for Resources.

2.5. That the budgets set out below be made available to fund any necessary costs of holding and disposing of the properties.

**3. KEY ISSUES:**

3.1. Following the retirement of the Sexton at Llanfoist Cemetery Llanfoist Cemetery Lodge has been vacant. It has been agreed that the responsibilities normally carried out by the Sexton will pass to Grounds Maintenance as part of the services they provide to the cemetery already.

3.2. As part of the Farm Portfolio, MCC has retained cottages formerly occupied by Farming Tenants, The properties have been held to facilitate any requirement to rehouse farming tenants. There are currently 5 vacant farm cottages. MCC will retain 2 cottages for rehousing and review periodically this requirement in line with Farming Tenancies .

3.3. Following Consultation, No internal use has been identified in line with the disposal policy and as the properties are surplus to requirement, the Council may now dispose of the properties on the Open Market.

3.4. In order to dispose of the property on the open market, Llanfoist Cemetery Lodge must be transferred to Estates to manage the disposal.

3.5. Alongside the transfer, a budget for holding and disposing of the property will be required to fund costs incurred.

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

4.1. Due to the properties sitting vacant, the conditions are deteriorating and potentially could become a liability to the Council

4.2. As the properties are no longer required as previous use and no internal use has been identified they can now be sold on the open market.

4.3. The sale of the properties will support the 21<sup>st</sup> Century School scheme and the requirement to generate £40million in capital receipts to support this.

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

5.1. As part of this decision, we ask that a budget of £2,000 be made available from the Fixed Asset Disposal cost centre to meet any costs incurred in the course of the transaction.

5.2. As part of this decision, we ask that a budget of £2,000 be made available from FO47 revenue costs to fund any holding costs incurred by Estates.

5.3. A capital receipt will be received from the sale of the property to contribute towards the 21<sup>st</sup> Century Schools programme.

5.4. The Council will seek to recover reasonable Legal and Profession Fees from the purchaser as part of the transaction.

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

This decision does not impact on the delivery of any service or the provision of any service by the Council and therefore, while the implications have been considered a full assessment is not needed.

#### **7. CONSULTEES:**

Local Members - Cllr Giles Howard

Local Members – Cllr Debby Blakebrough

Local Members – Cllr Peter Fox

Cabinet Member - Cllr Phil Murphy

Development Manager – Nicholas Keyse

Asset Manager – Nicola Howells

Joanne Chase - Legal Services

Cemetery Officer - Rhian Jackson

Commercial and Operations Manager - Nigel Leaworthy



**8. BACKGROUND PAPERS:**

**Plans Attached : Leechpool Holding 30  
Leechpool Holding 6  
Church View Cottage  
Llanfoist Cemetery Lodge**

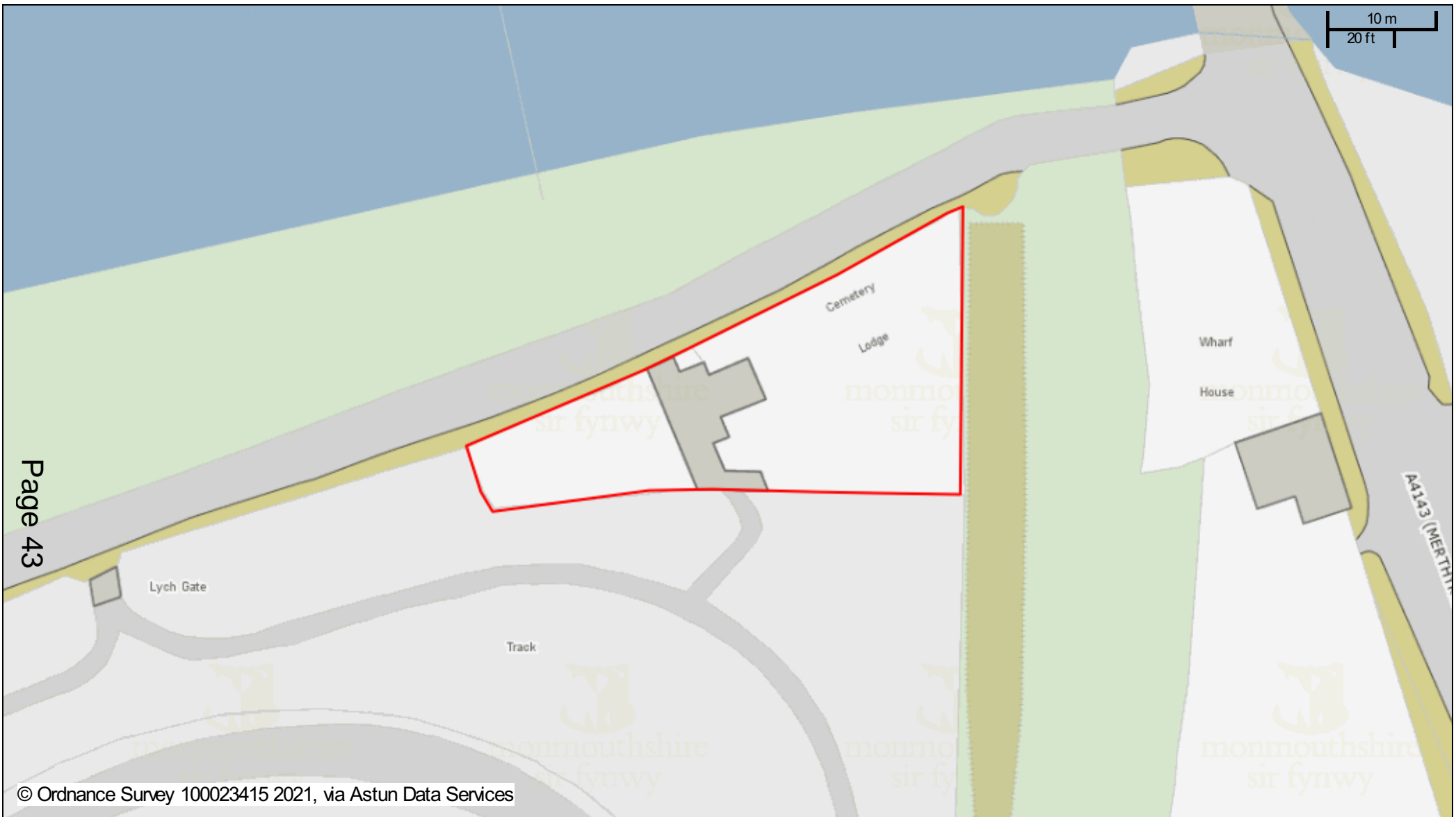
**9. AUTHOR: Nicola Howells – Asset Manager**

**10. CONTACT DETAILS:**



**Tel: 01633 748338 / 07817715827**

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

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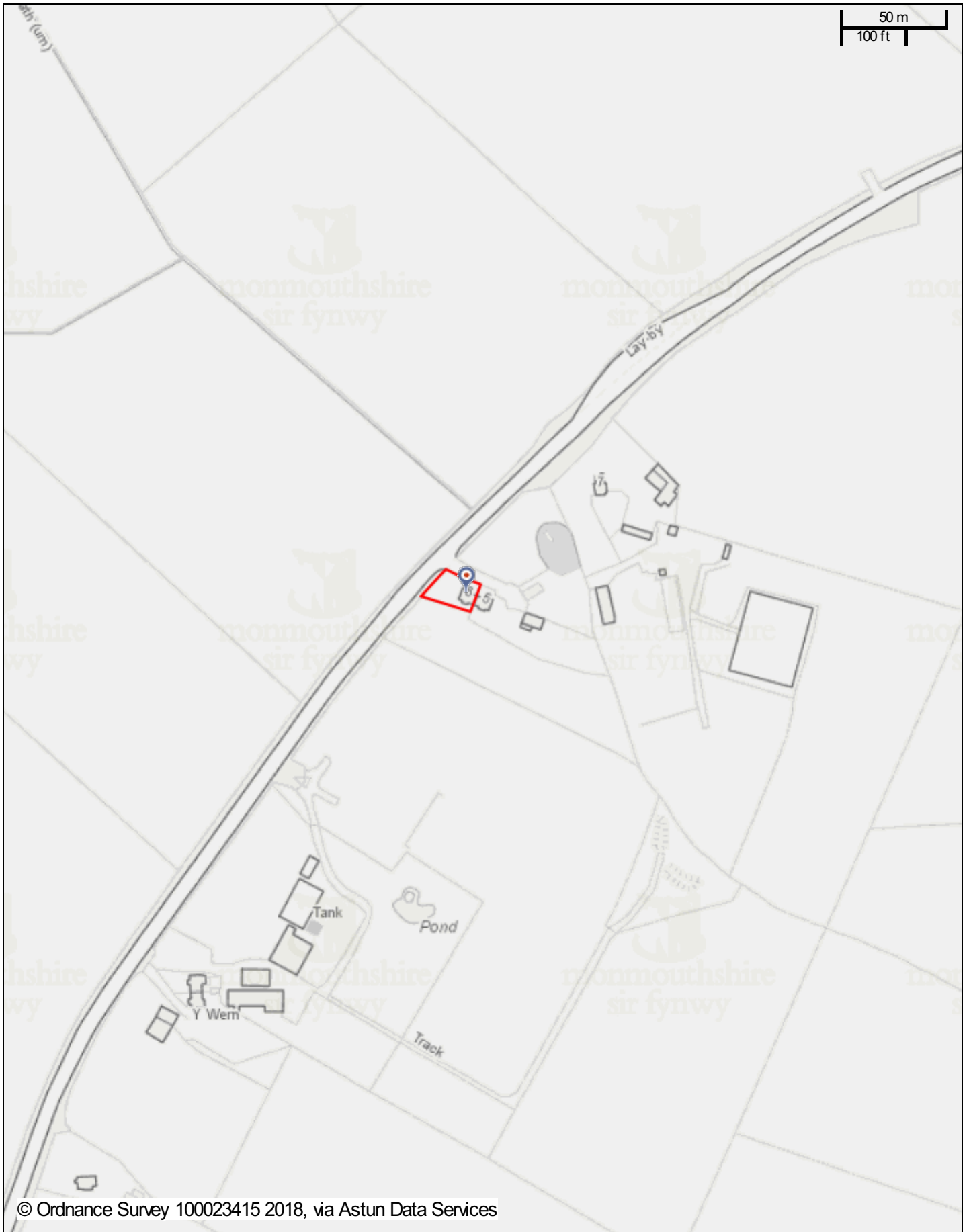
	<b>Llanfoist Cemetery Lodge</b>		
	Print description Monmouthshire County Council, County Hall, The Rhadyr, Usk. NP15 1GA		
	Scale : 1:500	Printed : 14/1/2021 at 15:52 PM	

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	<b>Location Plan 1</b> Church View, Trellech Monmouthshire County Council, County Hall, The Rhadyr, Usk. NP15 1GA			
	Scale : 1:2500	Printed : 28/12/2018 at 11:10 AM		Grid Ref: 349690,205551

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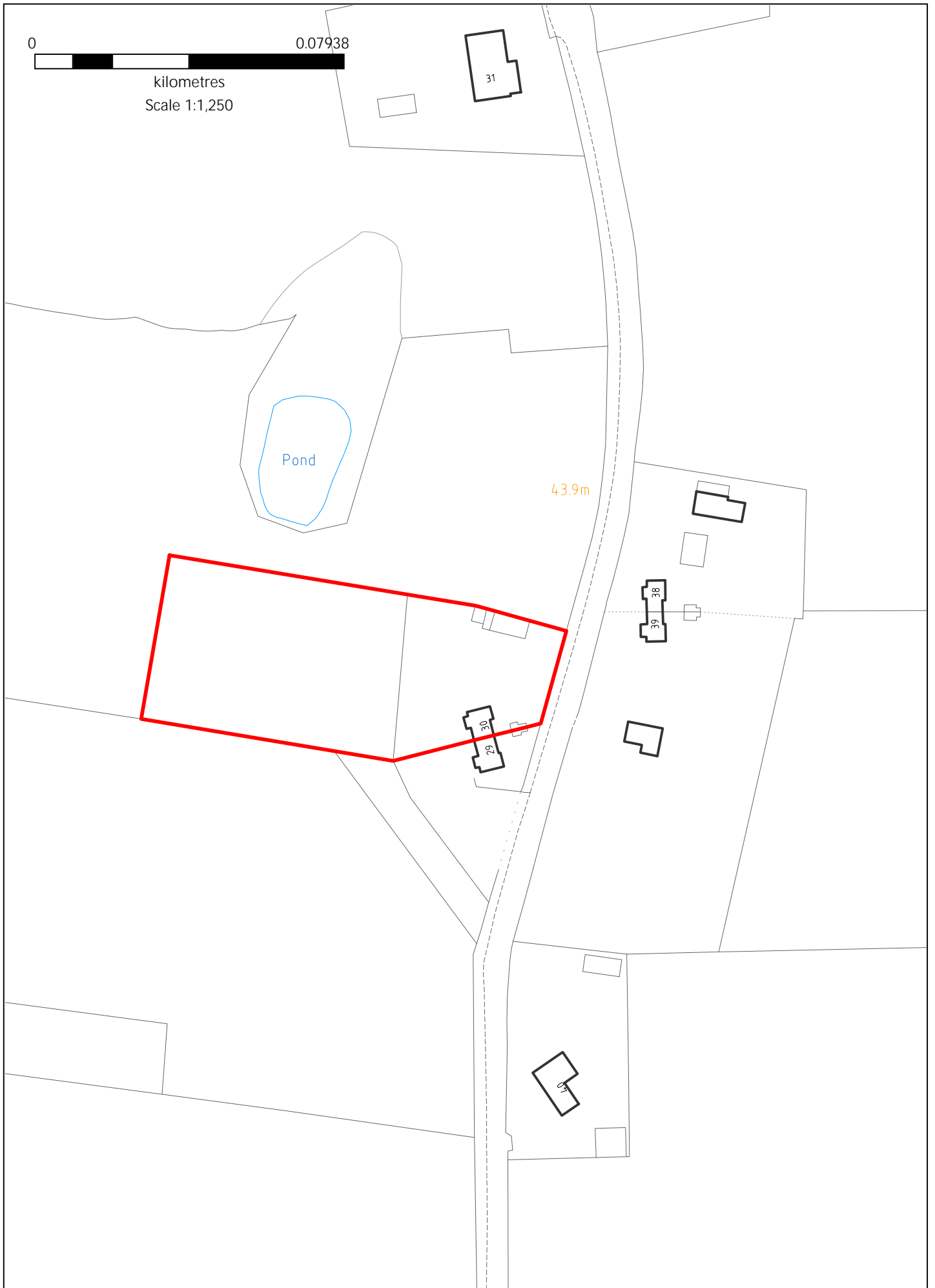


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	<b>Location Plan</b>		
	6 Leechpool Holdings		
	Monmouthshire County Council, County Hall, The Rhadyr, Usk. NP15 1GA		
Scale : 1:2500	Printed : 28/12/2018 at 11:28 AM	Grid Ref: 349934,189820	

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<b>SUBJECT:</b>	<b>WELSH CHURCH FUND WORKING GROUP</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>03<sup>rd</sup> February 2021</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 meeting 5 held on the 14th January 2021 and to consider the Grants Allocation Criteria for inclusion in the 2021/22 Welsh Church Fund Trust budget papers.

## 2. RECOMMENDATION:

2.1 We resolved that the following grants be awarded as per the schedule of applications.

2.2 To approve the Grants Allocation Criteria for the distribution of grants in the 2021/22 financial year to be included in the Trust's budget proposals (Appendix 2).

## SCHEDULE OF APPLICATIONS CONSIDERED 2019/20 – MEETING 5.

- 1 **Pandy Village Hall**, requested £3,000 in funding required for the complete renovation of the male and female toilets and the provision of a disabled toilet and baby changing facility to make the facilities all-inclusive and comply with current health & safety standards.

Recommendation: £1,500 awarded to assist installing a disabled toilet at this community hall.

- 2 **St Michael's & All Angels Church, Mitchell Troy**, requested £7,178 to install toilets, kitchen, new flexible seating and to do flooring repairs to make the church fit for church and community use.

Recommendation: £5,000 awarded for a major upgrade to the fabric of this community church and community meeting place.

- 3 **St Wonnow's Church, Wonastow, Monmouth**, requested £4,000 for essential repairs to the roof and the walls to prevent ingress of water and keep the building secure.

Recommendation: £3,000 awarded to assist in funding essential repairs to the church to prevent water damage.

## 3. OPTIONS APPRAISAL

Options available to the Committee are assessed on the information 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 14th January 2021 of the Welsh Church Fund Committee Working Group to recommend the payment of grants as detailed in the attached schedule (Appendix 1).

County Councillors in attendance at meeting 5:

County Councillor A. Webb (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 at meeting 5**

County Councillor D. Evans (Vice Chair)

#### **5.3 CONFIRMATION OF REPORT OF PREVIOUS MEETINGS**

The minutes of the meetings held on the 22<sup>nd</sup> October 2020 were confirmed as a true record.

#### **.RESOURCE IMPLICATIONS**

Total funding of £9,500.00, has been allocated at Meeting 5 of the Welsh Church Fund Committee. The remaining balance of £1,138 is available for distribution within the 2020-21 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 2020/21– Meeting 5 (Appendix 1)  
Welsh Church Fund Allocation Criteria 2021-22 (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 2020/21**

**APPENDIX 1**

**MEETING 5: 14th January 2021**

<u>ORGANISATION</u>	<u>ELECTORAL DIVISION</u>	<u>Signed by Councillor</u>	<u>REQUEST</u>	<u>DECISION</u>	<u>NATURE OF PROJECT REQUEST</u>	<u>PROJECT TOTAL COST</u>	<u>DATE Application Received</u>	<u>D of I*</u>	<u>Additional Information</u>	
<u>NEW APPLICATIONS AWAITING DECISION</u>			£	£		£				
1 Pandy Village Hall	Crucorney	David H Jones	£3,000	£1,500	Funding assistance required for the complete renovation of the male and female toilets and the provision of a disabled toilet and baby changing facility to make the facilities all inclusive and comply with current health & safety standards	£30,390	04/12/20	No	Present toilets are in drastic need of upgrading. Present provision for disabled usage is unsustainable and there are no baby-changing facilities.	
2 St Michael's & All Angels Church, Mitchell Troy	Mitchell Troy	Richard John	£7,178	£5,000	St Michael's has a major re-ordering project to install toilets, kitchen, new flexible seating and to do flooring repairs to make the church fit for church and community use.	£144,744	04/12/20	No	The whole village of Mitchel Troy (1,200) and surrounding area will have the benefit of activities, events, and services as well as the church congregation (25). The lack of toilets and kitchen and uneven flooring have made the church an unsatisfactory building. By making improvements, the church will be usable for more church and community uses including concerts, events, meetings. It will be a better and more welcoming venue for funerals, special services and for visitors.	
3 St Wonnow's Church, Wonastow, Monmouth	Mitchell Troy	Richard John	£4,000	£3,000	Funding assistance required for essential repairs to the roof and the walls to prevent ingress of water and keep the building secure	£21,905	21/12/20	No	The quinquennial inspection survey has found water penetration in the roof and walls of the church with rectification as soon as possible being recommended to prevent further costly rectification.	
<b>Late Applications</b>										
<b>Deferred Applications</b>										
<b>SUB TOTAL Meeting 4</b>			<b>£14,178</b>	<b>£9,500</b>						
					<b>OTHER INFORMATION :</b>					
<b>MEETING</b>	<b>DATE</b>	<b>CABINET</b>		<b>AWARD</b>						
1	30 June 2020	July 29th 2020		<b>9,334</b>						
2	July 28th 2020	Sept 02nd 2020		<b>8,090</b>						
3	Sept 10th 2020	Oct 07th 2020		<b>1,293</b>						
4	Oct 22nd 2020	Nov 04th 2020		<b>3,000</b>						
5	Jan 14th 2021	Feb 03rd 2021		9,500						
6	Mar 11th 2021	Apr 14th 2021		0						
<b>TOTAL AWARDED FOR 2020/21 TO DATE</b>				<b>31,217</b>						
<b>BUDGET 2020/21</b>				<b>32,955</b>						
<b>BALANCE B/F TO 2020/21</b>				<b>£0</b>						
<b>Monmouthshire's Allocation for 2020/21</b>				<b>£32,955</b>						
<b>REMAINING BALANCE</b>			<b>£1,738</b>							

\*D of I = Declaration of Interest

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## **WELSH CHURCH FUND PRINCIPLES, POLICY CONSIDERATIONS AND GRANT ALLOCATION CRITERIA – 2021-22 FUNDING YEAR**

### **Basic Principles of the Welsh Church Fund Trust**

The basic principle is that the charity needs to be independent of the local authority. This means that decisions about the administration of the charity need to be taken solely in the interests of the charity to further its charitable purposes, and for no other purpose.

There are also a number of duties the trustee must consider when making this type of decision. If these duties are met, then the trustee can be confident that the decision about how to apply the charity's income is reasonable and defensible. Therefore, again, the trustee must act only in the charity's best interest and meet the duties to:

1. Act within the powers conferred upon them and the established rules and procedures for dealing with issues of the kind under consideration.
2. Adequately inform themselves in order to make the decision in question, where necessary making further enquiries and where appropriate considering legal or other professional advice.
3. Consider any factors which they should take into account.
4. Not take into consideration any factors which are not relevant.
5. Act in good faith (and this includes managing conflicts of interest).
6. Make a decision within the range of decisions which a reasonable body of trustees could have made.

The decision and the reasoning must also be clearly recorded in the charity's minutes.

### **Policy Considerations for Charity Trustee**

1. Make sure the trustee is clear about the objects of the charity as set out in its governing document as these dictate how any such asset may be used, in accordance with charity law.
2. Make sure that the Welsh Church Fund's assets, for which the council is the trustee, are managed independently in accordance with their charitable purpose and any restrictions in the governing document.
3. Recognise that the charity trustees have a duty to be prudent and to act solely in the best interests of the charity.
4. Ensure that there are in place clear procedural guidelines for the Officers and Councillors about their roles, responsibilities and decision making in the administration of the charitable fund.
5. Ensure we have a clear process for identifying and managing any conflicts of interest that arise where the local authority is the trustee of a charity.

# **Allocation Criteria for the Welsh Church Fund Working Group**

## **Groups and individuals that benefit from grant allocations**

**Churches and Religious Groups tend to be given higher awards as it is the Welsh Church Fund.**

**Church Parish's**

**Community Groups and Charities**

**Sports and Recreation Clubs**

**Environmental Groups**

**Individuals that have an identified and proven need of financial assistance**

**Other deemed charitable causes by the Working Group Committee**

## **Allocation Policy and Principles**

**Awards are only given on the existence of a proven financial need as identified by a sponsoring Councillor in the first instance and the Welsh Church Fund Working Group Committee in the main instance.**

**Existing policy of no allocations to Community or Town Councils**

**Existing policy of no allocations to Private Business's**

**Existing policy of no allocations to other Public Bodies**

**Existing policy of not supporting the day to day running expenses except in exceptional circumstances as clubs / organisations should be self supporting and not rely on WCF money for their continued existence.**

**Existing policy of only Churches being allowed to re-apply every year to be maintained, though, those applications will only be considered where the application is for a different and distinct purpose.**

**Existing policy of restricted or no allocations for day trips or trips that will not benefit the County by an individual's subsequent personal actions**

**The trust currently has a policy of dropping an application if deferred for further information at the first meeting, if then subsequently that information is not received by the next meeting date. This policy will continue. Emphasis on sponsoring Councillor to ensure sufficient evidence is presented along with application.**

**Any assistance to schools or educational establishments that come under the general umbrella of MCC will ONLY be assessed in light of the merit and purpose of the**

**application and in consideration and conjunction with any future Children and Young People's policy in relation to School Welfare and Support groups**

**Confirm the Policy that the trust will continue to only pay grant awards by BACS payments in line with current MCC payment guidelines and to save the Trust from excessive and unnecessary administrative charges.**

**Confirm the Policy that applications will only be accepted on the current application form as currently posted on the MCC Website (The Welsh Church Fund: Monmouthshire County Council) as this will contain all the currently required information.**

**Confirm the Policy that the Councillor signing the application ensures that the application qualifies for funding under the Charitable Purposes of the Trust as posted on the MCC website.**

**Confirm the Policy that when a Councillor signs an application to the Welsh Church Fund that they are fully aware of the purpose to the application and ensure that they have seen any supporting evidence or documentation required to support the application (i.e. Accounts, Bank Statements, letters of representation etc.) and ensure that it is submitted with the application in order that the Working Group Committee can make an informed and timely decision at the first meeting.**

**Confirm the principle of restricted awards or no grant allocations to organisations that receive direct financial support from MCC or any other Local Authority for Administrative expenses.**

**Support the principle that applicants should show effort and willing in raising funds themselves as well as expecting grant aid from the Welsh Church Fund.**

**Principle that there is a defined financial pot that has to be shared equally between deserving applicants and throughout the financial year. Any remaining funds at the financial year end will be carried forward to the next financial year.**

**Continuation of the policy that the budget for the next financial year is recommended by the Section 151 Officer of Monmouthshire County Council as they are in the best possible position to assess future financial performance and financial assets available for distribution in light of the Charity's policy to maintain the level of investments at a level that provides sufficient annual income to fund the Charity's charitable expenditure.**

**For the financial year 2020/21 that there is no maximum grant award imposed on all non individual applications and that a maximum award of £500 is imposed upon applicants by individual applicants. This limit will be reviewed annually once a decision has been made on the grant distribution for the next financial year by the Trustee.**

**The Working Group Committee has the right to set a Policy / Principle that is binding at any Committee meeting in the future if it is regarded to be in the best interest of the Trust even if a precedent may have been set by a past decision.**

**The Working Group Committee will set out the Principles and Policies for each financial year at the last meeting of the previous financial year.**

**NO appeal procedure will be allowed against grant application decisions made by the Working Group Committee. If a sponsoring Councillor would like to resubmit an**

**application for review on a decision that has been made by the Working Group Committee, then new material evidence that was not available at the previous meeting must be presented.**

**A conflicts of interest procedure has been ratified. Councilor's that are associated with any application are asked too:**

- a) declare their interest,**
- b) may remain in the room and remain silent**
- c) be allowed to present the case or relevant points if requested by the chair for clarification purposes only**
- d) be part of any application re-consideration process only at the request of the chair for clarification purposes**

**The Working Group Committee has the overall right to dismiss any application they feel is inappropriate for funding even though it may qualify under the Charitable Purposes to which the fund maybe applied, as they feel it would not be in the best interests of the Charity.**



<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 14th January 2021</p>
<p><b>Name of Service</b> Finance</p>	<p><b>Date Future Generations Evaluation</b> 14<sup>th</sup> January 2021</p>

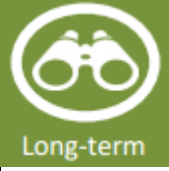
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**Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

<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.

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	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.

**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.**

What are you going to do	When are you going to do it?	Who is responsible	Progress
Award grants	February 2021	Welsh Church Fund	On target

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

**The impacts of this proposal will be evaluated on:**

The Payment of grants awarded to the successful applicants