

# Public Document Pack



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NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 1 December 2020

Dear Councillor

## INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 9 December 2020.

1. **LOCAL GOVERNMENT (WALES) ACT 1994 THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995 - Proposed Payment Schedule** 1 - 4

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** Councillor Murphy

**AUTHOR:**

*Jonathan S Davies – Finance Manager*

**CONTACT DETAILS**

**email:** [jonathandavies2@monmouthshire.gov.uk](mailto:jonathandavies2@monmouthshire.gov.uk)

2. **COUNCIL TAX BASE 2021/22 AND ASSOCIATED MATTERS** 5 - 8

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** County Councillor P Murphy

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

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**Tel:** 01633 644592

3. **SHIRE HALL / MONMOUTH MUSEUM** 9 - 20

**Division/Wards Affected:** Drybridge

**CABINET MEMBER:** County Councillor P Jordan

**AUTHOR & CONTACT DETAILS:**

**Ian Saunders** - Chief Operating Officer MonLife -Mobile

07876545793

**Matthew Lewis** – Environment & Culture Manager MonLife -Mobile

07990783165

Yours sincerely,

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

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.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
R.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
P. 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
R. 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>		
P. 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
P. 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
J. Pratt	<p><b>Infrastructure and Neighbourhood Services</b> Lead Officer – Frances O’Brien Support Officers – Roger Hoggins, Carl Touhig, Nigel Leaworthy</p> <p>County Roads / Pavements South Wales Trunk Road Agency</p>	SEWTA Prosiect Gwyrdd	Goytre Fawr

	<p>Highways Maintenance,  Transport, Traffic &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>		
S. Jones	<p><b>Social Justice &amp; Community Development</b>  Lead Officer – Frances O’Brien  Support Officers – Cath Fallon, David Jones,  Ian Bakewell</p> <p>Rural Deprivation / Isolation;  Digital Deprivation  Poverty / Disadvantage  Homelessness;  Supporting People  Community Safety / Equality / Protected  Characteristics  Public Relations; / Communications / Marketing  Trading Standards / Environmental Health;  Licensing;  Registrars</p>		Llanover

# Aims and Values of Monmouthshire County Council

## Our purpose

Building Sustainable and Resilient Communities

### Objectives we are working towards

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

## Our Values

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

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

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

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



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**SUBJECT: LOCAL GOVERNMENT (WALES) ACT 1994 THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995 – Proposed Payment Schedule**

**MEETING: Individual Cabinet Member – Councillor P. Murphy**

**DATE: 9<sup>th</sup> December 2020**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

- 1.1. To seek Member approval of the proposals for consultation purposes regarding payments to precepting authorities during the 2021/22 financial year as required by statute.

**2. RECOMMENDATIONS:**

- 2.1. That the following schedule of payments be proposed pending consultation:
- (i) The Police Authority precept is paid from the Council Fund by twelve monthly equal instalments on the third Tuesday in each month.
  - (ii) The Community Council precepts are paid by three equal instalments on the last working day in April, August and December in each year.
- 2.2. That the Community Councils are consulted prior to the determination and that the response of the consultation is considered when making the final determination.
- 2.3. That a further report be produced on the results of consultation enabling a determination to be made by 31st January in accordance with statute.

**3. KEY ISSUES:**

- 3.1. The Council as a billing authority is required to determine the schedule of instalments for payment of Precepts from the Council Fund for each year.
- 3.2. The Regulations provide that on or before the 31st December each year a billing authority must inform each precepting authority of its proposals for a schedule of instalments to satisfy all of the precepts. This proposal should be followed by a determination on or before the 31st January, with at least 21 days elapsing between decision on the proposals and the making of a determination.
- 3.3. In each schedule the billing authority must specify the number of instalments, the proportion of each precept which is to be paid in each instalment and the dates in the year on which instalments are to be paid. The payment to the Police Authority must be made on the same day

and should not be less than twelve instalments in any one financial year. In the case of Town and Community Councils the agreement can be one of the following:

(i) Payment by three instalments in April, August and December, or;

(ii) Payment by one instalment on the last working day in April.

3.4. For the existing financial year Monmouthshire County Council operate the arrangement identified in (i) above for Town and Community Councils and pay the Police Authority precept on the third Tuesday of each month.

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

4.1. To approve the proposals for consultation purposes regarding payments to precepting authorities during the 2021/22 financial year as required by statute.

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

5.1. Options are laid out by Statute and no further assessment is required.

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

6.1. Not applicable.

#### **7. RESOURCE IMPLICATIONS**

7.1. Negligible cash flow advantages would be achieved should a decision be made to pay the Police Authority precept on the last working day of each month.

7.2. Similarly, any decision to move Town and Community Council precept payment to one instalment at end of April is unlikely to introduce a material cashflow disadvantage, but would reduce our payment administration by two thirds and may also assist the financial management within town & community councils.

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

8.1. There are no implications directly arising from the recommendations and decisions highlighted in this report.

#### **9. CONSULTEES**

Strategic Leadership Team  
Cabinet Members  
Chief Officer - Resources  
Head of Legal

#### **10. BACKGROUND PAPERS**

10.1. None

**11. AUTHORS:**

Jonathan S Davies – Finance Manager

**12. CONTACT DETAILS**

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## REPORT

**Subject: COUNCIL TAX BASE 2021/22 AND ASSOCIATED MATTERS**

**Directorate: Resources**

**Meeting: Individual Cabinet Member Decision**

**Date: 9<sup>th</sup> December 2020**

**Divisions/Wards Affected: County Wide**

### 1. PURPOSE:

To agree the Council Tax base figure for submission to Welsh Government, together with the collection rate to be applied for 2021/22 and to make other necessary related statutory decisions.

### 2. RECOMMENDATIONS:

- 2.1 That in accord with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, the amount calculated by the Council as its Tax Base for 2021/22 shall be notified as **46,711.94** and the Collection Rate set at **99.0%**.
- 2.2 That no Special Resolution declaring Drainage Rates as Special Expenses be made.
- 2.3 That any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a Community Council shall not be treated as a special expense for the purpose of Section 35 of the Local Govt. Finance Act 1992.
- 2.4 That Council Tax setting continues to be a function of full Council.

### 3. KEY ISSUES:

#### 3.1 Council Tax Base

For each financial year, the Council shall set its Council Tax, taking account of its own total net budget requirement and amounts receivable for redistributed Non Domestic Rates, Revenue Support Grant and any other additional grants. It will also take account of any precepts it receives from other authorities and the value of the Council Tax Base. In simple terms, the net spending not met by grant is divided by the Tax Base to give the amount of Council Tax for a dwelling in Band D. The budget requirement, grant calculations and precepts will be addressed in the Council Tax Setting report.

It was agreed by Council in January 2005 that the, largely technical, matter of the Council Tax Base Resolution and tax setting should be dealt with by Executive decision. Legally, the tax setting decision could also be decided by the Executive, but has always been referred to full Council given its wide interest and importance. It is therefore recommended that this continue to be put for decision by full Council.

The ratified council tax base information must be passed to Welsh Government (WG) by 4<sup>th</sup> January 2021 with reference to dwellings in the Valuation List as at 31<sup>st</sup> October 2020 and taking into account anticipated changes likely to occur during 2021/22. Provisional information has been provided to WG, if any changes to policy are considered which affect the tax base, revised information will need to be submitted. Significant differences may require WG to make adjustments to the RSG entitlements via an amending report. The prescribed period during which Councils would notify major precepting authorities of the council tax base figure is normally 1<sup>st</sup> November to 31<sup>st</sup> December.

### **3.2 Collection Rate**

It should be recognised that council tax is being perceived as an increasing burden on taxpayers with more arrangements outside the statutory scheme being sought, thereby increasing the time over which the debt is paid.

Between 2004/5 and 2007/8 the anticipated in-year collection rate was static at 96%; this was increased to 96.5% for 2008/9 and 2009/10 and to 97% for 2010/11. From 2011/12, despite ongoing economic difficulties, the collection rate was increased to 98%, reflecting results achieved in subsequent years from sustained recovery action. In 2016/17, the collection rate was increased further to 98.5%. For 2017/18, it was considered reasonable to increase the collection rate to 99.0% and the council has held this rate for each subsequent financial year. The Covid 19 pandemic is having an impact on the in year collection rate for 2020/21. However, after careful consideration a decision has been made to retain a 99% collection rate for 2021/22, as overall the long term collection rate continues to exceed the target set. The forecast in-year collection rate has also narrowed and is within tolerances for the current year.

The Council Tax Reduction Scheme (CTRS) was introduced by the Welsh Government on 1<sup>st</sup> April 2013, replacing what was the Council Tax Benefit Scheme. On inception the Welsh Government fully funded the scheme, pending a full review. This review was concluded in the summer of 2014, with the Welsh Government announcing its intention to continue to fund the scheme for another 2 years - 2015/16 and 2016/17. The scheme has since been extended further for the financial year 2017/18 through to 2020/21. Whilst we await final confirmation of the scheme for 2021/22 it is expected that full entitlements will be maintained for next year.

The Covid 19 pandemic has put significant pressure on the CTRS budget for 2020/21. The Welsh Government are currently providing funding through the Covid Hardship Fund, although the budget is expected to overspend this year. We await confirmation of further Welsh Government funding for 2021/22, should this pressure continue.

Funding from Welsh Government forms part of the annual revenue budget settlement and is expected to remain at current levels for next year. As part of its annual budget setting, the Council can determine how much budget to allocate to this Scheme taking account of levels of take up and any additional costs arising from any increases in council tax. From a household perspective, they will not be required to make any contributions.

### **3.3 Special Items and Expenses (Section 34)**

Certain items of expenditure, and precepts made upon the Council by Community Councils are applicable only to certain parts of the area and special rules exist to deal with these items. These rules apply to all of the Town and Community Council precepts in respect of each of their respective areas. They also apply to Drainage

Rates which are charged only in certain parts of the East and South of the County area. The Council has always considered that the general body of taxpayers should be treated equally in this respect and such expenditure should be defrayed over the whole area rather than charged as an additional item on those who happen to be in a particular catchment area. If this view continues to prevail then no special resolution declaring these to be special expenses will be necessary.

Finally, expenses incurred by an authority in performing in part of its area a function performed elsewhere by a Community Council (concurrent functions) must be treated as a special expense unless a negative resolution is in force.

The effect of the above result is a recommendation leading to drainage rates and concurrent functions being charged equally across the County.

#### **4. EQUALITY AND FUTURE GENERATIONS EVALUATION**

There are no implications for sustainability, safeguarding and corporate parenting.

The Council Tax base itself is mainly calculated from information about the numbers of properties within the County, adjusted to an equivalent band D figure for things such as discounts, exemptions and reliefs, and is therefore based on fact and provided for information.

Annually Council consider council tax setting as part of the wider budget proposals in March. At this time these proposals are subject to an overall WFG assessment.

Our Sustainability Community Officer has confirmed that under these circumstances there is no requirement to complete a Future Generations Evaluation.

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

Not applicable. This is a statutory report

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

Not applicable.

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

- 7.1 To agree the council tax base figure and the collection rate for the forthcoming financial year as required by legislation.
- 7.2 To determine whether a special resolution should be made declaring Drainage Rates a special expense.
- 7.3 To determine whether any expenses incurred in part only of the area should be treated as special expenditure in accordance with the relevant legislation.
- 7.4 To confirm that the important matter of tax setting should continue to be a function of full council rather than be devolved for executive decision

#### **8. RESOURCE IMPLICATIONS:**

Overall the Council Tax base calculated for 2021/22 has risen by 0.82% compared to 2020/21. This increase takes into account the anticipated changes in dwellings. The estimated income derived from this (£280k) will be included as part of the draft budget proposals which are to be considered by Cabinet on 20<sup>th</sup> January 2021.

**9. CONSULTEES:**

Cabinet  
Senior Leadership Team  
Chief Officer for Resources  
Head of Legal

**10. BACKGROUND PAPERS:**

None

**11. AUTHORS:**

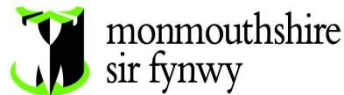
Ruth Donovan – Assistant Head of Finance: Revenues, Systems and Exchequer

**12. CONTACT DETAILS:**

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**Tel:** 01633 644592





<b>SUBJECT:</b>	<b>SHIRE HALL / MONMOUTH MUSEUM</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision – Cllr Paul Jordan</b>
<b>DATE:</b>	<b>9 December 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>DRYBRIDGE</b>

## 1. PURPOSE:

- 1.1 To undertake a feasibility study to establish a new cultural destination at the Shire Hall Monmouth, celebrating the history and collections of Monmouth and relocating the current Monmouth Museum. The intent being to create a new offer that is integrated, engaging and sustainable whilst retaining the character of the Shire Hall.

## 2. RECOMMENDATIONS:

- 2.1 To undertake a feasibility study to establish a new cultural offer at Shire Hall incorporating the Monmouth Museum, currently located in the Market Hall, to include consideration of the implementation of an initial phase and options for a second phase to showcase the building, the various collections and the town. A further report will be presented to Cabinet as the outcome of the feasibility study progresses.

## 3. KEY ISSUES:

- 3.1 Cabinet approved the 2017-2022 Museums Forward Plan in December 2016 and identified the need to re-provide Monmouth Museum with space to tell the Monmouth and Nelson stories.
- 3.2 Staff at the Shire Hall have worked to deliver a sustainable model however with the size, layout, shape and listed building status, it has not been possible to attract the expected level of business or footfall. Other local venues have received investments and compete for similar markets, leaving a smaller market share. Shire Hall has been particularly hard hit by Covid 19, highlighting the vulnerability of a business model that relies entirely on the external market.
- 3.3 The intrinsic value and history of the Shire Hall presents a strong heritage offer around the assizes, the courtroom, local democracy and the Chartism story. This proposed opportunity will ensure that the building is connected with the museum collection in a way that the town can be proud of and a way that delivers a much improved visitor experience.
- 3.4 The Market Hall accommodation requires significant investment to bring the visitor experience up to modern expectations. The remainder of the principal accommodation at Market Hall is vacant or in temporary use therefore relocating to the Shire Hall relinquishes

the building and provides the Council with the opportunity to examine future use and explore opportunities to repurpose the building.

- 3.5 Bringing the offers together provides greater opportunities for learning; both formal and informal (especially with regard to the new curriculum for Wales) and will enrich the learning offer for local audiences and those from further afield.
- 3.6 This opportunity will create a modern attraction that better tells the Monmouthshire story, including the history of the town of Monmouth, the Lady Llangattock / Rolls / Nelson connection, the role of Shire Hall, Chartism etc. in an integrated, engaging and more sustainable way.
- 3.7 The precise nature of the initial phase needs further assessment but it is anticipated this could include the local history collection, temporary exhibition space, the Shire Hall courtroom and cells, learning space, shop and tourism information and provision of new museum stores.
- 3.8 Further phases depend on success in attracting external funding but should it be successful it would provide the opportunity to expand the offer further and this would include the redisplay and reinterpretation of the Nelson collection. Public engagement and the emerging MonLife Heritage Strategy would support these plans.
- 3.9 A feasibility study will be undertaken to assess the future delivery pathway, options and risks and will include a fully costed and phased plan which will be used to support future funding bids. The study will also include an appraisal of collection storage across all sites and is expected to be funded through CSF grant.
- 3.10 A robust business plan for the new provision will be developed alongside the detailed proposals, in consultation with the relevant stakeholders and presented to Cabinet. The intent would be for the new facility to provide an opportunity for suitable events and activities associated with its core purpose as a heritage attraction, and to accommodate continued use by the Town Council.

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

- 4.1 Creating the offer at Shire Hall better tells the Monmouthshire story, it will address the need to improve facilities and the visitor experience and provides a framework for long term development of the offer and the engagement of new audiences improving people's wellbeing. The process of developing new provision allows for full public engagement to help identify the stories important to all our communities. Better facilities will support the education of our children and young people and developing their sense of place within their communities. Creating this new offer will contribute to the economy, add vibrancy to the town centre and support artistic, cultural, heritage and tourism activity.
- 4.2 The Shire Hall has lift access to all floors and will ensure more people can view future displays and exhibitions.

## 5. OPTIONS APPRAISAL

Option	Benefit	Risks	Comments
Not to explore merging the heritage offers at Shire Hall and Monmouth Museum	None	Does not address the shortcomings in the Monmouth museum and the need for change in the business model for Shire Hall;	Does not progress the ambitions set out in the Museum Forward Plan
To explore establishing a new attraction at Shire Hall	Will provide the opportunity to creating a new attraction at Shire Hall that tells the Monmouthshire story, including the current Monmouth Museum and the Shire Hall heritage offer in an integrated, engaging and more sustainable way.	Sufficient resources need to be secured to ensure that the phase 1 offer meets public expectations and maintains accreditation standards. The risk of later phases, which are dependent on attracting external funding not proceeding in a timely way.	

## 6. EVALUATION CRITERIA

- 6.1 An evaluation framework will be developed as part of the feasibility study and progress will be evaluated against this and the relevant MonLife Service Delivery and Business Plan. The framework will incorporate performance indicators including visitor numbers, visitor satisfaction, learning outcomes and income targets.

## 7. REASONS:

- 7.1 The provision of a contemporary offer in Monmouth is identified within the Museum Forward Plan and provides a way to better relay the Monmouthshire story in an integrated, engaging and more sustainable way.
- 7.2 The creation of a new attraction at Shire Hall would contribute to the Destination Management Plan objective of developing the county's cultural product offer.

## 8. RESOURCE IMPLICATIONS:

- 8.1 Cross directorate work is underway to establish costings for the move. The resource implications both revenue and capital will be confirmed as the project plan is developed. Initial estimates suggest a budget of £110k will be required for the move and some further funding required to ensure the essential infrastructure is in place to meet museum accreditation needs. There is currently an application to Welsh Government for cultural services grant which may assist with costs. Additional revenue consequences will be a reduction of income to the Shire Hall as rooms are utilised for museum space however the joining of two buildings into one should deliver savings on expenditure and resources whilst the staffing levels will also need to be considered.
- 8.2 The anticipated feasibility and exploratory costs required prior to a more certain decision will be funded from MonLife service budgets along with a contribution of £20,000 from Property

Maintenance budget. The feasibility will identify the cost of future developments, which will depend upon securing grant funding from other sources.

**9. CONSULTEES:**

SLT  
Cabinet  
Ward member

**10. BACKGROUND PAPERS:**

Appendix A - Equality and Future Generations Evaluation

**11. AUTHOR & CONTACT DETAILS:**

**Ian Saunders** - Chief Operating Officer MonLife -Mobile 07876545793  
**Matthew Lewis** – Environment & Culture Manager MonLife -Mobile 07990783165



<p><b>Name of the Officer</b> Matthew Lewis <b>Phone no:</b> 01633 644850 <b>E-mail:</b> <a href="mailto:matthewlewis@monmouthshire.gov.uk">matthewlewis@monmouthshire.gov.uk</a> Rachael Rogers <b>Phone no:</b> 01873 854282 <b>E-mail:</b> <a href="mailto:rachaelrogers@monmouthshire.gov.uk">rachaelrogers@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p><b>Shire Hall / Monmouth Museum.</b></p> <p>To undertake a feasibility study to establish a new cultural offer at the Shire Hall Monmouth, celebrating the history and collections of Monmouth and relocating the current Monmouth Museum.</p>
<p><b>Name of Service area</b></p> <p><b>MonLife Attractions &amp; Museums and Arts</b></p>	<p><b>Date 28 October 2020 updated 20 November 2020</b></p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The creation of a new heritage and museum offer in Monmouth would enable us to determine how we are able to better serve our existing and potential audiences with protected characteristics.	The reduction in available space for events bookings in Shire Hall could impact on the community however this is not specific to people with protected characteristics and needs to be balanced against the improvements of access to the museum / heritage offer allowing improvement of the visitor experience and the availability of other community venues.	We are already consulting as part of the MonLife Heritage Strategy project and this will help inform our approach to the initial phase. The desired scope and content of further provision will be developed through a process of full public engagement and involvement.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	As above and unlike the existing museum building Shire Hall has lift access to all floors and meets access requirements	As above	As above
Gender reassignment	As above	As above	As above
Marriage or civil partnership	As above	As above	As above
Pregnancy or maternity	As above	As above	As above
Race	As above	As above	As above
Religion or Belief	As above	As above	As above
Sex	As above	As above	As above
Sexual Orientation	As above	As above	As above
Welsh Language	As above	As above	As above
Poverty	As above and the further development of free to access provision assists in reducing barriers to access	As above	As above




**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>Creating a new heritage/museum offer at Shire Hall that better tells the Monmouth story would contribute to enhancing cultural and heritage presence in each of our towns, and uses resources to best effect. The delivery of enhanced arts, cultural and heritage provision is one of the agreed priorities within the Monmouthshire Destination Management Plan to grow tourism revenue to the county by supporting the artistic, cultural and tourism economy. The proposal utilises existing building resources in a more sustainable way and gives the opportunity for Landlord Services to consider future use of the Market Hall</p> <p>The combined offer also presents greater opportunities to support and enhance learning and skills development of all sectors of our communities.</p>	<p>The desired scope and content of further provision will be informed by stakeholder input and an assessment of how it can contribute to an improved visitor experience in Monmouth.</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>Continued participation as a member of the Happy Museum community ensures contribution to initiatives to positively contribute to biodiversity and climate issues.</p>	<p>Shire Hall has previously hosted cultural and artistic activity such as the Wye Valley River Festival to raise awareness of environmental issues and will continue to do so as opportunities arise</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The positive effects of cultural activities on people's wellbeing is well documented and the delivery of the new offer will enhance the ability to provide that opportunity to existing and new audiences.</p>	<p>The new provision would enable a contribution to a healthier Wales through cultural activities, volunteering and engagement.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>Telling the stories of all our communities through heritage and museum provision is important in making our communities feel connected and attractive. Creating a new heritage/museum offer would present new opportunities to display and interpret the museum collections and Monmouth's stories in an engaging and relevant way, ensuring everyone's voice is represented</p>	<p>The desired scope and content of further provision will be developed through a process of full public engagement and involvement.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The Museum Services' continued participation as a member of the Happy Museum Community ensures contribution to museum based initiatives to positively contribute to global wellbeing. Re-providing stores gives the opportunity to consider more sustainable methods of museum storage.</p>	<p>When fitting out new stores and deciding what objects are stored where close attention will be given to environmental impact.</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>Telling the stories of all our communities would be central to the development of the new provision, including achieving full bilingual provision (not currently the case at Monmouth Museum due to the age of current display material)</p> <p>Local culture and heritage will provide a platform for both formal and informal learning including arts provision.</p>	<p>The desired scope and content of further provision will be developed through a process of full public engagement and involvement.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>The further development of free to access provision assists together with engagement through the MonLife Heritage Strategy work and the development of the new offer will work towards reducing barriers to access</p>	<p>The desired scope and content of further provision will be developed through a process of full public engagement and involvement</p>



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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	<p>Creating a new heritage/museum offer at Shire Hall that better tells the Monmouth story, including the current Monmouth Museum and the Shire Hall heritage offer address the need to improve facilities and the visitor experience and provides a framework for long term development of the offer and the engagement of new audiences.</p>	
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>Delivery of a new heritage/museum offer involves working closely with our colleagues across MonLife and MCC, existing stakeholders, including the Town Council, market and partnership with funders. It builds on the heritage strategy ad collection review work already supported by the National Lottery Heritage Fund and continuing partnerships related to art, cultural and heritage activities</p>	
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>Delivery of a new heritage/museum offer involves consultation with stakeholders, volunteers and community partners. We intend to build on the engagement through the MonLife Heritage Strategy project and undertake a process of full public engagement and involvement to help us identify the stories important to all our communities.</p>	<p>We will consult on the display and interpretation of the Nelson collection to ensure that we take into account modern day views which have been particularly highlighted by the Black Lives Matter movement.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	<p>Shire Hall has struggled to deliver the expected level of business or footfall expected and Monmouth Museum is dated and would require significant investment to bring the visitor experience up to modern expectations. The Museum Stores are almost at capacity and we need to address this in order to plan for the future. The proposal utilises existing building resources in a more sustainable way and gives the opportunity for Landlord Services to consider future use of the Market Hall</p>	<p>Creating a new heritage/museum offer at Shire Hall that better tells the Monmouth story helps addresses these issues relating to Shire Hall and Monmouth Museum and will contribute towards developing a wider solution for museum storage</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><b>Integration</b></p>	<p>.It is well documented that participation in cultural life improves people’s wellbeing and this is something we consider throughout our work:</p> <p><a href="#">Museums Association Report</a></p> <p><a href="#">Happy Museums</a></p> <p><a href="#">Happy Museums: Future Generations Act</a> (Monmouthshire are specifically mentioned in this one)</p> <p><a href="#">Welsh Government Arts and Culture Vision Statement</a></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	Our role as a museum service is to tell the stories of everyone in Monmouthshire. We would like to ensure we do this more effectively.	N/A	The desired scope and content of further provision will be developed through a process of full public engagement and involvement. We will consult on the display and interpretation of the Nelson collection to ensure that we take into account modern day views which have been particularly highlighted by the Black Lives Matter movement.
Safeguarding	Safeguarding procedures are already in place across MonLife attractions, museums and learning.	N/A	Safeguarding procedures will be reviewed through the SAFE process as the new provision is planned and developed to ensure maintenance of existing standards.
Corporate Parenting	N/A	N/A	N/A

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

- Visitor figures / financial performance across the sites
- Experience of operations
- Discussion amongst / input from MonLife Attractions, Learning and Museum teams
- Development of MonLife Heritage Strategy

**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?**

Creating a new heritage/museum offer at Shire Hall that better tells the Monmouth story address the need to improve facilities and the visitor experience and provides a framework for long term development of the offer and the engagement of new audiences. It is well documented that participation in cultural life improves people's wellbeing and the process of developing new provision allows for full public engagement and involvement to help identify the stories important to all our communities. Better facilities will support the education of our children and young people and developing their sense of place within their communities. Creating a new heritage/museum offer will contribute to the economy, add vibrancy to the town centre and support artistic, cultural, heritage and tourism activity

**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
Seek approval for a feasibility study	ICMD 9 December 2020	Environment & Culture Manager
Consider the outcome of the study	tbc	
Develop a full implementation plan	tbc	

**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.	ICMD		

10/09/20