

# Public Document Pack



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NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Monday, 18 May 2020

Dear Councillor

## CABINET

You are requested to attend a **Cabinet** meeting to be held remotely via Microsoft Teams on **Wednesday, 27th May, 2020, at 2.00 pm.**

## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To consider the following reports (Copies attached):

i. **Increasing Active Travel Opportunities**

1 - 30

Division/Wards Affected: All

Purpose: To approve the consultation for the proposed Active Travel Integrated Network Maps and the Future Strategic Focus for Active Travel in accordance with the legal duty under the Active Travel (Wales) Act 2013.

Author: Susan Hughes. Active Travel Officer, MonLife; Paul Sullivan. Youth, Sport and Active Travel Manager, MonLife

Contact Details: [susanhughes@monmouthshire.gov.uk](mailto:susanhughes@monmouthshire.gov.uk);  
[paulsullivan@monmoutshhire.gov.uk](mailto:paulsullivan@monmoutshhire.gov.uk)

i. **Unlocking Monmouthshire's Town Centres**

31 - 44

Division/Wards Affected: All

Purpose: To consider the Council's short term response and medium term recovery plan for Monmouthshire's Town Centres to aid the return to prosperity for our towns and communities as Wales moves forward whilst living with the Covid 19 pandemic.

Authors: Cath Fallon, Head of Enterprise and Community Animation

Mark Hand, Head of Place making, Housing, Highways and Flood  
Roger Hoggins, Head of Strategic Projects  
Ian Saunders, Chief Operating Officer Monlife

Contact Details: [cathfallon@monmouthshire.gov.uk](mailto:cathfallon@monmouthshire.gov.uk)

- i. **Covid 19 - Proposal to utilise Gilwern Outdoor Education Centre for emergency homeless accommodation** 45 - 66  
Division/Wards Affected: All

Purpose: To consider and approve a proposal to temporarily utilise the Council's outdoor education facility at Gilwern – specifically the Bloreng block, to provide emergency homeless accommodation for single people, in order for the Council to meet the requirements of Welsh Government's Covid 19 homeless guidance.

Author: Ian Bakewell, Housing & Communities Manager

Contact Details: [ianbakewell@monmouthshire.gov.uk](mailto:ianbakewell@monmouthshire.gov.uk)

- i. **Covid 19 Whole Authority Safeguarding Position Statement.** 67 - 84  
Wards/Divisions Affected: All

Purpose: This report is to provide cabinet with an update on how safeguarding will be delivered through the Covid 19 period, and how Whole Authority Safeguarding work is continuing.

Author: Julie Boothroyd, Chief Officer Social Care, Safeguarding and Health.

Contact Details: [julieboothroyd@monmouthshire.gov.uk](mailto:julieboothroyd@monmouthshire.gov.uk)

Yours sincerely,

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

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p><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 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>		
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.

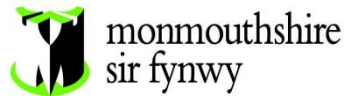
**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**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: ACTIVE TRAVEL**  
**MEETING: Cabinet**  
**DATE: 27<sup>th</sup> May 2020**  
**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

- 1.1 To approve the consultation for the proposed Active Travel Integrated Network Maps and the Future Strategic Focus for Active Travel in accordance with the legal duty under the Active Travel (Wales) Act 2013.

**2. RECOMMENDATIONS:**

- 2.1 Cabinet approves the Active Travel Consultation Plan (Appendix A) and the Active Travel Strategic Focus Paper (Appendix B).

**3. KEY ISSUES:**

**Background**

- 3.1 The Active Travel (Wales) Act came in to effect in 2013 and requires local authorities to continuously improve facilities and routes for pedestrians and cyclists. There is a legal requirement to prepare Integrated Network Maps (INMs) and to update the Existing Route Maps (ERM's) which identify current and potential future routes for development. The act also requires new road schemes to consider the needs of pedestrians and cyclists at design stage.
- 3.2 Delivering Active Travel is an identified action in the corporate plan as part of maximising the potential of the natural and built environment and is a key priority for Monmouthshire County Council. Active Travel focuses on providing the correct infrastructure to improve walking and cycling to key destination points such as for education or workplace and improved facilities such as bicycle racks. Active Travel has an important part to play in the delivery of the Green Infrastructure Strategy helping to create Healthy Environments and encourage local communities to use, manage and enjoy their local areas for health, wellbeing and community cohesion. Active Travel is a key contributor to the Climate Emergency Strategy, and delivery of the Planning Policy Wales 10 wellbeing and place-making agenda.
- 3.3 In January 2020 the responsibility of the Active Travel agenda was moved within Monmouthshire, to the MonLife portfolio. Since then progress has been made including the appointment of an Active Travel Officer within MonLife and a £2.5m funding application

submitted to Welsh Government based on previous programmes and initial network maps. Through an annual bidding process to Welsh Government, the aim is to improve the current infrastructure across the 7 settlements included within the Integrated Network Maps (Abergavenny, Monmouth, Caldicot, Chepstow, Gilwern, Usk and Magor). Current Integrated Network Maps, relating to 2018 when they were last due for renewal, are situated here - [www.monmouthshire.gov.uk/the-active-travel-act](http://www.monmouthshire.gov.uk/the-active-travel-act).

- 3.4 MonLife, and wider colleagues, are currently finalising the draft cycle strategy for Monmouthshire. This will be an important document that will support the Active Travel agenda in the coming months and years. In addition to this, insight will be captured to begin the process of developing an Active Travel Strategy for Monmouthshire. The Active Travel Strategy will shape strategic direction for Active Travel and provide clarity on a localised level for future funding opportunities. A deadline of April 2021 has been set by officers to begin working toward this essential piece of work. This will further build on the strategic focus paper (Appendix B) which begins to outline key priorities during the INM consultation period.
- 3.5 There are significant benefits in encouraging greater levels of Active Travel, both on an individual basis and for the environment. For the individual, including walking and cycling in daily routines is an excellent way to improve health and wellbeing. Increases in more people engaged in Active Travel will help reduce traffic levels, decrease air pollution, noise and climate change emissions. Active Travel has a prominent part to play across all service areas within Monmouthshire.
- 3.6 There are strong links between Active Travel, the Green Infrastructure Strategy, and the Rights of Way Improvement Plan promoting opportunities for sustainable access and recreation that encourage healthy lifestyles and improve well-being for communities, including creating and improving safe and pleasant multipurpose routes and well-connected, multifunctional greenspaces.

### **Welsh Government Active Travel Guidance**

- 3.7 In February 2020 Welsh Government published new and extensive guidance for the direction and development of Active Travel, the guidance is open for public consultation until 19<sup>th</sup> June 2020. The guidance explains that the duties under the Act are placed on the local authority generally, rather than a specific part of the local authority. The guidance is therefore for all parts of the local authority to consider how they can support it. To ensure effective implementation of a local authority's duties under the Act, efficient and effective collaboration amongst service departments with clear understanding of its obligations will be required.
- 3.8 One element of the guidance describes Welsh Government expectations for the legal consultation and preparation of the new Integrated Network Maps. The maps will need to show plans for the development of the network over the next fifteen years. New maps and existing route maps (ERMs) were due to be submitted to Welsh Government in February 2021 but due to the Covid-19 outbreak the date has now been extended to September 2021. Whilst the extension is to be welcomed, it will still be challenging to complete the Welsh Government requirements on consultation. Notable challenges for the consultation include;

- Resource - The significant work involved within the INM consultation will be in addition to other strategic work being focused on. A bid has been submitted to Welsh Government to support this consultation.
  - Coordination amongst internal services and external stakeholders.
  - Anticipated social distancing measures due to current restrictions for Covid-19 which need to be considered.
  - Public confidence in attending consultation events or any face to face sessions.
- 3.9 The consultation will focus on the coherence of the network rather than simply identifying individual routes. In preparing the maps a considerable amount of detail needs to be illustrated e.g. whether the cycle way is shared with traffic, if it's off road, if it's shared with walkers, bus stops, seating areas, bicycle facilities etc. Once there is agreement on the new maps, routes need to be audited, using experienced and qualified individuals. This is to understand if the route achieves a defined standard. Each route will be given a walking and cycling percentage score to highlight any areas to where improvements need to be made. The effectiveness of this overall process is an important factor in Welsh Ministers' determination of whether to approve an Active Travel Network Map.
- 3.10 The guidance also provides extensive technical information for highways and planning professionals. This will need to be considered when forming local transport policies and new highways projects. In conjunction with Planning Policy Wales, the guidance supports master planning and design of development sites by ensuring that all newly planned development is fully accessible by walking and cycling (this applies to private and public sector development). The connection to the new Local Development Plan is considered crucial for Active Travel, along with existing plans referenced in 3.2.
- 3.11 Monmouthshire County Council's Active Travel Officer is currently coordinating a response with views requested from Highways, Planning, MonLife services, Road Safety and Special Projects (specifically Transport). The response to Welsh Government will be finalised in line with the deadline provided of the 19<sup>th</sup> June 2020.
- 3.12 Preparation for the consultation exercise has been developed over the last 2 months. This has included, but not limited to;
- Consultation project plan with key tasks and critical path (Appendix A)
  - A strategic focus document has been prepared for consultation. (Appendix B)
  - Design of Stakeholder questionnaires (draft example provided in Appendix D for reference. Further individual questionnaires have been designed to cover staff, primary and secondary education).
  - Preparation of Letters providing the context of the consultation (draft example provided in Appendix E for reference. Further individual letters have been designed to cover stakeholders and staff).

- Development of key Stakeholder lists for internal and external colleagues, inclusive of community groups, businesses and organisations such as Sustrans.
- Liaising with key officers and a small number of external individuals in the pre consultation phase testing document to help shape the final draft.

3.13 A key element of the strategic document (Appendix B) is a suggestion that routes to schools be regarded as a high priority. This area in particular was highlighted by a number of individuals during our engagement with internal and external stakeholders which established the set of high, medium and low priorities and work has already commenced to examine the interconnections with Active Travel.

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

4.1 An evaluation has been undertaken as part of the consultation work and is attached in the appendices. This evaluation will be updated toward the latter part of the consultation. There are currently no areas of concern and Active Travel contributes in a very positive way on each of the overarching strategic goals of the local authority.

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

<b>Option</b>	<b>Benefits</b>	<b>Risks</b>
Not to proceed with the consultation until social distancing lifted	No additional costs	<p>Consultation is the local authority's legal responsibility and dates have been set by Welsh Government. It is unclear on timescales for face to face consultation to resume.</p> <p>Lack of progress in delivery of the consultation could negatively impact on opportunities to secure external funding and breach of legal duty.</p>
To proceed with the consultation, working around current and future social distancing restrictions.	Information collected will be of enormous benefit to the next round of planning and bidding for future funding opportunities.	<p>Legal consultation will start in August until the end of October 2020, with a further opportunity to comment early in 2021.</p> <p>Social distancing may negatively impact this however it will be mitigated by a strong digital presence and face to face engagement in a controlled environment.</p>

## **6. EVALUATION CRITERIA**

- 6.1 Progress will be monitored against the Active Travel Delivery Plan, MonLife Service Plan and Welsh Government Quarterly returns. Monitoring and evaluation arrangements will be in place throughout the consultation period.

## **7. REASONS:**

- 7.1 The Active Travel Consultation Plan identifies actions to be taken across various services to fulfil the legal requirement. Views will be required from a number of services and external stakeholders. The Consultation Plan shows a critical path, ensuring that the Welsh Government deadline can be achieved and ensure that it will not adversely affect future funding or delay Active Travel contributions to the Council's Climate Emergency Plan.

## **8. RESOURCE IMPLICATIONS:**

- 8.1 The preparation of the Active Travel Consultation Plan and the work detailed within has currently been undertaken within the budget of MonLife. It is anticipating that grant funding for external consultation will be awarded from Welsh Government. The INM consultation has been included within the core funding application which has still to be confirmed by Welsh Government but delayed due to Covid-19, this needs to be considered a risk. Monmouthshire is expecting to receive a total core allocation of £237k with £65k allocated to the INM consultation. External funding will be needed to complete the many requirements set within the legislation.
- 8.2 It remains unclear whether the Active Travel Officer post can be funded in the future from Welsh Government core Active Travel Funding or project development. Should grant conditions exclude then future funding of the post will need to be reconsidered by the local authority.

## **9. CONSULTEES:**

Cabinet and SLT  
Chief Operating Officer MonLife  
Head of Placemaking, Housing, Highways and flooding  
Head of Service – Strategic Projects  
Policy Officer Equalities and Welsh Language  
Sustrans  
Enterprise DMT

- 9.1 A number of internal and external professional colleagues were consulted with during the development of the action plan and key documentation. This included two members of the community, who are actively involved in promoting cycling and walking in Monmouthshire, were consulted with. Comments were obtained from all parties and documentation amended accordingly.

## **10. BACKGROUND PAPERS:**

Appendix A: Active Travel Consultation Action Plan  
Appendix B: Active Travel Strategic Focus  
Appendix C: Equality and Future Generations Evaluation  
Appendix D: Design of Stakeholder Questionnaire  
Appendix E: Preparation of Letter for Consultation

### **AUTHORS & CONTACT DETAILS:**

**Susan Hughes. Active Travel Officer, MonLife**

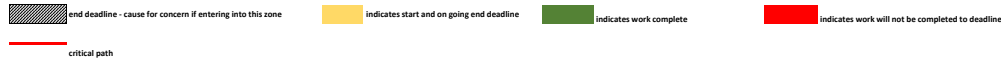
E-mail: [susanhughes@monmouthshire.gov.uk](mailto:susanhughes@monmouthshire.gov.uk) Tel: 07980 749778

**Paul Sullivan. Youth, Sport and Active Travel Manager, MonLife**

E-mail: [paulsullivan@monmouthshire.gov.uk](mailto:paulsullivan@monmouthshire.gov.uk) Tel: 07825 853882

PROJECT PLAN FOR ACTIVE TRAVEL CONSULTATION 20/20

Grid Reference



KEY ACTIVITIES

Lead	support needed	March	April	May	June	July	August	Sept	October	November	December	Jan	Feb	March	April	May	June	July	
<b>PLANNING STAGE</b>																			
1	Outline Plan	sue	Complete	modified due to feedback															
<b>STRATEGIC FOCUS &amp; PRE CONSULTATION</b>																			
2	strategic overview of priorities & Consult	Sue	Complete, being consulted on in pre consultation																
3	Review of Existing Route Map Info & consult	SH	Highways, planning, transport,countryside	Pre-consult commence with Countryside; will formally approach highways															
4	Preparation of INM proposals, pre consultation internally and externally	Sue	PS&CS, digital team, advice group																
5	Pre consultation meetings (within internal group and external group)	Sue	PS,	being undertaken by email and teams meetings															
6	Production of EQJA	sue	ps																
<b>MATERIAL PREPARATION &amp; PRE CONSULTATION</b>																			
7	Preparation of ERM Maps, and INMs, paper and digital for consultation & print - pre consult	Sue	GIS / technical team	Liaison on ERM Maps with Amy Pritchard, planning for printing															
8	Posters designed and site notices along suggested INM routes agreed	Dale Evans	Paul																
9	e-survey-design -Staff, Stakeholder, business & pre-Consult	sue	Digital team, project off	Design Complete- Out to pre-consultation,															
10	e-stakeholder survey design -young people & pre-consult	Jack Harris	Paul																
11	external org letters/emails (businesses, primary school, secondary school, town councils)	sue	review by advice group	COMPLETE															
12	Social media and press events-Prepare press and social media material	Paul	Sue																
13	obtain reports of success of projects, obtain photographs, details of current activities agreed by WG	sue	project officer	Requested info from CS,GK & Finance															
14	Pre Consult material and project with lead equality officer	Mark Foster & Paul	Mark Foster, Alan Burkett	complete															
15	Stand alone key destination trip generator consultation preparation -Discuss YP consultation with mode shift stars & prepare event and material	Jack Harris	Paul	Jack harris identified as lead															
16	Prepare contact details of key stakeholders orgs/Interest groups	sue	CS & PS & advice group	information being collected, to be typed into excel,															
17	Translate material into Welsh language and other formats for those with protective characteristics	Sue																	
18	Stand alone key destination trip generator consultation preparation -Discuss consultation with GP referral team	sue	James cook																
<b>WEB DESIGN</b>																			
19	Update website and internal hub on strategic focus	sue	Digital team & youth officer																
20	Prepare surveys in digital format and update web	sue	Digital team & youth officer																

- Stand-alone events at key destini
- Community Street Audits;

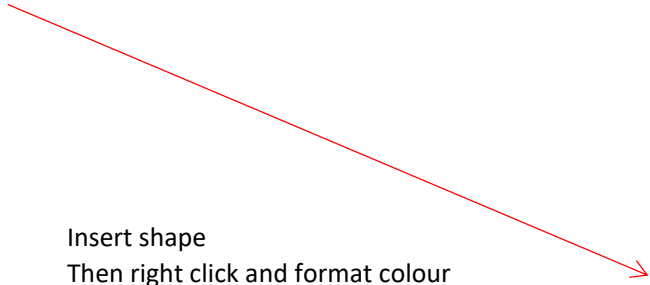




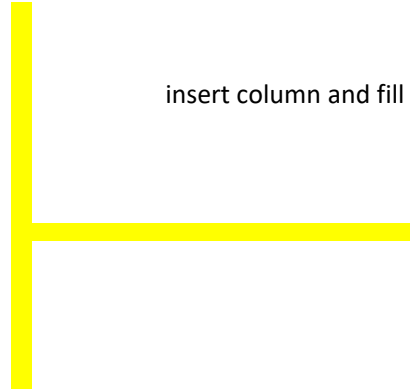




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# ACTIVE TRAVEL CONSULTATION 2020- JAN 21



## Strategic Focus

The Active Travel consultation needs to focus on the coherence of the network rather than simply identifying individual routes. This ensures that resources are targeted at routes likely to produce the shift from car to walking and cycling. The ambition of the Active Travel Act is to increase substantially the number of people who walk and cycle for everyday journeys, particularly those that are less than 2.5 miles or around 10-15 minutes.

During the initial phases of planning the consultation, discussions concentrated on how to prioritise and focus debate. A number of draft strategic priorities were established in consultation with internal and external stakeholders to help inform the next stages. The strategic priorities suggested below are a guide only and the consultation exercise may change these - they are to aid debate and focus. Therefore, the proposed strategic priorities for Monmouthshire area are as follows.

	Length of route	Destination points				Other destinations e.g. local chemist,
		schools	Key employment sites	Bus/train station	Leisure/ tourist facilities	
<u>High Priority</u> Walking & cycling	Under 2.5 miles	√	√	√		
<u>High to Medium Priority</u> Walking & cycling	between 2.5 and 5 miles	√	√	√		
<u>Medium Priority</u> Walking & cycling	under 2.5 miles				√	√
<u>Medium to Low Priority</u> Walking & cycling	Between 2.5 and 5 miles				√	√

In determining priority areas, other cross cutting factors will be taken into consideration such as the impact on air quality, traffic congestion and safety. Practical considerations such as funding, deliverability, links to the Local Development Plan and other projects / leisure resources will be taken into consideration.

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<p><b>Name of the Officer</b> completing the evaluation Susan Hughes</p> <p>Phone no: 07980749778</p> <p>E-mail: <a href="mailto:activetravel@monmouthshire.gov.uk">activetravel@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>This EQIA is to highlight to DMT the decisions proposed to engage in a legal consultation exercise for Active Travel</p>
<p><b>Name of Service area:</b></p> <p>Mon Life</p>	<p><b>Date:</b> May 2020</p>

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**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	Encouraging greater walking and cycling for all age groups will improve health and wellbeing.	Those older individuals who do not walk and cycle do not contribute to the consultation	target will include those non walkers and non cyclists and those who are participating in the GP referral scheme and older age groups
Disability	Encouraging greater walking and cycling for all age groups will improve health and wellbeing. The design of new networks will take into considerable hazards for individuals with disabilities and individuals can contribute to what needs to change	Those individuals with a disability do not contribute to the consultation	Individuals involved in the youth service will be used to promote the review to those with disabilities. Consultation will target key disability groups for their views.
Gender reassignment	<i>Encouraging greater walking and cycling will improve health and wellbeing.</i>	Non	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	<i>Encouraging greater walking and cycling will improve health and wellbeing.</i>	None	
Pregnancy or maternity	<i>Encouraging greater walking and cycling will improve health and wellbeing.</i>	none	
Race	<i>Encouraging greater walking and cycling will improve health and wellbeing.</i>	Limited involved in the consultation	The offer of various formats and translations of the materials will be available
Religion or Belief	None	None	
Sex	<i>Encouraging greater walking and cycling will improve health and wellbeing</i>	<i>Women are regarded an under represented group for cycling in particular. Women may wish not to participate in the survey due to limited interest</i>	Surveys created will cover walking and cycling and hopefully encourage women to participate more in cycling if the network improves
Sexual Orientation	None	None	
Welsh Language	respondents have the opportunity to identify where welsh language signage is not deemed adequate and suggest improvements		
Poverty	The consultation and results should support low income individuals and families through having an improved road infrastructure to cycle and walk for free, rather than to pay to use a vehicle or public transport .	none	

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 results of the consultation will provide a more affordable means for residents and visitors to travel within and around Monmouthshire</p> <p>Infrastructure proposals designed to improve the safety of walking and cycling will improve the attractiveness of Monmouthshire for visitors, businesses and developers.</p> <p>There are no negative impacts</p>	<p>No negative impacts, involving transport planning for integrated public transport will enhance the proposal</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>As more people engage in active travel, it will alleviate traffic congestion around the local road network which will have a positive impact on public transport journey times and reliability. In the longer term, this could support the case for further public transport investment, providing more sustainable transport options to access popular employment zones</p> <p>There are no negative impacts</p>	
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>There are a number of known health benefits associated with increased levels of physical activity including improved cardiovascular health and reduced obesity levels, and these have associated cost savings to the NHS.</p> <p>There are no negative impacts</p>	<p>The work will facilitate access to open space and interaction with nature and links to the countryside team will be developed.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>Proposals will create a well-connected active travel network that provides ease of movement within localities..</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>There is potential to aid regional connectivity by directly supporting access to proposed public transport schemes such as the South Wales Metro, providing onward services to key hubs such as Newport and Cardiff. Having a well-connected regional area will increase access to skills, services and jobs, helping to promote the development and economic growth of Monmouthshire</p> <p>Creating a more connected active travel network will not only improve physical access but will also enhance social connections. Areas with high levels of walking and cycling are often associated with vibrant local communities which exhibit greater levels of social inclusion and community safety.</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>Walking and cycling are the two modes with the smallest carbon footprints. If these are able to replace motorised journeys, it will help the Welsh Government meet its target of cutting GHG emissions by 80% by 2050, contributing to the global effort to address pressing climate change issues.</p> <p>There are no negative impacts</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 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>Promotional and interview activities undertaken as part of the walking and cycling consultation will be designed to engage with different social groups and backgrounds, to develop a plan that meets the need of all communities</p> <p>There are no negative impacts</p>	
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>As highlighted in the Monmouthshire PSB Well-being Plan, there is currently inequality between communities and within communities in the local area. Walking and cycling are comparatively low-cost modes which, with the correct infrastructure in place, will help more communities within Usk achieve better outcomes.</p> <p>Evidence from 'Transport Fit for Future Generations' supports this, stating that 15.2% of households in Monmouthshire lack access to a car, limiting access to employment opportunities and key services. Active travel improvements are essential to reduce transport poverty</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>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The results of the consultation will develop plans which will be developed for a 15year period and continually built upon over the next three years. The ambition to have a network which is linked in a sustainable way that will ensure sustainable planning for the future.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Active travel works in collaboration with all stratas of society to ensure that the beenfits are shared with embers of the pubic and business developers. The consultation will cover a variety of professionals, memebrs of the public and businesses.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>All stakeholders will contribute to the final network proposals. A full and comprehensive list has been established.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The consultation exercise suggests ensuring resources are targeted at developing those routes that have the graeter aility to achieve modal shifts</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The impacts include less car traffic on the road, which may call for more demand for short bus, train journeys and therefore public transport planners and businesses will be interested in the proposals. Other businesses may develop for an increased market in walking and cycling.</p>	

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

Describe any positive impacts your proposal has	Describe any negative impacts your proposal has	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
<p>Social Justice</p> <p>The Proposals will create a well-connected active travel network that provides ease of movement within localities and greater opportunities to go out and socialize through walking and cycling networks. The results of the consultation will provide a more affordable means for residents and visitors to travel within and around Monmouthshire</p>		
<p>Safeguarding</p> <p>Having safer road and path networks will promote the safety and wellbeing of children and vulnerable adults</p>	<p><i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect</i></p>	

Corporate Parenting	<i>Having safer road and path networks will promote the safety and wellbeing of children and vulnerable adults</i>		
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**5. What evidence and data has informed the development of your proposal?**

Guidance within the Active Travel Measure provides a framework on which to consult. It requires local authorities to priorities their network ambitions and then to test these on individuals. So far the overarching strategic priorities have been tested on a small number of professionals who agree this should go out for wider consultation. The data that will inform the production of suggested routes will be

- New and existing housing developments
- New and existing employment sites
- The need for safer routes to schools requirements

Page 2

**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 positive impacts will include, greater levels on stakeholder opinions in the development of a comprehensive, safe walking and cycling network; promotion of improved benefits of cycling and walking to the economy, individual, environment and communities. As a result of completing this application the issue of disability and health has been revisited during the project planning to add an additional element.

**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
Consult the wider public	August 2020	Sue Hughes
Refresh this EQIA when the final proposals are made	February 2021	Sue Hughes

**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	Mon Life DMT		

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# **ACTIVE TRAVEL CONSULTATION BUSINESS SURVEY**



***We would very much appreciate your time and input into this survey to improve facilities in Monmouthshire for you, your business, your family, friends and visitors.***

## **What is Active Travel**

Active Travel is a term used to describe walking and cycle when they replace car travel in order to get to a destination (also called “purposeful journeys”). It does not cover walking and cycling done purely for pleasure, however it can significantly help improve the leisure network of walking/cycling routes. It is where a person, will, for instance, walk or cycle a **short distance**, typically under 2.5 miles- or use the gauge of at least 10-15 minutes to get to, for instance, a job, shop, school, post office or to the station to catch a train.

## **Why is Active Travel Important**

When compared to other European Countries, Active Travel in Wales is very low, which is very concerning. For the individual, including walking and cycling in your normal daily routine is an excellent way to improve your health and wellbeing. When compared to driving; it can also save you money on fuel and parking costs, for cycling it can even reduce travel time by not being stuck on busy roads. For the Environment the benefits are also huge, more people engaged in Active Travel (cycling and walking) will help decrease air pollution, reduce traffic congestion.

## **Why Do We Need to Consult**

Welsh Government has passed legislation requiring all local authorities to identify a network of routes that meet the requirements for individuals to walk and cycle. New and improved routes are needed to encourage greater levels of Active Travel. The consultation does not cover road issues associated with car use.

## **The Survey**

The survey below asks for your views on the areas of Monmouthshire that you believe should be improved to encourage Active Travel – please remember this is not walking and cycling for leisure it is for a purpose eg walk/cycle to work, a school, shops, library etc . . Once all views are received they will be considered by a panel to determine which routes should be selected as new routes for improvement. These final maps will then be published for final comment and then submitted to Welsh Government.

## ACTIVE TRAVEL CONSULTATION ORGANISATION SURVEY

All information will be kept in the strictest confidence, and only used for Active Travel analysis. The survey will take less than 15 minutes of your time. Please return by 31<sup>st</sup> October 2020

1. Please provide your organisation name : [Click here to enter text.](#)

2. enter organisations post code .....

3. How do you identify your position within the organisation:

operational	Management	Executive/Director	Chief executive	Owner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 How many full time equivalents are employed in your organisation

Less than 50  more than 50 – 250  more than 250

5 Does your organisation promote walking and cycling to work

Y  N  **Please provide details if yes**

6 Do you have a place to ensure bikes can be stored safely ?

Y  N  Comments: [Click here to enter text.](#)

7 Do you have facilities for employees to shower?

Y  N  Comments: [Click here to enter text.](#)

8 Are you aware of how many employees, on average, cycle or walk to work

Y  N

8a	If yes to above please state	less than 5%	6-10%	11 – 15%	16-20%	over 20%
	Numbers who walk on average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Numbers who cycle on average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Monmouthshire has developed a priority system for improving its walking and cycling routes (insert link) Do you agree with the draft system of prioritisation of funding. Please see link (insert link) ?

Yes  No  In Part

If no or in part can you give reason why? ...**Page 26**

10 Can you identify any routes in Monmouthshire you feel need to be improved in order to encourage you and others to walk/ cycle more to key destinations?

a. Is your suggestion concerning walking  cycling  both cycling & walking   
Route starting point (specific please): \_\_\_\_\_ Route end point: [Click here to enter text.](#)  
Why would you be making this trip eg dentist, school: [Click here to enter text.](#)  
What needs to be improved .....

b. Is your suggestion concerning walking  cycling  both cycling & walking   
Route starting point (specific please): \_\_\_\_\_ Route end point: [Click here to enter text.](#)  
Why would you be making this trip eg dentist, school: [Click here to enter text.](#)  
What needs to be improved .....

c. Is your suggestion concerning walking  cycling  both cycling & walking   
Route starting point (specific please): \_\_\_\_\_ Route end point: [Click here to enter text.](#)  
Why would you be making this trip eg dentist, school: [Click here to enter text.](#)  
What needs to be improved .....

d. Is your suggestion concerning walking  cycling  both cycling & walking   
Route starting point (specific please): \_\_\_\_\_ Route end point: [Click here to enter text.](#)  
Why would you be making this trip eg dentist, school: [Click here to enter text.](#)  
What needs to be improved .....

11 Please see the initial draft Active Travel Network route Maps for Monmouthshire. This will help us prioritise funding . If you could click on any map(s) that you feel are relevant and please let us know if you agree and if have any comments , please be as specific as possible (insert Link to all INMs)

Which maps did you review

Abergavenny (link) Do you agree with suggestions Yes  No  In Part  Comment .....

Monmouth (link) Do you agree with suggestions Yes  No  In Part  Comment .....

Chepstow (link) Do you agree with suggestions Yes  No  In Part  Comment .....

Caldicot (link) Do you agree with suggestions Yes  No  In Part  Comment .....

Gilwern (link) Do you agree with suggestions Yes  No  In Part  Comment .....

Magor (link)1 Do you agree with suggestions Yes  No  In Part  Comment .....

Usk (link) Do you agree with suggestions Yes  No  In Part  Comment .....

12 Are there any facilities you feel need to be improved to encourage others to walk/ cycle more?

[Click here to enter text.](#)

Additional comment [Click here to enter text.](#)

Thank you very much for your participation in shaping future active travel schemes. If you have any further comments please enter them below .....



**Cyngor Sir Fynwy**  
Neuadd y Sir, Y Rhadyr, Brynbuga, NP15 1GA  
Ffon/Ffacs: 01633 644644  
**E-bost: [contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk)**

**Monmouthshire County Council**  
County Hall, The Rhadyr, Usk, NP15 1GA  
Phone/Fax: 01633 644644  
**E-mail: [contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk)**



Dear Head (Letter to all primary schools)

RE: ACTIVE TRAVEL CONSULTATION

As an important consultee, Monmouthshire County Council would be very grateful if your school would contribute to a consultation exercise on Active Travel. Some of the requirements of the Active Travel Act are similar to the Learner Travel Measure in assessing the road and path network for individuals to travel to key destinations, such as schools. I believe the results of any survey would be of significant beneficial to the schools.

This consultation is a legal requirement on all local authorities and will help in determining priorities for investment in the physical infrastructure of roads/paths suitable for cycling and walking and associated facilities.

Active Travel is a term used to describe walking and cycle when they replace car travel in order to get to a destination (also called “purposeful journeys”). It does not cover walking and cycling done purely for pleasure although it has the potential for significantly enhancing the leisure network. It is where a person, will, for instance, walk or cycle a **short distance** (typically under 2.5 miles or 10-15 minutes) to get to their jobs, shops, school or to the station to catch a train.

Monmouthshire County Council has set up a number of consultation mechanisms to ask organisations and the general public their views, we would be very grateful if you would assist us in obtaining the views of the young people in your school. Due to the coronavirus our initial ideas to possibly utilise the playmaker conference have now had to be shelved and we are considering new ways of engagement.

If you feel it would be beneficial for young people to have a voice on this topic I would be delighted to hear from you. You can either respond to [ActiveTravel@monmouthshire.gov.uk](mailto:ActiveTravel@monmouthshire.gov.uk) or if you would like to discuss any queries please feel free to contact either myself Sue Hughes (Active Travel Officer) on 07980 749778 or Paul Sullivan (Youth, Sport and Active Travel Manager) on 07825853882.

Thank you for your time, I look forward to your contribution. The consultation period ends 31<sup>st</sup> October 2020

Yours faithfully

<b>SUBJECT:</b>	<b>Unlocking Monmouthshire's Town Centres</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>27<sup>th</sup> MAY 2020</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

To consider the Council's short term response and medium term recovery plan for Monmouthshire's Town Centres to aid the return to prosperity for our towns and communities as Wales moves forward whilst living with the Covid 19 pandemic.

**2. RECOMMENDATIONS:**

- 2.1 To endorse the outline plan as detailed in the report and the submission of an expression of interest to Welsh Government, for funding to aid local sustainable transport measures in response to Covid 19.

**3. KEY ISSUES:**

- 3.1 The UK as a whole is experiencing changes to our daily lives that are unprecedented in modern times. As we move forward and Wales starts to unlock following the Covid 19 pandemic, our citizens do so with the understanding that the virus has not gone away and there is currently no vaccine available. As a result, measures will need to be put in place to ensure that citizens are able to move around our County and shop in our local town centres whilst following all guidelines and restrictions that are applicable at that time, which is likely to include maintaining a social distance of 2 metres in order to reduce the risk of spreading the virus through the population.
- 3.2 Prior to the virus, the Council was already considering ways in which it could reduce carbon emissions to make visits to town centres a much more pleasurable experience for pedestrians and cyclists alike, creating environments where the car is no longer king and enabling town centres to become much safer and friendlier destinations. This approach is advocated by the latest Welsh Government transport and land use planning guidance. With this in mind, Officers have already been working on 'Active Travel' plans that take these cultural changes into account however the virus has now set the scene for the foreseeable future.
- 3.3 When considering this forward plan, the main influences and considerations have included:
- Social distancing – short term or the 'new normal'?
  - Getting our town centres up and running again in the medium term with the probable restrictions in place;
  - Welsh Government (WG) and Council focus on active travel (how do we encourage more people to walk and cycle, particularly in the context of Monmouthshire's demography and topography?);
  - WG emphasis upon public transport and the need to ensure it is accessible to all, empowering people to use it rather than to inhibit it;

- WG and Council emphasis on place making, green infrastructure, decarbonisation and community resilience;
- The Council's current Regeneration programme and public realm projects in Abergavenny, Monmouth, Usk and Caldicot with a wider consideration of Chepstow;
- The Council's destination management aspirations and Destination Management Plan;
- The Council's Economic Ambition Plan and emerging Replacement Local Development Plan.

3.4 At present, no one knows the answers to all of the issues that we, as citizens, will need to face as we move forward, however the Council does wish to ensure that Monmouthshire is in the best place to respond to the changed circumstances. Set out in this report are proposals that support our towns, businesses and communities and how these various initiatives and opportunities might interact.

### 3.5 **Short Term – June/July 2020**

In consultation with the local business community, the Cabinet Member has agreed that short term, the focus should include setting a scene that would:

- 1) Support local businesses to reopen legally and safely within social distancing guidelines;
- 2) Give local people the confidence to shop in their local High Street and support local businesses; and
- 3) Develop a public realm that supports communities and businesses whilst enabling and promoting active travel.

The requirements that will be needed to enable this to happen will include:

- I. Initial, clear concise guidance from Welsh Government;
- II. A joint communication/marketing campaign with local Chambers of Commerce, local business/support networks and partner organisations;
- III. Clear simple messaging to assist local businesses to implement social distancing guidance, e.g. posters for shop windows, social media campaigns, local radio campaigns etc.
- IV. Clear messaging for residents to be rolled out in line with WG's traffic light guide for moving out of Lockdown <https://gov.wales/unlocking-our-society-and-economy-continuing-conversation> for example: 'Shop Local, Stay Safe, Shop Monmouthshire'
- V. Encouraging and supporting local business owners in incentivisation campaigns;
- VI. Implementation of plans that support citizens returning to their high streets and offering them confidence that they will be safe to do so.

3.6 A programme of continuing consultation will take place to discuss the short term focus and future activities which will include:

- The submission of an Expression of Interest to WG for funding for Local sustainable transport measures in response to Covid 19 to be submitted on the 21<sup>st</sup> May;
- A Member's Seminar on the 28<sup>th</sup> May; and
- Ongoing consultation with the local business community through the Monmouthshire Business Resilience Forum and wider local business/support networks and partner organisations.



3.7 **Medium (August to Christmas non-permanent, trial period for any changes) to longer term focus (2021 onwards permanent re-sets)**

3.7.1 The on-going future of the 'High Street' was being debated long before the Covid 19 pandemic against the back drop of a greater customer preference for on line shopping, crippling business rates and decreasing footfall. However, as we move forward there is a school of thought that High Streets will be re-energised as residents who are continuing to work more from home shop more locally, a renewed sense of place and belonging spilling over from the support generated as a result of the 'lockdown local' mentality and the re-invigoration of the High Street as a destination as cafés, restaurants and pubs open their outdoor space and embrace café culture.

3.7.2 As the Cabinet Member considers a forward strategy based on the assumptions detailed above, there is a need to consider what is within the Council's power to re-imagine our High Streets and town centres as destinations, promoting the uniqueness of Momouthshire and its independent shopping experience, creating spaces where people and businesses choose to be. The following will therefore be taken into consideration:

- **Infrastructure:**
  - Embracing the place-making, green infrastructure, de-carbonisation and resilience agenda;
  - Taking forward the Active Travel programme through the increased creation of more pedestrian friendly High Streets with more cycle lanes, shared spaces, etc.;
  - Enhancing the connectivity of High Streets with their wider communities through Active Travel networks and improved public transport;
  - Supporting businesses with Council policy changes to enable them to change how they trade for example the ability to have tables, chairs, displays and signage outside or prominent to the buildings.
- **Highways/Road Safety:**
  - Reducing speed limits, etc. to improve the safety of our High Streets;
  - Implementing one way systems;
  - Pedestrianisation and shared spaces;
- **Public Realm:**
  - Seek to bring back into use vacant space in High Streets either through Compulsory Purchase Orders or re-purposing e.g. more affordable housing above shops to increase footfall and support the night time economy?
  - Further investment in public realm improvements including Active Travel and green infrastructure to improve quality of life and place, enhance town centres as destinations and help mitigate the impacts of climate change;
- **Marketing Campaigns**
  - In line with WG's traffic light guide for moving out of lockdown and in conjunction with local Chambers of Commerce, local business/support networks and partner organisations;
  - To support the overall strategy with a focus on maintaining and increasing footfall and supporting local businesses

### 3.8 Local sustainable transport measures in response to Covid 19

- 3.8.1 As a result of the restrictions imposed, the nation as a whole has seen large reductions in motorised traffic on all parts of the road network, high levels of home working and, so far anecdotally, higher rates of walking and cycling, both for essential journeys and for daily exercise. Welsh Government is keen to lock in this modal shift towards active travel type activities into our daily lives as move forward in order to protect the climate and maintain the public health benefits. Similarly, sustaining increased levels of working from home will reduce congestion and the County's carbon footprint, improve air quality and is likely to result in a greater proportion of income being spent locally, which can support local businesses.
- 3.8.2 With the travel shift in mind, WG has sought expressions of interest from Councils for low cost, high impact, experimental measures to be introduced into town centres. Titled 'Expressions of Interest for local sustainable transport measures in response to Covid19' the exercise seeks to fund measures that will take into account the current societal changes and promote the safety and reliability of sustainable forms of transport during and following the Covid 19 crisis. As the future is not yet clear, the measures can be experimental but may well provide an opportunity to make some changes that will help us achieve that much sought re-invigoration of our local High Streets as independent shopping, leisure and cultural destinations.
- 3.8.3 The Welsh Government has suggested the following measures to protect public health. These are most relevant to City Centres, although some of these might be useful in Monmouthshire. (There is ongoing work in Monmouthshire to consider how we might improve cycling safety into our towns from outlying areas):
- Footway widening, by using carriageway width;
  - Road closures, with modal filters for cyclists;
  - Lane closures, or one-way systems with counter flow for cyclists;
  - Temporary parking removal or restrictions, including loading bays;
  - Cycle lanes and tracks - using segregation or soft segregation;
  - Decluttering of footways, e.g. by consolidating signs; removal of guard rails;
  - Temporary new crossing facilities;
  - Bus lanes, bus gates and bus only roads
  - Bus based Park and Ride facilities, as well as Park & Share and car sharing lanes(with car sharing to be used once social distancing measures allow)
  - Enhanced waiting facilities at key stops and bus stations, including facilitation of
  - social distancing
  - Real time information systems, including occupancy levels
  - Infrastructure to enable enhanced cleaning regimes on public transport
  - Parking enforcement, in particular on active travel routes;
  - Measures to reduce traffic speeds;
  - 20mph limits, trialling the exception methodology for the planned introduction of default 20mph speed limits;
  - Marketing activities to communicate the reasons for the proposed changes.

The timetable for the expressions of interest is very short with forms being submitted to WG by 21<sup>st</sup> May. As such officers have prepared several forms addressing matters such as improved cycling facilities, wider pedestrian areas, spaces for businesses to expand

into in the street whilst maintaining social distancing, more space for travellers using public transport etc.

(Given the compressed timescale in putting together the Expression of Interest, the opportunity for discussion and consultation has been limited however the forms require little detail at this stage. A Member’s seminar has been arranged when the detail surrounding the submissions can be examined in greater detail)

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

4.1 The Assessment demonstrates compliance with the well-being five ways of working, supports the well-being goals and associated activities are expected to have a positive impact on all groups and people with protected characteristics.

**5. OPTIONS APPRAISAL**

5.1 An options appraisal has been undertaken in Table One below.

**Table One: Options Appraisal**

<b>Option</b>	<b>Benefits</b>	<b>Risks</b>	<b>Comments</b>
Do nothing	None identified	<ul style="list-style-type: none"> <li>Local communities will be unable to access town centres safely;</li> <li>Local businesses will risk closure;</li> <li>Current shift towards sustainable modes of transport and active travel activities will be lost.</li> <li>Local businesses may try to make adaptations to the highway and public realm areas without a consistent approach</li> </ul>	
Proceed with proposed developing plan	<ul style="list-style-type: none"> <li>Opportunity to capitalise on the renewed sense of community and place;</li> <li>Opportunity for local High Streets to benefit from those workers working from home and the potential for them to shop locally;</li> <li>Opportunity to reimagine and re-energise our town centres for future generations.</li> </ul>	<ul style="list-style-type: none"> <li>Some changes may be misunderstood so a strong communications campaign will be required to mitigate uncertainties;</li> <li>Some residents will be resistant to change which may invoke local tensions;</li> <li>A cultural change will be needed to accept that the car is no longer king.</li> </ul>	An opportunity to reinvigorate and reimagine our town centres.

**6. REASONS**

6.1 The UK is living through unprecedented times. As the country moves forward and life starts to return to a semblance of normality or move to living with COVID and a “new normality”, it will be against a backdrop of extreme uncertainty for our communities and our local businesses. As a Council, the Strategic Aims of our Coronavirus Strategy include ‘Providing clear purposeful civic leadership’ and ‘Helping local businesses to survive’. The outline plan in this report provide a short and medium term focus to the activities that will be need to be undertaken to support our citizens, businesses and communities along the road to financial recovery.

## **7. RESOURCE IMPLICATIONS**

- 7.1 The full programme of activities is yet to be determined and as a result, yet to be fully costed. An expression of interest has been submitted to the Welsh Government for the low cost, high impact, experimental measures that may be introduced into town centres however the outcome of the submission is yet to be determined. Time hasn't allowed for proposals to be costed in any detail so the application forms have contained some very approximate estimates of cost. However as lock down is eased the proposals will need to be introduced relatively quickly to support public confidence to return to the town centres and support businesses. As such it is likely that changing road layouts, pedestrian areas etc. will be created using bollards, cones, planters, signage etc. (relatively low cost) rather than any significant civil engineering works. Nevertheless, if successful, these temporary measures could be made permanent or at least inform Active Travel and Town Centre Regeneration plans that have been bid for in 2020/21 and potentially in the future (at the time of writing this report we await WG decisions on grant awards for active travel, local transport fund, road safety).
- 7.2 To introduce changes, plans will be drafted and consultation will be undertaken but to facilitate the implementation of measures at speed it is recommended that responsibility be delegated to the Chief Officer for Enterprise to introduce measures for future activities and associated spend within budget in consultation with the the relevant Cabinet Members.

## **8. CONSULTEES**

- Monmouthshire Business Resilience Forum;
- Senior Leadership Team;
- Cabinet;

## **9. BACKGROUND PAPERS**

None

## **10. AUTHORS:**

**Cath Fallon, Head of Enterprise and Community Animation**

**Mark Hand, Head of Place making, Housing, Highways and Flood**

**Roger Hoggins, Head of Strategic Projects**

**Ian Saunders, Chief Operating Officer Monlife**

## **11. CONTACT DETAILS:**

E-mail: [cathfallon@monmouthshire.gov.uk](mailto:cathfallon@monmouthshire.gov.uk) Mob: 07557 190969

Appendix B



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

<p><b>Name of the Officer</b> Cath Fallon</p> <p><b>Phone no:</b> 07557 190969 <b>E-mail:</b> <a href="mailto:cathfallon@monmouthshire.gov.uk">cathfallon@monmouthshire.gov.uk</a></p>	<p><b>Unlocking Monmouthshire's Town Centres</b></p>
<p><b>Name of Service:</b> Enterprise</p>	<p><b>Date:</b> Future Generations Evaluation 14<sup>th</sup> May 2020</p>

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

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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Providing the safe infrastructure to enable citizens to social distance within Town Centres and support local businesses.</p>	<p>There is a strategic imperative to maximise our economic growth and wealth creation capability, and increase our productivity in order to increase the GVA for the county and the country. If trial measures are successful they can be made permanent.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>Improvements to green infrastructure, pedestrianisation, and cycle ways will raise awareness of biodiversity and</p>	<p>Improved infrastructure can also enable citizens to walk and cycle thus reducing carbon emissions.</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>
can adapt to change (e.g. climate change)	climate change issues and encourage positive participation.	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Improvements to our town centres will help provide increased raise awareness of the benefits of physical activity.	Improved place-making and green infrastructure will provide the opportunity to increase physical activity and support physical and mental wellbeing.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Improved access to our town centres will reduce social isolation and promote independence.	Improved infrastructure will encourage wider participation in community and voluntary work.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Improved access can raise awareness of these issues and promote positive activity.	
<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	Improved access can raise awareness of culture, heritage and the welsh language and encourage positive participation.	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Improved access can enable citizens to fulfill their potential, whatever their background or circumstances.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Improved access to town centres and green infrastructure short term will assist with medium and longer term priorities</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>A partnership approach will be undertaken to ensure the best solution for communities can be found. This is likely to be with Welsh Government and a range of private sector partners including the business community.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Citizens are invited to get involved by participating in local meetings and consultations. A call for ideas has already been launched on social media.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Measures being proposed will enable social distancing measures short term and will have wider health benefits longer term as more citizens will have access to green infrastructure, cycle ways, etc. thus reducing pressure on Highways longer term.</p>	<p>Improved physical health and mental wellbeing will reduce demand for medical and health services.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Improved access for cyclists and pedestrians will reduce carbon emissions, rural isolation and rural poverty.</p>	

## 3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act

2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this

link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Improved access to town centres will reduce the barriers to access for people with protected characteristics.	Any negative impacts can be reduced if suitable safeguarding strategies are put in place.	Affordable and accessible solutions will be identified to maximize opportunities for all.
Disability	As per Age Line Above	As per Age Line above	As per Age Line Above. In addition, the proposals will take the needs of the disabled population into consideration during the development phase.
Gender reassignment	As per Age Line Above	As per Age Line above	As per Age Line Above
Marriage or civil partnership	As per Age Line Above	As per Age Line above	As per Age Line Above
Pregnancy or maternity	As per Age Line Above	As per Age Line above	As per Age Line Above
Race	As per Age Line Above	As per Age Line above	As per Age Line Above
Religion or Belief	As per Age Line Above	As per Age Line above	As per Age Line Above
Sex	As per Age Line Above	As per Age Line above	As per Age Line Above



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sexual Orientation	As per Age Line Above	As per Age Line above	As per Age Line Above
Welsh Language	As per Age Line Above	As per Age Line above	In addition, all signage will be compliant with the Welsh Language (Wales) Measure 2011 as specified in the Standards applied to Monmouthshire
Poverty	As per Age Line Above	As per Age Line above	Affordable and accessible solutions will be identified to maximize opportunities for all.

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

41	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>During the delivery of the programme of activities, safeguarding will be at the forefront to ensure that any future service delivery promotes the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	As above	As above
Corporate Parenting	<i>During the delivery of this programme of activities the needs of any 'looked after' children will be considered to ensure any future service delivery protects their welfare.</i>	As above	As above

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

- The Wellbeing of Future Generations Act;
- The Social Services and Wellbeing (Wales) Act;
- Prosperity for All;
- Growth & Competitiveness Commission Report Review and Recommendations Page 22;
- Cardiff Capital Region “Powering the Welsh Economy”;
- Equality Act 2010; and
- Welsh Language (Wales) Measure 2011

**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 Assessment demonstrates compliance with the well-being five ways of working, supports the well-being goals and associated activities are expected to have a positive impact on all groups and people with protected characteristics.

**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

**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:	Six monthly via Economy and Development Select Committee
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>1</b>	<b>Cabinet</b>	<b>27<sup>th</sup> May 2020</b>	

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**SUBJECT: COVID 19 – PROPOSAL TO UTILISE GILWERN OUTDOOR EDUCATION CENTRE FOR EMERGENCY HOMELESS ACCOMMODATION**

**MEETING: CABINET**

**DATE: 27<sup>TH</sup> MAY 2020**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

- 1.1 To consider and approve a proposal to temporarily utilise the Council’s outdoor education facility at Gilwern – specifically the Bloreng block, to provide emergency homeless accommodation for single people, in order for the Council to meet the requirements of Welsh Government’s Covid 19 homeless guidance.

**2. RECOMMENDATIONS:**

- 2.1 To consider the current risks, pressures and challenges relating to accommodating homeless applicants.
- 2.2 To agree the temporary use until 21<sup>st</sup> August 2020 of the Bloreng block at Gilwern OEC for Covid related emergency homeless accommodation and to appoint security to help supervise the building and site.
- 2.3 To commission officers to prepare a further report that consider the medium and long-term-options and proposals for accommodating homeless applicants.
- 2.4 To work with Welsh Local Government Association and Welsh Government to ensure that Welsh Government funding is identified to meet the costs in housing additional homeless people going forward and beyond COVID-19.

**3. KEY ISSUES:**

- 3.1 Under the Housing (Wales) Act 2014, the Council has a legal duty to both respond to homelessness and to prevent homelessness. It has been a priority of the Council to strengthen homeless prevention activity. A key focus, therefore, has been to increase accommodation options. Although progress has been achieved it can still be difficult on occasions to accommodate some households and there is still a need to use B & B accommodation. Under normal circumstances, accommodation is generally at capacity or for applicants/households coming through to present a risk, both of which influence offers of accommodation.
- 3.2 Due to the Covid 19 circumstances, in addition to the homeless related duties, Welsh Government has issued new guidance - *Coronavirus (COVID-19): local authority support for rough sleepers*. This requires the Council to safely house and support those who are rough sleeping or displaced as a result of this emergency. This is to protect not just the individuals concerned, but the wider community. If necessary, the Council is required to secure additional accommodation. The Council is required to:
- Ensure access to facilities that enable access to facilities that enable them to adhere to public health guidance on hygiene or isolation

- mitigate their risk of infection and to ensure they are able to self-isolate as appropriate in line with public health guidance, in order to lower the risk of transmission to others
- develop an effective local response to ensure people can access sanitation, be effectively isolated and have access to medical and other support as necessary in order to limit risk of wider infection within this group

3.3 Since March 2020 and the commencement of lockdown restrictions, although there has been a small reduction in the number of actual new applications, the Council has seen a change in the profile of homeless demand in terms of applicants and the reason for homelessness. Previously, the typical issues that presented were loss of rented accommodation; rent arrears; parent/family/friend breakdown and relationship breakdown. Below is provides a broad overview of 'application' demand:

- 2018/19 – 835 applications/16 per week
- 2019/20 – 757 applications/14.5 per week
  - Q4 – 211 applications/16 per week (not validated)
- 2020/21 to 11<sup>th</sup> May 2020 – 75 applications/10.7 per week
- Since 23<sup>rd</sup> March 2020 – 101 offers of accommodation made/14 per week. (The norm is typically 4 to 5 offers per week).

3.4 Whilst the actual number of applications is lower to date than previous years, due to Welsh Government Covid 19 requirements, the need for accommodation has risen significantly. The majority of recent applicants have needed accommodation. The majority of recent applications have been from single males, many of whom have high and complex needs, including issues relating to mental health; substance abuse and offending behaviour. Some of these applications have been from rough sleepers and 16/17 year olds.

3.5 Due to the increase in numbers needing accommodation, the current ability to assist people with accommodation has become extremely challenging due to the lack of accommodation. This has been compounded by the closure of one local B & B establishment, a request from Newport City Council to move Monmouthshire applicants out of Newport to enable them to address their own accommodation demand, and the availability of social housing through the Homesearch partnership has virtually disappeared.

3.6 This is creating and exacerbating risks for the Council including meeting its statutory homeless duties and the new Covid-19 Welsh Government Guidance; safeguarding; community safety and financial risk.

3.7 Some of the key accommodation issues for the Council:

- Due to the lack of both social and private sector accommodation to move on to, homeless applicants are now bottle-necking in temporary accommodation. At the time of writing, this includes 28 applicants in B & B. This is expected to continue to increase in the short-term.
- Many residents are presenting without any possessions, including bedding. Income and food has been an issue.

- It is known that advice agencies are advising clients that the Council has Covid 19 related responsibilities and individuals being accommodated are sharing information with friends and family, which increases demand.
- The Council has a reduced ability to flexibly and sensitively place those applicants who present a level of risk. This can potentially impact on other residents, Police and neighbouring properties.
- The ability to undertake on-site management has been restricted due to colleagues within Housing & Communities needing to self-isolate or shield due to underlying health conditions themselves or within their household.
- Locally, housing support providers have ceased providing face to face support to residents of homeless accommodation, although this is due to change
- The Council's accommodation is dispersed across the County, including some rural locations, which further impacts on day-to-day management.
- It is anticipated that the Welsh early prison release programme will create additional demand. Two referrals have now been received, one of which has been accommodated.
- In the event of a client breaching their licence of occupation the Council is able to enforce the agreement by implementing an eviction. Evictions are a last resort and avoided wherever possible. However, the current guidance is that should the Council need to undertake an eviction, alternative accommodation will need to be provided.

3.8 The following provides an overview of the Council's response and approach to mitigating against the situation:

- Sourcing new accommodation has been a priority and has been extremely successful. **See Appendix 1.** However, despite the portfolio of accommodation having increased, accommodation occupation continues to be at capacity and there is a risk that the Council will **not** be able to accommodate future short-term demand, particularly in the event of any daily spikes.
- In making accommodation placements, every effort has been made to minimise the risk of anti-social behaviour through wherever possible making sensitive placement, although this is increasingly a challenge. Housing support also helps to mitigate against anti-social behaviour.
- Some units of accommodation have needed to be kept vacant for management purposes eg security have been provided with a room; to avoid accommodating incompatible clients
- Wherever possible trying to keep applicants in their current accommodation and utilising the Council's prevention fund. The typical circumstances though of people coming through is that they are already homeless and prevention is not an option.
- The Council is participating in a Gwent Homeless Services Task Group to provide a response to homelessness demands and pressures across Gwent through the COVID 19 lockdown, considering options to address and alleviate pressures as the measures continue and to consider collective plans to exit lockdown as and when this arises.
- The Council is liaising weekly with Welsh Government through a designated liaison officer.
- Consideration is being given to factoring homeless accommodation requirements into the annual social housing development programme.

- 3.9 There, however, continues to be a risk that the Council will be unable to provide accommodation if the current demand trends continue, particularly if in the event of daily demand spikes. It is also a risk that the ability to sensitively place individuals is restricted.
- 3.10 The facilities at the Gwent Outdoor Education Centre are currently not being utilised due to service closures during the Covid-19 restrictions. At the Blorenge block lends itself well to providing hostel type accommodation due to the availability of a shared kitchen and small bedrooms, the majority of which have ensuite facilities.
- 3.11 The facility will come under the management of the Housing Options Team. In order to manage the site effectively 24 hour security would also be established to supervise the building and any residents. There will be a maximum of nine residents, who will all be required to sign a licence agreement setting out both the Council's responsibilities and the residents' responsibilities. In addition, the Housing Partnerships Team have been requested to arrange housing support for each individual. Existing contracts have temporarily been re-modelled in order that premises being used for homelessness will each come under named support officers. Food deliveries will be arranged.
- 3.12 The proposed temporary use of the centre would cease by 21<sup>st</sup> August 2020. It is acknowledged that the temporary use of the facility cannot interfere with primary use of the Education Centre. The potential availability of the resource for homeless provides a period of stability for applicants to access support and for the Council to work with individuals and support agencies to plan move on accommodation. Although at an early stage and on a general basis, these discussions have already started.
- 3.13 The Town & Country Planning (General Permitted Development) (Amendment) (Wales) Order 2020 inserts a new Part 12A (Emergency Development by Local Authorities) into Schedule 2 to the GPDO, permits local authorities to undertake any form of development as defined by Section 55 of the Town & Country Planning Act 1990 on land owned, leased, occupied or maintained by the local authority for the purposes of:
- Preventing an emergency
  - Reducing, controlling or mitigating the effects of an emergency or
  - Taking other action in connection with an emergency
- 3.14 For these purposes an emergency is an event or situation which threatens serious damage to human welfare in a place in the UK. This includes the current Covid-19 pandemic. Where a local authority proposes development in a national park, it must notify the national park authority (as local planning authority for that area) of that development as soon as reasonably practical. A further condition restricts the retention of development undertaken under this new part to a period of twelve months beginning with the date on which the development began.
- 3.12 The use of the premises will be subject to the necessary management requirements such as health and safety risk assessments.



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

**4.1** There are no negative implications with this proposal. However, should it not be possible to utilise the facility it could possibly impact on the Council’s abilities to meet its safeguarding responsibilities through the implementation of homelessness. **See Appendix 2.**

**5. OPTIONS APPRAISAL**

**5.1** The following options are available:

Option	Benefit	Risk	Comment
<p><b>Option 1:</b> The <u>recommended option</u> is to agree the temporary use (up to 21<sup>st</sup> August 2020) of the Bloreng block at the Gilwern Outdoor Education Centre during the Covid restrictions for emergency homeless accommodation in order to meet the requirements of Welsh Government.</p>	<p>The Bloreng block provides potential accommodation that lends itself to hostel type accommodation.</p> <p>The Centre is currently not in use and can be quickly set up for homeless purposes.</p> <p>It’s within the ownership of the Council and, therefore, easier to control.</p> <p>The Council will charge rent.</p> <p>The facility would provide a settled period for the Council to work with individuals and plan for moves to alternative accommodation.</p>	<p>The main risk is financial risk due to additional expenditure, although the Council can claim back expenditure from Welsh Government. The main expenditure will be the proposal to have 24 hour security.</p> <p>Its rural location isn’t ideal for homeless people due to the distance from town facilities.</p> <p>There may be concerns from the local community.</p> <p>Although the Centre is within the Council’s control it creates an additional management implications eg has to be set up; needs to be managed etc</p>	<p>It is hoped that there will be no need to use this as an emergency contingency option.</p> <p>The proposal will effectively will be reviewed on a daily basis. This will include giving consideration to the level of usage (eg the need for the accommodation) and the availability of other options in the Council that would negate the need to use the facility for homeless accommodation. In addition consideration would be given to any potential issues arising from using the facility for temporary homeless accommodation, such as client behaviour, any possible detrimental impact on the local community or the building/site itself.</p> <p>The following benchmarks will be used to assess whether the decision has had a positive or negative effect:</p> <ul style="list-style-type: none"> <li>• No. of applicants that are accommodated</li> <li>• No. of complaints or community feedback</li> </ul>

Option	Benefit	Risk	Comment
			<ul style="list-style-type: none"> <li>Breaches of licence agreement.</li> <li>Agency feedback</li> </ul> Continuing with use of the Gilwern OEC beyond 21 <sup>st</sup> August is not an option due to the need to re-open in September 2020, moreover the location is not suitable as a permanent solution.
<b>Option 2:</b> Not to pursue with the Gilwern option and rely on the on-going action to identify accommodation through normal arrangements eg liaising with housing associations, letting agencies etc	This is an established management function for the Housing Options Team.  Some options eg B & B, social housing are less resource intensive for the Council.	It is considered that on the basis of existing trends, sourcing accommodation through normal arrangements won't be adequate to meet current accommodation needs. At the time of writing MCC homeless accommodation is at capacity.  The Council won't be able to meet either its duties under the Housing (Wales) Act 2014 or the additional Guidance	The on-going approach of identifying accommodation through normal arrangements.
<b>Option 3:</b> Do nothing and rely on existing accommodation.	There are no benefits to this option on the assumption that the need for homeless accommodation will continue to increase in the short-term.	The Council won't be able to meet either its duties under the Housing (Wales) Act 2014 or the additional Guidance	This is not considered an option

6.  
6.1

**REASONS:**

The Council has a duty to prevent and respond to homelessness under the Housing (Wales) Act 2014 and to comply with Welsh Government Guidance - Coronavirus (COVID-19): local authority support for rough sleepers April 2020.

7  
7.1

**RESOURCE IMPLICATIONS:**

There will be resource implications associated with this proposal which are estimated below:

Item of Expenditure	Estimated Cost
	Approx 3 month
	£

Up-Front Costs (eg lock changes, bedding etc)		1,500
Recurring Costs:		
- Rates		980
- Refuse		64
- Security		68,000
- Utilities		1,237
- Ad-hoc running costs and repairs		1000
<b>Estimated Total Expenditure</b>		<b>72,781</b>

- 7.2 Such costs can be claimed back from Welsh Government who have confirmed that there is £10m available to support Welsh Local Authorities in respect of Covid-19 related homeless expenditure in order to protect those at the most acute end of homelessness. The Council, however, has not been given an individual allocation of funding and is required to make monthly claims.
- 7.3 Should for any reason some or all of these costs not be met by Welsh Government, the Council would need to manage these within the existing resources of Housing & Communities.
- 7.4 In the event that the Council indeed has no other option and needs to use the facility, any residents will be charged rent of £75.95 per week. It is expected that most residents will be eligible for full housing benefit. At full occupancy of 9 residents, this would generate rental income of **£10,936**. It is, however, not expected that full occupancy will be likely.
- 7.5 In terms of context it is relevant to this report that the above costs aren't considered in isolation. The Council is incurring other costs relating to the Covid-19 homeless responsibilities. This includes or may potentially include:
- The cost of employing security for some of the Council's accommodation
  - For management purposes keeping some units of shared housing empty to reduce occupation densities.
  - Additional B & B costs (Although wherever possible housing benefit will help to offset some of this cost).
  - Ancillary costs such as purchasing bedding, cleaning materials for shared housing and taxi costs.
  - Homeless prevention costs
  - Costs to facilitate people to move on to alternative accommodation. (This will be considered and reflected in a future homeless report to Cabinet).
- 8. CONSULTEES:**
- 8.1 Cabinet; Senior Leadership Team; Head of Placemaking, Housing, Highways Housing & Place Shaping; Chief Officer Enterprise; Chief Officer MonLife; Brecon Beacons National Park Authority; Supported Housing Policy Manager, Welsh Government
- 8.2 Residents living near the Centre have been informed.
- 8.3 Ward Member Councillor Jane Pratt: Fully appreciates the urgent need for additional accommodation during the COVID-19 crisis on a temporary basis. Considers this location to be too remote to provide a permanent source of

accommodation for homeless people but is reassured by the temporary proposal until late August 2020 with the building then returning to its education use. Raised queries regarding the number of people to be accommodated in the building, likely timescales for using the building, and measures to ensure behaviour of occupants is appropriately managed and community notification, which have been answered in the report.

Ward Member Councillor Simon Howarth: Queried whether the Council had contacted owners of hotels in the main towns as this would be more suited to accommodating people due to the availability of town centre facilities and may be a more attractive options for individuals that need assistance. It was also queried whether any hotels receiving grants to subsidise closure may be required to provide emergency accommodation as grant condition.

Response:

- It has been a priority of the Housing Options Team to try and secure new sources of accommodation including B & B establishments. This has included a public appeal for accommodation going out through the Councils Communications Team and establishments being contacted directly.
- The Council isn't aware of any business grants to hotels that require establishments to provide emergency accommodation.

10. **BACKGROUND PAPERS:** Welsh Government; Coronavirus (COVID-19): local authority support for rough sleepers
11. **AUTHOR:** Ian Bakewell, Housing & Communities Manager
12. **CONTACT DETAILS:** Ian Bakewell **Tel:** 01633 644479 **E-mail:** [ianbakewell@monmouthshire.gov.uk](mailto:ianbakewell@monmouthshire.gov.uk)

## **Appendix 1**

### **Overview of Current Homeless Accommodation**

#### **Social Housing**

The local housing associations have facilitated a number of move ons and have agreed to support homelessness and hospital discharge. The level of vacancies, however, has been limited.

#### **Family Hostel**

At the start of the crisis the Council was able to move on families and a decision was made to use the hostel for higher risk single males. There has been a need to acquire security to keep residents and neighbours safe. This initially started at 12 hours per day but has since been increased to 24 hours. This provision has been very successful and has been at capacity since the conversion. However, there is still a necessity to place complex need cases, which is proving more and more of a challenge.

#### **B & B**

Historically the Council has struggled with Monmouthshire based B & B. Pre Covid the Council was using a B & B in Abertillery; three in Newport plus two in Monmouthshire.

Since Covid:

- One of the Monmouthshire B & B's has closed.
- Five new B & B's have come forward providing a total of six B & B establishments
- The expectation is that after the crisis that owners will want to revert back to their normal use, typically tourism.

#### **Private Leased**

The Council has secured two additional units of leased accommodation. One from a private landlord and one from Melin Homes.

#### **Shared Housing**

The Council has secured an additional shared property from Monmouthshire Housing Association providing 5 units of accommodation. This is in the process of being let.

#### **Monmouth Market Hall**

This office space has been earmarked to provide night-shelter accommodation equipped with camp-beds as a contingency measure. This is currently in use for one applicant under the supervision of 24 hour security.

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### Appendix 3

#### Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

<b>Title of Report:</b>	<b>COVID 19 – PROPOSAL TO UTILISE GILWERN OUTDOOR EDUCATION CENTRE FOR EMERGENCY HOMELESS ACCOMMODATION</b>
<b>Date decision was made:</b>	<b>13.05.20</b>
<b>Report Author:</b>	<b>Ian Bakewell, Housing &amp; Communities Manager</b>

#### **What will happen as a result of this decision being approved by Cabinet or Council?**

Approval of the proposal would result provide much needed additional homeless accommodation in Monmouthshire and would help mitigate against the current shortage. Not only would the facility provide accommodation it would also buy the Council a level of time to plan for moving applicants on to alternative accommodation.

The accommodation would help the Council meet the requirements of Welsh Government.

The proposal will effectively will be reviewed on a daily basis. This will include giving consideration to the level of usage (eg the need for the accommodation) and the availability of other options in the Council that would negate the need to use the facility for homeless accommodation. In addition consideration would be given to any potential issues arising from using the facility for temporary homeless accommodation, such as client behaviour, any possible detrimental impact on the local community or the building/site itself.

#### **What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?**

The following benchmarks will be used to assess whether the decision has had a positive or negative effect:

- No. of applicants that are accommodated
- No. of complaints or community feedback
- Client behaviour
- Feedback from the security company



Daily

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

Approx £500 to replace locks depending on the level of work involved.

£17 per hour minimum (subject to negotiations) for 24 hour security.

Any arising damage or miscellaneous works

All above costs can be claimed back from Welsh Government

Weekly

Any other comments



# APPENDIX



monmouthshire  
sir fynwy

## Equality and Future Generations Evaluation

<p><b>Name of the Officer</b> completing the evaluation Ian Bakewell</p> <p><b>Phone no:</b> 01633 644479 <b>E-mail:</b> IanBakewell@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>As a temporary emergency contingency measure, use the Gilwern OEC (Bloreng block) for emergency homeless accommodation.</p>
<p><b>Name of Service area</b></p> <p>Housing</p>	<p><b>Date</b></p> <p>10<sup>th</sup> May 2020</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 use of this building will provide accommodation for people of all ages from 18+ including older persons.	None	None
Disability	This accommodation will be available for those with disabilities.	None	None
Gender reassignment	None.	None.	N/A.

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


**2. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!





Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	<b>Positive:</b> Positively contributes to increasing housing options in Monmouthshire. It also temporarily utilises a resource that is temporarily not in use.  <b>Negative:</b> None	The Council will continue to look for other more suitable types of accommodation.  Homeless prevention work will continue

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	<b>Positive:</b> N/A  <b>Negative:</b> N/A	N/A
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	<b>Positive:</b> Positively contributes to the health of homeless persons.  <b>Negative:</b> None.  <b>Positive:</b> It will help protect both residents from Covid 19 and the wider community.  <b>Negative:</b> None  <b>Positive:</b> It will support self-isolation.  <b>Negative:</b> None  <b>Positive:</b> Security will be present.  <b>Negative:</b> None	The premises will be linked to the Housing Support Grant programme in order for residents to access housing support.
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	<b>Positive:</b> Positively contributes by helping applicants remain in their community  <b>Negative:</b> None	The premises will be linked to the Housing Support Grant programme in order for residents to access housing support.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	<b>Positive:</b> Positively contributes to the health of homeless persons and the wider community and supports the current Covid 19 pandemic  <b>Negative:</b> N/A	N/A.

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 vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p><b>Positive:</b> N/A <b>Negative:</b> N/A</p>	<p>N/A</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p><b>Positive:</b> Spaces will be allocated equitably and in a transparent manner regardless of an individual's ethnic origin, gender, disability, sexual orientation or religion. Accommodation can be used a stepping stone into more permanent housing for residents and move on and support strategies can be put into place. <b>Negative:</b> None.</p>	<p>N/A</p>

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	<p>The service seeks to provide a short-term housing intervention and short-term solutions but provides stability from which plans can be made for longer term housing needs to be met e.g. move on and permanent accommodation</p>	<p>Other accommodation elsewhere in the County has been sourced and continues to be sourced.</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>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>This proposal is all about working with Welsh Government and Public Health to mitigate against Covid 19. This extends to other agencies such as Housing Support providers, the Police, Probation and housing associations together with private landlords and B &amp; B proprietors.</p>	<p>Arrangements already exist with housing associations and private landlords and links are in place with the Police and Probation.</p> <p>The Council also participates with other Gwent housing authorities in respect of the Covid 19 crisis.</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The Council is liaising closely with Welsh Government on a weekly basis.</p>	<p>Arrangements already exist with housing associations and private landlords and links are in place with the Police and Probation.</p> <p>The Council also participates with other Gwent housing authorities in respect of the Covid 19 crisis.</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The proposal allocates a resource towards mitigating against Covid 19 and keeping homeless people and communities safe.</p>	<p>Resources are already being directed towards mitigating against Covid 19 and keeping homeless people and communities safe through acquiring accommodation elsewhere in Monmouthshire.</p>
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The service positively impacts on homeless single people in particular.</p> <p>It will also benefit local health services.</p>	<p>N/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	N/A	N/A	N/A
Safeguarding	The proposal supports households where there could be safe guarding issues by providing safe and secure temporary accommodation.	None.	N/A.
Corporate Parenting	The proposal supports Corporate Parenting by providing safe and secure temporary accommodation.	None.	N/A.

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

Evidence has been gathered in the following ways:

- Consultation with a range of stakeholders.
- Consideration of current pressures being faced by Housing Options as a result of the statutory duty to accommodate all homeless households.
- Strategic overview of the temporary accommodation available and gaps in current provision.

The legislation and good practice which have informed the policy revisions are:

- Housing Act 1996
- Housing(Wales) Act 2014
- Welsh Government's Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness
- The Allocation of Housing and Homelessness (Eligibility)(Wales) Regulations
- Crime and Disorder Act 1998
- Equalities Act 2010
- Data Protection Act 2018

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



**Positive -**

The positive benefits of this proposal are:

- Additional housing option to assist homeless households.
- Provides a settled period for applicants to access help and support
- Provides a settled period for the Council to work with other agencies to plan move on accommodation.
- It contributes to the health and well-being of the homeless person and supports self-isolation.
- Protects residents and the wider community from Covid-19.
- Supports the Council in our response to the Covid-19 pandemic.

**Negative – None.**

**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>
Continue to source additional accommodation.	On-going. This includes liaising with housing associations; private sector landlords and B & B establishments	Housing & Communities Manager
Continue with homelessness prevention work to prevent temporary accommodation placements wherever possible.	On-going. This is a priority to minimize the numbers of people approaching the Council who need accommodation	Housing & Communities Manager
Develop move-on strategies to support homeless people into permanent accommodation.	On-going. This includes discussions with housing associations; private sector landlords and support agencies such as Housing Support Providers; Social Services etc. A key discussion will be with the Partnerships Team in respect of future commissioning of Housing Support Grant Services and the possible introduction of new housing solutions into Monmouthshire. For example Housing First.	Housing & Communities Manager

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

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
0.0	Adult Select Committee	N/A	Unfortunatly due to the emergency nature of this proposal, it wasn't possible to agenda this proposal to any Select Committee prior to going to Cabinet.
1.0	ICMD	N/A	
2.0	Cabinet	27 <sup>th</sup> May 2020	

**SUBJECT: Covid 19 Whole Authority Safeguarding Position Statement.**

**REPORT: Cabinet**

**DATE: 27<sup>th</sup> May 2020**

**DIVISION/WARDS AFFECTED: All**

## 1. PURPOSE

- 1.1 This report is to provide cabinet with an update on how safeguarding will be delivered through the Covid 19 period, and how Whole Authority Safeguarding work is continuing.

## 2. RECOMMENDATIONS

- 2.1 That Cabinet approves the safeguarding update report including:
- The safeguarding position statement ( Appendix1)
  - The risk matrix ( Appendix 2)

## 3. KEY ISSUES

3.1 Safeguarding remains an essential part of our delivery supporting adults and children in Monmouthshire. COVID-19 has put families under increased strain and increases risks to vulnerable individuals at the same time as decreasing the visibility of children and adults at risk.

3.2 Safeguarding remains very much business as usual. Numbers and volume of work has not abated but the type and source of referrals has changed.

3.3 We are particularly alert to the pressure on families experiencing the impact of 'lock down' where there will be additional worries around finances, the loss of employment and economic uncertainty, poor housing or over-crowding, not having access to support and basic amenities alongside the risks and concerns around the virus itself.

3.4 Effectiveness has not diminished; however, different solutions have been needed to deal with situations during COVID19 times. To some extent, a wider network of people working communities e.g. volunteers, neighbourhoods supporting each other has enhanced the range of people with 'eyes on'. Continuing to extend safeguarding awareness and access to online /virtual training through these networks will provide some extra support in these times and potentially into the future.

3.5 The Whole Authority Safeguarding position statement in **Appendix 1** sets out how the cornerstones of safeguarding will continue to be implemented during this period until the crisis is over. **Appendix 2** summarises current risks and will be monitored through the Whole Authority Safeguarding group.

#### **4. OPTIONS APPRAISAL**

- 4.1 Consideration of key issues in relation to discharging safeguarding responsibilities during current Covid / lockdown time have been undertaken in reaching the position statement at **Appendix 1**.

#### **5. EVALUATION CRITERIA**

- 5.1 In reaching the position statement at **Appendix 1**, and the risk register at **Appendix 2** an analysis of current and potential risks that the Covid crisis poses have been considered. Monitoring and ongoing evaluation in order to ensure that each directorate can uphold the safeguarding responsibilities required through the Safeguarding Policy and the Covid Position statement will continue.

#### **6. RESOURCE IMPLICATIONS**

- 6.1 Not Applicable

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

- 7.1 There are no identified implications.

#### **8. CONSULTEES**

Cabinet Members  
Strategic Leadership Team  
Democratic Services

Julie Boothroyd  
Chief Officer Social Care, Safeguarding and Health.  
[JulieBoothroyd@monmouthshire.gov.uk](mailto:JulieBoothroyd@monmouthshire.gov.uk)



# **CORPORATE SAFEGUARDING POLICY**

**A POSITION STATEMENT FROM THE WHOLE  
AUTHORITY SAFEGUARDING GROUP**

**APRIL 2020**

## **1. INTRODUCTION**

As a Council over the last weeks we have been responding to the outbreak of the COVID-19 virus as it impacts on every individual, family and community within Monmouthshire.

The entire look and feel of the Council, the way that services are organised and delivered, as well as the partnership landscape has changed dramatically.

Inevitably this has had an impact on Safeguarding Children and Adults at risk.

This position statement sets out some of the ways in which safeguarding may be impacted and how we want to approach Safeguarding from a whole authority perspective over the coming weeks and months, until this crisis is over.

## **2. THE IMPACT OF COVID-19 ON SAFEGUARDING**

**COVID-19 puts families under increased strain and increases risks to vulnerable individuals at the same time as decreasing the visibility of children and adults at risk.**

**2.1** Safeguarding depends on the *eyes and ears* of those who meet and work with children, families and adults at risk day in, day out within communities and within people's homes. This type of *caring vigilance* is often how we identify and refer on concerns, yet it is simply no longer in place in the same way as it was before. This does not just apply to the Council workforce but to our statutory partners, particularly health, as well as third sector and voluntary agencies who are no longer able to deliver services into people's homes and communities in the way that they were before the crisis. Schools are a major example of this. At this point, we have seen a slight decrease in the amount of referrals into Children's services. The concern is that this does not necessarily equate to a reduction in abuse and neglect, but may mean that issues are not being *picked up* and referred in.

**2.2** The pressure on families experiencing the impact of 'lock down' is considerable particularly where there are additional worries around finances, the loss of employment and economic uncertainty, poor housing or over-crowding, not having access to support and basic amenities not to mention the risks and concerns around the virus itself. Families who are caring for individuals with heightened or additional needs such as mental health issues, additional learning needs or disabilities may experience these pressures even more intensely. The additional stress and strain on families' increases risks around Safeguarding and can place individuals at increased risk of abuse and neglect including domestic abuse.

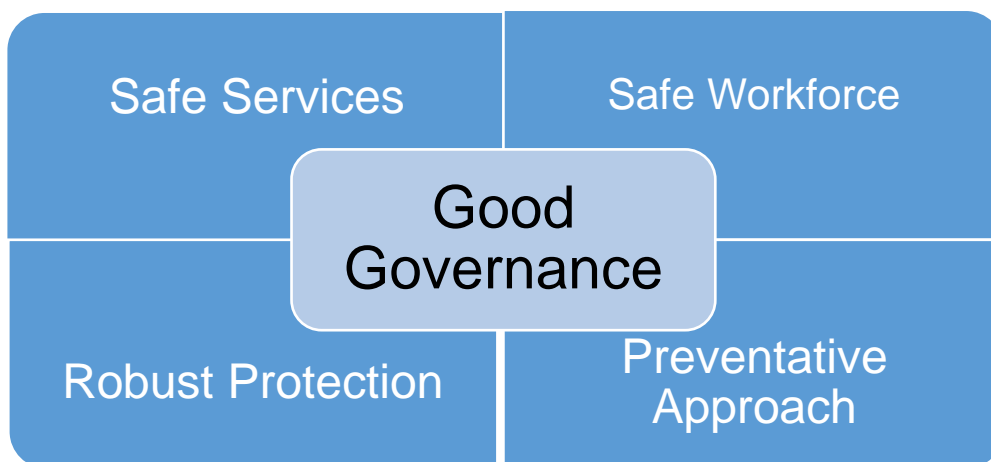
**2.3** Children and adults at risk now have considerably less contact with the outside world, or safe places available to them where they can report or share any concerns they have.

2.4 COVID-19 can have an overall negative effect on individual well-being.

2.5 When concerns are identified protective services have had to change the way that they respond and provide services this includes social care, health, education, probation and the police as well as other partner and voluntary agencies.

### **3. THE CORNERSTONES OF SAFEGUARDING**

During the crisis we will continue to organise safeguarding in Monmouthshire around the Cornerstones of Safeguarding.



### **4. GOVERNANCE ARRANGEMENTS**

4.1 Two paramount messages remain:

1. **Safeguarding children and adults at risk from abuse is everybody's responsibility.**
2. **The Council's Corporate Safeguarding Policy is still fully in force and the key objectives of the policy remain to:**
  - **Create and maintain a safe environment;**
  - **Identify where there are concerns and take action to address them in partnership with other agencies;**
  - **Prevent unsuitable people from working with children, young people and adults at risk;**
  - **Ensure the whole workforce understands safeguarding and their accountabilities and responsibilities;**
  - **Promote safe practice and challenge poor and unsafe practice.**

**[SEE APPENDIX 1: Corporate Safeguarding Policy](#)**

4.2 All Chief Officers and Directorate Heads of Service must continue to raise / report Safeguarding issues or concerns at either DMT or SLT level.

**4.3** The Chief Officer SCH as the statutory director for SG will continue to report to the Chief Executive and Lead Cabinet Member as necessary.

**4.4** WASG meetings will not be prioritised during this period, unless on an 'exception basis' i.e. when a Corporate Safeguarding issue arises that requires discussion or needs to be specifically addressed.

**4.5** During the crisis issues pertaining to safeguarding and risk will additionally fall within the Council's emergency planning structures that have been put in place.

**4.6** Key functions of the WASG will continue, particularly around the completion and collation of the 'SAFES'. Feedback around directorate 'SAFES' into the WASG will resume once the crisis is over.

**4.7** The Safeguarding Unit continues to operate as a priority one service and is available to provide support into directorates through 'directorate leads' as before.

**4.8** The Annual Safeguarding Report will be prepared for Year end 2019 and presented to Scrutiny / Council prior to the summer recess. Data collection and collation regarding safeguarding performance information will continue in order to support this.

**4.9** All reports prepared for Members must continue to include an explanation of any safeguarding or Corporate Parenting implications in regards to any Council decision which is proposed.

**4.10** The Gwent Safeguarding Board and VAWDASV will not be fully operational but Monmouthshire County Council will continue to work through the Safeguarding Unit to ensure that the work of the Boards is delivered into The Council where this is required.

**4.11 Welsh Government has confirmed that there is to be no delay in the implementation of the Wales Safeguarding Procedures.**

<https://safeguarding.wales/>

## **5. SAFE WORKFORCE**

**5.1** Workforce is defined as those engaged by the Council, including permanent and temporary employees, students, volunteers, workers employed by employment agencies, contractors and consultants.

**5.2** The responsibilities for all council employees remains as per the Corporate Safeguarding Policy.

### **5.3 Recruitment, Selection and Management of the Workforce**

The recruitment of staff continues at pace for priority 1 service areas. Safe recruitment practices are not relaxed and the requirement to undertake full DBS checks to the relevant level, obtain references and conduct a selection process remains the same.



5.4 For staff who are re-deployed there are 'fast-track' arrangements in place to respond to the operational requirements. It is acceptable to use a 'fast-track' approach to DBS certification for temporary re-deployments. Never-the-less, prior to the redeployment the individual must be subject to the same level of checks and references that correspond with the re-deployment: No direct 'read-across' should be assumed. Any convictions or cautions must be risk assessed in the normal way. In situations where full checks to the required level have not been completed for the redeployed individual a risk assessment can be undertaken if it is in an emergency situation (i.e. when to not re-deploying an individual to undertake work would pose a greater safeguarding risk than proceeding with the re-deployment without the full checks having been completed).



SCH Recruitment  
Strategy COVID-19 -

## **5.5 TRAINING**

All of the workforce are expected to undertake training relevant to the position that they hold and to renew their qualifications to the highest level. Re-deployed staff must ensure that their level of training accords with the standards of the new role.

<b>Training Programme</b>	<b>Current Status</b>	<b>Key Contact</b>
<b>Safeguarding Basic Awareness</b>	<b>NO CHANGE</b>	<b>Corporate Training Unit</b>
<b>Level 1 combined children and Adult Safeguarding</b>	<b>Now available through virtual methods and workbook</b>	<b>Contact: Katie Jacobs, Quality Assurance Officer</b> <a href="mailto:Katiejacobs@monmouthshire.gov.uk">Katiejacobs@monmouthshire.gov.uk</a>
<b>RENEWAL level 2 – CHILDREN</b>	<b>Now available through virtual methods</b>	<b>Contact: Heather Heaney, Lead Officer Safeguarding in Education</b> <a href="mailto:HeatherHeaney@monmouthshire.gov.uk">HeatherHeaney@monmouthshire.gov.uk</a>
<b>Level 2 Children – for those</b>		<b>Contact: Heather Heaney</b>

completing for the first time	Workbook in Development	<a href="mailto:HeatherHeaney@monmouthshire.gov.uk">HeatherHeaney@monmouthshire.gov.uk</a>
VAWDASV Group 1	Available on line	<p>The eLearning module can be accessed here:  <a href="https://learning.wales.nhs.uk/course/view.php?id=1410">https://learning.wales.nhs.uk/course/view.php?id=1410</a>  Your username will be mcc. and your payroll number (e.g. mcc.000000)  The default password is changeme01%  The enrolment key is Monm111%</p> <p>Support with issues accessing the module is via  <a href="mailto:joeskidmore@monmouthshire.gov.uk">joeskidmore@monmouthshire.gov.uk</a></p> <p>This e-learning is also now available that does not require the password and enrolment key should this be required:  <a href="https://learning2.wales.nhs.uk/login/index.php">https://learning2.wales.nhs.uk/login/index.php</a></p> <p>(note this version will not keep a record of who has completed it)</p>
Prevent (extremism and terrorism)	Courses suspended	<p>Advice available via Heather Powell  <a href="mailto:Heather.Powell@newport.gov.uk">Heather.Powell@newport.gov.uk</a> and PC Dave Castree  <a href="mailto:david.castree@gwent.pnn.police.uk">david.castree@gwent.pnn.police.uk</a></p>

The other training covered within the policy is currently suspended, however, each course is under review to consider the potential for developing programmes virtually (depending on the current demand).

Managers must keep accurate records of individuals undertaking virtual programmes.

## **5.6 VOLUNTEERING**

All elements of the Corporate Safeguarding Policy, including Safe Recruitment, continues to apply to all volunteers who engage with adults at risk, children and young people in their volunteering role.

<http://corphub/initiatives/VolunteersToolkit/Shared%20Documents/Volunteering%20Policy%20017.doc?Web=1>

The COVID-19 crisis has seen a tremendous response in relation to the mobilisation of volunteering and community groups. The Council is working with over 80 volunteer co-ordinators across more than 60 local groups with over 650 volunteers undertaking activities from delivering meals, dog walking to providing a friendly call. Some of these groups have sprung up quickly. Through the Enterprise Directorate the Council is making every effort to

ensure that these groups, and individual volunteers, some of which have mobilised very rapidly, have the correct advice, support and guidance regarding their safeguarding responsibilities.



Guidance for  
Voluntary Informal



**MCC Community  
Volunteer Safeguarding**

## **6. PREVENTATIVE APPROACH**

**6.1** One of the Council's corporate priorities is to support Monmouthshire residents to be safe, stay well, and to live independently within their community. The Council remains committed to this aim during the current crisis through the mobilisation of community based resources, volunteering and redeployment. Whilst the focus and emphasis of the work changes to respond to the crisis situation, maintaining a positive and proactive culture for Safeguarding remains as critical as ever.

**6.2** This will include:

- Good information sharing and partnership working;
- Being alert to the possibility of abuse, neglect and exploitation
- Recognising and acting on concerns;
- Routinely promoting and discussing safeguarding issues within the workforce.

**\*\* See Corporate Safeguarding Policy for information around Risk of Radicalisation, Sexual Exploitation, Modern Slavery / Trafficking, Self-Harm / Suicide Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV).\*\***

**6.3** A range of resources have been developed to help all families, children and adults at risk cope with the psychological and emotional impact of COVID19. These can be accessed via

<http://infohub/teams/childserv/Covid%2019%20Staff/Forms/Family%20Tool.aspx>



USEFUL RESOURCES  
List up to date (004).d

## **6.4 ONLINE ENVIRONMENT**

As we have less face to face contact with children and adults, we may as paid and unpaid workers have more contact via technology.

In the same way that we should be aware of anything that would cause us concern in the real world, we need to be as vigilant in noticing safeguarding concerns when in contact with people via other methods – through telephone calls, emails etc. Any cause for concern regarding the safety or wellbeing of a child or adult should be reported to the Designated Safeguarding Lead. This would include possibly abusive behavior by parents or family/household members, indications of self-harm or bruising, or change in mood or behavior of the person in question.

## **6.5 ONLINE CONDUCT**

People are usually aware of how they should act in everyday environments, however the rules can feel different and many people behave differently or may push the boundaries when communicating online. Sometimes people are emboldened by the ability to hide behind a screen and can behave differently because of it. It is important to ensure a professional and respectful approach at all times.

Make sure that your contact with people is appropriate and appropriate to your role, do not share personal information, and make contact within reasonable hours as agreed by your line manager. The nature of the relationship should remain clear to everyone involved. Be aware of what is happening in the background when you are making contact – make sure that confidentiality is observed (do not have your family members in the background).

[Online safety guidance and support](#) for parents' carers of children can be accessed via this link.

## **7. ROBUST PROTECTION**

### **7.1 PLEASE NOTE THAT THE WALES SAFEGUARDING PROCEDURES 2019, NOW APPLY**

<https://safeguarding.wales/>



'What's Different' Quick Guide Children    'What's Different' Quick Guide Adults

**7.2** Child and Adult Safeguarding are priority 1 services and remain fully operational.

**7.3** The process for receiving and responding to referrals has not changed. **This includes referrals regarding allegations or concerns against adults who work with children and adults at risk.**

**7.4** Risk assessments will be undertaken where any direct working / home visiting is required to follow up on child or adult protection concerns, or to provide interim safeguards as part of a care and support plan. Some direct work may be undertaken virtually or using social distancing methods.

**7.5** The *Duty to Report* actual or suspected abuse or neglect of adults and children deemed to be at risk remains. In other words 'Duty to Report' means *Making a Referral*.

### **7.6 KEY SAFEGUARDING DEFINITIONS REMAIN THE SAME**

For the purposes of this policy, children and young people are defined as anyone who has not yet reached their 18th birthday.

An adult at risk is defined as an adult who is experiencing, or who is at risk of, abuse or neglect, has needs for care and support (whether or not the Council is meeting any of those needs) and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

### **7.7 DATA PROTECTION**

The Council's duties under Data Protection legislation **does not prevent** the lawful exchange of information without consent when this is proportionate and justifiable in regards to safeguarding a child or vulnerable adult, or in the prevention of a crime. Similarly, there are specific provisions within the legislation which allows the Council to refuse to release safeguarding information where to do so would not be in the interests of the child or vulnerable adult involved.

## **8. SAFE SERVICES**

### **8.1 Commissioning Arrangements**

Accreditation processes for new providers remain the same.

8.2 Contract monitoring and good communication with providers must be in place to ensure that a provider's capacity to deliver services in accordance with good safeguarding practice during this current crisis is not compromised.

8.3 Where there are concerns that the provider is compromised this needs to be raised with directorate leads and a risk assessment / partnership approach put in place to mitigate any risk.

8.4 Each Directorate remains accountable for ensuring that all organisations with whom it works are clear about their safeguarding responsibilities and have arrangements /procedures in place to discharge them during the current crisis.

### **8.5 SAFEGUARDING IN EDUCATION**

Arrangements for safeguarding for pupils now being educated at home have been put in place following Welsh Government guidance.

<https://gov.wales/stay-safe-stay-learning>

8.6 Local arrangements for safeguarding pupils of key-workers and vulnerable learners have been put in place following Welsh Government guidance.



Vulnerable Groups  
Monitoring Final Draft

8.7 The council has set out its definitions of vulnerable pupils and the safeguarding arrangements for these individual learners in Appendix 1 of the above document.

8.8 School Safeguarding policies have this addendum based on Welsh Government guidance.



Suggested update to  
school safeguarding :

## RECORD OF APPENDICES

Appendix 1	Corporate Safeguarding Policy
Appendix 2	Safeguarding Role of all Council Staff
Appendix 3	Relevant Contacts
Appendix 4	Definitions of Abuse

### Appendix 1



safeguarding policy  
Amendment Jan19 ((

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### Appendix 2

#### **SAFEGUARDING ROLE FOR WORCEFORCE PAID & UNPAID**

Every service area of the Council has a role to play and must take full ownership of their safeguarding responsibilities. The Council expects every member of the workforce to take all reasonable steps to ensure the safety of any child or adult at risk involved in Council activity.

Managers must proactively analyse where risks to safeguarding are most likely to arise in their particular service(s) and ensure they have appropriate operational procedures and supporting systems in place to manage these well. They are accountable for understanding the training needs of their workforce and ensuring there are appropriate operational arrangements for people to access the right training.

Any person responsible for, or working with, children or adults at risk in any capacity, whether paid or unpaid, is considered to have a duty of care towards them both legally and contractually and as a responsible moral citizen. This includes a duty to behave in a manner that does not threaten, harm or put people at risk of harm from others.

All parts of the workforce have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call into question their suitability to work with children or adults at risk.

All members of the workforce should:

- Be alert to the possibility of harm, abuse and neglect;
- Participate in relevant safeguarding training and multi-agency working to safeguard children and adults at risk;
- Be familiar with local procedures and protocols for safeguarding and follow the Councils Code of Conduct and other professional codes;
- Report any concerns about the safety or welfare of a child or adult at risk.

Everybody working for or on behalf of the Council has a duty to report any concerns they may have for the welfare and/or protection of children and adults at risk. The duty to report is a legal requirement and failure to report appropriately will be considered a serious matter under the Council's personnel policies.

### **Appendix 3**

#### **Relevant Contacts**

Social Services Duty – Children Services	01291 635669 during office hours 0800 328 4432 out of office hours
Social Services Duty – Adult Services	Monmouth/Usk/Raglan – 01600 773041 Abergavenny – 01873 735885 Chepstow/Caldicot – 01291 635666
PREVENT	<a href="mailto:Heather.Powell@newport.gov.uk">Heather.Powell@newport.gov.uk</a> <a href="mailto:HeatherPowell@monmouthshire.gov.uk">HeatherPowell@monmouthshire.gov.uk</a>
South East Wales Safeguarding Board	<a href="http://www.sewsc.org.uk">www.sewsc.org.uk</a>
Gwent Wide Adult Safeguarding Board	<a href="http://www.gwasb.org.uk">www.gwasb.org.uk</a>
Buddy Support and Advice	<a href="http://www.buddyapp.monmouthshire.gov.uk">www.buddyapp.monmouthshire.gov.uk</a> .
Modern Slavery /Trafficking – Training and Victim Support	BAWSO <a href="http://www.bawso.org.uk">www.bawso.org.uk</a> .



## **Appendix 4**

### **Definitions of Abuse**

#### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

#### **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

#### **Financial Abuse**

Financial or material abuse is any theft or misuse of a person's money, property or resources by a person in a position of, or expectation of, trust to a vulnerable person. Common forms of financial abuse are misuse by others of a vulnerable adult's state benefits or undue pressure to change wills. Financial/material abuse may also be perpetrated by one vulnerable adult upon another.



Monmouthshire CC Safeguarding COVID19 Risk Register

DATE 16.04.2020

Risk	Reason why identified	Risk Level (Pre-Mitigation)				Mitigating actions	Timescale & responsibility holder	Mitigation action progress	Risk Level (Post-mitigation)				Risk owner
		Timeline	Likelihood	Impact	Risk Level				Timeline	Likelihood	Impact	Risk level	
Reduced capacity to undertake core statutory duties (i.e. to conduct child protection / adults at risk inquiries and protect children and adults who are at risk)	Absenteeism and loss of staff due to the impact of COVID19	within the next 6-months	POSSIBLE	MAJOR	MEDIUM	Monitoring staff absenteeism rates and service status through weekly workforce. Operate a redeployment strategy if required i) within SCH ii) wider council to ensure service delivery is at an acceptable level	weekly workforce	Mitigation actions are successful so far	on going throughout outbreak	POSSIBLE	MAJOR	MEDIUM	Head of Service
Failure to adhere to safe workforce standards within volunteering and community action groups	Volunteering and community action groups have developed rapidly in response to the current crisis	Current	POSSIBLE	UNKNOWN	MEDIUM	Advice, guidance and support being provided through Enterprise	Owen Wilce	Guidance in place	On-going	POSSIBLE	UNKNOWN	LOW	
Failure to adhere to safe workforce standards as staff are redeployed	Redeployed staff need to have the same level of checks in place and safeguarding knowledge in keeping with their new temp roles	Current	POSSIBLE	UNKNOWN	MEDIUM	Guidance around de-deployment is in place	Sally Thomas	Guidance in place	On-going	POSSIBLE	UNKNOWN	LOW	
Ensuring Safeguarding in Education is maintained	Children are being educated at home through virtual arrangements. Children of key-workers and vulnerable learners are accessing education hubs. Both require different safeguarding arrangements	Current	POSSIBLE	LOW	MEDIUM	WG and local guidance is in place	Will Mclean, Heather Heaney	Guidance in place	On-going	POSSIBLE	LOW	MEDIUM	
Safeguarding Training	Delivery of safeguarding training opportunities have significantly reduced because of the crisis	Current	LIKELY	LOW	MEDIUM	CRITICAL Courses are being reviewed for virtual delivery	Diane Corrister / Kelly Turner	Sign off on virtual courses 1 & 2 required	On-going	LIKELY	LOW	LOW	
Loss of strategic focus on corporate safeguarding	Focus diverted to COVID-19	3 - 6 months	UNLIKELY	LOW	LOW	WAG remains in place. Safeguarding Unit identified as P1 service.		Annual report to go to council for year end 2019 - 2020	3 - 6 months	Unlikely	LOW	LOW	
Child welfare concerns / adult at risk safeguarding concerns are not recognised or referred in to CS.	The impact of the lock-down has meant that harmful behaviours, abuse and neglect including domestic abuse can remain hidden	Current	POSSIBLE	Unknown	HIGH	Front-door in adult and child safeguarding remains active and responsive. Clear message issued via WASG. Level 1 training is maintained.	Daily	Virtual training programmes to be signed off for level 1	on-going	POSSIBLE	UNKNOWN	MEDIUM	

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