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Neuadd y Sir
Y Rhadyr
Brynbuga

Dydd Mawrth, 18 Gorffennaf 2023

Dear Cyngorwyr,

CABINET

Gofynnir i chi fynychu cyfarfod **Cabinet** a gynhelir yn **Steve Greenslade Room, County Hall, Usk** ar **Dydd Mercher, 26ain Gorffennaf, 2023**, am **5.00 pm**.

AGENDA

1. Ymddiheuriadau am absenoldeb
2. Datganiadau o Fuddiant
3. CYFLWYNO ARGYMHELLION YR ADOLYGIAD O FY NIWRNOD, FY MYWYD 1 - 86

Is-Adran/Wardiau yr effeithir arnynt: Pob un

Diben: Cyflwyno canfyddiadau'r adolygiad o'r Gwasanaeth Fy Niwrnod, Fy Mywyd, yr adborth a dderbyniwyd gan y cyhoedd a'r cynllun gweithredu er mwyn i'r cabinet eu hystyried, a cheisio cymeradwyaeth ar gyfer yr argymhellion

Awdur: Ceri York Rheolwr Gwasanaeth Comisiynu a Gwasanaethau Anabled

Manylion Cyswllt: ceriyork@monmouthshire.gov.uk

4. CYLLID S106 CIL-Y-COED 87 - 106

Is-Adran/Wardiau yr effeithir arnynt: Cil-y-coed

Diben: Argymhell i'r Cabinet llawn y dylid cynnwys y cyllid cyfalaf sy'n deillio o gytundebau S106 yng nghyllideb gyfalaf 2023/24

Awdur: Cath Saunders – Rheolwr Rhaglen Cymunedau Cynaliadwy ar gyfer Dysgu; Nikki Wellington – Rheolwr Gwasanaethau Cynnal

Manylion Cyswllt: Cathsaunders@monmouthshire.gov.uk
Nicolawellington@monmouthshire.gov.uk

5. DIWALLU ANGHENION LLEINIAU SIPSIWN A THEITHWYR – NODI SAFLEOEDD 107 - 146

Is-Adran/Wardiau yr effeithir arnynt: Pob un

Diben: Diben yr adroddiad hwn yw cymeradwyo cynnig fod y Cyngor yn ymgynghori ar addasrwydd pedwar darn o dir sy'n berchen i'r Cyngor ar gyfer datblygiad posib er mwyn diwallu (neu ddiwallu'n rhannol) ei rwymedigaeth i fynd i'r afael â'r anghenion sydd wedi dod i'r amlwg o ran lleiniau ar gyfer Sipsiwn a Theithwyr yn Sir Fynwy. Mae'r adroddiad hefyd yn argymhell y dylid gwerthuso pumed darn o dir, fel sail i ymgynghoriad posib.

Awdur: Ian Bakewell, Rheolwr Tai a Chymunedau

Manylion Cyswllt: ianbakewell@monmouthshire.gov.uk

6. CYNNYDD Y GYLLIDEB REFENIW 2023/24– DIWEDDARIAD CYNNAR 147 - 166

Is-Adran/Wardiau yr effeithir arnynt: Pob un

Diben: Rhoi diweddariad cynnar i'r Cabinet ar gynnydd cyllideb referniw ar gyfer blwyddyn ariannol 2023/24

Awdur: Jonathan Davies, Pennaeth Cyllid (Dirprwy Swyddog S151)

Manylion Cyswllt: jonathandavies2@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

PORTFFOLIOS CABINET

Cynghorydd Sir	Maes Cyfrifoldeb	Ward
Mary Ann Brocklesby	<p>Arweinydd Swyddogion Arweiniol – Paul Matthews, Matthew Gatehouse</p> <p>Strategaeth a Chyfeiriad yr Awdurdod Cyfan Adolygu a gwerthuso perfformiad yr Awdurdod Cyfan Hyrwyddo lleoliaeth o fewn fframweithiau rhanbarthol a chenedlaethol Perthynas â Llywodraeth Cymru, Llywodraeth y DU a chymdeithasau llywodraeth leol Perthynas Ranbarthol â Dinas-ranbarthau a'r Bwrdd Gwasanaethau Cyhoeddus Caffael Strategol Cynhyrchu a bwyta bwyd yn lleol, gan gynnwys amaeth-goedwigaeth a garddwriaeth leol</p>	Llanelly
Paul Griffiths	<p>Aelod Cabinet ar gyfer Cynllunio a Datblygu Economaidd / Dirprwy Arweinydd Swyddog Arweiniol – Frances O'Brien</p> <p>Strategaeth Economaidd Cynllun datblygu lleol a chynllun datblygu strategol gan gynnwys safleoedd tai strategol Cefnogi Canol Trefi gan gynnwys parcio ceir a gorfodi Rheoli Datblygu a Rheoli Adeiladu Sgiliau a Chyflogaeth Cysylltedd band eang Meysydd parcio a gorfodi sifil</p>	Chepstow Castle & Larkfield
Rachel Garrick	<p>Aelod Cabinet ar gyfer Adnoddau Swyddogion Arweiniol – Peter Davies, Frances O'Brien, Matthew Phillips, Jane Rodgers</p> <p>Cyllid gan gynnwys y MTFP a'r cylch cyllideb blynyddol Budd-daliadau Technoleg ddigidol a gwybodaeth Adnoddau dynol, y gyflogres, iechyd a diogelwch Tir ac adeiladau Cynnal a chadw a rheoli eiddo</p>	Castell Cil-y-coed

	Cynllunio ar gyfer argyfyngau	
Martyn Groucutt	<p>Aelod Cabinet ar gyfer Addysg Swyddogion Arweiniol – Will McLean, Ian Saunders</p> <p>Addysg Blynyddoedd Cynnar Addysg statudol pob oed Anghenion dysgu ychwanegol/cynhwysiant Addysg ôl-16 ac oedolion Safonau a gwella ysgolion Dysgu cymunedol Rhaglen cymunedau cynaliadwy ar gyfer dysgu Gwasanaethau leuenctid Cludiant ysgol</p>	Lansdown
Sara Burch	<p>Aelod Cabinet ar gyfer Cymunedau Byw a Chynhwysol Swyddogion Arweiniol – Frances O'Brien, Ian Saunders, Jane Rodgers, Matthew Gatehouse</p> <p>Digartrefedd Cyflenwi Tai Fforddiadwy a thai'r sector preifat (tai gwag, cynllun prydesu, benthyciadau gwella cartrefi, grantiau cyfleusterau i'r anabl a thechnoleg ymaddasol) Teithio llesol a Hawliau Tramwy Canolfannau hamdden, chwarae a chwaraeon Datblygu Twristiaeth a Strategaeth Ddiwylliannol Cyfleusterau cyhoeddus Safonau masnach, iechyd yr amgylchedd, diogelu'r cyhoedd a thrwyddedu</p>	Cantref
Ian Chandler	<p>Aelod Cabinet ar gyfer Gofal Cymdeithasol, Diogelu a Gwasanaethau Iechyd Hygyrch Swyddog Arweiniol – Jane Rodgers</p> <p>Gwasanaethau plant Maethu a mabwysiadu Gwasanaeth Troseddau leuenctid Gwasanaethau oedolion Diogelu ar draws yr Awdurdod Cyfan (plant ac oedolion) Anableddau Iechyd meddwl a lles Perthynas â darparwyr iechyd a mynediad at ddarpariaeth iechyd</p>	Park

<p>Catrin Maby</p>	<p>Aelod Cabinet ar gyfer Newid Hinsawdd a'r Amgylchedd Swyddogion Arweiniol – Frances O'Brien, Matthew Gatehouse</p> <p>Datgarboneiddio Cynllunio trafndiaeth, trafndiaeth gyhoeddus, priffyrdd a fflyd CSF Rheoli gwastraff, gofal strydoedd, sbwriel, manau cyhoeddus a pharciau Palmentydd a lonydd cefn Lliniaru, rheoli ac adfer llifogydd Cefn gwlad, bioamrywiaeth, ac iechyd afonydd</p>	<p>Drybridge</p>
<p>Angela Sandles</p>	<p>Aelod Cabinet ar gyfer Cydraddoldeb ac Ymgysylltu Swyddogion Arweiniol – Frances O'Brien, Matt Phillips, Matthew Gatehouse, Jane Rodgers</p> <p>Anghydraddoldeb a thlodi cymunedol (iechyd, incwm, maetheg, anfantais, gwahaniaethu, ynysu ac argyfwng costau byw) Ymgysylltu â dinasyddion a hybu democratiaeth gan gynnwys gweithio gyda sefydliadau gwirfoddol Profiad y dinesydd - hybiau cymunedol, canolfan gyswllt a gwasanaeth cwsmeriaid a chofrestryddion Gwasanaethau Etholiadol ac adolygu'r cyfansoddiad Cyfathrebu, cysylltiadau cyhoeddus a marchnata Moeseg a safonau Yr iaith Gymraeg</p>	<p>Y Dref</p>

Nodau a Gwerthoedd Cyngor Sir Fynwy

Ein diben

Adeiladu Cymunedau Cynaliadwy a Chydnerth

Amcanion y gweithiwn tuag atynt

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

Ein Gwerthoedd

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

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

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

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

Caredigrwydd – Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

**SUBJECT: IMPLEMENTATION OF THE MY DAY, MY LIFE REVIEW
RECOMMENDATIONS**

MEETING: CABINET

DATE: 26th July 2023

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

To present the findings of the My Day My Life Service review, the public feedback received and the implementation plan for consideration by Cabinet, and to seek approval of the review recommendations.

2. RECOMMENDATIONS:

That Cabinet considers the findings of the Practice Solution's review, the review recommendations, public feedback received and the implementation plan.

That Cabinet accepts the recommendations in the Practice Solution review in full.

3. BACKGROUND:

- 3.1 My Day, My Life is a strength-based approach which enables people with a learning disability to develop and pursue their individual aspirations within every day, community settings supported by their own networks. This approach has been in place since 2014. It has resulted in a move away from traditional buildings-based only day service to more bespoke individual opportunities, with a mix of support within the community and within My Day My Life buildings.
- 3.2 The onset of the Covid-19 pandemic led to the temporary closure of all My Day, My Life hub buildings and the service moved to a fully flexible, person focused and community-based support service. As we came out of the pandemic, a reduction in the number of people receiving support and surplus staffing levels in the north and central areas meant there was a need to review the service and determine its future direction of travel.
- 3.3 A review was undertaken between November 2022 - March 2023 by Practice Solutions Ltd, an independent organisation with experience and expertise in services for people with learning disabilities. An independent review was chosen to provide an impartial assessment and to maximise the engagement of people using the service. The review is grounded in the key principles of voice and control, prevention and early intervention, well-being and co-production set out by the Social Services and Well-being (Wales) Act 2014. The final review report was produced in March 2023. It contains recommendations to the council for the future for the My Day My Life service and how it should be delivered (See Appendix 1).

- 3.4 In accordance with the Social Services and Well-being (Wales) Act 2014, any person with a care and support need has a right to an assessment based on their need and the assessment undertaken should be proportionate to the request and/or the presenting need. Assessments are the mechanism by which people receive appropriate care and support based on their identified needs and their personal outcomes. People eligible for support from the My Day My Day service will each have had an assessment to identify the most appropriate approach to address their individual circumstances.
- 3.5 When the review began there was 11 people in the north of the county and 11 in the central of the county eligible to receive My Day My Life services, following an assessment of need,
- 3.6 The My Day My Life service in the south is delivered via a contract with Mencap. A review of the service is planned from September 2023. It will be undertaken by SCH officers in the Commissioning Team and the Community Learning Disability Team.

4. THE VISION FOR THE FUTURE OF MY DAY MY LIFE

4.1 The review recommendations have allowed us to develop an initial future vision for the development of MDML, which will be shaped on the way through the direct involvement of people who use the service.

Vision for the future

- 4.2 The future service will be a mix of community-based activity together with access to a MDML 'home base' one in Monmouth and one in Abergavenny. People will be supported to take part in a range of opportunities and activities which are designed around their own interests. Making and maintaining friendships and social connections will be a central tenet.
- 4.3 The review report concludes the service needs to return to its core My Day My Life principles, restoring the positive aspects of the service and positively responding to the concern raised amongst participants, families, and colleagues as part of the review. This will be achieved through the steps set out in the implementation plan (Appendix 3). The My Day My Life principles as shown below will be at the core of the service.
- 4.4 We will re-invigorate and refocus the service, so it focuses upon supporting people to take part in community activities and is genuinely more person-centred. We will expand opportunities available to people with learning disabilities and support their participation in meaningful activities centred around personal goals and development.



There will be opportunities for individuals to experience a fulfilled life by joining in community activity. Decisions will be citizen-led.

This is about real participation in activity, not observing or low level access such as talking to someone. This is about becoming a genuine and active participant in life with the ability to make a contribution.

Wherever possible, people are supported into mainstream, rather than disability specific opportunities within the community.

People are offered individual and bespoke support to access opportunities. This is about working with people's strengths not needs.

People are encouraged to develop in the activities in which they participate and become increasingly independent.

There will be active and continuous engagement with the people who love and care for the individual most.

Serious effort will be invested to guarantee a significant community response.

- 4.5 We will support people to take part in opportunities either on a 1:1 basis or as part of a group of My Day My Life service recipients, depending on their needs and aspirations. Individual opportunities could include going to the gym, visiting the cinema, attending community classes or groups. Group activities will be arranged such as, attending Growing Spaces, Touch Trust sessions and other group activities.
- 4.6 There will be a My Day My Life base in both Monmouth and Abergavenny which will be a space for both the people receiving support and colleagues working in the service.
- 4.7 The bases will offer a dedicated space for people receiving My Day My Life, with facilities appropriate to their needs including accessible toilets and changing beds. The bases will be used to hold group activities or events such as sensory sessions, social groups, or coffee mornings etc. In addition to the service bases and the activities offered within them, people will continue to take part in community/mainstream activities, in other community buildings, as they chose within their local area.

- 4.8 The bases will be used in a fluid way to respond to the needs and aspirations of the people supported. Some days the bases may have people in them and other days not, depending on what people have planned for their day. The bases will be a safe space where people using the service can go when their planned community activities change, or circumstances prevent them from taking part as previously planned. Most people are supported to take part in community opportunities by a My Day My Life support worker who would be able to support them in the bases when the need arises.
- 4.9 A key message within the review report from those receiving the service and their families was the importance of having a base/space which was safe and “felt like home”. The service bases will be safe and a “home”.
- 4.10 Colleagues of the My Day My Life service have found the last 3 years challenging with the provision of only a community-based service. The future service bases will offer a base for the My Day My Life teams, somewhere where records and IT equipment will be located, and colleagues can congregate when appropriate. Colleagues will still spend a large proportion of their working time in the community supporting people in their various pursuits but will have the comfort and confidence of a building base.

5. CURRENT ARRANGEMENTS

- 5.1 People have continued to receive My Day My Life services since the temporary closure of the buildings in 2020 and while the review has been undertaken. People are taking part in a variety of individual and group activities. Appendix 4 provides an overview of the type of activities people receiving the service are doing and a selection of individual pen pictures are shown in Appendix 5. As we move forward with the implementation plan there is scope to further enhance and expand the community opportunities available.
- 5.2 The review identified areas which needed attention before a formal decision could be sought for implementation of the recommendations including:
- greater social contact with friends/groups
 - increased access to community activities
 - access to buildings and appropriate toilet facilities
 - service documentation and access to IT

In response we have put in place some interim arrangements as detailed below.

- 5.3 The service has increased the number of group and social contact opportunities it provides. In addition to current weekly group activities, we are planning social get togethers/activities in the coming weeks such as a weekly evening social group.
- 5.4 People and My Day My Life colleagues are accessing a range of community buildings and people are taking part in activities in various community locations in Monmouth and Abergavenny, including Abergavenny and Monmouth leisure centre, Bridges Community Centre, Mardy Park, The Melville Theatre and Danceblast studios.

5.5 People and colleagues can call in to both Monnow Vale Health and Social facility and Mardy Park should they need a base or a place to go when plans change. IT equipment and service documentation is within the buildings. They have access to accessible toilet facilities in all the buildings listed above and specialist changing bed facilities are available to them at Abergavenny and Monmouth Leisure Centres and Bridges Centre in Monmouth.

6. KEY ISSUES – THE REVIEW

Methodology

- 6.1 The review provides a comprehensive assessment of the current service and sets out a vision for its future direction with recommendations for the future. A copy of the full report is attached to this report as Appendix 1.
- 6.2 The review's focus was on seeking the views of people who receive My Day My Life and their families about what they like about the service and what they think could be done better. The review is rooted in co-producing with the people who receive the service a set of recommendations for the future operation of the service.
- 6.3 Participants invited to take part in the review were people and families currently receiving the service, young people who may use the service in the future, people previously joined in My Day My Life activities/buildings, colleagues from the service team, wider SCH officers and community organisations. Total participants are listed below:
- 22 people receiving the service.
 - 6 young people who may use the service in the future.
 - 12 people who used to join in some My Day My Life activities though not formally receiving the service.
 - 22 My Day My Life colleagues.
- 6.4 The overall participation level from all people (excluding colleagues) was 57%. All 40 people were contacted directly by the reviewers and 23 chose to take part in the review.
- 6.5 The reviewers used a variety of methods to engage with potential participants including telephone calls, easy read letters, surveys and other materials, workshops using visual aids and creative forms of expression, and individual meetings:
- 15/22 (68%) of the people receiving My Day My Life services participated in the review.
 - 33% of young people who may use the service in the future were represented by family members and participated in the review.
 - 33% of people who used to join in activities at My Day My Life centres completed surveys.
 - 17 out of the 19 My Day My Life colleagues took part in the review. (89%).
- 6.6 All participants contributed to producing and agreeing the final report. People were invited to offer their comments on the draft recommendations, which were then finalised within the final report. A copy of the final report was shared with all people receiving the service.

Review Conclusions

- 6.7 The report concludes that when the council initially moved away from providing traditional day services, it was challenging for both staff, participants and families. However, it stated everyone responded well to the challenges involved and with positive results. People spoke about a time when the My Day My Life service was offering a good variety of individual and group activities and support; individuals had moved towards greater independence.
- 6.8 It goes on to state that over time and especially with the impact of Covid-19, the service drifted away from its original principles. It found a lot of concern amongst participants, families and employees, as well as uncertainty and a lack of clear direction. People and their families have been affected badly by the drift and the ongoing closure of buildings. All this is partly a consequence of the need to find ways of responding to unprecedented change for people, communities, and public services such as local authorities.
- 6.9 The reviewers state the council will need to take steps that will restore and develop the positive aspects of the My Day My Life service. This will require a commitment to making timely plans and decisions, providing positive leadership and implementing practical changes. The programme of reform should be developed in full partnership with people receiving the service, their families, staff and stakeholders.
- 6.10 The new service model must fit within a wider strategic offer for people with learning disabilities in Monmouthshire, which focuses upon supporting people to take part in community activities and helping services to become genuinely more person-centred.
- 6.11 The evidence from the review is that a return to the core My Day My Life principles would win widespread support and make a major contribution to improving the opportunities available to people with learning disabilities and support their participation in meaningful activities centred around personal goals and development.

Review Recommendations

- 6.12 The report makes 10 recommendations for the future development of the service which are listed below, more detailed information is available in Appendix 1:
1. The council will need to take steps to restore and develop the positive aspects of the My Day My Life service.
 2. The My Day My Life service should return to the principles it set out at the start.
 3. The council should consider the range of opportunities and activities that will be made available to participants in the service.
 4. The service should adopt more flexible working hours.
 5. The service needs to have stable, compassionate and person-centred leadership.
 6. The programme will have a clear process to document what is happening.
 7. The service should have safe and accessible buildings.
 8. People and families should be meaningfully involved in making changes.
 9. Monmouthshire should think about all learning disability services.
 10. There should be a map of all the services in Monmouthshire.

7. PUBLIC CONSULTATION

- 7.1 The review report was published on the Council website, inviting comments from the public between 6th – 28th April 2023 via an online questionnaire and an easy read PDF version.
- 7.2 In total 24 responses were received to the online public consultation; no easy read returns were received. A full analysis of the responses is set out within Appendix 2.
- 7.3 The public consultation respondents self-identified as follows:
- 50% of respondents were members of the public,
 - 17% family members of people who have, currently use or may use the service in the future,
 - 13% are previous employees,
 - 8% are people who have joined in on My Day, My Life Activities previously,
 - 4% are people who currently use My Day, My Life services,
 - 4% are people who may use the service in the future.
- 7.4 There was overall support for the recommendations:
- between 88% - 96% of respondents either agreeing or somewhat agreeing with each of the 10 recommendations.
 - 3 recommendations received no disagree or somewhat disagree responses.
 - 7 recommendations received between 4% - 8% responses which either disagreed or somewhat disagreed.
- 7.5 Respondents were also able to provide narrative comments and more general feedback. Appendix 2 provides a summary of the questionnaire responses and feedback received. The narrative comments have been collated into themes, which are listed below:
- A variety of activities needs for people; a mix between community and hub- based activities.
 - Tudor Street should be re-opened.
 - The need for accessible community buildings for the wider population.
 - People with learning disabilities need time with friends.
 - The need for skills training including independence and work skills.
 - The need to provide appropriate support and buildings for people with complex learning disabilities.
 - The need for My Day My Life to have a centre/base.
 - The need for appropriately skilled staff and managers.
 - The need to involve people who receive services and their families in planning and developing the service.
 - The need for better accessibility of all Monmouthshire buildings.
 - More support for carers.

8. IMPLEMENTING THE RECOMMENDATIONS

- 8.1 A comprehensive implementation plan has been developed in response to the recommendations.

- 8.2 The 10 recommendations are both wide ranging and detailed, implementing these will require significant effort and time. A key message within the report is the need for the Council to ensure that the future service is developed in a co-produced way with the people who receive it, with meaningful and active involvement.
- 8.3 A proposed implementation plan has been produced (a summary of which is in Appendix 3) which sets out in detail the actions and timescales for the delivery of the recommendations. Subject to approval the next step will be to engage with people receiving the service, their families, My Day My Life colleagues and community organisations to work together to begin the implementation. The estimated timescale for completing the implementation of the recommendations is March 2024.

Future service buildings

- 8.4 Recommendation 7 is the service should have safe and accessible buildings. This is a significant aspect; preparatory work has begun to scope out the criteria for the future service buildings and identify potential sites/buildings in advance of a cabinet decision.
- 8.5 The review report contains feedback from people receiving the service, their families, colleagues and others setting out what is wanted from a future building/service hub. This feedback has been used to develop a provisional set of criteria, which will be shared and finalised with key stakeholders, especially those using the service through the implementation involvement process.
- 8.6 During the review, participants suggested a number of community buildings which might be suitable to host future service bases. This list of bases has been brought together with other potential buildings. An initial assessment has been undertaken by officers from the Council's Estates and SCH departments to compile a short list of potential properties. An initial options appraisal and feasibility assessment has been undertaken (Appendix 6)
- 8.7 The 1st and 2nd stage feasibility assessments have identified a short list of 3 buildings in both Abergavenny and Monmouth which are the strongest options for a future service base in each of the locations. We are awaiting confirmation from all the buildings not owned by MCC that suitable space can be made available and the likely costs. The shortlist is shown below:

Abergavenny:

- Abergavenny Community Centre
- Melville Theatre
- Tudor Street

Monmouth:

- Bridges Centre
- Monnowvale Health and Social Care facility
- Overmonnow Family Learning Centre

- 8.8 The next stage is to seek the views of people receiving the service, their families and My Day My Life colleagues on the short list and arrive at the best possible option for a service

base in both Monmouth and Abergavenny. An initial workshop is planned with people and families in August to undertake this.

- 8.9 The service bases will offer a sense of belonging for people and the team as well as an environment where activities and opportunities can be held. The bases will always be in addition to people joining in community activities in other community buildings and locations.

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

- 9.1 An Integrated Impact Assessment has been undertaken and is attached as Appendix 7.
- 9.2 A summary from Section 8 of the Integrated Impact Assessment identifying the significant positive and negative impacts is detailed below.

Positive Impact

The independent review recommendations and the implementation plan will enable us to build and strengthen the service for the future. The review has been produced with full collaboration with stakeholders including people receiving the service and their families. Participation levels were high and included those with the most complex of needs. The equality, diversity and inclusion needs of people was understood as part of the review and informed the development of the recommendations for the future of the service. The review was based on the established values and principles of My Day, My Life to enable people with a learning disability to develop and pursue their individual aspirations within every day, community settings supported by their own networks. The recommendations for the future will support in the creation of connected, prosperous and resilient communities, whilst ensuring collaborative and inclusive practice.

Negative Impacts

It is possible that the implementation of some of the recommendations may create anxiety and uncertainty for people receiving the service, their families and the staff team due to it signalling change. The recommendations developing a more flexible service which may have an impact on the size and terms of conditions of the current establishment include also may identify the need for a smaller or different staff team, which could impact on the primarily female staffing team.

10. REASONS:

- 10.1 The review provides a comprehensive assessment of the current service and sets out a vision for its future direction with recommendations for how this can be achieved.
- 10.2 The development of the My Day Life service as set out in the recommendations will ensure that the service returns to its core My Day My Life principles, restores the positive aspects of the service which were in place previously and positively responds to the concern amongst participants, families, and employees.

- 10.3 A re-invigorated and refocussed service is needed which focuses on supporting people to take part in community activities and helping services to become genuinely more person-centred. This will improve the opportunities people with learning disabilities have and their participation in meaningful activities centred around personal goals and development.
- 10.4 Implementation of the recommendations will result in a modernised service which has the right ethos and values, is fit for the future, and delivers high quality support.

11. RESOURCE IMPLICATIONS:

- 11.1 The majority of the costs associated with the implementation of the recommendation will be met from within the My Day My Life service budget, with the potential exception of:
- Any capital costs relating to works required to ensure the future service bases are accessible and fit for purpose.
 - Potential redundancy costs arising from the redesign and restructure.

12. CONSULTEES:

Jane Rodgers - Chief Officer, Social Care & Health
Jenny Jenkins – Head of Adult Services
Nicholas Keyse - Acting Head of Landlord Services

13. BACKGROUND PAPERS:

- Appendix 1 Practice Solutions Review of My Day My Life Report
- Appendix 2 Summary of Public Consultation
- Appendix 3 Implementation Plan Summary
- Appendix 4 Weekly Activities
- Appendix 5 Pen Pictures
- Appendix 6 Buildings Feasibility Report
- Appendix 7 Integrated Impact Assessment

AUTHOR:

Ceri York Service Manager Commissioning and Disability Services Manager

CONTACT DETAILS:

Tel:

E-mail: ceriyork@monmouthshire.gov.uk



My Day My Life Service Review

Report produced for Monmouthshire County Council

Authors: Ainsley Bladon, Becky Holmes & Mark John-Williams

Practice Solutions Ltd
March 2023

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1. Introduction

Monmouthshire County Council asked Practice Solutions Ltd. to undertake an independent review of the My Day My Life service, which provides day support for people in North and Central Monmouthshire (Abergavenny and Monmouth areas).

The review is grounded in the key principles of voice and control, prevention and early intervention, well-being and co-production set out by the Social Services and Well-being (Wales) Act 2014.

This report is about what we did and what people told us. It also includes recommendations to the council about the future for the My Day My Life service and how it should be delivered.

What is in this report?

- A history of the service.
- What people told us.
- Recommendations about what the council should do next.

What did we do?

We read reports and documents that told us about the history of the service.

We met with the council to understand more about the My Day My Life service. The council gave us a list of all the people who might want to talk with us about their views, experiences and opinions.

It was agreed that we would contact people from different groups.

- People who use the My Day My Life service now and their families.
- People who used the activity centres before Covid.
- People who might use the service in the future.
- People who work for the service now.
- Other people who work in the council and know about the service.
- People who have jobs at other community agencies that work with the service.

Between December 2022 and February 2023, we talked to people in different ways so that there were no barriers to getting fully involved in the review.

- Meeting with people who use the service and their families in person. to talk about what they feel and think about the service. We visited Abergavenny and Monmouth on six different days.
- Holding two workshops to understand more about participants, including what they like to do and what is important to them.
- Meeting with staff in person and on the computer (using video conferencing) to understand their thoughts and views.
- Asking people who used to drop into the service to complete a survey and share their experiences.
- Hearing from families about young people who might use the service in future so that we know more about their interests and hopes for the future.

We used various ways to communicate.

- Sending easy read and picture photo symbol invitations and inviting participants to bring along someone close to them if they wished.
- Using visual aids and creative forms of expression.
- Asking participants to bring photos and items that show what is important to them, working with chart paper, markers, and sticky notes.
- Having shared conversations about what and who is important in individual lives through person-centred and simple community mapping tools.

The council has asked us to make recommendations about what further action is needed. Once we had looked at all the evidence and considered what would be most helpful, we sent our list of recommendations to all the people we had spoken to, as well as those who did not speak to us during the engagement period. This was to make sure that they agreed with the recommendations in this report.

We then finished writing our independent report. It will be given to the council which may ask other people for their opinions before deciding what to do next.

Who took part – participants in My Day My Life

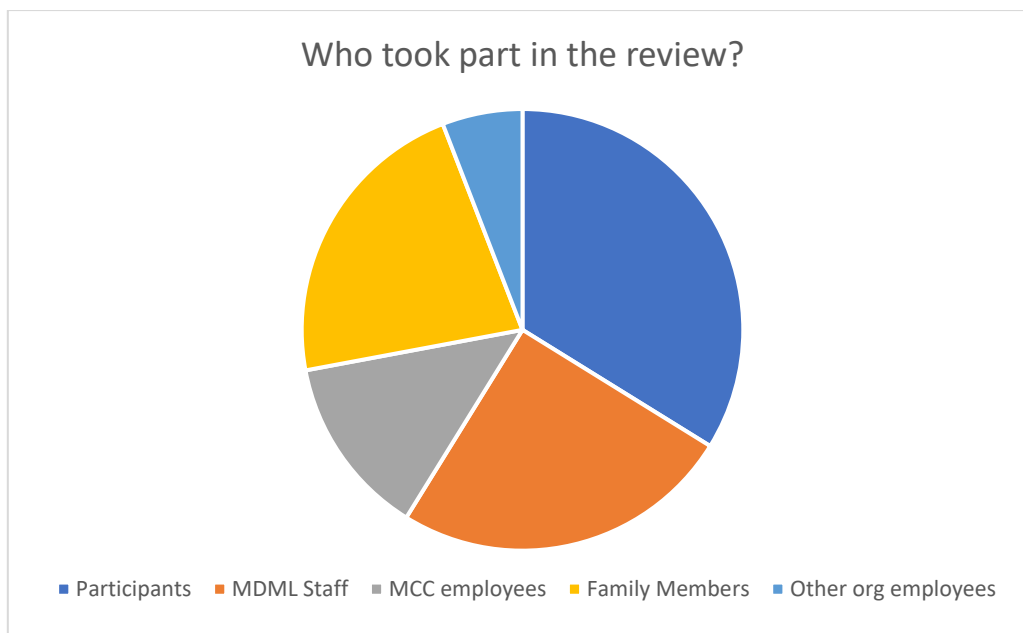
We spoke to:

- 4 out of 12 people who used to drop into the centres completed surveys
- 2 people who used to participate in My Day My Life attended in person events with their siblings.
- 6 out of 11 current participants in Abergavenny attended in person events
- 9 out of 11 current participants in Monmouthshire took part. 6 attended in person events, 2 people were represented by family members and 1 person gave comments by phone
- 2 out of 6 people of transition age were represented by family members

Overall, out of the 41 people we contacted, 23 chose to take part in the review (56%)

Current participants were the highest attendees, at 68% attendance rate

We also spoke to family members, community organisation employees, and other Monmouthshire County Council staff such as social workers and managers. More detail can be found in the table below



Participants	Family Members	Employees of MDML	Other Monmouthshire Council employees	Community Organisation employees
23 out of 40 contacted participants took part in the review	15	17	9	4

What happened next?

The council has asked us to make recommendations about what further action is needed. Once we had looked at all the evidence and considered what would be most helpful, we sent our list of recommendations to all the people we had spoken to during the engagement period, as well as those who did not speak to us. This was to make sure that they agreed with the recommendations in this report.

We then finished writing our independent report. It will be given to the council which may ask other people for their opinions before deciding what to do next.

2. The history of the My Day My Life Service in North and Central Monmouthshire

How the My Day My Life service started

We learned a lot about the service.

Before 2014, the council had a day centre. People visited a building between 10am and 3pm Monday to Friday and they did different activities together. Mostly, all the participants did the same activities.

In 2014, the council decided to do things differently. This meant using a person-centred approach with decisions about which activities to do and where, based on people's strengths and what matters to them. The principles of the new service are set out in the box below.

There will be opportunities for individuals to experience a fulfilled life by joining in community activity. Decisions will be citizen-led.

This is about real participation in activity, not observing or low-level access such as talking to someone. This is about becoming a genuine and active participant in life with the ability to make a contribution.

Wherever possible, people are supported into mainstream rather than disability specific opportunities within the community.

People are offered individual and bespoke support to access opportunities. This is about working with people's strengths, not needs.

People are encouraged to develop in the activities in which they participate and become increasingly independent.

There will be active and continuous engagement with the people who love and care for the individual most.

Serious effort will be invested to guarantee a significant community response.

There will be a need for a base (Hub) within the community where people are able to go for peer support and which acts as safety net.

The new way of doing things meant that people still did some activities in buildings, but they also went out more into their communities.

Participants were able to choose the way they spent their day - doing things that were most important and meaningful to them with the help of a support worker where necessary.

People were able to enjoy activities at a range of community venues, such as Dance Blast, gardening, and running a community café. There were also My Day My Life hubs, which had on-site pastimes like art and pottery.

This was a big change for everyone. Staff received training to help with the new way of working and the council had advice from an expert in person-centred planning to make sure it got things right.

The service was looking to introduce a six-steps approach.

- 1) Ask permission.
- 2) Meet with those who are important.
- 3) Ask different questions (like 'what matters to you' / 'what is your best life').
- 4) Look at complementary and supplementary solutions (making connections and building relationships).
- 5) Make it happen.
- 6) Review / reflect.

Moving forward with a completely new way of working has been a long journey for participants and their families and staff members alike. The service began operating social enterprises like a print shop and café, which gave participants valuable job skills, alongside a range of social, health and wellbeing and expressive activities.

A service review in 2019 highlighted that, while the new service philosophy had created these new opportunities, it also presented challenges.

By March 2020, everyone had moved away from a traditional day service, with some success in helping people become more independent. The range of new activities included touch trust, yoga, and tea dances. The Abergavenny hub was closed two days a week, and the two Monmouth hubs had combined, as more people accessed mainstream community activities.

During the Covid-19 pandemic (2020-2022)

With the onset of national Covid-19 pandemic restrictions from March 2020, all public buildings needed to close temporarily.

During this time, people were offered individual support on a priority basis. Those living in supported accommodation received a service in their home. Because of restrictions, people were mostly going out for walks or for coffee when the shops were open. All over Wales, people were not allowed to meet. Some staff members and participants were shielding. During the pandemic, many newer staff were redeployed or moved to other jobs.

This meant that the usual My Day My Life service was very different for a long period of time.

After the Covid-19 pandemic (2022-2023)

The council decided that people living in supported housing should continue receiving support from staff at their home, who could take them out rather than having a different support worker through My Day My Life. These individuals were not included in the review.

Far fewer people are now using the service. As of June 2022, over 50% fewer people were involved than before the pandemic. For this reason, there are now too many employees and most are working a few hours each week. Some staff are also working in the Individual Support Service (ISS), which has more participants.

When the restrictions were lifted, the buildings remained temporarily closed while the council considered next steps. It commissioned this review.

Community activities have started again, although not all of them re-opened after Covid-19.

Other things to know.

There are other services for people with learning disabilities in North and Central Monmouthshire. These include:

- **The Individual Support Service:** This is much like My Day My Life. It helps people with their short-term goals, like being more independent and doing things like taking the bus or learning to cook. People meet with a support worker and work together to achieve these goals. The main difference is that My Day My Life is a longer-term service and the Individual Support Service has many more participants.
- **My Mates:** This is a social group run by the council that arranges activities which people can attend independently or with their support worker. The goal is making friendships and close personal relationships. It has won a Social Care Wales award for innovation.
- **Community organisations:** There is a range of organisations and charities available for individuals with learning disabilities such as People First, Growing Space, Dance Blast, the Bridges Centre, and employment agencies. Some are sponsored by the council and others are independent.
- **Direct Payments:** Under this scheme, people receive money from social services to employ their own support privately from whoever they choose.
- **Supported Living:** This is housing for people with learning disabilities, with the focus on being as independent as possible.

3. What people told us: My Day My Life participants

Practice Solutions contacted 40 individuals by phone and letters were sent regarding events. Over half of current participants in the My Day My Life service chose to meet with us, to talk in person. Four people were represented by parents because they were not available on activity days.

Of those who could not participate, this was usually because they were unwell or very busy during the Christmas period. We held additional events and workshops in January and February to better understand what people wanted from the service.

After the engagement activities, we then sent emails or easy read letters to all participants (even those who couldn't make the in-person meetings). Our draft recommendations were shared with them, giving everyone a final chance to comment about whether or not they agreed with our suggestions.

'My Day My Life' Engagement Workshops

Within the workshops we wanted to create opportunities for more informal conversation, moving away from an interview situation. This enabled us to get to know people in a more relaxed way. Because 'My Day My life' tries to be a person-centred and community-focused service, we decided to use similar approaches in the workshops.

We focused on 3 themes:

- What are your passions and interests and what do people like and admire about you? (Based on the 'one page profile' approach)
- What is your community? What are the important places and faces in your life? We used a 'community mapping' poster to record people's responses.
- What does a good life and service look like for you? What would you like to see?

In this way, we were able to have a positive, engaging and meaningful session, where we got to know the people who use the service and learned about what makes them tick, what works for them and what is important to them.

- In total, 15/22 current participants took part in the review (68%).
- 6 out of 11 current participants in Abergavenny (55%) met with us in person.
- 9 out of 11 current participants in Monmouthshire (82%) met with us in person and one person provided comments by telephone.
- We also spoke with 2 families of young adults who are in transition.
- We had 4 surveys returned from people who used to drop into the service, out of 12 that we'd written to. We also spoke to 2 previous participants in the programme who accompanied siblings.

Previous My Day My Life participants

We provided a survey to some of the previous My Day My Life participants who used to drop in at the day centres. 4 out of 12 people completed the surveys. Here is what they said.

What did you like most about MDML?

- It was a safe place to be
- the other people that went and the activities
- I liked doing my artwork, and socialising with my friends
- Very good time in the hub

What were your favourite activities?

Using the computer, Drumming, Glass Painting, Art, Office activities, Radio, Drawing, Socialising with friends, community Cafe

I felt I was filling my day with worthwhile activities.

What would you like to be happening at MDML in the future?

- If the My Day My Life re-opened, I could continue seeing my friends and doing my artwork
- Going back to how it was before
- I would like MDML to continue, for I really appreciated the support
- More activities and days out

What did you not like about MDML?

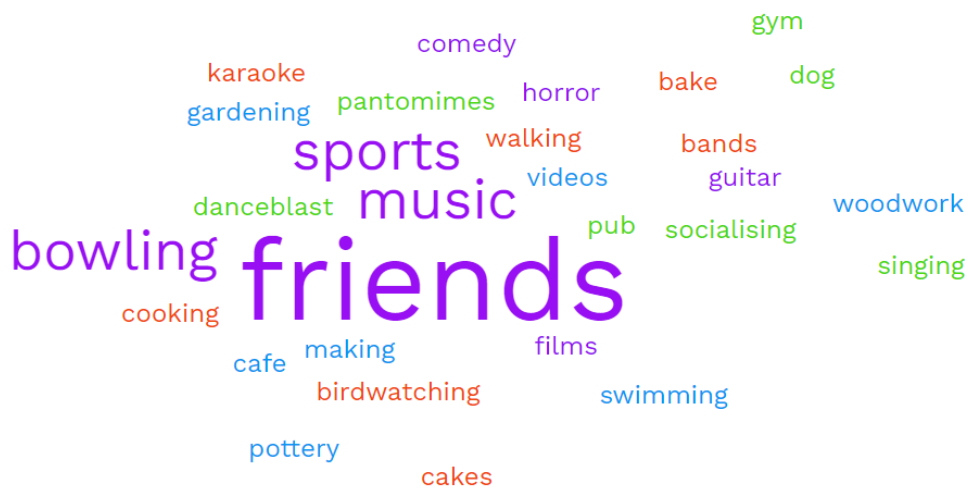
- 3 people stated that there was nothing they did not like
- They stopped some of my favourite activities but they moaned when we went on the computers

I was really satisfied with the service it provided.

Current My Day My Life participants.

Experiences of the service

People taking part in the My Day My Life service have many different interests! Here are some they shared with us:



Participants spoke about all the activities they have enjoyed while using the My Day My Life service. These included job skills like running a print shop and café, doing pottery, attending events, taking part in social activities with their friends, going to the theatre, creating a fashion show, pursuing hobbies and going to the cinema or bowling .

Participants expressed disappointment with the range of activities currently available. They spoke about missing their friends who used to do gardening and other group activities with them. They also described the loss of job skills activities which are no longer running.

The impact of Covid-19

The impact of restrictions during the pandemic and building closures has been considerable. Participants spoke about missing their friends and feeling lonely during this period. While the situation was not avoidable, many had hoped to get back to their routines following the lifting of restrictions and they feel dismayed that buildings have not re-opened and many activities are not available.

One participant said they were taken off the service list because they did not want to do the activities on offer, even though their review noted that the only reason for their preferred activities not happening was the restrictions in place. Another person said no one called and that made them feel sad.

What people did not like so much about the My Day My Life service

There were areas where some people wished things could be different.

One person spoke about feeling upset when they tried to see their friend who lives in supported accommodation after the pandemic but the friend was not allowed out - the support worker in the housing scheme was not available).

Some people expressed concern about the costs of taking part in the new service model as participants pay for their own activities of choice.

One participant commented that “management do not listen to you and never return your calls.”

Future vision

In our workshops, participants created murals showing activities in their town as well as describing what good looks like.

We should all attend the meetings about My Day My Life as the changes affect us.



Here are some of the ideas.

- Schools and colleges should know about the service.
- There should be meaningful work for individuals like the craft studio we used to have.
- There should be group activities as well as individual ones.
- The public should be able to come in, look at the arts and crafts and go to the café.
- It should be in the middle of town.
- It should be clear what the service is.
- There should be some kind of transport.
- There should be a place where people can interact.
- A good service would include arts and crafts.
- All the services should link better.
- Communication should be better.
- There should be a service map that shows what services are available, to whom and where.
- Participants should be involved in working with the council to design services together.

Participants asked to have access to building(s) that can have a number of functions, including:

- being a meeting place.
- having somewhere to practice skills.
- knowing there is somewhere to go that is safe and accessible.

What was most important was to have a range of activities and outings / events that are meaningful and stimulating and that promote socialising with others.

Participants felt a mix of time out in groups or individually as well as accessing indoor activities was important - some in community venues and some in designated My Day My Life venues.

Young people who may access the My Day My Life service in future.

The transition experience

For young people aged 16-18 who have a learning disability, support is provided to help them make the transition from children services to adult services. This includes having a social worker who helps the young person decide their next steps, whether this is further education, employment or moving towards independent or supported living.

Some young people may choose to access the My Day My Life service or the Individual Support Service. The families we spoke to were unsure about what the My Day My Life service involves, having not received information about it from the council.

Future vision

For young people, there were different ideas about which activities to do. Families told us they would not wish to access a traditional day centre model, and they would probably be more interested in evening and weekend activities with people of the same age (especially if they are continuing with studies or working).

Families indicated it would be useful to spend more time talking to transition-age young people about the different options, so that they can make informed decisions. Themes they considered important were employment or activities oriented towards life skill development - like work experience in catering, charity work, work with animals and learning more about how to manage money, stay in good health and about rights.

Some examples of the activities for those aged 18-25 taking place in the community include outdoor and wildlife activities, camping, climbing and canoeing. These are quite different to the activities currently taking place within the My Day My Life service and they should be considered when thinking about what younger participants might want.

It should be someone's job to tell you what's available and to connect everything up. I mostly find things out by looking online and talking to people but never hear from the council.

Families of younger people noted that transport can be an issue, particularly when parents work during the day and have use of the car.

Communication was felt to be very important – families were not sure what was available.

There was some anxiety about what comes next for young people making the transition to adult services. Families we spoke to were unclear what that would mean. One family member noted that their respite was cancelled suddenly as their child had turned 18. They did not find out until the respite home called and told them the day before her last session. This came as a real shock.

4. What people told us: family members

15 family members took part in the review. Some met with us in person and others attended workshops with My Day My Life participants.

After we had agreed the recommendations, we shared them with family members who spoke to us on their own, to make sure we had captured their views correctly.

Experiences of the My Day My Life service

Families strongly supported about the idea of individual goals and support for participants, and finding meaningful activities to do.

Some families said that having only a couple of hours a week is not sufficient. It does not enable the participant or families to have healthy time apart from one another and outside the house.

Families feel that, since the pandemic, the service has not returned to how it was before and that the quality of the service is not as good.

Some families had concerns about how they would afford to keep paying for activities, given the cost-of-living crisis.

The impact of Covid-19

Family members maintained that things had been very difficult since the pandemic and the changes made to the My Day My Life service. There had been a lack of communication from the council about what was happening and big adjustments had to be made when hours and support had been cut during and after the pandemic.

One person noted that, during the pandemic, their family received 3 phone calls over 2 years. One participant was offered a zoom course / walk around town but did not want this. While acknowledging that restrictions prevented 'business as usual', participants felt annoyed and frustrated.

There were few opportunities available in the community. Staff often had to adapt and provide more urgent support like shopping for essentials. Some families said that they felt abandoned during this period.

Many parents felt that activities have been less meaningful since the end of the pandemic, with limited variety available. Hours of support are much shorter since 1:1 replaced the day centre model of service.

Some families felt that potentially enjoyable opportunities could not be made available because of staff reluctance to take part. One parent commented that 'the staff refuse to take my child anywhere as they find them difficult'.

Since the pandemic, families have been feeling let down by lack of access to buildings. 'My son does not like just walking around the park every week, that is his only time out of the house sometimes and he misses his friends'.

Future vision

Family members agreed that a mixture of 1:1 and more group / social activities is needed, both to maximise independence and to support personal growth and development.

Families felt that there should be a specific building for the service but participants should also go out and enjoy community life. Buildings should be able to accommodate care needs such as blending food and toileting as currently this is a barrier to being away from home.

Families regarded integrating with the community as important. It enables people to learn how to speak normally to individuals with disabilities. Not everyone understands that you need to talk to the person in the wheelchair rather than to a staff member who is with them. This can be changed by having local fun events and activities that everyone can do together.

Buildings

My Day My Life has used many different buildings over the years. We asked review participants which buildings they like the best. There were a lot of suggestions!



Shire Hall
Bridges Centre, Drybridge House
Park Street Abergavenny
Monmouth hub / library
St Thomas Church Hall
Tudor Street
Local village halls
Rockfield Community Centre
Mardi Park
Over Monnow

Family members told us what is most important in any building that the council chooses to use.

- A place to feel safe and 'like I belong'.
- A place that is 'our own'.
- Appropriate toilet facilities with changing places.
- Different spaces for activities like a kitchen and garden.
- Located where all the action is in the town centre, not out of the way.
- Outdoor space for BBQs and activities.
- A meeting place for participants but also used by community / the public.
- Somewhere with a sensory room.
- A balance of communal areas and quiet spaces.

5. What people told us: Employees in the service

We wrote to staff and contacted them by email / letter to invite them to take part.

We spoke to staff during 6 'in person' days and online over several days.

We then sent emails or letters to all staff sharing our draft recommendations, to give everyone a chance to comment.

- 6 Monmouth staff took part in conversations – 5 chose to take part by phone or video call and 1 in person.
9 Abergavenny staff took part in conversations – 8 opted to take part in person, and 1 by phone.
2 service managers were involved.

Experiences of working for the My Day My Life service

Most staff working for My Day My Life are part-time. Some are semi-retired or work just a few hours a week. Since the end of the pandemic, there have been fewer participants and extra staff. Most staff said that they are happy with their existing hours and they would not want to change them by working after hours or on weekends. Some people felt that new hours would be acceptable.

We asked staff about the shift away from the traditional day service model to 1:1 support and a brand new way of working. This had been a difficult transition for some of those who had worked in a day centre for a very long time. However, employees spoke positively about the changes. They described how each person had a review when the new service model was introduced and some new activities were identified, such as cooking and seaside visits. Activities that used to involve everyone (such as aromatherapy and arts and crafts) were enjoyable but not everyone in the group wanted to do them. Staff felt that it was a positive move to introduce a more mixed approach. Older participants generally found the transition to support work more challenging than the younger ones did, partly because they saw activities as more of a way to pass the time than something more meaningful.

When asked what it was like work for the service, staff had a number of positive comments.

- Staff spoke warmly about their relationships with participants and many had worked with the council for many years. They value the time they spend with individuals and feel they are making a positive difference in that person's life.
- Staff felt positive about the changed model that had been introduced and thought that it was time to move forward with the My Day My Life approach.
- Staff enjoyed facilitating activities.

There were some aspects of the work they would change.

- Since the pandemic, regular team meetings and supervision had not taken place, or were hard to attend as many people only work some days each week.
- Planning new activities is difficult because sometimes staff are only assigned participants a day or two beforehand.
- Lone working and not being connected to a team can be isolating and demotivating.

Staff reported that they are feeling anxious about the future. There are fewer participants and not enough hours. They worry that they might lose their jobs.

Employee well-being will be very important going forward. Clear, positive and compassionate leadership must be in place to make changes. It is important that leaders create a culture of team working and provide training and development opportunities for individual staff with appropriate supervision and support.

Person-centred planning

Person centred means putting the person at the centre of planning their own services. And making sure their wants, needs and values guide decision



Staff members embraced the concept of person-centred planning. However, they have found it quite difficult to put into practice, for various reasons.

- There is no clear process in place for care planning - e.g., plans are not documented and many staff members do not have access to computers or email addresses, to communicate with the social work team.
- Case notes do not record activities and so it is difficult to chart progress towards goals or even share information about which activities an individual enjoys. This means that new staff members have no records that would enable them to be aware of an individual's likes and needs or any concerns.
- Because they work part-time, staff members felt there were not enough opportunities for planning.
- The approach has been quite ad hoc, asking a person on the day what they want to do. Some staff members shared their perception that, because of their vulnerabilities, many participants will just say yes to whatever is suggested even if it is not something they enjoy or find meaningful.

I can tell at a glance how the people I work with are feeling because we have worked together for such a long time.

Risk assessment.

Staff members advised us that they do not undertake risk assessments. Some of them said this was not necessary because it is important that participants are enabled to take positive risks. Another staff member noted that, if there was a particular risk for a person or if they were injured, then an assessment should be done.

It is essential that risk assessment forms a proactive part of care planning for all participants, to identify any potential issues. All staff members should be aware of an individual's risk factors when planning activities, with easy access to pertinent information such as physical health conditions. This does not mean that any activities with risk should be avoided but it does ensure that informed decisions can be taken and mitigation strategies can be put in place to reduce risk where it exists. For example, without being able to access the computer, how would a staff member know about a life-threatening food allergy when taking someone out for a meal? This issue must be addressed as a matter of urgency.

Social workers do complete care plans for each individual but My Day My Life staff reported that, for the most part, they are not involved in this process. A referral for the service is received and the staff are then assigned to participants.

The impact of Covid-19

The pandemic was a tough time for employees and participants. Some members of staff had to shield because of health conditions and others were redeployed to support critical activities relating to the pandemic. A few staff members spoke about how the lack of structure and routine was challenging. They reflected on how difficult it was for people they supported when they were unable to enjoy the usual activities. In particular, staff members were conscious of the impact on participants of not seeing friends.

Staff members reported that, since Covid-19, fewer activities have been available. However, a brief review of community activities in North and Central Monmouthshire showed that there is a wide range of potential activities in place. Evidence for this was available from advertised activities online, leaflets in community hubs and public spaces, posters advertising events, and from speaking with community partners.

Staff members note that the increased cost-of-living has been prohibitive for many people. They identified potential barriers to getting access to activities.

- Inclement weather.
- Transport restrictions – some employees do not drive and not all participants have access to a wheelchair-friendly car. Abergavenny staff have access to a pool car but this is not the case in Monmouth.
- Staff are not always comfortable doing some activities because of their health limitations or inability to swim.
- There is no activity schedule or central place to learn about what is happening locally.

There did seem to be some confusion among staff members about access criteria to My Mates and whether participants can attend an activity without a support worker.

The review made clear that there is not a consistent effort made to identify new opportunities. Staff in the service are not regularly engaging with community partners in developing person-centred, bespoke activities based on individual needs and wishes.

Future vision

No staff members wanted to return to the traditional day centre model. All expressed a desire to have a mixed model, combining buildings-based and outreach support work.

From an employee perspective, benefits to having bespoke buildings include:

- participants seeing friends and having a meeting space;
- somewhere to hold holiday and special events;

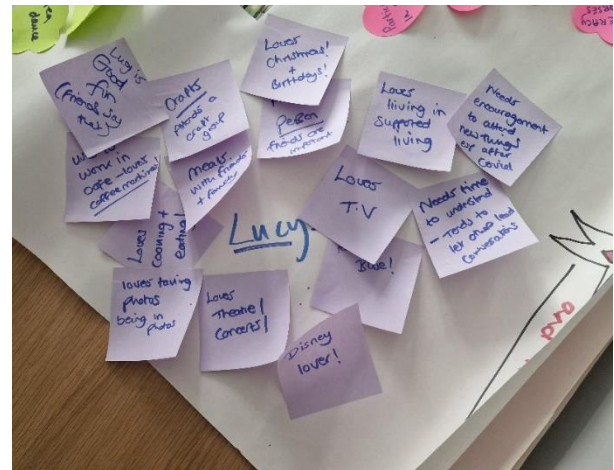
- having storage for equipment needed for activities;
- access to appropriate toileting / care facilities.

Employees would like more assistance in identifying local activities and opportunities. They liked the idea of having an activities coordinator who could help them cater not just for individual needs but also for group activities.

Most employees supported in principle the idea of extending service hours, up to 7 days per week and in the evening. However, this is not currently reflected in the terms and conditions in employee contracts and it would require a review of individual circumstances. Many did not wish their own contracted hours to be changed.

Staff noted that the council already has a good transport policy in place whereby families are responsible for transport to activities, in line with ideas about independent living. However, they thought it would be helpful to have a vehicle available with good wheelchair access when going with a group to other places, especially those further away.

It felt emotional to reunite at our Christmas meal recently as so many had not seen each other for a long time



6. What people told us: other council employees and community organisations

We spoke with a range of other council employees associated with the service, including social workers and programme leads. We also asked 4 community organisation employees for their views.

Other Council Employees	Social Workers	Community Organisation Staff
5	4	4

Experiences of the service

Council employees felt that the service has gone off course since the pandemic. Many noted that participants used to really enjoy employment skills activities and also that the things people used to do seemed more purposeful. All felt more could be done to make use of activities that are available.

Some people felt that the transition to a more person-centred approach had been difficult for some staff in the My Day My Life service.

Council employees felt that there should be better communication between services and that positive leadership would help to bring together staff from across a range of services.

Impact of Covid-19

Council employees noted that, since the pandemic, there is limited evidence of participants meeting up with others. Most activities continue to centre on using local parks or cafés or going for walks, rather than the more novel activities seen when the service first developed. Some staff have expressed reluctance to undertake new activities like swimming or trampolining. This has limited the ability of the service to fulfil the needs of those who wish to take part in these pursuits. It was noted that some staff in the service have good ideas for novel activities which would be fun as a group - such as adaptive sailing, paddle boarding at the reservoir or going to shows out of town. Because of 1:1 allocated time slots and staff availability, in practice these types of activities were not taking place.

Council employees expressed concern that, if they are not invited to develop their own ideas using appropriate person-centred planning, some participants will just say ‘yes’ to most suggestions.

Social workers have stopped referring people to the My Day My Life service because they feel the Individual Support Service has more to offer now and that the two are very similar. They feel employees in the Individual Support Service are more willing to do a wider range of activities.

Time moves on but people don't always move with it.

Future vision

In common with other people we spoke to, everyone was in favour of having buildings and also doing individual and group activities out in the community. They felt there is a need to ‘think outside the box’ and find creative new ideas. The staffing model should have flexible hours and clear job descriptions. The service should consider roles such as activities coordinator, day centre manager, and outreach manager. Each employee should have responsibility for some of these functions.

Employees in the council felt that MDML staff should be offered more training and support. Social workers indicated that having a better understanding of positive behavioural support approaches would help support workers in their jobs and to help them feel more confident in different situations.

Many employees noted concerns about the lack of recording and planning. They thought it essential that employees of My Day My Life document their time spent with individuals and that they record individual progress, concerns or issues.

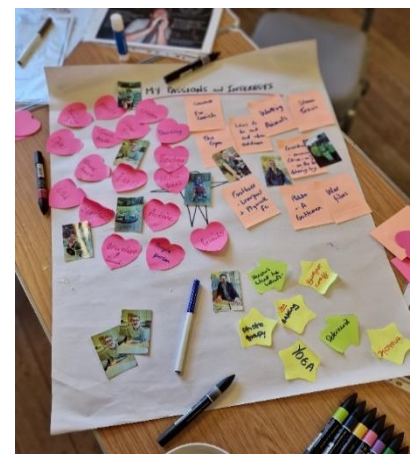
Social work teams and My Day MY Life staff should work more closely together to do care planning and reviews with individuals and their families.

The programme should be designed with everyone together and include the views of the wider learning disability community such as community organisations and charities as well as the health team (occupational therapists, speech and language therapists and so on). Council employees also felt that more could be done to improve the offer of support to others with neurodevelopmental conditions like autism and Asperger's syndrome, who currently do not have access to this type of person-centred planning.

Community organisations

Community organisation employees felt that, since the pandemic, My Day My Life has lost its way. Participants are taking part in fewer activities and many of the people who used to use the service are now being supported in their accommodation settings and no longer attend community venues as they once did. There is a concern that these individuals may not be enjoying the same opportunities because of staffing pressures.

Staff in community organisations felt that both buildings-based and 1:1 / group support are needed. They hope to continue being involved with My Day My Life participants in future and want to work together with staff from the service.



7. Conclusions

Initially, when the council moved away from providing traditional day services, this was challenging for both staff, participants and families. However, they responded well to the challenges involved, such as working differently and having a new routine. The shift did happen and with positive results. Everyone spoke about a time when the My Day My Life service was offering a good variety of individual and group activities and support.

The programme achieved much in the first few years, including running social enterprise activities. There was evidence that individuals had moved towards greater independence.

Over time and especially with the impact of Covid-19, the service drifted away from its original principles and the number of participants decreased.

Our review found a lot of concern amongst participants, families and employees, as well as uncertainty and a lack of clear direction. The decline in participant numbers appears to be matched by a loss of opportunities and ambition. Participants and their families have been affected badly by this drift and the ongoing closure of buildings. Staff are looking for leadership and a renewed commitment from the council.

All this is partly a consequence of the need to find ways of responding to unprecedented change for people, communities and public services such as local authorities.

The problems have been made worse by the coming together of numerous challenges such as the cost-of-living crisis, resource limitations and the lasting impact of the pandemic. Limited resources are having a serious impact on people's daily lives as well as the availability of support services. Participants, families, and employees are feeling very anxious about the future.

In response, the council will need urgently to take steps that will restore and develop the positive aspects of the My Day My Life service. This will require a commitment to making timely plans and decisions, providing positive leadership and implementing practical changes. The programme of reform should be developed in full partnership with participants, their families, staff and stakeholders.

The new service model must fit within a wider strategic offer for people with learning disabilities in Monmouthshire, which focuses upon supporting people to take part in community activities and helping services to become genuinely more person-centred.

The evidence from our review is that a return to the core My Day My Life principles which were actively pursued prior to the Covid-19 pandemic would win widespread support and make a major contribution to improving the opportunities available to people with learning disabilities and support their participation in meaningful activities centred around personal goals and development.

8. Recommendations and next steps

1. The council will need to take steps to restore and develop the positive aspects of the My Day My Life service.

This will require a commitment to making timely plans and decisions, implementing practical changes, and providing positive leadership. The programme of reform should be developed in full partnership with participants, their families, staff and stakeholders. It must fit within a wider strategy and offer for people with learning disabilities in Monmouthshire, one which focuses upon supporting people to take part in community activities and helping services to become genuinely more person-centred.

2. The My Day My Life service should return to the principles it set out at the start.

The council needs to work with people to put in place and maintain a clear process for person-centred planning. It will be important that My Day My Life staff, social workers and colleagues from other organisations work more closely together. A joint training programme would help to produce a more unified approach.

The process should include having tools that will help people to communicate what they want and need (including easy read, sign language, creative activities, using computers and photo symbols). Families should be involved in these 'what matters to me' conversations but the focus should be on the individual, their goals and strengths.

3. The council should consider the range of opportunities and activities that will be made available to participants in the service.

All staff should be involved in this enterprise but the council may want to consider appointing a full-time, dedicated activities coordinator(s). Their responsibilities would include providing support for ongoing engagement with communities in the work of scoping new opportunities and in preparing regular communications and updates on available activities and events. This will help to support individuals in making choices based on their interests and goals, as well as identifying any gaps where new services may need to be commissioned.

Activities might include:

- Finding paid work
- Volunteering
- Social events and seeing friends
- Sports
- Healthy living
- Community events
- Entertainment
- Travelling out of area for events when needed.
- Being as independent as possible by learning new skills

The activities coordinator could also support staff to develop and maintain relationships with community partners and to explore new ideas creatively with participants. Staff should be supported in making available a wide range of activities.

4. The service should adopt more flexible working hours

The service should be offered in the evenings and on weekends, rather than a traditional 9-5 daytime model. It is essential that staff are involved from the start in considering the implications, especially as it is likely to involve adjustments to employee terms and conditions.

5. The service needs to have stable, compassionate and person-centred leadership.

To make the service as successful as possible, the council should focus on making sure that employees feel supported and productive through:

- Effective communication and regular team meetings in both the Monmouth and Abergavenny areas.
- Regular supervision.
- Training and development opportunities, including person-centred care planning training.
- Creating an environment where staff can get understanding, respect and recognition that they are valued, so that they can reach their full potential and do their best at work.

Refreshed job descriptions and terms and conditions may be needed to reflect this commitment by the council and to protect time for development and support.

6. The programme will have a clear process to document what is happening.

This means that:

- All staff have access to and know how to use a computer.
- Records of each contact are kept and made accessible.
- Risk assessments take place, based on individual needs.
- Employees have immediate access to care plans and can see important information like health conditions and allergies.
- Regular reviews take place with the individual, their family, their social worker, My Day My Life staff and other important people involved in their care and support.

7. The service should have safe and accessible buildings.

Everyone said that the people using the My Day My Life service need to have available to them safe and accessible buildings. While many potential buildings were identified, we heard differing views on whether there should be one fixed building or an option of using rooms in several buildings throughout the week – for example, having a Tuesday cookery workshop and running a café on weekends.

There was concern that, without proper oversight, having spaces could result in a drift back towards more outdated 'day centre' models. It is essential, therefore, that the council engages closely with individual participants and their families in setting up and maintaining the new service model.

Accessible buildings are easy for everyone to get into and around. Whatever their needs are.

The council should seek also to increase the number of public buildings and changing places that are appropriate for individuals who have physical health needs, so that anyone with a physical disability feels able to spend more time out in their communities.

8. People and families should be meaningfully involved in making changes.

Now that we know more about the service and how it is running, the council will need to work very closely with people and families to co-design the new service. Using a co-production approach means people with a learning disability from the wider community should be involved too. The council should engage and consult regularly with everyone who might have a view to understand what they think, and to share ideas and suggestions. The most important voices need to be individuals who have learning disabilities and their families, as they are the ones who will receive the support. This also includes young people who may use the service in future. It means working together with people across the rest of the local authority to understand their views and to put in place a consistent service offer across the county.

9. Monmouthshire should think about all learning disability services

The council should consider how all their different services can work better together. This means thinking about

- Whether the Individual Support Service and My Day My Life should be combined because they are very similar and there are not enough participants in the My Day My Life service.
- How support is offered to people of different ages.
- How people can access different types of support without barriers - for example, attending a My Mates activity, or joining in a special celebration event, or accessing activities from supported accommodation. Many of these options will not have any costs but will increase the range of things people can do.

10. There should be a map of all the services in Monmouthshire

Most people we spoke to said they were unsure about the full range of services and support that the council offers. It would be great to have a map of these and a regular activities calendar, so people know what opportunities are available and how they can access them. This will help the public to understand what is happening and it will improve communication.

Next Steps

This report will now be shared with Monmouthshire County Council for review and action.

Thank You!

The Practice Solutions team would like to thank everyone that took part in this review. We were really pleased with the level of engagement by all involved, and the depth of care everybody showed for ensuring that future Monmouthshire services for individuals with learning disabilities and their families are as great as they can be.

Appendix A: Participant Letter (Workshops)



Mark

Ainsley

Becky

Sherona

JOIN US TO HAVE YOUR SAY ABOUT THE MY DAY MY LIFE PROGRAM!

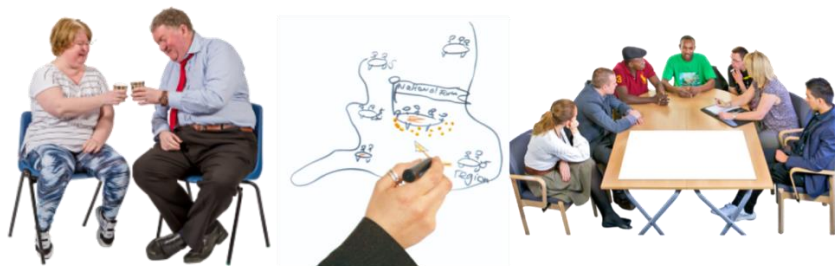
We are talking to people about the *My Day My Life* program.

We want to know more about what's important to you!

We are holding a workshop – there will be creative activities and fun ways to share your ideas and get involved.

There will also be coffee and cake.

Bring along whoever you would like – please also bring small items or photos that represent your interests so we can learn more about you!



WHEN: 12 and 13 January 2023

WHERE:

- **12th January** 1.00pm to 3.30pm at St Michael's Centre, 10a Pen-y-Pound Road, Abergavenny, NP7 5UD
- **13th January** 10.00am to 12.30pm at Bridges, The Ballroom, Drybridge Park, Monmouth, NP25 5AS

HOW: Email the team at [\[email\]](#) to book your spaces.

Practice Solutions is an independent organisation that is working in partnership with Monmouthshire County Council to review the *My Day, My Life Service*. This is so that the council can continue to develop the service and to ensure that it is having the most benefit possible to you. We are writing to you as a participant of the *My Day, My Life* service to see if you would like to share your views with the team.

As well as the workshop above you can also meet with a team member in person, one to one, to share your ideas – let us know if you would like a meeting.

Appendix B: Engagement Dates

We met with participants and their families as well as staff in person at both Abergavenny Town Hall (library) and Monmouth community hub on the following dates in late 2022 and early 2023.

- 6th December
- 15th December
- 20th December
- 12th January
- 13th January
- 6th February

We also met with staff online on several dates between December and February based on individual participant availability.

Appendix C: Sharing Our Findings

We wrote out again to everyone that we had contacted to share with them what we had found after the engagement period ended – this included participants and families, employees and community partners. We shared easy-read version of the recommendations and asked people to let us know about any comments they had. All participants had pre-stamped return envelopes and all employees had emails.

After posting out the draft recommendations in easy read format, 11 people provided additional comments - including 1 additional participant and 1 additional social worker, 2 family members and 4 employees of the council, plus 4 My Day My Life staff members (counted in the numbers above). Everyone was happy with our suggestions overall with no substantive changes made.

SHARING MY IDEAS ABOUT THE SUGGESTIONS (feedback form posted out)

This is what I thought of the suggestions



This is what I liked about the suggestions



This is what I would change about the suggestions



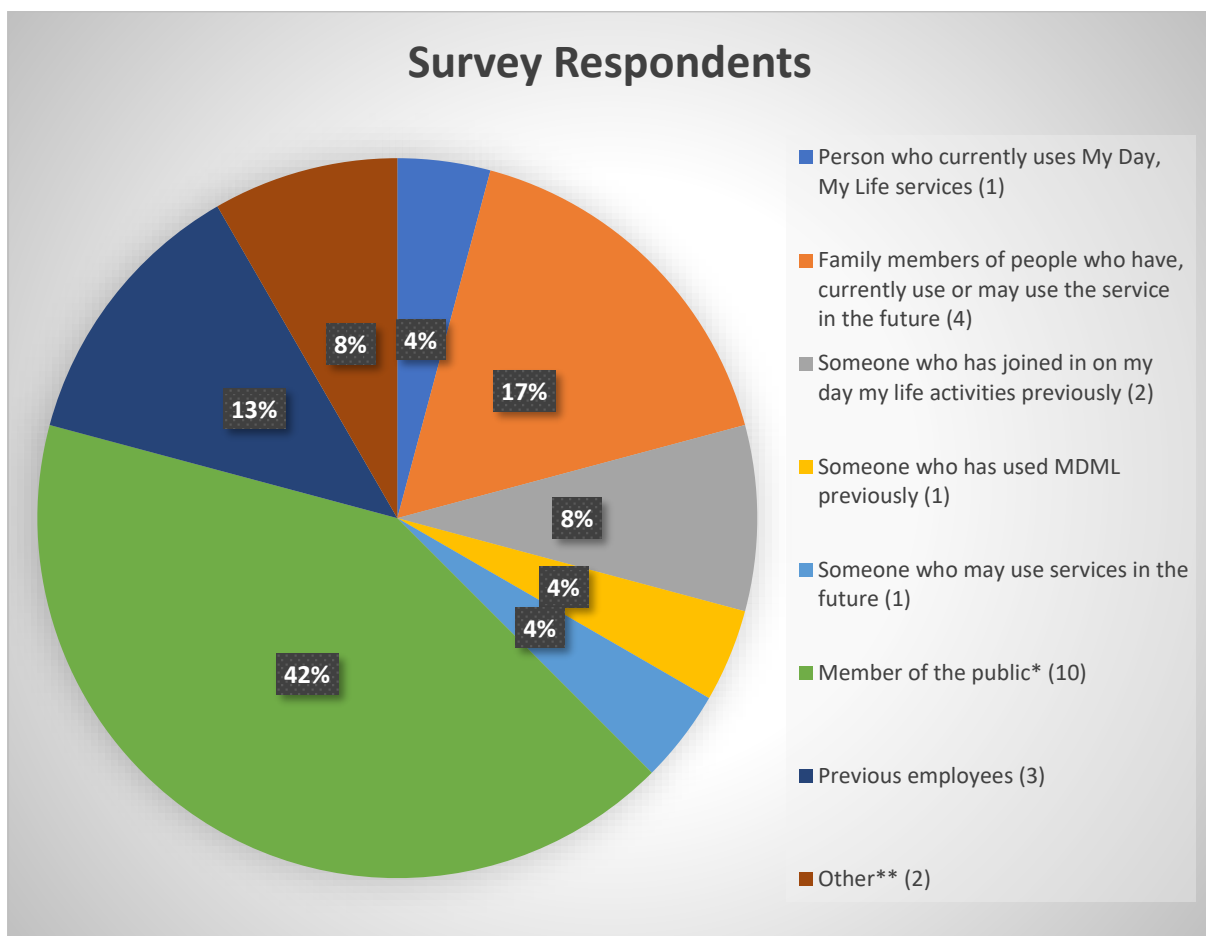
Other ideas I have about My Day My Life



My Day, My Life Final Report Public Consultation

A public consultation ran from the 6th to the 28th April on the recommendations contained in the final My Day, My Life Review Report. The public consultation was held on the My Day, My Life pages of the website and linked from the Tudor Street QA page. Copies of the final report were also shared directly with all individuals who currently receive My Day, My Life Services, and their families, plus those individuals and their families coming through transition.

24 responses were received to the online public consultation on the My Day, My Life Review final report. We received no easy read returns. Respondents were largely from people who do not currently use the service (92%). A full breakdown of respondents can be seen below.

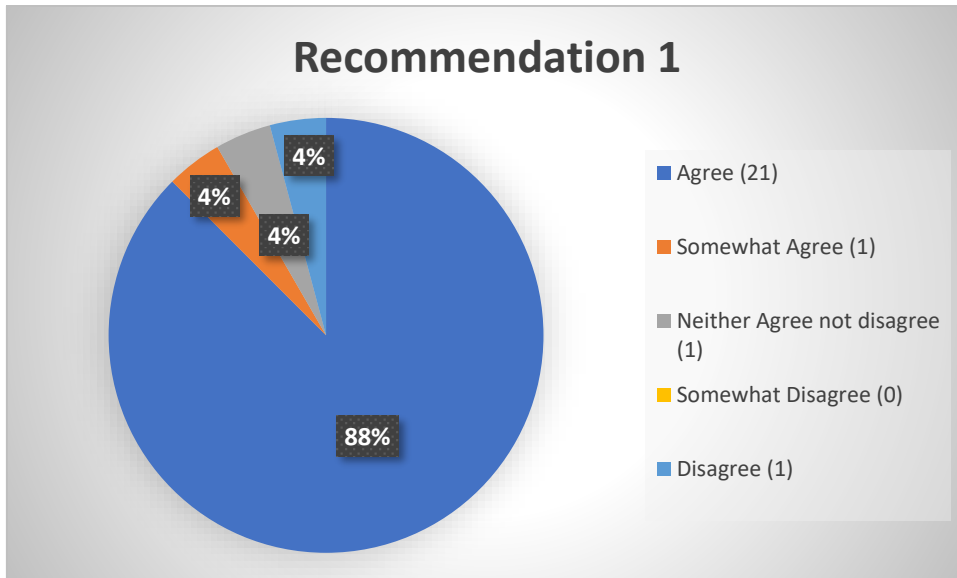


* has not previously received services from My Day, My Life and won't be receiving My Day, My Life Services in the future

Respondents to the survey were given the opportunity to give their views on each of the recommendations and on the report more generally, these responses are summarised below.

Survey Responses

Recommendation 1: The council will need to take steps to restore and develop the positive aspects of the My Day My Life service.

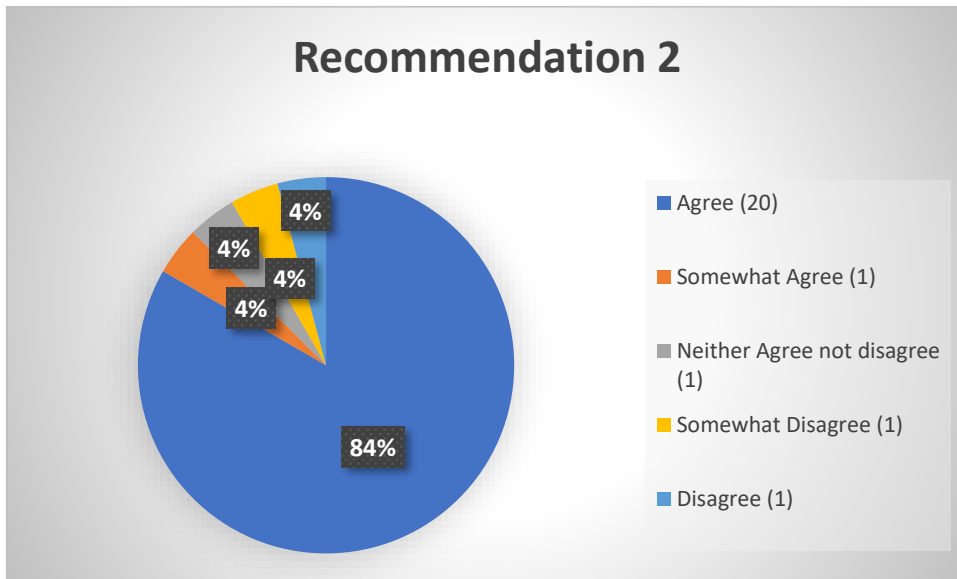


92% (22) of respondents agree or somewhat agree with this recommendation. Individuals who provided written feedback on this recommendation spoke of the need for a choice between hub based and community activities. Respondents spoke of the need for facilitated activities daily, and for a return to some of the opportunities for enterprise activity or work opportunities. There was a clear desire for a safe space for people to meet between activities.

4 of 15 narrative comments specifically related to Tudor Street, and the need for this to reopen as a community hub.

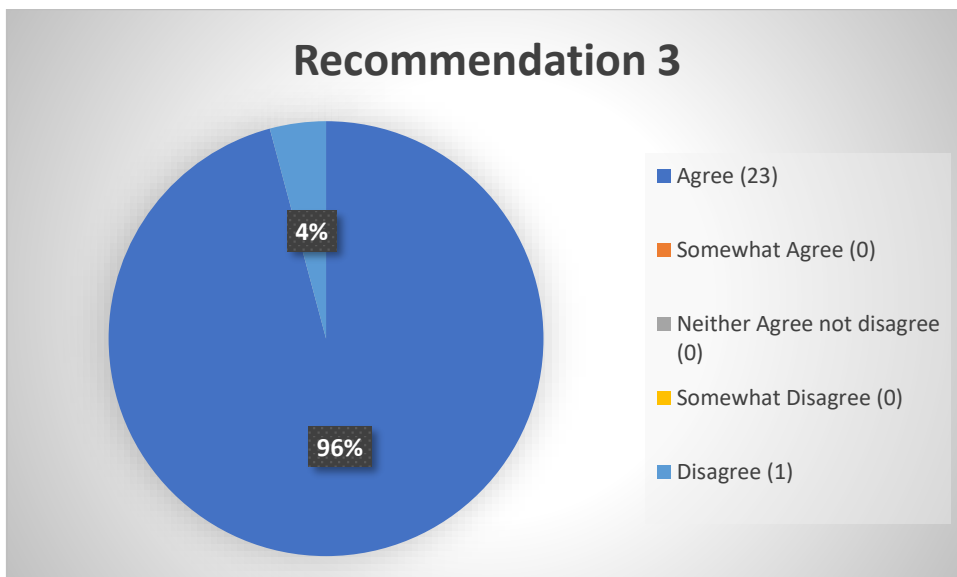
4 of 15 people who provided narrative comments spoke of the need for services that meet a wider group of people and those with more complex disabilities and people with mental health needs. These groups of people are not currently eligible to meet My Day, My Life Services.

Recommendation 2: The My Day My Life service should return to the principles it set out at the start.



Comments on this recommendation were limited and related to opportunities for people to feel part of their community and spend time with friends and develop independence skills. There was a comment about missing going to a base (likely to relate to Tudor Street) and another around the need to review principles, promote service and move to the future.

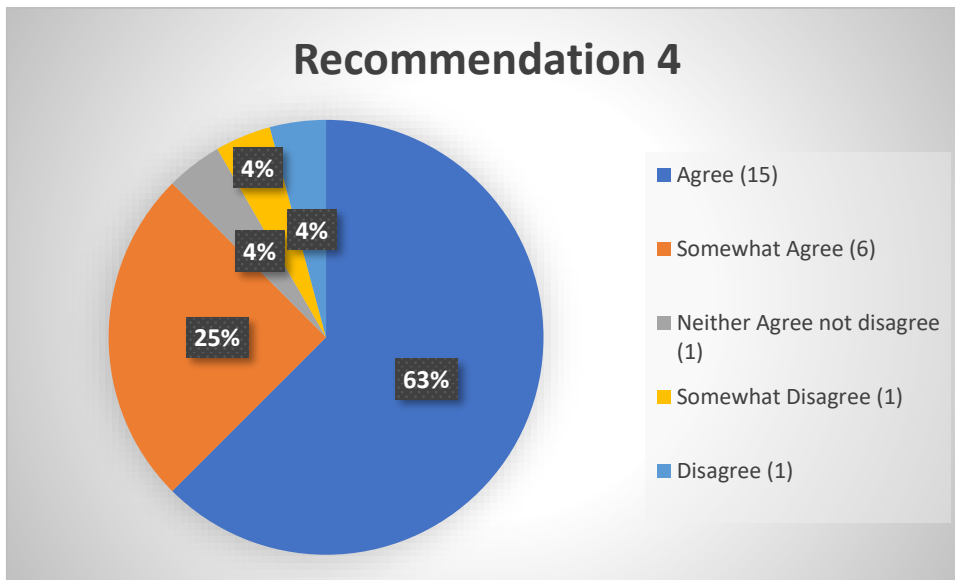
Recommendation 3: The council should consider the range of opportunities and activities that will be made available to participants in the service.



Support for this recommendation was nearly unanimous, with people talking of the need for a variety of activities to be on offer that meet the needs of different people. People spoke of the need for meeting the needs of people of all ages, with opportunities for enterprise and learning life skills. A smaller number suggested the

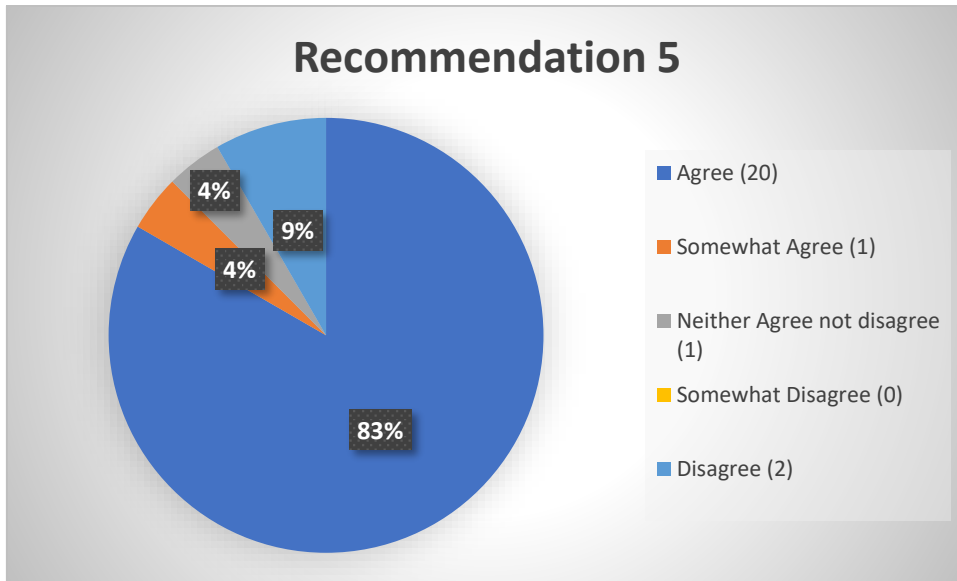
council to review its offer to those who have more complex disabilities and medical needs, to ensure these are catered for and that sensory activities are on offer. A comment was received asking for activities which everyone could join in on, not just those eligible for and receiving the service.

Recommendation 4: The service should adopt more flexible working hours



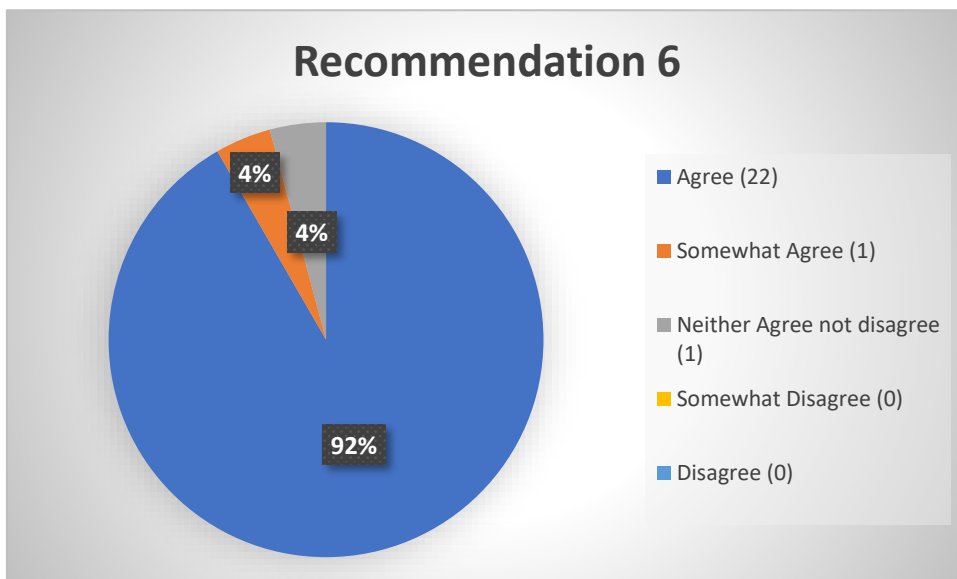
People (in the main) were in support of more flexible hours, with people choosing the times and activities that suited them. A comment was received that highlighted the importance of staff's hours and needs not dictating how people receive the service. Again, a smaller number of people mentioned the need for a centre (one mentioned even in the evenings) where people could go that was safe and warm. There was a smaller number of people who thought the service should remain as it; 9am-3/4pm.

Recommendation 5: The service needs to have stable, compassionate, and person-centred leadership.



Person centred; compassionate leadership was seen as essential for the service. Previous employees felt teamwork was important with opportunities for colleagues to work together. A comment was made for the need for managers to work with individuals who use the service a couple of times a year, to be better able to communicate with the individual who are supported. Another comment highlighted the need for compassionate leadership from people with knowledge of a wider group of people with disabilities.

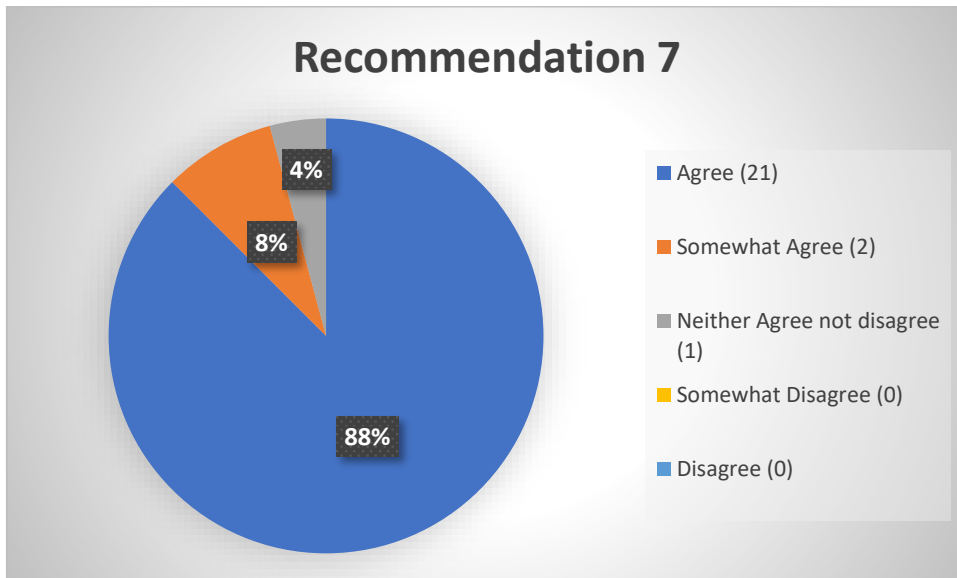
Recommendation 6: The programme will have a clear process to document what is happening



Public comments beyond those who simply stated they agreed and one which stated all plans should be person centred, on this recommendation didn't relate to the report content in the main, with the report speaking about day-to-day care planning and

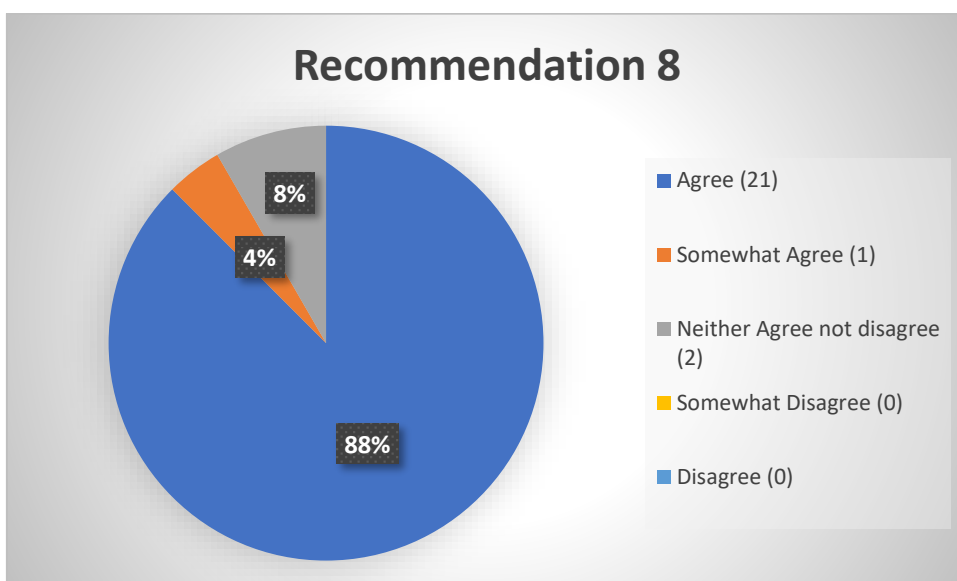
documentation. Consultation respondents focused on the reopening of the hub, and the need for transparent communication with a wider group around the service changes and progress.

Recommendation 7: The service should have safe and accessible buildings.



Respondents spoke of using existing buildings and stated the need to open Tudor Street. Others spoke about the need for toilet facilities, and a space for meaningful activity with others including opportunities to develop life skills and one that is appropriate for users but not above and beyond.

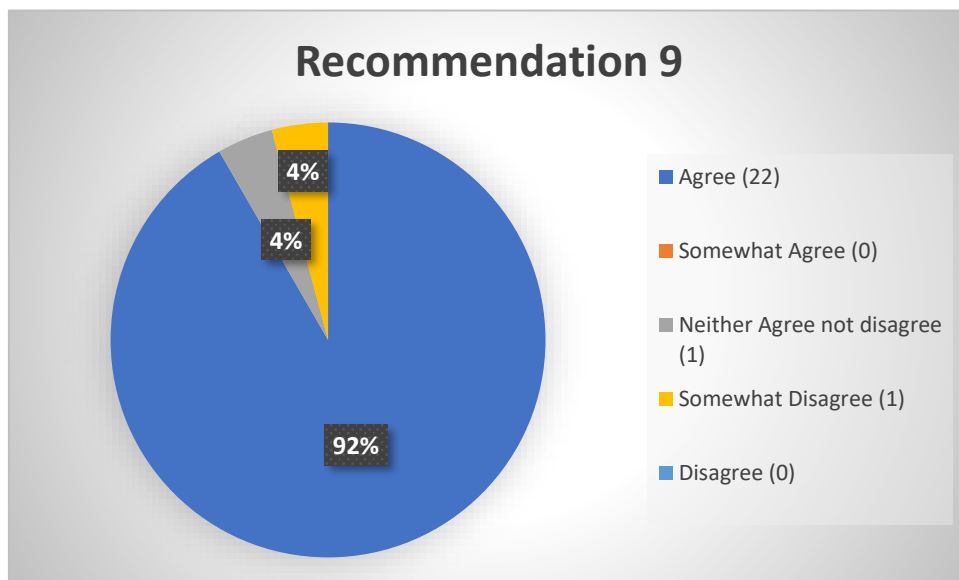
Recommendation 8: People and families should be meaningfully involved in making changes.



Predominantly respondents agreed with this recommendation, and written responses broadly supported this. One comment stated a wider group of disabled people

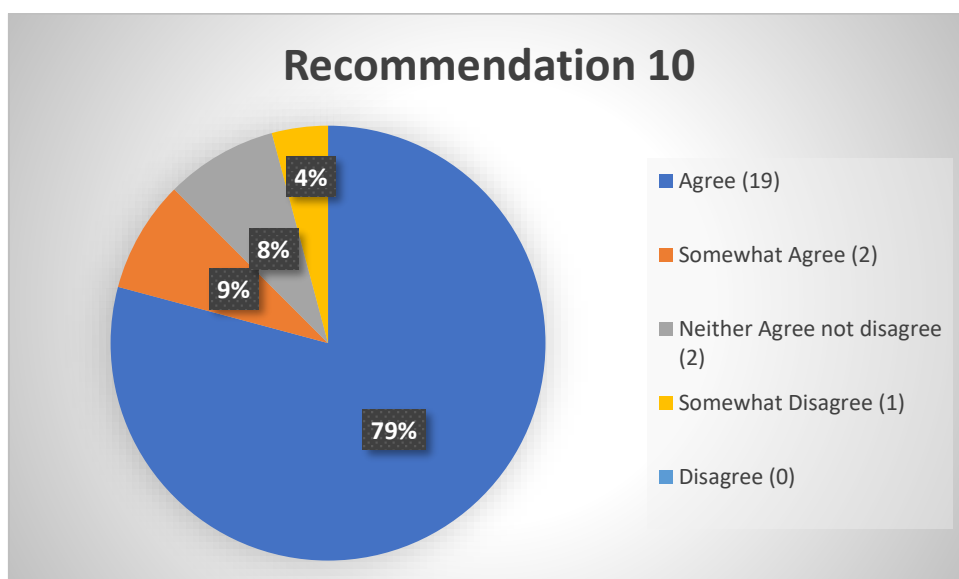
should be involved, another felt the wider community should be and a further comment was made feeling that individuals would not be able to comment due to not understanding legislation. A comment was received stating they should have been involved from the start; given all existing and potential My Day, My Life users were invited to consultation it could be assumed this again relates to the wider population.

Recommendation 9: Monmouthshire should think about all learning disability services



Again, people were generally in agreement with this recommendation. Some people spoke more widely than My Day, My Life about accessibility (or lack of) in wider council and community buildings, the need for improved education and learning opportunities with the right support and an improvement to the transition process. One comment stated the review had demonstrated an extreme lack of provision in Abergavenny.

Recommendation 10: There should be a map of all the services in Monmouthshire



Respondents said this was a great idea and suggested it be shared on Monmouthshire's website and through various private support groups, or at a centre if there was one. A comment stated this should map all provision auditing all public building for accessibility and suggested the council consider the impact of pavement parking. A further comment said better publicity of opportunities would make it clearer what, when and where there was provision.

General Feedback

Respondents were given the opportunity to provide any further comments on the report more generally. 7 comments provided general feedback relating to the re-opening of Tudor Street –highlighting its benefits as a central hub, with accessible facilities including outdoor and indoor space, good transport links and its opportunity for use as a base to the wider community. However, other respondents spoke about the need for choice and variety of opportunity for people, wider accessibility of community buildings and spaces and the need for more engagement and support for carer.

A comment was made, that day services had moved on from people being in one building all day to a more flexible and community-based approach, also stating individuals who use these services don't always know what alternatives are available due to staff, family, and family restrictions.

Five comments were made in relation to the needs of the wider population of people with disabilities, and those who have become physically disabled or have mental health conditions and that a focus on simply My Day, My Life was too small a reach.

Observations

Whilst there is general agreement with the recommendations in the report, many people are keen to use this as an opportunity to engage with the council on wider issues such as: eligibility for services (some of which will be defined by Welsh Government policy), accessibility of all community and council buildings, opportunities for a wider group of people than those currently eligible for My Day, My Life and the need for safe/warm places for people in general who want and need these.

Overarching themes from Narrative

Respondents were able to provide narrative comments against each recommendation as well as being able to make general comments about the report. These can be collated into the following themes:

- A variety of activities needs for people; a mix between community and hub- based activities.
- Tudor Street should be re-opened
- The need for accessible community buildings for the wider population
- People with learning disabilities need time with friends
- The need for skills training including independence and work skills
- The need to provide appropriate support and buildings for people with complex learning disabilities
- The need for MDML to have a centre/base

- The need for appropriately skilled staff and managers
- The need to involve people who receive services and their families in planning and developing the service
- The need for better accessibility of all Monmouthshire buildings
- More support for carers

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My Day, My Life - Implementation Plan Summary June 2023

Strategic Implementation Plan Summary

What	Who	Timescale
Set up Core Project Group	Core Project Group	End April 2023
Stakeholder Mapping	Lead Commissioner - Adult Social Care Services Core Project Group	End May 2023
Stakeholder Engagement	Lead Commissioner - Adult Social Care Services Core Project Group	Ongoing
Finalise Implementation Plan	Service Manager Commissioning and Disability Services, Lead Commissioner - Adult Social Care Services & Team Manager CLDT	April – July 2023
Plan to be taken to and agreed by People’s Scrutiny Committee.	Jane Rodgers, Chief Officer, Social Care & Health	18 th July 2023
Implementation Plan to be agreed by cabinet.	Cabinet Member for Social Care, Safeguarding and Accessible Health Services	27 th July 2023
Meet monthly to review progress against implementation plan & ensure effective stakeholder communication is maintained	Core Project Group	April 2023 - ongoing
Agree ongoing communication plan for implementation including developing an effective communication plan for internal stakeholders e.g., MDML staff, people, and their families	Core Project Group	From May 2023 - ongoing
Evaluate success and outcomes of the implementation plan with people receiving MDML services and their families	Core Project Group	July 2023 – August 2024

Practical Implementation Plan Summary

Rec 1: The council will need to take steps to restore and develop the positive aspects of the My Day My Life service.		
Rec 2: The My Day My Life service should return to the principles it set out at the start.		
What	Who	Timescale
Re-launch and reinvigorate the principles of MDML, ensuring they run throughout all aspects of the service	Core Project Group	May – December 2023
Engage the services of a person-centred planning expert to support in the implementation of this recommendation	Service Manager Commissioning and Disability Services & Lead Commissioner - Adult Social Care Services	July – September 2023
Placing the person at the centre of their lives, recognising them as an individual with their own plans. Ensuring the plan around them supports with these aspirations.	Person Centred Specialist and Core Project Group	January 2024 - onwards
Providing ongoing training for staff around the principles and practice of person-centred planning, to ensure plans are updated and maintained in a way that is consistent with this method.	Person Centred Specialist and Core Project Group	January 2024 - onwards
Ensure a management infrastructure that promotes and maintains person centred practice.	Person Centred Specialist and Core Project Group	January 2024 - onwards
Rec 3: The council should consider the range of opportunities and activities that will be made available to participants in the service.		
What	Who	Timescale
Understand what would be needed to coordinate activities both individually and collectively, working with people receiving services and develop any relevant job role profiles accordingly.	Core Project Group & Service Manager Commissioning and Disability Services	September/October 2023
Ensure activities coordination forms part of all roles within the new service structure.	Core Project Group	October 2023
Embed activities coordination responsibility within the new service structure, driving practice consistent with MDML ethos.	Core Project Group	January 2024 - onwards
Offer a variety of activity opportunities, including support to access paid or voluntary work	Core Project Group	Ongoing

Rec 4: The service should adopt more flexible working hours		
What	Who	Timescale
Understand what hours are needed to meet the needs and wants of current, and near future participants.	Core Project Group CLDT	May – July 2023
Review current staffing arrangements and how they match the future direction of service.	Service Manager Commissioning and Disability Services	April – June 2023
Review roles and team structure and Design future service structure.	Service Manager Commissioning and Disability Services	April – August 2023
Ensure effective communication with people using the service to ensure proposed changes meet their wants and needs and they are kept informed regarding the new service structure.	Core Project Group	May 2023 – ongoing
Start initial informal consultation process with existing staff around proposed new service structure	Service Manager Commissioning and Disability Services	July 2023
Gain approval for new service structure	Jane Rodgers, Chief Officer, Social Care & Health	November 2023
Implement Protection of Employment policy process	Service Manager Commissioning and Disability Services HR	November 2023 – March 2024
Work with new service staff team to reinvigorate the service, provide direction and ensure an enthusiastic staff team.	Core Project Team	January 2024 – onwards (TBC)
Rec 5: The service needs to have stable, compassionate, and person-centred leadership.		
What	Who	Timescale
Clarifying the management team of the future	Core Project Team & Service Manager Commissioning and Disability Services HR	April – March 2024
Work with management team to refocus on service values and to imbed learning from the review.	Service Manager Commissioning and Disability Services	July – Ongoing
Ensure and plan regular supervisions and team meetings for staff.	My Day My Life Implementation Manager and Manager Individual & Day Support Service	Ongoing
Provide ongoing training to support management in their roles	Service Manager Commissioning and Disability Services & Workforce Development Team	Ongoing

Rec 6: The programme will have a clear process to document what is happening.		
What	Who	Timescale
Ensure staff have access to technology for staff	Lead Commissioner - Adult Social Care Services, My Day My Life Implementation Manager & Manager Individual & Day Support Service	May 2023 – January 2024
Implement an electronic record management system; linked into Flo – that is used.	Lead Commissioner - Adult Social Care Services, My Day My Life Implementation Manager & Manager Individual & Day Support Service	January 2024 onwards
Implement a quality assurance process around care files and documents.	My Day My Life Implementation Manager	May 2023 – ongoing
Staff access to Flo and WCCIS (if applicable as CLDT moving to this system).	My Day My Life Implementation Manager	May 2023 - ongoing
Rec 7: The service should have safe and accessible buildings.		
What	Who	Timescale
Undertake initial options appraisal and feasibility assessment of available buildings and venues in both Abergavenny and Monmouth areas which would make suitable hubs. Considering feedback from review such as central to the community, sense of belonging and need for accessible facilities.	Acting Head of Landlord Services, Lead Commissioner - Adult Social Care Services & Service Manager Commissioning and Disability Services	May-June 2023
Consult with people who currently use the MDML service to consider shortlist for both areas and gather their views.	Lead Commissioner - Adult Social Care Services & Service Manager, Team Manager CLDT & Service Manager Commissioning and Disability Services	July/August 2023
Consult with other key stakeholders including staff and Community Learning Disability Team to consider shortlist for both areas and gather views.	Lead Commissioner - Adult Social Care Services & Service Manager, Team Manager CLDT & Service Manager Commissioning and Disability Services	July 2023

Produce a final options appraisal of buildings reflecting on feedback from people who currently use the MDML service.	Acting Head of Landlord Services, Lead Commissioner - Adult Social Care Services & Service Manager Commissioning and Disability Services	August 2023	
Gain formal agreement for final bases	TBC	September 2023	
Work to open a hub in each area as soon as practically possible	Core Project Group	September 2023 - ongoing	
Rec 8: People and families should be meaningfully involved in making changes.			
What	How	Who	Timescale
Ensure all changes and service development work is coproduced with people and families		Core Project Team	May 2023 – ongoing
Rec 9: Monmouthshire should think about all learning disability services			
What	How	Who	Timescale
Consider with individuals who use the service the current model and their views on the new service structure.		Lead Commissioner - Adult Social Care Services	September 2023
Reorganise the ISS and MDML service to create one flexible community-based service if appropriate		Core Project Group	June 2023 – January 2024
Coproducing what that new service looks like with users		Lead Commissioner - Adult Social Care Services	July 2023 - onwards
Consider the future need for Greenfingers.		Team Manager CLDT & Core Project Group	June 2023 – onwards
Work with Supported Living and residential homes who now support previous MDML users in the day to ensure they are delivering MDML principles		Lead Commissioner - Adult Social Care Services and Commissioning Officers	November 2023
Consider any barriers to accessing activities and whether they can be removed.		Lead Commissioner - Adult Social Care Services	October 2023
Rec 10: There should be a map of all the services in Monmouthshire			
What		Who	Timescale
Develop a map of all activities and opportunities in Monmouthshire		My Day My Life Implementation Manager and Commissioning Support Officer & Manager Individual & Day Support Service	October 2023 - onwards

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Typical weekly activities of people receiving MDML support – May 2023

People are involved in a range of different activities and opportunities depending upon their choices and needs. The list below gives examples of the various activities people have been involved in.

- Community activities; bowling, cinema, and meeting friends
- Sensory session
- Mobility activities
- Dance session
- Walking
- Craft group
- Lunch out
- Tea Dance
- Visiting a farm park
- Drama group
- Gym sessions
- Art group
- Gardening group
- Shopping
- Support with household bills, paperwork and appointments
- Meeting up with friends.
- Quiz group
- Joining in People First meetings
- Cooking
- Going to the hairdressers

Pen Picture A

A is a gentleman that lives in a bungalow with support staff available 24 hours. Previous to that he lived at home with his parents.

A has a learning disability and a diagnosis of down syndrome and uses a wheelchair. A makes decisions and choices on a daily basis, he can have memory difficulties and requires prompts such as visual aids, notes, and rotas to support/maintain his independence. It is important to him that he can live an active life and is fully involved in decisions around his life.

He is a very friendly man who is quite easy to get on with and has a wicked sense of humour. He can find it hard to talk to people that he doesn't know very well but enjoys meeting new people.

He has strong links with his family who he sees on a regular basis; his parents who live fairly near and his two sisters. He has a keen interest in sport in particular Rugby, Football and Wrestling.

He enjoys fishing, rugby, wrestling, CD's and DVD's, arts and craft, cinema outings, tennis, shopping, socialising and meals out. He has his own vehicle which his support staff have access to.

He receives My Day My Life support sessions has four times a week. Staff go to his bungalow and then he will decide what activities he wants to participate in. He recently had a new electric wheelchair, so staff have been assisting him to get used to this and going out in the community.

MDML staff support him to do the things which are important to him. He enjoys art and crafts and has done some lovely artwork, especially on canvas which he has given as presents to his family and the nurses that visit him. He has quite a few on display in his home.

He likes to go over to the local community garden and meet with others mostly for the chat and a bit of gardening.

Staff also assist him in preparing his lunch, sometime going to get something up town and then bringing it back to prepare, he also likes to bake, and his cakes are well received.

He likes to go out for coffee and meeting up with others for lunch. He likes to visit his one friend who lives on a farm and visits to see his parents. He also enjoys going to the cinema to see the new films especially superhero ones and enjoys having lunch out.

A enjoys going on holidays and has a special holiday booked for later this year to celebrate a special birthday.

Pen Picture D

D is a gentleman that lives with one of his parents. It is especially important for him to remain living at home. D has a learning disability

D is a very able, sociable, and helpful gentleman and enjoys meeting up with his friends, especially his one friend that lives in another town, approx. 10 miles away. My Day My Life staff arrange with him and his friend to meet up every other week in various locations for lunch and a catch up which is important for both of them.

He is currently supported to go to the gym where he has grown in confidence with using the equipment and enjoys the regular exercise to assist in keeping control of his weight and feeling better in himself. He also likes interacting with the staff who have got to know him there, talking with them about sport and his favourite football team Manchester United.

D enjoys watching rugby wrestling, darts, and snooker on the TV as well as football and MDML staff are working with him to attend one of these events.

D also goes to Mardy Park with My Day My Life support staff once a week to join in a community gardening project, the morning session is participating in craft, woodwork, gardening, he then has lunch with his friends at the café and then goes down into the potting sheds and garden for the afternoon session. The interaction with different friends that D knows and new ones that he has made since attending is important to him.

D goes to community education art class on a Thursday and enjoys assisting with making the tea during the break and making some lovely art pieces which he is very proud of. Support staff from The Individual Support Service support him to attend.

D also enjoys going on supported holidays and it is usually arranged that he goes with his one friend. D always comes back with lots of lovely stories and recently purchased a camera so he can have even more lasting memories of his adventures.

My Day My Life staff have worked with D to purchase items he has identified that he wants, a new television for his bedroom, as he loves watching soaps, clothes to go on holidays and a mobile phone so he is able to call his friends. He requested to go to the barber shop for haircuts and now goes regularly and has the full works which he thoroughly enjoys and the interaction with the barbers.

My Day, My Life Future Service Base Specification

The development of the following criteria has been produced based on the views expressed by people who receive My Day, My Life services, their families and colleagues as part of the review.

Location and Community Inclusivity:

- 1. Located where all the action is in the town centre, not out of the way. (High Weighting)**
- 2. A vibrant and inclusive community space. (High weighting)**
3. A meeting place for people who receive My Day, My Life services but also used by the community.
4. A place where people who receive My Day, My Life services can see friends
5. Somewhere to hold special events

Building Facilities and Accessibility:

- 6. Appropriate toilet facilities and scope for the provision of a changing bed (High weighting)**
- 7. A building which can be safely and appropriately accessed by people being supported (High weighting)**
8. Somewhere with a sensory room or sensory sessions can be held.
9. A balance of communal areas and quiet spaces.
10. Having somewhere to practice skills.
11. Different spaces for activities like a kitchen and garden.
12. Outdoor space for BBQs and activities.
13. Storage for equipment needed for activities.
14. Access to records and IT equipment and systems for staff

A Place To 'Belong'

- 15. A place to feel safe and 'like I belong' (High weighting)**
- 16. A place that is 'our own'. (High weighting)**

Weightings have been applied to key criteria within each of the three themed criteria sections.

Options Appraisal of Potential Buildings As Future My Day My Life Service Bases

An initial options appraisal has been undertaken of buildings in Abergavenny and Monmouth which might be potential service bases for the future. The list includes all buildings identified by people who receive My Day, My Life services, their families, and colleagues as part of the review. Other potential buildings have been included as well.

Each building has been appraised against each of the criteria using a scoring system (see below).

As part of the initial options appraisal, the scores relating to the criteria of 'to a place to belong' and a place that is "our own" is based on the ability of the building to offer dedicated room/s for My Day My Life which would enable people receiving the service and colleagues, to have a place to belong and that is their own. This appraisal will be tested out with the people who receive My Day, My Life services as part of the implementation engagement process and the development of a final options appraisal and proposal.

Abergavenny Buildings

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Score
Abergavenny Community Centre (Park Street)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	□	□	58/66
Tudor Street	✓	✘	✘	✓	✓	✓	□	✓	✓	✓	✓	✓	✓	✓	✓	✓	53/66
Mardy Park	✘	□	□	□	✓	□	✓	✘	✘	✓	✓	✓	□	✓	✘	✘	28/66
Melville Theatre	✓	✓	✓	✓	✓	✓	✓	✓	✓	□	✓	✓	✓	✓	✓	✓	64/66
Well-Being Hub	✓	□	□	✓	✓	□	✓	✓	□	✘	□	✘	✓	✓	□	□	38/66
Abergavenny Hub (Town Hall)	✓	✓	✓	✓	✓	□	✓	✓	□	✘	✘	✘	□	✓	✘	✘	37/66

Monmouth Buildings

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Score
Shire Hall	✓	✘	✘	✘	✓	□	□	✘	✘	✘	✘	✘	□	□	✘	✘	15/66
Bridges Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	□	✘	✓	✓	□	□	53/66
Monmouth Hub (library)	✓	✓	✓	✓	✓	□	✓	✓	□	✘	✘	✘	□	✓	✘	✘	37/66
St Thomas Church Hall	✓	□	□	□	✓	□	✘	□	✘	✘	✓	✓	✘	✘	✘	✘	22/66
Rockfield Community Centre	✘	□	□	□	✓	□	✓	✘	✘	✘	✓	✓	✘	✘	✘	✘	21/66
Over Monnow Family Learning Centre	□	□	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	58/66

Monnow Vale Health and Social Care Facility	▣	✖	✖	✓	▣	✓	✓	✓	▣	✖	✖	✖	✓	✓	✓	✓	40/66
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Scoring Key:
 ✓ - Has this facility or opportunity (3)
 ✖ - does not have this (0)
 ▣ - has it to a certain degree or may be able to in the future (1)
 Please note high weighted criteria will be x 2

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Initial Options Appraisal – Stage 1 Service Base Specification

Option	Name of Building	Advantages	Disadvantages	Comments	Stage 1: Assessment
Abergavenny					
1	Abergavenny Community Centre (Park Street)	<ul style="list-style-type: none"> • Good town location and currently a well-used inclusive community resource • Accessible building with an accessible toilet, and potential for changing bed. • Has potential to hold special events • Has outdoor space, kitchen, and a variety of rooms with potential for use 		Need to confirm the potential and possibility of dedicated MDML space.	<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 58/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment
2	Tudor Street	<ul style="list-style-type: none"> • Central location, with space to meet friends and hold special events • Changing bed facilities available • Various separate spaces available • Has a kitchen and garden • Sufficient storage for equipment to access and IT 	<ul style="list-style-type: none"> • Social services facility only • Not used by the community • Building not fully accessible to people who use a wheelchair without assistance. • Not all the garden is accessible to people who use a wheelchair even with assistance. • Size of the building is disproportionately large to the number of people receiving MDML services 		<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 53/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment

3	Mardy Park	<ul style="list-style-type: none"> • Some community spaces and activities available • Accessible toilet • Garden and kitchen area available • Potential for equipment storage and use of IT equipment 	<ul style="list-style-type: none"> • Not located in the town centre • May not provide opportunity for dedicated MDML space • As a health and social care facility it has a lower level of community opportunities. 	As a fully operational health and social care facility there is limited available rooms and storage facilities and unlikely that MDML could have dedicated space.	<ul style="list-style-type: none"> • Overall fairly low score against criteria – 28/66 due to limited community vibrancy and unavailability of MDML dedicated space. • Not to be progressed to phase 2 feasibility assessment
4	Melville Theatre	<ul style="list-style-type: none"> • Good town location and currently a well-used inclusive community resource • Accessible building with an accessible toilet, and potential for changing bed. • Is currently being used by people who receive MDML services to meet friends and do activities • Has potential to hold special events 		Need to confirm the potential and possibility of dedicated MDML space.	<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 64/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment
5	Wellbeing Hub	<ul style="list-style-type: none"> • Central location, with space to meet friends and hold special events • Accessible building with 	<ul style="list-style-type: none"> • No outdoor space • Currently underutilised by the community 	Need to confirm the potential and possibility of dedicated MDML space.	<ul style="list-style-type: none"> • Currently scoring – 38/66 • Need to confirm 15 and 16 before making decision

		<p>an accessible toilet</p> <ul style="list-style-type: none"> • Has potential for community use and vibrancy 			<p>about progression to stage 2</p>
6	Abergavenny Hub (Town Hall)	<ul style="list-style-type: none"> • Good town location and currently a well-used inclusive community resource • Space for special events and to meet friends • Potential for equipment storage and use of IT equipment 	<ul style="list-style-type: none"> • No outdoor space or kitchen • Accessibility to the building is via the lift, this may compromise some people's ability to enter the building without assistance. 	<p>As a fully operational community hub there is limited available rooms and storage facilities and unlikely that MDML could have dedicated space.</p>	<ul style="list-style-type: none"> • Currently scoring – 37/66 • Need to confirm 15 and 16 before making decision about progression to stage 2
Monmouth					
1	Shire Hall	<ul style="list-style-type: none"> • Located in town centre • Somewhere to hold special events • Accessible toilet 	<ul style="list-style-type: none"> • A meeting place where rooms are hired out • No garden, kitchen or areas for skills development • No equipment storage • Accessibility to the building is via the lift, this may compromise some people's ability to enter the building without assistance. 		<ul style="list-style-type: none"> • Overall, low score against criteria – 15/66 due to lack of community vibrancy and unavailability of MDML dedicated space. • Not to be progressed to phase 2 feasibility assessment
2	Bridges Centre	<ul style="list-style-type: none"> • Located near town centre • Somewhere to hold special events • Accessible toilet and changing 	<ul style="list-style-type: none"> • Maybe limited scope for MDML dedicated rooms • No garden or areas for skills development 	<p>Need to confirm the potential and possibility of dedicated MDML space</p>	<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 53/66 • Potential as a future service base to be progressed to stage 2

		<p>bed including ceiling track hoist.</p> <ul style="list-style-type: none"> • People who receive MDML could utilise the community café to meet friends • Vibrant community space 			feasibility assessment
3	Monmouth Hub (library)	<ul style="list-style-type: none"> • Good town location and currently a well-used inclusive community resource • Space for special events and to meet friends • Potential for equipment storage and use of IT equipment 	<ul style="list-style-type: none"> • No outdoor space or kitchen 	As a fully operational community hub there is limited available rooms and storage facilities and unlikely that MDML could have dedicated space.	<ul style="list-style-type: none"> • Overall fairly low score against criteria – 37/66 due to unavailability of MDML dedicated space and no outdoor or kitchen space. • Not to be progressed to phase 2 feasibility assessment
4	St Thomas Church Hall	<ul style="list-style-type: none"> • Space for special events • Town Centre location • Downstairs rooms accessible and accessible toilet • Some community activity • Small garden area 	<ul style="list-style-type: none"> • Only two rooms are accessible and one of these is a large room/hall (60 people) • Bookable space rather than lots of different activities running concurrently. • Unlikely to have space to call our own. 		<ul style="list-style-type: none"> • Overall fairly low score against criteria – 22/66 due to unavailability of MDML dedicated space, inaccessibility of 50% of rooms and limited community use. • Not to be progressed to phase 2 feasibility assessment

5	Rockfield Community Centre	<ul style="list-style-type: none"> • Space for special events • Accessible building and accessible toilet • Some community activity • Access to lots of outdoor space and a kitchen 	<ul style="list-style-type: none"> • A community hall for hire only • Not in the town centre • Unlikely to have space to call our own. 		<ul style="list-style-type: none"> • Overall fairly low score against criteria – 21/66 due to unavailability of MDML dedicated space, community hall only and not in the town centre. • Not to be progressed to phase 2 feasibility assessment
6	Over Monnow Family Learning Centre	<ul style="list-style-type: none"> • Limited community use at the moment. • Located near town centre • Opportunity for people who receive MDML services to meet up, as well as used by the community • Somewhere to hold special events • Accessible building and toilets with potential to create space for changing bed. • Has a kitchen and garden • Sufficient storage for equipment 	<ul style="list-style-type: none"> • Would benefit from more community involvement and opportunities 		<ul style="list-style-type: none"> • Overall scored well against criteria – 58/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment

		to access and IT <ul style="list-style-type: none"> • Number of rooms that could be used for different purposes 			
7	Monnow Vale Health and Social Care Facility	<ul style="list-style-type: none"> • Located near town centre • Accessible toilet • Equipment storage and use of IT equipment available • Rooms can be made available for specific activities 	<ul style="list-style-type: none"> • As a health and social care facility it has a lower level of community opportunities and doesn't have a vibrant community feel. • As a health and social care facility it lacks community vibrance. 		<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 40/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment

Following on from the initial options appraisal of buildings identified by participants in the MDML service review, a short list of buildings has been assessed as potentially feasible based on the criteria outlined through the review. Using the scoring methodology described above a score was allocated to each venue, each service was given a final score and a cut of, of 40 was identified for services to progress to stage 2 – feasibility. Services that were progressed to this phase were also required to have at minimum, a place for people 'to belong', accessibility and potential for changing bed facilities.

The following services were successful in phase 1:

Abergavenny:

- Tudor Street
- Abergavenny Community Centre (Park Street)
- Melville Theatre

Monmouth:

- Bridges Centre
- Over Monnow Family Learning Centre
- Monnow Vale Health and Social Care Facility

Initial Options Appraisal – Stage 2 Feasibility

A provisional assessment of the feasibility of each of the buildings considered within stage 2 has been undertaken using information available to date. Further work is needed to produce a comprehensive and credible feasibility study which will include:

- Site visits
- Exploratory conversation with tenants/building owners to confirm rental and running costs
- Costs of necessary works e.g. refurbishment/redecoration, adaptations to toilets, instillation of changing places and other accessibility works

Op tio n	Name of Building	Availability of MDML Space	Capital Costs	Running Costs	Security of Tenure	Stage 2: Assessment
Abergavenny						
1 Page 68	Abergavenny Community Centre (Park Street)	<ul style="list-style-type: none"> • Potential for dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> • Potentially provision of some furniture/equipment to personalise space. • Work required to provide a changing bed facility. 	<ul style="list-style-type: none"> • Rental cost to be confirmed. • Contribution to shared costs of running the building 	<ul style="list-style-type: none"> • MCC owned building, leased to Aber Community Centre. 	<p>Initial discussion held with trustees. Supportive in principle but unsure as to whether there is dedicated space within the building.</p> <p>Trustees are considering whether they can make space available.</p> <p>Excellent opportunity for community cohesion and people who use MDML services can access and be involved in a variety of activities and opportunities with the wider community.</p> <p>The costs of running the MDML service from this building would be relatively low as it would only be the rental of one room and a contribution to wider running costs.</p>
2	Tudor Street	<ul style="list-style-type: none"> • Dedicated MDML space excessively 	<ul style="list-style-type: none"> • Installation of access to front 	<ul style="list-style-type: none"> • All running costs funded by 	<ul style="list-style-type: none"> • MCC owned building 	<p>The building has space and the facilities which are needed. However,</p>

		<p>disproportionate to number of people requiring the service</p>	<p>entrance and rear gardens</p> <ul style="list-style-type: none"> • Redecoration and refurbishment work 	<p>MCC as sole operator of the building.</p>		<p>the size of the building is considerably disproportionately higher than the space needed for those people MDML supports.</p> <p>The building is a dedicated social services facility which offers no community inclusion or involvement.</p> <p>The costs of refurbishing and redecorating the building may be considerable, to be confirmed.</p> <p>All running costs are born by MCC.</p>
<p>3 Page 69</p>	<p>Melville Theatre</p>	<ul style="list-style-type: none"> • Dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> • Potentially provision of some furniture/equipment to personalise space. • Work required to provide a changing bed facility. 	<ul style="list-style-type: none"> • Rental cost to be confirmed. • Contribution to shared costs of running the building 	<ul style="list-style-type: none"> • MCC owned building. Management license to Melville Arts and Community Centre. 	<p>Initial discussion held with trustees. Very supportive in principle and confident that a dedicated MDML space can be provided.</p> <p>This building is currently used regularly by people who use MDML services, and people already access a number of the community activities on offer.</p> <p>Excellent opportunity for further community cohesion and people who use MDML services can access and be involved in a variety of activities and opportunities with the wider community.</p> <p>The costs of running the MDML service from this building would be relatively low as it would only be the</p>

						rental of one room and a contribution to wider running costs.
Monmouth						
1	Bridges Centre	<ul style="list-style-type: none"> Dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> Potentially provision of some furniture/equipment to personalise space. 	<ul style="list-style-type: none"> Rental cost to be confirmed. Contribution to shared costs of running the building 	<ul style="list-style-type: none"> MCC owned building. Leased to Bridges Community Centre. 	<p>Initial discussion held with Bridges Centre manager. Very supportive in principle and confident that a dedicated MDML space can be provided, need to confirm whether this would be full time.</p> <p>Changing bed facilities already in place, with ceiling track hoist.</p> <p>This building is currently used regularly by some people who use MDML services, and people already access the community activities on offer.</p> <p>Excellent opportunity for further community cohesion and people who use MDML services can access and be involved in a variety of activities and opportunities with the wider community.</p> <p>The costs of running the MDML service from this building would be relatively low as it would only be the rental of one room and a contribution to wider running costs.</p>
2	Over Monnow Family Learning Centre	<ul style="list-style-type: none"> Dedicated MDML space proportionate to number of people 	<ul style="list-style-type: none"> Work to bathrooms to provide space for changing 	<ul style="list-style-type: none"> All running costs funded by MCC as sole 	<ul style="list-style-type: none"> MCC owned building 	<p>The building offers sufficient dedicated MDML space for the people who receive the service.</p>

		requiring the service	bed and hoist facilities.	operator of the building.		<p>There are additional rooms that are surplus to the needs of the service, which are currently used by the Children's Contact Team.</p> <p>A limited number of community activities take place at the centre e.g., Growing Spaces and Monmouth brass band.</p> <p>Work would be needed to generate greater community involvement and inclusion.</p> <p>All running costs are born by MCC.</p>
3 Page 71	Monnow Vale Health and Social Care Facilities.	<ul style="list-style-type: none"> Dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> Work required to provide a changing bed facility. 	<ul style="list-style-type: none"> Section 33 building owned by health and MCC – shared costs 	<ul style="list-style-type: none"> Section 33 building owned by health and MCC 	<p>Monnow Vale is health and social care facility, the majority of activity within the building is health focused. Community involvement and inclusion is in the main related to health activities or social care activities e.g., older persons day centre.</p> <p>There is a café on site which people who use MDML services sometimes use to meet friends. Two rooms are currently dedicated MDML spaces.</p>

Stage 3

The next stage will involve confirming the detail of each of the areas identified below:

1. Availability of dedicated rooms
2. Running costs
3. Cost of works
4. Engage with people who use the service to identify preferred option.

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Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

Name of the Officer; Ceri York

Phone no: 07775 648623

E-mail: ceriyork@monmouthshire.gov.uk

Please give a brief description of the aims of the proposal

Implementation of the recommendations from the independent review of the My Day, My Life Service.

1. The council will need to take steps to restore and develop the positive aspects of the My Day My Life service.
2. The My Day My Life service should return to the principles it set out at the start.
3. The council should consider the range of opportunities and activities that will be made available to participants in the service.
4. The service should adopt more flexible working hours
5. The service needs to have stable, compassionate and person-centred leadership.
6. The programme will have a clear process to document what is happening.
7. The service should have safe and accessible buildings.
8. People and families should be meaningfully involved in making changes.
9. Monmouthshire should think about all learning disability services
10. There should be a map of all the services in Monmouthshire

Name of Service area

My Day My Life

Adult Social Care

Date: 14th July 2023

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	<p>The redesign and restructure of the My Day, My Life Service will ensure that the opportunities and services made available to people will meet their needs, aspirations and wants. In particular, it will ensure the service offers opportunities that are open, accessible and of interest to people of all ages.</p>	<p>Some family carers of people receiving My Day My Life services are aging.</p> <p>The proposed changes may negatively impact them as they may have concerns which could include:</p> <ul style="list-style-type: none"> • A different My Day My Life base with which they are unfamiliar. • Worry about changes to the services hours of operation • Concerns that they will not continue to receive the same level/type of service 	<p>The review has ensured all relevant groups of all ages are effectively consulted with to ensure that the direction for the future is based as far as possible on what people want and need. The implementation process will ensure the equality, diversity and inclusion needs of the people receiving the service and those potentially using the service in the future are identified and taken in to account when implementing the recommendations.</p> <p>Families will continue to be involved in all aspects of the implementation process including the selection of the new MDML bases. This will provide an opportunity for carers to share their views and thoughts which can be taken into consideration. Workshops are planned for August and family carers will be invited.</p> <p>Reassurance will be provided that the implementation of the recommendations will not result in any reduction to levels of service which people receive.</p> <p>Family carers will continue to be supported by their social worker.</p>

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	<p>The implementation of the My Day, My Life review recommendations will enable us to ensure that there are community opportunities available to people to meet their needs, aspirations and wants. In particular, it will ensure the service offers opportunities that are open, accessible and of interest to people of all abilities. The implementation approach will focus on co-producing through meaningful engagement and involvement with people receiving the service.</p> <p>Future service base buildings will need to be accessible and provide appropriate toilet and changing facilities to meet the needs of people receiving the service, now and in the future.</p>	<p>There are between 1-4 people (number not specified due to data protection) who require changing bed provision. Currently not all the buildings which have been shortlisted as potential future service bases have changing bed facilities.</p>	<p>The review ensured that as far as possible all individuals views were represented and considered, specific consideration was given when shaping the review recommendations and implementation plan to ensure the needs of this group were recognised and met.</p> <p>Ensuring the meaningful involvement of people using the service in the review has been crucial. This will continue throughout the implementation phase.</p> <p>The future service base buildings will include changing bed facilities and if these are not currently provided, works will need to be funded and undertaken to ensure appropriate facilities are in place.</p>
Gender reassignment	<p>The review has been co-produced with people receiving the service and their families, so they have been able to feed in their ideas and shape the recommendations for the future design of the service.</p>	None identified at this stage	Not applicable
Marriage or civil partnership	None identified at this stage	None identified at this stage	Not applicable

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity	None identified at this stage	None identified at this stage	Not applicable
Race	None identified at this stage	None identified at this stage	Not applicable
Religion or Belief	The review has been co-produced with people receiving the service and their families, so they have been able to feed in their ideas and shape the recommendations for the future design of the service.	None identified at this stage	Not applicable
Sex	None identified at this stage	The majority of people employed at the current service are women. A full redesign and restructure of the service could result in a change in terms and conditions of employment and potentially the reduction in the current number of posts.	<p>My Day My Life colleagues were invited to take part in the review to share their views and ideas for the future. 17/19 team members participated in the review and the development of the final recommendations.</p> <p>All employees will be subject to the Council's Protection of Employment Policy, which will include seeking alternative employment options.</p>
Sexual Orientation	None identified at this stage	None identified at this stage	Not applicable

2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
<p>Socio-economic Duty and Social Justice</p>	<p>My Day, My Life is a strength-based approach that seeks to enable people with a learning disability to develop and pursue their individual aspirations within every day, community settings supported by their own networks. The implementation of the recommendations for the service, will strengthen and widen the opportunities available to people in a way that meets their needs. Therefore, likely to increase and advance equality of opportunity for people with disabilities in Monmouthshire.</p>	<p>None identified at this stage.</p>	<p>Not applicable</p>

3. Policy making and the Welsh language.

How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p>Policy Making</p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language no less favourably</p>	<p>The implementation of the recommendations will take in to account the wants and needs of all people receiving the service. If this identifies the need for more Welsh speaking staff, or Welsh activities or opportunities, action will be taken to address this.</p>	<p>None identified at this stage</p>	<p>Not applicable</p>
<p>Operational</p> <p>Recruitment & Training of workforce</p>	<p>If new posts are created or advertised as a result of the service redesign and restructure, then this will be an opportunity to increase the number of Welsh speakers recruited.</p>	<p>None identified at this stage</p>	<p>Not applicable</p>
<p>Service delivery</p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	<p>Any publicity or promotion will be made bilingually. Engagement activity relating to the implementation of the recommendations will be done in Welsh where needed.</p>	<p>None identified at this stage</p>	<p>Not applicable</p>

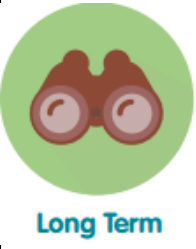
4. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Positive: This implementation will enable us to identify and support best use of community-based resources, as well as make best use of the skilled and experienced staff team to support people in their future aspirations. Negative: It is possible the restructure will result in the need for a smaller or different staffing team	Alternative employment options will be sought with SCH and the Council if needed.
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	None identified at this stage	Not applicable
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive: The implementation will shape the service and make it fit for purpose for the future so that the meets the needs and aspirations of people in Monmouthshire who currently use My Day, My Life and those who may need it in the future are met. It will seek to maximise choice and diversity of opportunity.	None identified at this stage
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive: The focus of My Day My Life is on community-based opportunities for people with learning disabilities in Monmouthshire. Supporting people to be well connected to local networks.	None identified at this stage
A globally responsible Wales Taking account of impact on global well-being when considering local	None identified at this stage	None identified at this stage



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?
social, economic and environmental wellbeing		
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Positive: people will have even more opportunities to engage their community and be involved in community activities.	None identified at this stage
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive: People with a learning disability have more choice and control over how they receive support and live their lives	None identified at this stage

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10. 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>	The implementation of the recommendations will enable us to future proof the service.	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>The recommendations set out a clear framework for the development of the My Day, My Life service in the future. The recommendation has been coproduced with the full collaboration of the people currently receiving the service, those we might support in the future, their families, social workers, and other key stakeholders. Working in partnership to shape the future of day opportunities available in Monmouthshire.</p>	<p>The final review report was published on the Council Website and views sought from the wider public.</p> <p>24 respondents took part in the public consultation and their comments and views have been taken into consideration within the implementation plan.</p>
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The participants in the review were people with learning disabilities currently receiving the service and their families in Monmouthshire, and those who may want to use it in the future. People who used to join in some MDML activities in the past who weren't eligible recipients of the service were also invited to contribute to the review and recommendations development. Colleagues currently working in the service were also participants in the review. Other stakeholders involved include Social Workers, service managers and other internal staff. The recommendations set out a framework for the ongoing development of My Day, My Life ensuring that it continues to meet the needs of people with disabilities in Monmouthshire enabling them to be connected to their local communities and develop and flourish in the lives they choose.</p>	<p>The Individual Cabinet Member decision taken in November 2022 to release Tudor Street for sale , before the review was completed, generated public opposition. As a result the decision was called in and following consideration by People's Scrutiny Committee on 3rd January and a subsequent Council meeting any decision to about the future of the building was put on hold until after the review had was completed.</p> <p>A Q&A page was developed for the MCC website which provided information to the public on the progress of the review and how they could be involved. The final report was published for public consultation in April and people were able to provide their feedback via an online questionnaire. The website provides information about the People Scrutiny meeting on 18th July and how people can get involved.</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>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The proposal will ensure people have even greater opportunity to be involved in the community, take part in activities which are meaningful to them and meet up with their friends. This may prevent a deterioration of people's well-being and increase social interaction.</p>	<p>None identified at this stage.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>This review and recommendations has provided a thorough understanding of what people with learning disabilities who receive the My Day, My Life service want. This approach maximizes opportunities for independence, choice and control. The future development will continue to have a strong community focus, linking people to other organisations and resources in their local communities.</p>	<p>None identified at this stage</p>

6. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: 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?
Safeguarding	The report has enabled us to understand what works well and doesn't work well about the service currently and to develop plans to improve where needed.	None identified at this stage	<p>The review scope was expanded in December 2022 to include people who used to join in some My Day My Life activities, although they were not in receipt of MDML support.</p> <p>A public consultation on the final review report was undertaken IN April 2023, this enabled people to share their thoughts on the recommendation including any concerns around the safety and well-being of people receiving the service.</p>
Corporate Parenting	None identified at this stage	None identified at this stage	Not applicable

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

The current proposal has been produced as part of the independent review to be carried out My Day, My Life service by Practice Solutions and work to develop the implementation plan. this has been informed by:

- Knowledge and understanding the needs of the people receiving and potentially receiving the service; including their equality, diversity and inclusion needs
- Internal data on service demand
- Internal data on staffing levels
- Feedback from social work teams, staff and individuals who currently access My Day, My Life
- Internal project teams consideration of opportunity and risk
- Ongoing and existing My Day, My Life principles, values and work plan.
- Views of people receiving the service and their families
- Views of colleagues working in the service
- Views from community partners and groups

8. 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 Impact

The independent review recommendations and the implementation plan will enable us to build and strengthen the service for the future. The review has been produced with full collaboration with stakeholders including people receiving the service and their families. Participation levels were high and included those with the most complex of needs. The equality, diversity and inclusion needs of people was understood as part of the review and informed the development of the recommendations for the future of the service. The review was based on the established values and principles of My Day, My Life to enable people with a learning disability to develop and pursue their individual aspirations within every day, community settings supported by their own networks. The recommendations for the future will support in the creation of connected, prosperous and resilient communities, whilst ensuring collaborative and inclusive practice.

Negative Impacts

It is possible that the implementation of some of the recommendations may create anxiety and uncertainty for people receiving the service, their families and the staff team due to it signaling change. The recommendations developing a more flexible service which may have an impact on the size and terms of conditions of the current establishment include also may identify the need for a smaller or different staff team, which could impact on the primarily female staffing team. Some family carers are aging and may be impacted if the service changes, e.g concerns about new service base, opening hours etc.

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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
Continue to co-produce the implementation of the review recommendations with all people who receive the service and their families. The project brief will be amended to make explicit the requirements relating to understanding and taking account of the equality, diversity and inclusion needs of the people using the service and those potentially using it in the future.	From June 2023	My Day, My Life Core Project Group
Any impact on staffing as a result of the service redesign and restructure will be subject to the Council's Protection of Employment Policy, which will include seeking alternative employment options.	July 2023 onwards	My Day, My Life management team Peoples Services
Evaluate the implementation of the recommendations and the positive impact upon people receiving the service.	July 2024	

10. 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.	Internal SCH decision making	15.05.2023	Additional actions added
2.	Pre - Cabinet Consultation Process	14.07.2023	Further information provided in regard to impacts on Age and Disability and additional actions as a result

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Integrated Impact Assessment document

(incorporating Equalities, Future Generations, Welsh Language and Socio Economic Duty)

<p>Name of the Officer Cath Saunders</p> <p>Phone no:07595647637 E-mail: cathsaunders@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To agree S106 funding at Castle Park Primary School, Caldicot</p>
<p>Name of Service area Children and Young People</p>	<p>Date 14th July 2023</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The proposed work will provide education facilities for all pupils living within the locality. The proposal will also allow for community use of the premises enabling all age groups to access the building both during and after the school day	No impact	
Disability	The proposal involves improving and enhancing disabled facilities at the school.	No impact	

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?
Gender reassignment	No impact		
Marriage or civil partnership	No impact		
Pregnancy or maternity	No impact		
Race	No impact		
Religion or Belief	The proposal to spend the remaining funding available from housing developments in the Caldicot town area at Archbishop Rowan Williams VA School will ensure that there is provision for pupils who wish to attend a church school		
Sex	The projects that are the subject of this report are of equal benefit to both males and females		

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	No impact		

2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

**Socio-economic
Duty and Social
Justice**

The proposal is an improvement for pupils living within the vicinity of the school and due to the increased capacity at the school will enable them to attend the school within their community, rather than require home to school transport taking them possibly 4 or 5 miles away to a school outside of their community.

The Proposal will enhance facilities at the school which will enable pupils who require these facilities to be with their peers who live within the same community. The proposal could also enable additional community use of the premises as it will have access for all.

3. Policy making and the Welsh language.



How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p>Policy Making</p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language no less favourably</p>	<p>Pupils at the school do not currently receive their education through the medium of Welsh. However, the Welsh Language will continue to be taught at the school as part of the Curriculum for Wales..</p>	<p>The proposal will not enable pupils to learn wholly through the medium of Welsh.</p>	<p>There is a Welsh medium school in close proximity to Castle Park School which has recently been refurbished and extended. This school has surplus places so can accommodate any pupils who wish to be educated through the medium of Welsh and have a completely immersive education</p>
<p>Operational</p> <p>Recruitment & Training of workforce</p>	<p>No impact</p>		
<p>Service delivery</p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	<p>Welsh Language is taught at Castle Park School as part of the Curriculum for Wales.</p>		




4. 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>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposal will be funded from S106 balances provided by developers of residential housing in the area, so there is no call on the Council's core capital budget.</p>	
<p>A resilient Wales Maintain and enhance biodiversity and land, river and coastal ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>The proposal will involve refurbishing existing classrooms to create more capacity rather than building new. The proposal will therefore not impact on biodiversity on the site.</p>	
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The proposals will enable pupils to walk and cycle to school rather than be transported out of their communities.</p> <p>The School Travel Plan Officer will continue to work with pupils to encourage them to walk and cycle to school.</p>	
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Learners will remain in their communities. The enhanced facilities will enable more community use outside of school hours.</p>	
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The availability of good quality and accessible education facilities in the local community means that local people do not have to travel to other areas by car or by public transport, thereby contributing to a reduction in harmful nitrogen dioxide emissions</p>	
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People</p>	<p>There are no specific proposals in this report to promote and protect the Welsh language. However the Welsh language is currently and will continue to</p>	<p>There is a Welsh medium primary school in close proximity to Castle Park School that has surplus places and has been recently extended and refurbished. Pupils who wish to be educated through the medium of Welsh are able to attend</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?
are encouraged to do sport, art and recreation	be taught to pupils through the medium of Welsh in line with the Curriculum for Wales.	there and have an immersive experience they require
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The proposal will enable pupils who previously were unable to attend the school through disability to do so and therefore remain within their community. The improvements will encourage improved access for members of the community who are disabled or have other support needs.	

5. 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>Children who are able to attend a school within the community are more likely to continue their education within the county.</p> <p>The proposal will allow for future pupil growth.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The projects involve working closely with other parties to deliver improved facilities and to ensure better access for children with disabilities and support needs.</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 data-bbox="141 480 297 507">Involvement</p> <p data-bbox="349 256 517 440">Involving those with an interest and seeking their views</p>	<p data-bbox="544 256 1256 403">The views of Cabinet members, the local members, Headteachers, Chairs of Governors and Monmouth Diocesan Trust have been sought in the drafting of the proposal</p>	
 <p data-bbox="152 770 293 794">Prevention</p> <p data-bbox="349 528 506 826">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="544 520 1323 587">The proposal will provide accommodation for existing pupils and for pupils moving into the Caldicot town area.</p> <p data-bbox="544 624 1283 770">The proposal will enable pupils to remain within their community and they will therefore not require home to school transport to the next nearest school with available capacity</p>	
 <p data-bbox="159 1118 297 1145">Integration</p> <p data-bbox="349 879 517 1137">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="544 879 1323 1062">The proposals will have a positive impact on the health & wellbeing of the pupils, future pupils and people living in the area. The proposal will improve educational provision, improve efficiency in the delivery of education and improve educational outcomes.</p>	

6. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: 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?
Safeguarding	The schools has a safeguarding policy in place. There is controlled entry to the school building and current arrangements will remain in place or be enhanced		
Corporate Parenting	Current arrangements for children who are looked after will remain in place		

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

- Surplus places data
- Planning places data
- Information from LDP for known housing deveopments

8. 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 proposal has positive impacts for protected characteristics, social economic impacts, and all of the 7 wellbeing goals and has been developed considering the five ways of working under the Wellbeing and Future Generations Act.

The main benefit of the proposal is that children and young people who live in the Caldcot town area can be educated within that area and not require home to school transport to schools outside of their community either because there are no spaces available or because the environment is not suitable for their needs.

Welsh language is taught at Castle Park School in line with the Curriculum for Wales and there is provision within the Caldcot Town area for pupils who wish to receive their education totally through the medium of Welsh. This school has also recently been refurbished and extended and have surplus place to accommodate additional pupils.

Pupils who wish to receive a Chruch education can do so at Archbishop Rowan Williams School, again in the locality. Archbishop Rowan Williams School will receive funding from two other S016 developments in the area to enhance and increase it's provision.

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

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What are you going to do	When are you going to do it?	Who is responsible
N/A		

10. 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	CYP DMT	19/06/23	No adjustments made

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SUBJECT: S106 Funding Caldicot
MEETING: CABINET
DATE TO BE CONSIDERED: 7th June 2023
WARDS AFFECTED: Caldicot Castle and Portskewett

1. PURPOSE

- 1.1 To recommend to full Cabinet the inclusion of capital funding generated from S106 agreements in the 2023/24 Capital Budget

2. RECOMMENDATIONS

- 2.1 Cabinet agrees that a budget of £439,286k is created in 2023/24 Capital Programme to fund adaptations at Castle Park Primary School to improve accessibility and increase the school capacity from 210 to 261 pupil places with effect from 1st September 2024.
- 2.2 The £439,286 will be funded by a S106 contribution from the development of the Sudbrook Paper Mill Site. This funding has been received into the Councils budget.
- 2.3 The remaining S106 funding due from two other housing developments in the Caldicot area, Church Road and Crick Road, will be used to fund improvement works at Archbishop Rowan Williams VA School as and when the funding is received into the Councils budget.

3. KEY ISSUES

- 3.1 S106 funding is allocated as part of the housing development at the former Sudbrook Paper Mill, to Castle Park Primary School and Archbishop Rowan Williams (ARW) Church in Wales Primary School
- 3.2 There is currently pressure on the school places within the Caldicot town area and the potential growth previously anticipated from this development into ARW Primary School has not yet materialised, due to the pace of the developments.
- 3.3 ARW is a Voluntary Aided School and is the nearest school to the housing development. Castle Park Primary School is the nearest non-denominational School to the housing development and therefore also included in the S106 agreement.
- 3.4 Castle Park Primary School currently has 2 classrooms that are not included within their current 210 capacity. These classrooms have been surplus to requirements for several years and used as designated art and music rooms.

- 3.5 The amount of funding received from the Sudbrook Mill development will enable the LA to refurbish these two classrooms and enhance other facilities at Castle Park School which will then release the current pressure on pupil places in the town schools.
- 3.6 If the funding is split equally between both Castle Park and ARW schools, the amount of money would not allow for any substantial work to be undertaken and would not alleviate the existing pressure on school places and therefore not the best use of funding.
- 3.7 There are two additional housing developments in the area, Crick Road (£811k) and Church Road (£345k). Both developments have ARW and Castle Park named as beneficiaries of S106 funding. It is proposed that if the Sudbrook Paper Mill funding is used for Castle Park the other two funding streams are earmarked for ARW when received.
- 3.8 The S106 agreement for Sudbrook Paper Mill specifies that the funding must be spent by end of 2023. The remodelling and refurbishment project at Castle Park Primary School will ensure this is adhered to.
- 3.9 Work required at ARW is more substantial than the proposal at Castle Park and maybe subject to Statutory Consultation under the Schools Standards and Organisation (Wales) Act 2013.
- 3.10 A feasibility study is currently being undertaken on ARW School to determine the best use of the funding, so that when the Council is in receipt of it, work can commence.

4.0 OPTIONS APPRAISAL

Option	Benefit	Risks
1. Take no action and return the money to the developers with no additional or improved educational facilities.	<ul style="list-style-type: none"> There are no benefits to this option 	<ul style="list-style-type: none"> There will continue to be a shortage of pupil places within the Caldicot town area. Pupils being admitted to their next nearest school could result in the need to provide additional home to school transport.

		<ul style="list-style-type: none"> • Pupils will not be educated in their local community.
<p>2 Split the funding (£439k) from Sudbrook Paper Mill development equally between the two schools.</p>	<ul style="list-style-type: none"> • Each school will have equal amounts of funding from the development 	<ul style="list-style-type: none"> • The amount of funding this will realise for each school will not allow for any substantial remodelling or refurbishment of the two schools. • Same risks as above in option 1
<p>3 Allocate the Sudbrook Paper Mill funding to Castle Park Primary School to relieve the pressure on pupil places in the schools in the Caldicot town area, and in future allocate the funding from Crick Road and Church Road to Archbishop Rowan Williams VA School</p>	<ul style="list-style-type: none"> • There will be an opportunity to address the lack of school places within the Caldicot town area. • Pupils living in the area will be able to attend their local school. • There will be no requirement for home to school transport. • The combined funding from the two other housing developments will achieve more at Archbishop Rowan Williams • Provides for those who may not wish for a Church education 	<ul style="list-style-type: none"> • The developments at Crick Road may not generate the S106 funding if developers review proposals due to market conditions.
<p>4 Allocate the Sudbrook Paper Mill funding to Archbishop Rowan Williams VA School</p>	<ul style="list-style-type: none"> • The funding will enable some remodelling work to be undertaken at ARW but nothing significant 	<ul style="list-style-type: none"> • The amount of funding will not provide any significant impact on the

	that will address future capacity issues	<p>pupil places available.</p> <ul style="list-style-type: none"> • There will still be pressure on Caldicot town schools. • Some parents may not wish for their children to have church education, so places will be required elsewhere in Caldicot. • Undertaking a statutory process at this stage will result in possible loss of funding.
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5. REASONS

- 5.1 To ensure the S016 funding from the Sudbrook Paper Mill is available in the Council's 2023/2024 capital budget.
- 5.2 To ensure the Section 106 funding received from the developer is used effectively to enhance education provision in the local area and relieve pressure on pupil places.

6. RESOURCE IMPLICATIONS

The S106 funding identified in this report has been received to improve education facilities in the local area, so the works proposed will not impact on existing capital.

The total floor and ground area of the school will not increase therefore the delegated funding for premises costs will remain the same. As the number of pupils increase this will generate further funding for staffing and resources via the Section 52, however these pupils would have attended schools in Caldicot and therefore the funding will be directed to Castle Park instead. There may also be a saving for transport as pupils will be able to attend their nearest school.

7. WELL BEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING & CORPORATE PARENTING)

See attached at **Appendix A.**

The proposal has positive impacts for protected characteristics, social economic impacts, and all the 7 wellbeing goals and has been developed considering the five ways of working under the Wellbeing and Future Generations Act.

The main benefit of the proposal is that children and young people who live in the Caldicot town area can be educated within that area and not require home to school transport to schools outside of their community either because there are no spaces available or because the environment is not suitable for their needs.

Welsh language is taught at Castle Park School in line with the Curriculum for Wales and there is provision within the Caldicot Town area for pupils who wish to receive their education totally through the medium of Welsh. This school has also recently been refurbished and extended and have surplus place to accommodate additional pupils.

Pupils who wish to receive a Church education can do so at Archbishop Rowan Williams School, again in the locality. Archbishop Rowan Williams School will receive funding from two other S016 developments in the area to enhance and increase its provision.

8. CONSULTEES

Senior Leadership Team
Cabinet Members
Local Members
Section 106 Working Group
Assistant Head of Finance/Section 151 Officer
Headteachers and Chairs of Governors Castle Park Primary School and ARW Primary School
Monmouth Diocesan Trust

All comments have been responded to and taken into account within the report where appropriate.

9. BACKGROUND PAPERS

Section 106 Agreements:
Sudbrook Paper Mill

Crick Road

Church Road - Caldicot

10. AUTHOR

**Cath Saunders – Sustainable Communities for Learning
Programme Manager**

Email – Cathsaunders@monmouthshire.gov.uk.

Nikki Wellington – Support Services Manager

Email: Nicolawellington@monmouthshire.gov.uk

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SUBJECT:	MEETING GYPSY & TRAVELLER PITCH NEEDS - LAND IDENTIFICATION
MEETING:	CABINET
DATE:	26TH JULY 2023
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 The purpose of this report is to approve a proposal that the Council consults on the suitability of four pieces of Council owned land for potential development to meet (all or part meet) its statutory obligation to address identified Gypsy and Traveller pitch needs in Monmouthshire.
- 1.2 To recommend further evaluation of a fifth piece of Council owned land, to inform possible consultation and that the Council puts out a 'call' for land in private ownership.

2. RECOMMENDATIONS:

- 2.1 Cabinet Member recommends to Cabinet the commencement of the consultation exercise which will look at the following Council owned sites for the potential development of Gypsy and Traveller pitch provision namely:
 - Manson Heights, Monmouth
 - Rocklea, Mitchel Troy
 - Garthi Close, Mitchel Troy
 - Langley Close, Magor
- 2.2 Agree that further evaluation is undertaken on an additional piece of Council owned land, to further inform possible suitability and if applicable, (subject to findings) future consultation.
 - Dancing Hill, Undy (west of Dancing Hill)
- 2.3 Agree to a 'call' for landowners who may wish to suggest parcels of land to come forward for consideration and further consultation.

3. KEY ISSUES:

- 3.1 All Council's in Wales have a duty under Part 3, Housing (Wales) Act 2014 to undertake a Gypsy & Traveller Assessment every five years. Where unmet need for mobile home pitches is identified, the necessary pitch provision needs to be made. The last Assessment was adopted by Cabinet on 6th January 2021. The summary conclusions of the most recent Assessment are:
 - The assessment finds that there is an unmet need of nine pitches under the assessment period 2020 to 2025.
 - Beyond 2025, there is a further unmet need of four pitches over the remaining length of the Replacement Local Development Plan (2026-33).
- 3.2 The Council has implemented a process to evaluate all Council owned land to identify suitable land that will help to meet the above need. An overview of the identification process undertaken by the Council is provided in **Appendix 1**.

3.3 The outcome of the identification process has concluded that five pieces of Council owned land may be suitable for development as pitch provision, four of which it is proposed are consulted upon. It is proposed that further investigative work is undertaken in respect of the fifth site prior to any decision on consultation. An overview of this land is provided below and a more detailed overview for each location is provided in **Appendix 2 and 3**.

MCC Land*	Summary/Main Conclusion	Recommendation
Land Considered Suitable		
Manson Heights, Monmouth	<p>No significant internal officer feedback received to suggest the site's suitability shouldn't be further considered. However, historical mapping has identified an Isolation Hospital for infectious diseases was previously situated on this land, likely between 1905-1964.</p> <p>The land is prioritised on the Councils Contaminated Land inspection strategy as a category E (low priority for further inspection).</p> <p>Should any type of accommodation be built on the land, (without site investigation and, if necessary, remediation) the site would become a category B (medium-high priority).</p>	<p>Consider retaining in process for consultation.</p> <p>Any future decision to develop would need to be subject to a land contamination site investigation.</p>
Garthi Close, Mitchel Troy	<p>No significant internal officer feedback received to suggest the site's suitability shouldn't be further considered. For assessment criteria RAG rated red, it is considered that mitigating action can be taken to address the concerns raised .</p>	<p>Consider retaining in process for consultation.</p>
Rocklea, Mitchel Troy	<p>No significant internal officer feedback received to suggest the site's suitability shouldn't be further considered. For assessment criteria RAG rated red, it is considered that mitigating action can be taken to address the concerns raised.</p>	<p>Consider retaining in process for consultation.</p>
Langley Close, Magor	<p>No significant internal officer feedback received to suggest the site's suitability shouldn't be further considered.</p>	<p>Consider retaining in process for consultation.</p>
Land Possibly Not Suitable – But Not Currently Determined		
Dancing Hill 1.85 acres, Undy	<p>Feedback received to suggest the site may not be suitable. For assessment criteria with a RAG red rating, suitability would be subject to further assessment/surveys.</p>	<p>Consider retaining or removing from process.</p> <p>It is recommended that if this land was retained in the process, possible use for</p>

	It is not known whether mitigating action would be necessary or feasible to address and remediate the concerns raised.	Gypsy & Traveller pitch provision isn't consulted upon until such time the required investigative survey work has been completed and the findings known and understood.
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A number of the above areas of land are large enough to accommodate the whole of the pitch needs identified in the Gypsy & Traveller Accommodation Assessment. **It is not being proposed nor recommended that larger areas of land are utilised necessarily to their maximum pitch capacity and, therefore, **should not** be evaluated or considered on the basis of their maximum pitch capacity. Smaller provision is considered more appropriate and sustainable.*

3.4 Of the need of thirteen pitches identified, it is proposed that one pitch is facilitated by supporting a private household with acquiring planning permission for an additional pitch on their existing site. This effectively reduces the pitch requirement to 12.

3.5 Any further planning permission approvals since the Gypsy & Traveller Assessment should also be taken into account.

3.5 The proposed next steps are:

- **Cabinet – 26th July 2023** – agree proposal to consult on identified sites
- **August - September 2023** - consult on identified site(s)
- **People Scrutiny Committee 5th October 2023** – report on outcome of consultation and make site(s) recommendation for proceeding.
- **Cabinet 8th November 2023** – agree site(s) to progress for potential development
- **December 2023 Onwards:**
 - Progress with incorporating identified site(s) into the Replacement Local Development Plan
 - Engage with Travelling Ahead; Gypsy, Roma and Traveller Advice & Advocacy Service, MCC Estates and Welsh Government.

3.5 It is proposed to appoint a specialist planning agency that supports and advocates for community involvement in planning, to facilitate the consultation on behalf of the Council.

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

4.1 No negative implications have been identified respect of this proposal to consult. See **Appendix 4**. However, should the Council make a decision to develop pitch provision, negative implications have been identified in respect of some of the locations. There would be a need to identify mitigating steps.

5. OPTIONS APPRAISAL

5.1 The following options are available:

Option	Benefit	Risk
<p>Option 1: The <u>recommended option</u> is that Cabinet gives approval for the Council to consult on pieces of land for potential suitability and development for Gypsy & Traveller pitch provision and agree to a 'call' for landowners who may wish to suggest parcels of land to come forward for consideration and further consultation.</p>	<ul style="list-style-type: none"> • This contributes to the Council's legal responsibilities to meet identified Gypsy & Traveller pitch needs • Facilitating pitch needs can be undertaken by a number of means and doesn't have to be undertaken through public pitch provision and/or using Council owned land. 	<ul style="list-style-type: none"> • It is possible there may be community objection to any proposed development of Council owned land for Gypsy & Traveller sites. • There will be future financial implications associated with continuing to evaluate and finalise suitability eg land contamination investigation • There will be future financial implications associated with any final decisions relating to developing and managing a proposed site, although it is anticipated that Welsh Government capital grant will be available.
<p>Option 2: That Cabinet give approval for the Council to consult on a <u>smaller</u> selection of these pieces of land for potential suitability and development for Gypsy & Traveller pitch provision (eg consult on one, two or three of the pieces of land rather than four).</p>	<ul style="list-style-type: none"> • This will still contribute positively to the Council's legal responsibilities to meet identified Gypsy & Traveller pitch needs 	<ul style="list-style-type: none"> • It is possible there may be community objection to any proposed development of Council owned land for Gypsy & Traveller sites. • Subject to final decisions, this option will impact on the number of pitches the Council will be able to provide and it reduces the likelihood of the Council meeting the whole identified need (eg 13 pitches) for Monmouthshire. • There will be future financial implications associated with any final decisions relating to developing and managing a proposed site, although it is anticipated that Welsh Government capital grant will be available.
<p>Option 3: To not recommend any of the pieces of land to Cabinet to formally consult upon.</p>	<ul style="list-style-type: none"> • No benefits with this option, although the Council still may conclude that none of the pieces of land are suitable. 	<ul style="list-style-type: none"> • It would impact on the Council meeting its legal responsibilities to meet identified pitch provision need.

Option	Benefit	Risk

6. REASONS:

6.1 The Council has a duty under Part 3, Housing (Wales) Act 2014 to address unmet need for mobile home pitches where identified. Using Council owned land is one option for meeting identified need.

7. RESOURCE IMPLICATIONS:

7.1 The estimated cost of appointing a specialist planning agency to consult on the potential land options is approximately £4,000, subject to the final number of pieces of land evaluated as suitable for development by the Workshop. This will be funded from the Housing & Communities budget.

7.2 Subject to a final decision on consulting on Council owned pieces of land, there will be further revenue implications relating to undertaking air quality and noise assessments and land contamination investigation, to continue evaluating land for suitability.

7.3 Although not relating to this report and any decision to consult on Council owned land for potential future pitch provision development, there will be capital and revenue cost implications relating to any decision to develop pitch provision. The Council would engage with Welsh Government in respect of possible capital grant availability.

8. CONSULTEES:

8.1 Cabinet; Senior Leadership Team; Communities & Place DMT; Housing Management Team; Travelling Ahead - Gypsy & Traveller Advocates; Principal Environmental Health Officer; Snr Landscape and Urban Officer; Biodiversity & Ecology Lead; Highways Development Manager; Head of Planning and People Scrutiny Committee 19th July 2023.

8.2 See **Appendix 5** for comments and feedback provided by People Scrutiny on 19th July 2023 (to be inserted after 19th July 2023).

9. BACKGROUND PAPERS:

Welsh Government Site Design Guide 2015

10. AUTHOR: Ian Bakewell, Housing & Communities Manager

11. CONTACT DETAILS: Tel: 01633 644479 **Email:**
ianbakewell@monmouthshire.gov.uk

Appendix 1

Gypsy & Traveller Pitch Provision Land (MCC Owned Land) Identification and Evaluation

20th July 2022, People Scrutiny Committee - proposal for identifying sites and approach for member and Committee involvement considered.

Stage 1

- Preliminary Identification of all MCC Land and Assets – desktop exercise by officers. An appraisal of **All** MCC owned land, giving regard to Welsh Government Site Design Guide 2015.
- Approximately 1500 council assets considered and reviewed. Land removed:
 - Asset is a MCC property;
 - Cemetery Land; Allocations in the existing adopted LDP;
 - Tree Planting Scheme;
 - Woodland;
 - Covered by a ground lease;
 - Council Car Park; Footpath/road

Stage 2 – Further land removed relating to the following:

- Site is less than 500sqm – desired pitch size is min 500sqm for public sites. [A pitch capable of accommodating an amenity block, mobile home, caravan and parking for two vehicles];
 - Equipped Children's Play Area;
 - Playing Fields (Pitch);
 - County Farm Holdings;
 - Allocations in the existing adopted LDP/ RLDP promotion sites;
 - Known unfavourable topography;
 - Woodland areas that were missed on Stage 1;
 - C1 & C2 Flood Risk – known sites in flood risk removed;
 - Sites with any uncertain inputs have been carried forward to the next stage for further assessment
- Approximately 70 sites remained from 1500 sites

Stage 3 – assess flood risk as per updated TAN 15. Land removed due to:

- Sites wholly or mostly in Zones 2 & 3 of updated TAN15 maps (sea and river)
 - Sites where boundary could potentially be amended to remove site out of flood risk kept on list
 - Surface water flood risk highlighted for further assessment
 - Any constraints identified in Stage 1 & 2 if picked up at Stage
 - Brecon Beacons National Park Plan
 - Within and adjacent to Conservation Areas and/or Historic Park & Garden
 - Enclosed/surrounded by built environment privacy and amenity / placemaking
 - National Ecological designations eg SSSI
- Approximately 50 sites remained

Stage 4 - RAG Evaluation of Land - this exercise reduced the sites for potential consideration down to 9 pieces of land. The methodology used included desk-top evaluation, site visits, internal service consultation, Gypsy & Traveller community consultation undertaken by Travelling Ahead and feedback from Travelling Ahead themselves.

17 areas of land evaluated against the following RAG criteria:

Site Area	Ecological Designation on whole or part of site (SSSI, SIN, SAC, RAMSAR, national/local nature reserve)
Ability to provide utility infrastructure	
Flood Zone (Updated TAN 15 Flood Maps)	Proximity to ecological designation
Within or adjoining a Settlement Boundary	Landscape Sensitivity (as recorded in the Landscape Sensitivity Study)
Greenfield/Brownfield	Mineral Safeguarding Area
Surrounded by Built Development	Proximity to potential 'bad neighbours' e.g. dual carriageways, trunk roads, motorway, railway, industrial estates)
Potential for expansion	
Within BBNP or AONB	Contamination (as recorded on Monmaps)
Within Green Wedge or potential Green Belt	School Proximity
Within Phosphates Catchment Area	Medical Facility Proximity
Adopted LDP DES2 Allocation	Proximity to other Amenities
DES2 in Review	Public transport proximity and frequency
Within/adjacent to Conservation Area or Historic Parks & Garden	Proximity to Historical Designation (inc Listed Buildings and Con Areas)
Within Archeologically Sensitive Area	Topography
Permanency	Access

- **29th September 2022, Member Workshop 1** – to communicate to all members the Council's Gypsy & Traveller responsibilities, advise of the identified unmet need and provide an update on site sifting work undertaken to date and the approach taken (which had identified 17 sites for further consideration). To enable further sifting of Council owned land, a proposed approach to RAG (Red, Amber, Green) rate land was considered. **See Appendix 2** for an overview of evaluation criteria. The Workshop recommended that the proposed RAG be used to further evaluate 17 pieces of Council owned land.

The Workshop also recommended Gypsy & Traveller awareness training be arranged for members and officers.

- Application of RAG, reduced 17 pieces of land to 9 pieces of land
- **3rd November 2022, Member Workshop 2** - 9 pieces of land were shared and discussed at the Workshop. The Workshop recommended that these 9 pieces of land should remain in the process for continued evaluation.
- **Officer Acquisition of Preliminary Feedback** – feedback received from internal services, Travelling Ahead – Gypsy & Traveller Advocates and the Gypsy & Traveller community (undertaken on behalf of the Council by Travelling Ahead).




- **30th January 2023, Member & Officer Gypsy & Traveller Awareness Training** – facilitated by Travelling Ahead.

Stage 5

- **4th July 2023 – Members Workshop 3** - consider 9 remaining sites and whether to leave in process and recommend consulting on possible development or remove from process.

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Gypsy & Traveller Site Identification – MCC Land Evaluation

MCC Land - Dancing Hill x 1.85, Undy	
Site Size – Approx 12,738 m ²	<p>Pitch Capacity – sufficient to meet MCC’s pitch needs*</p> <p>*The site has the capacity for more pitches, but these are not needed. Sites above approx. 5 or 6 pitches are not recommended</p>
<p>General Description</p> <ul style="list-style-type: none"> • Urban • The land forms part of the Council’s County Farms estate and is occupied via a grazing license. It is anticipated this license would need to be terminated/amended should the site be supported for this use • Former Dancing Hill Landfill Site 1940-60. • The land is classed as high risk for human health in MCC’s contaminated land prioritisation list. Development of this land could not be undertaken without planning conditions requiring contaminated land site investigation and remediation. • Level • Residential adjacent to southern boundary. M4 to north of site • Access off Dancing Hill/Grange Road. • Tree Preservation Orders on northern boundary. • Trees bordering the boundary • Opposite to the west of the other Dancing Hill x 0.85 land 	
Ward – Magor East with Undy	
<p>Photo’s</p>   	



Strengths

- Level land
- Scope to create a margin between existing homes
- Future scope to expand – subject to original development size (sites above 5 or 6 aren't recommended)

Weaknesses

- Adjoins existing homes to east and south
- Proximity to M4 – noise and potential pollution. Traffic and noise assessments/surveys would be needed given the proximity of the M4 - a TAN 11 Noise assessment to establish whether this site is suitable having regard to the existing background noise levels.
- Mineral safeguarding area
- Former landfill site and is currently classed as high risk for human health in MCC's contaminated land prioritisation list.
- DES2 Amenity land
- Greenfield
- Existing access is unsuitable, but an alternative access is considered achievable from Grange Road where the site directly abuts Grange Road at its widest point. Traffic assessment would be required.
- There would be a loss to the current grazing licence holder who would need to be served notice to terminate/amend their existing license.
- It is not known what the site currently contains and it is not known whether any remediation of the former landfill site use would be necessary
- Located near of Vinegar Hill housing development which is currently in progress. On completion, additional traffic capacity will be relevant to this land.
- A public footpath runs E to W across the northern part of the land.

Opportunities

Threats (Risk)

- Potential health risk

<ul style="list-style-type: none"> • Due to the size of the land, there is scope to develop just a part of the site away from existing homes and M4. 	<ul style="list-style-type: none"> • Potential cost of investigative work and remediation work
<p>Key Internal Feedback Comments</p> <ul style="list-style-type: none"> • DES2 Amenity Landon approx half site • Greenfield • Environmental Health Comments - The site is on a former landfill site. Site is currently used for grazing and is classed as high risk for human health in the contaminated land prioritisation list. Land contamination investigations and potential remediation would need to be undertaken prior to use. TAN11 noise assessment required due to proximity to M4. 	
<p>Gypsy & Traveller Community Comments</p> <ul style="list-style-type: none"> • Good transport links are needed for work purposes. Supermarket deliveries and taxis will be needed. Near shops is helpful but not so near that kids can walk off into town on their own and get into trouble. • Not suitable as wish to remain in home community for school, employment and social reasons* <p><i>* This relates to one household and doesn't mean that it's not suitable for other families.</i></p>	
<p>Travelling Ahead Comments</p> <ul style="list-style-type: none"> • Not considered suitable as too close to existing properties and close to M4 in terms of noise and pollution. 	
<p>Recommendation</p>	<p>Retain in process and put forward for consultation</p>

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Gypsy & Traveller Site Identification – MCC Land Evaluation

MCC Land – Garthi Close, Off Common Road, Mitchel Troy	
<p>Site Size – Approx 6,318 m²</p>	<p>Pitch Capacity – sufficient to meet MCC’s pitch needs*</p> <p><small>*The site has the capacity for more pitches, but these are not needed. Sites above approx. 5 or 6 pitches are not recommended</small></p>
<p>General Description</p> <ul style="list-style-type: none"> • Rural • Situated about a mile from the main Mitchel Troy Road. • Well screened to all elevations. • To the south west of Mitchel Troy 	
<p>Ward – Mitchel Troy</p>	
<p>Photo’s</p> <div style="display: flex; justify-content: space-around;">    </div>	
<div style="display: flex; justify-content: space-around;">    </div>	
<p>Strengths</p> <ul style="list-style-type: none"> • Well screened on all elevations 	<p>Weaknesses</p>

<ul style="list-style-type: none"> • Relatively level area of land, although sloping downwards N/NE. • Scope to create margin in respect of adjoining property eg develop to west of land. • Scope to develop towards the west elevation, away from nearby homes. 	<ul style="list-style-type: none"> • Boundary of land is reasonably close to a number of existing homes to three of the elevations. • Greenfield • Wye Valley AONB • River Wye Catchment • Site is bounded by native species hedge. To create access, some hedging would need to be removed. • Gradient of adjoining road relating to access and signage 'not suitable for HGV's. • Adjoining road - narrow/single track lane • Common Road – narrow and single track in places. • Farm traffic/plant frequents adjoining and Common Road. • The current access is situated off a private lane.
<p>Opportunities</p> <ul style="list-style-type: none"> • None identified 	<p>Threats (Risk)</p> <ul style="list-style-type: none"> • Potential detrimental impact on native species relating to required hedge removal. • Road safety in relation to existing farm traffic
<p>Key Internal Feedback Comments</p> <ul style="list-style-type: none"> • Greenfield • Within Wye Valley Area of Outstanding Natural Beauty • Within River Wye catchment and, therefore, phosphate implications • GI - Site is not suitable. To create suitable access a significant section of existing hedge would need to be removed. Based on the proposed layout for settlement, location, impact on character setting and the qualities of Monmouthshire's landscape as well as the Wye Valley, AONB the site is not suitable. • Ecology - The site is bounded by native species hedge, part of the hedgerow will need to be removed to permit access. The quality of the habitats is unknown without surveys but it is likely that the hedgerow will meet priority criteria and there is potential for priority grassland. It is recommended that the required hedgerow loss would make this site unsuitable for proposed development. 	
<p>Gypsy & Traveller Community Comments</p> <ul style="list-style-type: none"> • Easier to get Planning the further you are away from other people due to hostility. Putting sites near to settled community doesn't work. Feeling mutual of not wanting to live near each other (ie Travellers and the settled population) • Not suitable as wish to remain in home community for school, employment and social reasons* <p><i>* This relates to one household and doesn't mean that it's not suitable for other families.</i></p>	
<p>Travelling Ahead Comments</p> <ul style="list-style-type: none"> • Positive that it's not too close to too many existing homes and there is scope to develop the north/westerly side of the site and create a good margin. This site shouldn't go forward together with the Rocklea site. Site more preferable than Rocklea site. Being a larger area of 	

land creates flexibility. Shouldn't be developed if the Rocklea land proceeds. The Garthi Close site is considered more suitable than the Rocklea land.	
Recommendation	Retain in process for ongoing consideration.
Date	14 th July 2023

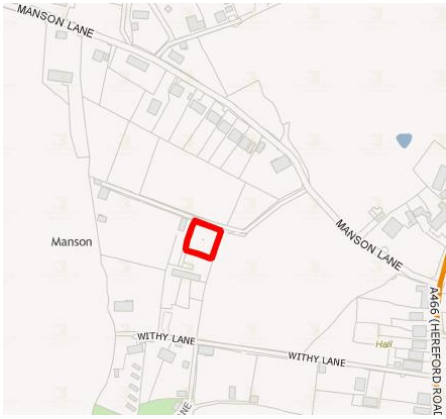


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Gypsy & Traveller Site Identification – MCC Land Evaluation

MCC Land – Langley Close, Magor	
Site Size – Approx 23,431m ²	<p>Pitch Capacity – sufficient to meet MCC’s pitch needs*</p> <p>*The site has the capacity for additional pitches above the identified need, but these are not required. Large sites and provision above 5 or 6 units are not recommended.</p>
<p>General Description</p> <ul style="list-style-type: none"> • Urban • Access off St Brides Road. • The land forms part of the Council’s County Farms estate and is occupied via a grazing license. It is anticipated this license would need to be terminated/amended should the site be supported for this use • Residential properties adjoining southern boundary. M4 to the north, open land to east and west. • Tree belt around the site 	
Ward – Magor West	
<p>Photo’s</p> <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div>	

<p>Strengths</p> <ul style="list-style-type: none"> • Level land • Scope for expansion (within the context of not creating a large site) • Ability to create a margin between homes and M4 • New access can be created on St Brides Close 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Greenfield • Mineral safeguarding area • Existing access is not suitable • Traffic and noise assessments/surveys would be needed given the proximity of the M4 - a TAN 11 Noise assessment to establish whether this site is suitable having regard to the existing background noise levels. • Woodland along M4 corridor may support Dormouse, reptiles, birds and lizards • Adjacent to existing homes • There would be a loss to the current grazing licence holder who would need to be served notice to terminate/amend their existing license.
<p>Opportunities</p> <ul style="list-style-type: none"> • Due to the size of the land, there is scope to develop just a part of the site away from existing homes and M4. 	<p>Threats (Risk)</p> <ul style="list-style-type: none"> • Close to M4 – air and noise pollution • Possible risk of land contamination eg unrecorded waste disposal from nearby housing development or disposal of made ground or parking from heavy vehicles/equipment.
<p>Key Internal Feedback Comments</p> <ul style="list-style-type: none"> • Greenfield • Mineral Safeguarding area • Land should be investigated for possible land contamination, and if necessary remediated prior to introducing a receptor. 	
<p>Gypsy & Traveller Community Comments</p> <ul style="list-style-type: none"> • Good transport links are needed for work purposes. Supermarket deliveries and taxis will be needed. Near shops is helpful but not so near that kids can walk off into town on their own and get into trouble. Easier to get Planning the further you are away from other people due to hostility. Putting sites near to settled community doesn't work. • Not suitable as wish to remain in home community for school, employment and social reasons* <p><i>* This relates to one household and doesn't mean that it's not suitable for other families.</i></p>	
<p>Travelling Ahead Comments</p> <ul style="list-style-type: none"> • Although close to existing homes, considered a possible option due to the ability to develop the site from the west to centre and create a margin to the existing homes. Being a sizeable site creates flexibility. Near M4 so issue of pollution and noise. 	
<p>Recommendation</p>	<p>Retain in process for ongoing consideration</p>
<p>Date</p>	<p>14th July 2023</p>

Gypsy & Traveller Site Identification – MCC Land Evaluation

MCC Land – Manson Heights, Monmouth	
Site Size – Approx 775 m ²	Pitch Capacity – 1 pitch max
<p>General Description</p> <ul style="list-style-type: none"> • Rural • Level site • Currently open space. Hedged and well screened to North and East elevations. • Situated to the north of 3 x Manson Height properties, two of which would adjoin the site. • Easily accessed from Manson Heights. However, access to Manson Heights is via Manson Heights and Manson Lane – very narrow single-track lanes from the A466. 	
Ward – Osbaston	
	
	
<p>Strengths</p> <ul style="list-style-type: none"> • May suit an individual family • Existing screening in place x 2 elevations • Level site 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Location of a former Isolation Hospital for infectious diseases, likely 1905-64. The land is prioritised on the Councils Contaminated Land inspection strategy as a category E (low priority for further inspection). Should any type of accommodation be built on the land, (without site investigation and, if necessary,

	<p>remediation) the site would become a category B (medium-high priority).</p> <ul style="list-style-type: none"> • Narrow single-track lane access for access – lack of passing places. And may have implications for developing and decommissioning • Adjoins existing homes • Minimal margin between adjoining homes • No scope to expand • Less economical to develop being due to size. • Local residents use for a play area.
<p>Opportunities</p> <ul style="list-style-type: none"> • Being allocated to one family – no risk of other families arriving • Could be sold to a household. 	<p>Threats (Risk)</p> <ul style="list-style-type: none"> • Potential health risk • Potential cost of investigative work and remediation work
<p>Key Internal Feedback Comments</p> <ul style="list-style-type: none"> • Greenfield site • Within Wye catchment so phosphate implications • Land contamination investigation should be undertaken to evaluate potential suitability 	
<p>Gypsy & Traveller Community Comments</p> <ul style="list-style-type: none"> • Easier to get Planning consent the further you are away from other people due to hostility. Putting sites near to settled community doesn't work. Feeling mutual of not wanting to live near each other (ie Travellers and the settled population). Easier to get Planning the further you are away from other people due to hostility. • Not suitable as wish to remain in home community for school, employment and social reasons* <p><i>* This relates to one household and doesn't mean that it's not suitable for other families.</i></p>	
<p>Travelling Ahead Comments</p> <ul style="list-style-type: none"> • Not suitable. Too close to existing homes. Existing screening on two elevations is good. The provision of just one pitch may be less economical. MCC is advised to aim for sites that can accommodate 5/6 pitches 	
<p>Recommendation</p>	<p>Retain in process for consideration by Members Workshop</p>

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Name of the Officer completing the evaluation Ian Bakewell Phone no: 01633 644479 E-mail: ianbakewell@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal Meeting The Unmet Pitch Needs of the Gypsy & Traveller Assessment January 2021
Name of Service area Housing & Communities	Date 7th July 2023 updating 31 st August 2021 Version

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	<p>The proposal will positively contribute to the Gypsy & Traveller community.</p> <p>Children and young people will be more likely to receive stable accommodation to ensure that they can enjoy a decent standard of living and reach their potential.</p>	<p>Some of the shortlisted sites are used as recreation space, the loss of which will impact negatively on young people in particular.</p>	<p>The Council has and will continue to engage with the Travelling Ahead advocacy service.</p> <p>The proposed public consultation will help assess the potential impact relating to different site options.</p>
Disability	<p>Members of the travelling community can be provided with more appropriate accommodation. This can also help access to health and care services.</p>	<p>There are no negative impacts in respect of the proposed consultation, but it is known that if one of the pieces of land is developed, it may impact negatively on young disabled people living in the vicinity who are known to use this land for recreational and play purposes.</p>	<p>Ensure that sites, when developed, are fully accessible.</p> <p>For the wider community, the proposed public consultation will help assess the potential impact relating to different site options.</p>
Gender reassignment	Positive impact	N/A	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	As above	As above	As above
Pregnancy or maternity	The identification of new sites should have a positive impact on those who are pregnant as giving better access to pre-natal care and provide more stable accommodation for the family.	As above	As above
Race	Romany Gypsies and Irish Travellers are recognised as having a protected characteristic under the Equality Act 2010. The identification of new sites providing permanent authorised accommodation will have a positive impact on this community in terms of education, health and quality of life	As above	Many people express negative opinions about gypsies and travellers and work will be needed to counter these negative perceptions and ensure social cohesion. Racist comments and behaviour will be reported to the Police.
Religion or Belief	Positive impact	As above	As above
Sex	As above	As above	As above

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sexual Orientation	As above	As above	As above

2. The Socio-economic Duty and Social Justice

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.

	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?

<p>Socio-economic Duty and Social Justice</p>	<p>It is recognised that Gypsy and Travellers can be disadvantaged in part, due to lack of stable accommodation, including available permanent pitch provision, resulting in a more transient lifestyle due to the need to regularly move on.</p> <p>This can be detrimental to community inclusion including accessing (or retaining) employment/training opportunities and accessing financial services e.g. insurance.</p> <p>Good quality permanent pitch provision also supports wider priorities such education, particularly for children and young people, as well as health and well-being.</p>	<p>There are no negative impacts associated with this proposal to consult on the suitability of Council owned land.</p> <p>However, there would be negative impacts if the Council determined not to develop any of the identified land.</p> <p>Dancing Hill – this is currently tenanted for horse grazing, which would impact negatively on the tenant’s employment and income.</p> <p>Concerns have been expressed about negative impacts about property values. Not a material planning consideration.</p>	<p>There is no current mitigation against the identified employment detriment relating to possible development of Dancing Hill. Should it be selected then mitigating actions can be considered.</p> <p>There is no current mitigation against the possible impact on property values of neighbouring homes. Should any be selected be selected then any possible mitigating actions would need to be investigated.</p> <p>The Council has previously established a pitch waiting list and allocation policy in potential readiness for pitch provision. This, however, needs to be published. This provides a mechanism for households to apply for future pitches.</p>
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3. Policy making and the Welsh language.

How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
Policy Making Effects on the use of the Welsh language, Promoting Welsh language Treating the Welsh language, no less favourably	The Council has a pitch allocation policy and it is appropriate to establish a bi-lingual version.	None	N/A
Operational Recruitment & Training of workforce	Neutral impact. This proposal does not involve the appointment of staff.	None	N/A
Service delivery Use of Welsh language in service delivery Promoting use of the language	Whilst the current proposal to consult on potential pitch provision has a neutral impact, in the longer term, the aim is to establish Gypsy & Traveller pitch provision. This is an opportunity to promote the Welsh Language e.g. signage, agreements, welcome packs etc.	None	N/A



4. 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>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Meeting the pitch needs of Gypsy & Traveller households creates stability for households and enables them to establish firm links with local communities e.g. schools, employment.</p> <p>It reduces the likelihood of unauthorized encampments and the associated resource implications of dealing with such.</p> <p>Dancing Hill - this is currently tenanted for horse grazing, which would impact negatively on the tenant's employment and income.</p>	<p>There is no current mitigation against the identified employment detriment relating to possible development of Dancing Hill. Should it be selected then mitigating actions can be considered.</p> <p>We will involve and liaise with Travelling Ahead Gypsy and Traveller advocates.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g., climate change)</p>	<p>There may be a possible opportunity to give consideration to this in respect of the design of a possible public provision.</p>	<p>N/A</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized, and health impacts are understood</p>	<p>There are no negative impacts associated with this proposal to consult on the suitability of Council owned land.</p> <p>However, it has been suggested an alternative option for the use of the Langley Close land is for recreational purposes. Should this location</p>	<p>N/A</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>be used for Gypsy & Traveler pitch provision, this could impact upon the possible alternative recreational option.</p> <p>It has also been suggested that an existing footpath across Dancing Hill could be an Active Travel route. Possible use for Gypsy & Traveller pitch provision may impact detrimentally on the possible Active Travel route option.</p> <p>Facilitating pitch provision supports good quality accommodation for Gypsy and Traveller households which is conducive to good health and well-being and helps tackle health inequalities.</p> <p>It also supports households being able to access health services e.g. GP's, dentists, opticians etc.</p>	
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>The potential to facilitate the availability of new pitch provision provides the opportunity to invest in appropriately located and well-designed provision that is attractive to the Gypsy & Traveller community and has no impact on existing communities.</p>	<p>A pitch waiting list policy is already in place.</p> <p>Two Gypsy & Travelling training and awareness sessions have been organised to support Members and officers.</p> <p>Work with the community cohesion team to counter any negative perceptions of the Gypsy, Roma and Traveller community.</p>
<p>A globally responsible Wales</p>	<p>N/A</p>	<p>N/A.</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?
Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Should the Council's site identification result in public pitch provision, this presents an opportunity to promote the Welsh Language.	N/A
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The proposals directly supports equality and protected and or disadvantaged groups.	As above

5. 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 future</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal is informed by a Gypsy and Traveller Assessment Jan 21, which makes population projections up to 2033.</p> <p>Planning for pitch provision helps to reduce the likelihood of unauthorised encampments. If the resulting outcome to meet need is public provision, households will be able to apply to live there.</p>	<p>The continued engagement with Travelling Ahead advocacy service.</p> <p>Future Gypsy & Traveller pitch assessments.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The proposals will be developed with Welsh Government and Gypsy & Traveller advocates including Travelling Ahead and a specialist planning consultant.</p> <p>The Council if applicable will engage with Welsh Government in respect of potential funding.</p> <p>Although not applicable at present, but there could be scope to include other organisations e.g. RSL's, although no decision has been made at present,</p>	<p>Gypsy & Traveller Households themselves are key stakeholders. It's important that households want to live on potential pitches provided by the Council.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The proposal facilitates greater involvement with local G & T households.</p> <p>There is a particular opportunity for involving families in the design of new sites.</p>	<p>N/A</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The proposal supports preventative activity from the perspective of households having a stable homes (e.g. pitches) enabling households to better access facilities e.g. employment, education, health etc and community links.</p>	<p>In respect of potential sites, site management, tenancy agreements and improved access to well-being support.</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 data-bbox="237 555 376 587">Integration</p> <p data-bbox="203 603 528 743">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="589 312 1312 453">The proposal supports increased access to good quality pitch provision that helps to provide safety, security and stability that also supports all aspects of well-being e.g. physical health, medical health etc.</p> <p data-bbox="589 475 1290 576">The direct benefits this has for the Gypsy & Travellers is that accommodation supports the priorities of wider agencies such as health services.</p>	<p data-bbox="1335 312 1995 408">The proposal will build upon existing services that support well-being which Gypsy & Traveller households would be supported to access.</p>

6. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: 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?
Safeguarding	The proposal supports households where there could be safeguarding issues by providing safe and secure pitch provision.	None.	N/A
Corporate Parenting	The proposal supports Corporate Parenting by potentially providing safe and secure pitch provision. If needed or applicable, it also supports the development of positive engagement and a relationship between any families and the Council due to there being no requirement to move on, perhaps, from an unauthorised encampment.	None.	N/A

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

<p>Gypsy & Traveller Assessment January 2021</p> <p>Feedback from advocacy support services.</p> <p>Elected member scrutiny workshops</p> <p>Elected member visit on 14th July 2023.</p> <p>Pre-consultation feedback received from local councillors and members of the local community.</p>
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8. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

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

The main benefits of the proposal are:

- It seeks to address unmet pitch need identified by the Gypsy & Traveller Assessment Jan '21
- The Council will be meeting its legal responsibilities under Part 3, Housing (Wales) Act 2014
- It supports the Gypsy & Traveller requirement relating to the development of the replacement Local Development Plan

9. 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
Officer Meeting – Site identification	13 th Aug 21 – completed	Mark Hand,
Officer Meeting – Site identification	19 th Aug 21 - completed	Mark Hand
Report to Enterprise DMT	6 th Sept 21	Ian Bakewell, Housing & Communities Manager
Report to Adults Select - Update report	21 st September 21	Ian Bakewell, Housing & Communities Manager
Report to People Scrutiny	20 th July 2022	Ian Bakewell, Housing & Communities Manager

Members Workshop	29 th September 2022	Ian Bakewell, Housing & Communities Manager
Members Workshop	3 rd November 2022	Ian Bakewell, Housing & Communities Manager
Members Workshop	4 th July 2023	Ian Bakewell, Housing & Communities Manager
Report to People Scrutiny	19 th July 2023	Ian Bakewell, Housing & Communities Manager
Report to Cabinet	26 th July 2023	Ian Bakewell, Housing & Communities
Consultation	September 2023	

10. 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	Report to Enterprise DMT	06.09.21	
2.	Report to People Scrutiny in preparation for Report to Cabinet	19.07.23	Utilised up to date template and updated on timeline. No changes otherwise
3.	Report to Cabinet	26.07.23	Updates to reflect initial feedback (e.g. pre proposed consultation) provided to the Council

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SUBJECT: 2023/24 REVENUE BUDGET PROGRESS – EARLY UPDATE
MEETING: CABINET
DATE: 26th July 2023
DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

1.1 To provide Cabinet with an early update of the progress of the Councils revenue budget for the 2023/24 financial year.

2. RECOMMENDATIONS:

2.1 That Cabinet note the early signalling of pressure against the Council's revenue budget of £2.6m following a review of material pressures and savings and the potential mitigations that can be applied.

2.2 That Cabinet note the ongoing financial risks continuing to manifest in the current difficult operating environment where:

- inflation is continuing to remain resolutely high with a consequential impact of rising interest rates;
- the ongoing cost of living crisis and further impact that rising interest rates will have housing costs;
- the likelihood for the UK economy to enter recession;
- a shortage of staff linked to the ongoing tight labour market;
- continuing supply chain issues that require more costly alternative or expedited arrangements;
- the impact the above is having on the increasing demand for supportive Council services and reducing demand for income generating services.

2.3 That in considering the above, and as part of the mitigations outlined in 2.1, that Cabinet approves the budgeted use of £2.5m of useable revenue reserves to increase the Council's overall level of inflation contingency budget for 2023/24 to a total of £3m. The use of a further £2.5m equates to the amount of reserves that were originally anticipated to be required to support the 2022/23 budget outturn position, but were not ultimately called upon.

- 2.4 That in light of the severity of the current financial position and the continuing financial headwinds as outlined in this report, that Cabinet require the Strategic Leadership Team engage in immediate mitigating action to bear down on avoidable cost and identify all potential further income opportunities.
- 2.5 That Cabinet require officers to develop the structured approach to tackling the budgetary pressures presenting, leading up to a more detailed Month 4 financial forecast being brought forward in September.

3. KEY ISSUES:

Context

- Page 148
- 3.1 Councils are facing financial challenges on an unprecedented scale. It is widely acknowledged that local government funding over recent years has not kept pace with increased service demand, the additional responsibilities being transferred to Councils, and inflationary pressures.
- 3.2 The 2022/23 revenue budget culminated in an over spend of £3.5m which required funding from earmarked reserves to cover the additional expenditure incurred following acute pressures experienced within Adult's and Children's services, Homelessness, and Education.
- 3.3 The 2023/24 budget set in March 2023 accommodated additional costs of delivering services of £26m or 14%. Whilst income and funding increased by 9% (£16m) to meet some of these costs, the Council needed to find savings of 5% (£10m) from services.
- 3.4 The budget when set highlighted a number of known budgetary risks that sat outside of the core budget, some of which have now materialised and have resulted in further pressures being reported.
- 3.5 The first three months of 2023/24 has seen continuing financial headwinds which are having a severe impact upon the service operating environment:
- Inflation has not fallen as quickly as economic projections predicted in the first quarter of the 2023/24 financial year and is placing a significant additional financial burden upon service delivery;
 - Interest rates have risen sharply to combat inflation, significantly above recent economic forecasts;

- The cost of living crisis continues to have a significant impact on our communities, and will be further exacerbated by the UK economy likely to enter recession during the year, and the recent sharp interest rate rises that will impact housing costs as we move through the year;
- The Council continues to deal with a shortage of staff resources due to the ongoing tight labour market that requires more costly temporary solutions to be used;
- Supply chain issues continue which requires more costly alternative or expedited arrangements;
- The wider and longer lasting impact of the pandemic continues to impact the Council, particularly in the areas of Homelessness, Children’s services, Adult social care and Children’s additional learning needs.

3.6 All the above results in a growing need for supportive Council services, a reduced demand for income generating services, increased risks around debt recovery, and a continued high-cost operating environment.

Early budget update

Table 1: Early assessment of budget pressures identified:

Directorate	Shortfall in saving target £000's	New budget Pressures / Savings £000's	Indicative early budget pressure £000's
Children & Young People	105	582	687
Social Care & Health	1,401	1,600	3,001
Communities & Place	251	1,262	1,513
Monlife	0	0	0
Resources	34	51	85
Chief Executives Units	105	0	105
People & Governance	0	16	16
Corporate, Treasury & Financing	0	710	710
Total	1,896	4,221	6,117

Unbudgeted – Reserves usage not called on in 22/23 outturn
 Grant assumption for remainder of year
Net budget pressure

(2,500)
(1,000)

2,617

3.7 **Service pressures:** A number of service pressures are estimated at this early stage of the year totalling £4.221m which are summarised below:

Pressure / Saving	Value £000's	Summary
Waste	1,000	Recycling market increased charges for disposal £500k. Increased building rates & inflation on contracts and materials £100k. Staff to cover bank holidays, garden waste collections, new additional houses, agency for staff sickness, cover for additional day leave £400k
Fleet Maintenance	100	Budget is insufficient to cover the cost of our vehicle fleet, exacerbated by inflationary increases.
Homelessness	440	Presentations remain high - cannot reduce the use of B&Bs by the number that we had originally included in our 23/24 mandate. Additional security costs £75k
Democratic services	50	Inconsistent elections and grant funding and increased Members expenses owing to increased physical meeting post pandemic is creating a pressure.
Commercial investment - Castlegate	111	Service charge costs have increased significantly for the financial year 23/24 primarily associated with inflation and planned maintenance works to the onsite boiler infrastructure. Where there remain vacant units, there will be an associated service charge cost for MCC to meet.
Care provider fees - Adults and Childrens services	1,600	Negotiations are continuing with care providers around the agreed contractual rate. The current estimate is a total additional YOY cost of £2.6m against an allocated budget pressure of £1m. This estimate to date does not take account of the uplifts in out of county care placements for which we have little control as these are set by the host Local Authority.
ALN Transport & Recoupment	582	Transport contracts £525k. Change in ALN formula for schools - all out of county recoupment for mainstream schools will be delegated to schools £257k. Reduction in number of pupils in out of county schools has resulted in a saving of £200k
Pay inflation - non-teaching	960	Estimated pressure over and above base budget based upon the employer's current pay offer of a flat rate £1,925

Treasury costs	250	Estimated pressure as a result of continuing interest rate rises over and above those indicated at the time of budget build
Vacant posts	(372)	Vacant posts are in the process of being filled, however the tight labour market conditions will mean that some of these vacancies will last longer into 2023/24
Inflation contingency budget	(500)	Full use of the budgeted contingency budget forecast
Total	4,221	

3.8 **Savings targets:** A shortfall of £1.896m is currently estimated against the service savings targets that were set as part of the original budget for 2023/24:

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Savings proposals by Directorate	Budgeted Saving	Current Forecast	Variance	Variance %	Summary
	£000	£000	£000		
Children & Young People	(1,809)	(1,704)	105	5.8%	Not possible to meet target of increased ALN recoupment income following changes agreed in the ALN formula for schools
Social Care & Health	(3,349)	(1,948)	1,401	41.8%	Children's services - £200k shortfall against £1.16m target due to slight delay in progression planning for Children against the availability of placement options (transferring away from commissioned and agency solutions). Adult's services - £1.1m shortfall against £2.0m target due to the complexity and level of demand for care needs restricting progress, some savings being dependent upon third party negotiation, and challenges resourcing some of the service change required.
Communities & Place	(2,513)	(2,262)	251	10.0%	£177k shortfall in meeting energy reduction targets following a delay in resourcing the team. £50k shortfall in mileage reductions following delays in the roll out of the pool car scheme and other initiatives

Monlife	(628)	(628)	0	0.0%	
Resources	(991)	(957)	34	3.4%	Mobile phone contract changeover delayed by 2 months
Chief Executive Unit	(341)	(237)	105	30.6%	A delay in progressing some staffing reductions
People & Governance	(86)	(86)	0	0.0%	
Corporate Costs & Levies	(433)	(433)	0	0.0%	
Totals	(10,150)	(8,254)	1,896	18.7%	

Financial implications

- 3.9 Despite the early stage of the financial year it is clear that the financial headwinds outlined will have a significant impact upon the cost of service delivery for the year and which are expected to be over and above our base budgets.
- 3.10 Whilst it isn't unusual to see an over spend being forecast early in the financial year and for an improving position to develop as the year progresses, continuing financial headwinds, increasing demand for services, and the need for service savings of £10m to be delivered within this operating environment present tangible ongoing risks.
- 3.11 As the year develops and based on recent trends, it is fully expected that a further level of unbudgeted grant will be notified from Welsh Government and other partners to support areas of acute financial pressure that Councils are facing. Officers have made prudent consideration within financial planning for the remainder of the year that this will benefit income by a further £1m.
- 3.12 The 2022/23 outturn saw an improved position from that which had been previously forecast, and which resulted in the call upon useable revenue reserves being £2.5m less than anticipated. Given the developing financial pressures outlined in this report it is recommended that Cabinet approves the use of this sum to further mitigate the inflationary pressure within services, and which will increase the Council's overall inflation contingency budget for 2023/24 to £3m.
- 3.13 There is now an immediate need for all services to bear down on avoidable cost and identify further income opportunities wherever possible. Further detailed work will continue leading up to a more detailed Month 4 financial forecast in order to develop the structured approach to tackling the early pressure presenting itself.

Budgetary risks

3.14 There remain key specific budgetary risks presenting for the remainder of this financial year and beyond, that have the ability to further impact upon our financial situation:

- Negotiation continues with a number of care providers around the agreed contract rate and there remains potential for regional positions and out of County placements to influence final costs;
- Homelessness presentations continue to be high which is leading to above forecast use of costly Bed & Breakfast or temporary housing solutions despite the strategies engaged to reduce this;
- Pay agreements - The current employers pay offer for non-teaching staff is for a flat rate £1,925 and which is the subject of continued negotiation. Any agreement reached that is above this level would result in a further budgetary pressure over and above the current pressure.
- There is a risk that further non-delivery of budgeted savings targets in the current difficult operating environment will impact on both 2023/24 and the medium-term if alternative strategies to deliver savings cannot be found;
- Limited reserve cover – we start the year with £15.4m in useable reserves (this reduces to £12.9m after allowing for the £2.5m earmarked for inflation contingency as part of this report), and all banked capital receipts have been committed.
- National picture – there is continued pressure on both UK and Welsh Government budgets resulting from the wider economic picture. This has the potential to impact upon levels of further budget consequential funding;
- Significant increased responsibilities have been transferred on Councils which are not currently being fully funded through the Welsh Government settlement or through specific grants. For 2023/24 this focusses primarily on increased responsibilities around Homelessness where Monmouthshire has significant specific local factors that impact cost, and the rollout of universal free school meals where inflationary pressures mean costs are significantly above funding levels.

Ongoing focus

- 3.15 The immediate focus centres itself on the requirement for all services to engage in urgent action to mitigate where at all possible the financial pressures presenting through cost reduction action and identifying alternative income opportunities.
- 3.16 More regular financial monitoring arrangements have been instigated during the year which focus on high budget risk areas and regularly assessing the progress being made against budgeted service savings.
- 3.17 Service savings and reform remains critical to ensuring that the Council reduces the overall cost of services and remains in financially sustainable position in the medium term by limiting the need to deplete severely limited reserve balances. With an indicative £6m budget

gap for 2024/25 it is vital that services deliver on savings targets or alternative service reform strategies are found that drive efficiencies, even if these are delayed.

- 3.18 As we move towards the first formal monitoring period at Month 4, work will continue to formalise a structured approach to tackling the early budget pressures which looks to explore all available options open to the Council. This will include a review of vacancies being held, the potential for further or alternative savings, mitigation of pressures, and a more targeted review of unbudgeted grant funding and income.

4 RESOURCE IMPLICATIONS:

The report itself covers the resource implications of the entirety of the revenue budget activity during the year. There are no further resource implications as a result of the recommendation in this report.

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

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- 5.1 This report provides Members with an update on the early progress being made against the revenue budget of the Authority and carries no decisions. There are therefore no equality of future generations' implications directly arising from this report.

CONSULTEES:

Senior Leadership Team
Performance & Overview Scrutiny Committee
Cabinet

Feedback from Performance & Overview Scrutiny Committee 17th July 2023:

The committee undertook extensive scrutiny of the revenue budget update as presented in this report, with questions and queries focusing around:

- whether the level of staff vacancies in some service areas is sustainable and the consequential impact this is having upon staff wellbeing, and in particular around the staffing levels within community hubs;
- further detail in regard to the specific service variances being highlighted in the areas of Waste, Fleet maintenance, Homelessness, and Democratic services;
- the ongoing risk and impact of continuing health care (CHC) arrangements on our Social care arrangements; the contractual relationships in place with some of our agency care providers and consequential risks; and the progress with some of collaborative work ongoing in relation to Children's Social care, particularly around the Eliminate agenda;
- scrutiny of the performance to date against savings targets, particularly in relation to where it is reported that there had been a delay in implementing plans due to resourcing issues faced; in relation to the Green Waste service, Library book reductions, and staff changes within Social care;
- the approach to the universal free school meal rollout, specifically about the quality of meals provided and whether the initiative was being fully funded by Welsh Government;
- the ability for services to respond flexibly to changes in in-year demands and/or new responsibilities;
- the appropriateness of utilising a further level of reserves to increase the contingency budget held in 2023/24, and whether this was an appropriate way to manage in-year budget recovery action, as opposed to increasing the focus upon service transformation and delivering in full upon in-year budget savings targets.

BACKGROUND PAPERS:

Appendix 1 – Early revenue budget pressures identified and indicative progress against savings targets

AUTHORS:

Jonathan Davies, Head of Finance (Deputy S151 officer)

CONTACT DETAILS:

Tel: (01633) 644114

E-mail: jonathandavies2@monmouthshire.gov.uk

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2023/24 Revenue budget - early assessment of progress

Directorate	Shortfall in saving target £000's	New budget Pressures / Savings £000's	Early budget pressure £000's
Children & Young People	105	582	687
Social Care & Health	1,401	1,600	3,001
Communities & Place	251	1,262	1,513
Monlife	0	0	0
Resources	34	51	85
Chief Executives Units	105	0	105
People & Governance	0	16	16
Corporate, Treasury & Financing	0	710	710
Totals	1,896	4,221	6,117

Unbudgeted - Reserve usage not called on in 22/23 outturn

(2,500)

Grant assumption for remainder of year

(1,000)

Net budget pressure

2,617

Budget Pressures / Savings Update

Directorate	Pressure or Saving +/- £50k	Value (£000)	Explanation
C&P	Waste	1,000	Recycling market has flipped meaning we are paying more for disposal, last year we spent £50k, now expecting it to cost us £500k in 23-24. Increased building rates and effect of inflation on contracts and materials (some contracts have gone up by 11%) £100k. 10 Additional Staff (4 to cover bank holidays, 3 for garden waste collections, 3 for new additional houses) Agency staff to cover these ten additional staff for holidays as well as agency costs to cover staff sickness. Cover for additional days leave as a result of 22-23 pay agreement. (Total employee impact £400k)
C&P	Fleet Maintenance	100	Since centralisation of the service the indication (based on the 22-23 outturn) is that the existing authority budget is insufficient to cover the cost of our vehicle fleet, this has been exacerbated by inflationary increases.
C&P	Homelessness	440	Homelessness presentations remain high - this means we cannot reduce the use of B&Bs by the number that we had originally included in our 23-24 mandate, this has resulted in a budget pressure across both Housing and Benefits. Security costs are also forecast to come in £75k over original 23-24 projection.
C&P	Schools Catering	0	RISK ONLY - NOT BEING FULLY FUNDED (£218k) - Gross overspend is predicted to be £307k but this has been offset by one-off FSM admin funding of £89k (not expected to continue in 24-25). The completion of the roll out of UFSM to all primary pupils from September will result in a significant uplift in the amount of meals that will need to be served, this will require additional staff and ingredient spend. Some of this will be partially offset by the £2.90 per meal grant funding provided by WG but this figure is lower than our actual unit rate cost (currently estimated at £3.75) so it leaves us with a pressure to be managed. There is a review currently being undertaken by WG into the suitability of the £2.90 rate and we will know in the Autumn if this will be increased - if it isn't then there is a potential for the overspend to increase in 24-25 as we will bear the full impact of the meal number increases across a whole financial year.
C&P	Vacant posts	(278)	Vacant posts are in the process of being filled, however the tight labour market conditions will mean that some of these vacancies will last longer into 2023/24
PG	Democratic services	50	Inconsistent elections and grant funding and increased Members expenses owing to increased physical meeting post pandemic is creating a pressure.
PG	Vacant posts	(34)	Vacant posts are in the process of being filled, however the tight labour market conditions will mean that some of these vacancies will last longer into 2023/24
RES	Commercial Investments	111	Service charge costs have increased significantly for the financial year 23/24 primarily associated with inflation and planned maintenance works to the onsite boiler infrastructure. Where there remain vacant units, there will be an associated service charge cost for MCC to meet.
RES	Vacant posts	(60)	Vacant posts are in the process of being filled, however the tight labour market conditions will mean that some of these vacancies will last longer into 2023/24
SCH	Provider fees - Adults and Childrens services	1,600	Negotiations are continuing with care providers around the agreed contractual rate. The current estimate is a total additional YOY cost of £2.6m against an allocated budget pressure of £1m. This estimate to date does not take account of the uplifts in out of county care placements for which we have little control as these are set by the host Local Authority.

CYP	ALN Transport	525	Forecast revised, based on April and May actuals, resulting in an overspend of £525k
CYP	ALN - Recoupment	257	With the recent changes in the ALN formula for schools, all out of county recoupment for mainstream schools will be delegated to schools to support pupils
CYP	ALN - OOC	(200)	Reduction in number of pupils in out of county schools has resulted in a saving of £200k
Corporate	Pay inflation - non-teaching	960	Estimated pressure over and above base budget based upon the employers current pay offer of a flat rate £1,925
Corporate	Treasury costs	250	Estimated pressure as a result of continuing interest rate rises over and above those indicated at the time of budget build
Corporate	Contingency budget	(500)	Inflation contingency budget assumed to be fully utilised
Total		4,221	

Budgeted savings update

	Savings proposals by Directorate	Budgeted Saving £000's	Current Forecast £000's	Variance £000's	Variance %	
	Children & Young People	(1,809)	(1,704)	105	5.8%	
	Social Care & Health	(3,349)	(1,948)	1,401	41.8%	
	Communities & Place	(2,513)	(2,262)	251	10.0%	
	Monlife	(628)	(628)	0	0.0%	
	Resources	(991)	(957)	34	3.4%	
	Chief Executives Units	(341)	(237)	105	30.6%	
	People & Governance	(86)	(86)	0	0.0%	
	Corporate Costs & Levies	(433)	(433)	0	0.0%	
	Totals	(10,150)	(8,254)	1,896	18.7%	
Ref	Children & Young People	Budgeted Saving £000's	Current Forecast £000's	Variance £000's		Comment
CYP1	Schools - A reduction in the budget delegated to schools of 2.8% after making full provision for pay and energy increases.	(1,450)	(1,450)	0		This saving has been made in full. The ISB has been reduced to reflect this.
CYP8	Increase ALN recoupment income - additional places and increased charges to cover pay awards.	(100)	0	100		With the recent changes in the ALN formula for schools, all out of county recoupment for mainstream schools will be delegated to schools to support pupils. Therefore, any additional income generated through additional places will be delegated to the schools.
CYP12	Gwent Music - partial withdrawal of subsidy from the service.	(61)	(61)	0		This saving has been agreed with Gwent Music and will be made in full
CYP11	Grant funding to support Education Psychology staff budget	(81)	(81)	0		Grant funding in place to fund post so saving will be made without loss of post
CYP10	Reduce contribution to Education Achievement service - To reduce MCC's core contribution by 10%	(40)	(40)	0		This has been agreed with the EAS and the saving will be made in full
CYP6	Grant funding to support the Additional Learning Needs Admin Team	(30)	(30)	0		Grant funding in place to fund post so saving will be made without loss of post
CYP15	Support Services staff savings through restructure	(25)	(25)	0		Grant funding in place to fund post so saving will be made without loss of post
CYP7	Additional Learning Needs Equipment - To cease funding for ALN specialist equipment that is funded centrally for pupils placed in our schools.	(22)	(17)	5		Funding has been made available for a pupil in one of our mainstream schools.
	CYP Totals	(1,809)	(1,704)	105		

Ref	Social Care & Health	Budgeted Saving £000's	Current Forecast £000's	Variance £000's	Comment
SCH3	Children's Services - Placement and Practice Change - re-evaluating our current processes and systems post-covid in order to clearly define at what points we make essential decisions in regard to when a child is placed within a High-Cost Placement	(748)	(936)	(188)	Care planning for High Cost and Solo Placements is in place with HOS oversight and sign off. This is allowing children to progress to alternative placements where this is in keeping with their care and support needs and their longer term personal outcomes.
SCH5	Staffing reductions to Adult Services - The proposal is to create savings by reducing the core workforce across the statutory teams in adults' services.	(308)	(160)	148	A monitoring framework has been established and a "totaliser" set up to track, record and account for all the identified staff savings throughout the year.
SCH4	Children's Service Redesign/Staffing - (i) Family Time Service Development, (ii) Review of Structures and Service Operating costs	(421)	(34)	387	Additional Family Contact Sessional workers are in place providing cost avoidance activity where intensive family supervision is required (previously the service was reliant on commissioned services). Weekly Workforce Meeting of Children Service Leadership Team is overseeing the reduction of the use of agency social workers, which is progressing positively.
SCH10	Adults - Care hours, block commissioning, Mileage - Reduce amount of direct care in the region of 10% whilst rebalancing in house/external provision	(400)	0	400	Various workstreams underway to right size care packages but challenges associated with identifying the resource required to undertake the work. A Review pilot in Monmouth to right size packages and Nevill Hall to discharge people with minimal care requirements, and establishment of a weekly QALG (Quality Assurance Group) to right size care package and ensure cost efficiency. However current data tells us that overall, once care reductions and new demand has been accounted for, the impact is one of increasing spend in this area.
F&C	Fees and charges increases - in line with inflation for SCH directorate	(415)	(415)	0	All agreed Fees and Charges for 2023/24 have been implemented
SCH9	Practice and Process Change Adults - For people with high support needs	(250)	0	250	SCH7 and 9 are merged together as they are both looking into the same operational areas and are mainly focussing around practice change and the effective application of CHC around the Adult care spectrum. At present we have one LD cases which has entered into the final level 3 dispute stage and we continue to challenge ABuHB with estimate costs of £250K.
SCH7	Learning disabilities - Remodelling of learning disability and mental health teams that will involve a decrease in team management hours.	(300)	0	300	
SCH8	Adult services - Direct payment saving	(200)	(200)	0	10% levy has been applied to all Direct Payment care packages
SCH2a	Staff restructuring within the Public protection service.	(103)	(27)	76	2 x Officers reduced their working hours from 1st April '23, capturing a saving of £27K. However, the deletion of HoPP post (main feature of this savings mandate) currently not being implemented, so no saving captured in 23/24.
SCH12b	Transformation Team structure - reduction in core workforce	(61)	(58)	3	Saving met practically in full
SCH11	Reduction in Adult partnership arrangements for Gwent service delivery models - Shared lives, Emergency duty, Frailty, Regional partnership team	(60)	(35)	25	Savings to date represent a 50% reduction in the RPT contribution.
SCH13	Monmouthshire & Torfaen YOS – Accommodation Change, Reduction in Staffing, Reallocation of Duties	(44)	(44)	0	YOS partnership budget has been realigned accordingly so SCH achieved the saving in its partner in year contribution
SCH12a	Transformation Team structure - vacant and temporary posts	(39)	(39)	0	Savings met 100%. Removal of counselling development fund (£8,000); Reduce commissioned training (£6,729); Reduce professional accredited professional and leadership training commissioned (£10,000); Review business support functions - vacant post (£14,000).

Service savings progress

	SCH Totals	(3,349)	(1,948)	1,401	
Ref	Communities & Place	Budgeted Saving £000's	Current Forecast £000's	Variance £000's	Comment
DeCarb1	Decarbonisation - Reducing energy consumption across the Council's estate	(532)	(355)	177	Potential Risk - only estimating 2 thirds achievable at present - Decarbonisation team is not yet in place resulting in a delay in implementing the energy reduction strategies highlighted in the saving mandate. In addition April and May was colder than expected so we are expecting heating bills to be up.
DeCarb1	Commercial & Landlord Services - Solar farm export tariff income	(150)	(150)	0	Achievable - budget uplifted to reflect 22-23 activity, no indication that this will not be the case in 23-24 so saving should be achieved in full.
C&P28	Highways Development & Car Parks - Increasing car park & permit charges.	(280)	(280)	0	Achievable - car park prices have been increased across authority, if activity remains the same as 22-23 then saving will be achieved in full.
22/23 Decision	Neighbourhood Services - Recycling & Waste - Increase garden waste charges to achieve a full cost recovery model and increase annual charge based on inflation	(250)	(250)	0	Achievable - Prices were uplifted as part of cabinet report in Jan - no notable reduction in uptake so assume saving will be made in full.
TRAN1+2	Fleet Maintenance - Reduction in operating fleet and corporate mileage reduction.	(160)	(110)	50	Fleet reduction of £60k on course to be achieved. Mileage - 50% achievable - roll-out of pool car scheme and other initiatives has been slower than anticipated so can only assume that 50% will be achieved in 23-24.
F&Cs	Uplift in fees & charges not covered by a standalone mandate	(155)	(155)	0	Achievable - Services have uplifted fees as per 23-24 MTFP - if activity remains the same then saving will be achieved across directorate.
C&P2	Highways Development & Car Parks - To increase the income target for road closures	(149)	(149)	0	Achievable - budget uplifted to reflect 22-23 activity - no indication that this will not be achieved in 23-24.
C&P4	Neighbourhood Services - To reduce the revenue budget for street lighting maintenance taking account of the reduction in energy usage and reduced maintenance requirements of recently renewed columns, LED lamps and traffic light renewals	(142)	(142)	0	Achievable - Energy and maintenance saving reflects actual reduction in 22-23, no indication that these savings will not re-occur in 23-24.
C&P8	Neighbourhood Services - Reduction of grounds maintenance services	(90)	(90)	0	Achievable - Mowing schedules have been reduced and sweeping structure changed so saving should be achieved in full.
C&P6	Neighbourhood Services - Grounds Maintenance and Cleansing - Uplift of charges for external contracts	(120)	(120)	0	Achievable - Pricing schedule has been updated to reflect new rates.
C&P3	Neighbourhood Services - Service savings and staff reduction.	(80)	(80)	0	Achievable - Re-use shop has increased opening hours so saving should be achieved, black bag sorting has been employed at sites so we should see a reduction in overall tipping costs.
C&P17,18, 21+24	Highways & Flood Mgt - Reduction in staffing costs in the Highways and Flood Management service area	(74)	(74)	0	Achievable - Posts have been removed from structure so saving should be made in full.
PTU1	Passenger Transport Commissioning - New acceptable routes are implemented to reduce transport requirements based on current transport policy	(70)	(70)	0	Potential risk - The majority of the routes will be tendered in June so we will have a clearer picture in July. We are trying to increase the number of passengers travelling by public buses, but I think that will be limited by the uncertainties around bus grant funding. They are working on the costs for active travel to reduce transport demand and we do expect to see savings.

Service savings progress

C&P34+35	Planning, Policy & Building Control - To reduce revenue budget for the service area by reducing the professional and specialist fees, and photocopying and postage budget.	(59)	(59)	0		Achievable - budgets were reduced to reflect activity - no indication that this will change, achieved in full.
22/23 Decision	Housing - A proposed restructure of the Housing Sustainable Living Team	(50)	(50)	0		Achieved - Post has been removed from structure
22/23 Decision	Flexible Funding - Restructure Management Team to reduce core costs	(50)	(50)	0		Achieved - Post has been removed from structure
C&P7	Neighbourhood Services - Savings from Silbuster recycling plant.	(30)	(30)	0		Achievable - recycling plant is operational and contracted rebate payments have been received, saving will be achieved in full.
PTU7	Passenger Transport - Terminate the Mission Software and revert back to CTX which is a lower cost	(30)	(30)	0		Achievable - Change has been made, savings should be achieved in full.
C&P12	Housing - to build on the foundations of the well-established Careline Service to ensure it continues to be fit for future purpose.	(25)	(18)	7		Part Achieved - All clients have been written to and given notice of a price rise of £0.50 pw. Due to the increased charge being implemented wef 1st June 2023, it is not projected that the price increase will achieve the mandate target. Assuming no reduction of clients leaving the service due to the price increase, the additional projected income is £17,995. An agreed proposal to remodel the Careline service to a broader Assistive Technology model in order to align with Social Care requirements is making positive progress, including the appointment of a Digital Coach. A joint action plan focused on staff training and development has been established and is being implemented. One off grant funding acquired from Social Care Wales to support the Assistive Technology proposal. An arising risk is Call Monitoring Centre charges have increased for 22/23
PTU4-6	Schools & Community Transport - Changing the licensing arrangements	(17)	0	17		Unachievable - This will not materialise as we have not been able to proceed with the operators licence as we are only allowed to run 10 public bus / grass route vehicles on it and we have more than that.
		(2,513)	(2,262)	251		
Ref	Monlife	Budgeted Saving £000's	Current Forecast £000's	Variance £000's		Comment
ML 3 & 4	Finance & Business Support Restructure	(104)	(104)	0		Restructure complete - Post deleted from structure savings will be fully achieved
ML22	Gilwern Outdoor Adventure Services Redesign - Increase income through new business, new ways of working and engaging further with Monmouthshire internal services to provide cost avoidance for CYP and Social Services.	(100)	(100)	0		Early indications of continued growth along with the services final outturn position indicates that this saving should be fully achievable in 23-24, there is still significant uncertainty around winter bookings and our re-engage program which are both essential in achieving the necessary income targets, we will continue to monitor this close and report any variances.
F&Cs	Uplift in fees & charges not covered by a standalone mandate	(83)	(83)	0		Fee's updated 1st April 2023 - Early indications this will be achievable.
ML 7,8,9 & 21	Attractions Service Redesign	(65)	(65)	0		Redesign is underway savings will be fully achieved in 23-24
ML1	Green Infrastructure Grants - To fully utilise Shared Prosperity Fund (SPF), Local Places for Nature and related grants / project funding	(45)	(45)	0		The service has received notification of successful bids, these will allow this saving to be fully achieved in 23-24.
ML5	Removal of vacant Project Officer post	(45)	(45)	0		Post deleted savings will be fully achieved

Service savings progress

ML14	Youth Services - Seeking to maintain service delivery at reduced core costs by increases reliance on external grants, an internal restructure of priorities, programmes and delivery.	(25)	(25)	0	A joined up approach to funding through the delivery of sports development youth and play should provide the necessary opportunities to maximise external income opportunities and deliver this saving in 23-24.
ML19	Old station Tintern Miniature Train Track - Complete the necessary repair and maintenance on the miniature train track through an initial one-off capital investment of £45k, this will allow us to re-open this much-loved attraction and increase our income generation.	(25)	(25)	0	The season has just reopened early indications indicate we are on target to achieve the additional income
ML10	Collections Management - Remove 0.40 FTE from the Collections Management Post, currently vacant within the structure.	(21)	(21)	0	Post removed savings will be fully achieved
ML13	Sports Development - To increase income generation through external grants, seeking to maintain service delivery at reduced core costs but increase service reliance on alternative external grants.	(20)	(20)	0	This income will be fully achieved in 23-24
ML2	Countryside Access Grant Project cost recovery - To fully utilise the full cost recover model when recovering project management costs, ensuring our recovery rates maximise the rate allowed by grant providers.	(20)	(20)	0	In progress early indications indicate that the additional income will be fully achieved in 23-24.
ML11	Visitor charging at some heritage exhibitions/activities and events	(20)	(20)	0	Program is being developed, income should be fully achievable in 23-24.
ML18	Recharge Project Officers against Grant - Ensuring full cost recovery of officer's time against grants.	(20)	(20)	0	Additional grants awarded to MONLIFE will allow this income to be fully achieved in 23-24.
ML12	Sale of Caterpod	(10)	(10)	0	In the process of arranging the sale of the caterpod will be complete in 23-24.
ML15	Caldicot Fitness Equipment Maintenance - Reduce Caldicot LC maintenance contract to reflect the ageing equipment and seek a local accredited supplier to maintain	(10)	(10)	0	Contract negotiations underway, this saving should be fully achieved in 23-24.
ML17	Commercial contributions and Sponsorships	(10)	(10)	0	This will be achieved in 23-24.
ML6	Reducing the Marketing supplies and services budget	(5)	(5)	0	This saving will be fully achieved in 23-24
		(628)	(628)	0	
Ref	Chief Executive's Unit	Budgeted Saving £000's	Current Forecast £000's	Variance £000's	Comment
CEO1-5	Community Hubs - Reduce staffing levels at community hubs in order to reduce costs while keeping all hubs open with reduced service levels.	(135)	(68)	68	50% achievable - won't see full year saving due to timing of staff reductions but exploring alternative savings measures.
CEO11&13	Contact Centre - To reduce staffing levels in the contact centre by 2.5 FTE	(112)	(75)	37	Full year saving won't be achieved due to timing of redundancies, but exploring alternative savings measures.
CEO14	Performance & Data - Remove data scientist post	(39)	(39)	0	Achievable - Post removed from structure

Service savings progress

CEO08	Community Hubs & Libraries - Reduce the budget for library books by 16.7% from £90,000 to £45,000,	(45)	(45)	0	Achievable - budget removed, purchases will be limited to new figure.
CEO10	Community Education - Increase income by growing learner base	(10)	(10)	0	Achievable - Early indication is that this will be achieved.
CEO Totals		(341)	(237)	105	
Ref	People & Governance	Budgeted Saving £000's	Current Forecast £000's	Variance £000's	Comment
PG2	P&G income - The below proposals seek to increase income in Comms and Land Charges and a small software cost reduction in payroll.	(80)	(80)	0	Achievable - no indication so far that this will not be achieved.
F&Cs	Uplift in fees & charges not covered by a standalone mandate	(6)	(6)	0	Achievable - Services have uplifted fees as per 23-24 MTFP - if activity remains the same then saving will be achieved across directorate.
PG Totals		(86)	(86)	0	
Ref	Resources	Budgeted Saving £000's	Current Forecast £000's	Variance £000's	Comment
RES8	Landlord services - Reduce Corporate Building (Reactive and Planned) Maintenance revenue budget	(300)	(300)	0	Achievable - budget will be monitored to ensure all qualifying repairs will be charged to the capital programme (where funding has been made available) - assume saving will be made in full.
RES24	Landlord services - To review the property estate and to explore options for further rationalisation	(215)	(215)	0	Potential Risk, assume on target for now but is dependant on timing of decisions of disposal.
RES16	ICT - Mobile Phone Contract Saving	(149)	(115)	34	Partial - contract changeover delay by 2 months
RES19	Revenues, Systems & Exchequer - Remove budget earmarked for a discretionary business rate relief scheme	(126)	(126)	0	Achievable - budget has been removed.
RES2	Landlord services - Vacant development surveyor post being held - or funded by capital programme as required	(45)	(45)	0	Achievable - Post has been removed from structure.
RES14	SRS Contribution & PSBA Line Savings	(62)	(62)	0	Achievable - SRS contribution has been reduced in line with SRS figures, assume achievable.
F&Cs	Uplift in fees & charges not covered by a standalone mandate	(19)	(19)	0	Achievable - Services have uplifted fees as per 23-24 MTFP - if activity remains the same then saving will be achieved across directorate.
RES7	Landlord services - Explore alternative reception solutions at County Hall to remove front of house staffing needs	(19)	(19)	0	Achievable - Staffing reduction to kick in from July, saving should be achieved in full.
RES11	Digital Design & Innovation - Automate Starters & Leavers Process	(13)	(13)	0	Achievable - Awaiting SRS but assume it will be made in full.
RES23	ICT - Restructure of the Information Security and Technology Team	(13)	(13)	0	Achievable - adjustments to team structure have been made.

Service savings progress

RES20	Revenues, Systems & Exchequer - Increase use of purchase cards to increase e-payment rebate	(10)	(10)	0	Achievable - The number of purchase cards in use increased last year, as more services adopted this payment method. Therefore expect the rebate to increase. However we await confirmation of how much this will actually be. Assume savings target will be achieved until we hear otherwise.
RES21	Revenues, Systems & Exchequer - Reduce budget allocated for finance system upgrades	(10)	(10)	0	Achievable - System development costs will be managed in line with budget. Therefore barring any emergencies or unexpected costs, expect to achieve this saving.
RES22	Revenues, Systems & Exchequer - Shared Revenues & Benefits service potential savings through automation and increased use of self service facilities (Citizens Access).	(10)	(10)	0	Achievable - Expect to achieve this saving following changes to operating practices within the Shared Service
Resources Totals		(991)	(957)	34	
Ref	Corporate Costs & Levies	Budgeted Saving £000's	Current Forecast £000's	Variance £000's	Comment
Capex1	Extend capitalisation direction	(358)	(358)	0	Additional qualifying expenditure identified and will be funded via capital receipts as per budget
CORP	Insurance - reduction in self insured costs and professional fees/ICT costs	(75)	(75)	0	Saving in professional fees/ICT costs to be achieved in full (£25k). Self insured costs (£50k saving) - This budget covers insurance excesses payable on claims or costs agreed outside of insurance and not met from the service (i.e. where costs in total fall below any excess). This is a highly volatile budget based on claims incidence and operating environment (i.e. adverse weather conditions). However long term trends have seen some modest reduction in costs payable and this trend is expected to continue through 2023/24.
Corporate Costs & Levies Totals		(433)	(433)	0	