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Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 18 October 2016

Dear Councillor

INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 26 October 2016.

- 1. CHANGE OF SENIOR PRACTITIONER SOCIAL WORKER TO SOCIAL WORKER POST** 1 - 20

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

AUTHOR: Annette Brady
Team Manager South Monmouthshire Integrated Service

CONTACT DETAILS:
Tel: 01291-636531
E-mail: annettebrady@monmouthshire.gov.uk
- 2. JOB EVALUATION OF LEGAL ASSISTANT POST CDLL 39** 21 - 32

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

AUTHOR: Robert Tranter, Monitoring Officer and Head of Legal Services

CONTACT DETAILS:
Tel: 01633 644064
E-mail: roberttranter@monmouthshire.gov.uk
- 3. CREATION OF AN APPRENTICE POSITION ON THE FINANCIAL SYSTEM SUPPORT TEAM** 33 - 46

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

AUTHOR: Lisa Widenham

CONTACT DETAILS:

Tel: 01633 644282

E-mail: Lisa Widenham@monmouthshire.gov.uk

4. **DISABILITY SERVICES TEAM - SWAN CRAFT STUDIO SERVICE** 47 - 60

Division/Wards Affected: All Wards

CABINET MEMBER: County Councillor P Murphy

AUTHOR: Shelley Welton, Lead Commissioner - Transformation

CONTACT DETAILS:

Tel: 01600 730510

E-mail: shelleywelton@monmouthshire.gov.uk

5. **HOMELESS PREVENTION - DEVELOPMENT OF PRIVATE SECTOR HOUSING PROPOSAL** 61 - 90

Division/Wards Affected: All Wards

CABINET MEMBER: County Councillor P Hobson

AUTHOR: Ian Bakewell, Housing & Communities

CONTACT DETAILS:

Tel: 01633 644479

E Mail: ianbakewell@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p>Organisational Development Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy.</p> <p>Environment, Public Services & Housing Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment & Countryside.</p>	<p>WLGA Council WLGA Coordinating Board Local Service Board</p> <p>SEWTA SEWSPG</p>	Portskewett
R.J.W. Greenland (Deputy Leader)	<p>Innovation, Enterprise & Leisure Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries & Culture, Information Technology, Information Systems.</p>	<p>WLGA Council Capital Region Tourism</p>	Devauden
P.A.D. Hobson (Deputy Leader)	<p>Community Development Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks & Open Spaces, Community Safety.</p>	<p>Community Safety Partnership Equalities and Diversity Group</p>	Larkfield
E.J. Hackett Pain	<p>Schools and Learning School Improvement, Pre-School Learning, Additional Learning Needs, Children's Disabilities, Families First, Youth Service, Adult Education.</p>	<p>Joint Education Group (EAS) WJEC</p>	Wyesham
G. Burrows	<p>Social Care, Safeguarding & Health Adult Social Services including Integrated services, Learning disabilities, Mental Health. Children's Services including Safeguarding, Looked after Children, Youth Offending. Health and Wellbeing.</p>	<p>Gwent Frailty Board Older Persons Strategy Partnership Group</p>	Mitchel Troy
P. Murphy	<p>Resources Accountancy, Internal Audit, Estates & Property Services, Procurement, Human Resources & Training, Health & Safety.</p>	<p>Prosiect Gwrydd Wales Purchasing Consortium</p>	Caerwent
S.B. Jones	<p>County Operations Highways, Transport, Traffic & Network Management, Waste & Recycling, Engineering, Landscapes, Flood Risk.</p>	<p>SEWTA Prosiect Gwrydd</p>	Goytre Fawr



Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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SUBJECT: Change of Senior Practitioner Social Worker to Social Worker Post

MEETING: Single Member Approval

DATE: 07/09/2016

DIVISION/WARDS AFFECTED: Health and Social Care

NON-PUBLICATION

(Insert appropriate non publication paragraph if necessary)

1. PURPOSE:

To establish a full time social work post within the current staffing of South Monmouthshire Integrated Team. The Post is to be funded by monies from the vacant senior practitioner post and hours from post holder returning from maternity leave to part-time hours.

2. RECOMMENDATIONS:

That that members support the establishments of a social work post in the south Monmouthshire Integrated service

3. KEY ISSUES:

3.1 – The need to have consistency and continuity of social work to support people and health colleagues within Chepstow Community Hospital

3.2 – To meet increasing demand of flow of people from Acute Royal Gwent Hospital to Chepstow Community hospital and thus working toward reducing delayed transfers of care.

4. REASONS:

The second senior practitioner role was initially requested in the team because we had, a short term and long-term service prior to the full integrated service. This included working on separate sites and the roles were distinctly different. Since this time the two teams have been co-located to form the Integrated Service. We now strive to work in a very different way through integration.

5. RESOURCE IMPLICATIONS

To support the request for full time social worker role, it will mean a change to staff establishment list. Funding/changes as below.

Senior Practitioner		replaced by	Social Worker			
Post ID	SAS343		Post ID	TBC		
Band	J		Band	I		
SCP	41-45		SCP	37-41		
	(45)			(41)		
Hours	29.6		Hours	37		
Budget	£40,834		Budget	£46,500	Shortfall	£5,666

Additional Funding

Social Worker		reduction in hours	Social Worker			
Post ID	SAS209		Post ID	SAS209		
Band	I		Band	I		
SCP	37-41		SCP	37-41		
	(41)			(41)		
Hours	26.2		Hours	22.2		
Budget	£32,749		Budget	£27,062	Saving	£5,687

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

There are no significant impacts.

The effectiveness of the work of the post monitored through supervision, appraisal and bed management

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS N/A

8. CONSULTEES:

Julie Boothroyd – Head of Adult Services
Ailsa Macbean – Group Manager

9. BACKGROUND PAPERS:

10. AUTHOR:

Annette Brady
Team Manager South Monmouthshire Integrated Service.

11. CONTACT DETAILS:

Tel: 01291-636531

E-mail: annettebrady@monmouthshire.gov.uk

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ROLE ADVERT

ROLE TITLE: Social Worker – Integrated Services

Permanent

POST ID:

GRADE: BAND I SCP 37 – SCP 41 (£31,846-£35,662)

HOURS: 37 hrs Per Week

LOCATION: Chepstow, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

PURPOSE OF POST:

The South Monmouthshire Integrated Service Team work across the South of the County to enable people to remain independent in their own homes through the provision of community based health and social care services. The aim is to avoid unnecessary hospital admissions and residential placements.

This exciting opportunity has arisen for a highly motivated, experienced and innovative social work professional to join the South Monmouthshire Integrated Service Team based at Chepstow Community Hospital.

The post offers an excellent opportunity to work within a dynamic multi-disciplinary team and with a range of providers and partner organisations to develop community based solutions in providing support to vulnerable individuals. This role also provides an excellent opportunity to develop caseload management skills. The successful candidate will need to be flexible, highly motivated, innovative and enthusiastic with the ability to deliver a high quality individualised service.

Should you require any further information regarding this post, please contact: Annette Brady, Team Manager, South Monmouthshire Integrated Service on Tel: 01291 636531.

Closing Date: 12 noon on Friday 9 October 2015

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

ROLE TITLE: Social Worker – Integrated Services

Permanent

POST ID: SAS030

GRADE: BAND I SCP 37 – SCP 41 (£31,846-£35,662)

HOURS: 37 Per Week, (The post holder may be required to work on a rota basis to include weekends and bank holidays receiving relevant premiums in line with Monmouthshire County Council additional payments policy.)

LOCATION: Chepstow, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

RESPONSIBLE TO:-Team Manager.

South Monmouthshire Integrated Service, We are an integrated team with Health and Social Care staff working alongside each other and managed through social services. We have a wealth of experience between us which we are willing to share with each other and we care passionately about what we do. An important factor is that 'job boundaries' have become blurred around the edges allowing for input of knowledge or opinion from all team members resulting in the most appropriate solutions for those people we support.

Our Purpose:-

We deliver an integrated health and social care service to ensure that people are able to maximise opportunities to live independently, in their own communities. This requires transformational change in the way we work individually both professionally and within a service context

The Purpose of this Role:-

To facilitate and promote effective planning, co-ordination and communication for individual people who have complex health care needs

To promote the concept of good discharge planning through the integrated working established within Chepstow Community Hospital.

To liaise with the person, family and carers throughout the discharge planning process.

Your responsibilities are to:-

Operational

- To provide easily accessible information and advice through an immediate response service.
- To ensure Fair Access Guidance is applied for all citizens as agreed by Monmouthshire County Council.
- To work alongside people to help them identify risks to their independence using a range of tools.
- To work alongside people to explore options which would support them to live as independently as possible in their communities.
- To work with people to help develop solutions and personal support plans.
- To provide people with the information they require to make choices about funding options.
- To carry out financial assessments with people in line with local and National frameworks
- To maintain accurate financial records and agree any expenditure with person with delegated budget responsibility.
- To work with communities, a range of providers and partner organisations to develop community based solutions.
- To work in partnership with other agencies to ensure the delivery of quality services.
- To take on the role of case co-ordinator in appropriate situations
- To delegate and oversee a range of functions carried out by support workers.
- To document casework regularly and accurately in accordance with departmental procedures.
- To provide specialist social work assessments as part of comprehensive assessments e.g. Continuing Health Care Assessments.
- To prepare and contribute to the production of reports for case conferences, Adult Protection meetings, Quality Assurance group etc.
- To carry out non criminal investigations under the Protection of Vulnerable Adult Guidance.
- Participate in the investigation of peoples complaints in accordance with Monmouthshire County Council procedures.

Individual and Service Development

- To take responsibility to keep up to date knowledge on best practice and developments in all areas of integration in line with relevant professional body requirements.
- Undertake relevant training to ensure professional standard of practice is upheld and appropriate skills developed to enhance the integrated service.
- Contribute to the development of other members of the integrated service.
- Undertake practice assessor training and facilitate social work students learning within the team.
- Contribute to the development of services so that they are responsive to changing needs of the target population.
- Inform your manager of service issues which may have implications for the department and or are likely to be subject to publicity whether positive or negative, ensuring that any concerns about vulnerable adults are notified immediately.

General

- Work flexibly to meet the demands of the service.
- To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at work.
- To actively support and implement the principles and practice of equality opportunity as laid down in the Council's Equal Opportunities policy.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	WEIGHTING	HOW TESTED
1. EDUCATION/QUALIFICATIONS/KNOWLEDGE		
1.1 A professional social work qualification.	High	Application Form
1.2 An understanding of key principles of current and emerging provision for adults in health and social care services.	High	Application Form and Interview
1.3 Knowledge of the principles of integration.	High	Application Form and Interview
2 EXPERIENCE		
2.1 The ability to represent and apply the values which underpin social work.	High	Application Form and Interview
2.2 Evidence that service users and carers are central to your work.	High	Application Form
2.3 Evidence of working with service users and carers with a range of needs.	High	Application Form and Interview
2.4 An ability to support people in finding solutions in a creative and flexible way.	High	Application Form and Interview
2.5 Evidence of ability to work in partnership.	High	Application Form and Interview
2.6 Evidence of working to POVA guidance.	Medium	Application Form and Interview
3. APTITUDE AND SKILLS		
3.1 An ability to listen to understand	High	Application Form and Interview
3.2 An ability to identify risks to independence.	High	Interview
3.3 Ability to use or willingness to develop a coaching approach with people.	High	Application Form and Interview
3.4 Ability to engage with people to find solutions.	High	Application Form and Interview
3.5 An ability to engage with communities.	High	Application Form and Interview
3.6 An ability to engage people to have difficult conversations.	High	Application Form and

		Interview
3.7 An ability to assess and manage risk in partnership with others.	High	Application Form and Interview
3.8 Ability to prioritise effectively when under pressure.	High	Application Form and Interview
3.9 Ability to use a range of IT and social networking media	High	Application Form
3.10 An ability to communicate effectively both verbally and in writing.	High	Application Form and Interview
4. PERSONAL ATTRIBUTES		
4.1 Belief in the value of empowerment.	High	Interview
4.2 Flexibility, motivation and enthusiasm in approach to your work.	High	Interview
4.3 Ability to think creatively.	High	Interview
5. CIRCUMSTANCES		
5.1 Possess current full driving licence and have access to a vehicle for which the MCC agreed mileage allowance will be paid	High	Application Form
5.2 Registered with the Care Council for Wales	High	Application Form Interview
6. EQUAL OPPORTUNITIES		
6.1 Able to demonstrate a clear understanding of equal opportunities' principles and practice and commitment to anti discriminatory practice	High	Application Form and Interview

Should you require any further information regarding this post, please contact: Annette Brady, Team Manager, South Monmouthshire Integrated Service on Tel: 01291 636531.

Closing Date:

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HYSBYSEB SWYDD ^{In order}

TEITL SWYDD: Gweithiwr Cymdeithasol - Gwasanaethau Integredig
Parhaol

CYFEIRNOD SWYDD: **Need new Post ID**

GRADD: BAND 1 SCP 37 – SCP 41 (£13,846-£35,662)

ORIAU: 37 yr wythnos

LLEOLIAD: Cas-gwent, a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth newid. Ni fyddir yn talu costau adleoli neu ymyrryd os yw hyn yn digwydd.

ASESIAD SGILIAU YN Y GYMRAEG:
(ch) Nid oes angen sgiliau yn y Gymraeg

DIBEN Y SWYDD:

Mae Tîm Gwasanaeth Integredig De Sir Fynwy yn gweithio ar draws de'r Sir i alluogi pobl i barhau'n annibynnol yn eu cartrefi eu hun drwy ddarparu gwasanaethau iechyd a gofal cymdeithasol seiliedig yn y gymuned. Y nod yw osgoi derbyniadau diangen i ysbytai a lleoliadau preswyl.

Mae'r cyfle cyffrous yma wedi codi i weithiwr proffesiynol gyda chymhelliant uchel, profiadol a blaengar ymuno â Tîm Gwasanaeth Integredig De Sir Fynwy yn seiliedig yn Ysbyty Cymunedol Cas-gwent.

Mae'r swydd yn cynnig cyfle ardderchog i weithio o fewn tîm deinamig amlddisgyblaeth a gydag ystod o ddarparwyr a sefydliadau partner i ddatblygu datrysiadau cymunedol i ddarparu cefnogaeth i oedolion agored i niwed. Mae'r swydd hefyd yn gyfle ardderchog i ddatblygu sgiliau rheoli llwyth achos. Bydd angen i'r ymgeisydd llwyddiannus fod yn hyblyg, gyda chymhelliant uchel, blaengar a brwdfrydig gyda'r gallu i gyflwyno gwasanaeth unigol ansawdd uchel.

Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â:

Rheolwyr Recriwtio Annette Brady Rheolwr Tîm Gwasanaeth Integredig De Sir Fynwy Ffôn: 01291-636531

Dyddiad Cau: 12 canol-dydd ar () 2016

Dylid nodi na allwn dderbyn CVs

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:
<http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais papur i'r cyfeiriad dilynol:-
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed, NP26 9AN

Caiff apwyntiad i'r swydd ei eithrio o Ddeddf Adsefydlu Troseddwy a chynhelir Gwiriad Datgelu Estynedig.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi yn agored ar gyfer swydd-rannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Dim Ysmygu.

PROFFIL SWYDD

TEITL SWYDD: Gweithiwr Cymdeithasol - Gwasanaethau Integredig
Parhaol

CYFEIRNOD SWYDD:

GRADD: BAND I SCP 37 - SCP 41 (£31,846-£35,66)

ORIAU: 37 yr wythnos. (Gall fod angen i ddeiliad y swydd weithio ar sail rota i gynnwys penwythnosau a gwyliau banc gan dderbyn taliadau perthnasol yn unol â pholisi taliadau ychwanegol Cyngor Sir Fynwy)

LLEOLIAD: Cas-gwent, a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth newid. Ni fyddir yn talu costau adleoli neu ymyrryd os yw hyn yn digwydd.

CYFRIFOL I: Rheolwr Tîm

ASESIAD SGILIAU YN Y GYMRAEG:

(ch) Nid oes angen sgiliau yn y Gymraeg

Gwasanaeth Integredig De Sir Fynwy. Rydym yn dîm integredig gyda staff Iechyd a Gofal Cymdeithasol yn gweithio wrth ochr ei gilydd ac yn cael eu rheoli drwy gwasanaethau cymdeithasol. Mae gennym gyfoeth o brofiad rhyngom yr ydym yn fodlon ei rannu gyda'n gilydd ac mae ein gwaith yn angerddol bwysig i ni. Ffactor pwysig yw bod 'ffiniau swydd' wedi dod yn amwys gan alluogi mewnbwn gwybodaeth neu farn holl aelodau'r tîm gan arwain at y datrysiadau mwyaf addas ar gyfer y bobl hynny a gefnogwn.

Ein Diben:-

Rydym yn darparu gwasanaeth iechyd a gofal cymdeithasol integredig i sicrhau y gall pobl gynyddu i'r eithaf y cyfleoedd i fyw'n annibynnol yn eu cymunedau eu hunain. Mae hyn yn golygu bod angen trawsnewid y ffordd y gweithiwn yn unigol a hefyd yn broffesiynol ac o fewn cyd-destun gwasanaeth.

Diben y Swydd:-

Hwyluso a hyrwyddo cynllunio, cydlynu a chyfathrebu effeithlon ar gyfer unigolion sydd ag anghenion gofal iechyd cymhleth.

Hyrwyddo cysyniad cynllunio rhyddhau da drwy'r gweithio integredig a sefydlwyd o fewn Ysbyty Cymunedol Cas-gwent.

Cydlynu gyda'r person, teulu a gofalwyr drwy gydol y broses cynllunio rhyddhau.

Eich cyfrifoldebau yw:

Gweithredol

- Darparu gwybodaeth a chynghor hygyrch drwy wasanaeth ymateb ar unwaith.
- Sicrhau y gweithredir canllawiau mynediad teg i bob dinesydd fel y cytunwyd gan Gyngor Sir Fynwy.
- Gweithio gyda phobl i'w helpu i ddynodi risgiau i'w hannibyniaeth yn defnyddio ystod o ddulliau.
- Gweithio wrth ochr pobl i ymchwilio opsiynau a fyddai'n eu cefnogi i fyw mor annibynnol ag sydd modd yn eu cymunedau.
- Gweithio gyda phobl i helpu datblygu datrysiadau a chynlluniau cymorth personol.
- Rhoi'r wybodaeth i bobl y maent ei hangen i wneud dewisiadau am opsiynau cyllid.
- Cynnal asesiadau ariannol gyda phobl yn unol â fframweithiau lleol a chenedlaethol.
- Cynnal cofnodion ariannol cywir a chytuno ar unrhyw wariant gyda'r person sydd â chyfrifoldeb dirprwyedig am gyllideb.
- Gweithio gyda chymunedau, ystod o ddarparwyr a sefydliadau partner i ddatblygu datrysiadau seiliedig yn y gymuned.
- Gweithio mewn partneriaeth gydag asiantaethau eraill i sicrhau darpariaeth gwasanaethau ansawdd da.
- Gweithredu fel cydlynnydd achos mewn sefyllfaoedd addas.
- Dirprwyo a goruchwyllo ystod o swyddogaethau a wneir gan weithwyr cymorth.
- Cadw cofnodion rheolaidd a chywir o waith achos yn unol â gweithdrefnau'r adran.
- Darparu asesiadau arbenigol gwaith cymdeithasol fel rhan o asesiadau cynhwysfawr e.e. Asesiadau Gofal Iechyd Parhaus.
- Paratoi ar gyfer a chyfrannu at gynhyrchu adroddiadau ar gyfer cynadleddau achos, cyfarfodydd Amddiffyn Oedolion, grŵp Sicrwydd Ansawdd ac yn y blaen.

- Cynnal ymchwiliadau heb fod yn droseddol dan ganllawiau Amddiffyn Oedolion Agored i Niwed.
- Cymryd rhan wrth ymchwilio cwynion pobl yn unol â gweithdrefnau Cyngor Sir Fynwy.

Datblygu Unigolion a Gwasanaethau

- Cymryd cyfrifoldeb i gadw gwybodaeth gyfredol o arfer gorau a datblygiadau ym mhob maes integreiddio yn unol â gofynion cyrff proffesiynol perthnasol.
- Dilyn hyfforddiant perthnasol er mwyn sicrhau y cedwir safon broffesiynol o ymarfer a datblygu sgiliau priodol i gyfoethogi'r gwasanaeth integredig.
- Cyfrannu at ddatblygu aelodau eraill o'r gwasanaeth integredig.
- Dilyn hyfforddiant asesu ymarfer a hwyluso dysgu myfyrwyr gwaith cymdeithasol o fewn y tîm.
- Cyfrannu at ddatblygu gwasanaethau fel eu bod yn ymateb i'r newid yn anghenion y boblogaeth darged.
- Hysbysu eich rheolwr am faterion gwasanaeth a all fod â goblygiadau i'r adran neu'n sy'n debygol o fod yn destun cyhoeddusrwydd p'un ai gadarnhaol neu negyddol, gan sicrhau y caiff unrhyw faterion o gonsyrn am oedolion agored i niwed eu hysbysu ar unwaith.

Cyffredinol

- Gweithio'n hyblyg i ateb gofynion y gwasanaeth.
- Cynnal arferion gwaith diogel ar gyfer eich hunan ac eraill yn unol â datganiad polisi'r awdurdod ar iechyd a diogelwch yn y gwaith.
- Cefnogi a gweithredu egwyddorion ac ymarfer cyfle cyfartal fel y'i nodir ym mholisi'r Cyngor ar gyfle cyfartal.

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw ...

- Bod yn agored: Anelwn fod yn agored ac onest i ddatblygu perthynas o ymddiriedaeth.
- Bod yn deg: Anelwn ddarparu dewis, cyfleoedd a phrofiadau a teg a dod yn sefydliad sydd wedi adeiladu ar barch pobl at ei gilydd.
- Bod yn hyblyg: Anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.

Gwaith tîm: Anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

A bydd y rôl yma'n gweithio gyda Sir Fynwy i gyflawni hyn.

Yn ogystal:

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod bob amser yn gweithredu mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu Polisi Gweithle Di-fwg y mae'n rhaid i'r holl gyflogeion gydymffurfio ag ef.

Manyleb Person

Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

GOFYNION	PWYSIAD	SUT Y PROFWYD
1. ADDYSG/CYMWYSTERAU/GWYBODAETH		
1.1 Cymhwyster proffesiynol gwaith cymdeithasol	Uchel	Ffurflen Gais
1.2 Dealltwriaeth o egwyddorion allweddol darpariaeth gyfredol a newydd ar gyfer oedolion mewn gwasanaethau iechyd a gofal cymdeithasol	Uchel	Ffurflen Gais a Chyfweliad
1.3 Gwybodaeth o egwyddorion integreiddiad	Uchel	Ffurflen Gais a Chyfweliad
2 PROFIAD		
2.1 Y gallu i gynrychioli a gweithredu'r gwerthoedd sy'n sylfaen i waith cymdeithasol	Uchel	Ffurflen Gais a Chyfweliad
2.2 Tystiolaeth bod defnyddwyr gwasanaeth a gofalyr yn ganolog i'ch gwaith	Uchel	Ffurflen Gais
2.3 Tystiolaeth o weithio gyda defnyddwyr gwasanaeth a gofalyr gydag ystod o anghenion	Uchel	Ffurflen Gais a Chyfweliad
2.4 Gallu i gefnogi pobl i ganfod datrysiadau mewn ffordd greadigol a hyblyg	Uchel	Ffurflen Gais a Chyfweliad
2.5 Tystiolaeth o allu i weithio mewn partneriaeth.	Uchel	Ffurflen Gais a Chyfweliad
2.6 Tystiolaeth o weithio i ganllawiau Diogelu Oedolion Agored i Niwed.	Canolig	Ffurflen Gais a Chyfweliad
3. GALLUOEDD A SGILIAU		
3.1 Gallu i wrando i ddeall	Uchel	Ffurflen Gais a Chyfweliad
3.2 Gallu i adnabod risgiau i annibyniaeth	Uchel	Cyfwelïae
3.3 Gallu i ddefnyddio neu barodrwydd i ddatblygu dull hyfforddi gyda phobl	Uchel	Ffurflen Gais a Chyfweliad
3.4 Gallu i ymgysylltu gyda phobl i ganfod datrysiadau	Uchel	Ffurflen Gais a Chyfweliad
3.5 Gallu i ymgysylltu gyda chymunedau	Uchel	Ffurflen Gais a Chyfweliad

3.6	Gallu i ymgysylltu gyda phobl i gael sgysiau anodd	Uchel	Ffurflen Gais a Chyweliad
3.7	Gallu i asesu a thrin risg mewn partneriaeth gydag eraill	Uchel	Ffurflen Gais a Chyweliad
3.8	Gallu i flaenoriaethu'n effeithlon pan dan bwysau	Uchel	Ffurflen Gais a Chyweliad
3.9	Gallu i gyfathrebu'n effeithlon pan dan bwysau	Uchel	Ffurflen Gais
3.10	Gallu i gyfathrebu'n effeithlon yn llafar ac mewn ysgrifen	Uchel	Ffurflen Gais a Chyweliad
4.	NODWEDDION PERSONOL		
4.1	Credu mewn gwerth ymrymuso	Uchel	Cyweliad
4.2	Hyblygrwydd, cymhelliant a brwdfrydedd yn eich dull gweithio	Uchel	Cyweliad
4.3	Gallu i feddwl yn greadigol	Uchel	Cyweliad
5.	AMGYLCHIADAU		
5.1	Meddu ar drwydded yrru lawn a bod â mynediad i gerbyd fydd yn derbyn lwfans milltiroedd a gytunwyd Cyngor Sir Fynwy	Uchel	Ffurflen Gais
5.2	Wedi cofrestru gyda Chyngor Gofal Cymru	Uchel	Ffurflen Gais Cyfweliad
6.	CYFLE CYFARTAL		
6.1	Gallu i ddangos dealltwriaeth glir o egwyddorion ac ymarfer cyfle cyfartal ac ymrwymiad i ymarfer gwrth-wahaniaethol	Uchel	Ffurflen Gais a Chyweliad

Os ydych angen gwybodaeth bellach am y swydd hon, cysylltwch os gwelwch yn dda ag: **Annette Brady Rheolwr Tîm Gwasanaeth Integredig De Sir Fynwy**
Ffôn: **01291-636531**

Dyddiad Cau: 12 canol-dydd **(Insert Date)** 2016



Subject: Job Evaluation Of Legal Assistant Post CDLL 39

Meeting: Individual Cabinet Member Decision

Date: 28th October 2016

Divisions/Wards Affected: All

1. PURPOSE:

To approve the result of the job evaluation review recommending that the pay scale of the Legal Assistant post (CDLL 39) move from Band G (29 – 33) to Band H (33 -37).

2. RECOMMENDATIONS:

To regrade the pay scale of Legal Assistant post (CDLL 39) from Band G (29 - 33) to Band H (33 - 37).

3. KEY ISSUES:

Due to the retirement of a legal officer in May this year, the responsibility of acting as clerk to the school admission panel transferred to the Legal Assistant post CDLL 39 in addition to the current duties of the post. This is an important role with the independent panel being made up of lay persons and education professionals to consider appeals by parents of children who have been refused places in schools by the Local Education Authority.

The current post holder requested a job evaluation review take place and the result of the review recommends that post CDLL 39 be regraded from Band G to Band H to take into account the new duties and responsibilities and the knowledge and skills required by the post.

Attached to the report at appendix 1 is a new job description for post CDLL 39 to reflect the changes.

4. REASONS:

To acknowledge the change in duties and responsibilities of post CDLL 39 as reflected by the job evaluation exercise on the post.

5. RESOURCE IMPLICATIONS:

It is proposed that the increase in salary be backdated to 1st June 2016, when the previous clerk to the school admission appeals panel retired from the

council. This will result in a further £830 increase to the Legal Services and Land Charges budget which can be managed for the current financial year due to a staff vacancy remaining unfilled. However going forward a budget pressure will be created up to £3031 when the top of the scale is reached.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

6.1 There are no sustainable development or equality implications.

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:

7.1 There are no safeguarding or corporate parenting implications.

8. CONSULTEES:

People Services

9. BACKGROUND PAPERS:

None

10. AUTHOR:

Robert Tranter, Monitoring Officer and Head of Legal Services

11. CONTACT DETAILS:

Email: roberttranter@monmouthshire.gov.uk

Tel: 01633 644064

MONMOUTHSHIRE COUNTY COUNCIL

JOB DESCRIPTION

POST TITLE:	Legal Assistant
GRADE:	Band H (SCP 33 – 37)
RESPONSIBLE TO:	MONITORING OFFICER AND HEAD OF LEGAL SERVICES

MAIN PURPOSE

- To assist as appropriate the Head of Legal Services in the preparation of legal advice to the Council, its members and directorates across the whole range of its functions.

KEY RESPONSIBILITIES

- To advise the council on rights of way, draft rights of way orders and agreements, and deal with related legal queries generated by the Countryside section including drafting tree preservation orders.
- To open tenders and prepare contractual documentation.
- To draft road traffic regulation orders, highway agreements and advise generally on highway law.
- To act as legal adviser to the independent school admission appeals panel.
- To advise the council on debt recovery and draft related court applications.
- To maintain a personal awareness of legislative and case law developments which would or could impact upon client directorates' services, update client directorates as appropriate and to prepare briefing papers and/or training upon such developments.
- To be responsible for the day to day organisation of personal workload.
- The post holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility and/or additional expertise, then the post may be re-assessed.
- To advise on all matters as directed by the Monitoring Officer and Head of Legal Services.



<p>Name of the Officer completing the evaluation</p> <p>Robert Tranter</p> <p>Phone no: 01633 6444064 E-mail: roberttranter@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To obtain approval to change the pay scale of Post CDLL 39 after a job evaluation exercise.</p>
<p>Name of Service</p> <p>Legal Services & Land Charges</p>	<p>Date Future Generations Evaluation Form Completed</p> <p>3rd October 2016</p>





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


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

Well Being Goal	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>No</p>	<p>n/a</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>No</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?
can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	No	n/a
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	No	n/a
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No	n/a
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	No	n/a
A more equal Wales People can fulfil their potential no matter what their background or circumstances	No	n/a

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>A decision is required to give effect to the job evaluation exercise.</p>	<p>n/a</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>n/a</p>	<p>n/a</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>People Services was consulted.</p>	<p>n/a</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>n/a</p>	<p>n/a</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	n/a	n/a

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

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	n/a	n/a	n/a
Disability	n/a	n/a	n/a
Gender reassignment	n/a	n/a	n/a
Marriage or civil partnership	n/a	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?
Pregnancy or maternity	n/a	n/a	n/a
Race	n/a	n/a	n/a
Religion or Belief	n/a	n/a	n/a
Sex	n/a	n/a	n/a
Sexual Orientation	n/a	n/a	n/a
Welsh Language	n/a	n/a	n/a

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	n/a	n/a	n/a
Corporate Parenting	n/a	n/a	n/a

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

A job evaluation exercise was undertaken.

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

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PS/9/20

n/a

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

What are you going to do	When are you going to do it?	Who is responsible	Progress
n/a			

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

The impacts of this proposal will be evaluated on: n/a

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration

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SUBJECT: Creation of an Apprentice Position on the Financial System Support Team

MEETING: Individual Cabinet Member Decision

DATE: 26th October 2016

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

To seek approval for the creation of an apprentice position on the Financial System Support Team.

2. RECOMMENDATIONS:

That the proposed change to establishment be approved.

3. KEY ISSUES:

The current structure of the team has been in place since February 2015 (see Appendix A for current team structure).

During this time the Financial System Support Officer Posts have experienced a high turnover of staff. This position has proven difficult to fill both in terms of applications and skills of the applicants that do apply.

By offering an apprenticeship within the section we are building skills into the market place that may in turn benefit Monmouthshire in the future as vacancies naturally occur on the team.

An apprentice would provide three year stability to the team and also provide an individual with an excellent learning platform.

The team currently has a part time vacancy (0.6 FTE Grade C) for the post of Financial System Support Officer. The budget in place for this post is £13,151 per annum.

The budget requires to fund an apprentice for three years is £34,248 (Year 1 = £6542, years two and three = £13,853).

There would be a small saving of £5,205 over the three year period. This would be used to offset other identified budget pressures within the Team.

Working with systems the team is always undergoing significant changes in its working practises, currently those include outsourcing outgoing mail, system developments such as the workflow of master files via Agresso Web which replaces the need for an E-form. At the end of the three years a further assessment will need to be made of the post for example to fill with another apprentice, revert back to a permanent post or other alternative options.

4. REASONS:

A number of tasks have been identified which would form an excellent learning platform for an apprentice.

A three year apprentice would offer some stability to the team in terms of the same person in post for a period of three years (This assumes that the apprentice will remain with us for the full three years).

If vacancies arise on the team in future, there could potentially be applicants in the market place with the right skill set to undertake the position.

5. RESOURCE IMPLICATIONS:

Resource will increase on the team as there will be a move from a three day post to a full time apprentice post (Depending on the apprentice this will require day release for college during term time plus exam leave).

There will be £5,205 released over the three year period. This would be used to offset other identified budget pressures within the Team.

We are providing future generations with the skills that will benefit them in obtaining employment at the same time as developing skilled people who could fill future vacancies on the team.

6. SUSTAINABLE DEVELOPMENT & EQUALITY IMPLICATIONS:

The significant sustainable development and equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

1. The Apprentice scheme aims to provide people with skills and knowledge that will enable them to build future employment prospects and careers.
2. Vacancies on the team have proven difficult to fill both in terms of applications and skills of the applicants that do apply. If vacancies arise on the team in future, there could potentially be applicants with the right skill set to undertake the position.

The actual impacts from this report's recommendations will be reviewed every 3 years and criteria for monitoring and review will take place within the Check in Check out process.

7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS:

There are no safeguarding or corporate parenting implications linked with this report.

8. CONSULTEES:

- Head of Finance
- Assistant Head of Finance
- Revenues, Systems & Exchequer Team
- Employee Services
- Torfaen Training

9. BACKGROUND PAPERS:

Appendix A Revenues, Systems & Exchequer Current Team Structure.
Appendix B Future Generations Evaluation Form

10. AUTHOR: Lisa Widenham

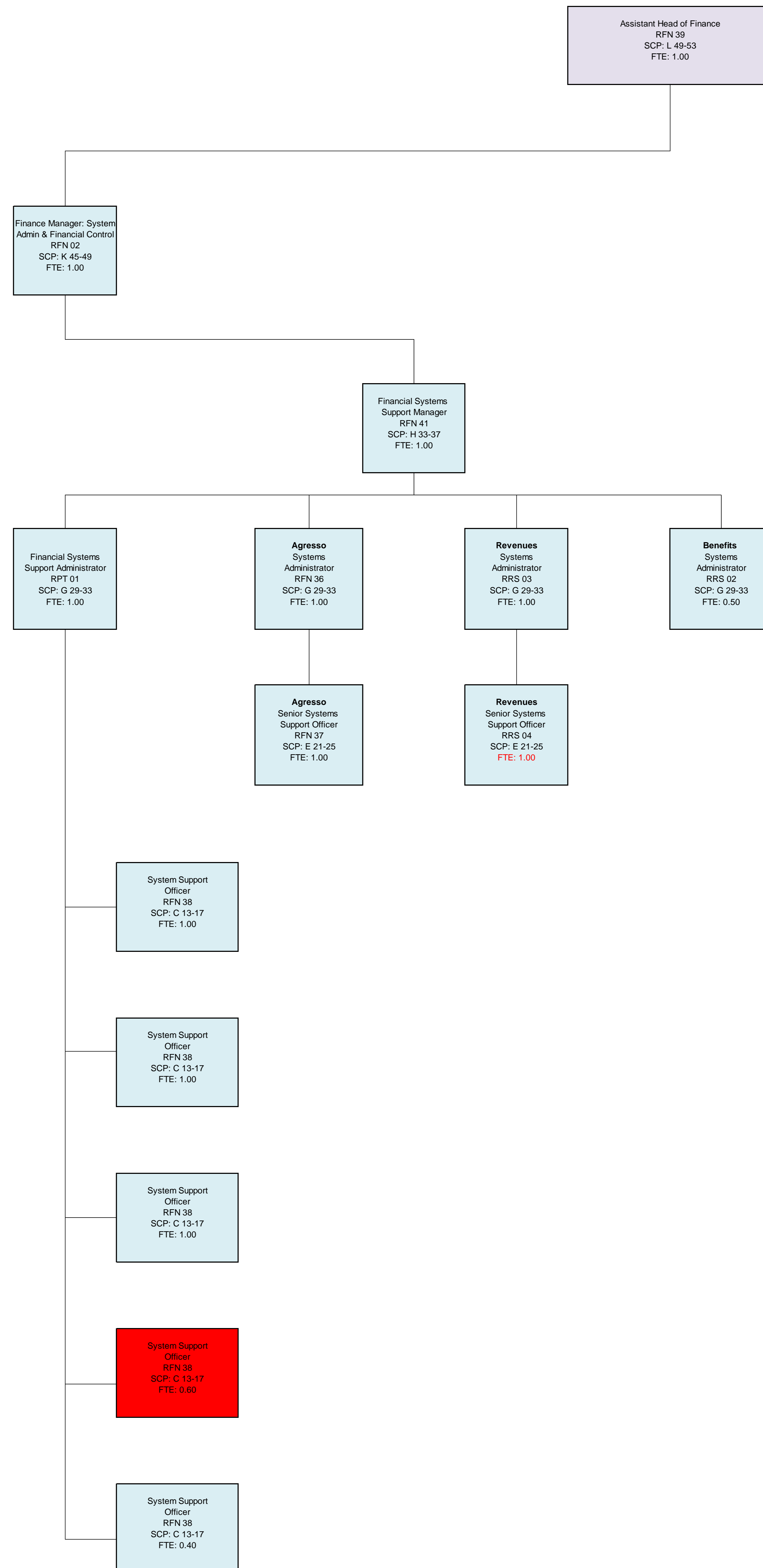
11. CONTACT DETAILS:

Tel: 01633 644282

E-mail: Lisa.Widenham@monmouthshire.gov.uk

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REVENUE, SYSTEMS & EXCEHQUR TEAM
(Financial System Support Section of the Team)





Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Lisa Widenham</p> <p>Phone no: 01633 644282 E-mail: LisaWidenham@monmouthshire.gov.uk</p>	<p>To seek approval for the Creation of an Apprentice Position on the Financial System Support Team</p>
<p>Name of Service Revenues, Systems and Exchequer</p>	<p>Date Future Generations Evaluation form completed 27.09.16</p>

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





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

Well Being Goal	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 Apprentice scheme aims to provide people with skills and knowledge that will enable them to build future employment prospects and careers.</p>	<p>The apprentice will be sourced through Torfaen training which is an experienced, reputable trainer.</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>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?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	N/A	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
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	N/A	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	<i>The apprenticeship will be available for all to apply the only restriction is on Age</i>	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>Vacancies on the team have proven difficult to fill both in terms of applications and skills of the applicants that do apply.</p> <p>If vacancies arise on the team in future, there could potentially be applicants with the right skill set to undertake the position.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>We would be working with Torfaen Training, an experienced and reputable trainer.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p><i>The idea of an apprentice was raised by a team member at a team meeting arranged to discuss future Monmouthshire. The whole team were in favor of the idea.</i></p> <p><i>I have also sought the opinions of Torfaen Training and the Assistant Head of Finance who were both in favor.</i></p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Vacancies on the team have proven difficult to fill both in terms of applications and skills of the applicants that do apply.</p> <p>If vacancies arise on the team in future, there could potentially be applicants with the right skill set to undertake the position.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>This ensures the wellbeing of the team by ensuring sufficient resources are available to provide the service (Less Stress / Frustration).</p> <p>This ensures the wellbeing of the individual by improving the prospects of future employment</p>	

3. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

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	N/A		
Disability	N/A		
Gender reassignment	N/A		
Marriage or civil partnership	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?
Pregnancy or maternity	N/A		
Race	N/A		
Religion or Belief	N/A		
Sex	N/A		
Sexual Orientation	N/A		
Welsh Language	N/A		

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	N/A	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	
Corporate Parenting	N/A		

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

Discussions and documentation received from Torfaen Training.
Discussions with the team.
Previous issues with recruitment to the team.

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

The Apprentice scheme aims to provide people with skills and knowledge that will enable them to build future employment prospects and careers.
Vacancies on the team have proven difficult to fill both in terms of applications and skills of the applicants that do apply.
If vacancies arise on the team in future, there could potentially be applicants with the right skill set to undertake the position.

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

What are you going to do	When are you going to do it?	Who is responsible	Progress

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

The impacts of this proposal will be evaluated on:	Check in Check out process undertaken on a 6 monthly cycle
--	--

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	<i>Individual Cabinet Member Decision</i>		

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Meeting and Date of Meeting: Individual Cabinet Member Decision – 26th October 2016

Report: Restructure of Disability Services Team – Relocation of the Swan Craft Studio

Author: Shelley Welton

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

Exemptions applying to the report:

12. This report will be exempt under paragraph 13 of Schedule 12A – Information which is likely to reveal the identity of an individual

Factors in favour of disclosure:

Openness & transparency in matters concerned with the public

Prejudice which would result if the information were disclosed:

The personal affairs of an individual would be disclosed.

My view on the public interest test is as follows:

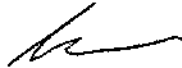
Factors in favour of disclosure are outweighed by those against.

Recommended decision on exemption from disclosure:

Maintain exemption from publication in relation to report

Date: 06/10/2016

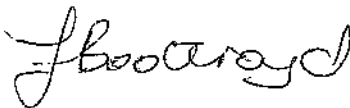
Signed:



Post: Lead Commissioner - Transformation

I accept/~~I do not accept~~ the recommendation made above

Signed:



Date: 06/10/2016

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By virtue of paragraph(s) 13 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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SUBJECT: Homeless Prevention – Development of Private Sector Housing Proposal

MEETING: Single Cabinet Member Decision

DATE: 26th October 2016 (deadline 07.10.16)

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To seek approval to appoint a temporary Private Sector Housing Policy Officer until 31st March 2017, to kick-start and drive the development of the Council's private sector housing service relating to the Housing Options Team.

2. RECOMMENDATIONS:

- 2.1 To agree to the appointment of a Temporary Private Sector Housing Policy Officer until March 2017.
- 2.2 To develop proposals to increase landlord engagement and increasing private sector housing as a viable housing option to help increase homeless prevention.

3. KEY ISSUES

- 3.1 In April 2015, the Housing (Wales) Act 2014 placed a duty on the Council to prevent homelessness. In addition to the prevention duty, a key element of the legislation is the power for the Council to discharge duties using private rented housing. Although this was a positive change, the challenge of accommodating homeless households and preventing homelessness continues to be a challenge. This is due to both the on-going shortage of social housing and local issues associated with accessing private rented housing. Seeking to identify and develop private sector opportunities, therefore, has been and continues to be a priority.
- 3.2 In this context, officers in the Housing Options Team are increasingly focused on not only looking to re-house households in private sector accommodation, but also to positively and pro-actively engage with private landlords to encourage more landlords to work with the Council in different ways. Also, there is a need to better promote and assist private sector housing to potential tenants, as a viable alternative to social housing. A recent success has been the shared housing service, which not only has supported prevention performance, it has created a new housing option for single people and is also generating income. An overview of services that private landlords can benefit from is provided in **Appendix 1**. The intention is to package and promote these services as the 'Landlord Offer.'
- 3.3 Considerable private sector development work has been undertaken by the Housing Options Team over recent years to create additional accommodation, engage with landlords and facilitate access. Although positive progress is being made, the rate of this development has and will continue to be limited due to staff capacity and the on-going need to meet both the statutory homeless related and property management responsibilities. A priority activity that particularly needs to be further progressed is landlord engagement and the marketing of related services. In terms of marketing, there is a need for services to be 'packaged and branded' and for marketing activity to be undertaken more routinely.

- 3.4 It is considered that in seeking to materially take private rented housing services forward, there would be advantages in giving the necessary development work a short-term and ring-fenced injection of staffing resource that is able to temporarily focus on increasing the profile and 'visibility' of the service without the distraction of day to day management activity.
- 3.5 It is, therefore, proposed to create a temporary Private Sector Housing Policy Officer that will provide the said role up until the end of March '17. **See Appendix 2.** Key priorities will include: updating the website; developing a brand; developing marketing and raising the profile; material and undertaking engagement and marketing activity on a weekly basis and ultimately expanding private sector housing opportunities, whether directly (such as shared housing or private leasing) or indirectly.
- 3.6 Largely based on current practice, but also reflecting options for further improvement, an outline delivery framework has been established, the development of which has been shaped in partnership with the Council's Communications team. This framework will provide the focus for the said post.
- 4. REASONS:**
- 4.1 Strategic drivers and the business case for increasing private sector housing opportunities include the legal duty to prevent homelessness through the Housing (Wales) Act 2014; reducing the use of B & B accommodation and increasing housing provision in Monmouthshire due to the shortage of accommodation and local need. An established and successful private sector housing service also lays the foundations for an income generating initiative for the Council and contribute to the 'Future Monmouthshire' policy.
- 5. RESOURCE IMPLICATIONS:**
- 5.1 The salary costs for the post will be approximately £19,153 for a 5 month period. This can be funded through existing resources. The expectation is to look to recruit to this post through an internal secondment and subsequently backfill.
- 6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**
- 6.1 Implications have been identified. **See Appendix 3**
- 7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS**
- 7.1 The service has an important role in relation to both safeguarding and corporate parenting in the context of preventing homelessness.
- 8. CONSULTEES:** Chief Officer for Enterprise; Head of Planning; Cabinet Member for Community Development
- 9. BACKGROUND PAPERS:** None
- 10. AUTHOR:** Ian Bakewell, Housing & Communities Manager
- 11. CONTACT DETAILS:** Tel: 01633 644479 Email: ianbakewell@monmouthshire.gov.uk

Appendix 1

Current Landlord Offer:

Advice & Assistance

- The availability of specialist staff
- Availability of a Landlord Advice Line
- Landlord Hub
- Landlord newsletter
- Landlord mailing list

Find a Tenant/Tenant Introduction

- Tenant income checks
- Tenant history
- Tenant references

Housing Benefit

- Dedicated housing benefit phone line and email
- Fast tracking of housing benefit (availability subject to assisting the Council to provide accommodation)
- Option for housing benefit direct (availability subject to assisting the Council to provide accommodation)

Management Services

- Room Leasing
- Private leasing
- Direct lets
- Written and photographic inventories
- Prepare tenancy agreements
- Property advertising and marketing
- Accompanied viewings
- Tenant sign-ups
- 2 month tenancy checks visits
- Assisting tenants with signing up for utilities
- One-off inspections
- Landlord accreditation and licencing
- Housing Health & Safety Rating assessments
- Support with ending a tenancy

Landlord Related Support

- Helping with Rent Smart Wales
- Supporting landlord accreditation
- Tenant referral by landlords to Money Advice Service, perhaps due to tenant being in arrears
- Landlord training
- Bond scheme
- Special offer vouchers (subject to availability)
- Interest free Home Improvement Loan – preferential landlord fee
- Interest Free Empty Homes Loans

Tenant related Support

- Money advice (eg budgeting, debt etc) for tenants

- Bond scheme
- Rent in advance (subject to eligibility)

Further Proposals/Options for Future Development

- Establish new web-pages
- Shared Housing expansion
- PLS development
- Return of Melin PLS to MCC
- Emergency Night-Stop
- Lodging
- Finish packaging approach to Tenant Accreditation eg certificate for tenants and agreement to sign
- Investigate and scope out Rent Guarantee
- Landlord Loans for buying
- Landlord welcome pack
- Investigate and scope our Landlord incentives as per Waltham Forest eg payment for taking a tenants
- Become an accredited trainer for landlord accreditation (attract fee income)
- Out of hours and/or holiday
- Maintenance service

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<p>Name of the Officer completing the evaluation Ian Bakewell</p> <p>Phone no: 01633 644479 E-mail: ianbakewell@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To appoint a temporary Strategy & Policy Officer to kick-start a packaged and branded approach to private sector housing through engagement and marketing</p>
<p>Name of Service</p> <p>Housing & Community Services</p>	<p>Date Future Generations Evaluation form completed</p> <p>30th September 2016</p>



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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.


Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positively contributes through an efficient use of resources that helps to generate wealth for private landlords by being able to reduce the financial pressure to allow council to deliver its priorities. People being able to access more suitable accommodation within their communities more independently.</p>	<p>The mandate will help to relieve the pressure on existing resources, particularly the demand for social housing in the context of alleviating homelessness</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>Positively contributes by creating new and expanding existing housing options through the private sector.</p>	<p>Practices are already established with regards to private sector housing. These practices need to become more visible, formalised and structured.</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positively contributes to the health of homeless and potentially homeless people through the provision of good quality accommodation.</p> <p>The schemes supports improved private sector housing</p>	<p>This approach is already supporting health – eg shared housing</p>
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positively contributes by helping applicants remain in their community</p>	<p>On occasions it's not always possible to accommodate people in their preferred area of choice. This proposal will reduce the need to accommodate people away from their home areas</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>By people being accommodated in more stable local accommodation benefits in all 3 ways.</p> <p>There may be scope to potentially use private sector housing to support Syrian refugees</p> <p>Currently used to facilitate the Council's decision to participate in the Afghan Translator re-location programme</p>	<p>People will have better facilities that will encourage physical wellbeing. They will have opportunity to reduce outgoings by have better facilities and the ability to use live skills and being integrated into the community.</p> <p>The Council has already started to re-locate Afghan Translators to Monmouthshire</p>
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Positively contributes by providing a stable home that supports people to access opportunities</p>	<p>Practice is already in place</p>

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal deliberately supports the provision of short to medium term housing accommodation, designed to alleviate housing crisis, but hopefully will increasingly provide long-term options. The objectives of Shared housing and private plans to provides the building blocks increasing the availability of private sector accommodation as a viable alternative to social housing.</p>	<p>The increased use of private sector housing will continue to support increase a behavior change in applicants in terms of considering private sector housing as a viable option rather than defaulting to social housing as has historically been the case.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>This proposal is all about working with private sector landlords as a partnership in varying formats</p>	<p>Partnerships currently exist with private landlords. The priority is to expand these</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Involving those with an interest and seeking their views</p>	<p>The following are stakeholders:</p> <p>Private landlords – proposal is aimed at better and more routine engagement with landlords to partly understand their needs but also reassure landlords to work with the Council</p> <p>Housing Support providers – the Scheme offers good quality accommodation which helps address/support wider housing needs eg substance misuse; mental health etc</p> <p>Shelter Cymru – provide an independent advocacy role which applicants can access if they consider they need redress on how their housing needs have been supported. Shelter will seek to challenge the Council if they consider the Council isn't meeting its statutory responsibilities</p> <p>Social Services – the service can potentially help with clients of Social Services</p> <p>Housing Solution clients – the scheme widens the provision for single people</p>	<p>The Council currently works closely with private landlords, Shelter, Housing Support and Social Services and regard as stakeholders</p>
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The on-going development of private sector housing is specifically designed to support homeless prevention. The service creates additional housing option for the Housing Solutions Service and allows accommodation to be pro-actively offered (subject to demand and vacancies) to avoid taking a homeless application.</p> <p>There is scope to expand resources through income generation</p>	<p>The establishment of the Shared Housing Service in February 2013</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p data-bbox="147 341 315 379">Integration</p> <p data-bbox="331 213 517 440">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="546 213 1323 416">The service particularly positively impacts on local private sector landlords in terms of income generation which will support the local economy. This in turn will support associated supply chains, such as repair and maintenance contractors (eg plumbing, heating and electrical services) and local suppliers such as builders merchants etc.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Older people can potentially access the service, but shouldn't need to due to other provision though the Housing Register	None	
Disability	Disabled people can access the service	None.	The intention is to increase provision
Gender reassignment	neutral	None	
Marriage or civil partnership	neutral	None	
Race	neutral	None	The Houseshare service is currently benefiting the Afghan Translator re-location programme.
Religion or Belief	neutral	None	
Sex	neutral	None	
Sexual Orientation	neutral	None	
Welsh Language	neutral	None	

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Both Houseshare and Private Leasing accommodation will be available to alleviate safeguarding risks. Requests for assistance are often received from victims of abuse	No negative impacts	The Council current uses one of the Shared Housing properties as a women only dedicated facility to support victims of domestic abuse
Corporate Parenting	Both Houseshare and Private Leasing can be used to support Corporate Parenting issues if necessary The Housing Solutions Service liaises closely with Children's Services and the Llamau Family mediation service	No negative impacts	All 16/17 year olds are referred to the Llamau Family Mediation worker, who is co-located with the Housing Solutions Service, for assessments.

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

Homeless and homeless prevention statistics

Housing Register data

Housing & Communities financial data

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

The main positive benefits of this proposal are:

- A dedicated temporary staffing resource that supports private sector housing development to strengthen homeless provision
- Additional housing options for vulnerable households
- The Council is better able to meet its statutory duties under the Housing (Wales) Act 2014
- The mandate mitigates against the use of B & B
- The mandate provides a basis for generating additional income for the Council
- This will be a ring-fenced post and duties will not be diluted through day to day management activities

There are no negative impacts of the proposal

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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	Progress
Package and brand the existing services into 'Monmouthshire Lettings' in partnership with the Communications Team	By March 17	TBC	An approach to marketing is in place
Continue seeking to identify private landlords who may be potentially interested in private scheme	This is a routine weekly activity	Karen Durrant, Private Sector Housing Manager	Discussions with potential new landlords are in progress

Continue looking to identify Private Leasing opportunities and prepare for ending or private lease agreement	By March 17	Karen Durrant, Private Sector Housing Manager	One property in Chepstow has already been identified and discussions are in progress with the owner. Cost modelling has commenced
Establish an action plan	October 2016	Karen Durrant, Housing Options Team Manager	Already and largely in place

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

The impacts of this proposal will be evaluated on:	January and March 17 on the basis of tasks completed through the project plan
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ROLE ADVERT

ROLE TITLE: Private Sector Housing Project Officer

Temporary – Anticipated start date early November 2016 until 31st March 2017

POST ID:

GRADE: BAND I SCP 37 – 41 (Subject to job evaluation)

HOURS: 37

LOCATION: (County Hall, Usk) which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are not necessary

PURPOSE OF POST:

1. To lead and drive on the operational development of Housing Options Team private sector housing development in the context of homeless prevention, including supporting the development of the concept of 'Monmouthshire Lettings' as a visible and deliverable service and brand.
2. To routinely undertake marketing and engagement activity.
3. Work alongside and liaise closely with the Strategy & Policy Officer in the development of strategic private sector housing proposals.
3. Support the Council's Future Monmouthshire policy through the development of creative and innovative solutions that help to generate income, reduce costs and improve performance
4. Oversee all Housing Options Team activities in relation to private sector housing.
5. To delegate, supervise and monitor the work of the Private Sector Housing Liaison Officer and Accommodation Assistants.

Should you require any further information regarding this post, please contact: Recruiting Managers Name and Title Tel: (Recruiting Managers Telephone Number)

Closing Date: 12 noon on (Insert Date) 2016

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-
People Services, Monmouthshire County Council, PO BOX
106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

Housing Options Team

Our Purpose:-

The purpose of the Housing Options Team is essentially to prevent homelessness, but also support homeless households in Monmouthshire. In this context, the private rented sector is an important resource in the County but continues to be under-utilised for low income households. It is a priority to increase the accessibility and availability of private sector housing as an alternative to social housing.

Expectation and Outcomes of this Role:-

The Council already provides a range of private sector housing services. There is a need, however, to 'package and brand' the current approach to create a more structured approach which will be further developed through new initiatives and 'products.' It is anticipated that this will continually evolve and develop in response to feedback from stakeholders and for the mutual benefit.

Also, there is need to raise awareness of services through greater and routine engagement and marketing.

The post will be responsible for developing a range of initiatives that contribute to the Council's 'Landlord Offer' and in support the establishment of a coherent package under the umbrella of Monmouthshire Lettings.

The ultimate aim is that private sector development will support improved performance in terms of homeless prevention and homelessness, help to reduce costs and increase income and to create additional housing options for people in need.

This is a short-term appointment and the Council is looking to **quickly** transform the current service in partnership with private landlords and to take to the next level making it visible and highly regarded whilst impacting positively on homeless prevention.

Your responsibilities are to:-

1. Responsible for the development of private sector housing related partnerships with other parties eg private landlords; RSL'; Bond Scheme etc
2. Responsible for the production and implementation of the Private Sector Housing Action plan. Including the development of the Landlord Offer and Landlord Welcome Pack.
3. To co-ordinate the development of existing and new private sector housing initiatives (such as private leasing, shared housing, lodging, night-stop) and undertaking necessary legal and financial negotiations with necessary parties, such as landlords. A key priority will be preparing for the end of the current Private Leasing contract.
4. To liaise closely with agencies such as Welsh Government, Welsh Local Govt Association and national networks in terms of good practice, regulation, consultation and grant funding
5. Responsible for the development and implementation of operational policies and procedures in relation to private sector housing including drafting proposal and Committee reports, attending and proactively engaging with elected members.
6. Support the development of new options for increasing accommodation for families and disabled households.
7. To liaise with other sections within the Council, particularly the Housing & Communities Strategy & Policy Team and the Council's Communications Team; Environmental Health; Housing Benefit etc.
8. Take responsibility for contributing to the Private Sector Marketing Action Plan on behalf of the Housing Options Team and directly undertaking weekly private sector housing marketing activity to specifically engage with private landlords and raise the profile and benefits of Monmouthshire Lettings
9. To contribute to the production and maintenance of private sector housing market information co-ordinated by the Strategy & Policy Officer in order to provide an evidence base for strategy development and producing private sector business cases
10. Assist the Housing Options Team Manager by taking responsibility to review and draft policies and procedures in relation to areas of responsibility.
11. To supervise the Housing Options Team accommodation support staff

12. To have and maintain a good knowledge of relevant regulatory and legal frameworks eg housing benefit; code of guidance; housing legislation such as Housing Act 14; landlord and tenant law etc. Close liaison with Housing Benefit will be key.
13. To be responsible for the housing element of the Council's participation in the Afghan Translator and Vulnerable Syrian Household Re-location programmes
14. Responsible for maintaining and monitoring performance information in relation to the areas of activity of the post and to produce reports and information in relation to the monitoring and development of all activities within the post-holders remit.
15. To liaise and keep informed officers within the Directorate of initiatives, developments, legislative change and any other necessary information in relation to all activities within the responsibility of the post-holder.
16. To assist in the development of new initiatives and subsequent project management.
17. Assist in the completion and submission of bids for internal and external funding
18. Attend and participate in internal and external liaison groups and working parties
19. To undertake where necessary other duties as necessary which are commensurate with the post-holders grade and level of responsibility.
20. To maintain safe working practices for itself and others in accordance with the Council's policy statement on Health & Safety at Work.
21. To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Here's what we can provide you with:-

- The flexibility and discretion to drive influence and propose the future direction of private sector housing for the Council and the development of the Monmouthshire Lettings concept

What else you need to know.....Monmouthshire Values are:

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	WEIGHTING	HOW TESTED
	HIGH / MEDIUM / LOW	
1. EDUCATION/QUALIFICATION KNOWLEDGE		
1. knowledge of private sector housing	High	Application Form/Interview
2. Knowledge of marketing	Medium	
3. Educated to good standard	Medium	Application Form
4. Knowledge/awareness of wider housing issues particularly homeless prevention	Medium	Application Form/Interview
2. EXPERIENCE		
1. Relevant experience of private sector housing and homeless prevention	High	Application Form/Interview
2. Experience of marketing a service or business	Medium	
3. Experience of working with private landlords and engaging with stakeholders	Medium	Application Form/Interview
4. Experience of performance management	Medium	Application/Interview
5. Experience of working at a strategic level eg research; identifying good practice; strategy & action plan development	High	
6. Experience of budget management	High	
3. COMMUNICATION / INTERPERSONAL SKILLS		
10. Must be able to communicate well, both verbally and in writing in a variety of settings	High	Application Form/Interview



and with a variety of groups eg. councillors, other staff, directorates, voluntary sector, contractors.		
11. Must have negotiation skills for use in difficult situations.	HIGH	Application Form/Interview
12. Ability to prepare and present reports to a variety of audiences.	HIGH	Application Form/Interview
13. Must be able to delegate and monitor the work of other staff	High	Application Form/Interview
14. Demonstrate ability to use social media	Medium	
4. APTITUDE AND SKILLS		
15. Be able to organise and prioritise the work in order to meet deadlines	High	Application Form/Interview
16. Be able to work on own initiative and demonstrate an ability to organise own time and workload	High	“
17. Be able to produce and analyse financial and management information	High	“
18. Hold a driving licence	High	“
19. Be able to demonstrate an ability for partnership working and joint approach to problem solving	Medium	“
5. EQUAL OPPORTUNITIES		
20. Must be able to demonstrate a clear understanding of Equal Opportunities, principles and practice and a commitment to the effective implementation in a Social & Housing Services context	High	“

**Should you require any further information regarding this post, please contact:
Karen Durrant, Housing Options Team Manager Tel: 01291 635716 or 01633 644479**

Closing Date: 12 Noon on (Insert Date) 2016

HYSBYSEB SWYDD

TEITL Y RÔL: ?

RHIF ADNABOD Y SWYDD: ?

GRADD: BAND ? SCP ? – SCP ?

ORIAU: ? awr yr wythnos

LLEOLIAD: ? a all newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

ASESIAD Y GYMRAEG:

(a) Sgiliau yn y Gymraeg yn hanfodol;

(b) Angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd;;

(c) Sgiliau yn y Gymraeg yn ddymunol; neu

(ch) Sgiliau yn y Gymraeg heb fod yn angenrheidiol.

DISGRIFIAD O'R SWYDD:

Copy "Purpose of Post" from English version – that needs to be translated into WELSH

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Recruiting Managers Name and Title Ffôn: (Recruiting Managers Telephone Number)

Dyddiad cau hanner Ddydd (closing date in English to be translated to WELSH) 2016

Gofynnir i chi nodi na allwn dderbyn CVs

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed, NP26 9AN

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig. **(Appointment to this post is exempt from the Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check statement - If applicable keep this statement in (welsh only), if not please delete it all)**

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

PROFFIL Y RÔL

TEITL Y RÔL: ?

RHIF ADNABOD Y SWYDD: ?

GRADD: BAND ? SCP ? – SCP ?

ORIAU: ? awr yr wythnos

LLEOLIAD: ? which may change in the future if the service location needs to relocate. Relocation

YN ATEBOL I: (Insert the title of the person the new job holder will report to)

(Insert the name of the team or service).....Who are we?

Ein Diben:-

Copy “Our Purpose ” from English version – that needs to be translated into WELSH

Pwrpas y Rôl hon:-

Copy “The Purpose of this Role” from English version – that needs to be translated into WELSH

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Copy “Expectation and Outcomes of this Role” from English version – that needs to be translated into WELSH

Bydd eich cyfrifoldebau yn cynnwys:-

Copy “Your responsibilities are to” from English version – that needs to be translated into WELSH

Dyma beth I ni gallu darparu I chi:-

- (Copy list benefits or support that you can offer from English version – that needs to be translated into WELSH.)

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.

- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Manyleb Person

Sut fyddwch yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

- (Copy list all of the knowledge, skills and attributes required to do post from English version – that needs to be translated into WELSH.)

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Recruiting Managers Name and Title Ffôn: **(Recruiting Managers Telephone Number)**

Dyddiad cau hanner Ddydd (closing date) 2016

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