

# Public Document Pack



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Y Rhadyr  
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County Hall  
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Tuesday, 28 February 2017

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, 8 March 2017.

1. **DIRECT CARE LEADERSHIP ARRANGEMENTS** 1 - 22

**Division/Wards Affected:** All Wards  
**COUNTY COUNCILLOR:** G Burrows

**AUTHOR:** Colin Richings – Integrated Services Manager,  
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2. **MAKING OF PUBLIC SPACES PROTECTION ORDERS (PSPO) TO TACKLE ANTI-SOCIAL BEHAVIOUR (ASB)** 23 - 48

**Division/Wards Affected:** Lansdown; Priory  
**COUNTY COUNCILLOR:** P Hobson

**AUTHOR:** Nicola Bowen, Strategic Adviser, Strategic Partnership Team

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3. **ACCOUNTS PAYABLE STRATEGY - FURTHER AUTOMATION OF THE PROCEDURE TO PROCESS PAYMENTS.** 49 - 90

**Division/Wards Affected:** All Wards  
**COUNTY COUNCILLODR:** P Murphy

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4. **ADULT SOCIAL CARE ASSISTED TRANSPORT POLICY** 91 - 106

**Division/Wards Affected:** All Wards  
COUNTY COUNCILLOR: G Burrows

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5. **HOMELESS PREVENTION RESERVE FUND** 107 - 118

**Division/Wards Affected:** All Wards  
COUNTY COUNCILLOR: P Murphy

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6. **APPROPRIATION OF LAND AT ROCKFIELD FARM, UNDY** 119 - 130

**Division/Wards Affected:** The Elms  
COUNTY COUNCILLOR: P Murphy

**AUTHOR:** Gareth King MRICS - Management Surveyor

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7. **HOUSING ENFORCEMENT - HOUSING ACT 2004 (PARTS 1 & 2) AND HOUSING (WALES) ACT 2014 (PART 1)** 131 - 160

**Division/Wards Affected:** All Wards  
COUNTY COUNCILLOR: P Hobson

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*David Jones, Head of Public Protection*

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8. **FUTURE MONMOUTHSHIRE/MONMOUTHSHIRE MUSEUMS:  
CENTRALISATION OF STAFFING STRUCTURE** 161 - 182

**Division/Wards Affected:** All Wards  
COUNTY COUNCILLOR: R Greenland

**AUTHOR:** Cath Fallon – Head of Economy and Innovation

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9. **INCREASE THE RECRUITMENT AND RETENTION OF FOSTER  
CARERS BY MONMOUTHSHIRE COUNTY COUNCIL CHILDREN'S  
SERVICES** 183 - 210

**Division/Wards Affected:** All Wards  
COUNTY COUNCILLOR: G Burrows

**AUTHOR:** Jane Rodgers, Head of Children's Services

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10. **DISPOSAL OF LAND ADJACENT TO 'THE STUDIO', GARDEN CITY  
WAY, CHEPSTOW FOR LESS THAN BEST CONSIDERATION TO  
ENABLE AFFORDABLE HOUSING TO BE DEVELOPED.** 211 - 226

**Division/Wards Affected:** St. Mary's  
COUNTY COUNCILLOR: P Murphy

**AUTHOR:**

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Ben Thorpe – Graduate Estate Surveyor

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11. **AMENDMENTS TO THE CEMETERIES PRICING POLICIES** 227 - 240

**Division/Wards Affected:** All Wards  
COUNTY COUNCILLOR: P Hobson

**AUTHOR:**

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12. **SECTION 106 FUNDING - BUS ROUTES 3 AND X4** 241 - 252

**Division/Wards Affected:**  
COUNTY COUNCILLOR: S B Jones

**AUTHOR**

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Transport Planning & Policy Officer

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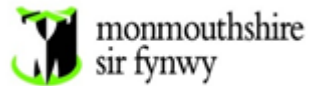
Yours sincerely,

**Paul Matthews**  
Chief Executive



### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p><b>Organisational Development</b> Whole Council Performance, Whole Council Strategy Development, Corporate Services, Democracy.</p> <p><b>Environment, Public Services &amp; Housing</b> Development Control, Building Control, Housing Service, Trading Standards, Public Protection, Environment &amp; Countryside.</p>	<p>WLGA Council WLGA Coordinating Board Local Service Board</p> <p>SEWTA SEWSPG</p>	Portskewett
R.J.W. Greenland (Deputy Leader)	<p><b>Innovation, Enterprise &amp; Leisure</b> Innovation Agenda, Economic Development, Tourism, Social Enterprise, Leisure, Libraries &amp; Culture, Information Technology, Information Systems.</p>	<p>WLGA Council Capital Region Tourism</p>	Devauden
P.A.D. Hobson (Deputy Leader)	<p><b>Community Development</b> Community Planning/Total Place, Equalities, Area Working, Citizen Engagement, Public Relations, Sustainability, Parks &amp; Open Spaces, Community Safety.</p>	<p>Community Safety Partnership Equalities and Diversity Group</p>	Larkfield
E.J. Hackett Pain	<p><b>Schools and Learning</b> 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><b>Social Care, Safeguarding &amp; Health</b> 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><b>Resources</b> Accountancy, Internal Audit, Estates &amp; Property Services, Procurement, Human Resources &amp; Training, Health &amp; Safety.</p>	<p>Prosiect Gwrydd Wales Purchasing Consortium</p>	Caerwent
S.B. Jones	<p><b>County Operations</b> Highways, Transport, Traffic &amp; Network Management, Waste &amp; 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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<b>SUBJECT:</b>	<b>Direct Care Leadership Arrangements</b>
<b>DIRECTORATE:</b>	<b>Social Care and Health</b>
<b>MEETING:</b>	<b>Single Member Decision</b>
<b>DATE:</b>	<b>January 2017</b>

## 1. PURPOSE

- 1.1. To seek approval from the Cabinet member for Social Care and Health to make permanent the current arrangements for the operational management of older people's direct care services

## 2. RECOMMENDATIONS

- 2.1. That the Cabinet member for Social Care and Health approves the structure detailed in Appendix 1 [changes highlighted in light blue] in support of the structure detailed in Appendix 2.

## 3. Background

- 3.1. When team management of direct care was reduced from 3 to 2 FTE the initial arrangements set in 2010 were to have a Team Manager for Direct Care & Disability Services in the north and in the south of county. Following one of the Team Managers leaving, interim arrangements were put in to place for older people services to be overseen by myself and Disability services to be overseen by Commissioning Officers. This was intended as a temporary measure. .
- 3.2. In 2014 I was seconded to oversee the development of Mardy Park and the roll out of relationship based care at home services. At this time the Care at Home Lead for South Monmouthshire and the Head of Care for Severn View became operational leads for homecare and residential care respectively and received an honoraria for this. I retained overall operational responsibility for direct care services (see Appendix 1).
- 3.3. In 2015 the operational lead for residential services was given main lead for Mardy Park RC when the incumbent manager's contract was not renewed. To enable this to happen we created a Temporary Head of Care at Severn View.
- 3.4. In addition the Information Officer for direct care services was given an honoraria in recognition of the level of work / projects undertaken. This honoraria has been in place for 3 years.

## 4. Key Issues

- 4.1. The approval by Cabinet of the Integrated Services Manager [ISM] structure necessitates the resolution of direct care operational management arrangements on a permanent footing.
- 4.2. The introduction of three professional leads (social work, therapy and direct care) at ISM level is a strategic and development role. The direct care ISM does not replace the operational management of direct care services across the county. The senior management arrangements cannot move forward without the operational arrangements being resolved on a permanent basis.
- 4.3. As outlined in the background section above the four roles highlighted [light blue] have been temporary for a long time. There are further secondments behind these posts and there is now an urgent need to place these roles on a permanent footing to

give security to staff involved and establish an accurate staff establishment list and associated budget.

4.4. Due to delays in the development and implementation of SCH's senior management structure we have had to move ahead with associated restructures. The new model of service delivery at Mardy Park to deliver mandated savings was predicated on the structure in Appendix 1 being made permanent.

4.5. Professional and operation management arrangements are required for direct care to support locality working whilst maintaining consistency, professional development and fulfilling requirements for the Care Council, CSSIW and Commissioning.

## 5. REASONS

5.1. By implementing the revised structure we ensure robust arrangements for the operational management of direct care services. There are currently 240 people employed within these teams and the changeable and complex nature of services requires clarity and availability of leadership throughout services.

5.2. The structure clearly supports the development of 'placed based' arrangements for service delivery and the further move towards integrated approaches within social care and health. The overall structure is predicated on operational arrangements being local and professional support being countywide to balance the placed based approach with consistency.

5.3. The structure within direct care will create the required leadership arrangements at a locality level that will support innovation and integrated working that supports locally determined arrangements. This will include:

5.3.1. Step up / Step Down at Severn View and Mardy Park

5.3.2. New approaches to respite and short breaks

5.3.3. Direct Involvement of social work in relationship based models of care and support

5.3.4. Relationship based approaches in enablement across direct care and care management.

## 6. RESOURCE IMPLICATIONS

6.1. The table below details the required funding arrangements setting out the current funded posts against those required in the new structure. The allocation of the funding for the Team Managers post to the senior management re-organisation is causing a shortfall of £41,065.

6.2. The shortfall highlighted will be funded via the staffing review and restructure in the 'My Day My Life' project within Disability Services that has already been undertaken.

<b>FUNDED POSTS</b>	<b>£</b>	<b>REQUIRED POSTS</b>	<b>£</b>
Team Manager Direct Care	Already allocated	Residential & Day Services Lead	51,359
Head of Care Severn View	46,500	Head of Care Severn View	46,500
Information Officer	28,738	Performance & Improvement Lead	37,338
Care & Support Lead for South Mon.	41,395	Lead for Care & Support & South Mon C&S Lead (Registered Manager)	46,500
Homecare Duty Officers (1.65 fte)	47,219	Homecare Duty Officers (1.40 fte)	39,951
Team Lead Severn View Day Services	41,395	Team Lead Severn View Day Services	24,664
	205,247		246,312
		<b>Shortfall</b>	<b>41,065</b>

**7. CONSULTEES**

- 7.1. Current direct care leadership team.
- 7.2. Workforce development group, SCH.

**8. BACKGROUND PAPERS:**

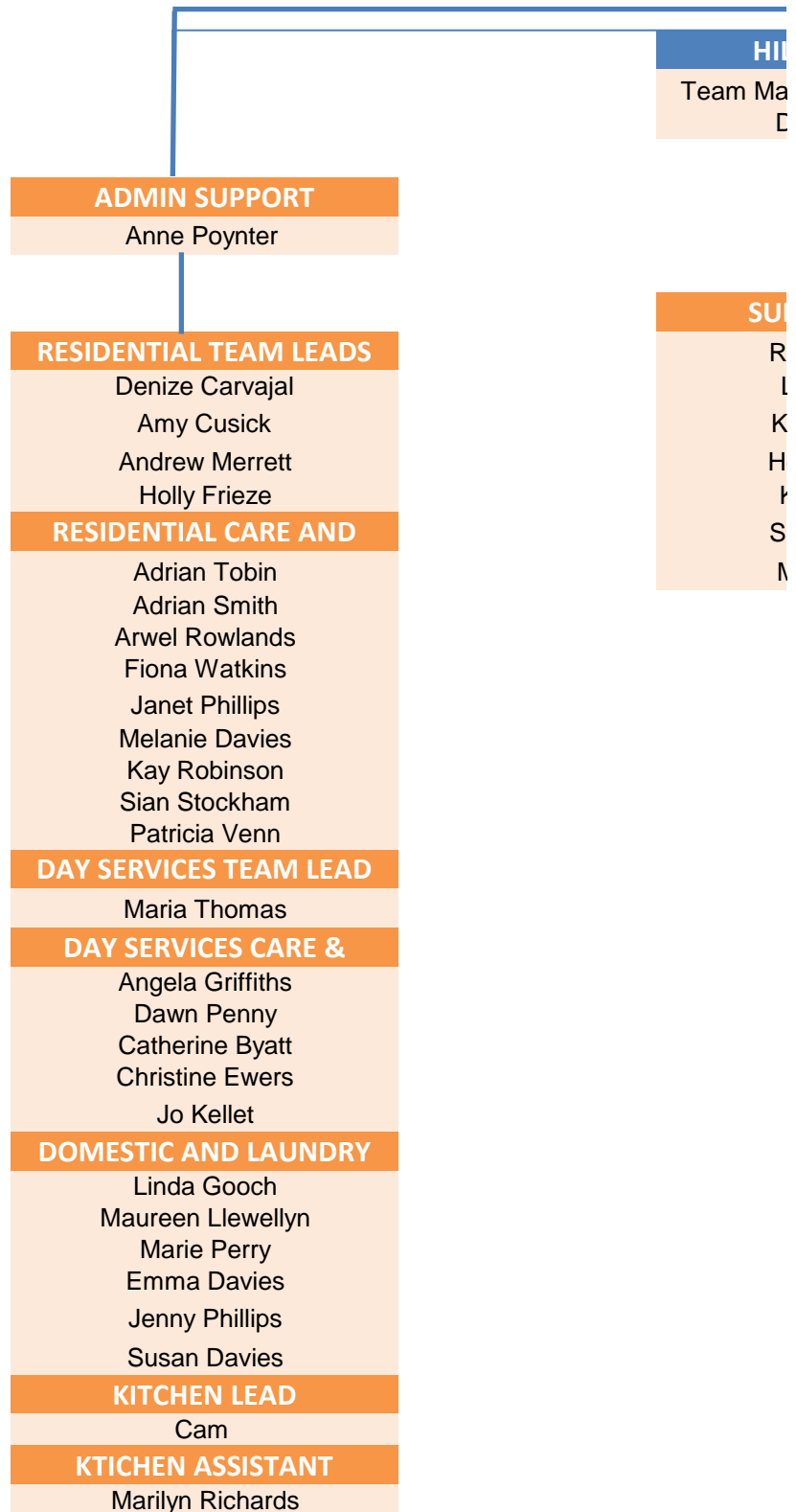
- **Cabinet Paper – SCH Senior Management restructure**

**9. AUTHOR:** Colin Richings – Integrated Services Manager, Abergavenny / Bryn-y-Cwm

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# DIRECT CARE SERVICES - PROFESSIONAL & OPER.





# ATIONAL LEAD STRUCTURE



Christine May  
Natalie May  
Lucy Mckerrow  
Danielle Millard  
Sophie Oliver  
Cheryl Parson  
Lyn Petherick  
Stacey Phillips  
Ruth Pritchard  
Angie Ross  
Sara Ruggero  
Kimberley Samuels  
Toni Savage  
Yvonne Selwood  
Alison Sharpe  
Kathleen Sheppard  
Karen Silk  
Michael Smith  
Julie Spencer  
Lindsey Staddon  
Vivienne Stephenson  
Jacqueline Talbot  
Ann Taylor  
Carly Thompson  
Kelly Vickery  
Sheila Viner  
Linda Williams  
Jacqueline Yates

**DOMESTIC AND KITCHEN**

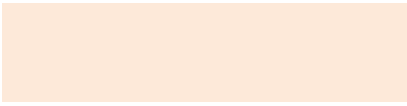
Sally Birbeck  
Deborah Morgan  
Debbie Murray  
Christina Dixon  
Wendy Hubbard  
Helen Hurford  
Susan Hole

**BANK**

Jane Mary Graham  
Lisa-Marie Crowley  
Tracey Allen

**NORTH MONMOUTHSHIRE  
INTERGRATED SERVICES MANAGER**







Julie Davies  
Gillian Edwards  
Anna Jones  
Alun Thomas

**Enablement**

Julie Davies  
Pamela James  
Karen Price  
Michelle Jones  
Linda Mann  
Sharon Morgan  
Sarah Parry  
Stacey Stevens



**LISA POWELL**

Centred Based Intermediate  
Care Lead

**OCCUPATIONAL THERAPIST**

Vacancy  
Kylie Davies (Band 6 OT)

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

<p><b>Name of the Officer</b> Colin Richings</p> <p><b>Phone no:</b> 07786 702753 <b>E-mail:</b> colinrichings@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To ensure robust leadership arrangements in place to support the operational demands for older people's direct care services</p>
<p><b>Name of Service:</b> Older People's Direct Care Services</p>	<p><b>Date Future Generations Evaluation</b> 10<sup>th</sup> Feb. 2017</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><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: ensures that supportive leadership arrangements are in place for the 250 members of the team. Supports retention, well-being and security.</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>Neutral</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)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	By having robust supportive leadership arrangements we support the health and wellbeing of our teams and particularly that of the people we support.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	A cornerstone of the care at home services is to support people to connect with and be a part of their local communities.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	As above – the projects across direct care focus on the social and emotional well being of the people we support	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The focus of direct care is supporting people to live well; maximizing their strengths and supporting contribution.	

**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>We believe that supportive leadership allows for autonomy at the frontline. Autonomy will lead to the most effective use of human and financial resources</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>As detailed, the teams work directly with communities and other people supporting vulnerable adults. This fosters direct relationships between frontline agencies and also members of the wider community</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Our services are based solely on the needs of the person as expressed by them.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>By working collaboratively and supporting consistently, relationships are supported and through this we are able to identify problems before they happen.</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>	As above	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Neutral		
Disability	Neutral		
Gender reassignment	Neutral		
Marriage or civil partnership	Neutral		

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	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	Neutral		
Sexual Orientation	Neutral		
Welsh Language	Neutral		

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>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	As above as per prevention. Safeguarding training is part of all our teams' core competencies. Combined with direct relationships and permission to act allows for a more proactive and preventative approach to safeguarding.	<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	Neutral		

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

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All people have been in post for three years. This proposal seeks to make permanent, the operation leadership arrangements across direct care. Evidence of qualitative improvements over this timescale is available upon request.

**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 benefits are the impact on the well-being of our teams and that of the people we support.



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**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.

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The impacts of this proposal will be evaluated on:	1 <sup>st</sup> April 2018
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>1</b>	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>	<b>On-going</b>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>



**SUBJECT: Making of Public Spaces Protection Orders (PSPO) to tackle Anti-Social Behaviour (ASB)**  
**MEETING: Single Cabinet Member Decision**  
**DATE: 6<sup>th</sup> February 2017**  
**DIVISION/WARDS AFFECTED: Priory and Lansdown, Abergavenny**

## **1. PURPOSE:**

- 1.1 To seek approval to make Public Spaces Protection Orders (PSPO) in respect of Fairfield Car Park and the Skate Park in Abergavenny, Monmouthshire.

## **2. RECOMMENDATIONS:**

- 2.1 To approve the making of Public Spaces Protection Orders in respect of Fairfield Car Park and the Skate Park in Abergavenny, Monmouthshire.

## **3. KEY ISSUES:**

### **3.1 Key Issues - Fairfield Car Park**

3.1.1 Historically there have been issues with Anti-Social Behaviour (ASB) at Fairfield Car Park. The car park area is identified on the attached map at Annex A1.

3.1.2 Vehicle related disorder in and around the car park is occurring during the evenings from 5pm, and at weekends this can continue until 4am.

3.1.3 ASB reported activity includes:

- ASB in the early hours from 1700hrs to 0300hrs
- Speeding vehicles in Park Avenue
- Loud music and exhaust revving
- Driving erratically, racing around and doing doughnuts
- Residents have raised concern over drug exchanges
- Same issues reoccurring every night
- Litter being left in the area

3.1.4 There have been a number of calls to Gwent Police complaining about vehicle related ASB between March and December 2016. Gwent Police complaints log are attached at Annex A2. It is possible the record minimises the extent of the ASB as residents have raised an issue with 101 not working properly, which has prevented all complaints being logged and minimised the number of recorded complaints.

3.1.5 Gwent Police have taken a number of steps to reduce ASB in this area, including the issue of 35 individual Section 35 - Direction to Leave 'Dispersal Notices' over a period of one weekend. Individual notices only last 24 hours whereas a PSPO could last up to 3 years.

3.1.6 Other action to try and reduce ASB in this area has included:

- Installation of a barrier gate to the car park entrance.
- Flow plates to the exit of the car park

### 3.2 Key Issues – Skate Park, Abergavenny

3.2.1 There have been numerous complaints to Gwent Police about youth Anti-Social Behaviour within the Skate Park in Abergavenny. The Skate Park can be viewed on the attached map at Annex B1.

3.2.2 ASB activity reported to Gwent Police includes:

- Suspected drug use
- Litter
- Alcohol consumption
- Smoking
- Recovery of 33 'drug baggies' and 8 gas canisters (for sniffing laughing gas)

3.2.3 Gwent Police have taken a number of steps to reduce ASB in this area, including:

- Confiscation of drugs & drug paraphernalia
- Confiscation of alcohol
- ASB letters issued to parents

3.2.4 Full details of Gwent Police call log are attached at Annex B2.

## 4. REASONS:

4.1 Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 states Local Authorities have the responsibility to make a Public Spaces Protection Order providing two conditions are met:

4.2 The first condition is that –

- (a) Activities carried out in a public space within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
- (b) It is likely that activities will be carried on in a public place within that area and they will have such an effect.

4.3 The second condition is that the effect, or likely effect, of the activities –

- (a) Is, or is likely to be, of a persistent or continuing nature;
- (b) Is, or is likely to be, such as to make the activities unreasonable, and,
- (c) Justifies the restrictions imposed by the police.

4.4 A Public Spaces Protection Order is an Order that prohibits specified activities taking place in a restricted area.

## **5. RESOURCE IMPLICATIONS:**

- 5.1 The ASB Reduction Officer will work with Gwent Police and community partners as part of the substantive role to issue the Public Spaces Protection Order and Gwent Police will enforce the Order through their usual policing practices.
- 5.2 Should the Order be granted, there is a requirement for signage to be erected outlining the conditions of the Order. The cost of signage will be met from the Community Safety Grant funding.

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

## **7. CONSULTEES**

- 7.1 The necessary consultees prescribed in the Anti-social Behaviour, Crime and Policing Act 2014 are;
  - (a) The Chief Officer of Gwent Police, the local policing body and Police Crime Commissioner (PCC) for the Gwent Police area that includes the restricted area;
  - (b) Whatever community representatives the local authority thinks it appropriate to consult;
  - (c) The owner or occupier of land within the restricted area;
- 7.2 All necessary consultees have been contacted in respect of the public consultation to comply with the legislation.
- 7.3 An initial consultation meeting was held with key stakeholders on 14<sup>th</sup> November 2016 which confirmed support for the Order.
- 7.4 A formal consultation period of 21 days was held, ending on 2<sup>nd</sup> February 2017.
- 7.5 All residential properties within a 150 metre radius of the area shaded in red on both Annex A1 & B1 received letters informing them of the proposals and inviting feedback as part of the consultation process. Copies of the letters are attached (Annex C).
- 7.6 All statutory partners and other identified stakeholders were emailed a copy of the consultation letter to advise of the proposal and invited to provide feedback as part of the consultation. These include:
  - Chief Constable, Gwent Police
  - Police & Crime Commissioner (PCC)
  - County Councillor, Priory Ward
  - Gwent Police, Abergavenny local policing team
  - Assembly Member, Monmouthshire
  - MP – Monmouthshire
  - MHA – Chief Executive
  - MCC Youth Service Manager
  - MCC Car Park Manager
  - MCC Head of Operations

- MCC Green Infrastructure Manager
- MCC Head of Public Protection
- Abergavenny Town Council Clerk
- 107 Residential properties surrounding the Fairfield Car Park
- 91 Residential properties surrounding the Skate Park.
- Members of Safer Monmouthshire, Strategic Partnership Group
- Members of PSB Programme Board.

7.7 The Consultation has also been placed on the MCC and Gwent police website, Facebook & Twitter feeds, inviting members of the public to have their say.

7.8 There have been no objections to the proposal to make the Order. All members of the public expressing views during the consultation have been supportive of the proposed Order. Feedback can be viewed as Appendix D.

7.9 A draft PSPO is attached as Appendix E

## **7 BACKGROUND PAPERS:**

Anti-Social Behaviour, Crime and Policing Act (2014)

## **8 AUTHOR:**

Nicola Bowen, Strategic Adviser, Strategic Partnership Team

## **9 CONTACT DETAILS:**

Email - [NicolaBowen@Monmouthshire.gov.uk](mailto:NicolaBowen@Monmouthshire.gov.uk)

## **10 APPENDICES**

Annex A1 – Fairfield Car Park Map

Annex A2 – Fairfield Car Park Complaints Log

Annex B1 – The Skate Park Map

Annex B2 – The Skate Park Complaints Log

Annex C1 – Proposal Letters – Fairfield

Annex C2 – Proposal Letters – Skate Park

Annex D – Response Emails

Annex E1 – Draft PSPO – Fairfield

Annex E2 – Draft PSPO – Skate Park

Annex F – Future Generations Evaluation

Annex A1 – Fairfield Car Park Map

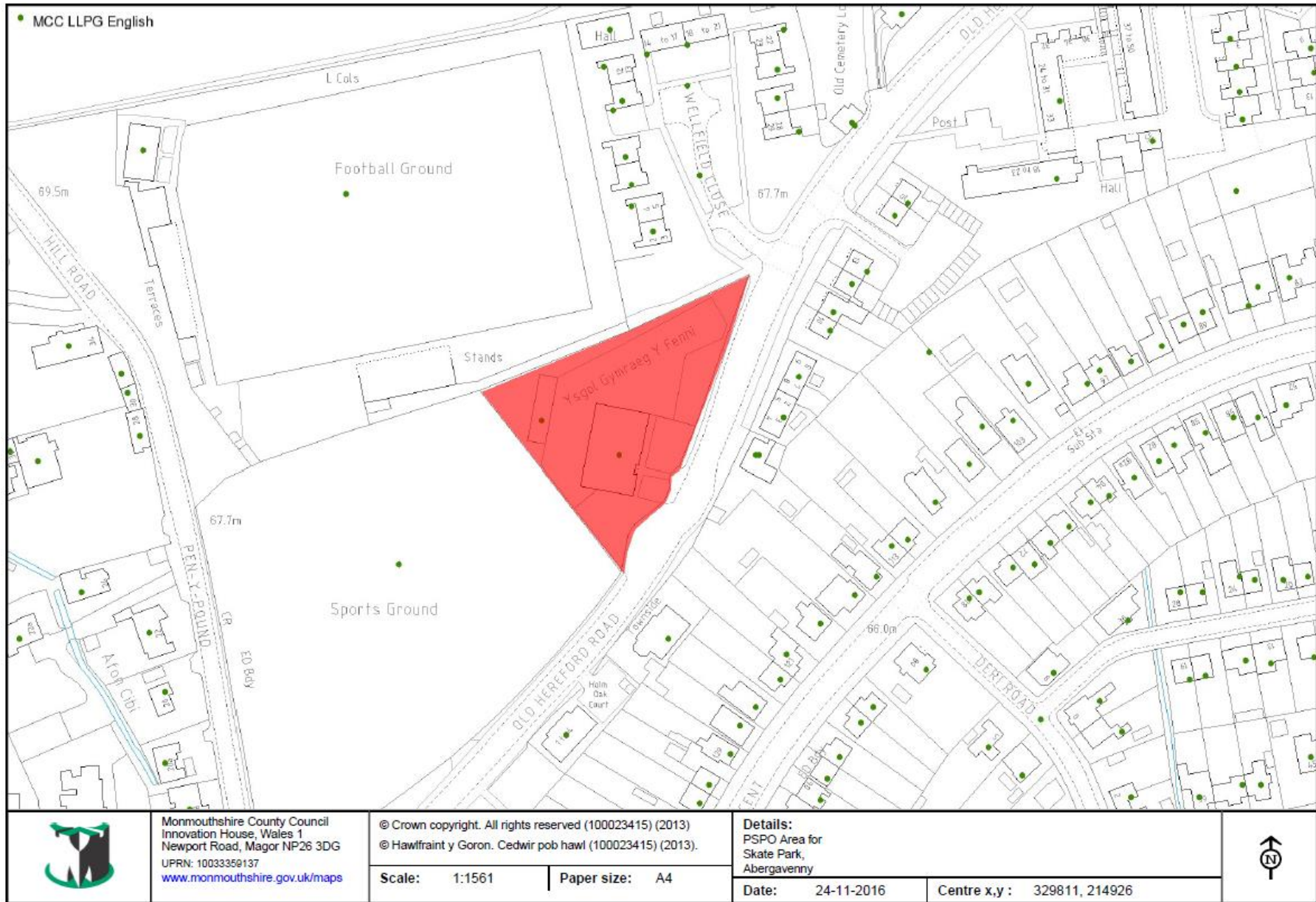


## Annex A2 – Fairfield Car Park Complaints Log

<p><b>Fairfield car park</b> started as a T&amp;F Group to deal with ASB use of cars and noise. A plan has been put together for a barrier system to restrict part of the car park during certain hours. Further meeting to be convened to formulate the opening and closing details. Civic Society looking to set Planters along Park Road boundary.</p>	<p>Meeting held 19/05/15 in Abergavenny Town Council Offices. Good turn out. Plan of action put in place. Several depending factors.</p> <p><b>Update: 06/07/15</b> - implimentation of the plans on a trial basis due to commence asap, delayed by a gas pipe, but not unduly. Evening event held on site with police, fire, MCC, road safety etc., well attended, press coverage. Back lash from local residents who took some convincing of the new layout and restrictions. Still some current issues of ASB with upto 30 cars on site the other day.</p> <p><b>Update: 20/08/15</b> - Section 35 Dispersal Notices had been served for two weekends resulting in first weekend 35 notices being issued and the second weekend none. Cars are slowly creeping back in although calls had reduced and were expected to reduce further over winter months. Resources for the barrier no longer existed. Dawn Purkiss identified that Steve Wilkinson from Abergavenny Youth and Community Centre may be able to open/close the barrier and would make inquiries. Next PSG meeting set for 06/10/15.</p> <p><b>Update: 22/10/15</b> - Resource found to raise &amp; lower bollard Mondy to Friday; just looking for weekend cover. Engineering work to be completed for the pedestrian walk way and safety gap. Trial nearly ready to proceed. Rachel to coordinate and circulate to staff for volunteers.</p> <p><b>Update: 17/12/15</b> - Leave on some issues to be resolved in car park around signage. Next PSG on 12/01/16</p> <p><b>Update: 25/02/16</b> - Project has started but has been hampered by poor quality of the bollards and failing to operate. Highways team looking for a solution.</p> <p><b>Update: 21/04/16</b> - Roger/Amanda working on a solution. The Fair and another event in the car park in May require the barrier to be open.</p> <p><b>Update: 30/06/16</b> - Project has stalled. No recent complaints; Noise 1-2am only lasts for 20secs. Flow Plates finished off by Steam Rally. To pick with Roger Hoggins.</p> <p><b>Update: 24/08/16</b> - Ongoing issues, update would be sought from Roger Hoggins on the position with the barrier.</p> <p><b>Update: 20/10/16</b> - Highways looking at fitting a gate/barrier in place of the bollards; also to renew the flow plates. Police 'Your Voice' survey - Fairfield ASB features highly. Discuss setting up a T&amp;F Group to start process of a PSPO.</p>
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Annex B1 – The Skate Park Map



Monmouthshire County Council  
 Innovation House, Wales 1  
 Newport Road, Magor NP26 3DG  
 UPRN: 10033359137  
[www.monmouthshire.gov.uk/maps](http://www.monmouthshire.gov.uk/maps)

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 © Hawfrait y Goron. Cedwir pob hawl (100023415) (2013).

Scale: 1:1561 | Paper size: A4

Details:  
 PSPO Area for  
 Skate Park,  
 Abergavenny

Date: 24-11-2016 | Centre x,y: 329811, 214926



## Anenx B2 – The Skate Park Complaints Log

<p><b>Abergavenny Skate Park</b> - escalation of drug misuse at the park by older ones who are putting off the younger children; DP MYS brought in two Bongs and empty cannabis packets recovered from the park overnight. Intel: Black BMW, male tattoos on neck, looking for individual. Also Intel: that the graveyard next to the park is being frequented to carry out drug deals. Graveyard is an MCC Closed Cemetery. Set up a PSG for 25th November.</p>	<p><b>MYS - to monitor, use of centre CCTV; Police Patrol Plan for extra attention; Police: evidence gathering; PSG to arrange; Safeguarding referral by police on one nominal; Referral to 'Dad's Can'; ACTION: 3 bins in the park need emptying. ACTION: AM to arrange a PSG meeting for PSPO process to commence.</b></p>	<p><b>Update: 17/12/15</b> - Multi-agency PSG meeting called and sat on 25/11/15 in the Education Centre. A number of actions were discussed and set. <b>MYS update</b> - last Friday another Bong was found in the grounds. The shrubs have been cut back by grounds staff, opening up the site. Police and MYS are planning a number of drug awareness events using the Ion Track machine. General feeling is that activity has reduced based on the less quantity of found items. Staff know its still going on, but now the YP's know the staff know. MYS advised about calling in when they have issues with specific individuals.</p> <p><b>Update: 25/02/16</b> - issue last Monday a car was in the car park smoking/dealing cannabis. reported to police. MYS staff still collecting up plastic cannabis bags, but not nearly as many as before. Older lads no longer frequenting the area. Programme through the schools DVD on 'Legal Highs'. YP's saying they can not get hold of NPS locally, they have to go to Pontypool for them. One lad had a bad reaction and news of this spread to his peers.</p> <p><b>Update: 21/04/16</b> - Two days ago 25 bags; today 20 bags; also Nitric Oxide canisters appearing now. Police no reports of ASB linked to cannabis. Older ones selling canisters £1 each to younger YP's. Intel to Mal. MHA engagement teams - education. MYS have the names of streets of the offenders, most are MHA streets. Info to be shared to MHA. Some packets have a white powder residue. Consideration to use the Ion Track.</p> <p><b>Update: 30/06/16</b> - RISE in alcohol confiscation by the police; YP's just sit there and are not bothered. Mainly cannabis use in park and cemetery. School is on board. Question of use of anti-climb paint to use on the walls of the cemetery. Upset caused to the residents of Wellfield Close. Some cutting and litter clearance has taken place in the cemetery but not enough. Natural tree canopy affords cover. Names to Mall for ASB Letters. Liaise with Ben and Rhian - Estates, Residents not ringing police, but speaking to CSO AY in person. Good attendance in the Centre; some drinking alcohol in the afternoon, bought by older people believed Tesco's.</p> <p><b>Update 24/08/16</b> - The Youth Centre was currently closed and would re-open in two weeks, outreach work was ongoing. Police had made an arrest, restorative justice still ongoing and collation of evidence to create a Public Space Protection Order.</p> <p><b>Update: 20/10/16</b> - Outreach Choices worker when centre is closed. Complaint from Member of Public, a grandfather taking his grand daughter to the park, re drugs. MYS vacating the premises by March 2017. the Adult Ed will remain, as will the skate park facility. H/T shut all week. Wednesday outreach work. Decision to set up a PSPO meeting.</p>
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Dear Resident

**Public Spaces Protection Order Consultation**

*The Safer Monmouthshire Partnership Group has received reports of anti-social behaviour in Fairfield Car Park, Abergavenny. We believe that the nuisance is specific in nature and focused on this particular area and has given rise to concerns for those who use these areas on a daily basis and their property. Despite continued efforts by partner agencies, the nuisance continues and shows no signs of stopping without legal intervention.*

*It is in this respect that I am writing to you today under the Anti-social Behaviour, Crime and Policing Act 2014 which allows for the making of a Public Spaces Protection Order in cases where the Local Authority feels that such action is justified to stop anti-social behaviour.*

*A Public Spaces Protection Order will not stop the lawful use of Fairfield Car Park, Abergavenny. People who wish to use the restricted area will be able to continue to do so under the current terms of use. The Order will allow us to consider arrest and prosecution for anyone who is in breach of the prohibitions contained within the Order.*

*The prohibitions are listed below for your consideration;*

- No person is allowed to use the car park within the geographical area for any purpose other than parking in marked bays*
- No person will engage in activity which will endanger the public and property*
- No person will engage in activity which is offensive, anti-social, indecent or causes distress to any member of the public*
- No person using the car park shall be in unlawful possession of controlled drugs, drugs paraphernalia, psychoactive substances or be in possession of psychoactive substances with intent to supply or share*
- No person shall make noise that is prejudicial to health or a nuisance*

*In proposing to make a Public Spaces Protection Order, Monmouthshire County Council and Gwent Police are satisfied that the behaviours exhibited by some individuals in the named carpark are having or have had a detrimental effect to the quality of life of those in the locality, is persistent in nature and the behaviours reported by members of the public justifies the restrictions imposed.*

*A consultation period will be open for twenty one days from the date of this letter during which time I would ask you to contact me should you have any queries or concerns about the restrictions of the Order or if you wish to confirm your support or object to the Order being made.*

*At the end of the consultation period a decision will be taken as to whether the making of the Order is in the public interest. Your views will be considered prior to a decision being made and will be balanced against the need to stop any unacceptable behaviour for the safety and security of those who use the named carpark and surrounding area.*

Dear Resident

**Public Spaces Protection Order Consultation**

*The Safer Monmouthshire Partnership Group has received reports of anti-social behaviour in the Skate Park, Abergavenny. We believe that the nuisance is specific in nature and focused on this particular area and has given rise to concerns for those who use these areas on a daily basis and their property. Despite continued efforts by partner agencies, the nuisance continues and shows no signs of stopping without legal intervention.*

*It is in this respect that I am writing to you today under the Anti-social Behaviour, Crime and Policing Act 2014 which allows for the making of a Public Spaces Protection Order in cases where the Local Authority feels that such action is justified to stop anti-social behaviour.*

*A Public Spaces Protection Order will not stop the lawful use of the skate park, Abergavenny. People who wish to use the restricted area will be able to continue to do so under the current terms of use. The Order will allow us to consider arrest and prosecution for anyone who is in breach of the prohibitions contained within the Order.*

*The prohibitions are listed below for your consideration;*

- No person will engage in activity which will endanger the public and property*
- No person will engage in activity which is offensive, anti-social, indecent or causes distress to any member of the public*
- No person using the car park shall be in unlawful possession of controlled drugs, drugs paraphernalia, psychoactive substances or be in possession of psychoactive substances with intent to supply or share*
- No person shall make noise that is prejudicial to health or a nuisance*
- No person shall consume alcohol or be in possession of an open container of alcohol other than in the boundaries of licensed premises or for special events approved in advance by Monmouthshire County Council*
- No person is permitted to smoke in the restricted area*

*In proposing to make a Public Spaces Protection Order, Monmouthshire County Council and Gwent Police are satisfied that the behaviours exhibited by some individuals in the named area are having or have had a detrimental effect to the quality of life of those in the locality, is persistent in nature and the behaviours reported by members of the public justifies the restrictions imposed.*

*A consultation period will be open for twenty one days from the date of this letter during which time I would ask you to contact me should you have any queries or concerns about the restrictions of the Order or if you wish to confirm your support or object to the Order being made.*

*At the end of the consultation period a decision will be taken as to whether the making of the Order is in the public interest. Your views will be considered prior to a decision being made and will be balanced against the need to stop any unacceptable behaviour for the safety and security of those who use the named carpark and surrounding area.*

## Annex D – Response Emails (Note: responses have been anonymised)

### Response 1:

*I am in full support of this, both as an Abergavenny Town councillor and as a resident in the vicinity of the Skate Park.*

### Response 2:

*I write to confirm my support for this Order.*

### Response 3:

*I refer to your letter dated 12th January, 2017, concerning the above consultation, which relates to a proposed Public Spaces Protection Order in respect of the Fairfied car park Abergavenny.*

*Whilst our property is largely unaffected by the noise and unsociable behaviour which usually occurs when our premises are closed to business, there has been a noticeable increase in the litter, discarded fast food containers, and general rubbish which can be found in the car park each morning. There has also been an increase in graffiti which can be seen nearby.*

*We therefore lend our support to the proposed Order.*

### Response 4:

*We have received your letter in regards to the anti-social behaviour in the Fairfield Car Park, Abergavenny and I am emailing you to express our support for this action.*

*It has become very unpleasant living where we live because of the boy racers. Every night we can hear them racing around the car park or revving their engines. The noise goes on until 2 or 3 am in the morning and is constant. As a result I can no longer sleep in our bedroom without using ear plugs. The noise has also woken up our child on numerous occasions and we can also hear them over our television. In the summer we are not able to open our windows due to the noise.*

*Recently their behaviour seems to have escalated and they seem to be revving their engines and beeping their horns more and have also been setting fireworks off. It is quite intimidating and scary.*

**MONMOUTHSHIRE COUNTY COUNCIL**  
**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**  
**Public Space Protection Order (PSPO) covering Fairfield Car Park, Abergavenny**

Monmouthshire County Council (“the Council”) in exercise of its powers under Sections 59, 60, 62, 63, 66, 67, 68 and 72 of the Anti-social Behaviour, Crime and Policing Act 2014 (“the Act”) and all other enabling powers hereby makes the following order.

1. The Order shall come into operation on XX XXXXXX XXXX and shall have effect for a period of 3 years thereafter unless varied or discharged by further orders of the Council.
2. The Order relates to the areas defined edged red on the attached map(s) known as Fairfield Car Park (referred to in this Order as “the Restricted Area”).
3. The Order is made because the Council is satisfied on reasonable grounds that activities at the Restricted Area are having a detrimental effect on the quality of life of those in the locality, or it is likely that activities will have such an effect, and that the effect is, or will be, of a persistent or continuing nature and is, or will be, unreasonable and justifies the restrictions imposed by the Order.
4. In making this Order consultation has taken place with the Chief Constable, the Office of the Police and Crime Commissioner, relevant community representatives, the Town and Community Councils, and owners/occupiers of the Restricted Area (where relevant) and of neighbouring properties.
5. The effect of the Order is to impose the following prohibitions and requirements within any part of the Restricted Area.
  - 5.1. No person is allowed to use the car park within the geographical area for any purpose other than parking in marked bays
  - 5.2. No person will engage in activity which will endanger the public and property
  - 5.3. No person will engage in activity which is offensive, anti-social, indecent or causes distress to any member of the public
  - 5.4. No person using the car park shall be in unlawful possession of controlled drugs, drugs paraphernalia, psychoactive substances or be in possession of psychoactive substances with intent to supply or share
  - 5.5. This Order does not prevent the taking place of community events organised by the Council
6. Section 67 of the Act applies to the prohibitions and requirements set out in paragraphs 5.1 to 5.5 of this Order, namely
  - 6.1. It is an offence for a person without reasonable excuse
    - a) To do anything that the person is prohibited from doing by paragraphs 5.1 to 5.5 of this Order

- b) To fail to comply with a requirement to which a person is subject under paragraph 5.1 to 5.5 of this Order
- 6.2. A person guilty of an offence under this section is liable under summary conviction to a fine not exceeding level 3 on the standard scale
- 6.3. A person does not commit an offence under this section by failure to comply with a prohibition or requirement that the Council does not have power to include in the Public Spaces Protection Order

## 7. Appeals

- 7.1. Any challenge to this Order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits any of the Restricted Area. This means that only those who are directly affected by the restrictions have the power to challenge.
- 7.2. The right to challenge also exists where an Order is varied by the Council. Interested persons can challenge the validity of this Order on two grounds: that the Council did not have power to make the Order, or to include particular prohibitions or requirements; or that a requirement of the legislation was not complied with in relation to the Order.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**  
**Public Space Protection Order (PSPO) covering the Skate Park, Abergavenny**

Monmouthshire County Council (“the Council”) in exercise of its powers under Sections 59, 60, 62, 63, 66, 67, 68 and 72 of the Anti-social Behaviour, Crime and Policing Act 2014 (“the Act”) and all other enabling powers hereby makes the following order.

1. The Order shall come into operation on XX XXXXXX XXXX and shall have effect for a period of 3 years thereafter unless varied or discharged by further orders of the Council.
2. The Order relates to the areas defined edged red on the attached map(s) known as the Skate Park (referred to in this Order as “the Restricted Area”).
3. The Order is made because the Council is satisfied on reasonable grounds that activities at the Restricted Area are having a detrimental effect on the quality of life of those in the locality, or it is likely that activities will have such an effect, and that the effect is, or will be, of a persistent or continuing nature and is, or will be, unreasonable and justifies the restrictions imposed by the Order.
4. In making this Order consultation has taken place with the Chief Constable, the Office of the Police and Crime Commissioner, relevant community representatives, the Town and Community Councils, and owners/occupiers of the Restricted Area (where relevant) and of neighbouring properties.
5. The effect of the Order is to impose the following prohibitions and requirements within any part of the Restricted Area.
  - 5.1. No person will engage in activity which will endanger the public and property
  - 5.2. No person will engage in activity which is offensive, anti-social, indecent or causes distress to any member of the public
  - 5.3. No person in the Restricted Area shall be in unlawful possession of controlled drugs, drugs paraphernalia, psychoactive substances or be in possession of psychoactive substances with intent to supply or share
  - 5.4. No person is permitted to smoke in the Restricted Area
  - 5.5. No person shall make a noise that causes, or is likely to cause, a nuisance or interference with the reasonable enjoyment of nearby property
  - 5.6. No person shall consume alcohol or be in possession of an open container of alcohol other than in the boundaries of licensed premises or for special events approved in advance by the Council
6. Section 67 of the Act applies to the prohibitions and requirements set out in paragraphs 5.1 to 5.5 of this Order, namely
  - 6.1. It is an offence for a person without reasonable excuse



- a) To do anything that the person is prohibited from doing by paragraphs 5.1 to 5.5 of this Order
  - b) To fail to comply with a requirement to which a person is subject under paragraph 5.1 to 5.5 of this Order
- 6.2. A person guilty of an offence under this section is liable under summary conviction to a fine not exceeding level 3 on the standard scale
- 6.3. A person does not commit an offence under this section by failure to comply with a prohibition or requirement that the Council does not have power to include in the Public Spaces Protection Order
- 6.4. Consuming alcohol in breach of the Public Spaces Protection Order is not an offence under this section (but see Section 7 below)
7. Section 63 of the Act applies to the prohibitions set out in paragraphs 5.6, namely that where a constable or authorised persons reasonably believes that a person:
- 7.1. Is or has been consuming alcohol in breach of prohibitions 5.6 of this Order; or intends to consume alcohol in breach of prohibitions 5.6 of this Order
  - 7.2. The constable or authorised persons may require that person(s)
    - a) Not to consume, in breach of paragraphs 5.6 of this Order, alcohol, or anything which the constable or authorised person reasonable believes to be alcohol; and
    - b) To surrender anything in that person's possession which is, or which the constable or authorised person reasonable believes to be, alcohol or a container for alcohol;
  - 7.3. It is an offence for a person, without reasonable excuse, to fail to comply with a requirement imposed by a constable under Section 63;
  - 7.4. A person guilty of an offence is liable on conviction in the Magistrates' Court to a fine not exceeding level 2 on the standard scale
8. Appeals
- 8.1. Any challenge to this Order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits any of the Restricted Area. This means that only those who are directly affected by the restrictions have the power to challenge.
  - 8.2. The right to challenge also exists where an Order is varied by the Council. Interested persons can challenge the validity of this Order on two grounds: that the Council did not have power to make the Order, or to include particular prohibitions or requirements; or that a requirement of the legislation was not complied with in relation to the Order.

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☎: 01633 643000 (DL)  
Our ref: JF / JB  
Your ref:

**Police Headquarters  
Croesyceiliog  
Cwmbran  
Gwent  
NP44 2XJ**

**Mr Andrew Mason  
Monmouthshire County Council  
County Hall  
Usk  
Monmouthshire  
NP16 1GA**

**1<sup>st</sup> February 2017**

Dear Andrew,

**Monmouthshire County Council Public Consultation Regarding Public Space Protection Orders (PSPO) Fairfield and Skate Park Abergavenny**

Thank you for the recent correspondence regarding the proposal to implement Public Space Protection Orders for Fairfield and the Skate Park within Abergavenny. I have given this due consideration since receipt and am able to provide you with the following comments in response to the public consultation.

**Fairfield**

The Fairfield car park in Abergavenny has for a number of years attracted the gathering of vehicles. Through their attendance at that location, local residents and visitors to the area have been subjected to anti-social behaviour, caused by inappropriate driving, noise and persistent nuisance. Such gatherings and the associated groups of people, along with careless and dangerous driving, at the car park have caused intimidation, disruption and danger to those living close by and those legitimately using the car park area.

There have been numerous multi-agency based intervention actions taken by Gwent Police, South Wales Fire and Rescue Service, Welsh Ambulance Service Trust and Monmouthshire County Council to address the issues, however these have had a limited amount of success and have not been seen to be sustainable solutions. It is anticipated that the powers contained within the proposed PSPO will support both the community and the agencies working with them in reducing anti-social behaviour within the area.

**Skate Park**

Abergavenny Skate Park has also been subject of numerous complaints regarding the behaviour of people in that location. Recently the local community has been vocal in its support and expectation that police and partner agencies invest both their powers and available resources in making the Skate Park a safe and an attractive place to visit and enjoy.

In addressing the formal consultation for this Public Space Protection Order, it is understood that the proposal was forthcoming following extensive consultation with key members within the community. These powers will support both the community and the agencies working with them in reducing anti-social behaviour, addressing public concern and making the location a safer place to be.

Introducing PSPOs in both of the above locations will enable the Authorised Officer to disrupt some of the activities that are being undertaken. However, enforcement action on its own will not fully influence the behaviour of those individuals. Gwent Police would want to be assured that the PSPOs were supported by other partner agency activity that will reduce or resolve the issues in the long term.

From a policing perspective therefore, we support the PSPOs as part of a wider diversionary strategy that focuses on impacting positively on the wellbeing and lifestyles of the people legitimately frequenting these areas. These powers will otherwise risk being a short- term intervention with the potential for the problem to be moved on to other nearby locations rather than dealt with.

I hope that these comments are useful during this formal public consultation.

**Yours sincerely**

pp 

**Jeff Farrar QPM OStJ  
Chief Constable**

<b>Name of the Officer:</b> Nicola Bowen <b>Phone no:</b> 01633 644641 <b>E-mail:</b> <a href="mailto:NicolaBowen@monmouthshire.gov.uk">NicolaBowen@monmouthshire.gov.uk</a>	<b>Please give a brief description of the aims of the proposal:</b> To make Public Spaces Protection Orders on the Skate Park & Fairfield Car Park in Abergavenny to reduce Anti-social behavior.
<b>Name of Service:</b> Strategic Partnerships	<b>Date Future Generations Evaluation:</b> 6 <sup>th</sup> February 2017

1. **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.




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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The PSPO will reduce the demand on police resources.	The PSPO will be enforced and will reduce repeat ASB offences in the identified areas.
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The PSPO will restrict the use of Fairfield car park for any activity other than parking (& organised MCC events). This will reduce carbon emissions and reduce the noise nuisance experienced by residents.	A barrier & flow plates have already been erected at the car park
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The PSPO will reduce the impact on the wellbeing of residents as they will no longer be subjected to car engine/exhaust noise throughout the night from Fairfield car park.	

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?
	At the skate park, families will be able to use the recreation site free from exposure ASB.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The PSPO will reduce the amount of litter in the areas in addition to reducing noise pollution and damage to surrounding green areas.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The PSPO will not only improve wellbeing for the local community who have been exposed to ASB in the area that they live, visitors to the sites who wish to participate in leisure activities will also benefit from the Orders and be protected from ASB exposure.	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Families and young people will be able to use the areas in question for leisure time, free from being subjected to ASB.	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The residents residing in the locality of the areas in question have been exposed to ASB for a period of time, and in some cases, have suffered noise pollution throughout the night and this has impacted negatively on their quality of life. The reports to the police are clear, the behavior of the few is negatively impacting on many residents and visitors to the recreation areas.	

**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? Describe how.	If not, what has been done to better meet this principle?
 <p>Balancing short term need with long term and planning for the future</p> <p>Long Term</p>	<p>The PSPO will address Anti-social behavior currently causing nuisance and annoyance to residents in the short-term, however, as the PSPO lasts for 3 years, it is anticipated this reduction will be sustained not only for the duration of the Order but beyond.</p>	
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>While the PSPO is a power to be implemented by Local Councils, it has on this occasion been jointly commissioned by Community Safety, Gwent Police and MCC Car Park Team, MCC Whole Place Team. MCC &amp; Gwent Police will continue to work together in executing any Order that is made.</p>	
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>A full statutory consultation period has been undertaken for 21 days ending on 2<sup>nd</sup> February 2017:</p> <ul style="list-style-type: none"> <li>• Chief Constable, Gwent Police</li> <li>• Police &amp; Crime Commissioner (PCC)</li> <li>• County Councilor, Priory Ward</li> <li>• Gwent Police, Abergavenny local policing team</li> <li>• Assembly Member, Monmouthshire</li> <li>• MP – Monmouthshire</li> <li>• MHA – Chief Executive</li> <li>• MCC Youth Service Manager</li> <li>• MCC Car Park Manager</li> <li>• MCC Head of Operations</li> <li>• MCC Green Infrastructure Manager</li> <li>• MCC Head of Public Protection</li> <li>• Abergavenny Town Council Clerk</li> <li>• 107 Residential properties surrounding the Fairfield Car Park</li> <li>• 91 Residential properties surrounding the Skate Park.</li> <li>• Members of Safer Monmouthshire, Strategic Partnership Group</li> <li>• Members of PSB Programme Board.</li> </ul>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The PSPO will prohibit the continuation of ASB and will give the Police additional powers to deal with individuals causing ASB. Fixed Penalty Notices in breach of the Order can be issued. This is anticipated to be preventative action for continued ASB.</p>	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	<p>At present ASB is having an adverse impact on residents in the areas covered by the PSPO. It is anticipated that the making of the Orders will have a positive impact on the quality of life and wellbeing of the residents in the locality and on visitors who wish to undertake recreation at the sites. At present they are experiencing, noise, nuisance and annoyance from groups and individuals behaving in an anti-social manner.</p> <p>The wider community will benefit from a reduction in littering, noise pollution and air pollution.</p>	

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



Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts	It is possible the issues will transfer to another venue & there may be protected characteristic impacts should this happen.	MCC ASB Reduction Officer & Gwent Police will closely monitor the Order and retain oversight of any ASB hotspots that arise in the area.
Disability	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		
Gender reassignment	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		
Marriage or civil partnership	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		
Pregnancy or maternity	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		
Race	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		

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?
Religion or Belief	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		
Sex	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		
Sexual Orientation	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		
Welsh Language	The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts		

**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?

<p><b>Safeguarding</b></p>	<p>The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole.</p> <p>The Orders will reduce the exposure of children, young people and families in the vicinity to ASB in the form of smoking, alcohol &amp; drug taking at the skate park.</p> <p>It is not anticipated that the proposal will have any negative impacts.</p>		
<p><b>Corporate Parenting</b></p>	<p>The proposal is designed alleviate a number of ASB issues the community is suffering and will have a positive impact on the community as a whole. It is not anticipated that the proposal will have any negative impacts</p>		

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

There is a range of evidence available, attached to the main report as Annex A – E. These include:

- The Anti-Social Behaviour, Crime and Policing Act 2014 outlines the evidence-based interventions for tackling persistent ASB.
- Gwent Police Crime Log data
- Consultation with a wide range of Statutory partners, stakeholders and communities.

**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 PSPO will have a significant positive impact on the local community as it will prevent any further exposure to ASB and its detrimental impact on quality of life.

**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:	Each month the ASB Reduction Officer & Gwent Police will review the situation. Update & monitoring reports will be made through the Safer Monmouthshire Strategic Partnership.
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>1</b>	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinet etc</i>		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

**SUBJECT: Accounts Payable Strategy - Further automation of the procedure to process payments.**

**MEETING: Individual Cabinet Member Decision**

**DATE:**

**DIVISION/WARDS AFFECTED: ALL**

## 1. PURPOSE:

To seek approval of the Accounts Payable Strategy detailed in Appendix A which includes:

- The outsourcing of scanning, indexing and registration of Creditor Invoices
- The implementation of EProcurement Software

## 2. RECOMMENDATIONS:

- That the proposed Accounts Payable Strategy detailed in Appendix A be agreed.
- That the Proactis software is implemented and funded by a one off investment of £22,500.
- That the annual transaction costs associated with Proactis is funded by holding open a vacancy of 1 FTE Financial System Support Officer. To be reviewed after a period of 3 years on the renewal of the contract.
- That the Basware EProcurement software is implemented and funded by a one off investment of £24,000
- That the funding sources identified are carried forward over year end to enable the project to be completed as planned.

## 3. KEY ISSUES:

Developments in the accounts payable system have been ongoing since the Agresso system was introduced in 2002. Appendix B provides a detailed account of the work that has been undertaken to date.

Over this time, the main objectives of the service have been:

- Meeting service users' needs
- Improving information collection, maintenance and reporting.
- Improving efficiencies and effectiveness

Significant developments undertaken to date in achieving these objectives include:

- Implementing software systems
- Implementing interfaces to bulk load transactions
- Reviewing and revising processes to remove duplication and unnecessary steps or the implementation of more efficient processes.
- Automation of processes for example payments via Bacs rather than cheques.
- Implementation of alternative payment methods e.g. purchase cards, direct debits.
- Discussions with suppliers to redefine the invoicing output.

These resulted in:

- A reduction in invoices. It is estimated these have reduced by around 20,000 by 2016/17
- Improved performance in processing invoices within 30 days of receipt (PI). From 83% in 2012/13 to 97.19% for 2016/17
- Reduction in postage costs, down from £6,000 in 2009 to under £3,000 in 2016

Despite automating a large proportion of the process there remains elements of the Procure to payment process that require manual intervention. The Authority's payment process still requires that if paper invoices are received they have to be scanned and registered on the system. Some 52,500 invoices are expected to be processed in 2016/17 (although this is down from a high of nearly 72,000 in 2013/14). The authority's procurement process also requires that orders are raised and authorised before being placed with suppliers. There is no facility yet to order on line, and create an order which automatically populates the authority's system without further input.

Whilst a great deal of progress has been made, further automation of the Procure to payment process has now been explored. This will make the process more efficient and effective for officers in the authority involved in the process and ease the pressure in the central processing team where recruitment and retention has been an ongoing problem.

Given all of the above, the natural next phase in developing both the system and processes is to embrace digital and E technology. This will enable us to streamline and automate processes further, enable our suppliers to self-serve and help alleviate some of the recruitment difficulties.

The service manager has undertaken a review of the service and conducted some research into automated systems that may assist in the future and build on the developments that have already taken place.

Appendix C sets out options considered in developing this Accounts Payable Strategy:

- 1) Do nothing and continue as we are
- 2) Outsource scanning and registering of invoices using a company that uses Optical Character Recognition Software

- 3) Develop procurement cards further
- 4) Embrace E procurement to enable online ordering and automatic order processing and invoice matching

Following this research, option 2 (Optical Character Recognition Software - Outsourcing invoice processing), 3 and 4 were considered the best way forward as this:

- Was affordable, as the annual cost can be accommodated within current budget
- Removed manual steps from the process
- Took advantage of automation and self service
- Addressed current recruitment and retention issues
- Provided reporting which when analysed will assist in identifying future development areas.

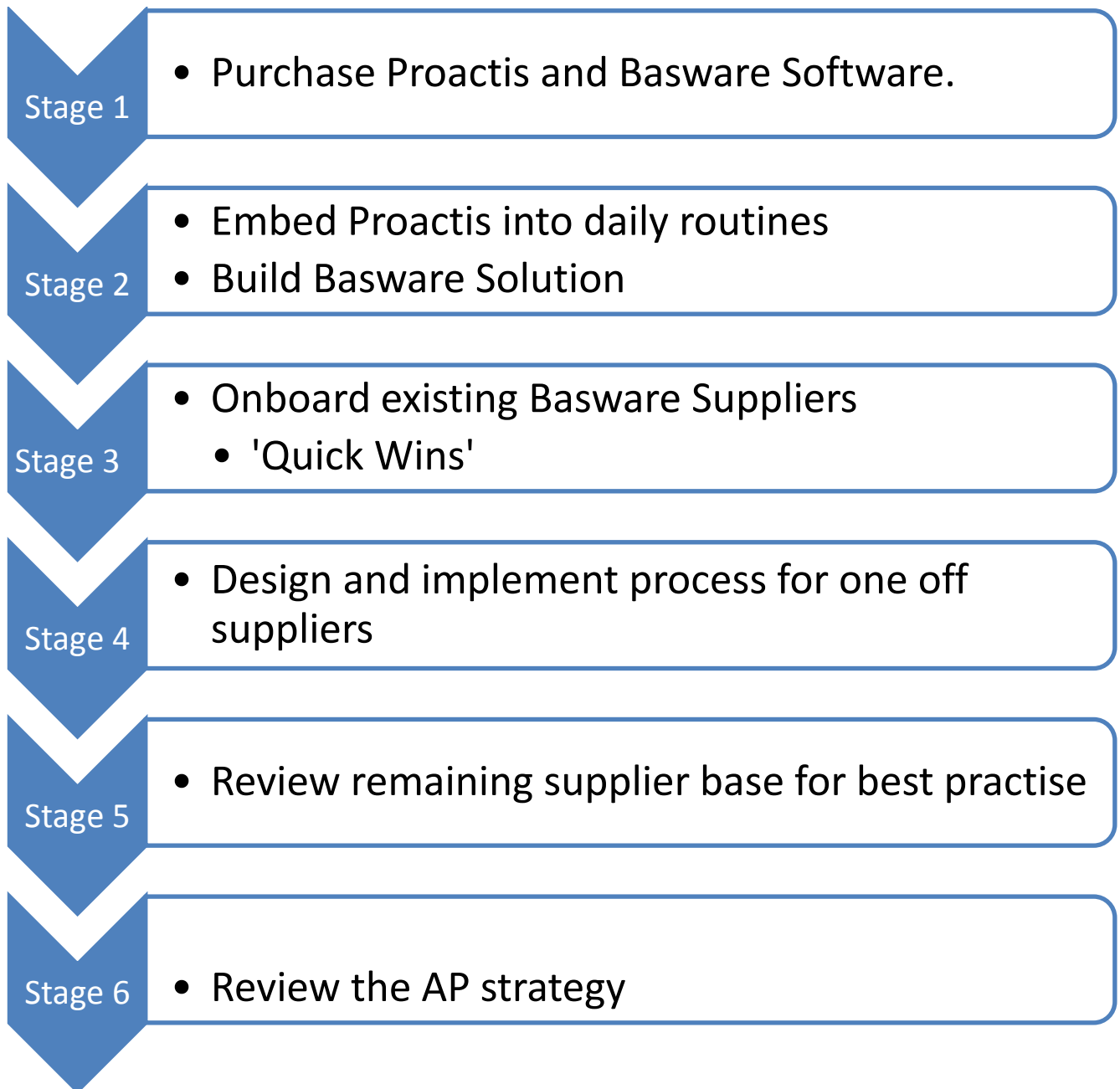
The Proactis system works using intelligent optical character recognition and has various automated checks built into the system, which will speed up the processing of invoices leading to shorter payment timeframe (less time spent dealing with queries) plus improved accuracy.

The team will be able to develop the service and the technology to take advantage of automated processes and self-service functionality for suppliers.

The Basware software offers the authority the functionality to raise orders directly with the supplier online which automatically populates the authority's system without further input, plus automatically receive and process the associated invoice for approval and subsequent payment.

The Basware software will enable the authority to identify a process to allow suppliers to log online and submit invoices directly into the system for approval and subsequent payment.

This research has culminated in the proposed draft three year Accounts Payable Strategy found in Appendix A, which automates the remaining manual elements of the Procure to payment process. The stages required to implement this objective is summarised in the table below:





#### 4. REASONS:

The current procure to payment process still requires some manual intervention and processing. In the central team this has meant that we have needed to substitute staff resources by using expensive agency staff, due to being unable to fill vacancies on the team.

A three year contract to outsource the scanning, indexing and registration of supplier invoices would offer some stability to the team and the service in terms of experienced personnel undertaking the task, and resilience in service during peak periods and periods of annual leave etc.

The team will be able to develop the service and the technology to take advantage of automated processes and self-service functionality for suppliers.

#### 5. RESOURCE IMPLICATIONS:

The costs associated with this proposed strategy are summarised below:

Description	One off Cost 2016/17 £	Annual Cost £
Outsourcing of scanning, indexing and registration of invoices (Proactis)	22,500	22,000
EProcurement Market Place (Basware)	24,000	0
<b>Total</b>	<b>46,500</b>	<b>22,000</b>

It is proposed that:

- The one off initial costs are funded from the current central creditors' system budget. This is made up of a combination of one off vacancies and the use of the systems consultancy budget, which has purposely been held back in order to facilitate this important development work.
- The annual running costs be funded by holding open one full time vacant Financial System Support Officer post. This will reduce the number of Financial System Support Officer posts in the team from 3.4 fte to 2.4 fte and will release annual savings of £21,000. The small difference in annual costs will be managed within the current revenue budget
- Every endeavour will be made to finance the above from the current budget and this will need to be carried forward to enable the project to be completed. However, should this not be possible we would need to seek support from the ICT Reserve.

The development of the systems themselves will fall to our in house system development team, external consultants and the SRS.

## **6. SUSTAINABLE DEVELOPMENT & EQUALITY IMPLICATIONS:**

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

The Outsourcing of the invoice processing will remove pressure from team members in supporting vacancies on the team and the continuous training of new team members.

The service will be more resilient during peak times and during times of absence such as annual leave.

Both implementations offer advanced technology benefits over that currently being used by MCC which will help move the service forward in terms of automation and self-service for suppliers.

The actual impacts from this report's recommendations will be reviewed every year and criteria for monitoring and review will take place within the annual audit 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
- Procurement Team
- Audit Team
- Digital Team
- Devolved Invoice Processing Teams (Highways, Waste, Property)
- Unions - There were no comments / objections regarding the proposal

## **9. BACKGROUND PAPERS:**

Appendix A Proposed AP Strategy  
Appendix B AP Service Development Timeline  
Appendix C AP Strategy Options Available  
Appendix D Future Generations Evaluation Form

## **10. AUTHORS:**

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

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**Appendix A**

**Proposed AP Strategy**

The below document provides the detail on the Accounts Payable Strategy being proposed:

The below diagram outlines the stages of the strategy:



## The Strategy Explained:

### Stage 1 (2016/17)

1. Purchase of the Proactis and Basware solutions:
  - a. This ensures we have the building blocks to put the strategy into action.

### Stage 2 (2017/18)

2. Implementation of Proactis, which will include:
  - a. Software integration into Agresso
  - b. Design of processes / working practises
  - c. Training
  - d. Communication to all relevant parties
  - e. Enforcement of no purchase order no payment
3. Implementation of Basware

### Stage 3 (2017/18)

4. The AP team will look to on-board the Basware suppliers that are already present and active on the market place:
  - a. 9 of MCC's current suppliers have catalogues on Basware – this will equate to approximately 4,500 invoices per year
  - b. A further 5 of MCC's current suppliers use the portal to receive orders and produce invoices – this will equate to approximately 500 invoices per year.
  - c. A further 29 of MCC's current suppliers are registered and ready to use the portal – this will equate to approximately 9,000 invoices.

### Stage 4 (2017/18)

5. Design and implement process using Basware for one off suppliers to submit invoices directly.
  - a. In the first 9 months of 2016/17 there were 3606 one off payments.

### Stage 5 (2018/19)

6. Review remaining supplier base for best practise. Each supplier to be reviewed to establish the best route for processing e.g.:
  - a. Periodic Payment
  - b. AP Interface
  - c. Purchase Card
  - d. Basware
  - e. Consolidation
  - f. Direct Debit

### Stage 6: (2019/20)

7. Review the AP Strategy
  - a. This will constantly be reviewed to ensure it remains appropriate.
  - b. The initial contract with Proactis will be for three years. At the end of this three year period there will be a requirement to review if this service will be required for the future.
  - c. External factors will impact the strategy:

- i. Software Developments
- ii. Welsh Government Strategy
- iii. Monmouthshire Digital Strategy
- iv. Etc.

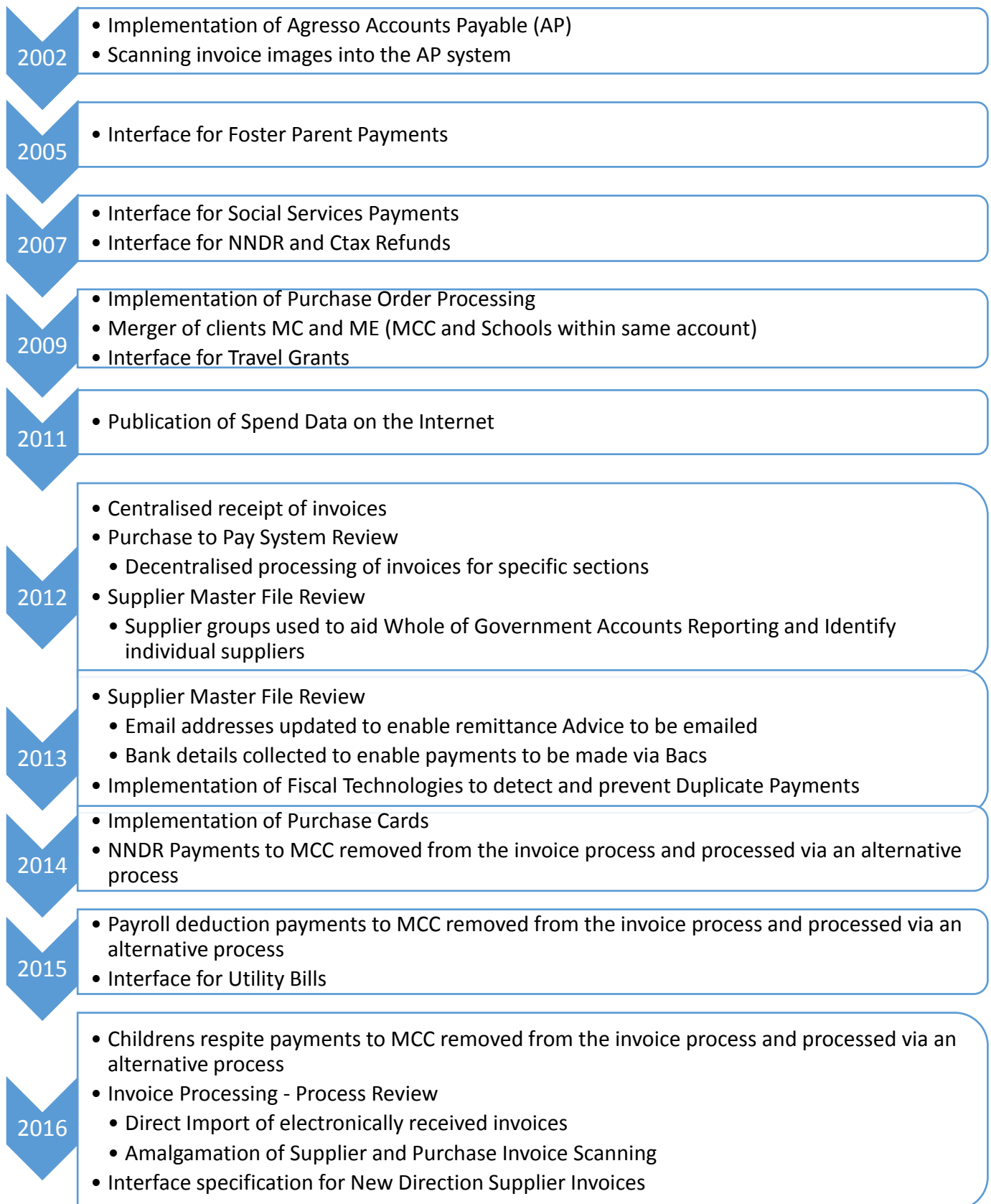
The proposed strategy covers a three year period.





## Appendix B

### Accounts Payable (AP) Service Development Timeline 2002 to 2016



## **Development Objectives**

Each of the developments fall into one or more of the below objectives:

1. Meet service user needs
  - a. Suppliers:
    - i. Payment within Payment terms / timescales
    - ii. Accuracy of payment
    - iii. To provide help and advice with enquiries through a single point of contact
    - iv. Enabling suppliers to self-serve currently by submitting invoices electronically, the proposal to implement Basware and Proactis will allow this to be extend further by enabling suppliers to enter missing data on line and undertake enquires as to the current status of an invoice.
  - b. MCC service users
    - i. Payments processed on a timely basis
    - ii. Accuracy of payment details
    - iii. To provide help and advice with enquiries through a single point of contact
    - iv. Enabling users through training and support to become self-sufficient in identifying and interpreting information
  - c. Statutory reporting requirements.
    - i. Deadlines are adhered to
    - ii. Accuracy of information provided.
  - d. Welsh Government Directives
    - i. Wales Procurement policy statement
  - e. General
    - i. Develop the system to ensure it is up to date and reflects good practice
    - ii. Continually improve performance (measured by performance indicators, set based on user needs currently payment within 30 days of receipt).
2. Improve information collection, maintenance and reporting to ensure:
  - a. Accuracy of payments
  - b. Efficient and accurate reporting
  - c. Automation of processes e.g. supplier email address enables remittance advice to be distributed via email.
3. Improve efficiencies and effectiveness
  - a. Streamline Processes – avoid duplication or unnecessary steps
  - b. Automate Processes - Reduce manual intervention
  - c. Implement modernising IT (Where beneficial or as a foundation for future developments)
  - d. Reduce resources / costs
  - e. Remove unnecessary transactions / invoice from the system e.g.
    - i. Invoices processed to make payments to MCC – review if other methods are more appropriate.
    - ii. Could invoices from specific supplier be consolidated e.g. one monthly invoice instead of daily invoices or processed via an import?
    - iii. Are other payment option more appropriate e.g. low value high volume purchases made via purchase card.

## **Details of Developments**

### **2002**

1. Implementation of Agresso Accounts Payable
  - 1.1. The authority implemented a new Financial System which incorporated the General Ledger, Accounts Payable and Account Receivable functions.

- 1.2. Part of the implementation was to set up the functionality to scan invoice images onto the system and attach these to the relevant transaction number.
- This enabled:
    - users to drill down from transactions to see the invoice image (The previous method would have been to record the invoice number and locate the invoice within paper files which could have been stored at one of any number of locations across the authority – usually photocopies of invoices would then be taken for further paper records).
    - Secure retention of the invoice
    - Reduced physical storage space as paper copies were no longer required to be retained
- 1.3. The below table demonstrates the volume of scanned invoices over the past three years:

• 2016/17 Estimate has been based on 9 months actual data (x / 9 \* 12)

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Invoices	66,705	55,366	52,509	174,580

2005

2. Development of interface for Foster Parent (200501)
- 2.1. An interface was developed to import Foster Parent payments directly into the AP system ready for payment.
- The previous method would have included a lot of manual processing and duplication, taking information from one spreadsheet and creating paper request for payment, which would then be manually punched for each individual payment required.
  - This enabled the process to be:
    - More streamlined
    - Less manually intensive
    - Automated (Numerous transactions processed at the same time)
    - Reduced resources
    - Improved accuracy by removing a number of processes where manual error could have occurred.
    - Allowing customers more time to submit their returns
  - The below table demonstrates the volume of Foster Payments over the past three years:
  - 2016/17 Estimate has been based on 9 months actual data (x / 9 \* 12)

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Invoices	7,020	7,500	7,690	22,209

2007

3. Development of interface for Social Services, NNDR and Council Tax Refunds (200702)
- 3.1. An interface was developed to import Payments directly into the AP system ready for payment.
- The previous method would have included a lot of manual processing and duplication, taking information from one spreadsheet and creating paper request for payment, which would then be manually punched for each individual payment required.
  - This enabled the process to be:
    - More streamlined
    - Less manually intensive
    - Automated (Numerous transactions processed at the same time)
    - Reduced resources
    - Improved accuracy by removing a number of processes where manual error could have occurred.
    - Allowing customers more time to submit their returns
  - The below table demonstrates the volume of Social Services Payments over the past three years:

- 2016/17 Estimate has been based on 9 months actual data (x / 9 \* 12)

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Invoices	5,466	5,440	8,417	19,323

- The below table demonstrates the volume of NNDR and Council Tax Refund Payments over the past three years:

- 2016/17 Estimate has been based on 9 months actual data (x / 9 \* 12)

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Invoices	6,318	5,609	4,581	16,508

## 2009

### 4. Implementation of Purchase Order Processing

#### 4.1. Implementation of Purchase Order Processing (POP) to enable electronic pre-authorisation of spend and commitment accounting (2009).

- This functionality included:
  - Workflow of tasks including email alerts and reminders.
  - Electronic distribution of invoice images
  - Automatic payment of matched invoices
- Benefits included:
  - Full electronic audit trail
  - Commitment accounting
  - Electronic distribution of invoices
  - Invoices could be tracked through the system to identify and blockages
  - Automatic payment of matched invoices
  - Reduced risk of 'loss' of paper invoices
- The below table demonstrates the volume of Invoice Payments that have been matched to orders over the past three years:
  - 2016/17 Estimate has been based on 9 months actual data (x / 9 \* 12)

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Invoices, Matched to Orders	22,922	25,037	27,776	75,735

## 2009

### 5. Merger of clients MC and ME (MCC and Schools within the same account)

#### 5.1. This involved transferring data from two clients on the Agresso system and amalgamating into one client.

- This enabled single supplier account to be maintained and used.
- Benefits included:
  - Removal of duplication in set up, maintenance, running of processing for two clients rather than one.
  - Reduced risk of duplicate payments to suppliers as Agresso has an inbuilt check for same invoice number against a supplier record.
  - Reduced resource to generate / provide information as previously would have required merger of data from two clients.
  - Improved base for future developments

### 6. Development of interface for Travel and Clothing Grants (200911)

#### 6.1. An interface was developed to import Travel and Clothing Grant Payments directly into the AP system ready for payment.

- The previous method included a lot of manual processing and duplication, taking information from one spreadsheet and creating paper request for payment, which would then be manually punched for each individual payment required.
- This enabled the process to be:
  - More streamlined
  - Less manually intensive
  - Automated (Numerous transactions processed at the same time)
  - Reduced resources
  - Improved accuracy by removing a number of processes where manual error could have occurred.
  - Allowing customers more time to submit their returns

6.2. The below table demonstrates the volume of Travel and Clothing Grant Payments over the past three year.

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Invoices	1,088	606	600	2,294

## 2011

### 7. Publication of Spend Data on the Internet (2011)

7.1. English Authorities were required to publish spend data on their Internet sites by 31 March 2011. One of Monmouthshire's values is openness and it was keen to demonstrate this value wherever it can. It tries to embrace the Open Government agenda in a number of ways and publishing spend data is just one of these areas.

- The benefits in publishing this data
  - It reminds officers of their accountability to the community and provides the community with a platform against which to raise questions.
  - It was envisaged that this would reduce the Free Dome of Information requests into the section however this has not been the case.

## 2012

### 8. Central Receipt of invoices (2012)

8.1. This required suppliers to send their invoices to one location 'Creditor Payments' Section' for receipt and processing. This included the schools who had previously processed the invoices relevant to their individual school.

- This provided the following benefits:
  - Single point of contact for suppliers chasing invoice payment
  - Ability to track invoices electronically through the system to establish any blockages
  - Reduction in processing time as receipt would be within a few days
  - Enable / aid agile working as process is electronic and can be accessible from any location.
  - Reduced risk in loss of paper invoice

### 9. Purchase to Payment system review (2012)

9.1. A group of relevant officers from across the authority came together to identify user need, review processes and propose improvements:

- Proposals included:
  - Decentralisation of Property Services invoice processing (2012)
    - This required the invoice process for property to be redesigned with the Supplier, Property Services, Systems and the Audit Team to ensure all needs were met.
  - Decentralisation of Grounds Invoice processing
  - Decentralisation of Highways Invoice processing
  - Trial Credit Cards
- All proposals were agreed to be trialled and these provided the following benefits
  - Service efficiencies
  - Improved payment timescales for suppliers
  - Reduced invoice queries both internally and externally
  - Reduced volume of invoices

### 10. Supplier Masterfile Review:

10.1. This review focussed on improving information and reporting for the whole of government accounts and HMRC requirements to identify individuals (Individuals deemed to be employees by HMRC must be paid via payroll to avoid underpayment of NI and Tax).

- Individual Supplier groups defined to enable Whole of Government Account reporting (2012)
- An Individual Supplier group was defined to identify individuals (2012)
  - Additional fields added to collect supporting information
  - New process defined both internal and external to the AP system

- This provided the following benefits:
  - Adherence to legislative / statutory reporting requirements
  - Improved information / easier reporting

## **2013**

### 11. Supplier Masterfile Review Continued

- 11.1. All suppliers active on the supplier Masterfile were contacted to establish:
- Email Address (Approximately 85% of payments have an emailed remittance advice)
  - Bank Details (The first year showed a reduction of Approximately 3,000 cheques)
  - Accuracy of details held.
- 11.2. This enabled:
- The supplier Masterfile to be cleansed
  - A greater volume of suppliers to be paid via Bacs rather than via Cheque.
  - A greater volume of suppliers to receive their remittance via Email rather than via post
- 11.3. This provided the following benefits:
- Accurate data
  - Reduced resource in terms of printing, enveloping and posting of cheques / remittance
  - Increased use of automated / electronic functionality e.g. email / Bacs
  - Improved tracking of payments

### 12. Implementation of Fiscal Technologies to detect and prevent duplicate payments

- 12.1. The authority purchased additional software with increased functionality in detecting potential duplicates, enabling the payments to be stopped before fully processed.
- The benefits included:
    - Reduced Duplicate payments
    - Prevention and detection reporting capabilities.
    - Reduced resource in identifying duplicates and chasing suppliers for their return.

## **2014**

### 13. Implementation of Purchase Cards (2014/02)

- 13.1. Following the Purchase to Pay System Review in 2012 and the credit card trial that followed the authority extended the trial to the Barclay Card Purchase Card managed by the Welsh Purchasing Consortium.
- 13.2. The trial aimed to extend the payment methods available to the authority, and provided Purchase cards to officers based on an approved business case.
- 13.3. Benefits included:
- Ability to make online purchases
    - Obtaining value for money from online companies
    - Purchases that would only be available over the internet
  - Ability to undertake out of hours / emergency purchases / payments to enable the service to continue without issue out of hours.
  - Reduced administration when using Purchase Cards lodged with specific suppliers, allowing officers across sections to order from the same supplier quoting security detail, without needing to raise an Agresso Order and a reduction in invoices to process.
  - The below table demonstrates the volume of transactions that have been paid via Purchase Cards over the past three years:
    - 2016/17 Estimate has been based on 9 months actual data (x / 9 \* 12)

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Transactions	424	3,675	5,155	9,254

### 14. NNDR Payments to MCC removed from the invoice process and processed via alternative process

- 14.1. Original process included printing off and posting NNDR bills to individual establishments

- Responsible officers would then pass each individual bill for processing and payment to the Payments section

14.2. The new process takes a report from the NNDR system and is manipulated into a journal for the General Ledger and the NNDR system to indicate payment.

14.3. The benefits include:

- Reduced risk in missing payment for a bill
- Reduce resource as there is no need to chase for payment
- Number of officers in the process is reduced from hundreds to a handful
- No need for paper / printing
- Process is streamlined and efficient.



## 2015

15. Payroll Deduction Payments to MCC removed from the invoice process and processed via alternative process
- 15.1. Original process included populating and printing template invoices based on the information on the Payroll System. These would then be passed to payments for processing and payment.
- 15.2. The new process involves processing the transactions directly into the General Ledger
- 15.3. The benefits include:
- Reduced risk in missing payment for a bill
  - Reduce resource as there is no need to complete numerous invoice templates
  - Number of officers in the process is reduced as there is no involvement for the payments team
  - No need for paper / printing
  - Process is streamlined and efficient.
16. Development of Interface for Utility Bills (201501)
- 16.1. An interface was developed to import Utility Invoice Payments directly into the AP system ready for payment.
- The previous method included a lot of manual processing and duplication, punching each invoice into the authority's energy management system 'Team' and then passing the invoices to be punched again into the authority's AP system.
  - This enabled the process to be:
    - More streamlined
    - Less manually intensive
    - Automated (Numerous transactions processed at the same time)
    - Reduced resources
    - Improved accuracy by removing a number of processes where manual error could have occurred.
  - The below table demonstrates the volume of utility invoice over the past three years:
  - 2016/17 Estimate has been based on 9 months actual data ( $x / 9 * 12$ )

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Invoices		2,917	2,997	5,914

## 2016

17. Children respite Payments to MCC removed from the invoice process and processed via alternative process
- 17.1. Original process included raising a debtor invoice through the AR module
- Printing, and distribution of debtor invoice
  - Passing to the payments section for Processing and payment
- 17.2. The new process involves processing the transactions directly into the General Ledger
- 17.3. The benefits include:
- Reduced risk in missing payment for a bill
  - Reduce resource as there is no need to complete numerous invoice templates
  - Number of officers in the process is reduced as there is no involvement for the payments or debtors teams
  - No need for paper / printing
  - Process is streamlined and efficient.
18. Invoice processing – process review
- 18.1. The review involved work flowing the current process for invoices to identify where the process could be improved.
- Two developments were identified:
    - Integration of Supplier and Purchase invoice scanning (this is in the development stage). This would allow the different invoice types to be processed in the same screen with the following benefits:
      - Reduce resource as post would not need to be sorted on these invoice types

- No risk of error causing duplication of effort if invoices were scanned in the wrong screen
- This development is currently awaiting system upgrade as new functionality can be incorporated at the same time.
- Direct Import of electronically received invoices (This is live)
  - The previous method involved printing invoices received via email and then scanning them into Agresso.
  - The new process allows the invoice to be saved to a designated folder and imported directly into Agresso.
    - The benefits include
      - Reduced paper / printing costs
      - Streamline process

19. Development of interface for New Directions (This is in the development stage)

19.1. An interface was specified to import invoices for the New Directions Supplier directly into the AP system ready for payment.

- The previous method would have included the authority receiving numerous invoices relating to numerous orders, which would then be manually processed for payment.
- This process will be:
  - More streamlined
  - Less manually intensive
  - Automated (Numerous transactions processed at the same time)
  - Reduced resources
  - Improved accuracy by removing a number of processes where manual error could have occurred.
  - Allowing suppliers to be paid more promptly
- The below table demonstrates the volume of invoices over the past three years:
  - 2016/17 Estimate has been based on 9 months actual data ( $x / 9 * 12$ )

Year	2014/15	2015/16	2016/17 Estimate	3 year total
No. of Invoices	414	1,308	2,193	3,915

- We are currently awaiting the supplier to develop the interface.

In addition to the above we have worked with various sections to review the invoices they process and determine more efficient effective ways of working:

- We worked with property services to completely redesign the way they processed orders, received invoices including reducing volume of invoices.
- We worked with Libraries to review the invoices being processed and identify where delays were occurring and how processes could be changed
- We worked with Catering to reduce the volume of invoices being received by the section.

## Appendix C

### Accounts Payable (AP) Strategy Options available:

The below document provides some background on how we have arrived at the strategy, the options considered and the success and risks factors of the proposal:

#### Background

##### 1. Agresso

- a. In 2016 a meeting was held with relevant parties to establish if there was an appetite within the authority to change the Authority's financial System.
  - i. This involved a demonstration of other software available by competitors in the market.
  - ii. The decision was made to stay with the Agresso software for the foreseeable future, to be reviewed when appropriate e.g. software developments, partner organisations.
- b. Agresso released a newsletter which indicated they have moved away from integrating products into the software package under the Agresso product to working with software partners to link already developed packages to the Agresso system.
  - i. One such partner is the Proactis Company who provide a product to automate the data collection when processing invoices.

##### 2. Procurement Cards

- a. The trial of purchase cards has identified 3 main benefits to the use of purchase cards:
  - i. Reduced Administration where large volume orders are being placed with one supplier.
    1. The purchase card is lodged with the specific supplier and any order placed by MCC is charged against the card.
    2. A current example of this is the Holdsworth food supplier that serves each of Monmouthshire's schools (Daily orders from 44 schools).
    3. The suppliers selected all have reporting level 3 functionality which means we can rely on information generated from the Barclaycard Spend Management System for HMRC purposes (No requirement for supporting invoices).
  - ii. Ability to purchase online.
    1. Many Purchases are now only available online e.g. copy birth certificates (Required by Children's services).
    2. There is often greater savings when using online companies e.g. amazon for school stationery.
  - iii. Use in emergency / out of office hours
    1. Many of Monmouthshire's services operate 24 hours a day 7 days a week standard ordering procedures are not practical.

##### 3. Welsh Government and Basware (Basware EProcurement)

- a. Welsh Government entered into a five year contract with Basware to provide an EProcurement solution to the Welsh Authorities. The solution offers an EMarket place

which enables the Purchase to Pay process to be further automated and streamlined as it enables MCC to log onto the Market place to place an order and the supplier can later 'flip' this into an invoice, which can be imported directly into Agresso for Payment (Subject to the Goods Receipt note having been entered within MCC).

- b. The introduction of e payments would reduce the number of invoices that require manual intervention before payment is made
- c. The Use of e catalogues is both nice and easy for the requisitioner to use.
  - i. The National Procurement Services will be developing e catalogues for the majority of contractual relationships, this will make purchase orders easier to administer.

### **The Options Considered:**

1. Do nothing and continue as we are
2. Purchase some Technology to help automate the process
3. Develop procurement cards further
4. Embrace E procurement

### **Option 1 Do nothing and continue as we are**

This option was not considered to be viable due to the following existing issues:

- The current process is manually intensive and the service would not be moving forward in terms of development, efficiencies and automation.
- We have experienced problems recruiting and retaining members of the team to this post over the past five years, in addition further vacancies have now arisen.
  - Due to the above we are relying on expensive agency staff to undertake aspects of the role.
  - This requires a large amount of resource of experienced staff training new members of staff and agency staff as well as trying to maintain the service.
  - Errors can occur as inexperienced staff are learning the process to follow when dealing with specific invoices/ queries. This can then put additional pressure on experienced staff to correct errors as well as result in inaccurate payments being made to suppliers.
  - This has resulted in extra pressure and stress on the whole team, including one instance of long term sick due to work related stress.

### **Option 2 Purchase some Technology to help automate the process**

#### **Optical Character Recognition Software**

- Monmouthshire's existing supplier 'Agresso' was contacted to establish if further system functionality was available to further automate the invoice processing. They put us in touch with a partner supplier 'Proactis'.
  - The software provides the following:
    - Intelligent data capture

- This does not rely on specific templates to be set up for individual suppliers, the system scans the whole document for key words e.g. Invoice Number and then capture the information to populate the relevant field.
- It has a learning feature, if using the above example the system cannot find the invoice number on a specific invoice, the user can activate the learning mode, highlight where the invoice number is on the page, the system will then remember this when a future invoice for that supplier is scanned.
- The system also runs various checks on the information being populated e.g. Supplier is checked against Name, Address, Contact Details, and Vat Registration. Any variance is then highlighted to the user for review.
- Potential duplicate invoices are highlighted for review before they are processed.
- Exception handling
  - Any invoice queries generated by the validation process are routed to the Exception Handling process. This provides the user with the ability to take the relevant action e.g. contact the supplier, reject the invoice, and process the invoice.
  - The managed service also has the functionality to email suppliers directly from the software, if for example there is a missing purchase order number the supplier then follows a link from the email to enter the details through a portal, thus reducing the handling process.
- Costs:

One off Licence Fee	£49,350
Setup Costs	£27,200
<b>Total Implementation Cost</b>	<b>£76,550</b>
Annual Maintenance Costs	£13,818

We also obtained a quote from another provider of a similar software product, costs quoted reflected those received from Proactis.

We also looked at alternative software solutions from Basware, ITESoft, One Technology, all these products worked as Accounts Payable solutions and whilst they were selling as an 'add on' to our current Agresso AP solution there seemed to be duplication and inconsistency in the functionality from which MCC could benefit for example certain reports and functionality could only be used if the software was used to generate the payment etc.

This option was deemed as not feasible when compared with the costs of the Outsourcing option below. The option below benefits from use of the same software, significantly reduced upfront costs, plus the reduction in work within the section enables the cost to be met from savings in establishment costs (Which also addresses the issue of recruitment and retain of staff).

## Optical Character Recognition Software - Outsourcing invoice processing (Recommended)

- This provided all of the benefits of the above software.
- An External company would be Receiving, Scanning, Indexing, Validating and registering the invoices.
  - MCC officers would be managing the Exceptions
- Costs

Section	£
<b>One off Set up cost</b>	22,500
<b>Annual cost of</b>	22,000

- The annual cost is made up of a charge of 59p per invoice to a volume of 37,288. If the volume exceeds this amount the cost will increase by 59p per invoice.
  - This volume of invoices is in line with the number of invoices expected to be processed by the creditor payments team per annum.
  - Example

Actual Volume of Invoices	Minimum Charge £	Additional Charge £	Total Annual Cost £
1	22,000	0	22,000
35,000	22,000	0	22,000
37,288	22,000	0	22,000
47,288	22,000	47,288 – 37,288 = 10,000 Invoices 10,000*0.59=5,900	27,900
60,000	22,000	60,000-37,288 = 22,712 Invoices 22,712*0.59=13,400	35,400

- As previously stated the annual volume of manually processed invoices in 52,500 these are processed by the following sections:

Section	No of Invoices	% of total invoices
<b>Creditor Payments</b>	38,958	70.83
<b>Grounds</b>	1,602	2.91
<b>Highways</b>	390	0.71
<b>Property</b>	3,443	6.26
<b>SHS Finance</b>	10,607	19.29
<b>Total</b>	<b>55,000</b>	<b>100</b>

- Other sections who process invoices have been contacted with regard to moving to this process, however none will be changing at this time.

- The Creditor Payments volume of invoices will be managed down 37,288 invoices through expanding use of the lodged Purchase Cards and making use of the electronic invoices via the Basware EProcurement software.
- In addition as the work is being moved out of the section, we could maintain a vacancy within the team structure, resulting in a saving of £21,000 per annum which would be used to fund the Managed Service.
- Feedback received from reference sites are displayed at the end of this document
- This would address all of the issues as follows:
  - We would be removing manually intensive tasks from the process and the service would be moving forward in terms of development, efficiencies and automation through the use of advanced technology.
  - The reduced workload for the team would reduce the impact of vacancies
    - There would be less reliance on expensive agency staff to undertake these tasks.
    - Experienced staff would be concentrating on value adding tasks of the service.
    - Errors would be reduced by using the automated features of the software with built in validation checks.
    - The pressure and stress on the team would be reduced.

### Option 3 Develop Purchase Cards Further

- There were three main areas of benefit from using purchase cards:
  - Lodged cards with suppliers to reduce administration for both MCC and the Supplier. Payment is far quicker and controllable to a certain extent by the supplier (Paid within 3 days based on processing of card payments). suitable where:
    - Large volumes of orders are raised with the supplier
    - The Supplier provides reporting level three reporting for HMRC purposes
    - There are a large volume of invoices processed to pay the supplier
  - Provide individual cards upon approval of a specific business case. Suitable where:
    - There can be emergency or out of hours payments required by the service.
    - The service benefits from online purchases being more cost effective or efficient.
  - Enable online purchases across the authority.
    - As part of the Purchase card package, Barclaycard offer a Precision Pay Product which essentially produces a Purchase Card to allow a specific transaction to be undertaken online or over the phone.
- It is proposed that when reviewing the supplier base to determine the most appropriate form of payment we develop the current Procurement Card Programme and the Precision Pay Product (Virtual Purchase Card) to enable online purchase across the authority services.
- There are no associated costs.

### Option 4 Embrace EProcurement

#### Basware (Procserv) EProcurement

- The Welsh Government had invested substantially in this product including ensuring resources were available to manage the change process.
  - Local Government have been encouraged to incorporate this functionality into their procurement portfolio of software.
  - Neighbouring authorities had implemented the market place and were seeing benefits in terms of reduce payment processing timescales.
  - MCC officers (requisitioner) were keen to use the catalogue feature available through the Market place.
  - Functionality enabled suppliers to register and submit invoices directly, which could enable suppliers to become self-serving.
  - The software provides a foundation to build upon
- Feedback received from reference sites are displayed at the end of this document
- Costs

Section	£
One off Consultancy to interface Basware into Agresso	24,000



## **Recommendations:**

### 1. Proactis Managed Service

This strategy proposes that Monmouthshire purchase this additional functionality as a managed service as this will:

- a. Reduce manual intervention and automate the process with the use of advanced Optical Character Recognition.
- b. Enable Suppliers to enter missing information directly into the system by emailing issues out from the product providing a Web link for the supplier to log in and enter the information.
- c. Address team recruitment and retention issues by outsourcing the opening, sorting, scanning, indexing and registration of invoices. The team would then concentrate on value adding tasks such as addressing exceptions that cannot be automatically processed.

### 2. When reviewing the remaining Supplier base to ensure best practise is adopted for payment methods this will include the development of Procurement Cards in:

- a. Extending the use of lodged cards where beneficial.
- b. Provide individual cards upon approval of a specific business case.
- c. Develop the Precision Pay Product (Virtual Purchase Card) to enable online purchase across the authority services.

### 3. Basware EProcurement

This strategy proposes that Monmouthshire purchase this additional functionality as this will:

- a. Provide a platform for Monmouthshire to develop the payments service.
- b. Reduce manual intervention in raising orders and processing invoices
- c. Provide functionality to enable suppliers to 'Self-Serve'
- d. Provide Requisitioners with electronic catalogues to make purchasing easier.

## **Success Factors:**

The below statements will be true if the AP Strategy is successful:

1. The service is provided on the revised team structure
  - a. No additional resource (Agency, Overtime, non AP officers) is required to operate the routines of the AP service.
2. Current PI performance are not effected or alternatively they are improved upon.
3. Greater percentage of invoices are received electronically rather than in paper format than is presently the case (Bench Mark data will need to be determined upon approval of this strategy).
4. Greater percentage of invoices are batch imported than is presently the case (Bench Mark data will need to be determined upon approval of this strategy).
5. Fewer invoices require manual intervention than is presently the case (Bench Mark data will need to be determined upon approval of this strategy).
6. Invoice volumes are reduced due to:
  - a. Some suppliers having a lodged purchase card (Purchase Card transaction volumes are increased in proportion).

## **Risk Factors:**

The following list identifies risk to the success of the AP Strategy:

1. Change to the team structure being challenged and not agreed.
  - a. The money could not then be spent on the Proactis Software
  - b. Steps taken to address this Risk:
    - i. The team have been involved throughout the whole process, and the union has undertaken formal consultation.
    - ii. The Union consultation ended on 13 February 2017 – There were no comments / objections regarding the proposal
2. Software companies unable to commit resources before 31 March
  - a. Budget is available in the 2016/17 financial year
  - b. Steps taken to address this Risk:
    - i. Will need to review next year's budget to establish if there is scope to fund some of the work should this slip into next financial year
    - ii. Every endeavour will be made to finance the above from the Revenues budget. However should this not be possible we would need to seek support from the ICT Reserve?
3. Resources to deliver the strategy are not available
  - a. Currently the team are experiencing pressures due to vacancies and sickness absence.
  - b. Steps taken to address this Risk:
    - i. The strategy will draw resources from across the whole team, Systems, AP
4. Third parties do not deliver either to timescales or product functionality
  - a. We are heavily reliant upon third parties delivering what is contracted.
  - b. Steps taken to address the Risk
    - i. We have contacted customers (Other Local Authorities and Private Sector Companies) independent of the suppliers to obtain genuine feedback including any issues faced. All feedback was positive and did not highlight any areas of concern. The only thing identified was the lead time in booking consultancy.
5. Suppliers not getting on board
  - a. Suppliers will need to:
    - i. Submit invoices to specific addresses either postal or email based on the type of invoice.
    - ii. Suppliers will need to accurately quote the MCC Purchase Order Number or exception reference
  - b. If suppliers do not work with us in adhering to the set process this could result in delays in paying invoices as they may get 'stuck' in the system.
  - c. Steps taken to address the risk:
    - i. We sent a communication to all suppliers and MCC officers last year reiterating the need to quote order numbers etc. on invoices.
    - ii. The payments team have been in constant communication with Suppliers not adhering to the process.
    - iii. Further communications will be sent out following approval of the strategy and throughout the implementation process.



## Reference Sites

### Proactis:

- We spoke with Denbighshire and Flintshire County Councils.
  - They do not have Agresso Financials however,
  - They have outsourced their invoice scanning and registration to Proactis for a couple of years with very positive feedback:
    1. The product is easy to use
    2. The company are good to deal with, good performance, support available when required etc.
    3. No issues upon implementation – quite straight forward.
    4. Number of team members have been reduced.
  - The council have also introduced Basware EProcurement software.
    1. Overall positive feedback
    2. They are pushing for areas to be developed so they can progress further with specific suppliers.
- We have contacted a client site 'Anchor' who are England's largest not –for-profit provider of housing and care for older people, and spoke to a service user to gain insight into the of the process and how Proactis works with Agresso.
  - They went with Proactis alongside the upgrade to Milestone4. This means it's hard to put a time frame on it as such in terms of just the Proactis side. The work started in September 2015 and they went live with Proactis April 2016.
    - They are on Agresso Milestone 4 same as MCC (as mention above in terms of the upgrade).
  - They have been live now for nearly 5 months and they haven't experienced any issues. There have been no complaints from the AP team etc.
  - PO Invoices – Currently these go into the registration screen ready for the team at Anchor to pick up. Everything is prepopulated, amount, invoice number etc. The only reason Anchor is currently doing it this way is because they need to add some coding to the text field. Once they enter this and save it goes into workflow as normal. They are hoping to move away from this soon and do, what is called, 3 way matching. This is where it goes in and matches up and goes straight into workflow, cutting out the manual registration stage. He says this is possible and something they are looking to do.
  - All their mail gets sent to Telford and they have a dedicated mail box for electronic items. These then auto forward to Proactis.
  - The amount of exceptions coming through hasn't been anything overwhelming and they feel it's not a huge amount. Obviously there was a higher volume first off but this has calmed down.
  - They deal with about 12,000 – 13,000 invoices a month. They have various suppliers (a few thousand) whose invoices all vary in size and quality.
  - Their orders and goods receipting are done across all bases in the company (800 locations and 100 care homes).
  - They did take a phased approach within the first few weeks. They didn't send everything across they staggered the invoices.
  - They do use something called Market place for flipping and splitting PO.
  - They did 2 tests in their test system first off using dummy invoices.
  - They had a team of 12 originally within AP. Since going with Proactis they have cut 4 positions as well as carrying one vacancy, which they don't intend to fill.

The job roles of the team have changed now as they pick up slightly more advance work like exceptions and supplier management.

- They found one of the biggest resource was working with suppliers and getting them to conform with addressing invoices correctly and quoting order numbers. This is still ongoing with some suppliers.
- TIP - They now use Dual screens as this become vital with the exceptions work they do on AP.
- For the 1<sup>st</sup> month of going live you have the direct support of the Proactis team so this makes it easier. Once you are happy and things are running smoothly you start to use the general support desk.
- The one issue was Unit4 availability. Trying to get consultancy time etc. from them was tricky. In the end they had 3 – 4 days. Jeremy Arnold came in to do the work. He was good and they had no issues with him.
- They have 3 streams of invoices at Anchor:
  - a. Repairs – These are pretty much handled outside of Agresso, so no PO. They go into Agresso once Proactis has dealt with them but don't go into workflow. They just go straight in and paid.
  - b. Supplier Invoices – These go straight into Agresso as registered invoices and into workflow.

#### Basware (Basware EProcurement)

- Alongside meeting with Basware and Welsh Government representatives we visited Torfaen County Borough Council as they are advanced with the implementation of the product. Please see below notes taken on the day:
  - Torfaen have actively promoted the use of Basware EProcurement throughout Torfaen
  - Didn't submit business case.
  - Torfaen worked closely with Civica the provider of their ERP system
  - Basware EProcurement provided a test system which Monmouthshire would be able to link to Agresso Test
    - Punch out to place order details
    - Order details come back and populate Agresso PO
    - Order normal route for approval
    - Approved order then sent back through the portal to the supplier
    - Supplier sends electronic invoice back through the portal which is loaded into Agresso
    - Agresso follows same route of matching order, GRN, invoice before payment is made.
  - Torfaen have only put on the Hub where suppliers submit electronic invoices.
  - A lot of work was involved in the initial set up – “no mean feat”.
  - Torfaen payment performance is 97% within 30 days
    - 10% of invoices = 10 of their suppliers
  - Torfaen Social Care need to integrate with another system so have not tackled this yet as potentially a lot of work measured against the benefit.
    - Great where there is a defined product for the service
  - Suppliers work in a couple of ways

- Lyrec has Basware EProcurement built into their back office so easy for them to generate invoices.
  - Other suppliers can flip orders into invoices but then need to replicate the invoice within their financial system.
- Torfaen enforced that officers must place an order.
- Communication was very important throughout the process.
- Training has not been an issue for Torfaen as simple to use, issued written guidance to users.
- Large exercise is mapping the UNSPC codes – Torfaen will send a copy of their mapping.
- Basware EProcurement can restrict users to catalogues they can see e.g.:
  - Schools
  - Catering
  - General
  - The default is that they cannot access anything
- Suppliers need to set up accounts and delivery points
- Can order non-standard items and place call off orders
- Double punch out is where you access the suppliers actual web site having punched out to Basware EProcurement.
- Need to retrieve data load from Basware EProcurement – set these up at specific intervals
- Chapel and Jenkins are difficult to administer due to the number and frequency of changes to orders.
- Free text orders can go over the Hub but do not touch the hub.
- Supplier can add comments to invoices if required e.g. change of price.



# Future Generations Evaluation

(includes Equalities and Sustainability Impact Assessments)

<b>Name of the Officer</b> Lisa Widenham  <b>Phone no:</b> 01633 644282 <b>E-mail:</b> LisaWidenham@monmouthshire.gov.uk	<b>To seek approval for the Accounts Payable Strategy for the Financial System Support Team</b>
<b>Name of Service Revenues, Systems and Exchequer</b>	<b>Date Future Generations Evaluation form completed</b> 10.10.16

**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.


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	N/A	N/A
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N/A	

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	N/A	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	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>The strategy is a two pronged approach, the first addresses short term issues such as recruitment and sustainability the second looks to incorporate technology with which will we can start building future ways of working.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>We would be working with software companies and other Welsh Authorities.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>I have had discussions with the following: The Financial System Support Team, other Welsh Authorities, Software companies, Procurement Team, a number of suppliers, All have provided a positive response to the suggested strategy.</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. The proposals draw on experienced software and service companies, which will enable us to further automate processes and reduce errors within the payment process.</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>	

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

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

**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>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	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?**

EU Directive for Electronic Invoices.  
 Welsh Public Procurement Policy as advised by the Procurement Manager  
 Discussions with the team.  
 Discussions with other Welsh Authorities Examples include Torfaen CBC and their use of Basware, Denbighshire and Flintshire CC in their Outsourcing of Invoice processing).  
 Discussions with Private sector company who have outsourced their invoice processing.  
 Discussions with Software companies.  
 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 Outsourcing of the invoice processing will remove pressure from team members in supporting vacancies on the team and the continuous training of new team members.  
 The service will be more resilient during peak times and during times of absence such as annual leave.  
 Both implementations offer advanced technology benefits over that currently being used by MCC which will help move the service forward in terms of automation and self-service for suppliers.

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

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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**SUBJECT: Adult Social Care Assisted Transport Policy**

**MEETING: Adult Select Committee**

**DATE: 24 Jan 2017**

**DIVISION/WARDS AFFECTED: all**

## **NON-PUBLICATION**

*(Insert appropriate non publication paragraph if necessary and complete attached certificate – paragraphs of exemption are contained within the constitution)*

*Please ensure that if this report is not exempt that the report does not contain information which may be in breach of the data protection act. Do not hesitate to contact Democratic Services for further guidance.*

### **1. PURPOSE:**

1.1 To provide a policy to clarify Monmouthshire County Council's responsibilities for providing transport to people requiring social care support. To provide consistency across teams and areas of MCC business

### **2. RECOMMENDATIONS:**

2.1 For members to consider and agree to the implementation of the attached policy

### **3. KEY ISSUES:**

3.1 The Social Services and Wellbeing (Wales) Act 2014 sets out the council's duty to assess an individual's need for support services. The Local Authority will have a duty to meet that need if the need cannot be met by the person's own resources or community resources.

3.2 The need for transport is not an eligible need in its own right, but simply a means of accessing services and support

3.3 Assisted Transport usually helps people to access day opportunities, respite care, leisure services, and employment and training opportunities.

3.3 Monmouthshire County Council is able to provide transport through a variety of options to its residents with learning disabilities, people with physical disabilities, older persons and people with mental ill health. The Council funds several community transport schemes across the county, mainly covering areas with less reliable transport links but not restricted to these areas. These options can be either dial-a-ride, Grass Routes, Bridges Community Car Scheme or befriender schemes. The Council also operates the disabled bus pass and the concessionary (age-based) bus pass schemes, allowing anyone with a disability over the age of 5 and anyone above the retirement age who is a resident of Monmouthshire to apply for free bus travel out of peak times

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

4.1 Without a policy there have been different approaches across teams with transport being provided on an ad hoc and inequitable basis.

4.2 To ensure the decision to provide assisted transport is based on needs, risks and outcomes and on promoting independence, as part of the Council's commitment to social inclusion and independence.

5. **RESOURCE IMPLICATIONS:** This policy will generate savings in line with the agreed transport mandate saving of £59K which is part of the 2017/18 MTFP.

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

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

6.1 Some people who are currently transported by the Council will not receive this service in the future, however their independence will be enabled through the application of this policy. The proposal promotes increased independence for individuals, the use of their own or community resources. Individuals will be supported to maximize their independence and therefore releasing the potential for increased social inclusion.

The actual impacts from this report's recommendations will be reviewed every 3 years and criteria for monitoring and review will include:

- Audit of assessments to ensure correct and equitable application of the policy.
- Evaluation of any customer comments that may arise as a result of this policy change

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

**DMT**

**Social Services Finance**

**Team leads, Social Care and Health**

**Direct care leads**

**+**

#### **8. BACKGROUND PAPERS:**

*See attached policy document*

9. **AUTHOR: Clare Morgan, Service Manager All Age Disability and Mental Health**

10. **CONTACT DETAILS:**

**Tel: 07770 838419**

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



# Adult Social Care Assisted Transport Policy

## 1 What is Adult Social Care Assisted Transport?

Local Authority Transport is a transport service provided to people who cannot use public transport independently due to disability or health problems and have no reasonable access to private transport. It can be provided through taxis, minibuses, Council fleet cars and volunteer drivers, either through direct provision by the Council, or sourced by individuals in receipt of Direct Payments.

Assisted Transport usually helps people to access day opportunities, respite care, leisure services, and employment and training opportunities.

## 2 Policy framework

### 2.1 Gwent MH and LD strategy

2.2 Monmouthshire County Council funds several community transport schemes across the county, mainly covering areas with less reliable transport links but not restricted to these areas. These options can be either dial-a-ride, Grass Routes, Bridges Community Car Scheme or befriender schemes. The Council ensures, through its commissioning strategy and its support to the voluntary and community sector, that such schemes continue to be sustainable and serve the area's most in need.

2.3 Monmouthshire County Council also has a robust Transportation Plan which is updated as and when needed, and which includes a countywide Bus Strategy.

2.4 Monmouthshire County Council operates the disabled bus pass and the concessionary (age-based) bus pass schemes, allowing anyone with a disability over the age of 5 and anyone above the retirement age who is a resident of Monmouthshire to apply for free bus travel out of peak times

<http://gov.wales/docs/det/publications/150603-concessionary-travel-scheme-guidance.pdf>

For application forms :-

<http://www.newport.gov.uk/dc/index.cfm?fuseaction=transport.homepage&contentid=cont50704>

[2](#) Over 60's

<http://www.newport.gov.uk/dc/index.cfm?fuseaction=socialcare.disabilities&contentid=cont50704>

[4](#) Disabled

### **3 Legal Framework**

3.1 The Social Services and Wellbeing (Wales) Act sets out the council's duty to assess an individual's need for support services, where the person resides within the boundaries of the authority and it appears that they might be in need of community care services or support. The Local Authority will have a duty to meet that need if the need cannot be met by the person's own resources or community resources.

### **4 Principles of the Policy**

4.1 The aim of this policy is to reflect national and local priorities and is based upon the following principles:

- Promoting independence
- Maximising choice and control
- Supporting a healthy lifestyle
- Improving quality of life
- Maximising dignity and respect
- Developing local and community networks.

4.2 The overriding principle of this policy is that the decision to provide transport is based on needs, risks and outcomes and on promoting independence, as part of the Council's commitment to inclusion and independence. Where a transport solution which promotes independence is not the most cost-effective solution, this will be considered on an individual basis by the budget holder.

4.3 A principle of reasonableness will be adopted (the assessment will aim to establish whether it is safe and reasonable to expect the person, or their representative, to make transport arrangements). As part of the assessment, all transport options will be examined and the outcomes will be identified and evidenced.

### **5 Policy Statement**

5.1 Adult Social Care is able to provide transport through a variety of options to Monmouthshire residents with learning disabilities, people with physical disabilities, older persons and people with mental ill health. This policy outlines how we will ensure that we have a consistent and equitable way of supporting these individuals in the provision of Local Authority funded transport.

5.2 This policy sets the criteria that will be used to assess how people qualify for transport and also to assess which option is the best one for each person: transport arranged by the Local Authority or privately-arranged. Monmouthshire County Council is committed to promoting independence across all areas of service provision and seeks to ensure that people live as independently as possible within their own communities and continue to access services and support in ways which meet their needs.

5.3 As the need for transport is not an eligible need in its own right, but simply a means of accessing services and support, this policy rests upon a general assumption and expectation that clients will meet their own needs for transport to access services and/ or support.

5.4 Funded transport will only be provided if, in the opinion of the assessor, it is the only reasonable way to allow the person to safely access an eligible service. Where there is appropriate transport available (either personal, taxi funded via Mobility Allowance, vehicles provided under the motability scheme eg provided and paid via mobility allowance, or public transport, including voluntary community schemes), it will be assumed that the individual will use this as a first option. Transport will only be provided if alternatives are unavailable or inappropriate for some reason.

5.5 Individuals who have the physical or mental ability to travel to a community activity, either independently or with assistance from family, friends or support providers will do so. Staff from Adult Social Care will signpost individuals to appropriate transport options in order to promote the independence of that person.

5.6 Following an assessment, Monmouthshire County Council will only provide transport to help meet an assessed need that cannot be met by the person themselves, having explored all alternatives. The transport provided will be appropriate for that need, will provide value for money and be cost effective.

5.7 People who qualify for concessionary travel (i.e. bus passes), will be expected to apply and use these as and when appropriate according to assessed needs with support from their care manager to apply if needed. Where access to a companion bus pass would enable the person to travel by means of public transport, this will be considered for their carer/ companion. The constraints of concessionary travel will also be taken into account during the assessment

5.8 Where there is a reference to college, this refers to a college placement that is linked to day activities. [See separate policy regarding post 16 transport to educational settings](#)

## **6 Scope**

6.1 This policy applies to people over the age of 18 who have been assessed as eligible for support from Adult Care Services directorate, meaning they have a need that can only be met by services and/ or support which require access to transport.

6.2 The provision of transport will only be considered in relation to meeting the needs of adults who have been assessed as eligible for services and/ or support from Adult Social Care. As part of the Integrated Assessment/ Care and Treatment Planning process, the need to attend a community service and/ or to pursue other activities away from the individual's home may be identified, and as such this policy will set the framework for accessing transport.

6.3 The need for transport to and from any community service or activity service must be part of the assessment of a person's needs and any subsequent review(s). Transport can only be considered where the person is eligible for this service.

6.4 If it is established during the assessment process that the person can travel to a community activity that meets their outcomes, either independently or with assistance from family, friends or support providers, the Local Authority will not provide transport, or pay for travel costs. However, this does not prevent people using their own financial resources to pay for transport should they choose to do so.

6.5 The Social Care Charges (Means Assessment and Determination of Charges) (Wales) Regulations 2011 seek to add to the services that cannot be charged for by including transport to a day service where transport is provided or commissioned by an authority and where this, and the attendance at the day service, have been identified as a requirement of a person's care assessment. This is to put such individuals on a par with those older and disabled people who receive free bus transport through concessionary fares;

Parts 4 and 5 of the code of practice in the Social Services and Well-Being Act specifies that the charging policy does NOT cover transport,

Parts 4 and 5 specifically in relation to non- residential services states that the mobility element of DLA and PIP is excluded from their charge i.e. the £60 per week cap

## **7 Eligibility and Practice Guidance in Determining the Need for Assisted Transport**

7.1 If a person contacts us for help and shows a presenting need, we may carry out an Integrated Assessment/Care and Treatment Plan in order to establish whether or not they have any qualifying needs for transport as part of a wider care and support plan. In completing this assessment Monmouthshire County Council will place an emphasis on the person's strengths and capabilities, and focus on services that enable them to do things for themselves rather than become dependent.

7.2 The decision to provide assistance with transport must only follow a full assessment of needs, including mobility and the risks associated with accessing support and services in the community as part of the care and support planning process. The need for, and purpose of transport should be clearly stated on an individual's Care Plan. The provision and/ or funding for transport should only be considered if the service user's own resources and all other options have been exhausted

7.3 If there are no other ways in which the individual can reasonably access services and support or be expected to make arrangements to access them safely, then the provision of transport by the Council will be considered.

7.4 When assessing eligibility for transport and feasibility of different ways to access services, the following factors will be taken into account:

- access to existing transport;
- access to mobility allowance or alternative funds
- assessment of mobility;
- assessment of ability to travel independently;
- Identification of appropriate transport provision for those eligible.
- People may have the financial means to fund their own travel arrangements

#### 7.4.1 People will normally not be eligible for transport if:

- They have a Motability vehicle which they drive themselves. Where a person uses their own vehicle or Motability car no petrol costs or other expenses will be considered;
- They have a mobility vehicle of which they are not normally the driver themselves. There will be consideration of whether it is reasonable to expect the person's family and friends network to help them travel to the location of the care service/ activity;
- are in receipt of the Mobility component of Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outdoors and in the community. These people will only be eligible for transport if they are assessed as not capable of independent travel or if the mobility element of the benefit does not fully cover their needs (due to distance from services, the nature of the disability, wheelchair type, carer support requirements etc). As part of the full financial assessment, Monmouthshire County Council's finance officers will also help people maximise their access to any benefits they may be entitled to.
- They live in a registered residential care home as these are subject to the terms and conditions of the contract between the Council and the care home. However, if the individual is assessed as having the ability to travel independently, or with minimal intervention, the care home will make provision to support independent travel if they are responsible for transport arrangements.
- They live in settings where their care needs are funded by the Adult Social Care Service e.g. Residential Care, supported living schemes (such as those for people with a learning disability or younger adults with mental health disorders), or shared lives placement, as the cost of the placement needs to cover the full range of support needs, including transport, to attend community activities including college.

7.4.2 Where the individual is reliant on a relative or other carer to drive a mobility car, consideration must be given to supporting carer's respite needs, including enabling them to work. Nonetheless, if an individual or carer makes the decision that the car will not be used for the intended purpose the onus must be on the individual and/ or carer to make alternative appropriate arrangements. Assessing officers must also ensure that a carer's reluctance or inability to assist with transport does not prevent an individual from accessing a service that meets their assessed needs and the individual/ carer will need to make alternative arrangements.

7.4.3 Where there is conflict between the individual and carer, regarding motability cars, officers may need to consider the possibility of reverting back to a monetary allowance with the Department for Work and Pensions, if the individual so wishes. This would promote independence and allow the individual to take control of their own transport requirements. Consideration will be given to the impact of this option on individual-carer relationships and the need to avoid creating unnecessary conflict. There may be a need to consider safeguarding issues.

## **8 Appeals**

If an individual or their carer is unhappy with the assessment of their transport needs, they have the option to use the council's complaint process.

## **9. Refusal of Services**

If an individual has been assessed as able to make their own transport arrangements but declines to do so and as a result is unable to attend the service for which they have an assessed eligible need this will be viewed as the person declining services.

Where a person has declined a service which they are eligible for, the assessor will evaluate whether the person has the capacity to make this decision. If the decision is being made on behalf of another person, the assessor will check whether they feel the decision is being made in the best interest of the person who is eligible for the services

<p><b>Name of the Officer :</b> Clare Morgan</p> <p><b>Phone no:</b> 07770 838419 <b>E-mail:</b> <a href="mailto:claremorgan@monmouthshire.gov.uk">claremorgan@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b> To provide a transport policy that is equitable for all residents of Monmouthshire. To give practitioners a framework to work within</p>
<p><b>Name of Service:</b> SCH</p>	<p><b>Date Future Generations Evaluation</b> 12.12.16</p>

**1. 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.

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Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>MCC currently pay some individuals travel expenses as part of a care package. This policy will support people towards independent travel, including paying for their own transport costs or making their own arrangements where they have the means and/or capability to do. Social services arranging transport can create dependency rather than enabling independence which is our purpose.</p>	<p>This policy will ensure that there is equity around the application of determining how transport costs are paid and to whom</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>No impact</p>	



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>People will be encouraged and supported toward independent transport arrangements</p>	<p>Robust reassessment of need, supporting the person to independence. Physiotherapy to maximize mobility, travel training. There is strong evidence from elsewhere that travel training enables people with disabilities to safely transport themselves</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>No impact</p>	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>No impact</p>	
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>No impact</p>	
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>promoting and supporting independent travel</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?

**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? Describe how.	If not, what has been done to better meet this principle?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>No impact</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Better collaboration with community groups, third sector, alternative transport modes</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>This will be achieved as part of a reassessment with individuals affected.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	No impact	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><b>Integration</b></p>	No impact	

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**Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link:

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

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability	<i>Minimized dependence on Social Services therefore increasing potential for integration into the general community for people who have mobility difficulties by virtue of illness, physical or mental impairment.</i>	<p><i>Some individuals who currently have their travel costs paid for by MCC will be encouraged to pay their own travelling expenses in the future/ make their own travel arrangements</i></p> <p><i>This policy proposal will impact on individuals who previously may have received transport arranged and paid for by the social Services department who could have had some mobility difficulties by virtue of illness, physical or mental impairment</i></p>	Robust reassessment, maximizing independence, supporting individuals to find community/public based alternative transport options
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

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?
Welsh Language			

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <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			
Corporate Parenting			

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

**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?**

Some people who are currently transported by the Council will not receive this service in the future, however their independence will be enabled through the application of this policy. The proposal promotes increased independence for individuals, the use of their own or community resources. Individuals will be supported to maximize their independence and therefore releasing the potential for increased social inclusion.

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

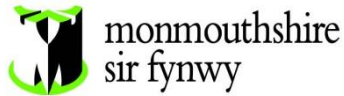
What are you going to do	When are you going to do it?	Who is responsible	Progress
Present policy to relevant senior staff and members for approval	Early 2017	Clare Morgan	
Engage and consult with individuals and their carers about changes in practice and policy at time of review/reassessment	at each review/reassessment	Clare Morgan/Team managers/ assessors in teams	

**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:	June 2017 initially
--	---------------------

**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
<b>1</b>	<i>Scrutiny</i>	<b>12.12.16</b>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>



<b>SUBJECT:</b>	<b>Homeless Prevention Reserve Fund</b>
<b>MEETING:</b>	<b>Single Member Cabinet Decision</b>
<b>DATE:</b>	<b>8<sup>th</sup> March 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1.0 PURPOSE

- 1.1 The purpose of this report is to propose to establish a budget account to enable the Council to offer rent guarantees and 'paper' deposit bonds to further strengthen the homeless prevention toolkit through improving access to private rented accommodation.

## 2. RECOMMENDATIONS

- 2.1 To agree to establish a Homeless Prevention Reserve Fund.

## 3. KEY ISSUES

- 3.1 Under the Housing (Wales) Act 2014, the Council has a legal duty to both respond to homelessness and to prevent homelessness. The Act also provided local authorities with the power to discharge the associated duties through the private rented sector. The Cabinet will be aware that it has been a priority for the Council to expand and strengthen homeless prevention activity. The Cabinet will also be aware that in seeking to improve homeless prevention, focus has been given to enabling access to the private rented sector as an alternative to over reliance on social housing and the need to utilise bed & breakfast.
- 3.2 Although the Council is increasingly accessing the private rented sector to prevent homelessness, this continues to be a challenge for a range of reasons. This includes:
- Homeless applicants are often low income households and in receipt of benefit. Lettings agencies and landlords are often reluctant to accept households on benefit.
  - Many households cannot afford to meet upfront payments and costs associated with securing private sector accommodation. These are routinely agency fees, bonds/deposits and rent in advance.
  - Vulnerable and low income households are often perceived as a risk to landlords with regards to potential damage and non-payment of rent.
  - Some households with complex needs are difficult to accommodate in any sector
  - Some landlords refuse to work with certain external preventative agencies
- 3.3 In this context, there is often a reluctance of landlords to support the Council with rehousing applicants. There is a need, therefore, for the Council to try and strengthen the support provided to private landlords to help overcome fears and perceived risks, including loss of rental income.
- 3.4 Established practice already exists through the Housing Options Team to provide support to tenants that benefits landlords through an existing Prevention budget. This regularly includes making payments for letting agency fees, bonds/deposits and rent in advance. It is considered though there is scope to further expand this level of support and improve procedures to minimise the financial risk and cost to the Council.
- 3.5 It is, therefore, considered appropriate and prudent to establish a ring-fenced Homeless Prevention Budget Reserve to operate alongside the Housing Options Team's Prevention Fund. The intention is that when appropriate, the Council will seek to make under-written financial commitments/promises to landlords as an alternative to making a cash payment. For example, a landlord may require a bond of £500. This would be transferred into the

Reserve rather than being paid directly to the landlord. Should the landlord need to claim on the bond, this can still be easily paid out. However, in the event of the landlord not needing to claim, the sum would still be available to be used for a similar purpose to prevent homelessness for another applicant. It's also proposed, subject to availability, 5% of the Prevention Budget is paid into the Reserve to help build up resilience and flexibility.

3.6 Homeless prevention activity would continue to be implemented as per current procedures and relevant payments from the Prevention Fund (for example to underwrite a bond) would be made into the reserve. There would be no net cost to the Council.

3.7 The Reserve is a more sustainable approach to budgeting. Advantages include:

- Being able to issue 'Promises' to landlords as an alternative to making cash payments
- The ability to carry funding forward into subsequent financial years increasing flexibility
- The Reserve would help to smooth annual volatility and provide enhanced resilience.
- The Reserve would facilitate the increase of practical support to landlords.
- The Reserve supports the Future Monmouthshire policy and the development of a letting and management service (currently in development), the aim of which is to become a fee charging service
- The Reserve helps mitigate against B & B use and expenditure.

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

4.1 The Council has a legal duty to prevent and respond to homelessness under the Housing (Wales) Act 2014 and the power to discharge this duty into the private rented sector.

4.2 The proposal also helps to mitigate against a new funding risk relating to the use of private leasing to prevent homelessness, following the Welfare Reform change relating to the ceasing of the Temporary Accommodation subsidy from April 2017. This is to be replaced by additional Revenue Support Grant. On the basis of existing leasing units, this, however, equates effectively to a reduction in funding for Monmouthshire. **See Appendix 1**

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

5.1 There will be no net costs to the Council arising from this proposal. The Housing Options Team has an annual budget of approximately £30,000 to fund homeless prevention activity. Payments into the Reserve would be from this budget.

#### 6. **SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

6.1 No negative impacts have been identified. **See Appendix 2**

#### 7. **SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS:**

7.1 Homeless prevention supports both safeguarding and corporate parenting

7. **CONSULTEES:** Cabinet; Senior Leadership Team; Housing Management Team; Head of Planning, Housing & Place-Shaping; Assistant Head of Finance

8. **BACKGROUND PAPERS:** How to Plan, Develop, Launch & Sustain a Social Letting Agency, Crisis, 2015

9. **AUTHOR:** Ian Bakewell, Housing & Communities Manager

10. **CONTACT DETAILS:** E-mail: [ianbakewell@monmouthshire.gov.uk](mailto:ianbakewell@monmouthshire.gov.uk) Telephone: 01633 644479



## Appendix 1

### Private Leasing – MCC Shared Housing & Melin Private Leasing Scheme

#### Change of Subsidy Arrangements

##### Introduction

Private leasing has been an integral and important part of the Council's strategy for responding to homelessness for a number of years now. In this context, private leasing is highly relevant in Monmouthshire for two key reasons. Firstly the number of social housing properties is low in terms of both actual stock and annual vacancies. Secondly, private sector housing is difficult for both low income/vulnerable households and the Council to access. Key traits of Monmouthshire's private rented sector is that market rents are typically higher than Local Housing Allowance rates. Market demand is sufficient for private landlords to not only charge market rents but also to focus on higher income professionals and commuters (to the likes of Bristol and Cardiff). From regular landlord feedback, the Council is aware that there is a general reluctance to accommodate low income and vulnerable households because of the perceived associated risks.

The above nature of Monmouthshire's housing market has been a major factor behind the Council's decision to invest in private leasing. Through strategic health-check arrangements, the Council's approach has been positively supported by Andy Gale, Housing Consultant.

The current profile of the Monmouthshire homeless related stock is:

- 58 single person private leased shared housing units – MCC managed
- 1 family private leased unit – MCC managed
- 69 family private leased units – Melin Homes managed
- 5 hostel units – MCC owned and managed

The actual subsidy arrangement is for every property where housing benefit is payable, the subsidy is payable at the local housing allowance less 10% + £60 per week. From 1st April 2017 this will be replaced by Additional Revenue Support Grant of £148,000

The current subsidy arrangements have been critical to the Council achieving and maintaining the above portfolio. The value of the accommodation subsidy for 2015/16 was approximately £300,000. However, the total stock has increased in size over 2016/17 due to the Council's policy to expand the Shared Housing scheme. The subsidy for 2016/17 is, therefore, estimated at around £383,000.

The following provides an overview of Monmouthshire's recent homeless related demand.

	2015/16	2016/17 to Q3
• <b>No. of contacts</b>	623 (155/qtr)	477 (159/qtr)
• <b>Total social h'g lets</b>	298 (GN only)	266 (GN only)
• <b>S.66 determined</b>	248	131
• <b>Successful S.66</b>	182	71
• <b>S.73 determined</b>	95	108
• <b>Relieved S.73</b>	38	51
• <b>S.75 determined</b>	38	

• <b>B &amp; B non-family</b>	11	13
• <b>B &amp; B families</b>	0	12

The role and availability of private leasing as part of the Council's homeless and prevention strategy, has been key with regards to delivering the above. The homeless demand alone, compared to the number of social housing lets (which the Housing Act 1996 requires to be available for other priority groups), highlights the relevance of leasing in Monmouthshire. Without the said leasing provision, the level of prevention would be lower and the extent of B & B use would be higher.

Furthermore, the provision of the Shared Housing scheme by the Council has in effect created an additional housing option in Monmouthshire for single, under 35's. In the climate of welfare reform, the Council regards this as a key success and a notable area of good practice.

On the basis of the award of the additional £148,000 RSG, the Council considers that this allocation will be inadequate to maintain the current portfolio on the basis of the existing costs. In light of this funding allocation, the Council acknowledges there is a need consider the options going forward with regards to leasing.

It is, therefore, believed the situation creates the following risks to the Council:

- Housing & Communities will be unable to deliver budgeted income associated with private leasing. This loss of income cannot be offset from elsewhere within Housing.
- In broad terms the level of additional RSG is inadequate for both the Council and Melin Homes to continue on the basis of the current stock. In simplistic terms, the number of units will need to be reduced and there is a need to renegotiate with private landlords.
- The Melin Homes element of the stock is delivered under contract to the Council. This includes the Council paying Melin Homes at the rate of the current subsidy arrangements.
- In the event of Melin Homes not being willing to remodel in order to accept a reduced management fee, it's likely that the Council will need to close the majority if not all of the 58 units of shared housing.
- There will be a need to close units which will create re-housing implications for the current residents. This will have a knock on for the Council in terms of new applications and administration. It is anticipated that this would result in a significant decline in short-term performance, including a need to use bed & breakfast to overcome the situation.
- It is anticipated that long-term performance will decline, including an increased use in bed & breakfast. (Accessing bed & breakfast is a challenge in Monmouthshire as there are very few establishments interested in working with the Council. Establishments can rely on the buoyant Monmouthshire tourism trade. So it would be expected there would be an increasing need to access establishments out of the area and further impacting upon residents.
- There will be an impact on wider costs including bed & breakfast and prevention related expenditure
- There would be reputational damage from residents, applicants and landlords.

- The loss of leasing will undermine the Council's proposals to develop Monmouthshire Lettings, a concept that the Council is developing in order to improve engagement with private landlords and hopefully increase access. The Council previously considered the availability of leasing as an attractive option for engaging private landlords and securing their support. This is due to go live in the Spring.

In the short-term the Council has both spoken and written to Welsh Government highlighting the above concerns and risks and requesting financial assistance. A response is currently awaited. At the same time officers are considering the options to maintain private leasing and leasing with Melin Homes.

**Ian Bakewell**  
**Housing & Communities Manager**  
**30<sup>th</sup> January 2017**



monmouthshire  
sir fynwy

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

<p><b>Name of the Officer</b> Ian Bakewell</p> <p><b>Phone no:</b> 01633 644455</p> <p><b>E-mail:</b> ianbakewell@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Homeless Prevention – Establish a Homeless Prevention Budget Reserve</p>
<p><b>Name of Service</b></p> <p>Housing &amp; Communities</p>	<p><b>Date Future Generations Evaluation</b></p> <p>3<sup>rd</sup> January 2017</p>

1. **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><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>By creating sustainable and affordable housing accommodation.</p>	<p>A prevention fund already exists, but has limitations due to annualised budget cycle</p>




Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Helps create a more resilient homeless service and more resilient community	Prevention fund already exists
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The service supports people to access and remain in good quality accommodation or access alternative accommodation which contributes to health and well-being.	The Council already takes on accommodation, which needs to meet minimum standards eg no Category 1 hazards
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The service support this by creating sustainable long term affordable accommodation.	Financial assessments of household income is assessed to determine affordability.  Accommodation is already secured at or about Local Housing Allowance.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People	N/A	N/A

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?
are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The scheme will create settled households in which they are better able to fulfil their potential.	Many of the services are already currently available from the Housing Options Team.

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11. 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 Balancing short term need with long term and planning for the future</p>	The service supports the Council to discharge its legal duty to prevent homelessness as per the Housing (Wales) Act 2014 and aims to reduce the use of short-term measures eg B & B	Approach already exists
 <p>Collaboration Working together with other partners to deliver objectives</p>	Private landlords will be a key partner	Private landlords are already key partners

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="152 379 315 411">Involvement</p> <p data-bbox="125 416 517 448">Involving those with an interest and seeking their views</p>	<p data-bbox="546 245 707 277">None done</p>	
 <p data-bbox="152 624 315 655">Prevention</p> <p data-bbox="125 660 517 730">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="546 489 1312 603">The service is a preventative service and accesses and utilises external resources to facilitate people to remain at home or secure alternative accommodation.</p>	<p data-bbox="1352 489 2056 555">The proposal helps to extend current preventative services</p>
 <p data-bbox="152 906 315 938">Integration</p> <p data-bbox="125 943 517 1013">Positively impacting on people, economy and environment and trying to benefit all three</p>	<p data-bbox="546 772 1312 885">The services positively impacts upon the local economy by facilitating / creating a of long term tenure security of accommodation.</p>	<p data-bbox="1352 772 1413 804">N/A</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.

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Age	The service is available to this and all groups	The service is targeted at preventing homelessness and, therefore, can't necessarily assist other non-related referrals.	Non homeless prevention cases will be provided with advice and assistance and may be referred to other services
Disability	Ditto	Ditto	Ditto
Gender reassignment	Ditto	Ditto	Ditto
Marriage or civil partnership	Ditto	Ditto	Ditto
Race	Ditto	Ditto	Ditto
Religion or Belief	Ditto	Ditto	Ditto
Sex	Ditto	Ditto	Ditto
Sexual Orientation	Ditto	Ditto	Ditto
Welsh Language	Ditto	None	Bi-lingual information will be available



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

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	The service will help to identify issues and refer accordingly.	None	Level 1 Training
Corporate Parenting	Ditto	None	The service can potentially be used to support cases identified Social Care

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

Homeless prevention related statistics  
 Housing (Wales) Act 2014  
 Welsh Government Code of Guidance for Local Authorities for the Allocation of Accommodation & Homelessness  
 Good practice information  
 Landlord feedback

**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 lettings agency service will help reduce the need to identify alternative or temporary accommodation, such as B & B and the associated costs.
- The service at the initial outset will not have the capacity to support non-homeless prevention households requiring accommodation, however it is expected that as the service grows and more properties are taken on all households looking for accommodation will be able to access the service.
- As the service grows so will it help to facilitate a small income for the Council.

**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
N/A	N/A	N/A	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.**

<b>The impacts of this proposal will be evaluated on:</b>	<p>Will be reviewed on an on-going basis through quarterly monitoring reports and Team Meeting</p> <p>The service will be considered during periodic analysis of failed homeless prevention, undertaken to identify possible improvements and understand potential service flaws.</p>
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<b>SUBJECT:</b>	<b>APPROPRIATION OF LAND AT ROCKFIELD FARM, UNDY</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision - Cllr P Murphy</b>
<b>DATE:</b>	<b>8<sup>th</sup> March 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>The Elms</b>

## 1. PURPOSE:

1.1 To appropriate the land at Rockfield Farm, Undy from Council Farm to Planning use.

## 2. RECOMMENDATIONS:

2.1 That it be resolved that the land at Rockfield Farm, Undy (as shown edged red on the plan) be appropriated for Planning purposes pursuant to Section 122 of the Local Government Act 1972.

## 3. KEY ISSUES:

3.1 The land is currently appropriated for use as a Farm forming part of the Council Farm estate.

3.2 Section 122 (1) of the Local Government Act 1972 gives the Council the general power to appropriate land when it is in its ownership, and, is no longer required for the purpose it is held for immediately before the appropriation.

3.3 The land is now allocated in local development plan as a Strategic Mixed Use Site (SAH2), this allocation comprises a residential development plus a two hectare allocation for use as B1 Business (as defined by the Town and Country Planning (Use Classes) Order 1987.

3.4 The allocation in the LDP indicates that the land is no longer needed as part of the farm estate and that there is a greater need for mixed use development on the site. This has brought about the need to appropriate the land as per the recommendation.

## 4. REASONS:

4.1 The land is no longer required for use as part of Council farm estate and has been allocated for a Mixed Use Development by the recently adopted LDP.

## 5. RESOURCE IMPLICATIONS:

5.1 The land will be appropriated for Planning use and continue to be managed by the Estates Department.

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

**6. CONSULTEES:**

Local Member - Cllr Jessica Crook  
Cabinet Member for Estates - Cllr P Murphy  
Monitoring Officer - Robert Tranter  
Legal Services - Joanne Chase  
Estates Manager - Ben Winstanley  
Head of Community Led Delivery - Debra Hill-Howells

**7. BACKGROUND PAPERS:**

7.1 Location Map

**8. AUTHOR:**

Gareth King MRICS - Management Surveyor

**9. CONTACT DETAILS:**

**Tel:** 01633 748 331

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



<p><b>Name of the Officer</b> completing the evaluation</p> <p>Gareth King MRICS</p> <p><b>Phone no:</b> 01633 748 331 <b>E-mail:</b> <a href="mailto:garethking@monmouthshire.gov.uk">garethking@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To appropriate the land at Rockfield Farm, Undy from its current use to Planning.</p>
<p><b>Name of Service</b></p> <p>Estates</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>14<sup>th</sup> February 2017</p>

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





- 1. Does your proposal deliver any of the well-being goals below?** 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><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>N/A</p>	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and</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?
ecosystems that support resilience and can adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	N/A	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances		

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?

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>	N/A	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	N/A	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	N/A	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	N/A	

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	

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

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	N/A		
Disability	N/A		
Gender reassignment	N/A		
Marriage or civil partnership	N/A		
Pregnancy or maternity	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?
Race	N/A		
Religion or Belief	N/A		
Sex	N/A		
Sexual Orientation	N/A		
Welsh Language	N/A		

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**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	
Corporate Parenting	N/A		

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

- N/A

**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?

N/A

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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

**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.

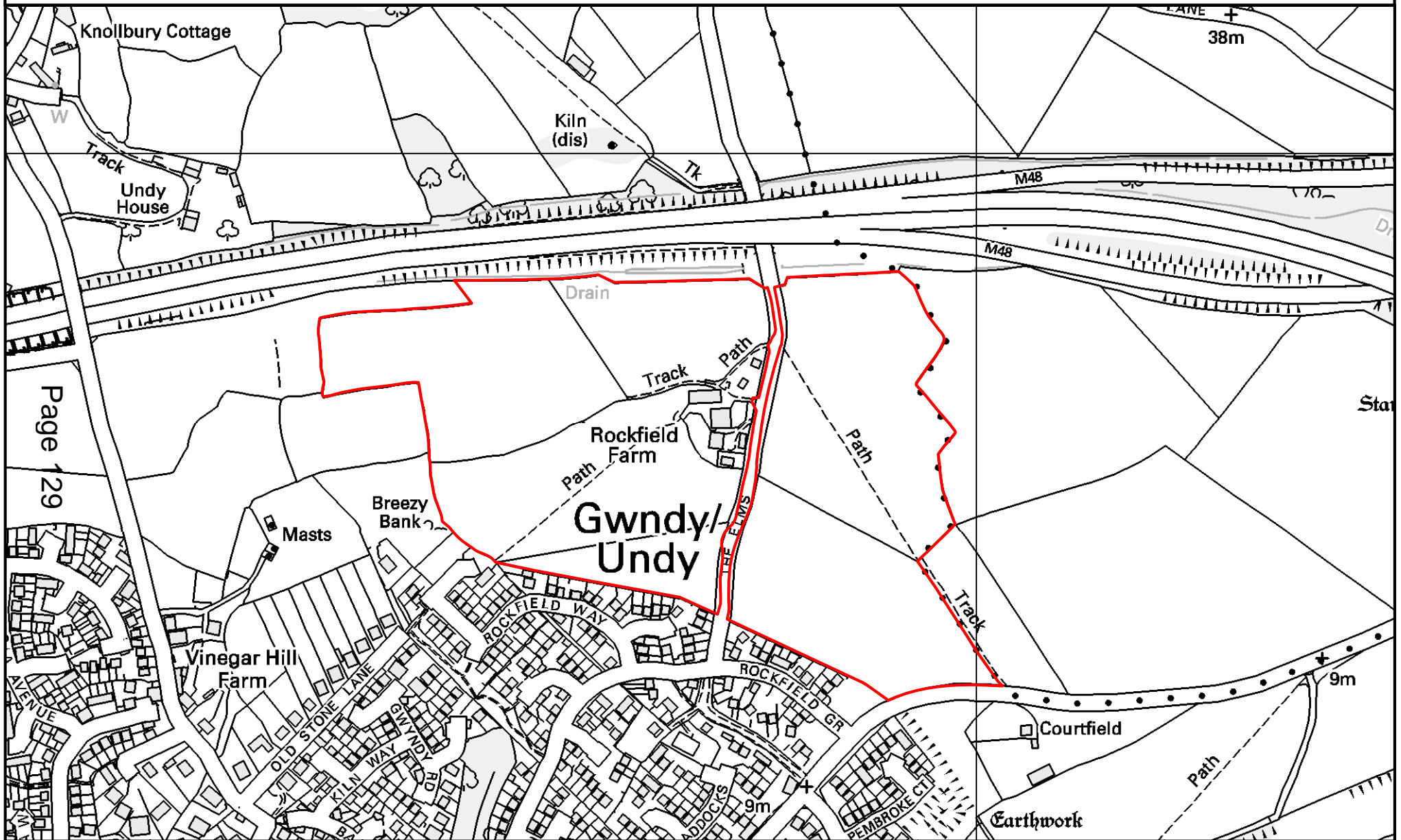
The impacts of this proposal will be evaluated on:	
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important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

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>1</b>	Individual Cabinet Member Decision	<b>8<sup>th</sup> March 2017</b>	

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# Rockfield Farm, Undy - LDP Site



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GIS Team  
 Monmouthshire County Council  
 County Hall  
 Cwmbrau NP44 2XH  
[www.monmouthshire.gov.uk/maps](http://www.monmouthshire.gov.uk/maps)

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## REPORT

<b>SUBJECT:</b> Housing Enforcement – Housing Act 2004 (Parts 1 & 2) and Housing (Wales) Act 2014 (Part 1)
<b>DIRECTORATE:</b> SOCIAL CARE & HEALTH
<b>MEETING:</b> Individual Cabinet Member – Peter Fox
<b>DATE:</b> 8 <sup>th</sup> March 2017
<b>DIVISIONS/WARDS AFFECTED:</b> All Wards

### 1. PURPOSE:

- 1.1 To consider proposed changes to (i) existing policy for the licensing of Houses in Multiple Occupation, (ii) the fees proposed relating to licensing and certain types of housing related enforcement action, and (iii) to provide an update on the introduction of Rent Smart Wales in Monmouthshire.

### 2. RECOMMENDATIONS:

- 2.1 Agree the proposed changes to the policy for the licensing of Houses in Multiple Occupation and adopt the revised 'Policy for the Licensing of Houses in Multiple Occupation', dated February 2017, as set out in Appendix 1.
- 2.2 Agree the schedule of proposed fees set out in Appendix 2 relating to taking certain types of housing related enforcement action and the licensing of Houses in Multiple Occupation under the provisions of the Housing Act 2004 (Parts 1 & 2), subject to member review as part of the annual revision of fees and charges.
- 2.3 To note the role of the Authority in the implementation and enforcement of the Rent Smart Wales requirements of the Housing (Wales) Act 2014 Part 1, as set out in Appendix 3.

### 3. KEY ISSUES:

- 3.1 The Housing Act 2004 introduced a licensing system for prioritising the regulation of Houses in Multiple Occupation (H.M.O.'s) because of the increased risks to health, safety and welfare from living in this type of property. Licensing ensures that the H.M.O.'s that present the greatest risk to tenants are regulated the closest.
- 3.2 The Act places a duty on the Authority to implement a mandatory licensing scheme for certain categories of H.M.O. and a power to implement additional licensing schemes for H.M.O.'s and other rented accommodation.
- 3.3 The Cabinet report dated 5<sup>th</sup> September 2007 recommended the adoption of a 'Policy for the Licensing of Houses in Multiple Occupation' to enable Officers to progress the mandatory licensing. The report was endorsed and is provided as a background paper.
- 3.4 In Monmouthshire two H.M.O's have been licensed and these are due for renewal as a licence is valid for up to five years. Officers are currently aware of two additional H.M.Os where licenses are required.

- 3.5 The proposed changes to the policy adopted in 2007 are shown in Appendix 1 and relate to 3 specific areas:
- Fit and Proper Person test.
  - Space and Amenity standards.
  - Fees.
- 3.6 **Fit and Proper Person test.** The Council is required to assess whether any prospective licence holder and manager of a H.M.O is a fit and proper person. The proposed changes to the policy **reinforce** the practice that has been followed by authorised Officers in considering these matters by firstly clearly stating that a basic disclosure statement will be required on application from Disclosure Scotland to confirm status with regard to criminal offences. Secondly the current approach enables the authorised officer to determine if the fit and proper person test has been met. The proposed approach mirrors this, but enables applications to be taken to the Licensing and Regulatory Committee for decision where issues concerning the fit and proper person test require further consideration and discussion.
- 3.7 **Space and Amenity standards.** A HMO licence will specify the maximum number of occupants or households who may occupy the premises. The occupancy number will depend on the number and size of rooms and the kitchen and bathroom facilities. The proposed changes add further detail to the recommended minimum standards that will be applied. These have regard to the standards for sharing of kitchen and bathroom facilities as prescribed in Regulations. Setting these standards out in the policy enables a consistent and transparent approach to be followed by Officers.
- 3.8 **Fees.** The legislation makes provision to enable the Council to charge to cover its costs (and no more) for the implementation of the licensing scheme. The application fee is currently set at £295 and the small number of applications that are currently pending will be processed at this rate. It is proposed that from the 1<sup>st</sup> April 2017 the rate increases to £500 for a 'first time' application, with a renewal licence fee set at £450 providing the application is submitted before the expiry of the licence. The proposed fees are in the lower to middle range set by other Local Authorities in the South East Wales area and fairly reflect the costs to the service.
- 3.9 For ease of future annual review, the proposed H.M.O licensing fees have been included in Appendix 2 together with other proposed fees for taking certain types of housing related enforcement action.
- 3.10 The Council has a duty to address sub-standard housing conditions and while this is normally achieved through discussion and cooperation of the landlord it is sometimes necessary to take enforcement action. There are a range of enforcement powers available under the provisions of the Housing Act 2004 (Part 1), with Officers guided in their use by the Private Sector Housing Enforcement Policy 2007, which applies good regulatory principles in line with the Enforcement Concordat. The Housing Act 2004 gives the Council the power to charge for this enforcement action to cover the costs incurred in doing so.
- 3.11 While the number of housing related statutory notices / orders served are low (4 served in 16/17 to date) it will assist Officers for a single flat charge of £200 to be set for the serving of the statutory notices / orders as detailed in Appendix 2, which reflects the costs typically incurred. The setting of the charge will enable landlords to be informed of this cost at an early stage to add incentive for their cooperation and avoid the taking of formal action where possible. There are occasions when an authorised Officer considers it appropriate to suspend the operation of the notice / order for a period of time, or the occurrence of an event. In these cases it is



proposed that applying the £200 charge is to be at the Officers discretion for consideration on a case by case basis. All the charges detailed in Appendix 2 to be subject to member revision as part of the annual review of fees and charges.

- 3.12 **Housing (Wales) Act 2014 Part 1** came into force on the 23<sup>rd</sup> November 2015 and introduced a compulsory registration and licensing scheme for private rented sector landlords and letting / management agents. Cardiff City Council has been designated as the Single Licensing Authority (SLA) for the administration and coordination of this scheme under the brand Rent Smart Wales (RSW). Each local authority in Wales is working closely with RSW to help deliver compliance with the requirements of the Act. Appendix 3 provides a summary of the scheme and the work of Officers from Monmouthshire County Council in its implementation and enforcement.

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

- 4.1 The implementation of a Mandatory HMO licensing scheme is a duty imposed on the Council by Part 2 of the Housing Act 2004. The updated policy provides a framework and appropriate guidance for officers to ensure a balanced and proportionate approach to securing satisfactory housing conditions in HMOs, in the context of existing strategies and corporate objectives.
- 4.2 Current finances dictate that the Authority needs to recover its service costs where possible. The proposed new and revised charges are based on the actual cost of delivering the specific services detailed.
- 4.3 To support the implementation of Rent Smart Wales in Monmouthshire to the benefit of landlords and tenants.

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

- 5.1 Nil for the mandatory licensing of H.M.Os and the taking of enforcement action under the provisions of the Housing Act 2004 as these are on a cost recovery basis.
- 5.2 Grant funding has been provided by Welsh Government for 14/15 and 15/16 for promotional activities relating to Rent Smart Wales. Funding from RSW is anticipated based on an auditable evidence of enforcement related activity.

#### **6 Future Generations Evaluation:**

- 6.1 The Future Generations Evaluation, including equalities and sustainable impact assessments, is provided in Appendix 4. The revisions have a positive impact on these issues, for the reasons provided.

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

SLT  
Cabinet Members  
Chairs of Select Committees  
Head of Legal Services  
Head of Finance

**Results of Consultation**

No adverse comments have been received..

**8. BACKGROUND PAPERS:**

Cabinet report 'Housing Act 2004 Part 2: The Licensing of Houses in Multiple Occupation (H.M.O) Including Licence Fees' 5<sup>th</sup> September 2007.

**9. AUTHOR:**

**Huw Owen, Principal EHO  
David Jones, Head of Public Protection**

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CYNGOR  
monmouthshire  
COUNTY COUNCIL  
*sir fynywy*

**Policy for the Licensing of Houses in Multiple Occupation**

February 2017

## 1. Background

The Housing Act 2004 radically overhauled the way local authorities regulate standards in private rented housing. The Act introduces compulsory licensing of certain houses in multiple occupation (HMO) and a new system for deciding on the suitability for occupation of any dwelling, the Housing Health and Safety Rating System (HHSRS). These changes came into force on 30<sup>th</sup> June 2006

This document sets out a framework for the fair and equitable application of HMO licensing in Monmouthshire. **Policy decisions are highlighted in bold.**

The enforcement of the Housing Health and Safety Rating System is covered under a separate policy with which, this document must be read.

Monmouthshire recognizes that HMO lettings play an important role in affordable housing. Through this policy and the HHSRS policy the Council aims to ensure that these dwellings are of a decent standard to protect the health and safety of tenants.

## 2. Houses in Multiple Occupation

A HMO is a building occupied by more than one household and includes houses containing bedsits, hostels, older self contained flats and shared houses. The Housing Act 2004 includes a new definition of households, which is families, including single persons and cohabiting couples (whether or not of opposite sex). This has clarified past confusion and means that shared houses (e.g. student houses) will always be HMOs.

However, the Act also excludes a large number of properties previously considered HMOs from the new definition including those buildings that are converted to entirely self contained flats compliant with the 1991 Building Regulations or later. Also, Social housing and HMOs owned by the police, health authorities, universities and some other listed organisations are exempt.

Self contained conversions pre 1991 and smaller shared houses make up the majority of HMOs in Monmouthshire and very few properties have been identified as falling into the very narrow band that require licensing.

## 3. HMO Licensing

Only HMOs of three or more stories, with five or more occupiers will need to be licensed. The obligation is on the property owner/person responsible to apply for a licence not for the Council to identify properties first and then the owners apply.

The Council will maintain a register of licensed HMOs for the public to view.

A HMO will only require a licence if **all** three of the following apply:

- it is three or more storeys high
- it has five or more people in more than one household, and
- the occupants share amenities such as bathrooms, toilets or cooking facilities.
-

The following properties are exempt:

- where the whole property is in self-contained flats
- where the basement is in commercial use and there are only two residential stories above
- where it is owned or managed by a housing association, local authority, education authority, police or health services.

The full definitions regarding licensing can be found in the Housing Act 2004 section 55.

#### **4. Suitability for occupation**

Licences **must** be granted if the Council is satisfied that:

- the HMO is reasonably suitable for occupation by the number of persons permitted under the licence (as set out in Schedule 3 of the Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) Regulations 2006)
- the licence holder is a fit and proper person
- the proposed licence holder is the most appropriate person to hold the licence
- the proposed manager, if not the licence holder, is fit and proper and
- the proposed management arrangements are satisfactory, including that the person involved in the management of the house is competent and the funding for management is suitable.

If these criteria are met a licence cannot be refused but a conditional licence can be granted if there are other problems to resolve.

#### **5. Fit and proper person**

The Council is required to assess whether the applicant and any manager or person associated with them or formerly associated with them are fit and proper people to own or manage an HMO. In making this assessment the LA must have regard to

- any previous convictions relating to offences involving violence, sexual offences, drugs or fraud
- whether the proposed licence holder has contravened any laws relating to housing or landlord and tenant issues
- whether the person has been found guilty of unlawful discrimination practices
- whether the person has managed HMOs otherwise than in accordance with any approved code of practice.

LAs can take other relevant matters into account, and the Council's assessment will consider whether the applicant has:

- been refused an HMO licence or been convicted of breaching the conditions of a licence in our or any other authority
- been in control of a property subject to an HMO Control Order, an Interim Management Order (IMO) or Final Management Order (FMO)
- been in control of a property where work in default was carried out by a local authority and the debt is outstanding
- been convicted of Housing Benefit fraud or subject to legal proceedings by a local authority for breaches of planning, compulsory purchase, environmental protection legislation or other relevant legislation;
- any outstanding debt with the Council in relation to Housing Services
- unsuitable management arrangements (e.g. long distance)
- not been deemed fit and proper by another LA or
- not been compliant with the Tenancy Deposit scheme (national scheme).

The proposed licence holder and manager will be required to provide a declaration to confirm their status with regard to criminal offences. **To satisfy this requirement a basic disclosure statement will be required from Disclosure Scotland.**

In gathering evidence in relation to the fit and proper person test, authorised officers will have complete discretion to undertake police enquiries or to request information on criminal convictions, where, having regard to the guidance, information is available to suggest this may be needed.

**Authorised officers should normally have sufficient information to decide a person's fitness based on the application and where no relevant issues come to light the Authorised Officer may determine that the fit and proper person test has been met.**

**Where one or more relevant issues come to light the matter will be deferred to the Licensing and Regulatory Committee for consideration and decision.**

## **6. Management arrangements**

Satisfactory management arrangements under section 4 above will be expected to include:

- a system for tenants to report defects (including emergencies) and arrangements for responding
- a system of periodic inspections to identify repair or maintenance matters
- a declaration from the owner, where he is not the manager, that adequate funding will be provided to the manager to deal with repairs
- compliance with The Management of Houses in Multiple Occupation (Wales) Regulations 2006 which include a requirement to for HMOs to be kept in a reasonable state of repair, all installations and appliances (including those for fire safety) to be in good working order and the common parts to be kept clean and in a reasonable state of decoration.

## **7. Duration of licences**

Licences will usually be valid for five years. Licences may be granted for shorter periods where there are concerns about the property or the manager.

## **8. Mandatory licence conditions**

A HMO licence will specify the maximum number of occupants or households who may occupy an HMO. The occupancy number will depend on the number and size of rooms and the kitchen and bathroom facilities.

The licence will also include conditions requiring the licence holder to:

- produce gas safety certificates obtained within the last year and on an annual basis

- keep electrical installations and appliances in a safe condition and supply on demand, a declaration to that effect
- keep furniture made available by the licence holder in a safe condition and supply on demand, a declaration to that effect
- ensure that smoke alarms and any other early warning system/detection system are installed and keep them in proper working order and supply on demand, a declaration as to the condition and positioning of such alarms
- supply the occupiers with a written statement of the terms on which they occupy the property.

## 9. Discretionary licence conditions

In addition to the mandatory licensing conditions set out above, the Council is empowered, by the Act to apply discretionary conditions. This Council will apply the following discretionary conditions to all licences;

- HMOs will comply with the Management of Houses in Multiple Occupation (Wales) Regulations 2006
- owners or managers must provide copies of up to date reports of fire detection, alarm system and emergency lighting to the Council annually
- a requirement for regular maintenance of the property and facilities
- the name, address and telephone number of licensee or manager is to be displayed in the common parts of the HMO
- a copy of the licence must be displayed in the common parts
- the building must be adequately insured
- tenancy agreements must set out how owners or managers intend to deal with anti social behaviour from tenants or visitors
- any anti-social behaviour arising in the HMO is dealt with under the terms of the tenancy agreement.

## 10. Specific conditions

Specific conditions relevant to particular properties may also be applied such as restrictions or prohibitions pertaining to parts of the property, requirements for facilities or equipment at the property, or works to be undertaken within a particular timescale.

## 11. HMO Space Standards

The standards for sharing of kitchen and bathroom facilities in licensable HMOs are set out in The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (Wales) Regulations 2006. To comply with the regulations, each unit of living accommodation and all bathrooms must have adequate heating. One separate WC and at least one bathroom are required for every five sharing occupiers. Kitchen facilities are also required for each unit of accommodation or with adequate facilities for the number of occupiers sharing. This policy requires a set of kitchen facilities for every five sharing occupiers.

The Council will determine the number of people a HMO is licensed for in accordance with the recommended space standards as follows. These standards relate to all HMOs, not just licensable properties.

### CATEGORY 'A' – BEDSITS

#### One person accommodation

One room unit	
13m <sup>2</sup> including kitchen facilities	
10m <sup>2</sup> where provided with separate shared kitchen*	

#### Two or more person accommodation

One room unit	
18m <sup>2</sup> including kitchen facilities	
13m <sup>2</sup> where provided with separate shared kitchen*	

\*where a separate shared kitchen is provided it must be a minimum of 2.5m<sup>2</sup> per person using the facilities

Two or more roomed units (within the bedsit)	
Each kitchen	3m <sup>2</sup>
Each living room/kitchen	10m <sup>2</sup>
Each living room/bedroom	10m <sup>2</sup>
Each living room	8.5m <sup>2</sup>
Each bedroom	6.5m <sup>2</sup>

Two or more roomed units (within the bedsit)	
Each kitchen	5m <sup>2</sup>
Each living room/kitchen	13m <sup>2</sup>
Each living room/bedroom	13m <sup>2</sup>
Each living room	10m <sup>2</sup>
Each bedroom	10m <sup>2</sup>



## **CATEGORY 'B' AND 'C' – SHARED HOUSES AND LODGERS**

### **One person accommodation**

<b>One room unit</b>	
Bedroom	6.5m <sup>2</sup>

### **Two person accommodation**

<b>One room unit</b>	
Bedroom	11m <sup>2</sup>

<b>Communal rooms</b>	<b>Up to 5 persons</b>	<b>6 to 10 persons</b>
Kitchens	7m <sup>2</sup>	10m <sup>2</sup>
Living rooms	10m <sup>2</sup>	2m <sup>2</sup> per person

## **CATEGORY 'D' – HOSTELS, GUEST HOUSES, BED AND BREAKFAST**

The standards for these premises will depend on the nature of the occupation and the appropriate standards would be applied from one of the other Categories. Please contact the Environmental Health Team for further information.

## **CATEGORY 'E' – RESIDENTIAL CARE HOMES**

The standards for this category of premises are primarily determined by the conditions imposed by the Registered Care Home Regulation. The standards for premises that are not required to register under these regulations will depend on the nature of the occupation and the appropriate standards would be applied from one of the other Categories. Please contact the Environmental Health Team for further information.

## **CATEGORY 'F' – SELF-CONTAINED FLATS**

### **One person accommodation**

<b>One room unit</b>
13m <sup>2</sup> including living room, kitchen and bedroom

### **Two or more person accommodation**

<b>One room unit</b>
18m <sup>2</sup> including living room, kitchen and bedroom

<b>Two or more roomed units</b>	
Each kitchen	3m <sup>2</sup>
Each living room/kitchen	10m <sup>2</sup>
Each living room/bedroom	10m <sup>2</sup>
Each living room	8.5m <sup>2</sup>
Each bedroom	6.5m <sup>2</sup>

<b>Two or more roomed units</b>	
Each kitchen	5m <sup>2</sup>
Each living room/kitchen	13m <sup>2</sup>
Each living room/bedroom	13m <sup>2</sup>
Each living room	10m <sup>2</sup>
First bedroom	10m <sup>2</sup>
Additional bedroom	6.5m <sup>2</sup>

## **12. HMO Amenity Standards**

The following table provides a guide to the facilities required in kitchens.

	<b>Up to 5 persons</b>	<b>6 or more persons</b>
Sinks	Bedsits - each separate household provided with cooking facilities must have a sink provided with a constant and adequate supply of hot and cold water	
	There must be a suitably sized sink and drainer, provided with a satisfactory supply of cold and constant hot water which is properly connected to the drainage system	An additional sink or dishwasher must be provided for every additional 5 persons

Food Storage	0.4 cubic metres dry goods per person (1 average cupboard). 0.1 cubic metres (100 litres) (3.5 cubic feet) combination of refrigerated and frozen food storage per person (this would normally mean one shelf in a fridge and one shelf in the freezer, per person).	
Refrigerator	A refrigerator must be provided for each kitchen	An additional refrigerator per kitchen must be provided for every additional 5 persons (irrespective of their age)
Food Preparation	Each separate occupancy and shared kitchen shall be provided with suitable and adequate impervious work tops. A preparation surface of 1.5 linear meters should be provided, part of which must be adjacent to the cooking facilities	An additional preparation surface of 1.5 linear meters should be provided for every additional 5 persons
Cooking	Bedsits - each separate household shall be provided with a proper cooking appliance (Minimum acceptable being 2 rings or hot plates together with either a grill or an oven).	
	Shared kitchens, a cooker consisting of 4 rings or hot plates together with a grill and oven	An additional cooker consisting of 4 rings or hot plates together with a grill and oven should be provided for every additional 5 persons. A microwave oven can be provided for up to 7 persons.
Electrical Sockets	Electrical sockets must be sufficient to facilitate the use of each fixed appliance (i.e. washing machine, fridge) plus an additional two double socket outlets	
Refuse	A suitable bin must be provided for the storage of refuse prior to disposal	

The following table provides a guide to the minimum requirements for bathroom/shower rooms and water closet facilities.

No. of Persons	Definitions		
	Combined Bathroom or Combined Shower Room - a room containing a bath or shower, water closet <u>and</u> wash hand basin	Bathroom or Shower Room - a room containing a bath or shower <u>and</u> wash hand basin only	Water Closet - a room containing a water closet <u>and</u> wash hand basin only
Minimum Requirements			
1 to 4	1 Combined Bathroom or 1 Combined Shower Room		
5	1 Bathroom or 1 Shower Room		+ 1 Separate Water Closet
6	2 Combined Bathrooms or 2 Combined Shower Rooms		

7 to 9	1 Combined Bathroom or 1 Combined Shower Room	+	1 Bathroom or 1 Shower Room	+	1 Separate Water Closet
10			2 Bathrooms or 2 Shower Rooms	+	2 Separate Water Closets
11 to 14	1 Combined Bathroom or 1 Combined Shower Room	+	2 Bathrooms or 2 Shower Rooms	+	2 Separate Water Closets
15			3 Bathrooms or 3 Shower Rooms	+	3 Separate Water Closets

### Acceptable alternatives will be taken into consideration

- Baths or showers shall not be permitted in kitchens in shared accommodation
- Each bath or shower must be provided with a constant and adequate supply of hot and cold water
- Each wash hand basin must be provided with a tiled splash back with a constant and adequate supply of hot and cold water
- A suitable locking mechanism must be fitted to the access door to ensure privacy.
- A proper system of drainage shall be provided to all houses and all above and below ground drainage shall comply with the requirements of the Building Regulations currently in force

### 13. Bed and Breakfast Properties

The Council will regard bed and breakfast properties as HMOs if they are housing any people who use the hotel as their main residence for more than 30 consecutive days. 30 days is a widely accepted point at which temporary accommodation should then be considered to be long term accommodation.

We believe that where B & B accommodation is used as a main residence, the same standards as for other HMOs should be met.

### 14. Inspection Policy

**Because our numbers of licensable HMOs are so small, officers will always visit HMOs when an application is received. Each application will be risk assessed on receipt and high risk HMOs and properties not previously known to the Council will be visited as priority.**

Inspections will be carried out with regard to licensing requirements. If additional licence conditions are required after an inspection of an HMO, the licence will be varied to include such conditions.

An inspection of each HMO will also be carried out under the Housing Health and Safety Rating System (HHSRS), which is set out in the Housing Act 2004 and replaced the housing fitness standard. This will include a risk assessment of the effect of housing conditions on the health and safety of occupiers. The HHSRS involves the assessment of 29 potential hazards and scoring their severity to decide whether improvements are needed. If more serious "category 1" hazards are found the Council has a duty to require the owner to remedy the defect. If less serious "category 2" hazards are found, the Council has discretionary power to require action.

Where category 1 or 2 hazards are found, action will be in accordance with the Act and our HHSRS enforcement policy.

### 15. Licence fees

The Council has powers to set a fee for licences which are usually issued for a five year period

The Council can license properties for shorter periods when there is concern about the property or the manager. However, the fee will not be reduced as the officer time to administer a shorter licence will be the same as that of a full licence.

**The fees, subject to member review as part of the annual review of fees and charges, are as follows:**

- **HMO Licence ‘first time’ application - £500**
- **HMO Licence renewal application (submitted before expiry of licence) - £450**

#### **16. Interim and final management orders**

Where there is no prospect of an HMO being licensed, the Act requires the Council to make an Interim Management Order. This enables the Council to take over the management of an HMO and become responsible for running the property and collecting rent for up to a year. In extreme cases this can be extended as a Final Management Order to five years with the Council also having the power to grant tenancies.

We will only use these powers in exceptional circumstances. Any proposed action will have to be agreed by the Head of Public Protection. In addition Orders can only be made with the authorisation of the Residential Property Tribunal (see section 19 for details).

The Council will develop a procedure to manage such properties in house.

#### **17. Temporary exemption notices**

Where a landlord is, or shortly will be, taking steps to make an HMO non-licensable, the Council may serve a Temporary Exemption Notice (TEN). A TEN can only be granted for a maximum period of three months. A second three-month TEN can be served in exceptional circumstances. A TEN will be served where an owner of a licensable HMO states in writing that she/he is taking steps to make an HMO non-licensable and states that the HMO will not be licensable within three months.

The Council does not wish these notices to be used routinely, and a second notice will only be allowed in exceptional and unforeseen circumstances. Any exception to the policy will be agreed by the Head of Public Protection

#### **18. Penalties for non compliance**

The Housing Act 2004 makes it a criminal offence if a person controlling or managing an HMO does not have the required licence. A person found guilty of such an offence will be subject to a fine up to a maximum of £20,000. Breaching any condition of a licence is also an offence, punishable by a fine not exceeding level 5 on the present scale (£5,000 currently).

We will encourage owners to apply for licensing through advice and persuasion, but where they fail to apply as a result of such informal action we will take legal proceedings with a view to prosecution by the courts. Similarly any breach of conditions will initially be dealt with informally, but if the breach continues legal proceedings will be started.

#### **19. Rent Repayment Orders**

The legislation allows applications to the Residential Property Tribunal (RPT) for a Rent Repayment Order (RRO), where a landlord is convicted for failure to license. If rents were paid through Housing Benefit, the Council will use its powers under the Act to seek RROs for repayment of twelve months' Housing Benefit or for the period since the landlord was required to license the HMO, if less. We will also provide tenants with information about how to apply for an RRO.

#### **20. Discretionary HMO licensing**

We do not intend to apply for additional discretionary powers to extend the licensing of all HMOs in a specific area where HMOs are so badly managed as to give rise to particular problems from tenants or members of the public, such as anti social behaviour. Such powers are not necessary in Monmouthshire at present as there are no areas where several HMOs are linked to anti social behaviour.

Similarly we do not intend to apply for new powers to introduce selective licensing for all private sector housing (including non HMOs) in designated areas. These powers enable LAs to license properties in an area where there is low housing demand or anti-social behaviour. These additional powers are not necessary as there are no areas of low housing demand in the County and no problems with anti social behaviour associated with particular types or areas of housing at present.

## **21. Appeals**

The Council will enable licence applicants to make representation to the Head of Public Protection if they are aggrieved with an officer's decision to set particular conditions or to refuse, revoke or vary a licence. They will also be able to make representations against an intention to serve an IMO.

A landlord may appeal formally to the Residential Property Tribunal if the Council decides to:

- refuse a licence
- grant a licence with conditions
- revoke a licence
- vary a licence or
- refuse to vary a licence.

The Residential Property Tribunal has quasi-judicial status and is made up of housing lawyers, valuers, surveyors and lay people. Members qualified to chair committees and tribunals are appointed by the Lord Chancellor and other members are appointed by the ODPM. Three members usually sit on each committee or tribunal. An appeal against the decision of the RPT is to the Lands Tribunal and can only be made with the permission of the RPT or the Lands Tribunal.

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## APPENDIX 2

### HOUSING ACT 2004 (PARTS 1 + 2)

#### HMO MANDATORY LICENSING FEE AND CHARGES FOR TAKING ENFORCEMENT ACTION

APRIL 2017

Action Type	Max fee permitted by Regulations	Current Fee / Charge	Proposed Fee / Charge
HMO Licence 'first time' application	Section 63 Housing Act 2004 – on cost recovery basis	£295	£500
HMO Licence renewal application (submitted before expiry of licence)	Section 63 Housing Act 2004 – on cost recovery basis	£295	£450
Serving an Improvement Notice under section 11 or 12 Housing Act 2004	Section 49 Housing Act 2004 – on cost recovery basis	£0	£200
Making a Prohibition Order under section 20 or 21 Housing Act 2004	Section 49 Housing Act 2004 – on cost recovery basis	£0	£200

<b>Taking Emergency Remedial Action under section 40 Housing Act 2004</b>	<b>Section 49 Housing Act 2004 – on cost recovery basis</b>	<b>£0</b>	<b>£200</b>
<b>Making an Emergency Prohibition Order under section 43 Housing Act 2004</b>	<b>Section 49 Housing Act 2004 – on cost recovery basis</b>	<b>£0</b>	<b>£200</b>
<b>Making a Demolition Order under section 265 Housing Act 1985</b>	<b>Section 49 Housing Act 2004 – on cost recovery basis</b>	<b>£0</b>	<b>£200</b>



## **APPENDIX 3. RENT SMART WALES**

### **1. Introduction**

Private rented sector housing forms an important housing option for a significant sector of our population. The 2011 Census statistics indicate that approximately 13% (164800) properties across Wales are in the Private Rented Sector (PRS) and in Monmouthshire this proportion is 10.8% of the total households in the County amounting to an estimated 4130 properties.

### **2. Housing (Wales) Act 2014 Part 1**

Part 1 of the Housing (Wales) Act 2014 introduced a new requirement for landlords of properties in Wales to be registered and agents and landlords who carry out letting / management activities to be licensed. This came into force on the 23rd November 2016 following a 12 month period of grace to allow landlords and agents to register/licence and undertake training.

Cardiff City Council has been designated as the Single Licensing Authority (SLA) for the administration and coordination of the new requirements, and the branding Rent Smart Wales (RSW) is being used as a newly created service within Cardiff CC. The reason Welsh Government chose one Council to act as administrator for the whole of Wales is to make the service easier for landlords, agents and tenants to access. The central register means that landlords only have to complete one registration and if they self- manage only apply for one licence to cover them for the whole country. The same applies to agents, who need only apply for one licence. The Licensing is based on training (no property inspection).

### **3. Relationship between Rent Smart Wales and local authorities**

Funding has been provided by Welsh Government to local authorities to assist RSW in promoting the new requirements. Monmouthshire claimed grant monies of £12334.75 in 15/16 and a grant of £11028 has been made available for 16/17. This funding has enabled additional resources to be used to promote and prepare for the new requirements of the legislation including:

- Three landlord forums and three RSW information events
- Developing a database of landlords with rental properties in Monmouthshire
- Three mailshots to approximately 800 known landlords
- Publicity in local press

The local authorities will also support RSW in taking enforcement action against those landlords and agents not complying with their legal obligations. The legislation has

introduced a suite of enforcement options for dealing with cases where registration or licensing has not occurred including:

- Prosecutions
- Fixed Penalty Notices
- Rent Stopping Orders
- Rent Repayment Orders

A Memorandum of Understanding (MoU) has been developed and agreed which captures the partnership working between RSW and each local authority, although it is not a legal document and has no legal status. A condition of the MoU is that a delegation is given to each local authority to exercise the powers in the Act. Accordingly a General Consent has been issued by RSW to Monmouthshire County Council to take criminal proceedings for specified offences under the Act and to make applications for Rent Repayment/ Stopping Orders to the Residential Property Tribunal. It is anticipated that individual officers in the Environmental Health team will shortly be authorised by RSW to issue fixed penalty notices for specified offences. The MoU details the activities that each local authority and RSW will undertake (developed in conjunction with the Wales Heads of Environmental Health Group Housing Expert Panel). Actions for officers of Environmental Health in Monmouthshire, in addition to enforcement related activities, include:

- Annual request to council tax / housing benefits for records that can identify landlords / agents. Details passed to RSW.
- Annual report to RSW of all records held by Environmental Health that can identify landlords / agents
- Annually 2 officers must undertake 2 weeks equivalent proactive work to identify unregistered / unlicensed landlords.
- Visit every licensed agent in the council area at some point during their 5 year licence and undertake an audit of the properties they act as agent for.

Progress on registering and licensing has recently been provided by RSW. In Monmouthshire, by the 12<sup>th</sup> February 2017 there were 2098 registered landlords with 3555 properties registered against them.

In conclusion therefore, it is anticipated that the implementation of the legislation should result in:

- Improved management standards in the private rented sector;
- More useful strategic information for local authorities on landlords and agents and the location of private rentals;
- Easier means to connect with sector; and
- Raised awareness by landlords, agents and tenants of their respective rights and responsibilities.



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

<p><b>Name of the Officer:</b> Huw Owen</p> <p><b>Phone no:</b> 01873 735433 <b>E-mail:</b> huwowen@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To consider proposed changes to (i) existing policy for the licensing of Houses in Multiple Occupation, (ii) the fees proposed relating to licensing and certain types of housing related enforcement action, and (iii) to provide an update on the introduction of Rent Smart Wales in Monmouthshire</p>
<p><b>Name of Service:</b> Environmental Health</p>	<p><b>Date Future Generations Evaluation form completed:</b></p> <p>17<sup>th</sup> February 2017.</p>

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



- 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><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: Ensures the appropriate officers in the Council have an up to date policy for mandatory Houses in Multiple Occupation (HMO) to enable consistent delivery of the powers available which helps improve efficiency. Increase in charges and</p>	<p>Charges and fees proposed are on cost recovery basis only and in line with those charged by other local authorities in the SE Wales area. Fees / charges to be included in annual member review.</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?
	fees relating to housing enforcement is to cover the Council's costs.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Positive: Mandatory HMO licensing endeavours to protect the health, safety and welfare of tenants in accommodation that presents the highest risks (fire safety, overcrowding etc)	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive: HMO licensing and Rent Smart Wales are designed to improve management standards in the private rented housing sector and raise awareness of landlords, agents and tenants of their respective rights and responsibilities.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive: setting an example for developing communities in providing private rented housing accommodation which is safe.	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>There is abundant evidence that poor housing is associated with poor physical and mental health” (Welsh Health Impact Assessment Support Unit 2014: 8).</p> <p>Improved housing increases health and well-being of the occupiers which means people are able to focus on fulfilling their potential.</p>	

**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>The Report takes account of legislative requirements designed to ensure that the quality of private sector rented housing meets current and future needs.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Close working with landlords, their agents and tenants essential as part of HMO licensing and Rent Smart Wales</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>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>Implementing legislative requirements which would have gone through normal consultation in their enactment.</p>	
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	<p>Provides the 'tools' for council to be proactive in trying to ensure that the private rented housing sector provides safe accommodation instead of relying on reactive enforcement work once ill health, accidents etc have occurred.</p>	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><b>Integration</b></p>	<p>Availability and appropriate use of the legislation will enable closer working with landlords, tenants and other agencies.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			
Disability			
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	Bilingual information to be provided on request.		

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>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Proper use of the legislation helps protect the public health of all age groups.		
Corporate Parenting			

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

Housing Act 2004 (Parts 1 & 2) and Housing (Wales) Act 2014 (Part 1); Cabinet report 'Housing Act 2004 Part 2: The Licensing of Houses in Multiple Occupation (H.M.O) Including Licence Fees' 5<sup>th</sup> September 2007.

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

The report looks to strengthen 3 key areas of the Council's current HMO Licensing policy to assist officers in a consistent delivery of the powers available on a cost recovery basis (Fit and Proper Person test, Space and Amenity standards and fees). In addition the introduction of charges for certain types of housing enforcement action again enables delivery of legislative requirements on a cost recovery basis plus provides added incentive for landlords to engage / cooperate with officers at an early stage meaning enforcement action less likely. Rent Smart Wales is a compulsory registration and licensing scheme for private rented sector landlords and letting / management agents led by Cardiff City Council as the licensing authority.

Close working essential between the authorised officers and landlords/tenants/ agents both on a local and regional level. Fees and charges to be included in the annual member review.

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



<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>	<b>Progress</b>
Fees and charges to be included in the annual member review.	Next annual member review (end 17/18)	Huw Owen – Principal EHO	

**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.

<b>The impacts of this proposal will be evaluated on:</b>	<b>Within 12 months to the Head of Public Protection</b>
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**SUBJECT: HOUSING ACT 2004 PART 2: THE LICENSING OF HOUSES IN  
MULTIPLE OCCUPATION (H.M.O.) INCLUDING LICENCE FEES**

**MEETING: Cabinet**

**DATE: 5th September, 2007**

**DIVISIONS/WARDS AFFECTED: Countywide**

**1. PURPOSE:**

To consider the approach to be adopted for the application of prescribed enforcement duties and powers under Part 2 of the Housing Act 2004 (H.A. 2004).

**2. RECOMMENDATIONS:**

- 2.1 Cabinet adopt the H.M.O. licensing policy set out in the document received entitled 'Policy for the Licensing of Houses in Multiple Occupation'.
- 2.2 Cabinet agree to set the licence fee at £295 for a five year licence, subject to future increases calculated by the Corporate Director RER to enable the Council to recover its costs of issuing licences.

**3. KEY ISSUES:**

- 3.1 The H.A. 2004 introduces a licensing system for prioritising regulation of H.M.O.'s because of the increased risks to health, safety and welfare from living in these types of property. Licensing will ensure that the H.M.O.'s that present the greatest risk to tenants are regulated the closest.
- 3.2 The Act places a duty on the Authority to implement a Mandatory licensing scheme for certain categories of H.M.O. and a power to implement additional licensing schemes for H.M.O.'s and other rented accommodation.
- 3.3 In Monmouthshire there are three known properties that fulfil the licensing criteria but more are expected to be identified when the regime is advertised to the landlords and tenants.
- 3.4 This policy will help the authority fulfil its corporate objective '**Promoting a better quality of life for all people and communities in Monmouthshire**' by ensuring HMO tenants (often the most vulnerable members of society) are protected from poor housing conditions.
- 3.5 Council has previously delegated the necessary powers in the Act, to authorised officers.
- 3.6 The legislation makes provision to enable the Council to charge to cover its costs (and no more) for the implementation of the scheme. Based upon current costs, this has been calculated to be £295. Future costs may rise with inflation and account should be taken of this.

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

- 4.1 The implementation of a Mandatory HMO licensing scheme is a duty imposed on the Council by Part 2 of the Housing Act 2004. The policy provides a framework and appropriate guidance for officers to ensure a balanced and proportionate approach to securing satisfactory housing conditions in HMOs, in the context of existing strategies and corporate objectives.
- 4.2 The legislation makes provision to enable the Council to charge to cover its costs for the implementation of the scheme. This has been calculated to be £295, but subject to change in line with future costs.

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

Nil

The payment of the fee will cover costs of implementation. The fee will be set at £295 per property initially.

#### **6. CONSULTEES:**

Corporate Management Team  
Cabinet Member Regulatory Services, Councillor Eric Saxon  
Cabinet Member Adult Social Services, Councillor Brian Hood  
David Morris, Acting Head of Housing  
Ian Bakewell, Strategy & Policy Manager

#### **Results Of Consultation:**

Responses to consultation have been reflected in the drafting of this report.

#### **7. BACKGROUND PAPERS:**

Attached Policy: Policy for the licensing of houses in multiple occupation July 2007  
Housing Act 2004 Part 2

#### **8. AUTHORS:**

David H. Jones - Head of Community & Environmental Protection  
Nia Chappell – Specialist Environmental Health Officer

#### **9. CONTACT DETAILS:**

E-mail: davidhjones@monmouthshire.gov.uk  
Telephone: 01633 644101

E-mail: niachappell@monmouthshire.gov.uk  
Telephone: 01633 64113

<b>SUBJECT:</b>	<b>FUTURE MONMOUTHSHIRE/MONMOUTHSHIRE MUSEUMS: CENTRALISATION OF STAFFING STRUCTURE</b>
<b>MEETING:</b>	<b>INDIVIDUAL MEMBER</b>
<b>DATE:</b>	<b>8<sup>th</sup> MARCH 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**NON-PUBLICATION:** (Insert appropriate non publication paragraph if necessary)

**1. PURPOSE:**

- 1.1 To request approval to implement the realignment of two senior posts within the Monmouthshire Museums Service further to the approval of the 2017-2022 Transition and Forward Plans on the [7th December 2016](#).

**2. RECOMMENDATIONS:**

- 2.1 That Cabinet:  
Approves the implementation of a new centralised senior team structure (detailed in Appendix Two) and the Job Descriptions (Appendix Three).

**3. KEY ISSUES:**

- 3.1 Following a comprehensive review of Cultural Services, a programme of transition work is being undertaken with Monmouthshire Museums prior to their full consideration for transfer into the proposed Alternative Delivery Model (ADM) for the wider Tourism, Leisure and Culture Services portfolio. To enable the transition programme to be delivered, the 2017-2022 Forward Plan was approved by Cabinet in December 2016, which included a recommendation to centralise the staffing structure.

**4. REASONS**

- 4.1 Key findings of the review determined that the **status quo was not acceptable** and recommended a strategy that reduced duplication in staffing roles and responsibilities; lowered staff costs; reduced expenditure on buildings and assets and realistically increased income. The review concluded that the Monmouthshire Museums service is currently over stretched and far too fragmented to be effective, there is little sharing of resource and expertise with the Service functioning as three independent entities with a current staff structure that is muddled and unbalanced, with two service managers and no overarching service lead. Amongst the key recommendations for change included the need for a centralised staffing structure to address the issue of uncoordinated decision making, to enable a centralised museum offer with coordinated budgets and income generation opportunities, and an effective leadership function to enable wider sharing of resources and expertise and to provide the capacity to take forward the 2017-2022 Forward Plan.
- 4.2 Appendix Two details the proposed changes to the staffing structure which will result in changes to two posts. The roles of Deputy Museums Officer/Curator of Chepstow Museum and Curator of Abergavenny Museum and Castle will be deleted and replaced with a 'Monmouthshire Museums

Manager’ and a ‘Monmouthshire Museums Curator’ as detailed in the Job Descriptions in Appendix Three. The two new roles have been evaluated and the overall cost to the service will remain unchanged. Informal consultation has taken place and following approval, the current two postholders will be put at risk and the current post holders encouraged to reapply for the two new posts therefore no redundancy costs are anticipated.

**5. RESOURCE IMPLICATIONS:**

5.1 There are no additional costs associated with this realignment.

**6. CONSULTEES**

Senior Leadership Team  
Economy and Development Select Committee  
Cabinet

**7. BACKGROUND PAPERS**

**Appendix One** – Future Generations Evaluation (summarised below)

**Appendix Two** – Current and Revised Staffing structures

**Appendix Three** – Job Descriptions

**8. FUTURE GENERATIONS IMPLICATIONS**

The completed Future Generations Evaluation can be found in Appendix One below. In summary the 2017-2022 Forward Plan for Monmouthshire Museums will provide a framework to ensure the delivery of a much valued local service is maintained and by its nature, continue to provide employment, growth and an increasingly skilled workforce. This will enable services to be kept open but with more community focus and coordination, helping knit communities together. Proposed activities will require positive engagement with the local community as well as income generation and investment in key aspects of the business to ensure the service thrives, contributing greatly to our local culture, heritage and art with the promotion of activity, health and wellbeing forming part of its key drivers.

**9. AUTHOR:** Cath Fallon – Head of Economy and Innovation

**10. CONTACT DETAILS:**

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

**Tel:** 01633 748316/ 07557 190969

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

<b>APPENDIX ONE</b>	<b>MONMOUTHSHIRE MUSEUMS: TRANSITION AND FORWARD PLANS</b>
Name of the Officer Cath Fallon Phone no:07557 190969 E-mail: <a href="mailto:cathfallon@monmouthshire.gov.uk">cathfallon@monmouthshire.gov.uk</a>	
Name of Service: Enterprise including Tourism, Leisure, Culture and Youth	Date: Future Generations Evaluation 17 <sup>th</sup> February 2017

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






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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	To ensure much valued local services are maintained and by their nature provide employment, growth and an increasingly skilled workforce.	<ul style="list-style-type: none"> <li>• Keeping services open but with more community focus and coordination – helping knit communities together.</li> <li>• Positive engagement and coordination with community focused services.</li> <li>• Income generation and investment in key aspects of the business will ensure the culture and business thrives.</li> </ul>
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Close working with countryside and planning and ensuring our green spaces and cultural heritage is supported.	The service will seek to develop partnerships to access new forms of funding to secure partnership action.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive impact by ensuring quality services are provided by offering events and opportunities to encourage a fit and healthy lifestyle through cultural access.</p> <p>The new offer will ensure that events and activities are also well signposted and the benefits of such activities demonstrated.</p>	<p>Working with key partners through PSB will ensure that physical and mental health through activity is widely available and that the service is central to this by working directly with its communities.</p>
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>The service will seek to improve community engagement and connection with local priorities leading to service improvements.</p>	<p>To ensure the service focuses on encouraging community cohesion as one of its and social drivers.</p>
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The service will work to ensure high standards are met and maintained that do not conflict with the global drivers.</p>	<p>Any decisions taken will take into account global and well-being issues as part of its day to day processes.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Monmouthshire Museums contributes greatly to the local culture, heritage and art including the promotion and protection of the Welsh language which will remain part of the core values going forward.</p>	<p>One of the key drivers of the services is the promotion of culture and art and its Forward Plan reflects that.</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>Monmouthshire Museums provides services for all age ranges and delivers a comprehensive package for all of its communities.</p>	<p>With the ability to better market and understand data there will be opportunities to target areas of the community that may not currently be aware of the offer.</p>

**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>The Forward Plan provides a framework which will guide the future delivery of the service, balancing short term needs with longer term aspirations.</p>	<p>The reducing budgets and savings will lead to some service areas reducing core hours of operation. There has been a concerted effort to assist by mobilising volunteers, making efficiencies and generating income.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The services have some key partners from funding, grants and delivery of service. As the Forward Plan unfolds all major stakeholders and partners will be involved.</p>	<p>The transition phase of the service will include an engagement programme.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The transition phase the Forward Plan will include an engagement programme.</p>	<p>The engagement process will be constantly reviewed and evaluated to ensure the views of all those who have an interest are taken into account.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Forward Plan has been developed with the site teams and managers. In the plans there are opportunities for growth and investment.</p> <p>If this is not done the services will be managing decline and income targets will not be maintained causing a downward spiral.</p>	<p>The Forward Plan includes the development of a new staffing structure and investigates how best to staff to maximize business opportunities and service delivery.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The opportunity to develop a new way of delivering the service and sustaining its long term future should give the opportunity to better connect wellbeing outcomes to other partners and bodies. The service contributes to the wellbeing goals and staff are to demonstrate and understand their input into the wellbeing goals whilst also considering the impact.</p>	<p>One of the key drivers of the offer is the promotion of culture and art and its revised staffing structure and key developments will reflect that.</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.	n/a	n/a
Disability	What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.	n/a	n/a
Gender reassignment	Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.	n/a	n/a
Marriage or civil partnership	Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance	n/a	n/a
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, goods and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>	n/a	n/a

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Race	<i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy &amp; Traveller, migrant communities and recording of racist incidents etc.</i>	n/a	n/a
Religion or Belief	<i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i>	n/a	n/a
Sex	<i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i>	n/a	n/a
Sexual Orientation	<i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i>	n/a	n/a
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc. and also the requirement to promote the language.</i>	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	<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>	n/a	n/a
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>	n/a	n/a

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

This report is founded upon the following:

- Amion report regarding the Future Options for MCC's Cultural Services;
- The Medium Term Financial Plan;
- The 2017-2022 Forward Plan for Monmouthshire Museums

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 Forward Plan for Monmouthshire Museums will provide a framework to ensure the delivery of a much valued local service is maintained and by its nature continue to provide employment, growth and an increasingly skilled workforce. This will enable services to be kept open but with more community focus and coordination, helping knit communities together. Proposed activities will require positive engagement with the local community as well as income generation and investment in key aspects of the business to ensure the service thrives, contributing greatly to our local culture, heritage and art with the promotion of activity, health and wellbeing forming part of its key drivers.

**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
Agreement of the key recommendations as detailed in the Amion report.	December 2016	Cath Fallon	
Approval of the Five Year Forward Plan	December 2016	Cath Fallon	
Submission of the centralised staff restructure	March 2017	Cath Fallon	
Submission of individual business cases to deliver the Forward Plan as appropriate	2017-2022	Cath Fallon	

**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.

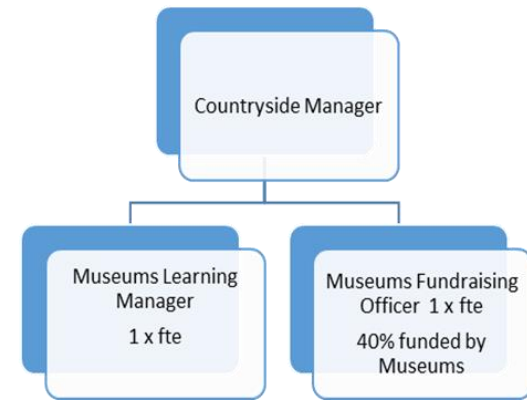
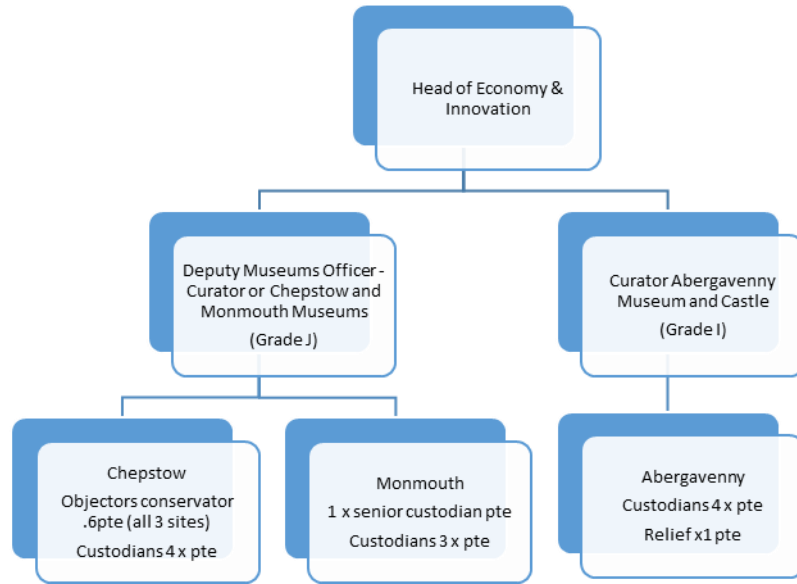
The impacts of this proposal will be evaluated on:	On going
--	----------

**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.

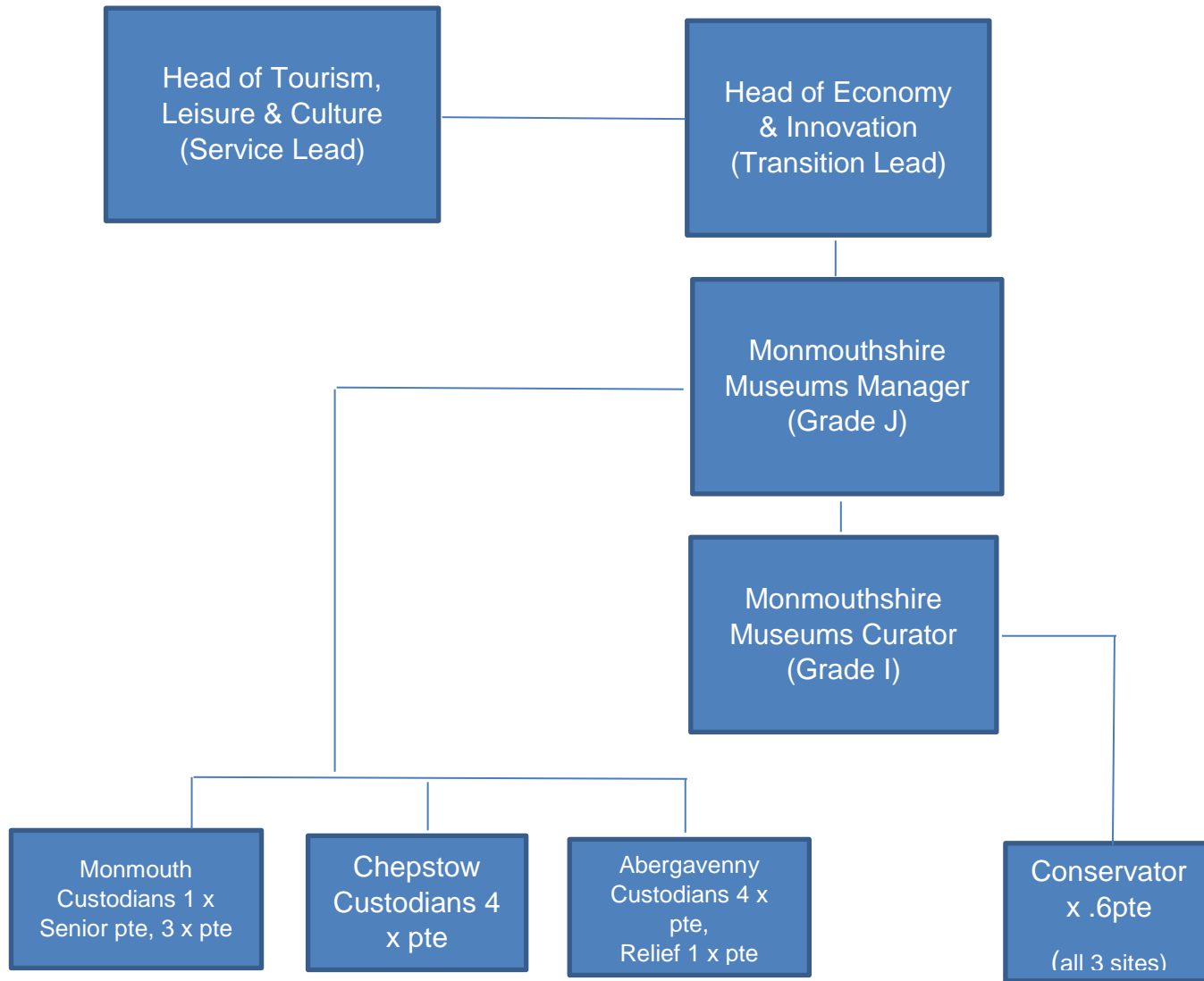
Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Approval of the Amion report and associated Five Year Forward Plan	December 2016	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>
2.	Submission of the staff restructuring plan	March 2017	

The Forward Plan for Monmouthshire Museums will provide a framework to ensure the delivery of a much valued local service is maintained and by its nature continue to provide employment, growth and an increasingly skilled workforce. This will enable services to be kept open but with more community focus and coordination, helping knit communities together. Proposed activities will require positive engagement with the local community as well as income generation and investment in key aspects of the business to ensure the service thrives, contributing greatly to our local culture, heritage and art with the promotion of activity, health and wellbeing forming part of its key drivers.

**Appendix Two**  
**MCC Museums Service**  
**Current Structure**



**Monmouthshire Museums**  
**Revised Structure**



**ROLE PROFILE**

**ROLE TITLE:** Monmouthshire Museums Manager

**POST ID:** TBC

**GRADE:** BAND J SCP 41-45 £35,662 - £39,267

**HOURS:** 37 per Week

**LOCATION:** To be determined by the location of the new Collections Centre which is likely to be in Monmouth but this may change Relocation or disturbance expenses will not be paid if this happens.

**WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable but not essential.

**PURPOSE OF POST:-**

**This role has a dual purpose:**

- To provide management and vision for Monmouthshire Museums;
- To be responsible for the delivery, development and fundraising for Monmouthshire Museums to ensure its future success.

**Should you require any further information regarding this post, please contact: Cath Fallon, Head of Economy and Innovation Tel: 01633 748316**

**Closing Date: ????? 2017**

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

**Application forms can be completed online or down loaded via:**

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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.

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**RESPONSIBLE TO:** Head of Economy and Innovation and reporting to Head of Tourism, Leisure and Culture

### **WELSH LANGUAGE ASSESSMENT:**

(c) Welsh language skills are desirable but not essential

Innovation and Economy .....**Who are we?**

### **Our Purpose:-**

The Innovation and Enterprise Department has recently been created to recognise the growing need and appetite for a new kind of economic growth within the Council and the wider South East Wales region. With a clear agenda to grow the economy by increasing business and employment opportunities, the Department champions innovation and entrepreneurship throughout the Council and the County in order to create the conditions for increased productivity, designing new operating models which can solve some of our biggest problems and issues. As part of these activities the Department is currently exploring the potential of a new Alternative Delivery Model (ADM) for Tourism, Leisure and Culture.

Following a full service review, Monmouthshire Museums is about to enter into an exciting new phase of its history before its potential transition into the new ADM. Monmouthshire Museums is to become a centralised, cohesive and stream lined service to enable the capacity needed to take forward its recently approved 2017-2022 Forward Plan which will include proposals for a Collections Centre/Centralised Store with new research and digitisation facilities in Monmouth (tbc); a rationalisation exercise of the County's Museum Collection; a new outdoor events space at Abergavenny Castle and enhanced exhibition spaces in Chepstow and Caldicot.

### **The Purpose of this Role:-**

**This role has a dual purpose:**

- **To provide management and vision for Monmouthshire Museums;**
- **To be responsible for the delivery, development and fundraising for Monmouthshire Museums to ensure its future success.**

**Expectation and Outcomes of this Role:-**

**The activities associated with this role will ensure that the Council has:**

- A consolidated and coordinated Museum offer that is future ready;

- A county wide coordinated events and exhibition programme with additional income generation potential;
- A promotional digital heritage platform with community learning and education outreach potential;
- A rationalised county collection with re-purposed and digitised assets, accessible to all.

**Your responsibilities are to:**

- Manage, develop and enhance Monmouthshire Museums, providing strategic direction, sound leadership and management to the team and volunteers to ensure that it reaches its full potential;
- Work closely with the Monmouthshire Museums Curator to ensure delivery of the coordinated events and exhibitions programme and the rationalised county collection;
- Deliver the current 2017-2022 Forward Plan whilst considering opportunities for future development post 2022;
- Develop and implement a robust measurement framework for the overall plan to ensure the team has a clear definition of what success looks like;
- Constantly monitor the Forward plan and identify risks and solutions to delivery e.g. policy, capacity, resources and make recommendations for change;
- Gather and compile information for monitoring and compliance purpose with regards to standards and performance e.g. accreditation, and performance indicators for the museum accreditation process.
- Evaluate the effectiveness of resources and systems, offering feedback to the Head of Economy and Innovation and Head of Tourism, Leisure and Culture;
- Produce a clear engagement strategy for the Forward Plan to enable delivery with the wider organisation, partners and public;
- Provide stringent management of the service budget keeping a keen eye on income generation and fund raising opportunities whilst ensuing procurement procedures are followed;
- Commission work where required with external suppliers and consultants; build positive relationships; negotiate costs and control expenditure to ensure appropriate and cost effective solutions are introduced;
- Work with the wider Council fund raising team, leading and managing a programme of strategic funding applications and fund raising activities;
- Develop the generation of income from visitors, grant-aids, sponsorship and appropriate commercial activity Fundraising ;
- Source and procure the retail offer for the museums, supporting the development of trading activity and enhancing income generating potential;
- Promote the care and development of the museum buildings and gardens (where applicable) as publicly accessible museum and tourist attractions, identifying maintenance issues and ensuring maintenance is planned, supervised and monitored;
- Act as a Key holder for the museum premises, responding to alarm calls as necessary;
- Ensure that the Council's responsibilities under Health and Safety legislation are addressed in respect of employees and visitors to the Museums, including fire safety and emergency procedures;
- Solve problems in a measured and creative way, be capable of independently assessing a wide variety of tasks, and be proactive in relation to identifying and undertaking activities that are of benefit to Monmouthshire Museums. You will be able to balance long and short term objectives, and understand their value whilst being responsible for your own decisions, whilst working with others to identify, manage and mitigate any associated risks;
- Offer strategic support to the marketing and communication activities including the procurement and development of a digital heritage platform;

- Identify opportunities for increasing public awareness of Monmouthshire Museums, developing marketing campaigns, handling traditional and social media enquiries and responding to broadcast and printed features relating to service locations and local history.

**Here's what we can provide you with in order to achieve your outcomes:-**

- Full support of the Tourism, Leisure and Culture network as a valued colleague;
- Supportive and flexible line management from the Head of Economy and Innovation;
- A pleasant working environment with an ability and freedom to work on an agile basis; and
- Use of a pool car as required.

**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:-**

- You are educated to degree level in an appropriate discipline i.e. must be an Associate of the Museums Association or possess an equivalent level of qualification in museum work;
- Substantial programme and project management experience;
- Experience of effectively leading, motivating and enthusing staff, including volunteers, to achieve a common goal;
- Experience of managing successful events and activities, including originating and staging temporary exhibitions;
- Experience of museums' collections-based work to include collection documentation and responsibility for care of collections; interpretation of exhibits to the public and collecting in the field of local / social history material;
- Awareness of current practices and standards relating to the security of people, premises, museum collections, stock and equipment;
- Excellent communication skills with the ability to effectively convey complex information at all levels both verbally and in writing;
- An ability to influence, negotiate and constructively challenge to achieve productive solutions;
- Proven experience in using technology to improve business outcomes;
- Experience of managing, anticipating, processing and monitoring expenditure against designated cost centres;
- A positive attitude and 'can do' mind-set;
- You are focussed on delivery and have an ability to work independently but also to work in a team, galvanising people to develop and deliver shared purpose and common aims;
- An ability to establish positive working relationships with representatives from external agencies and/or organisations;
- An ability to set priorities, manage progress and work within competing deadlines;
- A strong feel for what Monmouthshire County, Monmouthshire County Council is all about;
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**Should you require any further information regarding this post, please contact: Cath Fallon, Head of Economy and Innovation Tel: (01633) 748316**

**Closing Date:        ??????**

## ROLE PROFILE

**ROLE TITLE:** Monmouthshire Museums Curator

**POST ID:** TBC

**GRADE:** BAND I SCP 37-41 £31,846 - £35,662

**HOURS:** 37 per Week

**LOCATION:** To be determined by location of the new Collections Centre which is likely to be Monmouth but may change in the future. Relocation or disturbance expenses will not be paid if this happens.

### WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable but not essential.

### PURPOSE OF POST:-

To:

- Manage, conserve, document, research and interpret the Monmouthshire Museum collections, providing objects for exhibitions as needed;
- Promote the museums sites and collections as museum and visitor attractions;
- Collaborate with the Monmouthshire Museums Manager to develop Monmouthshire Museums to ensure its future success.

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Cath Fallon, Head of Economy and Innovation Tel: 01633 748316**

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**Expectation and Outcomes of this Role:-****The activities associated with this role will ensure that the Council has:**

- A consolidated and coordinated Museum offer that is future ready;
- A county wide, coordinated events and exhibition programme with additional income generation potential;
- A rationalised county collection with re-purposed and digitised assets, accessible to all.

**Your responsibilities are to:**

- Rationalise and manage the Monmouthshire collection and oversee the development of exhibitions, sourcing additional funding streams where possible;
- Source funding for the digitisation, care and use of the Monmouthshire collection;
- Identify opportunities for increasing public awareness of the Monmouthshire collection and exhibitions, developing marketing campaigns in coordination with the Monmouthshire Museums Manager, handling media enquiries and responding to broadcast and printed features including the use of social media;
- Monitor electronic auction search facility for the museum sites; up-dating search control data; organising the acquisition of items; bidding at auctions on behalf of Monmouthshire Museums and seeking grant aid funding as appropriate.
- Devise, develop and organise event programmes and exhibitions to include the sourcing of appropriate objects, to enhance the cultural and recreational functions of the museums with a view to generating additional income, sourcing additional funding streams where possible;
- Oversee the Council's Collection Management Policy (including Acquisitions & disposals);
- Develop and exploit the potential of the collections and the sites as an educational resource for people of all ages aligning with the wider Tourism, Leisure and Cultural Services priorities where possible;
- Commission work where required with external suppliers and consultants; build positive relationships; negotiate costs and control expenditure to ensure appropriate and cost effective solutions are introduced;
- Assist in delivering of the Forward Plan whilst considering opportunities for future development;

- Ensure the Forward Plan has a clear engagement strategy with the wider organisation, partners and public; offering strategic support to the marketing and communication activities including the digital heritage platform;
- Provide direction and sound leadership to a small team to include conservator;
- Solve problems in a measured and creative way, be capable of independently assessing a wide variety of tasks, and be proactive in relation to identifying and undertaking activities that are of benefit to Monmouthshire Museums. You will be able to balance long and short term objectives, and understand their value whilst being responsible for your own decisions, whilst working with others to identify, manage and mitigate any associated risks;
- Evaluate the effectiveness of resources and systems, offering feedback to the Head of Economy and Innovation and Head of Tourism, Leisure and Culture;
- Act as a Key holder for the museum premises, responding to alarm calls as necessary.

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

- You are educated to degree level in an appropriate discipline i.e. must be an Associate of the Museums Association or possess an equivalent level of qualification in museum work;
- Significant experience of museums' collections-based work to include collection documentation and responsibility for care of collections; interpretation of exhibits to the public and collecting in the field of local / social history material;
- Experience of managing successful events and activities, including originating and staging temporary exhibitions;
- Sound awareness of current practices and standards relating to the security of people, premises, museum collections, stock and equipment;
- Experience of effectively leading, motivating and enthusing staff, including volunteers, to achieve a common goal;
- Excellent communication skills with the ability to effectively convey complex information at all levels both verbally and in writing;
- An ability to influence, negotiate and constructively challenge to achieve productive solutions;
- Proven experience in using technology to improve business outcomes;
- Experience of managing, anticipating, processing and monitoring expenditure against designated cost centres;
- A positive attitude and 'can do' mind-set;
- You are focussed on delivery and have an ability to work independently but also to work in a team, galvanising people to develop and deliver shared purpose and common aims;
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**Closing Date:        ??????**

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<b>SUBJECT:</b>	<b>Increase the Recruitment and Retention of Foster Carers by Monmouthshire County Council Children's Services</b>
<b>DIRECTORATE:</b>	<b>Social Care and Health</b>
<b>MEETING:</b>	<b>Single Member Action</b>
<b>DATE:</b>	<b>17<sup>th</sup> February 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

To consider and endorse this report which outlines how Monmouthshire County Council Children's Services intends to develop the recruitment and retention of foster carers within the County.

The report covers a number of linked areas:

- Progress of the invest-to-save fostering business case
- An analysis of the issues that are preventing a net increase in foster carers
- A revised targeted financial offer to aid recruitment of foster carers
- The implications for Monmouthshire of regional and national approaches to fostering services under the National Fostering Framework.

## 2. RECOMMENDATIONS:

That Cabinet Member endorses the approach contained within the report and that:

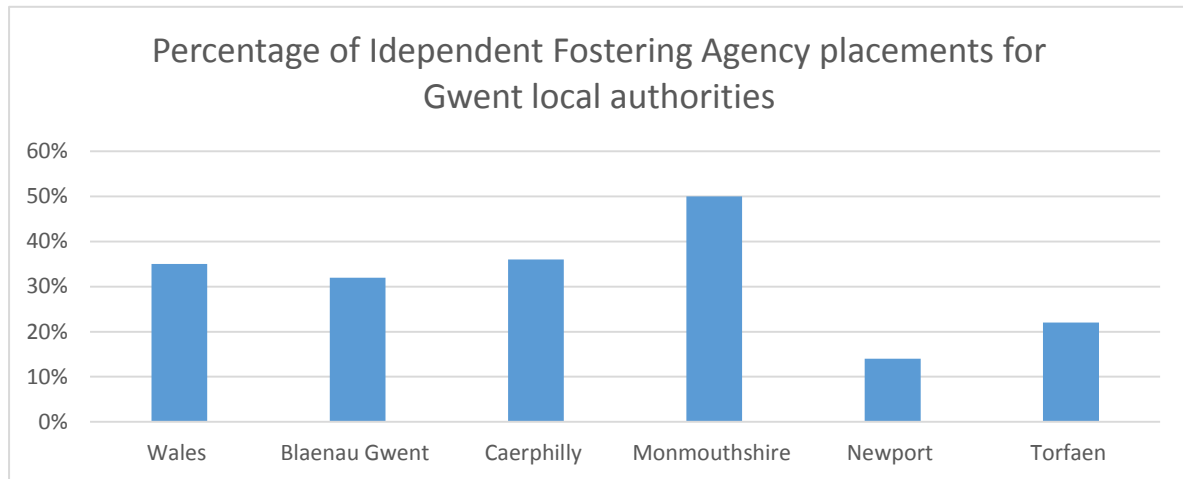
- The payment of fostering allowances is simplified by using consolidated rates so that annual one off payments are included in the weekly allowance, thus reducing bureaucracy
- A minimum fee of £50 per week is paid to new Generic foster carers so that Monmouthshire County Council payments come closer to other Gwent authorities
- Monmouthshire County Council invests in a marketing campaign to attract new foster carers
- Monmouthshire County Council fully participates in projects to develop a regional approach to fostering services across Gwent and within the context of the National Fostering Framework for Wales.

## 3. KEY ISSUES:

### 3.1 Context

Monmouthshire County Council currently has 21 generic in-house foster carers. This is a very small pool of in-house foster carers for the size of the authority. These numbers are not sufficient to meet the current or predicted demand for placements for looked after children for the authority.

The number of children looked after by Monmouthshire County Council has been on an upward trajectory over recent years. The current number of Looked After children is 123.



Monmouthshire County Council children's service is often forced to place children with foster carers recruited and managed by Independent Fostering Agencies (IFAs). 50% of Monmouthshire County Council's Looked After Children are placed with IFAs. This is a considerably higher proportion than other Gwent authorities.

In addition, Monmouthshire County Council uses IFAs for both complex and more straightforward placements. This pattern of placement reflects the low availability of in-house foster carers.

These trends have been a concern to the authority for a number of years. In response the authority increased its staffing within the Placement and Support Team through an Invest-to-Save business case. It also recently commissioned an external independent consultancy to advise on increasing the supply of foster carers.

### **3.2 Progress of the Invest-to-Save Fostering Business Case**

The objective of the invest-to-save fostering business case was

*'to make more effective use of Monmouthshire County Councils resources, and to increase the capacity and the quality of the care our foster carers provide over a 5 year period.'*

The business case has three elements to it. The progress of each needs to be considered separately.

#### **Element 1 : Special Guardians**

The business case created a new full-time Social Worker post within the Placement and Support Team focusing on Special Guardians. The rationale for the investment was to enable the authority to manage a significant increase in Special Guardianship Orders (SGOs).

This legal arrangement secures permanency for a child by transferring parental responsibility from the local authority to a foster carer or a kinship carer who then becomes a Special Guardian. In some circumstances SGOs can enable parental responsibility to be transferred from a parent directly to a Special Guardian.

These arrangements can be beneficial as the SGO reduces the bureaucracy involved when a child is 'Looked After'. They also reduce some costs, as the allowances paid to a Special Guardian are means tested. The authority has a duty to provide non-financial support to Special Guardians.

Currently Monmouthshire County Council has 34 Special Guardians supporting 47 different children. In the calendar year 2016 there were 7 new Special Guardianship Orders granted.

This element of the business case has been successful.

#### *Element 2 : Improve compliance with Fostering Regulations and increase foster carer recruitment*

The business case created a number of posts that were designed to increase the number of foster carers over a five year period. These posts are:

- One permanent and one temporary Social Worker both focusing on recruitment
- A Placement and Contracts officer
- A Business Support Administrator

The investment in these posts has not as yet resulted in an increase in the net numbers of foster carers, despite the team's best efforts.

The service, in conjunction with the external independent consultant, has reviewed the reasons for not increasing the numbers of people coming forward to be foster carers and has developed a number of recommendations to ensure that there is a step change in recruitment within 2017/18. Further details of these recommendations are set out in the next two sections of this report.

The additional staff within the Placement and Support Team has however enabled the service to manage a very significant increase in Kinship Carer 'Viability' Assessments. Local authorities are increasingly being required to complete these assessments by the courts where a friend or family member of a looked after child has been identified as a potential kinship carer. In the calendar year 2016 the team completed 43 Kinship Carer 'Viability' Assessments and commissioned an additional 7 externally. In addition to this 11 kinship carer assessments were completed by the team with an additional

15 kinship care assessments commissioned externally. The demands on the service arising from kinship work is not likely to decrease in the foreseeable future.

### Element 3 : Clinical Psychologist

The business case also enabled the employment of a Clinical Psychologist (0.4 FTE) to work at BASE (Monmouthshire County Council's Therapeutic Support Project). The clinical Psychologist has focused on supporting the increase in special guardians and kinship carers. Access to a clinical Psychologist remains a key element of the wider offer to foster carers including specialist foster carers who support children with the greatest need.

### **3.3 Foster Carer Recruitment and Retention**

As outlined above, Children's Services has not yet managed to increase the net numbers of foster carers. There are a number of reasons for this:

- ❑ There are challenges in recruiting foster carers in areas like Monmouthshire. The county has a very low population density, there are a number of small towns with individual identities and there isn't a focused single Monmouthshire media.
- ❑ Monmouthshire County Council restricts recruitment activity to within the county borders.
- ❑ Activity undertaken has not been within a wider recruitment strategy aimed at potential foster carers.
- ❑ Foster carer recruitment has not been targeted at specific groups of people who may be able to look after children with more complex needs. This includes people who have previously fostered or other people who have a good knowledge of children's social care.
- ❑ The authority has not invested in targeted advertising or focused social media promotion. Other authorities have had good success developing fostering focused engagement strategies.
- ❑ The authority does not have in place any specific strategies to ensure the retention of foster carers. The authority needs to, for example, set up recognition systems to ensure that long serving foster carers are identified and valued.
- ❑ The authority has a relatively low financial offer to foster carers particularly in relation to some of the other Gwent authorities.

### **3.4 Monmouthshire County Council's 'Offer'**

The fostering financial offer is the amount of money made up of both a maintenance allowance and a fee that a local authority is required to publish to demonstrate the minimum amount a foster carer will receive per week for looking after children.

The maintenance allowance is designed to cover the foster carer's expenses for looking after a child and the fee is the amount the foster carer receives as a reward element.

The Welsh Government issues regulations on a national minimum maintenance allowance. This allowance is paid to all approved foster carers including those who are kinship carers and short break or respite carers<sup>1</sup>. This is the baseline minimum offer.

In addition to the maintenance allowance there is an ability to pay generic foster carers a fee. The level of fee reflects the additional skills required by the foster carer to look after a child they have not had a previous relationship with. Fees can be increased proportionately to the complexity of the needs of the child. Fee increases represent a recognition of the additional training that is required to care for children with greater needs or the skills required to manage older children.

The combination of the fee and the allowance makes up the offer.

Monmouthshire County Council's Offer 2016/17

Age	Band 1	Band 2	Band 3
0-4	£166	£226	£241
5-10	£151	£211	£226
11-15	£152.55	£212.55	£227.55
16-17	£197.61	£257.61	£272.61

Monmouthshire County Council's offer to foster carers is to pay at least the Welsh Government's minimum maintenance allowance plus a fee in one of three bands: Band 1 = £0, Band 2 = £60 and Band 3 = £75. Newly approved foster carers currently get paid the Band 1 (£0) rate. This is the lowest level that a foster carer in Wales could be paid.

This means someone with their first placement in Monmouthshire would just receive the Welsh Government recommended lowest level of maintenance allowance and no fee. This compares to Newport when someone with their first placement will receive a minimum package of £309 per week, and to Torfaen a minimum package of £256.75 per week.

Monmouthshire County Council's headline published financial offer is simply far lower than neighbouring authorities and IFAs. If these levels of financial support are annualised the figures are quite stark.

**Comparative yearly package for looking after 11-15 year old with complex needs**

Fostering options II	£ 30,004
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<sup>1</sup> <http://gov.wales/docs/dhss/publications/141117foster-carersen.pdf>

Fostering options I	£ 22,516
Newport II	£ 30,940
Newport I	£ 16,068
Cardiff	£ 18,597
Torfaen	£ 14,131
<b>MCC</b>	<b>£ 12,743</b>

Although there is lots of evidence that financial remuneration is not the sole factor determining which organisations potential foster carers go to, it is a contributing factor. Monmouthshire County Council's offer is consequently an important element of any foster carer recruitment and retention strategy.

### **3.5 Recommended Changes to the Offer**

Monmouthshire County Councils needs to:

1. Increase its minimum financial offer to new generic foster carers to £50 per week so that there is some financial incentive from the outset and brings Monmouthshire a step closer to offers made by other authorities within South East Wales. (All existing carers within Monmouthshire already receive a minimum fee of £50 per week.)
2. Aggregate additional yearly allowances and ad-hoc payments and include them in the weekly maintenance allowance. This will reduce administration costs and reduce the bureaucracy on foster carers, whilst being cost neutral. This will ensure transparency, better equity across foster carers, and enable foster carers to plan spending on their foster children in a more 'natural' way.

### **Proposed New Financial Offer 2017/18**

<b>Age Band</b>	<b>Proposed Consolidated Allowance Rates 17/18</b>	<b>Level 1 Fee</b>	<b>Level 2 Fee</b>	<b>Level 3 Fee</b>
<b>0-4</b>	216.00	50.00	60.00	75.00
<b>5-10</b>	174.00	50.00	60.00	75.00
<b>11-15</b>	174.00	50.00	60.00	75.00
<b>16-17</b>	223.00	50.00	60.00	75.00



### 3.6 Specialist Foster Carers

The authority has a number of children in residential accommodation that could be fostered if suitable specialist foster carers were available. This would reduce costs and improve outcomes for the children, however, it would require foster carers with significant levels of skill in dealing with children with complex needs. A key element of any recruitment strategy for specialist foster carers would be an increase in the offer for people willing and able to support children with the highest levels of need. There are no specific recommendations regarding the recruitment of specialised / therapeutic foster carers within this report, however, this is potentially an important area of development work for Monmouthshire moving forward.

### 3.7 The non-financial offer

The on-going support provided to foster carers is equally important in both recruitment and retention. This includes training and professional development, as well as foster carers feeling valued and supported in the vital role they play for some of our most vulnerable children. Making sure that we have the right support in place for our carers is being addressed as part of our overall 'Delivering Excellence in Children's Services' development plan.

### 3.8 Marketing

Monmouthshire County Council competes against both neighbouring authorities and Independent Fostering Agencies (IFAs) to secure the services of foster carers. To increase the net numbers of in-house foster carers the authority will have to change and refocus its approach to marketing. This will need to ensure that:

- ❑ The maximum number of people in the key demographic groups who are likely to foster are made aware of Monmouthshire's County Councils need for foster carers, and have good recognition of how they can contact the authority (contact number of website landing page).
- ❑ Those people that have already considered fostering or are current foster carers for IFA or other authorities in the Monmouthshire area need to recognise that Monmouthshire's offer is broadly equivalent to that of other local authorities.

The Council's Communications team have developed a costed approach to marketing Monmouthshire County Councils fostering offer. This will include on-line marketing and radio advertising. In addition they have also developed an approach to utilise the 30 buses that make up the councils school transport service to provide street lining advertising. The plan is to launch the new marketing campaign to coincide with the national foster week activity in mid May 2017.

### 3.9 Regional and National Foster Carer Service

Local authorities in Gwent are mapping out a process of developing a regional approach to fostering. In turn, this fits into the National Fostering Framework under the

direction of the Welsh Government. Both approaches will have potential benefit for Monmouthshire County Council, and it is vital that Monmouthshire Children's Services help to shape and influence these initiatives.

A robust regional / national end-to-end approach to fostering services with a single pool of foster carers receiving a standard unified financial offer could reduce financial risk, decrease recruitment costs and dramatically increase the pool of in-house foster carers available for the authority. This in turn would reduce Monmouthshire's County Council's dependency on a high proportion of IFAs. It is likely that any regional or national approach would initially cover recruitment, training or assessment. If this was the case then the authority would still be vulnerable to carers choosing other authorities or agencies based on higher financial offers available elsewhere. A precursor to any successful regionalisation would be a harmonisation of fees and allowances.

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

We want to ensure that children and young people achieve in their childhood, and that they can be successful in their futures.

We want to ensure that children and young people who are unable to live safely within their own families are looked after and provided with the best possible care and support in placements that meet their needs. We believe that this is best achieved by Children's Services working closely with foster carers who are integral to the service, and who share our values and beliefs.

Where ever possible we want to ensure that Monmouthshire children remain closer to their home communities and live with carers who can support their culture and identity. We want Monmouthshire foster carers for Monmouthshire children.

We want to ensure that Monmouthshire Children's Services live within the means allocated by the Council. Reducing the money spent on IFAs is an important part of realising this, and something that can be achieved by increasing our pool of in-house foster carers.

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

Understanding the financial implications and potential constraints of increasing the recruitment and retention of foster carers within Monmouthshire County Council will be built into the work programme for the next phase. In embarking upon this journey we are mindful of the financial challenges facing local government.

Welsh Government publish recommended national minimum allowance rates, for foster carers which Local Authorities are expected to implement. The consolidated allowance rates in Monmouthshire's new offer exceed these minimum allowance rates. As mentioned at 3.5 (2) moving to these consolidated rates will be cost neutral.

The proposal to pay new foster carers a minimum fee of £50 per week (like existing carers) is effectively cost neutral from the point of view that the fee will only be paid to them upon a child being placed and thereby avoiding the need for Monmouthshire to use more expensive IFA placements. This is a key financial advantage of attracting new in house carers and having a larger pool to call upon and which should mean that the percentage of our looked after children population being placed in IFAs will start

to come down. Therefore, any changing levels of expenditure against the external placements budget and in-house fostering budget will need to be monitored with flexibility around budget virements as necessary.

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

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

The report has been developed to impact positively on all children, young people and their families we work with. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council to support the needs of children, young people and their families.

The Future Generations Evaluations Form has helped the Council understand the proposal to increase the recruitment and retention of foster carers within Monmouthshire County Council and has evidenced that the Council has paid due regard to equality and sustainable development issues within the proposal.

The actual impacts from this report's recommendations will be regularly reviewed by the Fostering Project established to recruit and retain foster carers.

## **7. CONSULTEES:**

Claire Marchant – Chief Officer, Social Care and Health  
Children's Services Leadership Team – 15<sup>th</sup> February 2016

## **8. BACKGROUND PAPERS:**

None

## **9. AUTHOR:**

Jane Rodgers, Head of Children's Services

## **10. CONTACT DETAILS:**

**Tel:** 01633 644054

**E-mail:** [JaneRodgers@Monmouthshire.gov.uk](mailto:JaneRodgers@Monmouthshire.gov.uk)

APPENDIX 1



# Future Generations

<p><b>Name of the Officer</b> completing the evaluation</p> <p>Jane Rogers</p> <p><b>Phone no:</b> 01633 644054  <b>E-mail:</b> : <a href="mailto:JaneRodgers@Monmouthshire.gov.uk">JaneRodgers@Monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To increase the recruitment and retention of foster carers within Monmouthshire County Council</p>
<p><b>Name of Service</b></p> <p>Children's Services</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>14<sup>th</sup> February 2017</p>

1. **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.

<p><b>Well Being Goal</b></p>	<p><b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b></p>	<p><b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b></p>
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Increasing the recruitment and retention of foster carers within Monmouthshire County Council will have a positive impact within the County through efficient use of resources, skilled educated people, generating wealth and providing jobs (e.g. recruiting and retaining foster carers by using proven</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?
	marketing techniques, and increasing the financial offer made to foster carers).	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	N / A	
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The Social Services and Wellbeing (Wales) Act 2014, requires local authorities to review the care and support they provide, while providing a range of services designed to promote wellbeing and prevent the need for care and support. The vision contained within the report is for children and young people to be healthy, happy, and feel valued and loved and grow into successful adults who can have positive relationships, positive futures and become responsible citizens. For example it is hoped that if foster carers are supported to maintain placements and meet the needs of children more effectively, then children will experience more stable placements, have improved emotional well-being, learn better and make the transition to adulthood more successfully. In addition, foster carers will become more resilient, enjoy better emotional well-being and are more likely to remain as Monmouthshire foster carers.	N/A


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>The values and principles contained within the report are to ensure that we recruit and retain foster carers within Monmouthshire County Council and find ways to help them meet the needs of children who are placed with them, including their need to be protected from harm. We will, whenever it is safe to do so, always look for ways to support children and young people to remain with their birth family or extended family and avoid the need for children and young people to become looked after. However, when this is not possible we will always seek to look after children within the boundaries of Monmouthshire in order to maintain their relationship with their family, peers and to enable them to continue to maintain their links with education, health and other services that may be involved with them unless there is a reason why this would not be in their best interest. For example Monmouthshire foster carers provide the opportunity for children and young people to remain living in their local communities which assists with potential plans for reunification, and enables children and young people to retain their friendships, education, and community activities, all of which promote placements being stable and successful.</p>	<p>N/A</p>



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>There are many significant benefits in promoting the growth in local foster carers. Monmouthshire foster carers promote a strong sense of community pride and achievement in supporting local children and young people to remain in the communities they are from.</p>	<p>N/A</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>The purpose of the report is to expand the availability of placements to meet a wide range of children within the Foster Team. This means promoting and protecting the culture, heritage and Welsh language by expanding and proving placements to meet these particular needs / well being goals.</p>	<p>N/A</p>
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>An overarching priority within Children's Services is to ensure that we will find safe and appropriate ways to work with families to help them meet their children's needs, including their need to be protected from harm. We will, whenever it is safe to do so, always look for ways to support children and young people to remain with their birth family or extended family and avoid the need for children and young people to become looked after. But when children and young people are unable to live with their own family a family based foster placement which meets their needs will be sought and secured and</p>	<p>N/A</p>


<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
	the report recommends ways in which we can recruit and retain these family based foster carers.	




**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? Describe how.	If not, what has been done to better meet this principle?
 <p>Balancing short term need with long term and planning for the future</p>	<p>We have set out our commitment within the report to use the resources afforded to us by the Council effectively to support children, young people, and their families within the Councils allocation. This is within the context of the 3 year service and financial plan which sets out a sustainable service and financial plan for children’s services, combining improvements in social work practice, workforce development and commissioning. This report is a key strand to deliver those improvements through recruiting and retaining foster carers within Monmouthshire.</p>	<p>N/A</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>The Social Services and Wellbeing (Wales) Act 2014, which came into force on the 6<sup>th</sup> of April 2016, is the legislative underpinning for changes in the way that local authorities and their partners work with individual families. Within the report we outline how we will continue to strengthen commissioning and partnership arrangements to ensure that the services we use are the ones that best meet the needs of children, young people and their families, and will best help families to be able to become successful and independent. We are also going to identify the key needs and service development priorities in terms of developing a regional approach to fostering, to include looking at potential partnerships with neighbouring services. We will continue to develop working arrangements with partners to ensure that we are achieving the best outcomes for children and young people.</p>	<p>N/A</p>
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>Within the report we outline our marketing and engagement strategy and how we are actively seeking the views of our current foster carers with regard to the new offer. The Councils Marketing &amp; Engagement team have developed an approach to marketing Monmouthshire County Councils fostering offer which will include on-line marketing and radio advertising.</p>	<p>N/A</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p data-bbox="224 778 347 805">Prevention</p> <p data-bbox="385 571 573 783">Putting resources into preventing problems occurring or getting worse</p>	<p data-bbox="600 304 1335 1054">Within the report we discuss how we will work successfully with children and young people, their parents and families, and partner agencies to help children and young people achieve the best outcomes. We will ensure that children and young people achieve in their childhood, and that they can be successful in their futures. We will ensure that achieving the best for children and young people is at the centre of everything we do. We will ensure that children and young people who are unable to live safely within their own families are looked after and provided with the best possible care and support in placements that meet their needs. To enable us to do this we have developed a financial offer, and recruitment and retention plan which articulates the actions we must take and the resources we must develop to ensure that the needs of children and young people are appropriately met.</p>	<p data-bbox="1697 671 1756 699">N/A</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.	If not, what has been done to better meet this principle?
 <p data-bbox="389 371 562 619">Considering impact on all wellbeing goals together and on other bodies</p>	<p data-bbox="600 300 1323 691">Within the report its outlines when children are unable to remain within their own families the Council will find the next best alternative such as a family based foster placement with the aim of returning children and young people to their birth family when it is safe to do so. The report demonstrates how we will meet sustainable development by supporting children and young people in foster placements and how it will impact on foster carers themselves.</p>	<p data-bbox="1697 491 1756 520">N/A</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	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?
Disability	The report has been developed to impact positively on all looked after children and young people (and their families) we work with (which includes children and young people with disabilities) by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	N/A	N/A
Gender reassignment	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	N/A	N/A

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	N/A	N/A
Pregnancy or maternity	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	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?
Race	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	N/A	N/A
Religion or Belief	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	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?
Sex	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	N/A	N/A
Sexual Orientation	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	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?
Welsh Language	The report has been developed to impact positively on all looked after children and young people (and their families) we work with by ensuring they achieve in their childhood, and that they can be successful in their futures. This will be achieved through increasing the recruitment and retention of foster carers within Monmouthshire County Council.	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>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	The report outlines how being able to increase the Councils recruitment and retention of foster carers we will be able to keep children and young people safe, by responding appropriately to disadvantage and safeguarding concerns, and maintaining a focus on identifying the most appropriate placement setting.	N/A	N/A
Corporate Parenting	The report outlines the Councils corporate parenting responsibility for looked after children and how the Council currently responds to those duties and how it will respond in the future to those responsibilities to support children, young people and their families by recruiting and retaining foster carers.	N/A	N/A

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

The evidence and data that has informed the report on increasing the recruitment and retention of foster carers within Monmouthshire County Council was:

1. The Social Services and Wellbeing (Wales) Act 2014
2. Statswales.gov.uk – Quantitative data on population, services users, comparative data across Wales
3. Local Government Data Unit – Qualitative data on service users
4. Service user data from PLANT
5. Financial data – Agresso
6. Cabinet – Business Cases Paper - May 2015
- 7.

**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 Future Generations Evaluations Form has helped the Council understand the proposal to increase the recruitment and retention of foster carers within Monmouthshire County Council and has evidenced that the Council has paid due regard to equality and sustainable development issues within the proposal.

**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
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	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:	17.02.2018
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	Cabinet	17.02.2017	

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**SUBJECT: Disposal of Land adjacent to 'The Studio', Garden City Way, Chepstow for less than best consideration to enable affordable housing to be developed.**

**MEETING: Individual Cabinet Member Decision**

**DATE: 16 February 2017**

**DIVISION/WARDS AFFECTED: St Mary's**

**1. PURPOSE:**

To seek approval for the disposal of the land outlined red (see plan) to Melin Homes at less than best consideration to enable the development of affordable housing.

**2. RECOMMENDATIONS:**

2.1 That land forming parts of the Land Registry title numbers P40872 and P43276 be disposed of to Melin Homes.

2.2 That a covenant is placed on the land restricting its use to providing access for affordable housing

**3. KEY ISSUES:**

3.1 The General Disposal Consent (Wales) 2003 allows the Authority to dispose of land at less than best consideration for the promotion of economic, social and environmental wellbeing.

3.2 The land in Council ownership is required for the widening of an existing driveway serving the site to enable the development of eight new affordable houses as per the approved detailed planning consent dated 29 January 2016 (Ref: DC/2015/01209).

3.3 A covenant will be placed on the land ensuring its use as access for affordable housing. If Melin or successors in title seek to lift this covenant, market value will be required.

**4. REASONS:**

4.1 The disposal of land to Melin Homes will enable the access to be created to satisfy the highway authority and planning consent.

4.2 To support the building of affordable housing in Monmouthshire.

4.3 To protect the Councils interest if the scheme is altered to market sales in the future.

**5. RESOURCE IMPLICATIONS:**

5.1 The transfer in ownership of the land will include all current liabilities including the associated maintenance costs to Melin Homes, ensuring an operational efficiency saving for the Council.

5.2 No capital receipt is required as the disposal relates to affordable housing.

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

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

6.1 The disposal enables the development of eight affordable houses in Monmouthshire

The actual impacts from this report's recommendations will be reviewed every **xxx** years and criteria for monitoring and review will include:

**7. CONSULTEES:**

Local Member for St Mary's – Cllr Peter Farley  
Cabinet Member for Estates – Cllr Phil Murphy  
Monitoring Officer – Robert Tranter  
Legal Services – Joanne Chase  
Senior Strategy and Policy Officer Housing and Communities – Shirley Wiggam  
Estates Manager – Ben Winstanley

**8. BACKGROUND PAPERS:**

Site location plan

**9. AUTHOR:**

Ben Winstanley – Estates Manager  
Ben Thorpe – Graduate Estate Surveyor

**10. CONTACT DETAILS:**

Tel: 01633 644965 or 01633 644964

E-mail: [benwinstanley@monmouthshire.gov.uk](mailto:benwinstanley@monmouthshire.gov.uk) or [benthorpe@monmouthshire.gov.uk](mailto:benthorpe@monmouthshire.gov.uk)



**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**MEETING AND DATE OF MEETING:**

**TITLE OF REPORT:**

**AUTHOR:**

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

**EXEMPTIONS APPLYING TO THE REPORT:**

**FACTORS IN FAVOUR OF DISCLOSURE:**

**PREJUDICE WHICH WOULD RESULT IF THE INFORMATION WERE DISCLOSED:**

**MY VIEW ON THE PUBLIC INTEREST TEST IS AS FOLLOWS:**

**RECOMMENDED DECISION ON EXEMPTION FROM DISCLOSURE:**

Date:

Signed:

Post:

---

I accept/do not accept the recommendation made above

Proper Officer: \_\_\_\_\_

Date: \_\_\_\_\_

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

<p><b>Name of the Officer(s)</b> Ben Winstanley &amp; Ben Thorpe</p> <p><b>Phone no:</b> 01633 644965/4964 <b>E-mail:</b> <a href="mailto:benwinstanley@monmouthshire.gov.uk">benwinstanley@monmouthshire.gov.uk</a> &amp; <a href="mailto:benthorpe@monmouthshire.gov.uk">benthorpe@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>The disposal of land to Melin Homes (for less than best consideration via the General Disposal Consent Wales 2003 order) to enable the development of eight affordable homes on land known as The Studio, Garden City Way, Chepstow.</p>
<p><b>Name of Service</b></p> <p>Estates</p>	<p><b>Date Future Generations Evaluation form completed</b></p> <p>16 February 2017</p>

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



**1. Does your proposal deliver any of the well-being goals below?** 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><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Yes – the land disposal will enable the development of eight affordable homes that will provide jobs/work for skilled construction personnel</p>	<p>X</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?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Yes – the development as per the approved planning consent (Ref: DC/2015/01209) includes biodiversity enhancements.	Melin Homes (developer) are required to build the homes to a mandatory national standards known as the Welsh Housing Quality Standard (WHQS) and the Development Quality Requirements (DQR) standards.
<b>A healthier Wales</b> People’s physical and mental wellbeing is maximized and health impacts are understood	X	X
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Yes – the development scheme will improve the visual appearance of the area, will incorporate good connectivity to the surrounding area and will provide a safe place to live.	X
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Yes – the provision of affordable homes is greatly needed in Monmouthshire and this development will have positive impacts on the local community, social, economic and environmental wellbeing.	X
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	X	X
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Yes – people will have the opportunity to live, part own, rent their own home.	X

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>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	<p>The land disposal to enable affordable housing will meet a short term need for affordable housing in Monmouthshire and contribute to the longer term vision/planning of more affordable homes being built in Wales/Monmouthshire. The land disposal does not hinder any longer term objectives/plans.</p> <p><i>We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (guidance says at least 10 years, but preferably 25)</i></p>	<p>X</p>
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>Yes – working in collaboration with local Housing Associations, identifying potential sites/land for affordable housing schemes to be developed and thus meeting Council objectives.</p>	<p>X</p>
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>The MCC Housing Team have been consulted with regards to the proposals for the affordable housing development scheme. The Local Planning Authority and other internal and statutory consultees have fed into the scheme as part of the planning process.</p> <p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved? Do those people reflect the diversity of the area which is served?</i></p>	<p>X</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>X</p>	<p>X</p>
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The disposal of the land in question will meet many of the wellbeing goals and mostly benefit those in need of affordable housing.</p> <p><i>There is space to describe impacts on people, economy and environment under the Wellbeing Goals above, so instead focus here on how you will better integrate them and balance any competing impacts. Also think about impacts the proposal may have on other organisations.</i></p>	<p>X</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<i>Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.</i>		
Disability	<i>What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.</i>		
Gender reassignment	<i>Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.</i>		
Marriage or civil partnership	<i>Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance</i>		
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, good and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>		

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?
Race	<i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy &amp; Traveller, migrant communities and recording of racist incidents etc.</i>		
Religion or Belief	<i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i>		
Sex	<i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i>		
Sexual Orientation	<i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i>		



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?
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.and also the requirement to promote the language.</i>		

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	<i>Safeguarding in this context applies to both children (not yet reached 18<sup>th</sup> birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i>	<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	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>		

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

*This will include your baseline position, measures and studies that have informed your thinking and the recommendation you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation have had a positive or negative effect. Data sources include for example:*

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people’s perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data including the census figures*
- *Household survey data*
- *Service User Data e.g. from HEAT, FLO, PLANT, Mayrise, ONE etc*
- *Recommendations from Scrutiny or following consultation*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants’ reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors.*

**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 impacts of the proposal to dispose the land in question to Melin homes is that it will enable the development of eight affordable houses to be built.

*This section should give the key issues arising from the evaluation which will be included in the Committee report template.*

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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

**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.**

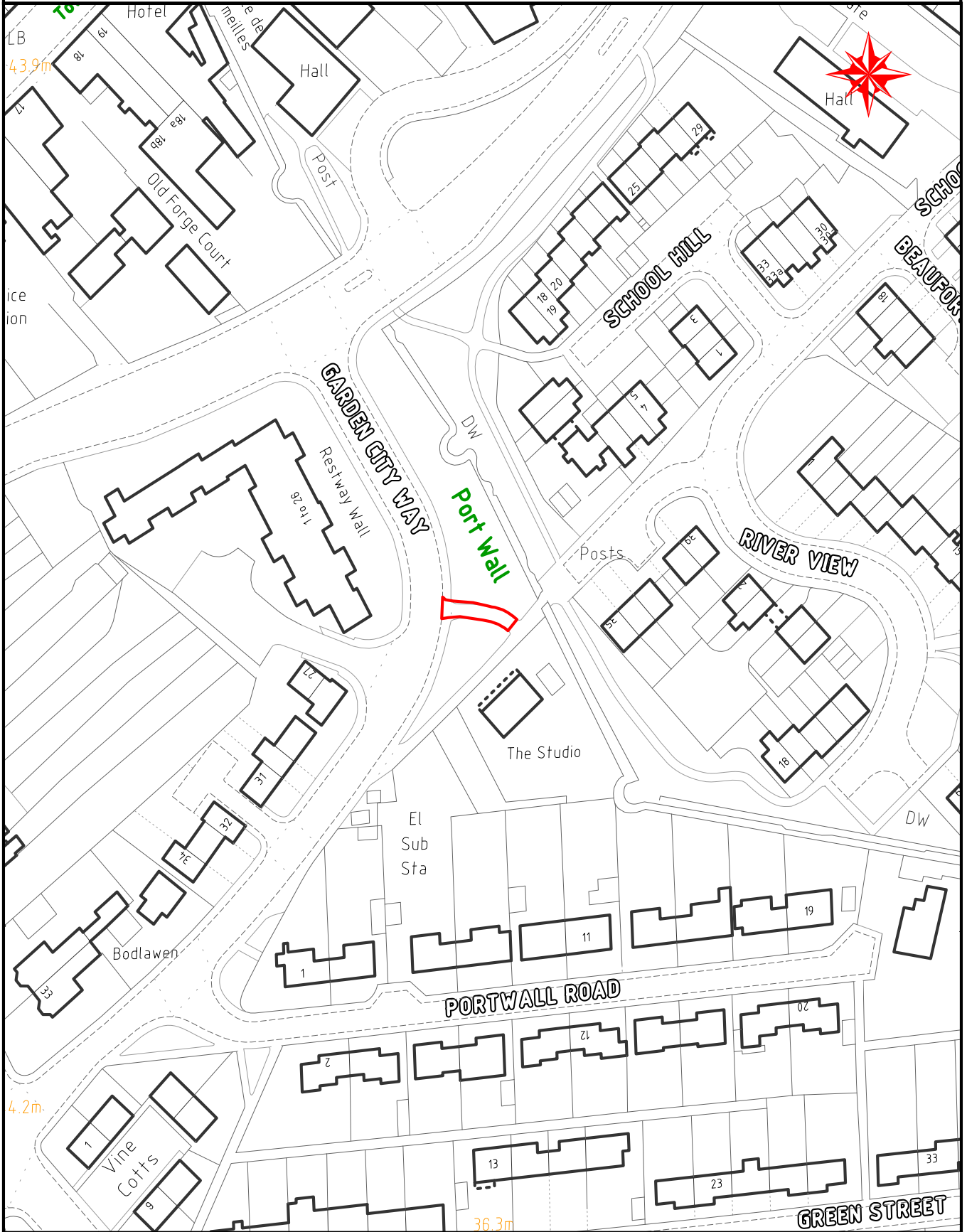
The impacts of this proposal will be evaluated on:	
--	--


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

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>1</b>	Single Member Cabinet Decision <i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

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# Garden City Way



	<b>Details</b> T200			<b>Rev No.</b> 1	© Hawlfraint y Goron a hawliau cronfa ddata 2013 Arolwg Ordnans 100023415 © Crown copyright and database rights 2013 Ordnance Survey 100023415	
	<b>Drawn by</b> Lang.L	<b>Scale</b> 1:1250	<b>Date</b> 15/02/2017		Monmouthshire County Council Innovation House Monmouthshire Magor	
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<b>SUBJECT:</b>	<b>Amendments to the Cemeteries Pricing Policies</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision</b>
<b>DATE:</b>	<b>8th MARCH 2017</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE

To agree the proposed variations to the current charging structure and processes to provide a more transparent process and provide parity with other local authorities as regards children's burials.

## 2. RECOMMENDATIONS

- 2.1.1 That the Council withdraws its burial charges for single depth graves for children up to and including the age of 17. In the event that the family request a triple or double depth grave the cost will be apportioned as outlined in Appendix 1. Families will still need to acquire an Exclusive Right to Burial in the event that they wish to display a headstone.
- 2.1.2 The Costs for exhumations will be increased to £250 for cremated remains. Full coffins will be charged on an individual basis to be determined by the actual costs incurred, with a minimum fee of £500.
- 2.1.3 Where a coffin to be buried is in excess of 28 inches wide a double plot will need to be purchased.
- 2.1.4 Exclusive Right to Burial fees increased to £450 for a new issue. Where a transfer is proposed a Statutory Declaration will need to be completed by those requesting the transfer and a fee of £400 paid. This process will need to be completed prior to the burial taking place.
- 2.1.5 That the amended charges are agreed as outlined in Appendix 1.

## 3. KEY ISSUES

- 3.1 The management of Council cemeteries is undertaken via the powers provided within the Local Authorities Cemeteries Order 1977. Article 15(1) of this Act permits Local Authorities "to charge such fees as they think proper in connection with burials in a cemetery". As a result charges vary between local councils, albeit when setting annual charges we reflect on the approaches of neighbouring authorities, local and national pressures and considerations.

### **Under 18 burials**

- 3.2 Recently significant focus has been placed on the costs of burials for children via a campaign launched by Carolyn Harris MP, who is seeking the removal of burial charges for under 16's. This Council currently has the following charges:

	In County	Out of County
Still born, unviable foetus	No charge	No charge
Children under 5 years of age	No charge	No charge
Persons 5 years or over		
Single Depth	1065	2504
Double Depth	1373	3277
Treble Depth	2198	5337

- 3.3 It is proposed that the burial fees for all under 18's for single depth graves is removed for those living within the County. The family would not need to acquire an Exclusive Right to Burial (at a cost of £450), but without it the burial plot would remain in the ownership of the Council and the family would be unable to erect a headstone or any other form of memorialisation.
- 3.4 If the family wished to buy a double or triple depth plot it is proposed that the cost of the plot be apportioned as follows:

	In County	Out of County
Double Depth	308	3277
Treble Depth	1133	5337

- 3.5 If a family living out of the County at the time of the child's death were able to demonstrate that they had lived within Monmouthshire (as a permanent address) within the last 12 months, they would be eligible for the same fees as those living within the County. Having extended family within the County will not make them eligible for In County fees.

### **Exhumations**

- 3.6 The Council currently charges £80 for the cost of managing and awarding a licence for exhumations. Such procedures are lengthy and incur significant costs in excess of the current levy. It is proposed that for full coffin exhumations the actual costs incurred by the Council are charged to the applicant in line with other charging authorities, the costs would include staff time in obtaining the necessary statutory consents, issuing the licence, arranging and attending the exhumation and liaison with the applicant, their agents and any other third parties. A minimum fee of £500 would be payable at application and any remaining balance would be determined following the conclusion of the proceedings.
- 3.7 The exhumation of cremated remains will be charged at a fixed price of £250.

### **Coffins with a width in excess of 28 inches**



- 3.8 It has become apparent that there is an increasing need to be able to accommodate coffins with a width in excess of 28 inches. Coffins of this size can result in side wall collapse or encroach on the adjacent plot. Where possible we have to date accommodated larger coffins in single plots adjacent to footpaths, however we now need to develop a formal policy to ensure parity in our approach to all burials. It is therefore proposed that from 1<sup>st</sup> April 2017 any burial that involves a coffin in excess of 28 inches will need to be undertaken in a double plot. This will result in increased charges to the bereaved family, however this will ensure that burials are undertaken in a safe manner without impacting on adjacent plots.

### **Out of County Fees**

- 3.9 The Council has a two tier approach to fees to reflect whether the deceased lived within the County of Monmouthshire (In County) or lived in a different location (Out of County). This two tier approach is consistent with other authorities, however results in the most enquiries and challenges. It is evident that there are some inconsistencies with the approach and therefore it is proposed that the following amendments are made to existing practices;

- If a burial plot is purchased by a Monmouthshire resident who subsequently leaves the County and passes away, the burial costs will be charged at the rate of an In County resident.
- The Armed Forces exemption only applies to the serving individual and their spouse (married or co-habiting partner).
- Those residents that need to move out of county to receive specialist care, e.g. a nursing home or move in with a family member for care support will be eligible for In County rates up to a period of 10 years from the date of moving of the County. Those who move out of County to downsize or be closer to relatives will not be eligible for this exemption.
- When an interment within a grave has occurred, subsequent internments will be undertaken on an In County rate regardless of where the deceased resided.

### **Exclusive Right to Burials**

- 3.10 When someone wishes to buy a plot they are purchasing the Exclusive Rights to Burial (ERB) which gives them ownership of the burial plot for 75 years and enables them to erect a memorial on the plot. The current process results in the ERB on occasions being completed post burial, particularly where a transfer of ERB is required. It is proposed therefore to amend the ERB process as follows which will ensure that all the necessary paperwork is prior to the burial:
- Purchase of a plot – Charge of £450 and ERB issued to applicant.
  - Reopen, no transfer of ERB required - no charge. Requires the name of the newly interred deceased to be added to the current ERB and then re-issued to existing holder.
  - Reopen, where no ERB currently issued (first issue) - £450. Requires a new ERB to be prepared with all those interred in the grave to be listed and issued to the ERB applicant.
  - Reopen, where transfer of ERB required - £400. Requires the name of the newly interred deceased to be added to the current ERB and then re-issued to the new legal owner as per the signed and witnessed Statutory Declaration.

3.11 Adopting the above process will put us in line with other authorities. A copy of the Statutory Declaration form is included in Appendix 2.

#### **4. REASONS**

4.1 The Cemetery Service is one of the most sensitive front line services provided by the Council. It is important that we are transparent in all the decisions that we make and that everyone is treated fairly and in accordance with the agreed policies and criteria.

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

5.1 The removal of burial charges for children 17 and under will result in the loss of revenue income. In the last three financial years the Council has received a cumulative total of £4,969 for children's burial. The uplift of the ERB and exhumation charges will offset the loss of income.

#### **6. FUTURE GENERATIONS EVALUATION**

See attached at **APPENDIX A**

#### **7. CONSULTEES**

Cabinet Members  
SLT  
Head of Finance  
Head of Legal Services

#### **8. BACKGROUND PAPERS**

None

#### **9. AUTHOR:**

Debra Hill-Howells      Head of Community Delivery  
Tel: 01633 644281      e-mail: [debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)

Appendix 1

TYPE OF BURIAL	IN COUNTY				OUT OF COUNTY			
	New Burial Incl. ERB Fee £	First Issue of ERB £	No ERB Transfer £	With ERB Transfer £	New Burial Incl. ERB Fee £	First Issue of ERB £	No ERB Transfer £	With ERB Transfer £
<b>INTERMENT IN EARTHEN GRAVE:</b>								
<b>Persons 17 years of age or under:</b>								
Stillborn and non-viable foetuses	No Charge				No Charge			
New Single Depth Grave	450				2504			
New Double Depth Grave	758				3277			
New Treble Depth Grave	1583				5337			
<b>Persons of 18 years of age and over:</b>								
New Single Depth Grave	1138				2577			
New Double Depth Grave	1446				3350			
New Treble Depth Grave	2271				5410			
Re-opened Grave to Single Depth		721	344	637		1646	861	1436
Re-opened grave to Double Depth		996	620	912		2335	1550	2125
New Cremated Remains in G of R	577				1176			
Re-opened Cremated Remains Plot		504	127	420		1103	317	893
Re-opened Full Grave for Cremated Remains		504	127	420		1103	317	893
Cremated Remains in New Full Grave	850				1859			

Appendix 2 – Proposed Statutory Declaration

**STATUTORY DECLARATION**

**DETAILS OF GRAVE**

Cemetery: ..... Grave Number: .....

Grave Owner: .....

Purchased On: .....

**NAME AND ADDRESS OF SUCCESSOR**.....

.....

**DO SOLEMNLY AND SINCERELY DECLARE as follows:-**

THE GRAVE DEED CANNOT BE PRODUCED BECAUSE:

.....

I WISH TO BE REGISTERED AS THE SUCCESSOR IN TITLE TO THE EXCLUSIVE RIGHTS APPERTAINING TO THE ABOVE GRAVE

THE PREVIOUS OWNER DIED ON: .....

1. I hereby declare that I am entitled to be named as the successor in title of the registered grave owner for the following reasons: -

.....  
.....

2. If any other persons are equally entitled I have obtained their consent that I should be so named.

3. To the best of my knowledge and belief ..... (Name of Grave Owner) have never assigned the benefit of the grave right to any other person or specified any reservation of the grave for any particular person in accordance with item 10(6) in the Local Authorities Cemeteries Order 1977

4. I hereby declare that I will indemnify Blaenau Gwent County Borough Council against all actions, proceeding, demands, costs and expenses of any nature whatsoever (including the exhumation of any burial) “should it be subsequently proved my claim as aforesaid” is unfounded and that I have no title to exercise the Right of Burial in this grave. I am making this declaration believing the same to be true by virtue of the Statutory Declarations Act of 1835.

**DECLARED AT** .....

**THIS** ..... **DAY OF** .....

**IN THE COUNTY OF** ..... **BEFORE ME** .....

**SOLICITOR/ COMMISSIONER FOR OATHS- SIGNATURE** .....

**OFFICE ADDRESS** .....

**SIGNATURE OF APPLICANT** .....

***APPLICANTS ARE REMINDED THAT FAILURE TO COMPLETE THIS DECLARATION TRUTHFULLY  
COULD GIVE RISE TO CRIMINAL PROCEEDINGS***



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

<p><b>Name of the Officer</b> completing the evaluation Debra Hill-Howells</p> <p><b>Phone no:</b> 01633 644281 <b>E-mail:</b> <a href="mailto:debrahill-howells@monmouthshire.gov.uk">debrahill-howells@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To amend the cemetery charging policies</p>
<p><b>Name of Service</b></p> <p>Estates</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>17<sup>th</sup> February 2017</p>

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


- 1. Does your proposal deliver any of the well-being goals below?** 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><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	N/A	
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and</p>	N/A	

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
can adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	N/A	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances		

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

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

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	

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

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Removing burial charges for those that are 17 and under		
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		

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	
Corporate Parenting	N/A		

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

Review of existing charge policy and Exclusive Right of Burial processes within other Welsh authorities

Removal of Under 18 burial charges by neighbouring authorities and campaign by Carolyn Harris MP.

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

Positive – Removal of burial charges for 17 and under which will reduce the burden for bereaved families. Improved transparency around out of County and in County criteria.

Negative – Increase the costs of exhumations to reflect actual costs and increased Exclusive Right to Burial fees

**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

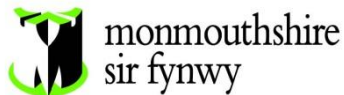
**8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.**

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

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
<b>1</b>	Individual Cabinet Member Decision	<b>8<sup>th</sup> March 2017</b>	

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<b>SUBJECT:</b>	<b>SECTION 106 FUNDING – BUS ROUTES 3 AND X4</b>
<b>MEETING:</b>	<b>Individual Cabinet Member Decision</b>
<b>DATE:</b>	<b>8<sup>th</sup> March 2017</b>
<b>DIVISIONS/WARDS AFFECTED:</b>	<b>BRYN-Y-CWM</b>

## 1.0 PURPOSE

- 1.1 To ask the Council to agree to the spend of £56,000 Section 106 funding on bus routes 3 and X24

## 2.0 RECOMMENDATIONS

- 2.1 It is proposed that the £56,000 Section 106 funding is approved for release to support the route 3 service by 31 March 2026 at the latest.
- 2.2 It is expected that approximately £7,000 of the funding will be used in 2016/17 as additional costs have been incurred on contracted route 3 due to additional mileage being run caused by a detour because of A465 roadworks. The remainder is likely to be used over the next 3-4 years.

## 3.0 KEY ISSUES

- 3.1 In June 2016 the council was contacted by the Brecon Beacons National Park Authority (BBNPA) that they had received a Section 106 contribution relating to the Cae Meldon development (13/10295/FUL) of £56,000 for “the X4 Abergavenny to Cardiff bus service and/or the No. 3 Abergavenny to Brynmawr service”, to be spend within 10 years of 31 March 2016.
- 3.2 Route X4 is currently a commercial bus service run by Stagecoach South Wales, running between Cardiff and Hereford via Merthyr and Abergavenny. The operator is running the service on their own financial risk. They set the timetable and set the fares (and receive the fares). Route 3 is a contracted (or supported) service, running between Brynmawr, Gilwern and Abergavenny. Contracted means that bus operator wants to run a service serving those places on their own financial risk, so MCC draws up a timetable, sets maximum fares, and then tenders the service to whichever operator requests the lowest subsidy. In the case of route 3 the tender was won by Stagecoach South Wales, and the annual support is £47k.
- 3.3 The BBNPA offered this funding to Monmouthshire County Council, to spend in accordance with the purpose by the time required. Officers have agreed the offer and the funding has been transferred.

## 4.0 REASONS

- 4.1 The funding cannot be spend on any other purpose.
- 4.2 The spend in 2016/17 will be determined by the additional costs incurred on contracted route 3 due to the roadworks. The remainder is likely to be used over the next 3-4 years, because of the service issues caused by the roadworks future patronage and contract costs are current impossible to predict.

## 5.0 RESOURCE IMPLICATIONS:

5.1 The proposal is fully funded by Section 106 funding that cannot be spend on any other purpose.

**6.0 WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING) SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS**

6.1 A completed Equality Impact Assessment Form and Sustainable Development Checklist is attached as Appendix A. There are no significant impacts identified. Agreeing to the spend of £56,000 Section 106 funding on bus routes 3 will enable the council to continue to provide a service that may otherwise be under thread.

**7.0 CONSULTEES**

- Cabinet Member for Transport
- Section 106 Working Group
- Assistant Head of Finance
- Business Manager Passenger Transport & Transport Planning

**8. BACKGROUND PAPERS:**

None

**9.0 AUTHOR**

Christian Schmidt  
Transport Planning & Policy Officer

**10. CONTACT DETAILS:**

Tel: 01633 644727 / 07471 479238  
E-mail: [christianschmidt@monmouthshire.gov.uk](mailto:christianschmidt@monmouthshire.gov.uk)

## APPENDIX A

### PART 1: EQUALITY IMPACT ASSESSMENT FORM

<b>What impact are you assessing</b>	<b>Service area</b>
Allocating Section 106 money to bus services	Passenger Transport
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Richard Cope	Christian Schmidt 16feb17

1. What are you proposing to do?

The proposal is to allocate £56,000 to bus route 3

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below. **NO**

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

3. Please give details of the negative impact

n/a

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

n/a

5. Please list the data that has been used to develop this proposal? e.g. Household survey data, Welsh Govt data, ONS data, MCC service user data, staff personnel data etc.

No data has been used.

**Signed:** Christian Schmidt  
**Designation:** Transport Planning & Policy Officer  
**Dated:** 16/2/17

### PART 2: EQUALITY INITIAL CHALLENGE

Name: <b>Christian Schmidt</b>		Please give a <b>brief description</b> of what you are aiming to do.	
Service area: <b>Passenger Transport</b>		Allocate Section 106 funding to support the route 3 bus service	
Date completed: <b>16/2/17</b>			
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age			✓
Disability			✓

Marriage + Civil Partnership		✓	
Pregnancy and maternity		✓	
Race		✓	
Religion or Belief		✓	
Sex (was Gender)			✓
Sexual Orientation		✓	
Transgender		✓	
Welsh Language		✓	

Please give details about any potential <b>positive Impacts</b> .	How will these <b>positive impacts</b> be achieved
➤ <i>Young people, elderly, disable people and women are more likely than the population as a whole to have lower level of mobility and are more likely to rely on public transport to access jobs, services and other facilities</i>	➤ <i>The funding will support continued provision of the route 3 bus service.</i>

Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤ <i>n/a</i>	➤ <i>n/a</i>

**Signed:** Christian Schmidt  
**Designation:** Transport Planning & Policy Officer  
**Dated:** 16feb17

**PART 2: SUSTAINABILITY CHALLENGE**

<b>Name of the Officer</b> completing “the Sustainability challenge”  <b>Christian Schmidt</b>		Please give a <b>brief description</b> of the <b>aims</b> proposed policy or service reconfiguration Allocate Section 106 funding to support the route 3 bus service	
<b>Name</b> of the Division or service area  <b>Passenger Transport</b>		<b>Date</b> “Challenge” form completed  <b>16feb17</b>	
Aspect of sustainability affected	<b>Negative impact</b> Please give details	Neutral impact Please give details	<b>Positive Impact</b> Please give details
<b>PEOPLE</b>			
Ensure that more people have access to healthy food			✓ Bus service provides access to additional food shops, esp. in Abergavenny
Improve housing quality & provision		✓	
Reduce ill health and improve healthcare provision		✓	
Promote independence			✓ Users may otherwise not be able to travel, or reliant on lifts
Encourage community participation/action & voluntary work		✓	



Targets socially excluded			✓ Bus service provides mobility for those without a car
Help reduce crime and fear of crime		✓	
Improve access to education and training			✓ Bus service provides access to additional education and training facilities
Have a positive impact on people and places in other countries		✓	
<b>PLANET</b>			
Reduce, reuse and recycle waste and water		✓	
Reduce carbon dioxide emissions			✓ Bus services have lower CO2 emissions per passenger journey compared to cars or taxi
Prevent or reduce pollution of the air, land and water			✓ Bus services emit less pollution per passenger journey compared to cars or taxi
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)		✓	
Protect or enhance visual appearance of environment		✓	
<b>PROFIT</b>			
Protect local shops and services		✓	
Link local production with local consumption		✓	
Improve environmental awareness of local businesses		✓	
Increase employment for local people			✓ Bus service provides access to jobs, esp. for those without a car
Preserve and enhance local identity and culture		✓	
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc		✓	
Increase and improve access to leisure, recreation or cultural facilities			✓ Bus service provides access to leisure, recreation or cultural facilities, esp. in Abergavenny

What are the potential negative Impacts	Ideas as to how we can look to <b>MITIGATE</b> the <b>negative impacts</b> (include any reasonable adjustments)
➤ N/A	➤ N/A

### The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

The proposal would help to secure access to jobs, services and facilities in Abergavenny and Brynmawr (and with interchange to places beyond) for residents in the places served by the bus routes.

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

n/a

**Signed:** Christian Schmidt

**Designation:** Transport Planning & Policy Officer

**Dated:** 16feb17



<b>Name of the Officer</b> Christian Schmidt <b>Phone no:</b> 01633 644727 <b>E-mail:</b> christianschmidt@monmouthshire.gov.uk	<b>Please give a brief description of the aims of the proposal</b> Approve release of section 106 funding that must be spend on “the X4 Abergavenny to Cardiff bus service and/or the No. 3 Abergavenny to Brynmawr service”
<b>Name of Service</b> Passenger Transport & Transport Planning	<b>Date Future Generations Evaluation</b> 23 February 2017

***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?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Small positive impact. The proposal will help to safeguard an existing council-supported bus service, and thus help to safeguard access to jobs	n/a
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	No impact	n/a
<b>A healthier Wales</b> People’s physical and mental wellbeing is maximized and health impacts are understood	No impact	n/a
<b>A Wales of cohesive communities</b>	Small positive impact. The proposal will help to safeguard existing connections between	n/a

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Communities are attractive, viable, safe and well connected	several small villages and their nearest market town	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No impact	n/a
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Small positive impact. The proposal will help to safeguard existing access to sport, art and recreational facilities in Abergavenny.	n/a
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Positive impact. The proposal will help to safeguard accessibility for people without a car, which includes older people, younger people, people with disabilities and women more than the general population.	

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**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>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p>	No. The funding must be spend within 10 years. However safeguarding the service over the next few years may improve its long-term sustainability.	There is no negative impact. The funding cannot be spend in any other way.

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>	<p>The service is procured in accordance with the Transport Act 1985</p>	<p>There is no negative impact. The funding cannot be spend in any other way.</p>
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>Key stakeholders affected by the proposal are users of the route 3 service. There are regular passenger counts, though no consultation was undertaken whether passengers would like to see their service continue or terminated.</p>	<p>There is no negative impact. The funding cannot be spend in any other way.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	<p>The proposal is to use the section 106 funding to preventing problems with the route 3 service getting worse. The current issues are caused by roadworks along the Heads of Valley road, which is a trunk road and thus not under control of MCC</p>	<p>There is no negative impact. The funding cannot be spend in any other way.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><b>Integration</b></p>	<p>Overall the proposal has a small positive impact on well-being goals. The funding cannot be spend in any other way.</p>	<p>There is no negative impact. The funding cannot be spend in any other way.</p>

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Small positive impact. The proposal is to safeguard a bus service, and older and younger people are more likely to rely on bus services to access job, education, services, etc	none	There is no negative impact. The funding cannot be spend in any other way.
Disability	Small positive impact. The proposal is to safeguard a bus service, and people with disabilities are more likely to rely on bus services to access job, education, services, etc	none	There is no negative impact. The funding cannot be spend in any other way.
Gender Reassignment	none	none	There is no negative impact. The funding cannot be spend in any other way.
Marriage or civil Partnership	none	none	There is no negative impact. The funding cannot be spend in any other way.
Pregnancy or maternity	none	none	There is no negative impact. The funding cannot be spend in any other way.
Race	none	none	There is no negative impact. The funding cannot be spend in any other way.
Religion or Belief	none	none	There is no negative impact. The funding cannot be spend in any other way.
Sex	Small positive impact. The proposal is to safeguard a bus service, and woman are more likely to rely on bus services to access job, education, services, etc	none	There is no negative impact. The funding cannot be spend in any other way.
Sexual Orientation	none	none	There is no negative impact. The funding cannot be spend in any other way.
Welsh Language	none	none	There is no negative impact. The funding cannot be spend in any other way.

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>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	none	none	There is no negative impact. The funding cannot be spend in any other way.
Corporate Parenting	none	none	There is no negative impact. The funding cannot be spend in any other way.

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

Cost of route 3 bus service provision and patronage numbers. The funding cannot be spend in any other way.

**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 impact of the proposal is that it helps to safeguard a bus service and thus access for many locals to key facilities in Abergavenny (and Brynmawr). This has not changed the proposal or will in the future as the funding cannot be spend in any other way.

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

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>	<b>Progress</b>
Not action planned	n/a	n/a	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.**

<b>The impacts of this proposal will be evaluated on:</b>	Patronage figures on the route 3 will be monitored on a regular basis and reviewed when the service comes up for retendering. The general impact of bus services across Wales, esp. is being monitored by Welsh Government
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**9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.**

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>1-0</b>	Tiu support Cabinet report	<b>23-2-2017</b>	None. The future as the funding cannot be spend in any other way.