

Public Document Pack



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Tuesday, 4 April 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, 12 April 2017.

1. **MONMOUTHSHIRE YOUNG CARERS STRATEGY 2017-20** 1 - 32

Division/Wards Affected: All Wards
COUNTY COUNCILLOR G BURROWS

AUTHOR: Kim Sparrey, Carers Services Development Manager,

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2. **APPROVAL OF REQUEST FOR FLEXIBLE EARLY RETIREMENT WITH REDUCED WORKING HOURS TO 3 DAYS PER WEEK** 33 - 46

Division/Wards Affected:
COUNTY COUNCILLOR: P MURPHY

AUTHOR: Mark Hand – Head of Planning, Housing & Place-shaping

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3. **SUPPORTING PEOPLE PROGRAMME GRANT - SPENDPLAN 2017/18** 47 - 62

Division/Wards Affected: All Wards
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4. **NON DOMESTIC RATE HIGH STREET RATE RELIEF SCHEME FOR 2017/18** 63 - 92
- Division/Wards Affected:**
COUNTY COUNCILLOR P MURPHY
- AUTHOR:** Ruth Donovan
Assistant Head of Finance, Revenues, Systems and Exchequer
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5. **LIVING LEVELS LANDSCAPE PARTNERSHIP SCHEME** 93 - 106
- Division/Wards Affected:** Severn
COUNTY COUNCILLOR P HOBSON
- AUTHOR:** Matthew Lewis
Green Infrastructure & Countryside Manager
- CONTACT DETAILS:**
- E-mail: matthewlewis@monmouthshire.gov.uk Telephone: 01633 644855
6. **PROPOSED RE-STRUCTURE OF THE ESTATES SERVICE TO MEET BUDGET MANDATE SAVINGS** 107 - 112
- Division/Wards Affected:** All Wards
COUNTY COUNCILLOR P MURPHY
- AUTHOR:** Debra Hill-Howells
- CONTACT DETAILS:**
- Tel: 01633 644281
E-mail: debrahill-howells@monmouthshire.gov.uk
7. **INTRODUCTION OF A FAST-TRACK SERVICE IN RELATION TO PRE-APPLICATION ADVICE; LAWFUL DEVELOPMENT CERTIFICATES AND COMPLIANCE LETTERS, AND AMENDMENTS TO PRE-APPLICATION FEES** 113 - 126
- Division/Wards Affected:** All Wards

COUNTY COUNCILLOR P MURPHY

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



Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

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

People Are Confident, Capable and Involved

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

Our County Thrives

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

Our priorities

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

Our Values

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

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

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

Ein gwerthoedd

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



SUBJECT: Monmouthshire Young Carers Strategy 2017-20
DIRECTORATE: Social Services
MEETING: CABINET
DATE: 2017
DIVISION/WARDS AFFECTED: Social Services

1. PURPOSE:

To gain the approval of Cabinet, for the publication of the Monmouthshire Young Carers Strategy 2017-2020.

2. RECOMMENDATIONS:

- i. That Cabinet approves the publication of the strategy.
- ii. That Cabinet approves the strategy as a monitoring and evaluation tool for service provision and future planning of services for carers and service providers.

3. KEY ISSUES:

What is the Monmouthshire Young Carers Strategy?

The strategy will bring a voice to and visibility of young carers in Monmouthshire. This strategy is the tool by which we can ensure the young carers voice is heard to instigate change, action and improvement for their lives as young carers. This is the first strategy young carers have had in Monmouthshire.

Outcomes for Carers

The Strategy focuses on achieving improved outcomes for young carers, and to minimize the reliance placed upon young carers in providing inappropriate and disproportionate, health, wellbeing and social care for the person they are caring for. By minimising the level of care that young carers undertake they will have the ability to develop as a child and young person in their own right, so that when they reach adulthood they can feel confident that the choices they make will not have a negative impact on the cared for. The outcomes identified are to provide preventative mechanisms so the cared for needs do not engulf that of the young person.

Outcomes for Service Provision

The strategy will shape a cohesive and collaborative partnership that ensures the earliest identification and support of young carers in Monmouthshire over the next 3 years. The strategy will be used as a monitoring tool for current and future service provision. The strategy has identified 8 themes, identified and agreed by young carers, which offer young carer focussed outcomes. This document will be used in partnership with young carers, service providers (both statutory and third sector) and

commissioners as a tool to identify where ownership is placed in providing long term sustainable plans to meet the needs of young carers, and for the provision of care planning.

4. REASONS:

- The Strategy will focus on achieving improved outcomes for young carers, no matter from where and which organisation/sector they will receive it.
- It clearly defines 8 key themes, as agreed by young carers, with outcomes that the Monmouthshire young carers partnership can collaboratively use as a template for the earliest identification of young carers so they receive timely and appropriate support.
- It is the first strategy for young carers in Monmouthshire that provides a cohesive overview and understanding as to the life of a young carer, and their needs.
- It will act as a monitoring template for the provision, delivery and shaping of support for young carers and subsequent services
- It will be used to identify hidden young carers and therefore provide Monmouthshire with a better picture of the numbers of carers within the county, and to future plan for young adult carers.

5. RESOURCE IMPLICATIONS:

- The financial costs of printing the Strategy is circa £2.0k. Provision has been made to ensure this can be met from carers' budget.
- Future reprinting costs will be inbuilt into future financial years' budgets
- The production of the strategy will allow for a proactive based monitoring, consultation and engagement process with young carers and partners.
- The Young Carers Project contract currently sits within the Local Service Board, Chief Executive Dept. However, with changes in legislation young carers are entitled to a carers assessments which are being undertaken by the Carers Team, Social Services. As a result of this strategy there will be identified unmet need for both the young carer and cared for, which could have budgetary and service delivery implications on Children's Services and Adult Services.

6. FUTURE GENERATIONS EVALUATION SUMMARY: (ATTACHED)

Following a survey in 2010, the BBC estimated there were around 700,000 young carers in the UK, which means that in every school or college there is a young carer. The 2011 census identified 195,000 young carers in the UK with 178,000 of those young carers coming from England or Wales. With such variances in the data on the number of young carers known in the UK it would therefore correlate that regional and locality data would too be inaccurate. What is known is that in Monmouthshire, at the time of going to print, the Young Carers Project in Monmouthshire is supporting 130 young

carers. There is a recognition by Monmouthshire County Council and partner organisations that there are many more young carers we do not know of, and many children and young people who do not recognise themselves as a young carer. This strategy will help us to find those hidden young carers, work in different ways and allow us to build a better of picture of young carers in Monmouthshire.

The strategy is a result of consultation with young carers, who agreed the 8 main themes that were of most importance to them as a young carer. All known young carers were invited to the engagement event circa 30 attended, and the draft strategy has been circulated to all young carers known to the young carers project, during the consultation period.

7. CONSULTEES:

The Monmouthshire Carers Strategy 2017-20 has been produced through consultation with:

A collaborative and consultative engagement event on 27th October 2016.

- Attendees included Young Carers, social care & education professionals, third sector, elected members and health.

Draft documents were circulated for comments and views via

- Providers of services for Young Carers, both internal and external stakeholders
- Monmouthshire Carers Strategy Group
- Young Carers Project

Monmouthshire young carers' have identified their needs that will maintain their own sense of health and wellbeing and the support they require to adequately meet the needs of those they care for. This strategy will help shape how partners work together to support young carers in Monmouthshire.

8. BACKGROUND PAPERS: (attached)

The Monmouthshire Young Carers Strategy 2017-20.

9. AUTHOR:

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This document is still in draft format. Once it is submitted to the printers they will design and format the document, adding the appropriate page numbers and graphics.

The front cover has been designed by Eleanor Beer, a graphic facilitator who visually represented the Themes and priorities agreed by young carers and partners at the collaborative consultation event.

Quotes will be contained in bubbles to emphasise the essence of comments made regarding themes.

The Monmouthshire Young Carers Strategy 2017-20

Contents

Page No

Foreword

Introduction

Changes in Legislation and What that Means for Young Carers

Who is a Young Carer?

Recognising and Supporting Young Carers

Young Carers in Monmouthshire

What do we know about Young Carers in Monmouthshire?

How the Strategy was Produced

Monmouthshire Young Carers Strategy 2017-20 – Key Themes

Next Steps

- Implementation of the Monmouthshire Carers Strategy 2017-20
- Monitoring
- Review
- Looking towards the next strategy

Useful Contacts

Monmouthshire Young Carers Strategy 2017-2020

Foreword

INCLUDE PHOTO OF COUNCILLOR GEOFF BURROWS

I am very pleased to be able to offer a few words in respect of this very important document.

A great deal of effort has been put into reaching out to young carers in Monmouthshire. Establishing who they are and ensuring as much support as possible is provided to enable them to carry out their role as Carers and being sure that the impact on their education is mitigated as far as possible.

It is no ones fault that there are young Carers, it is a fact of life that through many circumstances that this is the outcome. It is our responsibility though, to do absolutely everything we can to help them through this period of their lives and just as importantly, giving them the space to be able to be what they should be, children.

I listened this morning on the TV to a very young carer who looks after her mother and who wants to be an actress when she grows up. She was asked what is it like to be a carer, she replied that it is like being an actress in a role, but with proper actresses they get to stop, but this role goes on for ever and ever.

Thank you to everyone who give their time and effort in helping our young Carers in Monmouthshire. To the Carers themselves, words can't describe the respect and pride we have for what you do.

County Councillor Geoff Burrows
Cabinet Member for Social Care Safeguarding and Health.
Carers Champion.

Introduction

This is the first strategy developed solely for young carers in Monmouthshire. In previous years young carers were included in the overarching Carers Strategy which predominately focussed on adult carers. Since the introduction of The Social Services and Well-being (Wales) Act 2014 young carers now have the same right to access an assessment as those of an adult. It is therefore only right that a young carer's voice is one that is heard on an equal footing as those of an adult.

This strategy marks the beginnings of new ways of working together to support young carers in Monmouthshire. The strategy will bring to light the importance of recognising the rights that all children and young people have under the United Nations Convention on the Rights of the Child (UNCRC).

The United Nations Convention on the Rights of the Child defines a child as "a human being below the age of 18 years". However this strategy has a number of priorities that reach beyond the ages of 18 as there is a recognition that many young carers are still adapting from the transition of that of a child to one of an adult through to their early 20's.

This strategy is designed to be one that is reflective, relevant, flexible and responsive to the changing needs of young carers. It is for these reasons the strategy has not been set out as a task and finish plan. It does however reflect the views of young carers, what the outcomes will be for them, and how we are going to work together to achieve those outcomes.

What remains core however, is that the strategy ensures young carers remain the focus and at the heart of how all partners work together in the early identification and support they offer young carers.

Changes in Legislation and What that means for Young Carers

With the implementation of The Social Services and Well-being (Wales) Act 2014 young carers accessing an assessment will have more of a say in the care and support they receive. This will mean different conversations with young carers, their families, the people they care for and those agencies and partners who will be providing that support.

Who is a Young Carer?

In the Social Services and Well-being (Wales) Act 2014 the Welsh Government has defined a carer as a person: who is providing or intends to provide care for:

- An adult or disabled child who is ordinarily resident in the authority's area, or
- Any other child or disabled child who is within the authority's area

The Act also requires local authorities to provide support to young and young adult carers and to take into account the transitions young and young adult carers make from school to further education, higher education, and employment.

**There is no age barrier to becoming a carer!
A young carer is still a carer!**

Recognising and Supporting Young Carers.

For many young people trying to put into words what is going on in their life is not always easy. Even if they can put it into words saying it in a way that other people understand and relate to can still be a challenge. For young carers it can be doubly difficult because they are undertaking a caring role they may not understand, recognise, or have someone to talk to about it. The earlier someone knows they are a young carer the earlier they can ask for help.

The earlier someone recognises a child or young person is a carer then the earlier that young carer can get help and support.

Young Carers in Monmouthshire

Following a survey in 2010, the BBC estimated there were around 700,000 young carers in the UK. The 2011 census identified 195,000 young carers in the UK with 178,000 of those young carers coming from England or Wales. However, the 2011 were defined a young carers as being aged 5-17 whereas since 2016, in Wales, the definition of a carer and young carer is the same and is therefore age blind. These statistics highlight the variances and lack of comparable data for the true number of young carers in the UK, and conversely in Wales. It would therefore correlate that regional and locality data would too be inaccurate.

Following a survey in 2010, the BBC estimated there were around 700,000 young carers in the UK. The 2011 census identified 195,000 young carers in the UK with 178,000 of those young carers coming from England or Wales. These statistics highlight the variances and lack of comparable data for the true number of young carers in the UK, and conversely in Wales. It would therefore correlate that regional and locality data would too be inaccurate.

What is known is that in Monmouthshire, at the time of going to print, the Young Carers Project was supporting 130 young carers, and the 2011 Census estimated there were 20,006 under 18's living in Monmouthshire. It should be noted that the 2011 census defined a young carer as being aged 5-17 whereas since 2016, in Wales the definition of a carer and young carer is the same and also age blind.

Using the Monmouthshire data it would indicate that only 0.65% of under 18's were being identified as young carers. Therefore there is a recognition by Monmouthshire County Council and partner organisations that there are many more young carers we do not know of, and many children and young people who do not recognise themselves as a young carer. This strategy will help Monmouthshire County Council, partner organisations and individuals to find those hidden young carers by working in different ways, so we can therefore paint a more accurate picture of young carers in Monmouthshire.

What we do know about Young Carers in Monmouthshire

Some children and young people said they liked being a young carer because it made them feel they "have done something good". This doesn't however detract from the life of a young carer in Monmouthshire and that the range of support they give is varied

and has an impact upon them personally. It is demanding on their time, emotions, understanding, capabilities, health and well-being and education. For some young carers there is a change in the family dynamics. Rather than being recognised solely as a child their caring role can overshadow and overlap this recognition and their role as child/young person changes. They are someone who has listen to others worries; think about finances; make sure medication is collected and taken and in some instances they take a back seat because they can't have equal family time due to the needs of the person being cared for, in essence they become a Young Carer.

How the Strategy was Produced

We applied the same methodology to producing this strategy as the same one we applied to the adult strategy, Monmouthshire Carers Strategy 2016-19, because it worked. It worked because the writing of the strategy was turned on its head and with the consultation moved to the front the process and the writing to the end. To do that we adapted a methodology from the King's Fund called "Community Orientated Primary Care". To make it work for children and young people we drew upon the expertise and knowledge of those who knew young carers and children better than we (The Monmouthshire Carers Project) did. Through all stages of planning the Monmouthshire Carers Project worked with young carers, the Young Carers Project, grass-root workers and professionals.

The first part of this methodology was to ask young carers and those who supported young carers to tell us what mattered the most to them, tell us what they did, what support they had and anything else they wanted us to know about being a young carer. The reason this worked so well was because of how young carers were engaged.

All young carers were invited to an event at Hilston Park, Monmouth on 27th October 2016 and on the day 34 young carers and 30 adults attended, the latter ranging from social care professionals, community members, elected members and the third sector. The day was designed to be interactive, fun, engaging and most importantly one where everybody was equal. Hilston Park designed an activity programme that complemented group discussions, and was accessible to all regardless of age and ability.

Comments, themes and key points were captured and summarised by a graphic facilitator, Eleanor Beer bringing discussions to life in a way that everyone could relate to by picturing themes. The second stage moved into prioritising needs and everyone voted on the key themes in order of their own priorities. The key themes contained within this strategy are now the mainstay of how we will all work together in Monmouthshire to support our Young Carers.

1. Young Carers and their Education

Young people spend the greatest proportion of their day in a learning environment and it is here that young carers felt they should be getting the greatest support for and earliest identification of their caring role.

Young Carers Said

Young carers can often be caring for relatives without their teachers' or tutors knowledge. If they are not identified and supported, their caring role can seriously affect their future wellbeing, life chances and levels of aspiration. Research from The Carers Trust has shown that around one in 20 young carers miss school because of their caring responsibilities. The caring role can limit a young person's ability to fully participate in school/college life, their attendance maybe low or sporadic and attending school/college on time can be difficult. Most importantly their ability to keep up with their own education is a major challenge as they juggle it with their caring role.

Young carers often experience stress and fatigue and will often find it more difficult to concentrate in class. Young carers are more likely to experience bullying which can be down to many different factors including being seen as isolated or different which can lead to them being teased or ostracised because of their family's circumstances or problems. Trying to cope as a young carer when coupled with bullying will make their life in school/college even harder. For some they may become withdrawn, depressed or over sensitive.

What are we going to do?

- Work with partners in education to integrate YC's awareness into the whole learning programme
- To have a designated YC lead in each school or further education establishment in Monmouthshire
- Each school/college to have one designated point of contact for Young Carers, so one person can tell all that need to know about the young carer
- Work in partnership with education so young carers will have flexibility to continue with their education and caring role
- To work with partners in Education to commit to adopting the Carers Trust and Children's Society Young Carers in School Award.

What will be the outcome for Young Carers?

Through early identification, intervention and support in schools/colleges young carers will have the same access to education and career choices as their peers.

2. Time Away from Caring/Chill Time

Young carers don't find it easy to switch off from their caring role to enjoy their own time in the way they want. They recognise they need this time to relax and be their own person but the caring dynamics within the family didn't always make it easy or practical.

Young Carers Said

Many young carers felt that their caring responsibilities limited their opportunities and ability to take part in an active social life or have their own interests outside the home. They did not feel they had enough of their own free time to relax. In some instances the home environment made it difficult for young carers to have their own space to take time away from caring, or have friends round as they felt they were always on call. Many young carers just wanted time alone with their parents.

Some young carers felt guilty about leaving the cared-for person at home to go out with friends or take part in activities. Even when they were having their free time, some young carers felt unable to fully relax and enjoy themselves because they felt anxious and concerned that something might happen to the cared-for person in their absence.

Finances and transport proved to be a problem in allowing a young carer time away from caring. For those families on low incomes this severely restricted opportunities for a young carer to access activities. For older young carers, they didn't find it easy to get a part-time job as there wasn't always someone else to help out with caring. With time being of the premium it wasn't always easy to get the cared for in the car, or find someone to look after the cared for when a young carer wanted to go somewhere. Lack of finances and transport for young carers greatly reduced their ability to take time away from their caring role.

What are we going to do?

- To work with families and partners to look at ways to free the young carer's time up, so they can have more of their own time away from the caring role
- To look at flexible respite options for families to allow a young carer to have their own time/family time
- To have an annual Young Carers Rights Day, whereby young carers can have their day away from the caring role to meet other young carers, organisations and support agencies in a fun, relaxed and safe environment.
- To offer young carers training so they can provide peer to peer support to other young carers to feel confident in articulating to others the need for their own time

What will be the outcome for Young Carers?

Young Carers will feel confident and supported to have time to pursue their interests and social life away from the caring role.

3. Mental Health

Young carers recognise there are two sides to the coin with mental health, their own mental health needs and those of the person they care for. In some instances the primary illness/disability significantly affected the mental health of both the young carer and the cared for. Being unsupported with mental health illnesses for both the young carer and cared for markedly affects independence, coping and/or parenting ability.

Young Carers Said

Their own mental health needs aren't always recognised and taken into account and they therefore find it difficult to know who to talk to and get help from for themselves. Mental health professionals were not always aware their patients were also parents and that there might be a young carer involved in the parent's care.

Young Carers said they didn't know who to talk to about mental health illness regarding the person they care for. When things were explained to them and the person they care for, neither of them fully understood what was being discussed. As young carers were regarded as a child/young person professionals didn't recognise them as having a caring responsibility and therefore didn't include them in conversations about the cared for. Young carers said they wanted to be included because they were the ones who had to cope with the effects of mental illness on a daily basis.

Changes in mental illness sometimes fluctuated and changed rapidly so there was a sense of lack of control and a daily routine for young carers and their family. This led to anger and frustration because of not knowing what was going on and not knowing how to cope.

What are we going to do?

- Offer training for
 - Age appropriate Mental Health First Aid Training
 - Mental health awareness
- Create better links to raise the awareness of and support for young carers with
 - Children and Adolescent Mental Health Services - CAMHS
 - Primary Care Mental Health Services PCMHs
 - Health and Social Care Professionals
- Provide a range of information to support young carers
 - On- line
 - In leaflets
 - Through schools and colleges

What will be the outcome for Young Carers?

Young carers will be able to access support for their own mental health needs and be recognised, included and supported when their young carer role is affected by mental health illness.

4. Educating Others About Young Carers

Do people really understand the terms young carer and what that means? Professionals and adults tend to focus on the adult or child with the disability or illness, yet they are in a prime position to identify that there may be a child or young person providing care. As a result the needs of the child or young person may go unnoticed. It is everybody's responsibility to identify and support young carers and those they care for.

Young Carers Said

They didn't think others really knew what young carers did and how their lives were different to children/young people who didn't have a caring role. They felt people weren't aware of the level of responsibility young carers undertook and if they did know they could help lessen the impact of that child's/young person's caring role.

For those young carers whose families were with a housing provider be it rented or a housing association, there wasn't an acknowledgment of the impact the caring role had on the upkeep and maintenance of their property. Many families found it difficult to keep up with the day to maintenance because of the demands of the caring role. There was also a higher proportion of families facing a negative financial impact where there was a caring responsibility. They found specialist equipment expensive to buy, there was a reduction in income due to combing the caring role with a job and for some working wasn't viable because there was no replacement care to allow the adult(s) to work, and young carers to find a part-time job.

What are we going to do?

- Explore options so young carers are
 - Recognised as carers by emergency services
 - Are supported by housing providers
- Setting up a young carers group to
 - Produce appropriate information leaflets for professionals about young carers
 - Awareness raising training sessions run by YC's
 - For professionals
 - For schools during Inset days

What will be the outcome for Young Carers?

Young carers will be recognised and supported by professionals, agencies and individuals so they can make a positive impact to the caring role.

5. Health and Wellbeing

Young Carers feel proud of their caring role and how it helped those around them. They felt it had a range of positive impacts, including developing their emotional and listening skills and gave them empathy and an understanding of others. Conversely the caring role can have a negative impact upon a young carers own health and wellbeing as it wasn't always recognised or prioritised by themselves or others.

Young Carers Said

As young carers were busy looking after someone else they didn't always make the connection that they too have their own health and wellbeing needs. They said the caring role had a great impact upon the quality and amount of sleep they need. Young carers also worried about how they were going to get things done such as practical jobs around the house or being physically able to move someone around. They felt stressed because of not having their own time and in some instances they had to listen to the cared for whilst not having the opportunity to download themselves to others.

Not understanding what was going on and other people not understanding made young carers feel angry and frustrated. When they got emotional and upset as young carers they wanted to talk to others about it. For some young carers they had physical injuries from repeatedly having to support or move someone with poor mobility.

What are we going to do?

- Provide training on how Young Carers can look after themselves including:
 - Anxiety – coping techniques
 - Pain management – coping techniques
 - Managing stress within the family
 - First Aid
- Signpost to appropriate on-line resources for health and wellbeing
- Link in with partner agencies, including Leisure Centres and Health, to offer young carer friendly health and wellbeing support/training
- To offer all young carers discounted access to Monmouthshire County Council Leisure Services

What will be the outcome for Young Carers?

Young carers will recognise the importance and be supported to manage their own health and well-being.

6. Medical Support/Medication

It isn't uncommon for young carers to help with medication be it reminding/checking that it has been taken and/or helping to administer it. Sometimes the young carer will have to collect the medication and they aren't always aware what the medication does and how it affects the person taking it. Young carers, some at a very young age, come into contact with a range of medical professionals because of their caring role. It is important that young carers are heard and included by healthcare professionals as it is the young carer who lives with their caring role on a daily basis.

Young Carers Said

Not all young carers were allowed by their pharmacy to collect medication and this was especially difficult if their parents weren't able to collect it because they were in work. This led to stress and anxiety for the family because of getting medication on time. When collecting medication pharmacy staff did not explain what the medication was for and how the medication could affect the person being cared for. For many young carers they didn't know if the side effects were normal, if it was the illness making the cared for behave in a certain way or if the carer for was getting worse despite the medication.

Young carers came into contact with a range of health professionals who didn't talk to them in a language they understood. Young Carers were also excluded from conversations despite the fact they had a caring role, and if they were the primary carer they did not know what was going on. It was as if they were expected to care but

not considered and treated as an equal partner in care. Young Carers didn't always understand the condition of the person they were caring for and it wasn't explained to them and the cared for in a way they both understood.

What are we going to do?

- Through the Carers Trust work with pharmacy students to provide information and training on young Carers Work
- Work with community pharmacies to be young carer aware so they are confident in supplying dispensed medicines appropriately to a young carer
- Work with health professionals to provide to age appropriate information to young carers on health conditions and medication
- Work with community pharmacies to provide collection/delivery options for young carers
- To have closer links with GP surgeries so they are more young carer aware
- Look at signposting to appropriate medical links
- Provide training to health professionals on the importance of identifying and supporting young carers
- To establish links within health who can talk to young carers about their caring role

What will be the outcome for Young Carers?

That young carers will be treated by health professionals as equal partners in care and that health professionals will maximise their resources and knowledge to reduce the level of health care provided by a young carer.

7. Information & Communication

The reoccurring theme that always comes up from young carers is the way in which others, especially professional adults, communicate with them. In some instances professionals didn't communicate with them as they didn't recognise the role of a young carer. However, young carers see the right information and the way in which it is conveyed to them as being key to their understanding.

Young Carers Said

They wanted information in a language that was relevant to them and the person being cared for and it needed to be appropriate to both their levels of understanding. Young carers wanted information in a range of options including apps. They especially wanted to be included in conversations and be listened to and respected by professionals so they could feel confident to ask questions.

What are we going to do?

- Work with partners so they provide age appropriate information

- Work with partners so they give young carers the right information at the right time
- Making website information for and about young carers in Monmouthshire more accessible for both young carers and professionals
- Encourage partnership sharing of information for young carers
- Develop a Young Carers Newsletter
- Produce an information leaflet to leave with young carers after an assessment

What will be the outcome for Young Carers?

Young carers will have access to age appropriate information to help them in their caring role and will be included in age appropriate conversations about their caring role.

8. Future Planning

Young carers tend to think about their future when they are around 16, as they are making choices about their education or careers prospects. For younger carers future planning tends to be more immediate centring around what they will do when they get home, get up or when they're at home. Young carers post 15 tend to think how their future choices will fit in with caring and the impact it will have on the cared for. Young carers thinking of their choices and aspirations for future are greatly limited in comparison to their peers who do not have a caring role.

Young Carers Said

For young carers the day to day life of caring and balancing school or college didn't always give them time or space to even to think about future planning. What was the same for all young carers was worry. Worrying about what would happen when they weren't there to care. For those embarking upon or already in University caring was always in the back of their mind. Some young carers didn't want to think about University because they didn't want to leave the caring responsibility to someone else, or there simply wasn't anyone else who could help. Career prospects were difficult to think about because young carers didn't know how they could fit a job in around caring, which potentially limited their choice and ability to work.

What are we going to do?

- Work with partners to look at what support the cared for can receive
- Create better links with the family to see where additional support can come from
- Work with young carers to explore their options outside of the caring role
- Better links with Department of Work and Pensions
- Prepare young carers earlier on in their education to think about and plan for the transition into further/higher education and work
- Work with key agencies to prepare for the transition phase from child services to adult services

- Provide training and support for young carers to become positive roles for peer support

What will be the outcome for Young Carers?

Young carers will be supported as young as possible to feel confident to have choices to plan and undertake their future aspirations.

Implementation of the Monmouthshire Young Carers Strategy 2017-20

Next Steps

In collaboration with carers and partners Monmouthshire County Council will use the key themes as their action plan, and for some of those themes there is already work underway, for others this strategy will be the starting point. The Carers Strategy Group will work together on common and shared objectives, for other themes the Monmouthshire Carers Project will work with young carers, carers groups and partner organisations. This strategy is the tool by which we can ensure the young carers' voice is heard to instigate change, action and improvement for their lives.

Monitoring

To ensure we are doing what young carers have asked, and that we are doing it right there are a number of ways we can do this. The Carers Strategy Group formally reports and records what it is doing, how it is doing and how well it is doing and at those meetings there will be regular updates on the strategy. We will work alongside the Young Carers Project and partners who support young carers to ensure the themes within this strategy are discussed, monitored and recorded. The Young Carers Project will ask carers for their feedback on the themes and in turn will provide updates. At young carers' events we will ask for feedback. We will ask our partners, internal and external for feedback. All of this data will provide us with a wealth of information that allows us to monitor how well the strategy is going.

Review

Through the whole monitoring process we will be reviewing what is going well, what is not going so well. We don't want to waste valuable resources on something that is going to produce small effect, when those resources might be best used elsewhere for greater effect. At the end of the 3 year strategy we'll look at what worked well what didn't, lessons learned and how to take best practice and the right young carers support forward, into the next strategy.

Looking towards the next strategy

The next strategy is always on the horizon. When we have a year left to run on this strategy we'll start to plan for the new one. We won't know the form and function of it

yet, as we can't predict that. What we do know is the next strategy will build on the firm foundations that this one has laid, as have previous years, and a young carer will always remain at the centre, and that the voice of Monmouthshire young carers will be one that is heard.

Useful Contacts

Young Carers Project

Carers Trust, South East Wales

<https://www.carers.org/local-service/south-east-wales>

01495 769996

Monmouthshire Carers Team

01600 730513

www.monmouthshire.gov.uk



<p>Name of the Officer Kim Sparrey</p> <p>Phone no: 01600 730513 E-mail: kimsparrey@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To implement the Monmouthshire Young Carers Strategy 2017-20 and a précised version for young carers. The strategy will shape a cohesive and collaborative partnership that ensures the earliest identification and support of young carers in Monmouthshire over the next 3 years.</p>
<p>Name of Service</p> <p>Monmouthshire Young Carers Strategy 2017-20</p>	<p>Date Future Generations Evaluation form completed</p> <p>31st January 2017</p>

Page 19



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


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The strategy has identified how local population needs are to be met, and where ownership lies to meet those needs. This will provide opportunities for improved and stronger links within Education through early identification and intervention in schools/colleges. This will ensure young carers have the same access to education and career choices as their peers.</p>	<p>Young carers often say they are not recognized as or asked if they are a young carer. They cite education as being their primary and main contact where their identification should be made, understood and supported. Stronger links and partnership working with education will embed sustainable best practice into the fabric of schools/colleges in supporting young carers.</p>



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	The Strategy is designed to support young carers in their caring role and is not focused on biodiversity and ecosystems.	Where new initiatives are introduced to enhance biodiversity and ecosystems there is potential to share this through young carer groups.
2020-2025 A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Young Carers often don't prioritise or recognize their own health and wellbeing often putting the cared for and family's health and wellbeing before theirs. This can have a detrimental effect on young carers. Mental health had two meanings for young carers their own and the person they looked after. Both could be intertwined but the main message was the young carers mental health was not always being recognized or supported, and if the person they supported had mental health illnesses the young carer wasn't being recognized as being part of the caring role. The strategy has committed to provide an outcome of improved identification and timely support for young carers within Primary Care Mental Health Services, Child and Adolescent Mental Health Services, and with Health and Social Care Professionals.	The partnership will work collaboratively to provide young carers with training, coping techniques and opportunities to discuss their own health and wellbeing. Links will be made with the appropriate mental health agencies to offer training and age appropriate literature on the identification and support for young carers.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The Strategy will bring a voice to and visibility of young carers in Monmouthshire. This will allow them to feel confident to look towards their community for support and in turn the community will know how to support them.	Young Carers will have their own Young Carers Rights Day, which will be reflective of the ethos of Carers Rights Day which adult carers currently participate in. This will allow young carers and partners to talk, share, connect and learn together in a fun and equalizing environment.
A globally responsible Wales	Carers are estimated to save the UK health and social care £119 billion a year (Carers Trust). The	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	strategy recognizes local population needs and supporting young carers will allow Monmouthshire to be responsible for their (young carers) social and economic wellbeing.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The strategy will raise the profile of young carers, and once a young carer is identified and supported by the Young Carers Project, they will be eligible for a 25% discount at all Leisure Centres within the County. The strategy will be available in the Welsh language, as will any other supporting literature.	Young carers currently have access to and will continue to have access to recreational activities facilitated through/by the Young Carers Project.
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The Social Services and Well-being (Wales) Act does not categorise carers by age, someone is a carer regardless of their age. Young carers however still have differing legal rights by nature of them being a child. So this strategy whilst promoting the equality of identification, and timely support does allow for flexibility to reflect the age, capability and ability of a young carer. This strategy was written for young carers by young carers.	Adult carers have their own strategy which runs from 2016-19.

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 data-bbox="143 491 255 517">Long Term</p> <p data-bbox="293 312 501 496">Balancing short term need with long term and planning for the future</p>	<p data-bbox="546 217 1312 595">The strategy has been developed to cover a 3 year cycle. This will allow for cultures, relationships, networks and services to evolve and adapt to changes that centre on young carers. Young carers provide a short-term, often unreasonable solution to the health and caring wellbeing of the UK and worldwide population. However, the strategy hopes to minimize the reliance upon young carers in providing that solution, by giving partners the tools to take long term ownership in the caring role, which will allow young carers to have time to be a child/young person.</p>	<p data-bbox="1352 217 2096 515">The Young Carers Project has been in place 12 years plus, and has been reconfigured so the support it offers is not one that makes a young carer service reliant. The strategy will give the Young Carers Project focus as to where and how they can best support a young a carer individually and as a collective. The strategy naturally places ownership upon certain sectors of health, local authorities and adults so they can ensure long term plans meet the needs of young carers, and care planning.</p>
 <p data-bbox="143 852 255 877">Collaboration</p> <p data-bbox="293 671 517 855">Working together with other partners to deliver objectives</p>	<p data-bbox="546 635 1312 898">The strategy was developed through collaborative partnerships. The outcomes identified in the strategy will be delivered by and in agreement with young carers, education, health and social care professionals/providers, Young Carers Project, third sector, carers assessment officers, the Carers Strategy Group, Monmouthshire Carers Project and carer organisations.</p>	<p data-bbox="1352 635 2096 834">An internal and external partnership group has already been established, with the flexibility for ad-hoc membership. Current membership comprises of the carers team, partnership team (who commission young carers project), TAF, childrens services to ensure young carers are supported.</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>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The Monmouthshire Carers Strategy 2017-20 has been produced through consultation with:</p> <p>A collaborative and consultative engagement event on 27th October 2016.</p> <ul style="list-style-type: none"> Attendees included Young Carers, social care & education professionals, third sector, elected members and health. <p>Both draft documents were circulated for comments and views via</p> <ul style="list-style-type: none"> Providers of services for Young Carers, both internal and external stakeholders Monmouthshire Carers Strategy Group Young Carers Project <p>Monmouthshire young carers' have identified their needs that will maintain their own sense of health and wellbeing and the support they require to adequately meet the needs of those they care for. This strategy will help shape how partners work together to support young carers in Monmouthshire.</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="309 272 495 496">Putting resources into preventing problems occurring or getting worse</p> <p data-bbox="147 480 264 504">Prevention</p>	<p data-bbox="546 217 1317 555">Carers have identified the 8 themes they prioritised to meet their needs and those agencies, individuals and organisations that could help them in both their caring role, and also that as a child/young person. The outcomes identified are to provide preventative mechanisms so the cared for needs do not engulf that of the young person. The strategy is designed so that partners works together to ensure they do the most they can to minimize the impact of the caring role for the young carer.</p>	
 <p data-bbox="309 751 517 938">Considering impact on all wellbeing goals together and on other bodies</p> <p data-bbox="147 967 271 991">Integration</p>	<p data-bbox="546 595 1323 1129">The strategy has identified how young carers needs are to be met. The Monmouthshire Carers Project will be the driver in moving this strategy forward, with an expectation that when all agencies and partners have the right tools and training they will take ownership of their area of work. From that sustainability will be created, so that good practice becomes implicit in supporting young carers. The statutory and third sector providers are committed to ensure that young carers receive the right support at the right time, wherever it is accessed. They have agreed to work together for young carers, by sharing data, knowledge, skills and expertise. This will strengthen each organisations expert knowledge of young carers, to produce the outcomes identified in the strategy.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Monmouthshire has an aging population, that is living longer with more complex health needs. However, this reality has in some parts unintentionally overshadowed the existence and needs of young carers within the county. As legislation recognises there is no age barrier to being a carer, this strategy will bring to the forefront young carers in Monmouthshire.		The strategy recognizes and makes provision for the development changes, both personally and educationally that a young carer will go through before reaching adulthood. Young Carers have their own version of the full strategy which will allow them to articulate to others, and to understand themselves the impact caring has on their lives.
Disability	Young carers identified that the focus was on the cared for and they were not recognized as a partner in the delivery of care. In this instance the disability of the cared for is seen as the primary concern, and not that of the young carer.		The outcome within in the strategy is that health and social care professionals will recognize and take into account the needs of the young carer, with equal merit to those of the person they care for with a disability.
Gender reassignment	The young carers strategy is an inclusive strategy for all young carers.		
Marriage or civil partnership	A young person can marry at 16 with parental consent. This strategy will still have the same merit for a young carer if they marry under the age of 18.		
Pregnancy or maternity	All young carers will be supported through the relevant, age appropriate agencies.		All young carers are treated with equal regard.

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 young carers strategy is for all young carers therefore all young carers will be supported.		If the need arises for translation services to be provided that will be sought as and when is needed.
Religion or Belief	The young carers strategy is for all young carers therefore all young carers will be supported.		All young carers are treated with equal regard.
Sex	The young carers role is not confined to one sex.		This strategy works to identify and support all young carers regardless of their gender. The services offered are gender neutral.
Sexual Orientation	The young carers strategy is for all young carers therefore all young carers will be supported.		All young carers are treated with equal regard.
Welsh Language	The strategy and other carers information will be made available in the 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	The strategy recognizes that young carers have have a different legal status to that of adult carers, as they are defined as a child under United Nations Convention on the Rights of the Child. Therefore agencies will work within, and co-operate collaboratively to ensure that safeguarding measures are adhered to.		Through the partnership training will be offered on safeguarding.
Corporate Parenting	n/a		

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

Following a survey in 2010, the BBC estimated there were around 700,000 young carers in the UK, which means that in every school or college there is a young carer. The 2011 census identified 195,000 young carers in the UK with 178,000 of those young carers coming from England or Wales. With such variances in the data on the number of young carers known in the UK it would therefore correlate that regional and locality data would too be inaccurate. What is known is that in Monmouthshire, at the time of going to print, the Young Carers Project in Monmouthshire is supporting XXXXXXXXXX number of young carers. There is a recognition by Monmouthshire County Council and partner organisations that there are many more young carers we do not know of, and many children and young people who do not recognise themselves as a young carer. This strategy will help us to find those hidden young carers, work in different ways and allow us to build a better of picture of young carers in Monmouthshire.

The strategy is a result of consultation with young carers, who agreed the 8 main themes that were of most importance to them as a young carer. All known young carers were invited to the engagement event circa 30 attended, and the draft strategy has been circulated to all young carers known to the young carers project, during the consulatation period.

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?

In collaboration with young carers and partners Monmouthshire County Council will use the key themes as their action plan. For some themes there is already work underway, for others this strategy will be the starting point. The Carers Strategy Group will work together on common and shared objectives, for other themes the Monmouthshire Carers Project will work with young carers, Young Carers Project, The Partnership Team, young carers groups and partner organisations. This strategy is the tool by which we can ensure the young carers voice is heard to instigate change, action and improvement for the lives of young carers.

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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.

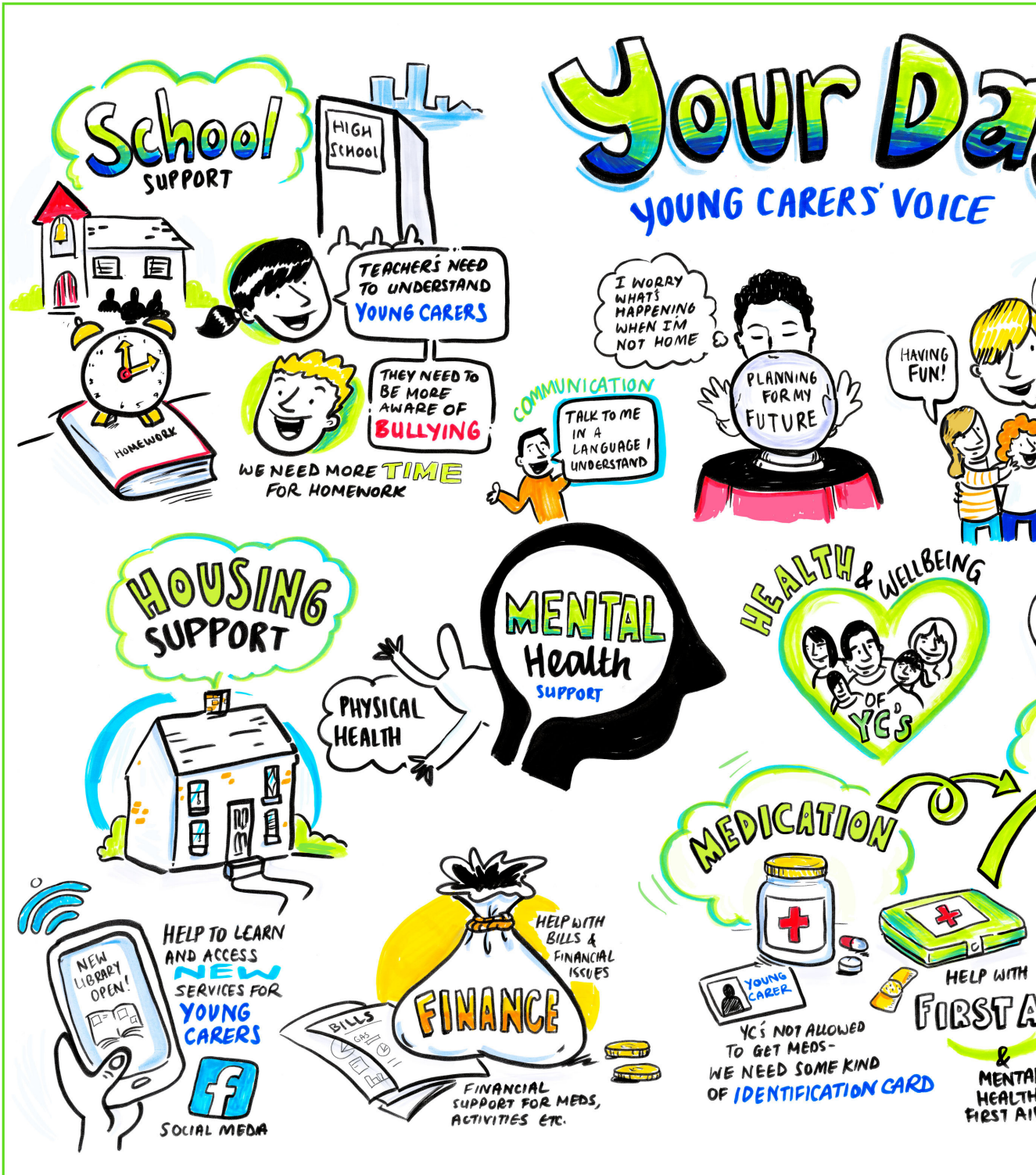
Page 28

The impacts of this proposal will be evaluated on:	31st March 2018 31st March 2019 31st March 2020
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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>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>

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SUBJECT:	APPROVAL OF REQUEST FOR FLEXIBLE EARLY RETIREMENT WITH REDUCED WORKING HOURS TO 3 DAYS PER WEEK
MEETING:	INDIVIDUAL CABINET MEMBER DECISION
DATE:	12th APRIL 2017

NON-PUBLICATION: Appendix 2 to this report contains additional information regarding the individual officer's personal circumstances and therefore Appendix 2 should not be published.

1. PURPOSE:

1.1 To request approval to allow a colleague from the Development Services team to take flexible early retirement, with the associated cost to the Council of £9772.74 per year for the next three years being met within the department's existing budget.

2. RECOMMENDATIONS:

2.1 That Cabinet Member approves the request for flexible early retirement with the associated reduced working hours (3 days per week).

3. KEY ISSUES:

3.1 Staff wellbeing:

3.1.1 The colleague in question has requested flexible early retirement to provide a better work-life balance, taking into account family and health needs. Approving reduced working hours and flexible early retirement resolves this concern. Should the request be declined, it is considered that the colleague's ability or desire to continue working full time and at full capacity until the age of 60 will diminish with time, to the detriment of their wellbeing and the Council's ability to deliver its services. A decision to fully resign would mean the Council loses considerable experience and knowledge without an opportunity for succession planning, which is highly undesirable.

3.1.2 A proposed restructure has been submitted for Cabinet Member approval which provides additional management resource and allows for succession planning and staff development over the next 2-3 years. Subject to approval of that proposal, the request for flexible early retirement can be agreed without any adverse impact on the well-being or capacity of the wider team.

3.2 Service delivery:

3.2.1 As stated above, a proposed restructure has been submitted for Cabinet Member approval on 29th March 2017 to address this issue. Subject to that proposal being approved, this request can be accepted without any detrimental impact on service delivery or customer care, and measures for succession planning and career progression can be delivered.

3.3 Financial:

3.3.1 The colleague in question is under 60 years of age and therefore approving the request for flexible early retirement will result in a cost to the Council of £9,772.74 per annum for the next three years. This cost would be met by the current service budget by reducing expenditure on professional fees (D080). This cost is taken into account as part of the budget assessment for the proposed restructure and also factors in the agreed 2017/18 budget savings offered by the Planning Service. As a result of all of these proposals combined, the professional fees budget line would reduce by £24,800 to £92,223.

4. REASONS

4.1 It is acknowledged that the approval of flexible early retirement for colleagues below the age of 60 is relatively rare, due to the financial pressure on the Council. However, in this instance the request is supported for the following reasons:

- It allows for succession planning before the post-holder fully retires/leaves, which is likely to be much sooner if this request is declined. The proposal is therefore better for the colleague in question and for the service/Council, allowing for the post-holder's considerable knowledge and experience to be imparted and for other team members to have an opportunity for progression with support from the colleague in question. This in turn will support staff retention and give the opportunity to develop identified management and leadership qualities in existing members of staff;
- The financial cost is relatively low and can be met by the existing budget.

5. RESOURCE IMPLICATIONS:

5.1 The request for flexible early retirement will result in a cost to the Council of £9,772.74 per annum for the next three years. This cost would be met by the current service budget by reducing expenditure on professional fees (D080). This cost is taken into account as part of the budget assessment for the proposed restructure and also factors in the agreed 2017/18 budget savings offered by the Planning Service. As a result of all of these proposals combined, the professional fees budget line would reduce by £24,800 to £92,223.

6. CONSULTEES

Senior Leadership Team

Development Services colleagues via Management Team meetings and whole Team meetings with regards to the proposed restructure referred to in the report, which included discussion around the potential flexible early retirement and reduced working hours.

Chair, Deputy Chair and Lead Opposition Party Member from Planning Committee

Finance Officer (Davina Hicks)

People Services (Sue Caswell)

7. BACKGROUND PAPERS

Appendix One – Future Generations Evaluation (summarised below)

Appendix Two – Additional (personal) information - confidential

8. FUTURE GENERATIONS IMPLICATIONS

The completed Future Generations Evaluation can be found in Appendix One below. In summary, the proposed flexible early retirement would support a colleague's need for an appropriate work-life balance and at the same time allow for succession planning and staff development. The impact should be positive with no negative impacts identified.

9. **AUTHOR:** Mark Hand – Head of Planning, Housing & Place-shaping

10. CONTACT DETAILS:

E-mail: markhand@monmouthshire.gov.uk

Tel: 01633 644803/ 07773 478579

Appendix 1



Future Generations Evaluation (includes Equalities and Sustainability Impact)

<p>APPENDIX ONE</p> <p>Name of the Officer Mark Hand Phone no:07773 478579 E-mail: markhand@monmouthshire.gov.uk</p>	<p>APPROVAL OF REQUEST FOR FLEXIBLE EARLY RETIREMENT (BEFORE AGE 60)</p>
<p>Name of Service: Planning (Enterprise and Innovation Directorate)</p>	<p>Date: Future Generations Evaluation 11 March 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.

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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposal seeks to strike a balance between an individual's health and family needs with succession planning and passing their considerable knowledge and experience onto colleagues via proposed succession planning. The proposal seeks to make the best use possible of skills and resources in terms of succession planning, provides a job opportunity.</p>	<p>Careful budget management to allow for the costs incurred.</p>
<p>A resilient Wales</p>	<p>Ensuring the planning service is properly resourced is essential to an effective service, part of which includes</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?
Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	ensuring our green spaces and cultural heritage is supported.	
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive impact by ensuring quality services are provided. Approval of the request supports the colleague in question's well-being and health. Promotion opportunities and appropriate levels of management support as part of the restructure proposals will have positive impact on the well-being of colleagues.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Neutral impact by ensuring quality services are provided	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral impact by ensuring quality services are provided	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Neutral impact by ensuring quality services are provided, which includes heritage management.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive impact by ensuring quality services can continue to be provided and by giving promotion opportunities to colleagues. Increased capacity to deliver service improvements.	

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>Long Term</p>	The proposal seeks to balance budget pressures with the immediate needs and wellbeing of a colleague.	The associated restructure allows for succession planning and longer term staff development and service resilience.
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	Not applicable.	
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	As above	
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	The rationale for the proposal is to allow for a gradual and managed retirement with succession planning. It avoids the sudden problems that would be faced if the colleague leaves immediately should they consider they cannot continue working full time.	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	Colleague well-being is at the centre of this proposal.	

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

Monmouthshire Council please follow this link:<http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	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	Managed succession planning will be beneficial to employment and training.
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

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	<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
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 & 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

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

This report is founded upon the following:

- The Medium Term Financial Plan and 2017/18 budget proposals;
- 1:1s with team members and feedback via Team meetings.

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 proposed flexible early retirement is intended to ensure a resilient and improving service with succession planning and staff retention. The impact should be positive with no negative impacts identified other than the financial cost, which will be met within existing budgets.

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
Implement the proposed restructure, subject to Cabinet Member approval. This will allow for succession planning and staff development.	By 01/05/2017	Head of Service	Awaiting approval.

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:	October 2017 via Annual Performance Report, March 2018 via Annual Appraisals
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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>Submission of Cabinet Member report</i>	<i>April 2017</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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By virtue of paragraph(s) 12 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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SUBJECT: SUPPORTING PEOPLE PROGRAMME GRANT – SPENDPLAN 2017/18

MEETING: Individual Cabinet Member

DATE: 12th April 2017

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

For the Individual Member to consider the Supporting People Programme Grant (SPPG) proposals for 2017/18

2. RECOMMENDATIONS:

That the Individual Cabinet Member approves the proposed Spendplan as outlined in Appendix II for the 2017/18 allocation of the Supporting People Programme Grant

3. KEY ISSUES:

The Indicative Allocation of Grant for 2017/18 suggests that the level of funding will be the same as for 2016/17 - £2,039,175.00. The majority of Monmouthshire's SPPG contracts have an end/review date of 31 March 2019 (Appendix III).

The guidelines associated with the Grant require Authorities to ensure that Grant Funding is both tenure and age neutral in nature. Demand for older people housing-based support has declined with the allowable 10% contract variation already being implemented in the main older person contract. During 2017/18, the main older person contract will end, the provider having given notice to terminate the contract.

Support to older people will then be available through the place-based model and the Gateway. This is a generic floating support service and an analysis of the outcomes delivered by the generic services demonstrates that support is provided to all the support categorisations and therefore all the protected characteristics. The transition arrangements will be managed through the Gateway who will ensure that all people currently being supported have their needs re-assessed and are then referred to the appropriate service delivery that will meet their needs.

In 2016/17, two important pilot initiatives were developed – Homeless and well-being support and social inclusion support, both within the place-based initiatives. Whilst the initiatives did not get fully underway until September/October 2016, there has been a significant increase in the numbers of people supported within the overall static grant funding, with an associated increase in the outcome being achieved. (Appendix IV). Access for older people will now be predominately through our Gateway service with its associated support workers in the place-based teams.

There have been situations identified recently in which the needs of younger people and care leavers have not been fully met by the SP programme. It is important that positive action is taken

to ensure that this vulnerable and protected characteristic is supported appropriately. A designated resource is assigned in the spendplan.

4. REASONS:

The majority of contracts run until March 2019; funding levels remain unchanged; and the place-based initiative is making a very positive contribution to those requiring support in the communities. This new way of working allows support to be provided based on need and not be associated purely with where a person lives. Monmouthshire's demographics have made older people a priority need, however, the support needs for this category have changed over time and decreased. Closer working across the Adult and Younger Person services has identified that further, targeted support is needed for younger people including young care leavers.

5. RESOURCE IMPLICATIONS:

The 2017/18 spendplan outlines an overspend situation. However, over recent years there has always become a need to allocate grant under-utilisations in the last quarter of the year. Consultation within the Directorate has determined that it is appropriate to make the assumption that a similar under-utilisation will occur in 2017/18.

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

The level of SPPG funding in 2017/18 is likely to remain the same as previously. However there are two significant developments in the services. Firstly, notice has been served on the main older persons' contract and this provides an opportunity to move towards the SP guidelines in which services should be tenure and age neutral. The pilot place-based initiatives, which will be reviewed this year, appear well able to provide access to appropriate support for older people. Secondly, the needs of younger people and care leavers have been provided with an additional support resource and this addresses a weakness in the provision.

7. CONSULTEES:

Adult Social Care and Health Directorate Management Team, Supporting People Regional Collaborative Committee, Adult Select

8. BACKGROUND PAPERS:

None

9. AUTHOR:]

Chris Robinson, Supporting People Lead Officer

10. CONTACT DETAILS:

Tel: 07766160821

E-mail: chrisrobinson@monmouthshire.gov.uk

Name of the Officer completing the evaluation Chris Robinson Phone no: 07766160821 E-mail: ChrisRobinson@monmouthshire.gov.uk	Please give a brief description of the aims of the proposal To allocate the indicative SPPG funding in a duly considered manner
Name of Service Supporting People Programme Grant	Date Future Generations Evaluation form completed 20 March 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?** 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?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	SPPG provides employment opportunities in itself and delivers an outcome that supports people into employment and training	Where termination of contracts will result in employment losses, the Authority will work with providers as appropriate to mitigate impacts.
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and	No impact	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The SPPG programme makes significant contributions to people's physical and mental well-being. SPPG has outcomes specifically linked to this	In 17/18 positive action is being taken to support more younger people with their housing related support needs
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	SPPG has new initiatives being piloted in the place-based approach	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	SPPG is contributing to the place-based approach and as such contributes at all levels.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Housing related support covers empowerment to be more socially included and active in the community	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The 17/18 plan is based on providing support based on need and makes provision for positive action for younger people	

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 17/18 spendplan is basically a status quo budget with some elements of further development of positive actions. With the majority of contracts ending in March 2019, it is at this time that all short and long-term needs will be balanced</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The SP team is working in partnership with the other 4 Gwent SP teams – managing some contracts on behalf of the region and financially contributing to other regional initiatives. Increasingly more proactive links are being developed with the Tackling Poverty and Younger People’s services.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Involving more service users in our service developments is an aim for the future – involving the use of social media and face-to-face meetings</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Already elements of the Gateway service have been targeted on prevention and in Period 10 the outcomes from this work were recorded for the first time</p>	<p>Arrangements are in hand to ensure that preventative services assess and evaluate the progress (distance travelled) service users make whilst involved with the service for short periods.</p>
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The SP team are involved with a Wales-wide initiative that seeks to measure the impact of the SP services in terms of Health and Well-being.</p>	<p>The SP team will continue to be involved with the SAIL data collation project for benefit analysis by Swansea University.</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

NB: There is a full Equalities Impact assessment attached to, and previously considered, with the current Local Commissioning Plan. The comments below refer to the 2017/18 funding impacts only.

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	An additional resource has been budgeted to provide housing related support to young people and care leavers	The reduction of accommodation based support for the elderly may seem a negative impact. However, the place-based services will be able to refer appropriate people to services via the Gateway	<p>The Gateway has developed intervention/prevention that may resolve many older people's needs without having to undergo the whole SP assessment/planning procedure.</p> <p>The place-based and Gateway services are generic in nature and an analysis of the programmes outcomes demonstrates that the generic support covers all client categorisations and therefore protected characteristics</p> <p>In the transition period between now and the termination of the older persons' contract, the Gateway will arrange for all people being supported at the moment to have their needs re-assessed and referred to the appropriate support provider.</p>

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Welsh Language	Positive action for younger people will also include younger people with this characteristic		

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	Additional support resource for younger people increases the potential contacts that can identify where/when safeguarding issues have arisen		
Corporate Parenting	The additional younger person's provision will, by definition, have positive impact for some of the younger people included in this categorization		

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

- The analysis of the outcomes achieved in SP services over recent years.
- The spendplans from previous years
- The Regional and local needs mapping
- Indicative funding information from Welsh Government

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 level of SPPG funding in 2017/18 is likely to remain the same as previously. However there are two significant developments in the services. Firstly, notice has been served on the main older persons' contract and this provides an opportunity to move towards the SP guidelines in which services should be tenure and age neutral. The pilot place-based initiatives, which will be reviewed this year, appear well able to provide access to appropriate support for older people. Secondly, the needs of younger people and care leavers have been provided with an additional support resource and this addresses a weakness in the provision.

Page 55

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
1	DMT	21 March 2017	
2	Adult Select	4 April 2017	
3	Individual Cabinet Member	12 April 2017	

Complete the pale green area only. Fill with ONE ZERO "0" if there is no entry

Spend Plan collection period		Local Authority Spend Plan 2017-18																
Regional Collaborative Committee:		Gwent																
Local Authority:		Monmouthshire																
SPPG Annual Allocation:		2,039,175.00																
Client Spend Category (The category to which the service is primarily focused)	Previous year Total units from spend plan	Previous year Total cost from spend plan	Service Type												Local Authority contribution	Other Income	Total Units (exc LA cont)	Total (exc LA cont)
			Fixed Site (Accommodation Based)				Floating (Community Based)											
			Client Units	Less than 6 Months	Client Units	6 to 24 Months	Client Units	24 Months plus	Client Units	Less than 6 Months	Client Units	6 to 24 Months	Client Units	24 Months plus				
Women experiencing Domestic Abuse	25	217,215.00	5	102,960	0	0	0	0	25	122,135	0	0	0	0	5,000	0	30	225,095
Men experiencing Domestic Abuse	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
People with Learning Disabilities	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
People with Mental health Issues	50	286,200.00	0	0	0	0	0	0	0	0	50	300,600	0	0	0	0	50	300,600
People with Substance Misuse Issues (Alcohol)	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
People with Substance Misuse Issues (Drugs and Volatile substances)	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
People with Criminal Offending History	1	6,670.00	0	0	0	0	0	0	5	10,670	0	0	0	26,000	0	5	10,670	
People with Refugee Status	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
People with Physical and/or Sensory Disabilities	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
People with Developmental Disorders (i.e. Autism)	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
People with Chronic Illnesses (including HIV, Aids)	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Young People who are Care Leavers	5	25,000.00	0	0	0	0	0	0	0	2	22,000	0	0	0	0	2	22,000	
Young People with Support Needs (16-24)	42	226,401.00	21	178,775	0	0	0	0	21	71,601	0	0	0	0	0	42	250,376	
Single parent Families with Support needs	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Families with Support Needs	2	27,000.00	0	0	0	0	0	0	0	2	27,000	0	0	0	0	2	27,000	
Single people with Support Needs not listed above (25-54)	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
People over 55 years of age with Support needs (this category must be exclusive of alarm services)	73	160,803.20	0	0	0	0	0	0	30	953	0	27	49,203	39,547	0	57	50,156	
Generic Floating support to prevent homelessness (tennacy support services which cover a range of user needs but which must be exclusive of fixed site support)	235	1,028,389.70							36	295,200	150	620,325	35	185,790	0	221	1,101,305	
Alarm Services (including in shelters/extra care)	2,302	61,496.10	0	0	0	0	0	0	0	0	0	1,952	51,973	0	0	1,952	51,973	
Expenditure which does not directly link to the spend plan categories above. (Explanation required in accompanying email)	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	2,735	2,039,175.00	26	281,735	0	0	0	0	117	500,559	204	969,925	2,014	286,956	70,547	2,361	2,039,175	



Does total match sum UNITS horizontal	Does total match sum £ horizontal	Per cent increase/decrease from previous year	>10 Per cent increase	<-10 Per cent decrease	10% threshold vs. previous year £	10% threshold vs. previous year £	10% threshold vs. previous year Units	-10% threshold vs. previous year Units
✓	✓	3.6	✓	✓	238,937	197,468	28	23
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	5.0	✓	✓	314,820	260,182	55	45
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	60.0	✗	✓	7,337	6,064	1	1
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	-12.0	✗	✗	27,500	22,727	6	5
✓	✓	10.6	✗	✓	249,041	205,819	46	38
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	0.0	✓	✓	29,700	24,545	2	2
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	-68.8	✗	✗	176,884	146,185	80	66
✓	✓	7.1	✓	✓	1,131,229	934,900	259	214
✓	✓	-15.5	✗	✗	67,646	55,906	2,532	2,093
✓	✓	0.0	✓	✓	0	0	0	0
✓	✓	0.0	✓	✓	2,243,093	1,853,795	3,009	2,486

Match totals vertical ✓

Match Allocation ✓

Is the difference between allocation and total greater than 10 per cent ✗

Count Blank 9

10% threshold -10% threshold

2,243,092.50 1,853,795.45

Count of Zero 191

Units vs. cost check (i.e. where there is a unit has a cost been allocated)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Women experiencing Domestic Abuse	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Men experiencing Domestic Abuse	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Learning Disabilities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Mental health Issues	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Substance Misuse Issues (Alcohol)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Substance Misuse Issues (Drugs and Volatile substances)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Criminal Offending History	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Refugee Status	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Physical and/or Sensory Disabilities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Developmental Disorders (i.e. Autism)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People with Chronic Illnesses (including HIV, Aids)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Young People who are Care Leavers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Young People with Support Needs (16-24)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Single parent Families with Support needs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Families with Support Needs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Single people with Support Needs not listed above (25-54)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People over 55 years of age with Support needs (this category must be exclusive of alarm services)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Generic Floating support to prevent homelessness (tennacy support services which cover a range of user needs but which must be exclusive of fixed site support)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alarm Services (including in shelters/extra care)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Expenditure which does not directly link to the spend plan categories above. (Explanation required in accompanying email)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Return to HOME page click here.

Certificate of Chief Financial Officer or authorised representative
Summary declaration
 I certify that, to the best of my knowledge and belief, the information provided on this form is correct and consistent with the estimates and calculations made by my authority to calculate the budget and expenditure of the Supporting People programme.

Name: Joy Robson (Print name)

Signature: _____

Date: _____ (dd/mm/yyyy)

Certificate of Supporting People programme Co-ordinator
Summary declaration
 I certify that, to the best of my knowledge and belief, the information provided on this form is correct and consistent with the estimates and calculations made by my authority to calculate the budget and expenditure of the Supporting People programme.

Name: Julie Boothroyd (Print name)

Signature: _____

Date: _____ (dd/mm/yyyy)

Certificate of Head of Finance, Supported Housing & Homelessness
Summary declaration
 I certify that, to the best of my knowledge and belief, the information provided on this form has been checked against the criteria for the expenditure of the Supporting People programme.

Name: Karen Tudor (Print name)

Signature: _____

Date: _____ (dd/mm/yyyy)

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	Name of Project	Provider	Contract Amount 2016-17 £	Contract Amount 2017-18 £	Contract Expiry Date	Comments	Alarm Units
	Floating Support						
1	Gwalia Tenancy Support Service	Gwalia	187,189.64	187,189.64	31.3.2019		
2	Llamau Tenancy Support Service	Llamau	85,135.00	85,135.00	31.3.2019		
3	MODAS	Llamau	85,135.00	85,135.00	31.3.2019		
4	CHYPS	Llamau	17,027.00	17,027.00	31.3.2019		
5	EMPHASIS	Llamau	34,054.00	34,054.00	31.3.2019		
6	Reach Housing Support(Monmouthshire)	Reach Supported Living	132,000.00	132,000.00	31.3.2019		
7	Solas Low Level F/S	Solas Cymru Ltd	36,000.00	36,000.00	31.3.2019		
8	Homeless Resettlement Project	MHA	36,000.00	36,000.00	31.3.2019		
9	TASL Service	Mind Monmouthshire	300,600.00	300,600.00	31.3.2019		
10	MCC Gateway (HST)	MCC Housing Support Team	198,000.00	201,600.00	31.3.2019		
11	Homeless & Wellbeing Support Officer	MCC-Gwalia	27,000.00	36,000.00	31.3.2018	Place Based Work/Team extend to 31.3.2018	
12	Homeless & Wellbeing Support Officer	MCC-Llamau	27,000.00	36,000.00	31.3.2018	Place Based Work/Team extend to 31.3.2018	
13	Homeless & Wellbeing Support Officer	MHA	54,000.00	72,000.00	31.3.2018	Place Based Work/Team extend to 31.3.2018	
14	Social Inclusion Officers	MHA	54,000.00	72,000.00	31.3.2018	Place Based Work/Team extend to 31.3.2018	
15	Family Intervention Project(FIPS)	Solas Cymru Ltd	27,000.00	27,000.00	31.3.2019		
16	Lifestyle Service	Reach Supported Living	160,380.00	160,380.00	31.3.2020		
17	Derwen Tenancy Support	Derwen	30,000.00	30,000.00	31.3.2018		
18	Safe Hands	MHA	135,900.00	40,500.00	31.9.2017	Contract extended for Transition period	
19	DA Crisis Worker	Cyfannol	36,000.00	36,000.00	31.3.2020		
20	DA Group Work	Cyfannol	5,000.00	5,000.00	31.3.2018		
21	Youth Transition Worker	MCC MYPs	20,520.00	20,520.00	31.3.2020		
22	Welfare Rights	Mind Monmouthshire	14,400.00	21,600.00	31.3.2019		
23	Healthy @ Home	Melin/Care & Repair	12,700.00	25,400.00	31.3.2018	Confirmed with DMT to continue funding and complete review	
24	Target Hardening	Melin/Care & Repair	1,000.00	1,000.00	31.3.2018	Target Hardening contract due to WG instruction, equipment purchased. SP	
25	Young Persons Accommodation Officer	??		22,000.00			
	Total F/S	1,720,140.64					
	Accommodation/Supported Living						
26	Refuge	Cyfannol	102,960.00	102,960.00	30.6.2019		
27	Hostels (Woodstock-12/Hill House-9)	Solas Cymru Ltd	178,775.00	178,775.00	31.3.2019		
	Total S/L	281,735.00					
	Alarms						
28	Community Alarm Service	MHA	26,520.00	23,868.00	31.3.2017	Continue funding for another year. Check alarm units and monitoring cost	900 x 51p
29	Careline	MCC-Housing	20,800.00	20,800.00	31.3.2019		800 x 50p
30	Derwen Community Alarms	Derwen	1,543.36	1,543.36	31.3.2018		56 x 53p
31	Abbeyfield - Monmouth.	Abbeyfield	364.00	364.00	30.9.2018		10 x 70p
	Total Alarms	46,575.36					

<u>SP managed MCC Contracts</u>		<u>To Invoice/Journal</u>				
DA Group Work	MCC Children Services	-5,000.00	-5,000.00		Check if Childrens Service still going to pay	
<u>MCC (Host) Regional Contracts</u>						
31	PREP Support Worker	The Wallich	30,000.00	30,000.00	31.3.2018	Contract been extended on Regional basis
32	Melin Independent Living	Melin Homes	36,071.00	54,000.00	31.3.2019	
33	Melin Community Alarms	Melin Homes	8,168.00	8,168.00	31.3.2019	374 x 42p
<u>Regional Contracts to Invoice</u>		<u>LA's to Invoice</u>				
	PREP Worker	Blaenau Gwent HOTs	-10,000.00	-10,000.00	31.3.2018	
	PREP Worker	Torfaen SP Team	-10,000.00	-10,000.00	31.3.2018	
	PREP Worker	MCC HOTS	-6,000.00	-6,000.00	31.3.2018	
	Melin Tenancy Support	Blaenau Gwent	-11,800.00	-18,000.00	31.3.2019	
	Melin Community Alarms	Blaenau Gwent	-2,337.00	-2,337.00	31.3.2019	107 x 42p
	Melin Tenancy Support	Newport	-6,271.00	-18,000.00	31.3.2019	
	Melin Community Alarms	Newport	-2,730.00	-2,730.00	31.3.2019	125 x 42p
	Melin Tenancy Support	MCC			31.3.2019	
	Melin Community Alarms	MCC			31.3.2019	142 x 42p
<u>Regional Contracts paid annually to host</u>		<u>HOST LA</u>				
34	Gwent Pathways	Torfaen	6,670.00	6,670.00	annual rolling	
35	United Welsh-Tenancy Support	Caerphilly	1,203.20	1,203.20	31.3.21	
36	United Welsh-Alarms	Caerphilly	2,296.80	2,296.80	31.3.21	

2,077,274.00 2,078,722.00

Balance 2,077,274.00 2,078,722.00

SPPG 2,039,175.00 2,039,175.00

Surplus for new projects -38,099.00 -39,547.00

Overspent -39,547.00

NB: Period 10 & 8 each cover 6 months in the financial year

	Period 1
client support category	Total number of Service users with Lead client support category
Alarm Services (including in sheltered/extra care).	1,626
Families with Support Needs	51
Generic Floating support to prevent homelessness (tenancy support services which cover a range of user needs but which must be exclusive of fixed site support)	62
Men Experiencing Domestic Abuse	2
People over 55 years of age with Support needs (this category must be exclusive of alarm services).	387
People with Chronic Illnesses (including HIV, Aids)	19
People with Criminal Offending History	32
People with Developmental Disorders (I.e. Autism.)	10
People with Learning Disabilities	47
People with Mental health Issues	273
People with Physical and/or Sensory Disabilities	36
People with Refugee Status	7
People with Substance Misuse Issues (Alcohol)	12
People with Substance Misuse Issues (Drugs and Volatile substances)	4
Single parent Families with Support needs	41
Single people with Support Needs not listed above (25-54)	37
Women experiencing Domestic Abuse	231
Young People who are Care Leavers	7
Young People with Support Needs (16-24)	114
Black Minority Ethnic	0
Ex-Armed Forces	0
Frail Persons	0
Gypsies and Travellers	0
Migrant Workers	0
TOTAL	2,998

Positive steps achieved per supported client

NB there are 11 outcomes with a possible 5 steps to full achievement

.0 16/17		Period 8 15/16	
Sum of Positive Outcome steps achieved	Total number of Service users with Lead client support category	Sum of Positive Outcome steps achieved	
	1,721		
270	19	31	
389	92	297	
13	3	6	
1,625	429	1,450	
250	14	31	
311	11	27	
53	1	19	
450	46	124	
1,581	146	718	
264	37	137	
52	7	3	
69	9	113	
69	3	25	
439	36	90	
151	38	101	
1,703	59	375	
22	3	24	
787	128	729	
	0		
	0		
	0		
	0		
	0		
8,498	2,802	4,300	
6.2		4.0	



REPORT

Subject: NON DOMESTIC RATE HIGH STREET RATE RELIEF SCHEME FOR 2017/18

Directorate: Resources

Meeting: Individual Cabinet Member Decision

Date: 12th April 2017

Divisions/Wards Affected: N/A

1. PURPOSE:

That Cabinet approves the adoption of a High Street Rate Relief Scheme for 2017/18, in accordance with Welsh Government guidance.

2. RECOMMENDATIONS:

That Cabinet agree to -

- implement a High Street Rate Relief Scheme for 2017/18, in accordance with the guidelines stipulated by the Welsh Government in Appendix One.
- accept the funding award from Welsh Government and the conditions relating to the funding
- apply this relief directly to eligible ratepayer accounts
- delegate decisions for any appeals to the Head of Finance and the Cabinet Member for Resources

3. BACKGROUND AND KEY ISSUES:

3.1 The Valuation Office Agency (VOA) has undertaken a revaluation exercise for England and Wales. This revaluation of rateable values reflects changes in the property market since 2008. The revised rateable values come into force on 1st April 2017 and will be used to calculate the amount payable for 2017/18.

3.2 Whilst the revaluation exercise is cost neutral for Wales as a whole, Monmouthshire has seen an average increase in its rateable values of 7%. As a result there have been some significant changes in rateable values which will result in sizeable increases in some business rate payer's bills.

- 3.3 The Welsh Government recognises that businesses need time to adjust to these increases and have introduced a Transitional Relief Scheme. This provides tapered relief, over a three year period, to eligible businesses; providing relief of 75% in 2017/18, 50% in 2018/19 and 25% in 2019/20.
- 3.4 The Welsh Government has also extended the Small Business Rate Relief Scheme (SBRR) for 2017/18. This provides properties with a rateable value up to £6,000 with 100% relief and properties with a rateable value between £6,001 and £12,000 with tapered relief.
- 3.5 Both Transitional Relief and Small Business Rate Relief can be automatically applied to qualifying business rate relief accounts.
- 3.6 The Welsh Government has also recently announced additional funding of £10 million to be distributed between the 22 Welsh Local Authorities. This High Street Rate Relief Scheme will be available for the 2017/18 financial year and will provide further assistance to certain retail businesses. The scheme is based on the previous Wales Retail Relief Scheme and uses broadly the same eligibility criteria and exceptions.

Details of the High Street Rate Relief Scheme (HSRR):

- 3.7 The scheme provides two tiers of relief:

Tier 1, up to £500 - for high street retailers with a rateable value between £6,001 and £12,000* in 2017/18 who are either in receipt of SBRR or Transitional Relief on 1st April 2017.

*There will be a small number of ratepayers with a rateable value greater than £12,000 who qualify for transitional relief who will also qualify for tier 1 relief

Tier 2, up to £1,500 - for high street retailers with a rateable value between £12,001 and £50,000 in 2017/18 and who are either not in receipt of SBRR or Transitional Relief and who have an increase in rate liability on 1st April 2017.

- 3.8 The HSRR will be applied to the net bill after all other reliefs and discounts are applied. Where the net bill for 2017/18 is less than the £500 or £1,500, the relief awarded will be equal to the amount of the net bill. All awards are subject to State Aid limits.
- 3.9 This relief will be awarded as a one off payment and is based on occupation as at 31st March 2017. Any changes in the circumstances of the property and ratepayers after 1st April 2017 will not qualify for this relief.
- 3.10 Properties that will benefit from the HSRR will be occupied high street properties such as shops, restaurants, cafes and drinking establishments. Examples of eligible businesses can be found on page 4 of Appendix One.
- 3.11 Properties that are not considered to be eligible and are therefore excluded from the scheme are properties:
- that are not occupied on 1st April 2017
 - that are being used wholly or mainly for the provision of services to visiting members of the public, as listed on page 5 of Appendix One
 - with a rateable value of more than £50,000
 - that are not reasonably accessible to visiting members of the public

- that are in out of town retails parks or industrial estates
- that are in receipt of mandatory charitable rate relief

3.12 It is for each local authority to determine how they wish to administer the scheme. The recommendation is for the Council to deem properties listed in the Welsh Government Guidance as being eligible or ineligible. The Welsh Government also believes that this relief could be directly applied to eligible ratepayers' bills.

3.13 The 2017/18 annual bills have already been run. These will include any eligible Small Business Rate Relief and Transitional Relief. However it will not be possible to include this new High Street Rate Relief to the bills. We therefore plan to send out revised bills to all eligible businesses by the summer. An information sheet has been included with the annual bills explaining what will happen, a copy of which can be found in Appendix Two.

4. REASONS:

The Welsh Government has announced additional grant funding for Local Authorities to deliver the HSRR scheme, under section 47 of the Local Government Finance Act 1988. It is for individual Authorities to adopt the scheme and decide when to grant relief.

5. RESOURCE IMPLICATIONS:

The provisional grant funding for 2017/18 advised by Welsh Government is £336,923.49. However the exact amount awarded will be determined once the Authority has accepted the arrangements, the deadline for which is 28th April 2017. On acceptance, the Welsh Government will confirm funding and reimburse local authorities for any relief that is provided in line with the guidance attached in Appendix One.

The full grant terms and conditions will be issued on receipt of the acceptance form and confirmation of the numbers of properties. There is a small risk to the Authority here, as the cost of any relief awarded which is deemed as being not appropriate will fall to the Council.

The Authority will also receive £4,070.43 one off funding for the additional administrative costs that will be incurred in implementing this scheme.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

There are no Sustainable Development or Equality implications with the proposal.

7. SAFEGUARDING & CORPORATE PARENTING IMPLICATIONS:

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

8. CONSULTEES:

Cabinet Members
Leadership Team
Head of Finance
Head of Legal Services

9. BACKGROUND PAPERS:

Appendix One: High Street Rates Relief (HSRR) Guidance 2017/18
Appendix Two: Billing Information Sheet
Appendix Three: Future Generation Assessment

10. AUTHOR:

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

11. CONTACT DETAILS:

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Email: ruthdonovan@monmouthshire.gov.uk



Llywodraeth Cymru
Welsh Government

Non-domestic Rates

High Street Rates Relief

Guidance

Contents

About this guidance	1
Introduction.....	1
Section 1:.....	2
How will the relief be provided?.....	2
How will the scheme be administered?	2
Which properties will benefit from relief?	2
How much relief will be available?.....	7
Changes to existing hereditaments including change in occupier	7
State Aid.....	9
Section 2 – Calculation examples	10
Section 3 – State Aid	11
‘De Minimis’ declaration	12
Refusal of High Street Rates Relief form.....	13

Non-domestic Rates – High Street Rates Relief

Guidance

About this guidance

1. This guidance is intended to support local authorities in administering the High Street Rates Relief scheme (“the relief”) announced by the Cabinet Secretary for Finance and Local Government on 17 December 2016. This guidance applies to Wales only.
2. This guidance sets out the criteria which the Welsh Government will use to determine the funding for local authorities for relief provided to high street retail properties. The guidance does not replace any existing non-domestic rates legislation or any other relief.
3. Enquiries on the scheme should be sent to:
localtaxationpolicy@wales.gsi.gov.uk
4. The relief is being offered from 1 April 2017 and will be available until 31 March 2018.

Introduction

5. This relief is aimed at high street retailers in Wales, for example shops, pubs, restaurants and cafes – including those retailers which have seen their rates increase as a result of the 2017 revaluation undertaken by the independent Valuation Office Agency.
6. The Welsh Government will provide two tiers of non-domestic rates relief, of up to £500 (Tier 1) or up to £1,500 (Tier 2), to eligible high street retailers occupying premises with a rateable value of £50,000 or less in the financial year 2017-18, subject to State Aid limits.
7. This document provides guidance on the operation and delivery of the scheme.

Section 1

High Street Rates Relief

How will the relief be provided?

8. As this is a temporary measure, we are providing the relief by reimbursing local authorities that use their discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual local authorities to adopt a scheme and decide in each individual case when to grant relief under section 47. The Welsh Government will then reimburse local authorities for the relief that is provided in line with this guidance via a grant under section 31 of the Local Government Act 2003.

How will the scheme be administered?

9. It will be for local authorities to determine how they wish to administer the scheme to maximise take-up and minimise the administrative burden for ratepayers and for local authority staff. Subject to State Aid considerations set out in paragraphs 28 to 32, the Welsh Government believes that this relief could be directly applied to eligible ratepayers' bills.
10. Local authorities are responsible for providing ratepayers with clear and accessible information on the details and administration of the scheme. If, for any reason, an authority is unable to provide this relief to eligible ratepayers from 1 April 2017, consideration should be given to notifying eligible ratepayers that they qualify for the relief and that their bills will be recalculated.
11. Local authorities will be asked to identify the total amount of relief provided under the scheme in their Non-Domestic Rates Return 3 (NDR3) return for data collection purposes only. A new line will be included in the NDR3 return for this.

Which properties will benefit from relief?

12. Properties that will benefit from this relief will be occupied high street properties such as shops, restaurants, cafes and drinking establishments, with a rateable value of £50,000 or less on 1 April 2017. More detailed eligibility criteria and exceptions to the relief are set out in paragraphs 15 to 19.
13. Two tiers of relief will be provided depending on the rateable value of the property, whether liability is increasing from 1 April 2017 as a result

of the revaluation and whether the business is already entitled to other Welsh Government support.

14. Relief should be granted to businesses as a one-off payment based on occupation as at 31 March 2017 (provided the same occupier continues to be in occupation on 1 April 2017). It is recognised that there may be some instances where a local authority is retrospectively notified of a change of occupier. In such cases, if it is clear that the occupier was in occupation on 1 April 2017, the local authority may use its discretion in awarding relief.

Tier 1 – lower level of support: £500 (or the total remaining liability if this is less than £500)

Eligible ratepayers will be high street retailers whose properties have a rateable value of between £6,001 and £12,000* for the financial year 2017-18 and who meet the following criteria:

- In receipt of Small Business Rates Relief (SBRR) on 1 April 2017; and / or
- In receipt of Transitional Relief on 1 April 2017.

*There will be a small number of ratepayers whose properties have a rateable value of £12,000 or above who are in receipt of Transitional Relief. These ratepayers will qualify for Tier 1 relief.

It is recognised that there may also be a small number of ratepayers whose properties have a rateable value of £12,000 who are not in receipt of Transitional Relief and who are on the very upper threshold of the SBRR taper and hence receive no SBRR relief. Such ratepayers will be eligible for Tier 1 relief.

Tier 2 – higher level of support: up to £1,500

Eligible ratepayers will be high street retailers whose property has a rateable value between £12,001 and £50,000 for the financial year 2017-18 and who meet the following criteria:

- Not in receipt of SBRR or Transitional Relief on 1 April 2017; and
- Have an increase in their liability on 1 April 2017 as a result of the 2017 Revaluation

15. It is intended that, for the purposes of this scheme, high street properties such as, “shops, restaurants, cafes and drinking establishments” will mean the following (subject to the other criteria in this guidance).

i. Hereditaments that are being used for the sale of goods to visiting members of the public

- Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licences, newsagents, hardware stores, supermarkets, etc)
- Opticians
- Pharmacies
- Post offices
- Furnishing shops or display rooms (such as carpet shops, double glazing, garage doors)
- Car or caravan showrooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale or hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public

- Hair and beauty services
- Shoe repairs or key cutting
- Travel agents
- Ticket offices, eg. for theatre
- Dry cleaners
- Launderettes
- PC, TV or domestic appliance repair
- Funeral directors
- Photo processing
- DVD or video rentals
- Tool hire
- Car hire
- Cinemas
- Estate and letting agents

iii. Hereditaments that are being used for the sale of food and / or drink to visiting members of the public

- Restaurants
- Drive-through or drive-in restaurants
- Takeaways
- Sandwich shops
- Cafés
- Coffee shops
- Pubs
- Wine Bars

16. To qualify for the relief a hereditament listed in (i) to (iii) should be wholly or mainly used as a shop, restaurant, café or drinking establishment. This is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.
17. The list set out above is not intended to be exhaustive as it would be impossible to list all the many and varied high street retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for local authorities as to the types of uses that the Welsh Government considers for this purpose to be high street and retail. Local authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.
18. As the grant of the relief is discretionary, local authorities may choose not to grant the relief if they consider that appropriate, for example where granting the relief would go against the local authority's wider objectives for the local area.

Types of hereditaments that are not considered to be eligible for the high street relief

19. The list below sets out the types of uses that the Welsh Government does not consider to be high street retail use for the purpose of this relief and would not be deemed eligible for the relief. However, it will be for local authorities to determine if hereditaments are similar in nature to those listed below and if they would not be eligible for relief under the scheme.
- i. ***Hereditaments that are being used wholly or mainly for the provision of the following services to visiting members of the public***
- Financial services (eg. banks, building societies, cash points, ATMs, bureaux de change, payday lenders, betting shops, pawn brokers)
 - Medical services (eg. vets, dentists, doctors, osteopaths, chiropractors)
 - Professional services (eg. solicitors, accountants, insurance agents, financial advisers, tutors)
 - Post office sorting office
 - Tourism accommodation, eg. B&Bs, hotel accommodation and caravan parks
 - Sports clubs
 - Children's play centres
 - Day nurseries
 - Outdoor activity centres

- Gyms
- Kennels and catteries
- Show homes and marketing suites
- Employment agencies

There are a number of further types of hereditaments which the Welsh Government believes should not be eligible for the high street relief scheme

ii. *Hereditaments with a rateable value of more than £50,000*

It is recognised there are some high street retail businesses with rateable value above the £50,000 relief threshold who are also experiencing increases in their rateable values as a result of the 2017 Revaluation. These properties will not be eligible for this relief. However, local authorities have the option to use their discretionary powers to offer discounts outside this scheme to such businesses if it is in the interests of the local community to do so.

iii. *Hereditaments that are not reasonably accessible to visiting members of the public*

If a hereditament is not reasonably accessible to visiting members of the public, it will be ineligible for relief under the scheme even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraph 15 (i), (ii) or (iii).

iv. *Hereditaments that are in out-of-town retail parks or industrial estates*

What constitutes a high street retailer will vary significantly across local authority areas and it is left to the discretion of authorities to determine this based on their local areas. However, hereditaments in out-of-town retail parks and industrial estates are not considered to constitute the high street for the purposes of this relief even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraph 15 (i), (ii) or (iii). As the grant of the relief is discretionary, it is for authorities to determine for themselves whether particular properties constitute a high-street retailer.

v. *Hereditaments that are not occupied*

Properties that are not occupied on 1 April 2017 should be excluded from this relief. However under the Empty Property Relief scheme, empty properties will receive a 100% reduction in rates for the first three months (and in certain cases six) of being empty.

vi. *Hereditaments that are in receipt of mandatory charitable rates relief*

These properties already receive mandatory charitable relief which gives an 80% reduction in liability and authorities may also choose to provide

discretionary charitable relief which can reduce the remaining liability to nil. As such, these properties will not be eligible for high street rate relief.

How much relief will be available?

20. The total amount of government funded relief available for each property for 12 months under this scheme is up to £500 for Tier 1 properties and up to £1,500 for Tier 2 properties.
21. This relief can be provided in addition to SBRR and Transitional Relief. The High Street Rates Relief should be applied against the net bill after these two reliefs have been applied. Any hardship or discretionary relief awarded by the local authority should be considered by the local authority once all other rates reliefs have been awarded.
22. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a particular hereditament in the financial year:

Amount of relief to be granted = funding amount for Tier 1 or Tier 2 (delete as appropriate) x A/B

Where:

A is the number of days in the financial year that the hereditament is eligible for relief; and

B is the number of days in the financial year

23. When calculating the relief, if the net liability before High Street Rates Relief is £500 or less for Tier 1 or £1,500 or less for Tier 2, the maximum amount of this relief will be no more than the value of the net rate liability. This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.
24. Ratepayers that occupy more than one property will be entitled to High Street Rates Relief for each of their eligible properties, subject to State Aid de minimis limits.

Changes to existing hereditaments including change in occupier

25. Eligibility for the relief will be calculated based on the circumstances of the property and ratepayer as at 1 April 2017. Changes to properties which occur after this date will have no impact on eligibility for this relief.
26. Empty properties becoming occupied after 1 April 2017 will not qualify for this relief.

27. If there is a change in occupier part way through the financial year, after relief has already been provided to the hereditament, the new occupier will not qualify for the relief.
28. This treatment is intended to simplify the administration of the scheme but also reflects that the relief is to help support those affected by the revaluation. It is assumed that the rateable values for properties being occupied after 1 April 2017 will have been known in advance of occupation and would have been taken into account prior to occupation.

State Aid

29. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. High Street Rates Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulation (1407/2013).
30. The De Minimis Regulation allows an undertaking to receive up to €200,000 of De Minimis aid in a three-year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid, the relevant definition of undertaking and the requirement to convert the aid into Euros.
31. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).
32. Section 3 of this guidance contains a sample De Minimis declaration which local authorities may wish to use. Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance.
33. Desk instructions covering the administration of De Minimis schemes are available at:

<http://gov.wales/funding/state-aid/de-minimis-aid/?lang=en>

http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf

Section 2 – Calculation examples

SBRR – Small Business Rates Relief

TR – Transitional Relief

HSRR – High Street Rates Relief

Example 1	£
Rateable Value in 2010	= 6,000
2010 Base liability @ 0.486	= 2,916
2010 liability after SBRR	= 0

Rateable Value in 2017	= 8,000
Base liability @ 0.499	= 3,992
Liability after SBRR	= 1,331
Liability after TR	= 333
Tier 1 HSRR	= 333
2017 liability after Tier 1 HSRR	= 0

Example 2	£
Rateable Value in 2010	= 9,000
2010 Base liability @ 0.486	= 4,374
2010 liability after SBRR	= 2,187

Rateable value in 2017	= 14,000
Base liability @ 0.499	= 6,986
Liability after SBRR	= 6,986
Liability after TR	= 3,387
Tier 1 HSRR	= 500
2017 liability after Tier 1 HSRR	= 2,887

Example 3	£
Rateable Value in 2010	= 15,000
2010 Base liability @ 0.486	= 7,290
2010 liability after SBRR	= 7,290

Rateable value in 2017	= 24,000
Base liability @ 0.499	= 11,976
Liability after SBRR	= 11,976
Liability after TR	= 11,976
Tier 2 HSRR	= 1,500
2017 liability after Tier 2 HSRR	= 10,476

Section 3 – State Aid

Sample paragraphs that could be included in letters to ratepayers about High Street Rates Relief for 2017-18

The Cabinet Secretary for Finance and Local Government announced on 16 February 2017 that relief of up to £1,500 will be provided to eligible occupied retail properties with a rateable value of £50,000 or less in 2017-18. Your current rates bill includes this High Street Rates Relief for 2017-18.

Awards such as High Street Rates Relief are required to comply with the EU law on State Aid¹. In this case, this involves returning the attached declaration to this authority if you have received any other De Minimis State Aid, including any other High Street Rates Relief you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of High Street Rates Relief does not exceed the €200,000 an undertaking² can receive under the De Minimis Regulations EC 1407/2013.

Please complete the declaration and return it to the address above. In terms of declaring previous De Minimis aid, we are only interested in public support which is De Minimis aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

If you have not received any other De Minimis State Aid, including any other High Street Rates Relief you are being granted for premises other than the one to which this bill and letter relates, you do not need to complete or return the declaration.

If you wish to refuse to receive the High Street Rates Relief granted in relation to the premises to which this bill and letter relates, please complete the attached form and return it to the address above. You do not need to complete the declaration. This may be particularly relevant to those premises that are part of a large retail chain, where the cumulative total of High Street Rates Relief received could exceed €200,000.

Under the European Commission rules, you must retain this letter for three years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on 'De Minimis' aid for the next three years.

1. Further information on State Aid law can be found at <https://www.gov.uk/state-aid>

2 An undertaking is an entity which is engaged in economic activity. This means that it puts goods or services on a given market. The important thing is what the entity does, not its status. Thus a charity or not for profit company can be undertakings if they are involved in economic activities. A single undertaking will normally encompass the business group rather than a single company within a group. Article 2.2 of the de minimis Regulations (Commission Regulation EC/ 1407/2013) defines the meaning of 'single undertaking'.

‘De Minimis’ declaration

Dear []

NON-DOMESTIC RATES ACCOUNT NUMBER: _____

The value of the non-domestic rates High Street Rates Relief to be provided to [name of undertaking] by [name of local authority] is £ [] (Euros []).

This award shall comply with the EU law on State Aid on the basis that, including this award, [name of undertaking] shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years). The De Minimis Regulations 1407/2013(as published in the Official Journal of the European Union L352 24.12.2013) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>.

Amount of De Minimis aid	Date of aid	Organisation providing aid	Nature of aid
€	1 April 2017 – 31 March 2018	Local authorities (for the High Street Rates Relief total, you do not need to specify the names of individual authorities)	High Street Rates Relief

I confirm that:

1) I am authorised to sign on behalf of _____ [name of undertaking]; and

2) _____ [name of undertaking] shall not exceed its De Minimis threshold by accepting this High Street Rates Relief.

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

Refusal of High Street Rates Relief form

Name and address of premises	Non-domestic rates account number	Amount of High Street Rates Relief

I confirm that I wish to refuse High Street Rates Relief in relation to the above premises.

I confirm that I am authorised to sign on behalf of _____ [name of undertaking].

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

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BUSINESS RATES REVALUATION 1ST APRIL 2017

WHAT THIS MEANS FOR YOU

The Valuation Office Agency (VOA), an executive Agency of HMRC, is responsible for assessing all rateable values for business rate purposes. The revaluation of rateable value reflects changes in the property market since 2008. The VOA uses property information and rental values to determine the rateable values. The revised rateable values come into force on 1st April 2017

The Council uses the rateable value to calculate your business rate bill by multiplying it by a rate poundage set annually by the Welsh Government. For 2017/18 that poundage is **0.499**. Your new rates bill shows the revised rateable value and the amount payable for the 2017/18 financial year.

The revaluation exercise has resulted in significant changes in rateable value for some businesses and Welsh Government recognises that businesses need time to adjust to an increase in their rate liability and so have introduced new regulations to provide a transitional relief scheme. No application is required – The Council will automatically apply this relief to eligible businesses as follows:

- 2017/18 75% of the increase in charge
- 2018/19 50% of the increase in charge
- 2019/20 25% of the increase in charge

Who will qualify for Transitional Relief?

- Ratepayers in receipt of Small Business Rate Relief (SBRR) on 31.3.2017 which is either reduced or removed as a result of an increase in rateable value following the revaluation.
- The business premises must be shown in the Rating List on 31.3.2017
- There must be an increase in rate liability greater than £100
- The property must be occupied.
- The ratepayer must continue to be the same as the one liable on 31.3.2017
- The ratepayer must not be in receipt of relief under S44A (applies to property which is partially unoccupied for a short time only)

If you qualify for transitional relief it will be shown on your rates bill.

Small Business Rate Relief (SBRR)

The SBRR scheme will continue into 2017/18. Properties with a rateable value up to £6,000 pay nothing. Properties with a rateable value between £6,001 and £12,000 receive tapered relief. Businesses in receipt of SBRR may also benefit from the transitional relief scheme.

If you qualify for small business rate relief it will be shown on your rates bill.

Targeted High Street Rate Relief Scheme

Welsh Government has recently announced funding of £10 million to be distributed between the 22 local authorities in Wales to provide further assistance to certain retail businesses (e.g. shops, pubs, restaurants and café's) including those which have seen their rates increase significantly as a result of the revaluation. The scheme is based on the previous Wales Retail Relief Scheme, using broadly the same exceptions and eligibility criteria to define what constitutes a retail property.

Some details of the scheme are yet to be finalised but it will provide two tiers of relief. Up to £500 (tier 1) and up to £1,500 (tier 2) to qualifying properties with a rateable value of £50,000 or less in the financial year 2017/18. (This relief is subject to State Aid regulations which limits the amount of relief given in a 3 year period to no more than 2,000 Euros).

Tier 1 – lower level of support £500 (reduced if remaining liability is less than £500)

High Street retailers with rateable value between £6,001 and £12,000* in 2017/18 and meet the following criteria:

- In receipt of SBRR on 1.4.2017 and/or
- In receipt of Transitional relief on 1.4.2017

*Ratepayers with a rateable value greater than £12,000 who qualify for transitional relief will also qualify for Tier 1 relief.

Tier 2 – higher level of support £1,500 (reduced if remaining liability is less than £1,500)

High Street retailers whose property has a rateable value between £12,001 and £50,000 for the financial year 2017/18 and meet the following criteria:

- Not in receipt of SBRR or transitional relief on 1.4.2017
- Have an increased rate liability on 1.4.2017

This new High Street relief can be given in addition to SBRR and transitional relief and will be applied to the net bill after all other reliefs have been applied. Relief is given based on the circumstances of the property and the ratepayer on 1.4.2017. Changes that occur after that date have no impact on eligibility for relief.

Businesses NOT entitled to the targeted High Street relief include:

- *Properties with rateable value greater than £50,000*
- *Properties not reasonably accessible to the public*
- *Properties situated in out of town retail parks or on industrial estates*
- *Properties that are not occupied*
- *Those in receipt of mandatory charitable rate relief*
- *In addition, a list of the types of business that Welsh Government does not consider to be retail for the purpose of this relief is shown on our website.*

Some aspects of the High Street Relief Scheme have yet to be formally confirmed and consequently it has not been possible to include this on your rate bill. However we hope to be able to apply this relief in early summer and revised rate bills will be issued to eligible businesses. Further information will be issued at that time.

Contact details

For further information on any of the rate reliefs or general queries about your rates bill please contact the Council

Email; counciltax@monmouthshire.gov.uk or Tel: 01633 644630 or
Visit our website: www.monmouthshire.gov.uk

For further information about how your rateable value was calculated or any other aspect of the revaluation exercise you must contact the Valuation Office Agency.

Visit their website: www.gov.uk/voa
Email: ratingwales@voa.gsi.gov.uk or Tel: 03000 505505



<p>Name of the Officer Ruth Donovan</p> <p>Phone no: 01633 644592 E-mail: ruthdonovan@monmouthshire.gov.uk</p>	<p>Non Domestic Rate High Street Rate Relief Scheme for 2017/18</p>
<p>Name of Service Revenues, Systems and Exchequer</p>	<p>Date Future Generations Evaluation form completed 21.03.17</p>





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


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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Yes, minimizing the impact of Business Rate Revaluation on High Street Retailers, thereby keeping them trading in their communities.</p>	<p>N/A</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience 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?
can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	N/A	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	N/A	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	N/A	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	N/A	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	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 scheme provides help to High Street Retailers who are most affected by revaluation. It is hoped that this additional support will enable these businesses to continue to trade into the future.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>We would be working with Welsh Government to administer this scheme.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>n/a</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The scheme provides help to High Street Retailers who are most affected by revaluation. It is hoped that this additional support will enable these businesses to continue to trade into the future.</p>	

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

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

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

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

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		
Corporate Parenting	N/A		

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

Feedback from local businesses/Chambers of Trade

Work with Welsh Government to develop scheme

Page 90

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 details of the Scheme have been determined by Welsh Government following consultation with Officers from Local Authorities. The Authority have to decide whether to adopt the scheme, this form highlights the potential positive impact that this could have for the County's High Street Retailers.

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			

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:	Returns submitted to Welsh Government as part of the grant conditions.
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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	Individual Cabinet Member Decision		

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SUBJECT: LIVING LEVELS LANDSCAPE PARTNERSHIP SCHEME

MEETING: Individual Cabinet Member Report

DATE: 12 April 2017

DIVISION/WARDS AFFECTED: All Severnside Wards

1. PURPOSE:

- 1.1 To seek approval to an in principle commitment to share the financial risk relating to match funding to allow the Stage 2 application to Heritage Lottery Fund for the Living Levels Landscape Partnership Scheme to proceed

2. RECOMMENDATIONS:

- 2.1 To approve an in principle commitment to RSPB Cymru, as lead partners, to share the financial risk relating to match funding for the Living Levels Landscape Partnership Scheme to a maximum of £91K spread over the three years of project delivery (2018-19, 2019-20 and 2020-21) commencing in financial year 2018/19.

3. KEY ISSUES:

- 3.1 The Living Levels programme is supported by the Heritage Lottery Fund (HLF) and the partnership, led by RSPB Cymru, has been awarded a first-round pass under the Landscape Partnership scheme. The programme is now in its development phase secured by a grant of £321K to work up the second-round submission in the form of a Landscape Conservation Action Plan (LCAP). A further £2.5M has been ring-fenced by HLF to fund the delivery phase of the programme. The project is on track for a second round submission to HLF in August 2017. If stage 2 approval is gained the delivery phase will be 3.5 years from early in 2018.
- 3.2 The programme area extends across the Levels from the River Rhymney in Cardiff to Chepstow and in Monmouthshire embraces the whole area south of the M4 and Chepstow.
- 3.3 The Partnership has six core partners: RSPB Cymru (the lead body), Gwent Wildlife Trust, Natural Resources Wales, Newport City Council, Monmouthshire County Council and City of Cardiff Council; joined by other delivery partners, currently Gwent Archives, Cardiff Story Museum, Sustrans, National Trust, Bumblebee Conservation Trust and Bug Life.

- 3.4 Since the award of the development grant considerable progress has been achieved through the activities of partners and a small project team. This includes extensive community engagement; completion of a landscape character assessment and green infrastructure strategy; completion of a destination management plan (incorporating interpretation, access and marketing) and development of delivery programmes for interventions reflecting the wide scope of the programme (see Appendix 1): All intended to meet the programme's objectives of recapturing and enhancing the natural and historic heritage; celebrating its stories; providing new opportunities for learning, developing skills, participation and investment; and encouraging and providing access for all; to build capacity and resilience for the long-term.
- 3.5 The total cost of the delivery stage of the Living Levels is £3,463,000, to which £2,544,200 HLF grant will be applied. The draft budget assumes £899k of match funding including £354k of in-kind support from the partners. The cash shortfall requiring match funding is therefore £545K. The partners are working together to actively pursue match funding opportunities including a resubmission of a Sustainable Management Scheme fund bid to Welsh Government later this year reflecting feedback on an initial bid; an RCDF bid, Leader and Visit Wales funding, landfill tax credits and other corporate funding.
- 3.6 However because of the lead in times involved it seems likely that there will be at least some level of funding gap at the time of submission for stage 2 in August. In order for the RSPB as lead partner, to submit the stage 2 application, their charitable Trustees will need assurance that they are not carrying unmanageable financial liabilities. The Living Levels Partners' Board has therefore discussed an approach to sharing the financial risk of a shortfall across the core partnership as being the way to give the RSPB the necessary confidence. At this stage what is being sought is an in principle commitment from partners.
- 3.7 Shared equally between the core partners, this amounts to £91k over three years per partner (i.e. a potential 'contribution' of £30.3k per partner in each of the years 2018-19, 2019-20 and 2020-21). At this stage this is a financial risk the core partners are being asked to underwrite and represents the worst possible case scenario, which realistically has a low prospect of occurring. Once the outcome of the stage 2 submission is known in November 2017 the financial picture will be reassessed (having heard from other funding bids) to confirm the final sums required to proceed. It is only at this stage that more formal undertakings from each organisation will be required alongside the other formal project delivery documentation.
- 3.8 Given the substantial benefits of securing the £3.5M investment across the Levels communities and the opportunities for the scheme to significantly enhance existing delivery relating to countryside access, destination management and tourism promotion, cultural activities, volunteering and activities for children and young people it is recommended that the requested undertaking to underwrite the financial risk be provided. Should a funding gap still exist in November 2017 the situation will be revisited but given the opportunity to enhance and extend existing programmes any required match funding at

that time can be considered against the relevant revenue budgets for these activities within the Tourism, Leisure, Culture & Youth Service.

4. REASONS:

- 4.1 To provide sufficient reassurance to allow the Stage 2 application to Heritage Lottery Fund by RSPB Cymru as lead partner on behalf of the Living Levels Landscape Partnership to proceed.

5. RESOURCE IMPLICATIONS:

- 5.1 The detailed resource implication are set out in paragraphs 3.5 to 3.8 of the main report. At this stage the financial risk represents the worst possible case scenario, which realistically has a low prospect of occurring. However should there be a remaining deficit the Directorate attaches such importance to the multiple beneficial and multiplier impacts of this programme that it is prepared to re-direct funding from currently approved budgets.

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

- 6.1 The aim of the Living Levels landscape partnership scheme is to reconnect people and communities to their landscape and provide a sustainable future for this historic and vibrant place. It has a strong correlation with all of the Council's Well-being objectives; promoting the benefits of the natural & built environment; providing opportunities for children and young people; providing opportunities for businesses and communities and for people's well-being through participation in volunteering etc. It also contributes to delivery of the Biodiversity & Ecosystem Resilience duty and Forward Plan; specifically Objective 6 to support landscape scale projects and partnerships to maximise delivery.
- 6.2 A Future Generations Evaluation is attached. This includes Equalities and Sustainability Impact Assessments (attached as Appendix 2).

7. CONSULTEES:

- 7.1 Cabinet members, SLT and Head of Tourism, Leisure, Culture & Youth.

8. BACKGROUND PAPERS:

- 8.1 Living Levels programmes (under development) (Appendix 1)

9. AUTHOR:

Matthew Lewis
Green Infrastructure & Countryside Manager

10. CONTACT DETAILS:

E-mail: matthewlewis@monmouthshire.gov.uk Telephone: 01633 644855

Appendix 1: Living Levels programmes (under development)

Theme	Project title	Type of project
Natural heritage and sustainable management of natural resources	Regional Green Infrastructure Strategy	A legacy strategy to ensure the on-going provision of GI beyond the end of the project
	Targeted Natural Heritage Restoration	Contracts for active land management to restore natural heritage of Gwent Levels landscape
	Pollinating the Levels	Advisory service/ Awareness raising/active restoration
	Invasive non-native species project	Monitoring/ Awareness raising/control
	Fly-tipping - black spots to bright spots	Awareness-raising and enforcement activities against Fly tipping, stakeholder action group
	Payments for Ecosystems services	Research/ study and map Gwent Levels Ecosystem services and set up a pilot for a GL PES scheme
	Orchards and community enterprise	Grant scheme for active restoration/advisory/ social enterprise
	Sustainable farming	Setting up demonstration farms (sustainable land management), economic analysis of Gwent Levels Ecosystem services and policy proposals for future of agricultural support in GL
Access, interpretation and marketing of the Welsh Levels	Interpretative sculptures and tide markers along Levels promoted routes	A sculpture trail based on putting 'people' in the landscape to bring the stories of the Levels to life; Installation of tide markers at key network of LL sites
	LL Primary and Community hubs - orientation and interpretation for visitor welcome.	Orientation/ interpretation panels. Includes Living Levels map and 'You are Here' information. Tide markers to be integrated to design as appropriate
	Lighthouse Inn -Eastern Levels Gateway project	Opening up the Lighthouse Inn as a new Gateway to the Wentloog Levels.
	Development of print resources, imagery and video to promote Living Levels Destination	Photography and Film - content production;
	Seasonal programme of events	Celebration of Levels Events programme - annual and linked to Visit Wales theme years
	Inspire! Churches on the Levels	Orientation/ interpretation panels at exterior and interior of churches and those which are open), telling story of Church role in Levels.
	Loops and links - walking the Levels	Promotion of walking routes on the levels

	Loops and links - cycling the Levels (including installation of cycle racking at key strategic sites). Maesglas underpass mural and Percoed Reen/Duffryn community art project included.	Promotion of cycling routes on the levels; Infrastructure installation
	Levels welcome signage and Brown and White highways signage scheme and signage to support additional linkages from improved walk and cycle routes to the established network.	Business cluster brown signage; welcome signs placed underneath village welcome signs.
	Relief model of the Levels drainage system and historical timeline	Model/interpretation
	Destination Marketing	Destination marketing for the Gwent Levels
Skills, learning and community engagement	Identifying Local Wildlife sites	Surveys/ awareness raising
	Recapturing the Historic Landscape	Public engagement/digital maps and GIS system
	Stories from the Levels	Public engagement/ exhibits - recording oral histories and exhibitions
	Learning programme	KS3 and KS4 education activities and teacher training linked to Gwent Levels natural and historical heritage, self-led educational activities at key sites across Levels
	Heritage Skills	Workshops/ events/training
	Ambassadors programme and Community engagement toolkit - training package	Training/skills
	Community art project - reviving the past	Community art project - artworks displayed during calendar of events

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Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer Matthew Lewis Green Infrastructure & Countryside Manager Phone no: 01633 644855 E-mail: matthewlewis@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal: Living Levels Landscape Partnership Scheme.</p>
<p>Name of Service Green Infrastructure & Countryside</p>	<p>Date Future Generations Evaluation form completed 23/03/2017</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.

Page 99



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



Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The Living Levels programme will provide new opportunities for learning, developing skills, participation and investment; including heritage skill development, business opportunities through supporting destination development and the tourism economy.</p>	<p>There are unlikely to be any negative effects. Positive effects will be maximised by collaborative working with partners delivering common benefits.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>The Living Levels programme will directly enhance the natural heritage and sustainable management of natural resources as a core aim of the partnership</p>	<p>There are unlikely to be any negative effects. Positive effects will be maximised by collaborative working with partners delivering common benefits</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)	and specific outcomes relating to natural heritage restoration, non-native species etc. It contributes to delivery of the Biodiversity & Ecosystem Resilience duty and Forward Plan; specifically Objective 6 to support landscape scale projects and partnerships to maximise delivery.	and a particular focus on project legacy; sustainable farming and research into payment for ecosystem services
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	The Living Levels programme is adopting a Green Infrastructure (multiple benefit) approach to maximise the benefits of access to natural and historic built environment, volunteers and the wider community.	There are unlikely to be any negative effects. Positive effects will be maximised by collaborative working with partners delivering common benefits.
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The Living Levels programme is adopting a Green Infrastructure (multiple benefit) approach and specific outcomes relate to skills, learning and community engagement.	There are unlikely to be any negative effects. Positive effects will be maximised by collaborative working with external partners delivering similar benefits.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	The Living Levels programme recognises the importance and fragility of this landscape in a Welsh and global context and includes research / test bed on payment for ecosystem services	There are unlikely to be any negative effects. Positive effects will be maximised by raising awareness of similar fragile landscapes
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	The Living Levels programme will celebrate local stories through oral history, research, community arts and events will promote culture and heritage and increased countryside access and recreation.	There are unlikely to be any negative effects. Positive effects will be maximised by collaborative working with partners delivering common benefits.
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The Living Levels programme will encourage and provide access for all and already has a strong and	There are unlikely to be any negative effects. Positive effects will be maximised by collaborative working with partners delivering similar benefits.

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?
	inclusive community engagement programme built into its development and delivery phases.	

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>Long Term</p>	<p>The aim of the Living Levels Landscape Partnership scheme is to reconnect people and communities to their landscape and provide a sustainable future for this historic and vibrant place - undertaking specific activities and programmes over its 3.5 year delivery period whilst building capacity and resilience for the long-term.</p>	<p>There are unlikely to be any negative effects. The Living Levels partners are committed to a long term partnership with a life beyond this current programme.</p>
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>The Living Levels partners have been working together informally on the Gwent Levels for a number of years. The Partnership includes RSPB Cymru (lead body), Gwent Wildlife Trust, Natural Resources Wales, Newport City Council, Monmouthshire County Council, City of Cardiff Council, Gwent Archives, Cardiff Story Museum, Sustrans, National Trust, Bumblebee Conservation Trust and Bug Life.</p>	<p>There are unlikely to be any negative effects. The Living Levels partners are continuing to involve additional bodies and potential further partners who will add to the positive outcomes of the scheme</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>Involvement</p>	<p>The Living Levels Partnership came together following a community conference in March 2014 held to discuss issues and potential solutions to the threats facing the historic landscape of the Gwent Levels. Since then community involvement has been sustained and in the development phase a significant community engagement programme has been undertaken across the Levels communities through a dedicated officer.</p>	<p>There are unlikely to be any negative effects. Community engagement will be sustained throughout project delivery by a dedicated community engagement officer.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The core justification for the Living Levels programme is to address the two main threats to the landscape:</p> <ol style="list-style-type: none"> 1. An increasing disconnection by growing sections of the community (including the necessary centralisation of government) leading to the reduction in traditional management and loss of knowledge and skills from within the community; and 2. An under-developed “vision” and “sense of place” for the long-term future of this landscape. This is leading to inappropriate development; missed opportunities for tourism and inward investment; and increased negative impacts from local conurbations such a fly-tipping and litter 	<p>The core aim is to reconnect people and communities to their landscape and provide a sustainable future for this historic and vibrant place.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The scheme is designed to address the issues in an integrated way so that as a result:</p> <ul style="list-style-type: none"> • The Living Levels Landscape will be better managed; in better condition and better recorded; • People will have developed skills; and learnt about the landscape and its heritage • A greater diversity and number of people will be getting involved; and • The local area will be a better place to live, work or visit. 	<p>There are unlikely to be any negative effects.</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The programme intends to create learning, skills and volunteering opportunities for all ages	N/A	The effectiveness of the programme will be reviewed over the delivery period
Disability	The programme will adopt a least restrictive access approach to countryside access	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?
Gender reassignment	N/A	N/A	N/A
Marriage or civil partnership	N/A	N/A	N/A
Pregnancy or maternity	N/A	N/A	N/A
Race	N/A	N/A	N/A
Religion or Belief	N/A	N/A	N/A
Sex	N/A	N/A	N/A
Sexual Orientation	N/A	N/A	N/A
Welsh Language	All marketing material, interpretation, signage etc. will be bilingual	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	Appropriate safeguarding measures will be incorporated into volunteering and learning programmes following established procedures etc.	N/A	N/A
Corporate Parenting	N/A	N/A	N/A

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

Information that has been used to develop the Living Levels programme;

- Widespread consultation including the Living Levels community conference in March 2014
- The development and rejection of an initial bid to Heritage Lottery Fund in 2014
- Consultations and partnership development including topic workshops, consultations on the development of a landscape character study, green infrastructure study, destination management study etc.
- The results of a dedicated community engagement programme during 2016 and 2017

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 Living Levels programme will have positive effects on all well-being goals and meet all of the sustainable development principles and has a strong correlation with all of the Council's Well-being objectives; promoting the benefits of the natural & built environment; providing opportunities for children and young people; providing opportunities for businesses and communities and for people's well-being through participation in volunteering etc.. It also contributes to delivery of the Biodiversity & Ecosystem Resilience duty and Forward Plan; specifically Objective 6 to support landscape scale projects and partnerships to maximise delivery.

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
Refine and develop the stage 2 bid to HLF including completing a formal evaluation and monitoring framework	Informal Review with HLF May 2017, formal submission August 2017	The Living Levels Partnership and Project Team; Liaison and support from MCC across a number of services coordinated by the GI & Countryside team	Ongoing

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:	To be determined by the formal evaluation and monitoring framework to be agreed with HLF
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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	ICMD	12 April 2017	

SUBJECT: Proposed re-structure of the Estates Service to meet budget mandate savings.

MEETING: INDIVIDUAL CABNET MEMBER DECISION

DATE: 12th April 2017

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

To seek approval from the Cabinet Member Resources to a proposed re-structure of the Estates Service to meet budget mandate savings and provide additional capacity within the Asset Management Team.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member for Resources approve the structure detailed in Appendix 2.
- 2.2 That the Head of Community Delivery be authorised to vary the proposed structure outlined in Appendix 2 following the conclusion of the formal staff consultation process, subject to the required savings being realised.

3. KEY ISSUES:

- 3.1 The Estates Service consists of a number of teams which include the strategic management of the Councils land and property, markets and cemeteries. In 17/18 the Service has a revenue income target of £1,455,903 and a capital receipts target of £8,666,000. In addition they have budget mandate savings of £55,976, £46,688 of which relate to savings in staff costs.
- 3.2 The identified savings relate to the loss of two Market Assistants posts, the transfer of the Community Liaison Officer post and reduction in hours of the Facilities Officer post due to flexible retirement.
- 3.3 The requirement to generate increasing levels of revenue and capital income necessitates the re-alignment of the Estates team into asset management and development. This will result in the creation of specialised functions to manage the existing stock and maximise income generation. It is proposed that an additional graduate post is created to support the assets team, which can be achieved within the existing staffing budget.
- 3.4 A project officer post was created with a view of enhancing capital receipts and funded from capital for two years. As the funding for that post has now been lost, this post will be deleted and the member of staff will take up a Graduate Role within the team.

4. REASONS:

4.1 The re-structure will enable the service to re-align resources to those areas that are under greatest pressure to meet income targets and provide service efficiencies to meet adopted budget mandates.

4.2 The table below outlines the present and proposed costs.

Current		Salary	On Costs	Total Cost
Estates Manager	49 - 53	47,568	15,460	63,028
Principal Valuer	41 - 45	40,057	12,850	52,907
Management Surveyor	37 - 41	36,379	11,671	48,050
Management Surveyor	37 - 41	36,379	11,671	48,050
Management Surveyor	37 - 41	36,379	11,671	48,050
Graduate Surveyor	29 -33	29,323	9,132	38,455
Facilities Officer	Post TRANSFERRING FROM SOCIAL SERVICES	32,164	10,106	42,270
Cemeteries Officer	29 - 33	29,323	9,131	38,454
Energy Manager	33 - 37	32,486	10,229	42,715
Community Liaison (3 days)	29-33	17,594	5,039	22,633
Estates Technician	21-25	22,658	6,798	29,456
Admin Officer	17-21	20,138	5,949	26,087
Markets & Facilities Manager	29-33	29,323	9,131	38,454
Market Assistant	17 - 21	20,138	5,949	26,087
Market Assistant P/T	17 - 21	8,637	1,933	10,570
Market Assistant P/T	17 - 21	8,235	1,843	10,078
Facilities Assistant (27 hrs)	17 - 21	14,550	4,013	18,563
Facilities Assistant (27 hrs)	17 - 21	14,550	4,013	18,563
Facilities Assistant (27 hrs)	17 - 21	14,550	4,013	18,563
Shopmobility co-ordinator	17 - 21	13,607	3,653	17,260
Project Officer		10,627	3,564	14,191
		514,665	157,819	672,484

Proposed

Proposed		Salary	On Costs	Total Costs
Estates Manager	49 - 53	47,568	15,460	63,028
Principal Valuer	41 - 45	40,057	12,850	52,907
Assets Officer	37 - 41	36,378	11,670	48,048
Development Surveyor	37 - 41	36,378	11,670	48,048
Development Surveyor	37 - 41	36,378	11,670	48,048
Asset Graduate Surveyor	29 - 33	29,323	9,131	38,454
Development Graduate Surveyor	29-33	17,594	4,974	22,568
Facilities Officer	POST TRANSFERRING FROM SOCIAL SERVICES	19,298	5,591	24,889
Cemeteries Officer	29 - 33	29,323	9,131	38,454
Energy Manager	33 - 37	32,486	10,229	42,715
Community Liaison (2 day)	29-33	11,729	3,638	15,367
Estates Technician	21-25	22,658	6,798	29,456
Admin Officer	17-21	19,587	5,733	25,320
Markets & Facilities Manager	29-33	29,323	9,131	38,454
Market Assistant	MANDATE SAVING	-	-	-
Market Assistant P/T	17 - 21	8,637	1,933	15,855
Facilities Assistant (27 hrs)	17 - 21	14,550	4,013	18,563
Facilities Assistant (27 hrs)	17 - 21	14,550	4,013	18,563
Facilities Assistant (27 hrs)	17 - 21	14,550	4,013	18,563
Shopmobility co-ordinator	17-21	13,607	3,653	17,260
		473,974	145,301	624,560

Total Savings -47,924

5. RESOURCE IMPLICATIONS:

5.1 The proposed re-structure will result in the budgeted £46,688 staffing savings.

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

6.1 This report seeks approval for a re-structure to meet agreed MTFP savings. The report will not impact on the services provided and as such a future generations Evaluation is not considered necessary for this report. There are no safeguarding or corporate parenting implications associated with this report.

7. CONSULTEES:

SLT
Cabinet members
Joy Robson

8. BACKGROUND PAPERS:

None

9. AUTHOR:

Debra Hill-Howells

10. CONTACT DETAILS:

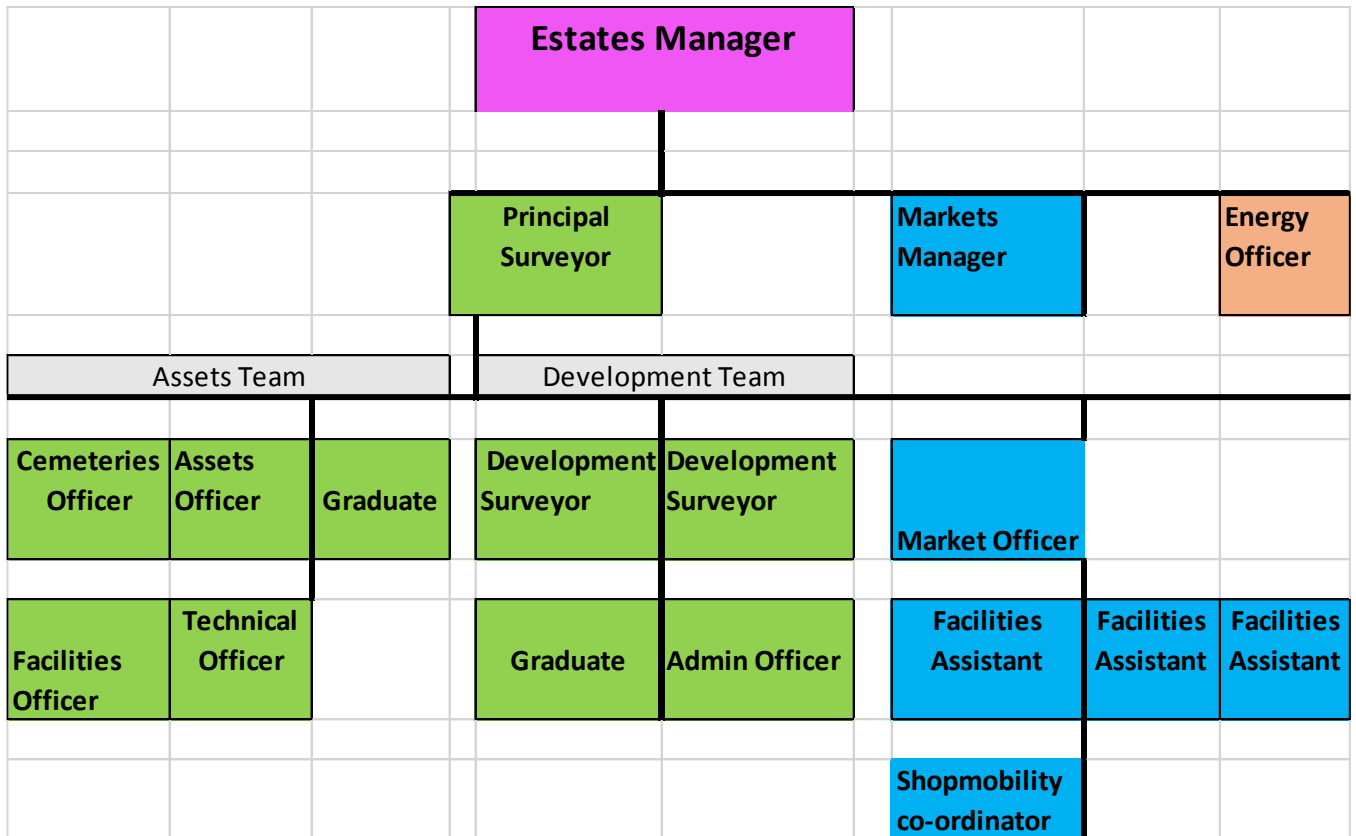
Tel: 01633 644281

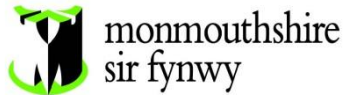
E-mail: debrahill-howells@monmouthshire.gov.uk

Appendix 1 – Current Structure

			Estates Manager				
			Principal Valuer				
Management Surveyor	Management Surveyor	Management Surveyor	Energy Officer		Markets Manager		Cemeteries Officer
Facilities Officer	Technical Officer	Admin Officer	Graduate Surveyor	Community Liaison Officer	Market Assistant	Market Assistant	Market Assistant
					Facilities Assistant	Facilities Assistant	Facilities Assistant

Appendix 2 – Proposed Structure





SUBJECT: Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees

MEETING: Individual Cabinet Member Decision

DATE: 12th April 2017

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 To seek Cabinet Member's endorsement to introduce fast-track services including increased fees, and additional fee generating services as set out in this report.
- 1.2 To seek Cabinet Member's endorsement to amend pre application advice fees to remove charity exemptions but to allow discretion in the case of non-profit Monmouthshire community projects.

2. RECOMMENDATIONS:

- 2.1 To authorise the proposed introduction of fast-track services and fee increases set out in this report from 01 May 2017.
- 2.2 To authorise the proposed changes to pre-application advice fees from 01 May 2017.

3. KEY ISSUES:

Pre-application advice service

- 3.1 Monmouthshire has been offering a formal pre-application advice service since April 2014 and it has been widely well received by both customers and staff. The existing service that has been running successfully for the last few years was developed by engaging with our customers and asking them what matters to them.
- 3.2 From consultation with customers it is considered that there appears to be a market for the introduction of a fast-track service in relation to Level 3 and Level 4 of the pre-application advice service on major application proposals, where the developers would be able to choose to pay a higher fee for a quicker response time than both the present service and the statutory advice service introduced by Welsh Government. This would benefit developers in gaining a timely response to assist their timescales having regard to the new legislation requiring all major applications to be subject of a public consultation with the local community (Pre-application Community Consultation - PACC).
- 3.3 The Council's current bespoke Level 3 pre-application advice service for major development has a charge of £850 with a timescale of written response within 28 days. It is proposed that a fast-track service could be introduced to provide a written response within 15 days (or 5 days following the meeting) for which the fee could be doubled to £1,700. Level 4 for large major developments (e.g. 25 houses or more) could be increased from £1,250 to £2,500 for a written response within 15 days (or 5 days following the meeting).

- 3.4 In addition, from the data and evidence collated through the ongoing monitoring of the services it was considered that specialist pre-application advice for heritage services should be increased from £60 to £120 due to the time being taken on site and complex nature of the enquiries.
- 3.5 There is currently a fee-exemption for registered charities so that they do not pay for any pre-application advice. This includes large, well-funded charities who submit development proposals via paid planning agents, yet are exempt from our modest fee charges. It is proposed to remove the exemption for charities, however at the discretion of officers the fee may be waived in the case of Monmouthshire community-based projects by not-for-profit groups where the project's purpose has a direct benefit to the communities of Monmouthshire.
- 3.6 The Local Planning Authority will still offer the statutory service, however we believe that our customers will still wish to use the bespoke service due to the benefits over and above those of the statutory service which include the following:
- On site face-to-face meeting with the customer and their agent;
 - Access to all relevant experts at all stages to determine what information is required within an application and their views on the proposal;
 - Advice on how to improve the scheme to reach a positive outcome;
 - A detailed written response outlining policy considerations and advice and recommendations on the proposals;
 - Follow up meetings if required.

Certificates of proposed and existing lawful use or development

- 3.7 It is considered that certificates for proposed and existing lawful use or development can be dealt with via a fast track service as these applications are not subject to public consultation. The current fee for a proposed LDC is half the normal planning fee: this fee is set by the Welsh Government. However an optional fast track service can be offered for a decision within 10 working days for the full fee. For existing LDCs the cost of the fast track will be the full fee plus 50% for a decision within 10 working days. These certificates are helpful to customers who are either buying or selling property and require an urgent decision, and it is considered that there is a demand for such a service. As these decisions are a matter of fact and not subject to normal planning considerations, such decisions can be made as soon as the applications are valid.
- 3.8 This service would be entirely optional, similar to fast track services for passports. It is proposed that if the fast-track deadline is missed, the customer would have the additional (increased) fee refunded. The service would be operated as a trial run and if it is not considered to work effectively, the trial will be brought to an end.

Householder applications

- 3.9 The current fee for a householder application is £190, which is set by the Welsh Government. It is considered that applications for minor householder developments such as porches, single storey extensions, garages and outbuildings could be offered as a fast track service for a fee of £275 where the applicant would be provided with a decision within 28 days from the valid date. This would be an optional service, chosen by the customer because they want a quicker decision and are willing to pay more to get it. These minor development applications generally generate little or no response or objection from neighbours or the Town and Community Councils as they have little impact on either the street scene or neighbour amenity. However if a decision is not provided within the 28 day period and a short extension of time is not agreed by the applicant, the fast track (additional) fee would need to be refunded.

- 3.10 If the building is Listed it is possible to fast track the LB consent concurrently with the householder application for a total fee of £550 (£275 each).

Pre-purchase certificates and completion certificates

- 3.11 It is considered that there is a market for the Council to provide pre-purchase certificates for potential purchasers of properties or estate agents/ solicitors etc. These would provide the customer with a planning history search and details of planning permissions, listed building consents and enforcement history (relating to identified breaches of planning control: this would not relate to unsubstantiated complaints). It would also provide the customer with a certificate that any approved development at the site has been carried out in accordance with approved plans, or that there is no breach of planning control at the site. This service would include a site visit and a determination whether there are any breaches of planning control and whether or not any breaches would be enforceable. The fee for this service would be £180 which takes account of officer time to investigate and carry out any research. A decision would be made within 28 days. (This service looks at compliance with planning permissions: it does not provide a substitute to Lawful Development Certificates which confirm that development did not require permission or is now immune from enforcement action).
- 3.12 Completion certificates could be made available for a customer to apply for a certificate which states that all conditions imposed on a planning permission or listed building consent have been complied with. This would also involve a site inspection. The fee for this service is assessed as £120 having regard to the officer time involved and a decision would be made within 28 days.
- 3.13 The introduction of these services will have an impact on staff workload and timescales, however it is considered that the introduction of the new computer system will have efficiencies in terms of officer time. It is anticipated that the new system will allow the minor householder applications and applications for lawful development certificates to be dealt with by the support staff which will free up Development Management officers' time to enable these fast track proposals to be provided. The services will be continually reviewed to ensure they are fit for purpose, if the services are not working or conversely demand exceeds supply the services will be withdrawn or amended accordingly.

4. RECOMMENDATIONS:

- 4.1 The report outlines the proposals for the introduction of a series of fast track services to be provided to customers. The additional fee income forms part of the approved 2017/18 budget agreement. It is requested that Cabinet Member agrees the proposals so that they can be introduced from 1st May 2017.

5. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 5.1 There are no significant equality impacts identified in this report. The Future Generations Evaluation is an Appendix to this report.

6. OTHER IMPLICATIONS:

- 6.1 Communication: It is important that the Council's Services procedures and charging schedules are publicly available and promoted to ensure customers are fully aware of the changes to the services.

Personnel: Officers will need to be briefed on the updated fees and Service Level changes.

7. CONSULTEES:

Development Management Staff; Planning Policy; Housing Officer; Heritage
Planning Committee: the proposals will be presented to planning committee in April 2017.

8. BACKGROUND PAPERS:

Appendix 1 Well-being of Future Generations Assessment

9. AUTHORS:

Paula Clarke (Planning Applications and Enforcement Manager)

10. CONTACT DETAILS:

Tel: 01633 644817

E-mail: paulaclarke@monmouthshire.gov.uk



<p>Name of the Officer completing the evaluation Paula Clarke</p> <p>Phone no: 01633 644817 E-mail: paulaclarke@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>Introduction of a fast-track service in relation to pre-application advice; lawful development certificates and compliance letters, and amendments to pre-application fees</p>
<p>Name of Service</p> <p>Planning</p>	<p>Date Future Generations Evaluation form completed</p> <p>March 2017.</p>

Page 11

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




Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: An efficient development management process is underpinned by the service having an engaging pre-application advice service that can provide support and guidance for customers to ensure the best development possible for the benefit of local communities and to protect character and appearance of Monmouthshire. Planning can provide economic investment and growth, and can protect acknowledged interests such as local amenity and townscape therefore ensuring that customers are getting advice early in</p>	<p>Better contribute to positive impacts: Monmouthshire’s bespoke pre-application advice service provides a customer focused service that enables customers to engage fully within Planning Officers and gain the correct advice to progress their developments and ensure that we receive applications for developments that are of a high standard. A fast track service will enhance this service and better meet the needs of our customers.</p> <p>Mitigate any negative impacts: Care will be taken to improve the understanding of the positive</p>



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>the process is critical in securing positive outcomes and appropriate forms of development.</p> <p>Providing fast-track services will assist developers in getting a quicker response to be able to react to changes in demand. The additional services will enable property purchasers to achieve a quicker sale, assisting the property market and more confidence in buying.</p> <p>Negative: The higher charge for fast track services may be considered to be costly to the consumer. It is an entirely optional service for customers to choose to receive a faster service. Those who do not use the new service should not receive a lesser service than at present, although we will need to prioritise workload.</p>	<p>implications of using the Council's fast track services which can benefit its customers in speeding up the process. The department will continue to monitor the efficiency of the services and ensure that they meet the service standards set out.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/A</p>	<p>N/A</p>
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Positive: The additional services would enhance the current services which provide support and guidance for customers when submitting a planning application and provide the opportunity for officers to enhance schemes and provide acceptable forms of the development, which could improve Monmouthshire citizens' access to local</p>	<p>Better contribute to positive impacts: The approval and delivery of development proposals can have a positive impact on health and well-being and foster social and community pride in their communities.</p> <p>Mitigate any negative impacts: None</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	<p>services, such as shops and health facilities, or prevent inappropriate development form harming the amenity of an area, or indeed the health of local people.</p> <p>Negative: None identified.</p>	
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>Positive: The area of work undertaken by the planning section directly and indirectly influences the appearance, viability, safety and connectivity of communities via planning policy, land use planning decisions. Providing guidance and support to customers at an early stage in the planning process enables the best forms of development possible which is critical in providing sustainable communities. The fast track services only seek to enhance the current guidance.</p> <p>Negative: None identified.</p>	<p>Better contribute to positive impacts: The timely approval and delivery of sustainable development proposals can have a positive impact on the character and appearance of an area, promote well-being and foster social and community pride.</p> <p>Mitigate any negative impacts: None</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Positive: The area of work undertaken by the planning section directly and indirectly influences local social, economic and environmental well-being via planning policy and land use planning decisions. However, the global-scale effect is acknowledged as being limited.</p> <p>Negative: none.</p>	<p>Better contribute to positive impacts: None</p> <p>Mitigate any negative impacts: None</p>
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People</p>	<p>Positive: Planning decisions promote the value and significance of the historic built environment by ensuring that it is a direct consideration in planning policy and land use planning decisions.</p>	<p>Better contribute to positive impacts: Timely planning decisions will ensure that proposals foster civic pride through well-designed development in historic areas or through the removal of</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?
are encouraged to do sport, art and recreation	<p>Planning decisions generally facilitate the provision of playing fields and recreational schemes in general. The Welsh language is now a material planning consideration.</p> <p>Negative: none.</p>	<p>development that has a negative impact on a heritage designation via enforcement action.</p> <p>Mitigate any negative impacts: None</p>
<p>A more equal Wales People can fulfil their potential no matter what their background or circumstances</p>	<p>Positive: Appropriate development management decisions should bring positive benefits to all members of Monmouthshire's population through policies that seek to achieve the five main aims of the Welsh Spatial Plan, namely Building Sustainable Communities, Promoting a Sustainable Economy, Valuing our Environment, Achieving Sustainable Accessibility and Respecting Our Environment</p> <p>Negative: none.</p>	None.

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

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Balancing short term need with long term and planning for the future</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 (i.e. 20+ years)</i></p> <p>The LDP covers the period 2011-21. The development management function which makes planning decisions seeks to implement the policies of the LDP. By its nature, therefore, it cannot look beyond the next five year period but the SA/SEA of the LDP would have ensured consideration of the impact on future generations.</p>	<p>Ensure that the LDP and its policies have been subject to an appropriate level of scrutiny</p>
 <p>Working together with other partners to deliver objectives</p>	<p>Monmouthshire's bespoke services have been developed around the needs of our customers and to meet their needs. Members and officers of the Council have a specific interest in the subject to ensure that sustainable forms of development are developed in Monmouthshire.</p>	<p>N/A</p>
 <p>Involving those with an interest and seeking their views</p>	<p><i>Who are the stakeholders who will be affected by your proposal? Have they been involved?</i></p> <p>The pre-application advice service review will be subject to consultation with Members of Planning Committee, whose Members have a specific interest in the subject, as well as senior officers of the Council, and will be taken into account.</p>	<p>As above.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The revised services would provide the legal basis for designated officers to make timely planning decisions at an appropriate level. The new services will enable customers to prevent sales where there may be planning enforcement issues or breaches of planning control.</p>	<p>N/A</p>
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</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</i></p> <p>The work undertaken by the development management service directly relates to promoting and ensuring sustainable development and its three areas: environment, economy and society.</p>	<p>The revised and new services would facilitate the implementation of the LDP which has been subject to a Sustainability Assessment that balances the impacts on Social, Economic and Environmental factors.</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
<p>Positive: The revised pre-application advice service within the Development Management section of the Council should bring positive benefits to all members of Monmouthshire's population through policies that seek to achieve some of the main aims of the Welsh Spatial Plan, namely Promoting a Sustainable Economy, Valuing our Environment and Respecting Our Environment, be it through making timely decisions on planning or related applications to prevent harm to acknowledged interests, such as amenity, public safety or biodiversity.</p>			
Age	None	None	See above
Disability	None	None	See above
Gender Reassignment	None	None	See above
Marriage or civil partnership	None	None	See above
Race	None	None	See above
Religion or Belief	None	None	See above
Sex	None	None	See above
Sexual Orientation	None	None	See above
Welsh Language	<p><i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc.</i></p> <p>Welsh is treated on equal terms as English in the planning process,</p>	None	None

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

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	None.	None	n/a
Corporate Parenting	None.	None.	n/a

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

Monmouthshire's bespoke services have been developed using evidence and data from customer surveys and will be subject to regular review to ensure that the services are efficient and customer focused. We aim to collect feedback from our customers on the services over time and carry out regular review of our performance.

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?

This section should give the key issues arising from the evaluation which will be included in the Committee report template.

The work undertaken by the Council's Planning Service, and in particular the Development Management function, directly relates to promoting and ensuring sustainable development. The revised services would enable planning officers to engage with customers at all stages of the planning process to ensure the most appropriate forms of development are approved within Monmouthshire within the quickest period possible. The planning process promotes sustainable forms of development, helping to create jobs and investment, while protecting material interests such as amenity, public safety and biodiversity.

In terms of the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, there are no direct implications as a result of this guidance.

There are no implications, positive or negative for corporate parenting or safeguarding.

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

N/A

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.

Page 125

The impacts of this proposal will be evaluated on:	As part of the Annual Performance Report we will report our performance on statutory pre-application advice enquires, which will be submitted to the Welsh Government and be publicly available. With the Monmouthshire bespoke services we will regularly review the services that we provide and report our performance back to committee on an annual basis.
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