

Public Document Pack



Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Tuesday, 16 May 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, 24 May 2017.

1. **EVENT OPPORTUNITIES - SUMMER 2017** 1 - 16

Division/Wards Affected: All Wards

CABINET MEMBER: County Councillor - To Be Confirmed

AUTHOR:

Dan Davies
Event Manager
Interim Manager of Caldicot Castle and Country Park
dandavies@monmouthshire.gov.uk
01633 644044

Marie Bartlett
Finance Manager
mariebartlett@monmouthshire.gov.uk
01633 644292

2. **A40/A466 WYEBRIDGE, MONMOUTH - PROPOSED JUNCTION IMPROVEMENT** 17 - 28

Division/Wards Affected: All Wards

CABINET MEMBER: County Councillor – To Be Confirmed

AUTHOR: *Paul Keeble*

CONTACT DETAILS:

Tel: 01633 644733

Email: paulkeeble@monmouthshire.gov.uk

3. **PROPOSED ACQUISITION OF LAND - MAGOR** 29 - 34

Division/Wards Affected: Mill; The Elms

CABINET MEMBER: County Councillor

AUTHOR:

Debra Hill-Howells

CONTACT DETAILS:

Tel: 01633 644281

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

4. **RESTRUCTURE OF WELFARE RIGHTS**

35 - 44

Division/Wards Affected: All Wards

CABINET MEMBER: To be Confirmed

AUTHOR:

Tyrone Stokes, Finance Manager Social Care, Safeguarding and Health

CONTACT DETAILS:

Tel: 01633 644589

E-mail: tyronestokes@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

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



Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

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

People Are Confident, Capable and Involved

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

Our County Thrives

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

Our priorities

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

Our Values

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

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

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

Pobl yn hyderus, galluog ac yn cymryd rhan

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

Ein sir yn ffynnu

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

Ein blaenoriaethau

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

Ein gwerthoedd

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

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Agenda Item 1

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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REPORT

SUBJECT:	A40/A466 WYEBRIDGE, MONMOUTH – PROPOSED JUNCTION IMPROVEMENT
MEETING:	SINGLE MEMBER CABINET DECISION
DATE:	TBA
DIVISION/WARDS AFFECTED:	All Monmouth Wards

NON-PUBLICATION

(Delete or Insert appropriate non-publication paragraph if necessary and process Background Information sheet and Exemption from Disclosure form)

1. PURPOSE:

1.1 To approve the continuing appointment of consulting engineers to develop the scheme further.

2. RECOMMENDATIONS:

2.1 That the appointment of consulting engineers be approved.

3. KEY ISSUES:

3.1 Consulting engineers Parsons Brinkerhoff (now known as WSP/Parsons Brinkerhoff) were appointed to develop stages 1 and 2 of the scheme in accordance with the South East Wales Framework Agreement appertaining at the time. This essentially included a feasibility study, environmental studies, site investigation works and construction methodology considerations.

- 3.2 Welsh Government has awarded the council Local Transport Funding for 2017-18 to develop the scheme to detailed design.
- 3.3 The council has recently adopted the National Procurement Scheme for Wales for the procurement of consultancy services. WSP/Parsons Brinkerhoff's rates compare favorably with other consultants rates on the NPS framework. In addition WSP/Parsons Brinkerhoff have acquired considerable knowledge of the particular issues posed by this scheme which would be lost if other consultants were appointed at this stage.
- 3.4 It is therefore recommended that WSP/Parsons Brinkerhoff be appointed to progress stage 3 of this scheme.

4. REASONS:

- 4.1 To obtain committee approval to appoint consultant engineers to progress the next stage of this scheme.

5. RESOURCE IMPLICATIONS:

- 5.1 Scheme development will be undertaken by consulting engineers utilizing funding awarded by Welsh Government. Liaison and overseeing consultants progress will be undertaken within existing highways staffing budgets.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

- 6.1 No equality issues are identified.
- 6.2 No significant sustainable development issues are identified.

7. CONSULTEES:

Corporate Management Team
All Cabinet Members
All Select Committee Chairmen
Head of Legal Services

Head of Finance

Results of Consultation

(Insert responses ie. No comments received/ No adverse comments received/Comments incorporated within body of the report/Comment received from specific Officer/Councillor) as follows:

8. BACKGROUND PAPERS:

WSP/Parsons Brinkerhoff email dated 5th January 2017
NSP for Wales framework rates for consultancy services

9. AUTHOR: Paul Keeble

10. CONTACT DETAILS:

Tel: 01633 644733
Email: paulkeeble@monmouthshire.gov.uk



Future Generations Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation Peter Woodrow</p> <p>Phone no: 01633 644781 E-mail: peterwoodrow@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal The proposal aims to improve junction capacity and pedestrian facilities at A40/A466 Wyebridge Junction Monmouth</p>
<p>Name of Service Operations</p>	<p>Date Future Generations Evaluation form completed 16th May 2017</p>

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

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




Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposal will reduce delays and congestion on a key strategic route between south Wales and the Midlands, assisting economic development in these areas.</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>		

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The proposal will improve pedestrian links between communities on either side of the River Wye, encouraging more pedestrian movement between Wyesham/Mayhill and the town centre.</p> <p>The proposal will result in a slight reduction in atmospheric pollution due to traffic, creating a healthier environment for people living nearby and travelling, including walking, through the junction.</p>	
<p>A Wales of cohesive communities Communities are attractive, viable, safe and well connected</p>	<p>The proposal will create safer pedestrian links between communities on either side of the River Wye, encouraging more pedestrian movement between Wyesham/Mayhill and the town centre</p>	<p>Disruption will occur during construction works. The scheme is currently being reviewed to assess whether design modifications or alternative construction methods could reduce disruption.</p>
<p>A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>		
<p>A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>		

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 more equal Wales People can fulfil their potential no matter what their background or circumstances	Improved pedestrian facilities will make it easier for disabled persons to travel between communities on either side of the River Wye.	

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>There are no proposals to undertake future highway works relating to this junction after implementation of this scheme.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The scheme is being developed in conjunction with the Welsh Government which is responsible for the A40 trunk road (MCC being responsible for A466 Wyebridge).</p> <p>To date consultation has been undertaken with NRW, Cadw, Gwent and Glamorgan Archaeological Trust and statutory undertakers.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The scheme mainly affects those travelling through the junction and people living or working in the locality. A public exhibition will be held later this year to explain the proposal and give people the opportunity to express their views.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>One of the scheme objectives is to minimize traffic congestion and delay rather than allow it to get worse.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Yes. Part of the rationale of the scheme is to improve facilities to encourage sustainable travel within Monmouth.</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 scheme will create safer facilities for pedestrians, including the large number of school pupils and older residents who use the bridge, to cross the river..		
Disability	The scheme will improve pedestrian facilities, making it easier for disabled persons to travel between communities on either side of the River Wye.		
Gender reassignment			
Marriage or civil partnership			
Pregnancy or maternity			
Race			
Religion or Belief			

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			
Sexual Orientation			
Welsh Language	New traffic signs installed as part of the scheme will be bilingual Welsh and English		

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

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

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

- Automatic and manual traffic surveys
- Queue length surveys
- Traffic accident data

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

The main positive impacts are the minimizing of traffic delays and congestion currently occurring at the junction, improved pedestrian facilities and reduction in atmospheric pollution. The main negative impact is the disruption during construction works.

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
Hold a public exhibition	Summer 2017	MCC/WG	
Review possible design modifications and construction methods to reduce disruption during works.	Summer 2017	MCC/WG	

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:	Autumn 2017
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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	Confirm continued appointment of consultants	May 2017	

SUBJECT:	Proposed acquisition of Land - Magor
MEETING:	INDIVIDUAL CABNET MEMBER DECISION
DATE:	24 th May 2017
DIVISION/WARDS AFFECTED:	Mill / Elms

1. PURPOSE:

To seek approval from the Cabinet Member for Resources to acquire a small parcel of land adjacent to the Three Fields Site in Undy.

2. RECOMMENDATIONS:

- 2.1 That the Head of Community Delivery is authorised to undertake negotiations to acquire the land illustrated on the attached plan for the purpose of improving the community facilities on the Three Fields Site.

3. KEY ISSUES:

- 3.1 The Community and the Council have long term aspirations for the development of a community hall on the Three Fields Site. The Council is working with local stakeholders to develop a design for a new hall and establish the financial viability of the proposals.
- 3.2 We have recently been made aware that the land adjoining the site has been placed on the market for sale by tender with a guide price of £8,000. The local stakeholder group strongly support the acquisition of this land to consolidate the site and provide infrastructure potential for the development of the promoted Magor station.
- 3.3 S106 funding was agreed by Cabinet in March 2017 to enable design, planning and feasibility works to be undertaken on the Three Field Site. This funding could be used to cover acquisition costs for the parcel of land, if we were successful with our tender.

4. REASONS:

- 4.1 The site measures approximately 0.4 acres and directly abuts the Three Fields community site. This land could be used as ancillary recreational space, e.g. picnic area or as a drop off point in the event that the Magor Station proposal is successful.
- 4.2 The Magor Action Group on Rail (MAGOR) and Magor & Undy Community Hub (MUCH) community groups both support the acquisition of this land.

5. RESOURCE IMPLICATIONS:

5.1 The costs incurred in any acquisition will be funded via the S106 allocation of £73,236.50 already allocated to the development of the Three Fields Site.

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

6.1 This report seeks approval for the acquisition of land to enhance the development of community facilities on the Three Field Site. There are no safeguarding or corporate parenting implications associated with this report.

7. CONSULTEES:

SLT
Cabinet members
Joy Robson
Ward Members

8. BACKGROUND PAPERS:

Kingfisher Rise S106 Cabinet Report 1st March 2017

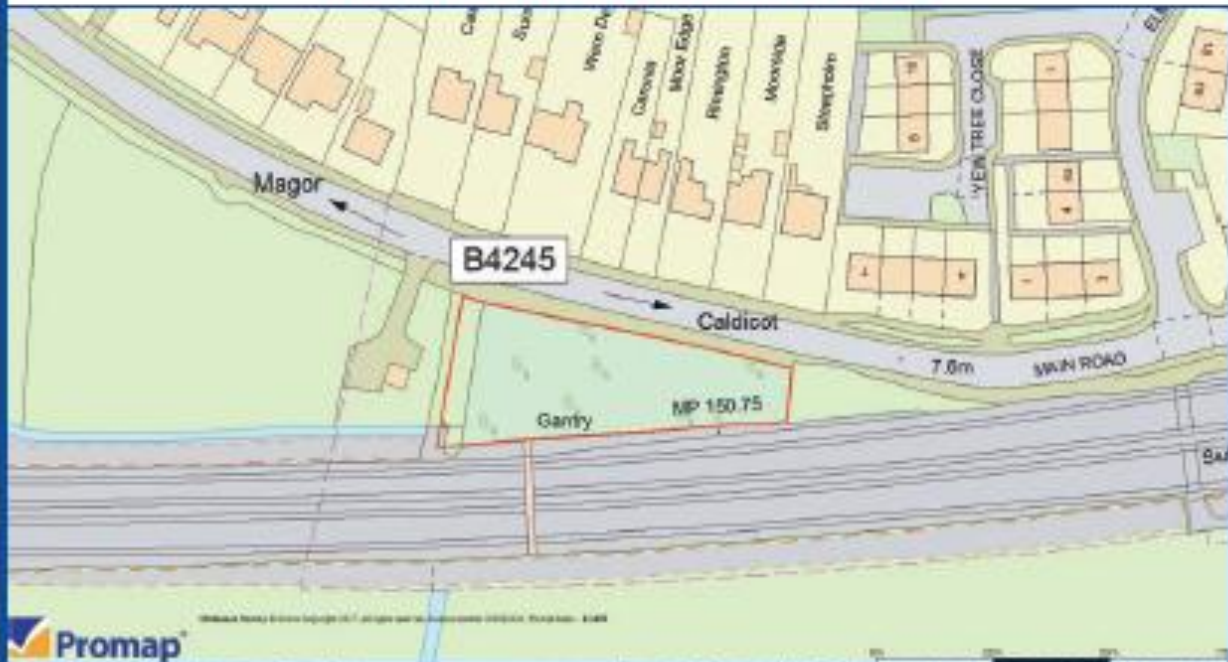
9. AUTHOR:

Debra Hill-Howells

10. CONTACT DETAILS:

Tel: 01633 644281

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



Land at Undy Adjacent to B4245 Caldicot, Monmouthshire

A unique parcel of amenity land situated adjacent to the B4245,
within the settlement of Undy

- Compact parcel of land between B4245 & Railway Line • Roadside frontage with access gate •
- Potential for wide range of amenity uses (subject to any consents required) •
- Approximately 0.43 Acres (0.172 Hectares) •



www.powellsrural.co.uk

Adjacent to B4245, Undy, Caldicot, Monmouthshire (adjacent postcode NP26 3EH)



The Land is situated adjacent to the south of the B4245, between the main road and the mainline railway, within the settlement of Undy. The Land benefits from road frontage and has its independent access from the highway, offering potential for a wide range of amenity uses. There may be potential future development value (subject to achieving all necessary planning consents).

The Land forms a compact, mainly level parcel of land which is currently overgrown with vegetation. The extent of the freehold title is believed to be as shown on the Sale Plan (for identification purposes only) on the front of these particulars. This is anticipated to extend to approximately 0.43 acres (0.172 hectares).

Services

There are no services directly connect at present to the land.

Wayleaves, Easements & Rights of Way

The property will be sold subject to and with the benefit of any existing wayleaves, easements, and any private or public rights of way, which may exist, whether they are specifically referred to in these particulars or not.

Planning & Development

The Land does not currently benefit from any planning consent for any alternative uses. The Land may offer some longer term potential for commercial or possible residential uses; however it is for any interested parties to make their own planning enquiries to the Local Planning Authority (Monmouthshire County Council). The Land is sold with the benefit of a development drawback which will be included within the sale contract and permits for 25% of any uplift in value provided by any planning consent granted for residential use to be paid to the vendors, or their successors in title, for a period of 21 years from the date of sale.

Sale Method

The land is available for sale by Informal Tender. A Tender Form is available from the Selling Agents office or website. The Tender Deadline is Midday on Wednesday 24th May 2017.

Directions

Within the settlement of Undy located upon the B4245 between Magor and Caldicot the Land can be identified adjacent to the south of the B4245 as per the above location plan. A For Sale Board has been erected. All parties viewing the Land are advised to exercise due care and attention if parking alongside the B4245 to view the Land. Due to the Land being overgrown, all parties viewing the Land, do so at their own risk.



Singleton Court Business Park, Monmouth, NP25 5JA
Telephone: 01600 714140 www.powellsrural.co.uk

Important Notice

Powells, their clients and any joint agents give notice that they are not authorised to make or give any representations or warranties in relation to the property, and accordingly any information given is entirely without responsibility on the part of agents or vendor(s). Powells assume no responsibility for any statement made about the property, its condition or value either in these particulars or by word of mouth or in other writing communication. These particulars do not form part of any offer or contract and must not be relied upon as statements or representations of fact. Any areas, measurements and distances are approximate only. It should not be assumed that the property has all the necessary planning, building regulations or other consents and Powells have not tested any services, equipment or facilities. Purchasers must satisfy themselves by inspection and their own enquiries that all information is correct. The VAT position relating to the property may change without notice. Particulars prepared April 2017.

Date as Postmark:



Singleton Court Business Park
Worastow Road
Monmouth
NP25 5JA
Telephone: 01600 714140
Fax: 01600 716744
Website: www.powellsrural.co.uk

Subject to Contract

Dear Sir / Madam,

Land at Undy, Caldicot, Monmouthshire, NP26 3EH

We have pleasure in enclosing the Particulars for the above Parcel of amenity land which is offered For Sale by Informal Tender at a Guide Price of **£8,000**.

If you would like to discuss the property in further detail, please contact David Powell on 01600 714140.

Market Appraisals

If you are thinking of selling any rural property or land and would like detailed professional advice on the valuation and marketing your property then we would be delighted to assist with providing a free, no-obligation Marketing Appraisal of your property.

Please do visit our website for our full range of property & professional services:-

www.powellsrural.co.uk

Yours faithfully,

Powells Chartered Surveyors, Land & Estate Agents

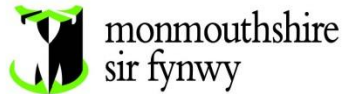
enquiries@powellsrural.co.uk



Rural Property Professionals Limited.
Company No. 07814768.
Registered Office - 8 Agincourt Street, Monmouth, NP25 3DZ. Regulated by RICS.



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SUBJECT: Restructure of Welfare Rights
DIRECTORATE: Social Care, Safeguarding and Health
MEETING: Individual Cabinet Member Decision
DATE: 24th May 2017
DIVISION/WARDS AFFECTED: Countywide

1. **PURPOSE:**

- 1.1 As part of the 2017/18 budget mandate agreed savings a review of the Welfare Rights function was conducted.
- 1.2 The review looked at the level of Welfare Rights available and if an alternative approach can be developed.

2. **RECOMMENDATIONS:**

- 2.1 To endorse the redefined Job Descriptions of the current posts.
- 2.2 Approve the new grade F salary scale for the new posts.
- 2.3 The existing Benefits Advisor posts to be deleted and replaced by the new Financial Inclusion posts.

3. **BACKGROUND AND KEY ISSUES:**

- 3.1 The current Benefits/Welfare Rights function within Social Care, Safeguarding and Health has 1 FTE made up by 0.5 FTE Senior Benefits Advisor Grade G and 0.5 FTE Benefits Officer Grade E.
- 3.2 Within Housing there is a financial inclusion function, the purpose of which is to support the statutory homeless prevention function. Part of the job role includes Welfare Rights.
- 3.3 There are various points of referral and delivery for Welfare Rights and some duplicate efforts in terms of more than one contact with clients.

4. REASONS:

- 4.1 As part of the 2017/18 budget process, all managers were requested to submit budget mandate savings. As part of the Finance and Benefits team budget mandate within Social Care, Safeguarding and Health, a proposal was put forward to review the Benefits/Welfare Rights function that sits within the team.
- 4.2 The review highlighted Welfare Rights was available via numerous sources, of which some are either provided directly internally or funded by the Council.
- 4.3 One area of duplication of internal Welfare Rights is with the Housing team via the role of the Financial Inclusion Officer. The proposal will increase flexibility and enhance resilience at a time when the impact of Welfare Reforms is expected to increasingly impact on local households. In addition, the proposal has the advantage of the function sitting alongside the Housing Support Gateway. The Gateway regularly receive referrals from clients experiencing issues relating to financial hardship. As such the review moved from that of budget savings to one of balancing savings with provision of a more cohesive single point of Welfare Rights delivery. In addition, to future proof the service instead of transferring the Welfare Rights function from Social Care, Safeguarding and Health on the revisited budget savings staff grades, we are proposing to transfer into additional Financial Inclusion Officer posts to realign and future proof the services, provided as a single delivery via the Housing team.
- 4.4 This alternative model will allow for streamlining of the current supervisory/management roles within the Social Care Finance team.

5. RESOURCE IMPLICATIONS:

- 5.1 Small saving in line with mandate proposals of £1,794 per annum, being the difference in combined cost between existing posts of £32,852 and the new posts of £31,058. However this saving will not materialise until after the two year salary protection of the current Senior Benefits Advisor.
- 5.2 The Finance and Benefits Advice Team has a total savings mandate target which resulted in a 2017/18 budget reduction of £29,000. This proposal is a small contribution towards the saving, with a further £14,000 already achieved. The remaining £13,000 is subject to further re-engineering.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

As the nature of the roles in question in essence remain the same, there are no equality implications.

7. CONSULTEES:

HR

Trade Unions

Employees

SCH Workforce Group

Housing & Regeneration Manager

Following consultation the following issues were raised: -

- Proposed Job Description – How the interaction with Social Care and the Finance team will be maintained. Additionally the need to retain the Welfare Rights element specific to Social Care. The Housing and Communities Manager will monitor this once transfer has occurred.
- Reassure the existing finance team that the new proposal will not jeopardise the working arrangements currently in place – The Finance Manager will set up a team meeting to discuss how this proposal will work
- Integration with the new Housing team – Solution to set up interim meetings leading up to transfer
- Date for transfer – Set a target date of 8th July but this will remain under review as we move through the transition stage.

8. BACKGROUND PAPERS:

New Financial Inclusion Officer job description which has been evaluated.

9. AUTHOR:

Tyrone Stokes, Finance Manager Social Care, Safeguarding and Health

10. CONTACT DETAILS:

Tel: 01633 644589

E-mail: tyronestokes@monmouthshire.gov.uk

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ROLE ADVERT

ROLE TITLE: Financial Inclusion Officer

PERMANENT

POST ID:

GRADE: BAND F SCP 25 £22,434 – SCP 29 £25,694

HOURS: 18.5 Per Week

LOCATION: Usk

WELSH LANGUAGE ASSESSMENT:

(ch) Welsh language skills are not necessary.

PURPOSE OF POST:

Undertake a range of duties and responsibilities providing an effective customer focused service through strong partnership working and delivering a range of proactive solutions direct to the customer. This will include developing and implementing a financial inclusion strategy, working with partners and other agencies to maximise customer income as well as income for the Authority through Social Care charging and other welfare benefits as well as providing accredited financial advice and attendance at the County Court as and when required. The position will need to incorporate the prevention of homelessness and support affordability.

Should you require any further information regarding this post, please contact:

Closing Date:

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

Application forms can be completed online or down loaded via:

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

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

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

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

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

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

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

Monmouthshire County Council operates a Smoke Free Workplace policy

ROLE PROFILE

ROLE TITLE: Financial Inclusion Officer

PERMANENT

POST ID:

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HOURS: 18.5 Per Week

LOCATION: Usk

RESPONSIBLE TO:

WELSH LANGUAGE ASSESSMENT:

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Who are we?

Housing Options Team – Housing & Community Services

Our Purpose:-

Investing in communities to enable them to build their resilience

The Purpose of this Role:-

Undertake a range of duties and responsibilities providing an effective financial inclusion customer focused service that helps people to maximise their income, minimise their outgoings through strong partnership working and delivering a range of pro-active solutions direct to the customer. This will include developing and implementing a financial inclusion strategy, working with partners and other agencies to maximise customer income as well as income for the Authority through Social Care charging and other welfare benefits as well as providing accredited financial advice and attendance at the County Court as and when required. The position will need to incorporate the prevention of homelessness and support affordability.

Expectation and Outcomes of this Role:-

- To work with customers and provide good quality focussed financial advice and assistance to ensure that all necessary steps and actions are undertaken to help people remain in their own homes and prevent potential homelessness.
- Provide budgeting support
- To accept benefits referrals from Social Care staff to maximise benefits for customers and also ensure income maximisation for the Authority through Social Care charging.

- To undertake home visits (wherever safe and practicable) with the customer to ascertain facts and to establish an action plan to maximise their income and assist in resolving potential homelessness.
- To maintain high levels of casework administration and update IT systems as directed.
- Develop and provide a welfare benefits, debt management and advocacy service for residents to assist with debt and financial difficulties, with effective signposting for specialist advice as required.
- Liaise with other agencies such as the Benefits Agency, utility providers, Housing Benefits section, CAB and where appropriate, assist with and attend reviews and appeal hearings at Court.

Your responsibilities are to:-

1. Liaise with Social Care staff to identify clients with potential benefit shortfalls.
2. Assist clients to guide them through the welfare system
3. Assist clients to obtain the benefits they are entitled through with practical advice and assistance in applications, and through appeals and tribunals.
4. Revisit client cases to ensure the identified benefit entitlement has been awarded, and pass this information onto the Income Assessors for charging purposes.
5. Through the provision of excellent financial advice, advise clients that are threatened with homelessness on accessing welfare benefits, grants, income maximization, budget management and liaise with lenders, financial institutions and other key organisations.
6. Maintain a record of clients cases and statistics in benefit entitlement, case status etc.
7. Keep up to date on the Welfare Rights system.
8. Provide training to staff, particularly Care and Housing staff, on welfare rights.
9. Identify and access alternative sources of financial support eg charitable and benevolent funds
10. Manage own workload and undertake any necessary training or development.

11. Help prevent homelessness
12. Support and participate any relevant partnership arrangements

Here's what we can provide you with:-

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

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

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

In addition:

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

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

Person Specification

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

1. Education and Qualifications

- Computer literate and familiar with computerised systems,
- Practical experience to include Microsoft Office i.e. Word and Excel
- Minimum GCSE Maths and English or equivalent
- Must have a full driving licence and have daily access to a vehicle
- Appropriate financial accreditation qualification

2. Experience

- Ability to deal with sensitive issues
- Dealing with the public preferably face to face
- Knowledge of the Welfare Rights system that operates within the UK
- Understanding of Social Care issues

3. Competencies/Skills/Abilities

- Ability to provide an effective and supportive environment for those persons experiencing personal difficulties and assessed as being in need of support.
- The ability to work with vulnerable adults including those facing financial difficulties.
- A thorough knowledge of Child Protection and POVA procedures including the relevant assessment framework.
- To have an empathetic and non-judgemental attitude to all people who require the service.
- Have an understanding of the issues around homelessness and the effects on the individual.
- To have a sound understanding of entitlements of welfare benefits and budgeting.
- To have sound knowledge of the introduction to welfare reform and the likely impact this will have on vulnerable households.
- Understanding of the issues facing financially excluded people and the ability to work proactively to help resolve their financial situation.
- Ability to work on their own initiative and as part of a team, planning and managing own workload within prescribed timeframes.
- Ability to promote and develop positive working relationships and negotiate with statutory and voluntary agencies to meet the needs of the individual.
- An understanding of statutory and voluntary resources that are available to support vulnerable individuals and families in order to prevent homelessness.

- Ability to undertake and complete various administration and relevant record keeping tasks as required.
- Participating in team meetings and regular supervision.

4. General

- Understanding of equal opportunities and anti-discriminatory practice and ability to adapt support services to meet identifies needs.

**Should you require any further information regarding this post, please contact:
Tel:**

Closing Date: