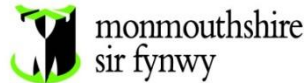


# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga

Dydd Mawrth, 30 Awst 2016

Dear Cyngorwyr,

## CABINET

Gofynnir i chi fynychu cyfarfod **Cabinet** a gynhelir yn **Council Chamber - Council Chamber** ar **Dydd Mercher, 7fed Medi, 2016**, am **2.00 pm**.

## AGENDA

1. Ymddiheuriadau am absenoldeb
2. Datganiadau o Fuddiant
3. Ystyried yr adroddiadau canlynol (copïau ynghlwm):
  - i. **Dyrannu Cyllid A106, Magwyr a Gwndy** 1 - 12  
Adrannau/Wardiau yr Effeithir Arnynt: Y Felin a The Elms  
  
Diben: to ystyried dyrannu cyllid Adran 106 o ddatblygiad Kingfisher Rise ym Magwyr  
  
Awdur: Deb Hill-Howells, Pennaeth Darpariaeth Arweiniol Gymunedol  
  
Manylion Cyswllt: [debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)
  - ii. **Adran 106 Cyfraniadau Addysg - Tir yn Nhŷ Mawr a Cae Meldon, Gilwern** 13 - 22  
Adrannau/Wardiau yr Effeithir Arnynt: Llanelli Hill  
  
Diben: Penderfynu ar ddefnydd y balansau addysg sydd ar gael o gytundebau Adran 106 yn ymwneud â datblygu tir yn Nhŷ Mawr a Cae Meldon, Gilwern.  
  
Awdur: Simon Kneafsey, Rheolwr Ysgolion 21ain Ganrif  
  
Manylion Cyswllt: [simonkneafsey@monmouthshire.gov.uk](mailto:simonkneafsey@monmouthshire.gov.uk)
  - iii. **Dull Cyllido A106 Tîm Tref Cil-y-coed** 23 - 36  
Adrannau/Wardiau yr Effeithir Arnynt: Lon Werdd

Diben: Ystyried dyrannu cyllid A106 i Dîm Tref Cil-y-coed yn seiliedig ar raglen a gytunir o brosiectau a gweithgareddau.

Awdur: Judith Langdon – Swyddog Lle Cyfan; Mark Howcroft – Pennaeth Cynorthwyol Cyllid.

Manylion Cyswllt: judithlangdon@monmouthshire.gov.uk

- iv. **Ailstrwythuro Gwasanaeth Troseddu Ieuenctid** 37 - 122  
Adrannau/Wardiau yr Effeithir Arnynt: Cyfan

Diben: Diben yr adroddiad hwn yw ceisio cymeradwyaeth ar gyfer ailstrwythuro'r Gwasanaeth Troseddu Ieuenctid er mwyn trin diffyg cyllideb 2016/17 a gosod cyllideb cynaliadwy ar gyfer y dyfodol.

Awdur: Jacalyn Richards – Rheolwr Gwasanaeth Troseddu Ieuenctid

Manylion Cyswllt: Jacalynrichards@monmouthshire.gov.uk

- v. **Effeithlonrwydd Gwasanaethau Cyngor Diweddariad Chwarter 1** 123 -  
Adrannau/Wardiau yr Effeithir Arnynt: Cyfan 132

Diben: Rhoi'r wybodaeth chwarterol ddiweddaraf i'r Cyngor ar sut mae'r cyngor yn perfformio ar set o fesurau sy'n bwysig wrth ffurfio barn ar effeithlonrwydd prsenol gwasanaethau'r Cyngor.

Awdur: Sian Schofield, Dadansoddydd Data; Richard Jones, Swyddog Polisi a Pherfformiad

Manylion Cyswllt: Richardjones@monmouthshire.gov.uk

- vi. **Deddf Ymddygiad Gwrthgymdeithasol, Troseddu a Phlisma 2014** 133 -  
Adrannau/Wardiau yr Effeithir Arnynt: Cyfan 154

Diben: Hysbysu'r Cabinet am newidiadau sydd eu hangen i bwerau cyfreithiol ac ystyried ymagedd y Cyngor at gyflawni ei gyfrifoldebau dan Ddeddf Ymddygiad Gwrthgymdeithasol, Troseddu a Phlisma 2014

Awdur: Huw Owen, Prif Swyddog Iechyd yr Amgylchedd

Manylion Cyswllt: huwowen@monmouthshire.gov.uk

- vii. **Argymhellion a Chanlyniadau Pwyllgorau Dethol (Canol Mawrth i Fedi 2016)** 155 -  
Adrannau/Wardiau yr Effeithir Arnynt: All 166

Diben: Diben yr adroddiad yw rhoi cofnod i'r Cabinet o argymhellion a chanlyniadau cyfarfodydd y Pwyllgor Dethol yn ystod canol Mawrth i Fedi 2016)

Awdur: Hazel Ilett, Rheolwr Craffu

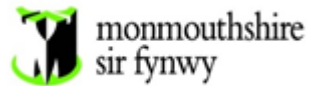
Manylion Cyswllt: [hazellett@monmouthshire.gov.uk](mailto:hazellett@monmouthshire.gov.uk)

Yours sincerely,

**Paul Matthews**  
**Chief Executive**

### CABINET PORTFOLIOS

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



## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### **Neb yn cael ei adael ar ôl**

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

#### **Pobl yn hyderus, galluog ac yn cymryd rhan**

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

#### **Ein sir yn ffynnu**

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

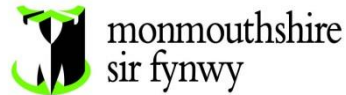
### Ein blaenoriaethau

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

### Ein gwerthoedd

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

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<b>SUBJECT:</b>	<b>Allocation of S106 Funds, Magor &amp; Undy</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>7<sup>th</sup> September 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>Mill and The Elms</b>

**1. PURPOSE:**

To consider the allocation of Section 106 funding from the Kingfisher Rise development in Magor.

**2. RECOMMENDATIONS:**

- 2.1** It is recommended to Council that a capital budget of £231,710 be created in 2016/17 to contribute towards the cost of the project set out in 2.2 below and that this is funded from a corresponding contribution from Section 106 balances held by the County Council in respect of the Kingfisher Rise development, Magor (Finance Code N579);
- 2.2** That Cabinet agrees to allocate £250,000 funding to the Three Fields Trust to enable the development of a community facility on the Three Fields Site in Magor and that the balance of £18,290 is funded from Section 106 balances held by the Council in respect of Greenmoor Lane, Magor (Capital Budget Code 90723);
- 2.3** That the grant offer be made subject to the standard terms and conditions of grant set out in **APPENDIX A** to this report.

**3. KEY ISSUES:**

- 3.1** The Magor & Undy communities have long held an aspiration to develop a community facility within the local community and the Three Fields site was acquired by this Council using S106 funding to enable this development.
- 3.2** In February 2010, the Council entered into a 20 year lease with Magor with Undy Sports and Leisure Association which was an organisation established to lead on the development of a community building on the Three Fields Site. They devised a scheme which achieved planning consent and utilised previous S106 funding and Community Council funds to undertake on site works including a car park and orchard. The group however, was unable to achieve grant funding for its development and became in breach of its lease agreement in February 2015. The lease was subsequently surrendered back to the Council, which has been working with GAVO to support the local community in developing an alternative proposal.

- 3.3** In June of this year Three Fields Trust was incorporated as a limited company which was established to develop a community building on the site and undertake a community asset transfer of the land. To date an expression of interest has been received for a community asset transfer of the Three Fields Site which has been approved and the Trust is now developing its business case for consideration by the Council.
- 3.4** The expression of interest outlines its initial phase as the construction of a building consisting of small meeting hall/community café, a large hall for recreation, social and cultural purposes along with a section for education, economic development and delivery of non-statutory services. The proposal from the trust indicates that with the allocation of the Kingfisher Rise S106 funding together with funding from one of the Trust partners it will be in a position to undertake the initial phase development.
- 3.4** The Kingfisher Rise S106 funding is for the development of adult recreational facilities. The funding was paid to the Council on the 31<sup>st</sup> July 2015 and has to be spent within a 5 year period. The funding has been retained for the Three Fields development, albeit that it has not been formally allocated to date due to the uncertainties over the project. The creation of the Three Fields Trust has removed this uncertainty and the Council has confidence that this project can now be delivered.
- 4. REASONS:**
- 4.1** The development of a community facility for the Magor and Undy communities has been an aspiration since the acquisition of the land in 1996. Several attempts have failed to deliver a tangible project and with the failure of the MUSLA scheme, the Council has been working with GAVO to identify a scheme that was devised and delivered locally. Discussions were held with the Community Council and a number of local organisations and as a result the Three Fields Trust has been created. This does not contain any representation from the Community Council, which withdrew from the project.
- 4.2** The release of this funding combined with partner funding would enable the trust to undertake the development without recourse to large external grant funders making the project more readily viable, assuming planning consent can be achieved.
- 4.3** The scheme has been devised following local consultation and the plans have been drawn up to enable further phases of development assuming additional funding can be secured. The plans also have regard to the potential for a Magor rail station which could be incorporated within this site.



4.4 The Council has been committed to the development of this community resource for a substantial period of time and the current proposal offers the best prospect of a successful development to help meet local needs.

**5. RESOURCE IMPLICATIONS:**

5.1 The expenditure recommended in the report will be met in full from the S106 contributions already paid to the authority by the developers.

**6. FUTURE GENERATIONS AND EQUALITY IMPLICATIONS:**

6.1 Future Generations Evaluation attached at **APPENDIX B**

**7. BACKGROUND PAPERS:**

Section 106 agreement dated 11<sup>th</sup> April 2011

**8. CONSULTATION**

Cabinet Members	Strategic Leadership Team
Head of Legal Services	Monitoring Officer
Assistant Head of Finance/Deputy S151 Officer	

**9. AUTHOR:**

Debra Hill-Howells                      Head of Community Delivery  
[debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)

**STANDARD CONDITIONS OF  
SECTION 106 GRANT AID IN MONMOUTHSHIRE  
TERMS AND CONDITIONS OF GRANT**

1. The grant will be used towards the purchase/improvement of a new or existing asset in the area of benefit defined in the Section 106 Agreement.
2. The grant will be used solely the provision of new or improved open spaces and/or recreational facilities.
3. The grant will be used for capital expenditure and will not be used towards the day-day running costs of my organisation.
4. The grant will only be used as bona fide expenditure towards the project described in the application form that I have signed and submitted.
5. I will submit, in support of my request for grant payments, invoices or receipts relating to expenditure legitimately incurred on items that form part of the approved project.
6. If it is established that part of the grant has been used for any purpose other than that described in the application form then that part of the grant will, within one month of notification being received from the County Council, be repaid to the Council for reallocation to another project.
7. If any part of the grant remains unclaimed within three years of the date of the grant approval letter, the County Council reserves the right to review the allocation of funding and, if considered reasonable, to reallocate that grant to another project.
8. Colour photographs taken before work starts, and when the work is completed, are to be supplied digitally (jpg files) to



<b>Name of the Officer:</b> Mike Moran <b>Phone no:</b> 07894 573834 <b>E-mail:</b> mikemoran@monmouthshire.gov.uk	<b>Allocation of Section 106 funding in Magor</b>
<b>Name of Service:</b> Enterprise	<b>Date completed:</b> 19 <sup>th</sup> August 2016





**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**


**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	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The funding recommended will assist the Trust to develop the Three Fields Site, also using funds from other sources, making efficient use of available resources	Officers will support and work with the Trust to help it to bring the Three Fields project to fruition and, if possible, to help it to access grants from other sources
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The funding recommended for approval is for a project that will help to improve peoples' physical and mental well being.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The project will also contribute to the safety and cohesiveness of the local communities of Magor and Undy.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	There are no specific proposals in this report to promote and protect the Welsh language but the contribution recommended will encourage people to participate in sport and recreational activities	Encourage the Trust to use Welsh language in its standard stationery, publicity and on site signage.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The project proposed will welcome and encourage participation by disabled people.	Continue to promote DDA compliance in all schemes receiving financial support and to provide participation opportunities for people of all ages and backgrounds.

**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>One of the main areas of consideration for allocating Section 106 funding is the achievability and sustainability of the projects supported. In this case the Trust has provided evidence of the longer term sustainability of its project.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The Trust is made up of a number of local organisations working in partnership with one another. These partners have been involved in developing the project for the Three Fields Site.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>The Trust consists of a number of local interest groups and, in drawing up the project for the Three Field Site, the Trust carried out a detailed public consultation exercise to involve the local communities, which will be the main beneficiaries of the project.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Problem prevention is not the basis upon which S106 funding has been given but by investing in new assets and improving existing facilities this will help to prevent problems occurring. One of the main problems identified in Magor with Undy is the shortage of suitable community facilities to service the expanding population of the two villages.</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 Three Fields project will have a positive impact on the health &amp; well being of people living in the area of benefit stipulated in the Section 106 Agreement. The project will significantly improve the well being of local residents across different age ranges for the foreseeable future.</p>	

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

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

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Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	<p>The proposal will increase employment in the local area. Overall, the proposal represent a reasonable balance between the respective age groups in the local community.</p>		<p>Continue to promote the need for applicant bodies to take into account the needs of people with protected characteristics when formulating their proposals</p>
Disability	<p>The proposals for development of the Three Fields Site will be designed to be accessible to people with disabilities.</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?
Gender reassignment	Neutral		
Marriage or civil partnership	Neutral		
Pregnancy or maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	The proposed community facilities at the Three Fields Site will be of equal benefit to both males and females.		It may be possible in the future, when advertising the availability of S106 funding in other areas, to place an emphasis on encouraging applications from groups that have a positive benefit on females
Sexual Orientation	Neutral		
Welsh Language	Neutral	Although the report's recommendation is considered to be neutral they do nothing to specifically promote use of the Welsh language	It may be possible in the future, when advertising the availability of S106 funding, to encourage applications that actively promote 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?**

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

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

- Quantitative and qualitative data supplied by the Three Fields Trust, based on the outcome of a local public consultation exercise
- Local population data taken from the 2011 Census figures

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

**Positive Impacts**

- The proposal complies with the statutory tests relating to Section 106 funding
- The proposal recommended for approval will have a positive impact upon the health and well being of local residents
- The proposal will benefit new & existing residents across all age ranges in the community
- Some people with protected characteristics will benefit from the proposal

**Negative Impacts**

- It is difficult to demonstrate that the project will have a meaningful benefit for promoting the Welsh language

The above impacts have not materially changed the recommendation contained in the report but it may be prudent in the future S106 proposals to encourage projects that will have a more positive impact on women and on promoting the use of the Welsh language



**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
Work with the Trusat to see what measures can be undertaken to promote the use of the Welsh language	If and when the contribution to the Three Fields project is agreed by members	Head of Community Delivery	To be monitored as the project is developed and implemented

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

<b>The impacts of this proposal will be evaluated on:</b>	Impacts to be reviewed in September 2019 (3 years from the date of funding allocation) – to be reported to Section 106 Working Group
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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	Working with the three Fields Trust to develop its status and governance arrangements	January – June 2016	Although the Trust has been developed and incorporated over this period, work on developing a sustainable development of the Three Fields Site has been going on for a number of years
2	Incorporation of the Three Fields Trust as a limited company	June 2016	
3	Agreement for a CAT of the Three Fields Site to the Trust, subject to the receipt of a suitable and sustainable business plan		
4	Development of the Trut's business plan	Ongoing	
5	Consideration of report by MCC Cabinet	7 <sup>th</sup> September 2016	Decision on allocation of funding sought

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<b>SUBJECT:</b>	<b>Section 106 Education Contributions - Land at Ty Mawr and Cae Meldon, Gilwern</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>7<sup>th</sup> September 2016</b>

## 1. PURPOSE:

- 1.1 To decide on the use of education balances available from the Section 106 Agreements relating to the development of land at Tw Mawr and at Cae Meldon, Gilwern.

## 2. RECOMMENDATIONS

It is recommended to Council that

- 2.1 a capital budget of £99,000 be created in 2016/17 to carry out the project set out in 2.3 below and that this is funded from a corresponding contribution from the Section 106 balances held by the County Council in respect of the land at Tw Mawr.
- 2.2 a capital budget of £246,000 be created in 2016/17 to carry out the project set out in 2.3 below and that this is funded from a corresponding contribution from the Section 106 balances, when they are received by the County Council, in respect of the land at Cae Meldon, Gilwern.
- 2.3 The combined amounts shown in 2.1 and 2.2, totalling £345,000, be utilised to remodel, refurbish and extend Gilwern Primary School and, where funds allowing, also contribute to improvements to King Henry VIII School, Abergavenny.

## 3. KEY ISSUES:

- 3.1 The housing development at Ty Mawr, Gilwern carried out by Persimmon Homes (Charles Church) Ltd (planning application reference 10/04542/FUL) yielded an off-site education contribution of £99,000 to be spent on improving education facilities at Gilwern Primary School. This money was received by the County Council last year. The housing development at Cae Meldon (also being carried out by Persimmon Homes (Charles Church) Ltd) (planning application 13/10295/FUL) will yield a further £246,000 to be spent on improving education facilities at the eligible schools. The payment of this money is due immediately prior to the occupation of the 24<sup>th</sup> dwelling on the site. Two months ago 18 dwellings were occupied so it is estimated that the outstanding payment of £246,000 will be received some time in September / October this year.
- 3.2 There is a costed scheme provide Gilwern Primary School with new school entrance and make internal alterations to include provision of staff space, student support rooms and improved DDA facilities.
- 3.3 The two local members have been consulted and they support the use of the funding to carry out these works. This money, like all Section 106 Education funding, must be used to the maximum benefit of the County's students. Where Sec 106 funds remain after completion of the project, further schemes will be considered on merit by the Council's Children and Young People Directorate, in conjunction with the two eligible schools. Agreement concerning the division of funding can be reached at a later date, again

between the Council's Children and Young People Directorate and the two eligible schools. The Llanelly Community Council has also been consulted and advised of the scheme of improvement works proposed to be carried out to Gilwern School.

3.4 A design brief has been developed for this project and tenders have been received. The submitted tenders confirm that the works proposed can be carried out from within the level of funding available from these two developments.

**4. REASONS:**

4.1 The Council's Capital Budget for 2016/17 has already been approved and any proposal to add to or vary the Capital Budget requires a decision to be made by Cabinet.

4.2 The work to Gilwern Primary School will bring the site up to an acceptable standard.

**5. RESOURCE IMPLICATIONS:**

There are no resource implications, as the expenditure recommended in the report will be met in full from the S106 contributions paid to the authority by the developer.

**6. FUTURE GENERATIONS AND EQUALITY ASSESSMENT**

See **Appendix A**

**7. CONSULTEES:**

County Council Members for the Llanelly Ward

Members of the Bryn y Cwm Area Committee

Llanelly Community Council

Strategic Leadership Team

Cabinet Members

Head of Legal Services/Monitoring Officer

Assistant Head of Finance/Deputy S151 Officer

**8. BACKGROUND PAPERS:**

- 1) Section 106 Agreement dated 20<sup>th</sup> December 2012 between the Brecon Beacons National Park, Monmouthshire County Council and Persimmon Homes Ltd relating to residential development on land at Ty Mawr, Gilwern;
- 2) Section 106 Agreement dated 2<sup>nd</sup> October 2014 between the Brecon Beacons National Park, Monmouthshire County Council, Persimmon Homes Ltd, Dwr Cymru Welsh Water and a number of private landowners in the local area.

**9. AUTHOR:**

Simon Kneafsey, 21st Century Schools Programme Manager

**Contact Details:**

**Tel:** 07913 348069

**Email:** [SimonKneafsey@monmouthshire.gov.uk](mailto:SimonKneafsey@monmouthshire.gov.uk)



<b>Name of the Officer:</b> Simon Kneafsey <b>Phone no:</b> 07913 348069 <b>E-mail:</b> simonkneafsey@monmouthshire.gov.uk	<b>Allocation of Section 106 funding</b>
<b>Name of Service:</b> Children and Young People	<b>Date completed:</b> 23 <sup>rd</sup> June 2016





**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**


**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	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	The proposals in this report involve improving school facilities and therefore enhancing educational standards.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Neutral	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Neutral	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Neutral	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Neutral	
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	The improvements to the school site will facilitate a sound early education for pupils, regardless of their background or circumstances.	

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The achievability and sustainability of the proposals has been assessed and officers are confident of the longer term sustainability of the projects.</p>	
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The projects involve close working with other parties and potential partners.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The views of the local members have been sought.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The projects involve the enhancement of facilities, as per the broad intention of the Section 106 Agreements from where the money has arisen. Problem prevention is not the basis upon which the funding has been given but by investing in the improvement of existing facilities will help to prevent problems occurring.</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>These projects will have a positive impact on the education &amp; well being of those pupils attending the Gilwern School.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The recommendations will benefit young children and their families living in the local community		
Disability	The improvements proposed will be designed to be accessible to people with disabilities.		
Gender reassignment	Neutral		



<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Marriage or civil partnership	Neutral		
Pregnancy or maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	The projects recommended for investment in this report are of equal benefit to both males and females.		
Sexual Orientation	Neutral		
Welsh Language	Neutral		

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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?**

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

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

- Local population data taken from the 2011 Census figures

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

**Positive Impacts**

- The proposals comply with the statutory tests relating to Section 106 funding
- The schemes recommended for approval will have a positive impact upon the education and well being of local children
- Some people with protected characteristics will benefit from the projects recommended for approval

**Negative Impacts**

- It is difficult to demonstrate in all cases that the projects will have a meaningful benefit for promoting the Welsh language

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

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

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

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

<b>Version No.</b>	<b>Decision making stage</b>	<b>Date considered</b>	<b>Brief description of any amendments made following consideration</b>
<b>1</b>	Education contribution (£99,000) from Ty Mawr development received	October 2014	
<b>2</b>	Consultation with school to agree scheme of alterations		
<b>3</b>	Plans for alterations to school drawn up		
<b>4</b>	Planning permission for alterations granted		
<b>5</b>	Education contribution (£246,000) from Cae Meldon development due shortly	Aug/Sep 2016	
<b>6</b>	Cabinet Meeting to consider report on funding commitment		Final decision on use of funding sought

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## REPORT

**SUBJECT:** Caldicot Town Team S.106 Funding Mechanism

**MEETING:** Cabinet

**DATE:** 7<sup>th</sup> September 2016

**DIVISION/WARDS AFFECTED:** Green Lane

### 1. PURPOSE:

To consider the allocation of S106 funding to Caldicot Town Team based upon an agreed schedule of projects and activities.

### 2. RECOMMENDATIONS:

- 2.1 That Cabinet agrees to the allocation of £41,000 of S106 funding to Caldicot Town Team payable in quarterly instalments to enable the delivery of the activities and outcomes as identified in the Town Team action plan.
- 2.2 That the Severnside Area Committee be tasked with reviewing Caldicot Town Team's performance against spend and outcomes as outlined in the Town Team action plan.

### 3. KEY ISSUES/REASONS:

- 3.1 As a consequence of the Asda development in Caldicot, £225,000 of S106 funding was provided to enable the creation of a town centre partnership to support and develop the town centre and its business. Caldicot Town Team was created as a community interest company to undertake this role and have been drawing down S106 funding to facilitate one off projects. This has proved to be inefficient given the decision making process required which can frustrate long term planning.
- 3.2 In addition, the Town team struggles cashflow wise to derive any great impetus behind individual proposed projects as a fledgling organization as it has no significant cash balances to allow it to bankroll expenditure in advance of requesting funding in arrears.
- 3.3 The Town Team has developed an action plan, included in Appendix A, based on 12 months of activities and projects which has been shared with the Severnside Area Committee and the Town Team membership. It is proposed that the required S106 funding of £41,000 to fund these activities is allocated and drawn down on a quarterly basis. Monitoring of their action

plan, outcomes and costs will be undertaken locally by the Severnside Area Committee, with exception reporting only to Cabinet.

#### **4 RESOURCE IMPLICATIONS:**

- 4.1.1 The expenditure recommended in the report will be met in full from the S106 contributions already paid to the authority by the developers.
- 4.2 The total S106 allocation for the Town Centre Partnership is £225,000; to date £56,252 has already been allocated leaving a residual amount of £168,748 available for the development of applicable schemes.
- 4.3 For completeness, the attached Town Team action plan shows all activity that the Town Team are working on. It should be noted that not all of this activity is exclusively funded through the Town Centre Development Partnership S106 allocation.

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

- 5.1 The significant equality impacts identified in the assessment (Appendix 2) are summarized below for members' consideration:
- 5.2 No negative impacts.
- 5.3 The actual impacts from this report's recommendations will be reviewed annually.

#### **6 CONSULTEES:**

Senior Leadership Team  
Severnside Area Committee  
Ward Member for Green Lane  
Cabinet Member for Community Development  
Cabinet Member for Resources

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

Appendix 1 – Caldicot Town Team's Annual Project Plan  
Appendix 2 – Future Generations Evaluation

#### **8. AUTHORS**

**Judith Langdon** – Whole Place Officer  
Tel: 07970 151970  
Email: [judithlangdon@monmouthshire.gov.uk](mailto:judithlangdon@monmouthshire.gov.uk)

**Mark Howcroft** – Assistant Head of Finance  
Tel: 01633 644740  
Email: [markhowcroft@monmouthshire.gov.uk](mailto:markhowcroft@monmouthshire.gov.uk)

## Caldicot Town Team Action Plan

### Caldicot Town Team Action Plan 2016/17

Activity	Output	Outcome	Timescale	Resource/ funding	Monitoring	2016-17 S 106 Funding sought (Town Centre partnership) £'000	2016-17 Alternative Funding £'000	2016-17 Budget £'000
Visioning Caldicot - Securing a Vision Document and Development Plan for Caldicot Town Centre  Page 25	Deliver a visioning report and detailed plan, with artistic impressions of the future of Caldicot town centre, that is supported by the community and stimulates retail and developer interest.	A shared community vision and purpose that provides a framework for the regeneration of the town centre.	Apr 2015 - Feb 2016	s106 - already drawn down	Stakeholder and community endorsement of the Visioning Report and Development Plan		22.0	22.0
		Increased development activity and environmental improvements within the town centre	Apr 2017 - Apr 2018	Anticipated private sector funding/possible s106	<b>Yearly</b> - reduction in vacant premises. (CTT visual survey / MCC Dev Plans survey) <b>Yearly</b> - area of development (m2) - landlords/agents survey (CTT) <b>Yearly</b> - Value of town centre investment - landlords & agents survey (CTT)			-
Caldicot Linkage Scheme - Creating an attractive and accessible link between the ASDA store and town centre	The successful installation of a pedestrian friendly link between the ASDA store and town centre	Increase in linked trips between asda and town centre, specifically improving the link for out of area shoppers	Oct 2013 - Dec 2016	s106/private sector (Newport Road allocation)	<b>Yearly</b> - Footfall count undertaken by CTT volunteers using MTA template		30.0	30.0
		Improvements to the rear of shops and improved retail/leisure offer along the route	Apr 2017 -2018	Private Sector Funding	<b>Yearly</b> - Survey of affected owners/retailers along the route to measure intended projects, planned investment etc.			-
Caldicot: Market Town - Regenerating the market offer within Caldicot town centre		Improves variety of and interest in the market	April 2016 - Apr 2017	s106 - already drawn down	<b>Yearly</b> - Review of booking records per retail category, pre pilot and post pilot. Online shopper survey following pilot - CTT	8.1		8.1
		Increases footfall and linked trips to the town centre	April 2015 - Dec 2015		<b>After Event</b> - Footfall count undertaken by CTT volunteers using MTA template			
		Improved presentation of market stalls contributes to the uplifting/ attractiveness of town centre	Apr 2015 - Dec2015		<b>After Events &amp; Yearly</b> - Online shopper survey - CTT website			
		Encourages the entrepreneurship culture and development of micro businesses activity in Severnside	Apr 2015 - Dec 2015		<b>After Events &amp; Yearly</b> - Stall holder survey - MCC/CTT			
	Review pilot programme and implement permanent changes in market offer	Provides a clear framework for permanent changes to the market offer.	Jan 2016 - Dec 2016	tba	Stakeholder approval of CTT recommended changes following pilot			
		Improves variety of and interest in the market	Jan 2016 - Dec 2016		<b>Yearly</b> - Review of booking records per retail category. Online shopper survey following pilot - CTT			
		Increases footfall and linked trips to the town centre	Jan 2016 - Dec 2016		<b>After Event</b> - Footfall count undertaken by CTT volunteers using MTA template			
		Improved presentation of market stalls contributes to the uplifting/ attractiveness of town centre	Jan 2016 - Dec 2016		<b>After Events &amp; Yearly</b> - online shopper survey - CTT website			
		Encourages the entrepreneurship culture and development of micro businesses activity in Severnside	Jan 2016 - Dec 2016		<b>After Events &amp; Yearly</b> - Stall holder survey - MCC/CTT			

## Caldicot Town Team Action Plan

	Explore options around the community becoming more involved in the provision and delivery of the markets on a day to day basis	To provide a market that responds to local needs - encouraging new market stall holders	Jan 2016 - July 2016		<b>Yearly</b> - Review of booking records with breakdown of local use - CTT			
		To improve income potential for CTT to invest in market initiatives	Jan 2016 - July 2016		<b>Yearly</b> - Review of income resulting from new management arrangements			
<b>No Vacancies'</b> - Improving occupancy and presentation of vacant shops in the town centre	Secure agreement of landlords to temporary usage of empty units i.e. pop up shops	Increased opportunities for micro business activity and town promotion - broadening the retail offer in the town	April 2016- Apr 2017	S106 - already drawn down	<b>Yearly</b> - reduction in number of vacant units (CTT/Dev Plans) <b>Yearly</b> - day vacancy reductions (CTT sub lease records)	4.5	0	4.5
	Secure Agreement of landlord to improve presentation of vacant shop units	Reduced feeling of 'blight' and improved presentation and vibrancy of the CSA.	April 2016 - Apr 2017	Private Sector/S106	<b>Yearly</b> - online Survey of impact (CTT website)			
	Secure a vacant retail unit for use as an enterprising space for start up businesses (e.g. Creative Bubble)	A minimal cost, leased unit secured for a fixed period that host start up businesses promoting diversity of the town centre offer	April 2016 - April 2017	Private Sector/S106	<b>Yearly</b> - Full review of footfall, start up companies and successful business referrals to landlords. User surveys			
<b>Incredible Edibles</b> - Community Food growing in Caldicot.	Secure unused or green space 'plots' within the town centre and the wider Severnside area.	Plots of land around the town centre, ready for planting fresh fruit and vegetable plants	Sep 2014 - May 2015	Nil cost - landlord agreement/Grant applications	<b>Yearly</b> - Review of number of projects supported, plots cultivated and public opinions - CTT	-	1.5	1.5
<b>This is Caldicot</b> - Improvements to town centre signage	Implement town centre signage improvements that provide clear directions to and within the town centre. (including a directory map with the asda site)	Improved signage for 'out of town' visitors , encouraging improved dwell time, and linked spending and trips in the town centre	Jan 2016 - Dec 2016	S106 (Newport Road Allocation) /Asda Funding £5,000 donation	<b>Yearly</b> - CTT surveys of shoppers about ease of access within the town		12.0	12.0
	Implement town centre directional signage and promotional information at Caldicot Castle	Improvement of linked trips from events held at Caldicot Castle	Jan 2016 - Dec 2016	S106/Grant Funding	<b>Yearly</b> - CTT survey of visitors to identify linked trips from Castle as a result of improved Signage			
<b>Super-connected Caldicot</b> - Town centre WiFi and digital trails	Install free WiFi throughout the town centre	Provide public with free WiFi as part of the super connected cities program, increased time spent in town centre by visitors as well as retailer providing offers digitally within the town	Oct 2014 -Dec 2016	Welsh Government -Super connected cities funding/S106 (already drawn down)	<b>Yearly</b> - CTT survey of town centre users and uptake for free WiFi in town centre <b>Yearly</b> - CTT survey of retailers identifying number of offers listed and take-up and success of footfall increases	1.8	0	1.8
	Develop digital trails linking the town centre with Severnside tourism routes	Create Digital trails for Historical, tourist and other apps for use within Severnside resulting in increased linked tourism trips	Nov 2016 - December 2017	Welsh Government/S106/Grant Funding	<b>Quarterly</b> - Reports on app users, postal checks for visitors	25.0	-	25.0
	Establish a programme of training opportunities for town centre retailers - to improve understanding and access of electronic/digital marketing	Improve confidence of businesses in 'E-marketing methods'. To improve the sustainability of existing businesses in the town	Apr 2017 - Apr 2018	Grant Funding/CTT Revenue	<b>Yearly</b> - CTT records of training opportunities taken up by businesses in the town. Survey of business to identify of impact of training and changes in marketing methods adopted.	-	-	-
<b>Caldicot: Coming Alive</b> - Events and Attractions in the Town Centre	Develop a program of events and activities with partners in the town that builds upon the regeneration as a community focal point for events and activities	Following successes of the proclamation event, Fun Day, Christmas Lights etc. to increase community spirit and engagement. Increase exposure for businesses improving footfall and turnover and to diversify the reputation and use of the town centre as an activityevents hub for the Severnside area	June 2016- Dec 2017	S106/Grant Funding/CTT revenue	<b>Yearly</b> - CTT survey of numbers of event attendees, together with surveys that invite opinion on community spirit <b>Yearly</b> - CTT business survey on the impact of events on footfall and turnover	3.0	0.3	3.3



## Caldicot Town Team Action Plan

	Host an annual Family Fun Day	Within the program of events to host a new yearly event that will boost community spirit and improve footfall in the town centre	Aug 2015 - Aug 2016	\$106 / CTT revenue & income/donations from event	<b>Yearly</b> - Review of numbers attending, local businesses taking part and public response on social media	1.0		1.0
<b>Caldicot Town Team - Promotion, Income &amp; Sustainability</b>	Develop Severnside News to become a self-sustaining community newsletter	Severnside News - generate income from advertisements in magazine	Oct 2013 - Ongoing	\$106 / Income from advertisements	<b>Quarterly</b> - review of advertisement against production costs		2.0	2.0
	Provide a program of training for Caldicot Town Team Members & Directors	To provide members with skills needed to improve sustainability and professionalism of the company	Oct 15 - Oct 17	\$106		1.0		1.0
	Provide a cashflow to allow day to day operations of the town team to continue trading and working towards projects identified		Apr 2016 - Apr 2019	Donations / \$106 / Current Grant Funding ongoing	<b>Annually</b> - Full accounts review of expenditure	11.0		11.0
						<b>55.4</b>	<b>67.8</b>	<b>123.2</b>
						14.4		
<b>Remaining NET SC106 FUNDING FOR CONSIDERATION 2016-17</b>						<b>41.0</b>		

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Seperately considered by Cabinet

<b>Glossary</b>
m2 - Square meters
CSA - Central shopping area
MTA - Market Towns Alive
CTT - Caldicot Town Team
MCC - Monmouthshire County Council

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

<p><b>Name of the Officer</b> Judith Langdon, Whole Place Officer</p> <p><b>Phone no:</b> 07970 151970 <b>E-mail:</b> judithlangdon@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p style="text-align: center;">To consider the allocation of S106 funding to Caldicot Town Team based upon an agreed schedule of projects and activities.</p>
<p><b>Name of Service:</b> Whole Place</p>	<p><b>Date Future Generations Evaluation form completed:</b> August 2016</p>

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


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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The Town Team in Caldicot has been established with the specific purpose of enhancing the town's prosperity. By placing the town team on a more stable financial footing they will be better able to fulfil this role.</p>	<p>No negative impacts in terms of prosperity have been identified.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	It is anticipated that the proposed programme will enhance the economic resilience of the town.	No negative impacts in terms of resilience have been identified.
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	No positive or negative impacts identified	No negative impacts identified
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The Town Team is a volunteer organization which brings people from diverse backgrounds together for the benefit of the town, which also has a benefit in promoting community cohesion.	No negative impacts in terms of community cohesion have been identified.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	No positive or negative impacts identified	No positive or negative impacts identified
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	No positive or negative impacts identified.	No negative impacts in terms of Welsh language and culture have been identified.
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	There is no evidence of any negative equality implications relating to this proposal. By allowing the opportunity to bring together people who share protected characteristics with those who do not, this proposal contributes to the Equality Act duty of promoting good relations.	There is no evidence of any negative equality implications relating to this proposal. All proposals will be fully accessible.

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>If successful the longer term impact of this proposal will be to contribute to the community-led, sustainable regeneration of Caldicot town centre, enhancing local prosperity for the long term. In addition, it will have the positive impact of enabling the Town Team to generate an income, thus making them less reliant upon public funds.</p>	<p>None identified</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>This proposal effectively represents a partnership between MCC and the community-led Caldicot Town Team in regenerating the town centre.</p>	<p>None identified</p>
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>This attached action plan has been put forward by the Town Team following extensive local research with Caldicot residents and visitors.</p>	<p>None identified</p>
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This proposal has a neutral impact in terms of prevention.</p>	<p>None identified</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>This proposal has a positive impact in terms of integration by allowing MCC and the Town Team to work together for the benefit of the town.</p>	<p>None identified</p>

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	No specific positive impacts identified	No negative impacts identified	
Disability	No specific positive impacts identified.	No negative impacts identified	
Gender reassignment	No positive impacts identified	No negative impacts identified	
Marriage or civil partnership	No positive impacts identified	No negative impacts identified	

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	No positive impacts identified	No negative impacts identified	
Race	Although no specific positive impacts have been identified as a result of this proposal, in general terms by allowing the opportunity to bring together people who share protected characteristics with those who do not in a shared space, this proposal contributes to the Equality Act duty of promoting good relations. In particular, the running of 'specialized markets' may well provide opportunities for increasing the cultural offer of the market.	No negative impacts identified	
Religion or Belief	Although no specific positive impacts have been identified as a result of this proposal, in general terms by allowing the opportunity to bring together people who share protected characteristics with those who do not in a shared space, this proposal contributes to the Equality Act duty of promoting good relations.	No negative impacts identified	The Town Team will be encouraged to seek advice on an ongoing basis regarding the cultural appropriateness of specific specialist markets as required, particularly with regard to dietary issues, religious holidays etc.
Sex	No positive impacts identified	No negative impacts identified	
Sexual Orientation	No positive impacts have been identified	No negative impacts identified	

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	No positive impacts have been identified	No negative impacts identified	Ongoing advice will be made available to the Town Team to ensure that they are aware of opportunities to promote 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	No positive impacts identified at this point	No safeguarding risks have been identified as part of this proposal	
Corporate Parenting	No opportunities for promoting the interests of looked after children have been identified as this stage, although this will be kept under regular review.	No potential negative impacts have been identified.	

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

The assessment of the impact of the proposal has taken into account demographic information for the Caldicot area, including census population figures and Wales Index of Multiple Deprivation relating to the relevant Lower Super Output Areas.



**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 proposal, if implemented, will have a positive impact in terms of promoting local prosperity and cohesive communities by enabling the volunteer town team to continue to bring people together for the benefit of the town.

**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
None identified at this stage			

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

The impacts of this proposal will be evaluated on:	January 2016, through the Whole Place service improvement plan in-year progress check
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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
1.0	Cabinet	September 2016	


<b>SUBJECT:</b>	<b>YOUTH OFFENDING SERVICE RESTRUCTURE</b>
<b>MEETING:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>7<sup>TH</sup> SEPTEMBER 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>SCH/ALL</b>

## NON-PUBLICATION

(Insert appropriate non publication paragraph if necessary)

### 1. PURPOSE:

- 1.1 The purpose of this report is to seek approval for the restructuring of the Youth Offending Service in order to manage the budget deficit for 2016/17 and set a sustainable budget moving forward.

### 2. RECOMMENDATIONS:

- 2.1 That members approve the proposed restructure of the Youth Offending Service.

### 3. KEY ISSUES:

- 3.1 Monmouthshire and Torfaen Youth Offending Service was established in 2000 as a statutory function of the Crime and Disorder Act 1998. The primary purpose of the service is to prevent offending and re-offending by children and young people (aged 10-17 years). The Crime and Disorder Act 1998 requires every local authority area to establish a Youth Offending Team (YOT) with the co-operation of Police, Health and Probation. The Act further stipulates that each YOT is to have at least one Social Worker, one Police Officer, one Probation Officer, one Health Worker and one Education Worker.
- 3.2 Youth Offending Teams are required to provide the main supervisory elements of statutory youth justice services including:
- Assessment of young people who have offended and management of risk and safeguarding issues.
  - Supervision of young people who have been remanded to custody and those requiring support in the community, as directed by the Court.
  - Provision of pre-court interventions that divert young people away from the youth justice system.
  - Statutory supervision of young people who have been given Court Orders which are to be managed in the community, including the provision of a lay youth panel to discharge the responsibilities of Referral Orders.
  - Sentence planning for young people in custody and their supervision on release.
  - Planning for reintegration beyond the end of a sentence.
- 3.3 YOTs must be made up of nominated and seconded staff from the statutory partners. In terms of partnership funding statutory partners are required to fund services to the extent required in their local area and to ensure that the YOT is adequately resourced. Statutory

partners should be actively identifying additional resources where possible to extend the range of services available to target areas of identified need.

- 3.4** The Youth Justice Board provides funding to support the development of good practice. The Welsh Government provide additional funding via the Promoting Positive Engagement of Young People (at risk of offending) fund (PPEYP), formerly the Youth Crime Prevention Fund (YCPF). The PPEYP fund is distributed to YOTs and community safety partnerships across regional footprints to fund initiatives and projects to reduce and prevent anti-social behaviour, offending and re-offending.
- 3.5** As a result of a number of reductions in financial contributions to the YOS, the YOS identified a £153,000 budget deficit moving into 2016/17 which needs to be resolved.
- 3.6** Appendix a) outlines the main sources of YOS income for 2014/15 through to 2016/17 and the reductions therein. The main reductions are:
- A 7.6% reduction to the Youth Justice Good Practice Grant moving into 2015/16 (£22,233), followed by an 'in year' reduction of 10.6% (£28,587).
  - A 33% reduction to the grant funding received from the Office of the Police and Crime Commissioner (£15,000). There will be a further 33% reduction to this grant for 2017/18 and again in 2018/19.
  - A 50% (£26,687) reduction in contribution from the National Probation Service moving into 2016/17. This contribution will further reduce to £5,000 from 2017/18 (see appendix b).
- 3.7** In addition to the reductions in cash contributions outlined above, the YOS have lost 50% (2 FTE reduced to 1 FTE) of their officer resource from Gwent Police and will be losing 50% (1 FTE reduced to 0.5 FTE) of their officer resource from the National Probation Service moving into 2016/17.
- 3.8** Prior to understanding the intentions of other partners, Torfaen County Borough Council had advised the Local Management Board (LMB) that in their budget setting process for 2016/17, anticipating significant cuts to their Revenue Support Grant (RSG), a reduction of £50,000 to their YOS contribution was proposed. The proposed RSG cut to Torfaen County Borough Council was 4.4%. The actual cut was 1.7%. By way of comparison, Monmouthshire County Council had planned for a cut of 4.3% and the actual reduction was 3.0%.
- 3.9** The potential for a £50,000 reduction in contribution from Torfaen County Borough Council was discussed at the LMB on the 15<sup>th</sup> December 2014. Although not formally agreed, discussion took place regarding the possibility of Torfaen using funds due to return to them from the YOS reserve to offset the reduction in contribution for 2015/16 and 2016/17.
- 3.10** The YOS has a three year financial (2015/16 – 2017/18) agreement which has been signed by all statutory partners. The agreement sets out the percentage contributions from each partner and stipulates that "if any level of contribution (% or real amount) is to change in the future this would have to be agreed by LMB (see appendix c, p3)."
- 3.11** The proposed reduction in contribution from Torfaen County Borough Council, if agreed, would bring their contribution below that of Monmouthshire County Council. In November 2015 the YOS Service Manager prepared a report for the Chief Executive of Monmouthshire County Council (at the request of the Head of Service) outlining the difference in activity between the two authorities (see appendix d). This report clearly highlights the significantly

higher level of activity in Torfaen. At LMB on the 15<sup>th</sup> March 2016 it was agreed that Torfaen would maintain their existing contribution to the YOS (see appendix f).

- 3.12** The reduction in contribution from the National Probation Service (NPS) has not been agreed by the LMB but has come about as part of a national funding formula introduced following a review (by NPS and the YJB) of existing contributions to ensure that the statutory obligations are met nationally in a consistent manner. The NPS representative on the LMB made it clear prior to signing the YOS Agreement that they would have difficulty signing the agreement pending the outcome of the national funding formula. They were advised at the time that the agreement needed to be signed in order to release money from the reserve owed to partners and that, the financial contributions outlined in the agreement reflected the current position.
- 3.13** The YOS Management Team have been working alongside the YOS Accountant to consider the options available to reduce the budget deficit and set a sustainable budget moving forward which will pose the least possible threat to the service. On the 15<sup>th</sup> March 2016 the YOS Local Management Board considered an options paper (appendix e) prepared by the YOS Manager with a view to agreeing a way forward to manage the budget deficit for 2016/17 and setting a sustainable budget moving forward.
- 3.14** On the 15<sup>th</sup> March 2016 the YOS Local Management Board agreed the following changes to reduce the budget deficit for 2016/17 (see appendix f) including:
- A reconfiguration of the YOS Information Officer post and administration team amounting to savings of approximately £21,000. This would involve:
    - deleting the existing Senior Admin Officer post (30 hours),
    - deleting the existing Information Officer post (37 hours),
    - creating a new Business Support and Information Officer (referred to as 'Administration and Information Officer' within LMB report) post (37 hours) to assume the existing responsibilities of the above two posts.
    - Amending the job descriptions and hours of the existing Admin Assistants to absorb some of the basic tasks currently assumed by the Information Officer.
- 3.15** The reconfiguration would result in a reduction of 27.5 hours business support time to the service. However, it is felt that this reduction in hours could be managed following a change to the YOS database in December 2014 resulting in Prevention and Statutory cases being held on the same system.
- Deleting one Social Worker post amounting to savings of approximately £41,500. This post has been vacant for a considerable period.
  - Deleting the two Education posts (currently vacant) in the service and creating one new post amounting to savings of approximately £15,500.
  - Deleting one Reparation Officer post amounting to savings of approximately £29,000.
  - Deleting the Youth Worker post amounting to savings of approximately £27,000.
  - Reduce one Parenting Support Worker (PPEYP fund) post from 30 hours per week to 22 hours per week amounting to savings of approximately £8,500.
  - Delete part time Support Worker (PPEYP fund) post amounting to savings of approximately £12,500.
- 3.16** Other options were considered to reduce the budget but have not been deemed viable or are considered to present too greater risk to the service. These include:

- 3.17** A reduction in Operational Team Managers from three to two – The Service has already deleted one Operational Team Manager post in 2010 when the Prevention Team were re-located to sit within the Youth Offending Service. The most recent inspection conducted by HMIP (June 2015) recommended that “evidence of the impact on quality of management oversight of cases needed to be better recorded (appendix g p4).” The case sample selected for the inspection was from a period when there was a vacancy in the YOS management team.
- 3.18** A further reduction in Social Worker posts – The Service has had one vacant Social Worker post since 2012 and another since December 2015. The Service have struggled to manage caseloads since the second Social Worker post became vacant in December 2015 and there has been a notable increase in sickness levels of Social Workers in the service. The NPS national funding formula will see the YOS losing 0.5 of a Probation Officer as of 1<sup>st</sup> April 2017 which will further impact upon the workload of existing Social Workers in the service.
- 3.19** Re-location of the team to reduce accommodation costs. This was raised at LMB in January 2016. Members were asked to come forward with suggestions for the re-location of the service to reduce accommodation costs. No suggestions have been forthcoming to date. The existing lease at Mamhilad Park Estate expires in April 2018.
- 3.20** Since the Local Management Board meeting on the 15<sup>th</sup> March 2016 the job descriptions for the new posts have been created and job evaluated as follows:
- Business Support and Information Officer – Band F (see appendix h)
  - Business Support and Information Assistant – Band D (see appendix i)
  - Education, Training and Employment Officer – Band G (see appendix j)
- 3.21** The current and proposed structure can be seen in appendix k.

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

- 4.1** Cabinet are required to approve a large re-structure / service re-design following the formal consultation period.

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

- 5.1** The agreed changes outlined in 3.14 and 3.15 above amount to full year savings totalling £155,000, satisfying the budget deficit. However, due to the time required to implement these changes, full year savings would not be achieved for 2016/17 which would leave the YOS with a significant overspend. There would also be a call upon reserves to afford the redundancy and strain costs from the deletion of posts before reserve disaggregation. The YOS currently has a £382,226 reserve and had previously agreed to cap the reserve at £130,000 and redistribute the remaining £252,266 back to partners according to their percentage contributions. This decision was made some two years ago, before the annual budget deficit was known/anticipated. The re-distribution of the reserve was planned to be resolved as part of closing the 2015/16 accounts. On the 15<sup>th</sup> March 2016 the YOS Local Management Board agreed to reduce the YOS reserve to £325,000. This re-distribution is significantly smaller than the £252,266 previously agreed but will still allow Torfaen County Borough Council to top up its contribution to £359,763. The remaining balance of the reserve (£325,000) will then be available to meet any redundancy costs relating to deleted posts and any revenue overspend which may arise in 2016/17 due to full year savings not

being achieved. The reserve position will be re-visited by LMB following the outcome of the proposed restructure.

**5.2** True redundancy costs will not be known until the outcome of the selection process for the new and vacant posts. Appendix n outlines the worst case scenario in terms of redundancy costs if the employees in the four posts proposed for deletion are not successfully re-deployed. At the time of writing pension costs for all four employees have not been established. It is anticipated that there will be additional pension costs to the authority.

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

**6.1** The significant equality impacts identified in the assessment (appendix l) are summarised below for members' consideration:

**6.2** No significant negative impacts have been identified having completed the Future Generations Evaluation. The restructure looks to align people's skills and competencies to increase organizational efficiency and effectiveness in light of reducing budgets.

**6.3** The actual impacts from this report's recommendations will be reviewed every year via the YOS Local Management Board.

## **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

**7.1** NONE IDENTIFIED.

## **8. CONSULTEES:**

- 8.1**
- Geraint Spacey, Operational Team Manager, YOS
  - Vicky Nash, Operational Team Manager, YOS
  - Tracey Davies, Operational Team Manager, YOS
  - YOS Local Management Board
  - Keith Rutherford, Deputy Chief Officer, Social Care and Housing, TCBC
  - Jane Rodgers, Head of Children's Services, MCC
  - Claire Marchant, Chief Officer Social Care and Health, MCC
  - Rob Long, Children's Services and R&P Accountant, MCC
  - Tyrone Stokes, Finance Manager, MCC
  - Mark Howcroft, Assistant Head of Finance, MCC
  - Dave Bartlett, Support Team Manager, People Services, MCC
  - Julie Anthony, HR Adviser, People Services, MCC
  - Jan Davies, UNISON
  - DMT, Social Care and Health, MCC
  - YOS employees
  - SLT, MCC
- 8.2** Formal consultation with YOS employees commenced on Monday 27<sup>th</sup> June 2016, with those directly affected by the proposed restructure being the first to be consulted, followed by the wider service on Wednesday 29<sup>th</sup> June 2016. Prior to this Union representatives had been briefed regarding the broad principles of the proposed restructure and advice / guidance sought from HR. Individual consultation slots were offered to staff alongside the YOS Manager, HR and Union representative (where applicable). The consultation period ended on Friday 29<sup>th</sup> July 2016. No changes were made to the proposals as a result of comments received during the consultation period. Please see appendix m for a list of

comments / issues raised by employees during the consultation period and management responses to comments / issues raised.

- 8.3** The YOS Restructure report was presented at DMT on Wednesday 22<sup>nd</sup> June 2016. A query was raised as to whether or not any of the other partners would be looking at redeployment opportunities for staff 'at risk' of redundancy. This query has been forwarded to the Deputy Chief Officer of Social Care and Housing (Torfaen CBC) who is liaising with HR.

**9. BACKGROUND PAPERS:**

- 9.1**
- Appendix a) - breakdown of main YOS income from 2014/15 through to 2016/17
  - Appendix b) - letter confirming the outcome of the National Probation Service funding formula
  - Appendix c) – copy of YOS Local Management Board financial agreement between statutory partners
  - Appendix d) – report outlining the difference in YOS activity between the two authorities
  - Appendix e) - YOS Options report for Local Management Board on the 15<sup>th</sup> March 2016
  - Appendix f) – Local Management Board minutes from the 15<sup>th</sup> March 2016
  - Appendix g) – HMIP Short Quality Screening Inspection Report
  - Appendix h) - Business Support and Information Officer, Job Description / Person Specification
  - Appendix i) - Business Support and Information Assistant, Job Description / Person Specification
  - Appendix j) – Education, Training and Employment Officer, Job Description / Person Specification
  - Appendix k) – Current and proposed YOS structure
  - Appendix l) – Future Generations Evaluation
  - Appendix m) – Management response to consultation
  - Appendix n) – Redundancy costs

**10. AUTHOR:**

**10.1 Jacalyn Richards – Youth Offending Service Manager**

**11. CONTACT DETAILS:**

**11.1 Tel: 01495 768330**

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



**Monmouthshire & Torfaen Youth Offending Service****Income****2014/15**

<b>Agency</b>	<b>Contribution</b>
YJB (Good Practice Grant)	£292,536
PCC Grant	£44,000
Monmouthshire CC	£346,547
Torfaen CBC	£359,763
Police	£66,791
Probation	£53,054
Health	£65,314
YCPF (Torfaen and Monmouthshire)	£254,000
<b>Total</b>	<b>£1,482,005</b>

**2015/16**

<b>Agency</b>	<b>Contribution</b>
YJB (Good Practice Grant)	£241,717
PCC Grant	£44,000
Monmouthshire CC	£346,547
Torfaen CBC	£359,763 (£50k reduction is not reflected as this has not been formally agreed by partners)
Police	£66,791
Probation	£53,054
Health	£65,314
YCPF (Torfaen and Monmouthshire)	£254,000
<b>Total</b>	<b>£1,431,186</b>

**2016/17**

<b>Agency</b>	<b>Contribution</b>
YJB (Good Practice Grant)	£219,324
PCC Grant	£29,000
Monmouthshire CC	£346,547
Torfaen CBC	£359,763
Police	£66,791
Probation	£26,687
Health	£65,314
PPEYP (Torfaen and Monmouthshire)	£242,000
<b>Total</b>	<b>£1,355,426</b>

## APPENDIX A)

### **2017/18 and beyond**

PCC grant – will reduce by another 33% for 17/18. We will not receive this grant in 2018/19.

Probation – we will only receive £5000 cash contribution.



Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

Email: [ian.barrow@probation.gsi.gov.uk](mailto:ian.barrow@probation.gsi.gov.uk)

February 2016

Dear Mr Rutherford and Ms Richards

### **NPS partnership contribution to Youth Offending Service (Wales)**

You will be aware that on the 1<sup>st</sup> June 2014 Probation Trusts ceased to exist and were replaced with the National Probation Service (NPS), made up of 6 Divisions and Wales, with 21 Community Rehabilitation Companies. Historically the 35 Probation Trusts had separate agreements with their Local YOT Boards on the contributions that would be made towards meeting their statutory agreement under the Crime and Disorder Act 1998.

In June 2015 I wrote to you to make you aware that the National Probation Service and the Youth Justice Board (YJB) had agreed to work together to undertake a review of the existing contributions to ensure that the statutory obligations are met nationally in a consistent manner which meets the needs of both the NPS and the Youth Justice Sector. A working group was established to develop a national partnership framework to cover the purpose of the partnership working, governance structure, resource contribution, secondments, relationship with YJB Cymru and NOMS in Wales and links to other documents such as transition of young offenders to adult probation service. As a result of the working group and consultation groups a resource model has now been finalised.

On Friday 5 February 2016 a briefing (attached) was sent to all Youth Offending Services in England and Wales regarding the decision that National Probation Service has made regarding the contributions. The briefing covered the following:

1. Staffing Resource
2. Travel and Subsistence
3. Management over-head contribution
4. Secondment period
5. Implementation

The purpose of this letter is to inform you of which implementation stage Torfaen and Monmouthshire will be placed in and to provide you with the details of the specific resource that has been allocated based on the national model. (Implementation stages can be found on the briefing attached)

## Official

I can confirm that from the data that we have collected for Torfaen and Monmouthshire places the YOT into stage 3 of implementation. This will mean that based on the previous legacy commitment for April 2016 you will receive half of this contribution, which from the data returns show as £26,687. Discussions will then be required to take place with the delegated NPS senior manager of how to progress with the implementation and resource implications.

In terms of staffing resource the national model has been based on the caseload figures provided by YOTs to YJB on 2014/15 caseload on the counting criteria which is based on the statutory reporting of individual cases that are supervised by YOTs following sentencing at court. Torfaen and Monmouthshire caseload data received is 155 using the national model this equates to an allocated Probation Officer resource of 0.5 fte. If this caseload data is not correct in accordance with the counting criteria please contact Becky Hart at [becky.hart@noms.gsi.gov.uk](mailto:becky.hart@noms.gsi.gov.uk) or Mandy Horne at [mandy.horne@noms.gsi.gov.uk](mailto:mandy.horne@noms.gsi.gov.uk) with the correct caseload figures within 10 working days of receipt of this letter to enable the correction. A new letter will then be issued with the correct data and staffing resource.

In addition to the above resources you will be pleased to know that the request for all YOS secondees to be allocated an NPS laptop has been submitted. This will mean that all Probation Officer Secondees will be able to keep up to date with NPS developments, policy instructions and access to systems which will for example mean staff will be able to submit electronic expenses.

### Next steps:

Discussion will now begin with your local NPS lead on the changes, if any, that will need to be made on the existing secondments. The following are the possible scenarios, but not exhaustive:

- Staff seconded who are not Probation Officers will be required to return to NPS operations
- Probation Officer seconded to YOT for more than three years – work will need to take place to end the secondment and recruit accordingly if required
- Under three years current secondees stay until they have completed their secondment period, if in line with staffing resource
- If current provision is more than the new allocated resource then NPS will agree a managed exit/transition plan to be implemented in timescales as agreed, under the NPS Divisional E3 Implementation plan
- If current provision is less than the allocated resource, a recruitment campaign to be agreed and progressed
- Where there are no existing staff seconded to YOT recruitment to be progressed to meet the resource requirement

The contact details of your divisional NPS lead is [**[Tony.kirk@probation.gsi.gov.uk](mailto:Tony.kirk@probation.gsi.gov.uk)**] they will be able to make you aware of the local NPS lead who will be able to take forward these discussions. Support will also be available from your YJB Cymru and Welsh Government leads.

Following on from this, work will continue on a collaborative basis to implement the Youth to Adult Transitions (Wales) Guidance, in order to secure effective transfers from the Youth to Adult Justice System.

Thank you again for your engagement so far and I look forward to continuing to work successfully in partnership with you.

Yours sincerely

**Ian Barrow**  
Deputy Director  
NOMS in Wales

## APPENDIX C)

THIS AGREEMENT is made between:

Aneurin Bevan University Health Board, Mamhilad House, Mamhilad Park Estate, Pontypool, National Probation Service, Gwent Area of Cwmbran House, Mamhilad Park Estate, Pontypool NP4 0XD, Heddlu Gwent Police of Police Headquarters, Croesyceiliog, Cwmbran NP44 2XJ, Monmouthshire County Council of County Hall, Usk, and Torfaen County Borough Council of Civic Centre, Pontypool NP4 6YB

### WHEREAS

1. Monmouthshire County Council and Torfaen County Borough Council are local authorities as defined in Section 42(1) of the Crime and Disorder Act 1998.
2. The Parties have agreed to establish a Youth Offending Service for all of the areas within Monmouthshire and Torfaen pursuant to Section 39 of the Crime and Disorder Act 1998.
3. The Youth Justice Plan is an annual document to be agreed by all Parties and the provisions of each current annual plan will be deemed to form part of this Agreement.
4. All Parties have agreed policies in respect of the secondment of staff to work in the Youth Offending Service; such policies are also deemed to be part of this Agreement. These secondment agreements shall be reviewed annually.
5. All parties have Service Level Agreements relating to the operational aspects of service delivery. These will be reviewed annually.

### NOW IT IS HEREBY AGREED as follows:

1. This Agreement is made under the terms of the powers conferred by Section 39 of the Crime and Disorder Act 1998.
2. This Agreement shall run from 1<sup>st</sup> April 2015 until 31<sup>st</sup> March 2018.
3. The Youth Offending Service established between the parties will continue to be managed by Monmouthshire County Council.
4. All existing members of the current Youth Offending Service (other than those employed directly by Monmouthshire County Council) shall continue to be seconded to the Service on terms and conditions previously agreed.
5. The Youth Offending Service shall report to the Local Management Board (LMB) in accordance with the provisions of the then current Youth Justice Plan. The Board will meet at least once every three months in order to review, monitor and evaluate the service and to receive and authorise the Youth Justice Plan.

## APPENDIX C)

### 6. **Monitoring and Quality Control**

The Local Management Board will monitor the activity and quality of the service in accordance with guidance and criteria laid out by the Youth Justice Board. The Local Management Board will receive progress reports as relevant within any identified areas or developments within the service. The Youth Offending Service will produce such other reports as may be identified and requested as appropriate from time to time by the Board.

### 7. **Complaints**

- (i) Members of the Youth Offending Service will be responsible for advising young people and their parents/guardians of Monmouthshire County Council's Complaints procedure and providing them with appropriate information leaflets
- (ii) If a complaint remains unresolved after stage 1 of the procedure then it will be referred for further action to the agency with case responsibility for the young person / complainant concerned and the relevant partner agency.

### 8. **Health and Safety**

Monmouthshire County Council will comply with all statutory requirements in relation to the health and safety of employees of the Youth Offending Service, secondees and visitors to the premises of the Youth Offending Service and ensure that all employees and secondees are aware of various health and safety procedures which are applicable and that employees comply with them at all times.

### 9. **Default**

- (i) If any Party considers another Party to be in default of this Agreement then a review meeting will be held in order to identify a joint plan of action to remedy the situation.
- (ii) Where in the view of any Party the actions of any other Party place a child or young person at risk of significant harm, steps may be taken by the appropriate local authority under Section 47 of the Children Act 1989 to investigate the situation regardless of any provisions contained in this Agreement or its Appendices
- (iii) It is the responsibility of the Party deemed at fault to remedy the situation at no extra costs to the other Parties and to meet any resulting costs arising directly from the default
- (iv) In the event of the failure to settle any dispute relating to this Agreement a written request may be submitted by any Party for the appointment of a mutually acceptable independent arbitrator. The

## APPENDIX C)

decision of the independent arbitrator shall be final and binding on all Parties.

### 10. **Costs (and Income) of the Service**

(i) After taking into account available grant income, the net direct operational cost (or net direct revenue cost) of the Youth Offending Service (YOS) will be shared between all partners as agreed by the Local Management Board (LMB). The funding percentages as at 1<sup>st</sup> April 2015 are:

- Monmouthshire County Council 38.87%
- Torfaen County Borough Council 40.36%
- Heddlu Gwent Police 7.49%
- National Probation Service 5.95%
- Aneurin Bevan University Health Board 7.33%

If any level of contribution (% or real amount) is to change in the future this would have to be agreed by the LMB.

(ii) The direct operational costs mentioned in 10 (i) above include costs relating to staffing, accommodation, transport, equipment, stationery and other supplies and services and relevant third party payments to ensure the statutory functions of the YOS are discharged. However, this is not an exhaustive list and there may be other direct operational costs necessary for the effective running of the YOS.

(iii) As host for the YOS, Monmouthshire County Council will also incur indirect support service recharge costs. For example, recharges relating to the cost of invoice payments, an in-house legal service and a central finance service. These costs are not passed onto partners and are funded by Monmouthshire County Council.

(iv) The contributions mentioned in 10 (i) above exclude the cost of staff seconded to the YOS by Heddlu Gwent Police and National Probation Trust who are based within the YOS but not on YOS's payroll and not recharged to the YOS (i.e. they are contributions in kind).

(v) Any exceptional and significant cost items will be considered by the LMB, in advance of any commitment towards the cost being incurred. This is to allow a funding agreement to be reached between partners. These items will need to be considered on a case by case basis and the LMB may decide the means by which such funding will be administered, e.g. sole agency responsibility or additional partnership contributions (or use of YOS Reserve – see 10. viii below).

(vi) All parties will contribute their share of costs annually and will be invoiced by Monmouthshire County Council once a year for the full amount.

(vii) The value of partners' contributions towards the costs of the YOS may need to increase due to general inflation, staff increments, pay awards and other increases in costs or due to a reduction in grant income. If any partner is unable to commit to this increase or indeed maintain the same

## APPENDIX C)

level of funding as in previous years this would need to be brought to the attention of the Chair of the LMB as soon as possible.

- (viii) As host for the YOS, Monmouthshire County Council will set, monitor and manage the operational budget. It will report any forecasted over or under spend to the LMB on a quarterly basis so that the LMB can take any action deemed necessary to either reduce the over spend or to make use of the under spend.
- (ix) Monmouthshire County Council administers a specific reserve on behalf of all partners of the YOS (YOS Reserve). This reserve was originally set up to help meet any staff costs linked to redundancies as much of the YOS expenditure is grant funded. The LMB will oversee the management of the YOS Reserve and determine how it should be used. Should any liabilities fall to the YOS which cannot be funded by the Reserve, in full or in part, particularly future redundancy costs, these liabilities will be split between partners on a pro rata basis according to annual contribution levels.
- (x) Any annual YOS under spend may be used to increase the value of the Reserve but only up to a level not exceeding £150,000. If an over spend is forecasted near to the year end, LMB will have to decide whether the YOS Reserve is going to fund it or whether to seek additional contributions from partners, again, on a pro rata basis according to annual contribution levels.
- (xi) The YOS receives an annual allocation of funding from the Youth Justice Board which does not form part of the overall Youth Justice Grant and is specifically for the use of remand placements and subsequent LAC status of any young person remanded. This money will not form a part of the overall YOS budget but will remain ring-fenced for remand placements. As any additional cost borne will be the responsibility of the respective local authorities', should there be any under spend then it will be for the local authority areas (Heads of Children Services) to determine how best to utilise this money.
- (xii) Should any partner wish to withdraw (its funding) from the YOS altogether, the Chair of the LMB must be advised in writing giving at least six months' notice. As the partnership is statutory, any intention to withdraw should be accompanied by an explanation providing the exact reasons for the withdrawal.
- (xiii) This YOS Agreement should be signed and returned to the YOS Manager by no later than Friday 30<sup>th</sup> October 2015.



APPENDIX C)

**IN WITNESS** whereof the  
**Common Seal** of  
**Monmouthshire County Council**  
is here to affixed in the presence of

Chief Executive.

APPENDIX C)

The Agreement is signed on behalf  
of **Aneurin Bevan University Health Board** by

Chief Executive

APPENDIX C)

**The Common Seal of  
Torfaen County Borough Council**  
was hereto affixed in the presence of

Chief Executive.

APPENDIX C)

**The Common Seal** of the  
**National Probation Service, Gwent Area**  
was hereto affixed in the presence of

## APPENDIX C)

The Agreement is signed  
on behalf of **Heddlu Gwent Police** by

Chief Constable

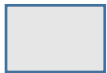
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	<u>Monmouthshire</u>			<u>Torfaen</u>			<u>% split</u>		
	2013/14	2014/15	2015/16 (half year only)	2013/14	2014/15	2015/16 (half year only)	2013/14	2014/15	2015/16 (half year only)
Prevention	8	9	10	8	6	8	50/50	60/40	56/44
ABC	2	1	0	12	5	0	14/86	17/83	0/0
Restorative Justice Disposal	44	45	14	85	77	51	34/66	37/63	22/78
Bureau	46	30	15	102	56	36	31/69	35/65	29/71
NFA	1	1	1	1	2	3	50/50	33/67	25/75
RJD	2	3	1	3	1	3	40/60	75/25	25/75
Youth Caution (no intervention)	1	1	0	7	0	5	12.5/87.5	100/0	0/100

APPENDIX D)

Youth Caution (voluntary intervention)	2	8	7	8	20	10	20/80	29/71	41/59
Youth Conditional Caution	29	10	2	64	24	12	31/69	29/71	14/86
Charge to Court	11	7	4	19	9	3	37/63	44/56	57/43
Referral Order	5	8	1	31	17	9	14/86	32/68	10/90
Reparation Order	1	0	0	2	1	1	33/67	0/100	0/100
Youth Rehabilitation Order	7	11	4	24	24	7	23/77	31/69	36/64
Youth Rehabilitation Order with ISS	1	0	0	3	6	4	25/75	0/100	0/100
Detention and Training Order	1	0	0	5	2	4	17/83	0/100	0/100
S90/91	0	0	0	2	2	0	0/100	0/100	0/0
Bail Support	0	0	0	0	2	1	0/0	0/100	0/100
Bail Support with ISS	0	0	0	2	1	2	0/100	0/100	0/100
Remand (beds/nights)**	0	0	0	312 INC REMAND LAA	154	86			
Parenting support	14	26	8	41	27	20	25/75	49/51	29/71
Total	129	130	52	312	224	143	29/71	37/63	27/73



Figures not included in total



**Prevention:**

The Youth Offending Service accept prevention referrals from a number of agencies including Children's Services, Schools, Police and TAF to work with young people who are at risk of offending or re-offending. The Prevention Team accept referrals for young people aged 8-17 years. Prevention intervention is voluntary and as such both the young person and parent(s)/carer(s) must consent to the referral being made. Where the referral criteria has been met the case is allocated to a qualified Social Worker in the Prevention Team who will undertake an assessment prior to discussing the case (with the referrer present) at the multi-agency prevention panel. The multi-agency prevention panel will agree a plan of intervention. The intensity and duration of intervention will be determined by the risks identified in the assessment. Young people and families referred to the Prevention Team can benefit from the knowledge, skills and experience of the specialists in the Youth Offending Service including a Clinical Nurse Specialist (CAMHS), Substance Misuse Worker (Kaleidoscope), Education Worker, Police Officer (Heddlu Gwent Police), Parenting Support Workers, Victim and Restorative Justice Worker, Youth Worker and Speech and Language Therapist (ABUHB).

**Acceptable Behaviour Contract:**

The YOS works closely with community safety by supporting young people who are subject to Acceptable Behaviour Contracts (ABC) following identification of their involvement in anti-social behaviour. An assessment is carried out and the young person signs a contract of acceptable behaviour with a YOS Police Officer at the police station, which incorporates a formal session of intervention. On-going support is offered to the young person and family in order to enable them to comply with the conditions of their ABC and prevent escalation of behaviour and this is reviewed via the partnership.

**Restorative Justice Disposal:**

This is a locally agreed disposal for young people who have had no previous involvement with the Youth Justice System. This has included significant training to front line Police staff, a consistent gatekeeping process in place for all cases referred through to the YOS by the Police (which has included the development of the Bureau model) and appropriate levels of intervention being made available following an initial assessment/ screening process for all young people who receive RJDs. This, as a minimum, involves all young people attending a Restorative Justice clinic where victim issues and consequences of offending are addressed. Should any other needs become apparent then these are dealt with via referral to other universal agencies (as appropriate, including TAFF processes) and basic education / intervention being carried out by the YOS. Victims and restorative approaches remain a focus of any RJD intervention. Every

## APPENDIX D)

young person and every victim that takes part in this process is given the opportunity of taking part in post intervention evaluation and satisfaction rates are consistently high.

An internal review of the RJD process in 2013 established that a great deal of time was invested in assessing what ultimately became (in the majority of occasions) low level and low need interventions. As a result, the YOS has reconfigured its assessment process for RJDs. All young people are now 'screened' when they receive their RJD to allow further needs to be identified. The screening replaces the full ONSET Assessment which was previously completed. A Senior Practitioner / Social Worker is present at the screening to ensure any risk/safeguarding issues are identified and appropriate referrals are made to partner agencies.

### **Bureau:**

The Bureau is a partnership between Heddli Gwent Police and the three Youth Offending Services (Monmouthshire and Torfaen YOS, Blaenau Gwent and Caerphilly YOS and Newport YOS) established in response to the changes to Out of Court Disposals implemented by the Legal Aid Sentencing and Punishment of Offenders Act 2012 (LASPO). The Bureau accepts referrals from Heddli Gwent Police for offences with a gravity score between 1-3 where the young person admits guilt. Upon receipt of referral the case is allocated to a Social Worker or Probation Officer who will complete an assessment and report to present to Bureau. The Bureau is represented by a member of the Youth Offending Service (Senior Practitioner or Operational Team Manager), YOS seconded Police Officer, Community Panel Member (volunteer) and Heddli Gwent Police (Sergeant or above). The young person attends Bureau along with their parent(s)/carer(s) or appropriate adult. Having considered the report and proposal of the Social Worker/Probation Officer, the Bureau agree on the most appropriate disposal. The options available to Bureau are as follows:

NFA: No Further Action.

Youth Caution (no intervention): The young person is formally cautioned. No intervention is deemed necessary.

Youth Caution (voluntary intervention): The young person is formally cautioned and agrees to a voluntary programme of intervention to reduce the risk of further offending and repair the harm caused by their behaviour.

Youth Conditional Caution: The young person is formally cautioned. They must comply with a number of conditions (determined by Bureau members and based upon the assessment and report provided by the YOS) to reduce the risk of further offending and repair the harm caused by their behaviour. Failure to comply with the conditions agreed will result in the young person being referred back to the OIC (Officer in Charge) who may charge them to Court for the original offence.

## APPENDIX D)

Charge to Court: The Bureau determine that an Out of Court disposal is not suitable and refer the case back to the OIC (Officer in Charge) with a recommendation that the young person is charged to Court for the offence.

### **Referral Order:**

Court Order available for young people aged 10-17 years who plead guilty. A Referral Order can be between three and twelve months duration. Following imposition of a Referral Order an assessment is completed by a Social Worker / Probation Officer and a report prepared for the Referral Order Panel. The Referral Order Panel is represented by the YOS (Senior Practitioner or Operational Team Manager) and at least two Community Panel Members (volunteers). The Panel meet with the young person and their parent(s)/carer(s) to negotiate a contract to reduce the risks of re-offending and repair harm caused by their behaviour. There is no limit to the number of Referral Orders a young person can receive. The intensity of intervention is based upon an assessment of their risk of re-offending and risk of serious harm to others.

Low risk of re-offending/serious harm to others = 2 contacts per month (minimum)

Medium risk of re-offending/serious harm to others = 4 contacts per month (minimum)

High risk of re-offending/serious harm to others = 8 contacts per month (minimum)

Where a young person is at risk of custody, the Court can impose an Intensive Referral Order = up to 20 hours contact per week.

### **Reparation Order:**

Court Order available for young people aged 10-17 years who plead guilty or are found guilty following trial. The Reparation Order aims to reduce the risk of re-offending by helping young people understand the effects of crime on the victim/s. The Reparation Order focuses upon the young person making amends for their behaviour. Young people will be required to complete up to 24 hours reparation over a period of three months. Reparation could include writing a letter of explanation/apology, a face to face meeting with the victim or practical work for the victim or the local community.

## APPENDIX D)

Youth Rehabilitation Order: Court Order available for young people aged 10-17 years who plead guilty or are found guilty following trial. The Youth Rehabilitation Order can be imposed for up to three years duration and provides a menu of interventions to tackle offending behaviour.

A Youth Rehabilitation Order can include the following requirements:

- Activity Requirement
- Attendance Centre Requirement
- Curfew Requirement
- Electronic Monitoring Requirement
- Drug Testing Requirement
- Drug Treatment Requirement
- Education Requirement
- Exclusion Requirement
- Intoxicating Substance Treatment Requirement
- LA Residence Requirement
- Residence Requirement
- Mental Health Treatment Requirement
- Programme Requirement
- Prohibited Activity Requirement
- Supervision Requirement
- Intensive Supervision and Surveillance Requirement
- Unpaid Work Requirement – 40-240 hours \*for 16 and 17 year olds only.

The intensity of intervention is based upon an assessment of the risk of re-offending and risk of serious harm to others.

Low risk of re-offending/serious harm to others = 2 contacts per month (minimum)

Medium risk of re-offending/serious harm to others = 4 contacts per month (minimum)

High risk of re-offending/serious harm to others = 8 contacts per month (minimum)

**Youth Rehabilitation Order with Intensive Supervision and Surveillance:**

Community alternative to custody. Young people subject to ISS are required to be seen for a minimum of 25 hours per week during the first three months of their order. ISS covers the following core elements:

- Education, Training and Employment
- Interventions to tackle offending behaviour
- Reparation to victims or the community
- Assistance in developing interpersonal skills
- Family Support

**Detention and Training Order:**

Custodial sentence for young people aged between 12-17 years. A DTO can be imposed for between four and twenty four months. A young person will serve half of their sentence in custody and half in the community. During the community element of their sentence the frequency of contact will be determined by the assessed risk of re-offending and risk of serious harm to others (as detailed above) and can include an intensive supervision and surveillance requirement.

**S.90/91:**

Longer term custodial sentence reserved for the most serious offences. This sentence can only be imposed by the Crown Court.

**Bail Support:**

When a young person is at risk of remand, the YOS will offer a programme of support to reduce the risk of absconding/offending whilst on bail and to ensure that they attend future Court hearings. The bail support package offered will be determined following an assessment completed by a Social Worker/Probation Officer at Court. The intensity of contact will be determined by the Court but could involve daily contact.

**Bail Support with Intensive Supervision and Surveillance:**

See YRO with ISS above.

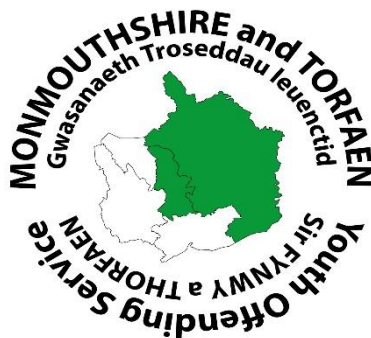
**Parenting Support:**

The YOS provides parenting support and interventions via referral from external / partner agencies to young people / families with identified criminogenic factors. The parenting support workers also provide a function via the broader prevention / early intervention agenda. The parent(s)/carer(s) of all young people subject to statutory intervention are offered parenting support on a voluntary basis. The Court can impose a Parenting Order alongside any criminal conviction for young people.

**Jacalyn Richards – Service Manager**

**Monmouthshire & Torfaen Youth Offending Service**

**29<sup>th</sup> November 2015**



<b>SUBJECT:</b>	<b>OPTIONS TO BALANCE BUDGET DEFICIT FOR 2016/17 AND SET A SUSTAINABLE BUDGET MOVING FORWARD</b>
<b>MEETING:</b>	<b>YOS LOCAL MANAGEMENT BOARD</b>
<b>Date:</b>	<b>15<sup>TH</sup> MARCH 2016</b>

## **1. PURPOSE:**

- 1.1** The purpose of this report is to provide the Youth Offending Service (YOS) Local Management Board (LMB) with the required information in order to consider the options available to balance the budget deficit for 2016/17 and set a sustainable budget moving forward.

## **2. RECOMMENDATIONS**

- 2.1** That Local Management Board members consider the options put forward to reduce the budget deficit and set a sustainable budget moving forward.
- 2.2** That the LMB revise its previous decision to redistribute the reserve, in excess of £130,000, to partners to mitigate the savings necessary to balance the YOS budget for 2016/17.
- 2.3** That the LMB consider commissioning an independent review funded from reserves, to report by September 2016, of the service and financial options available to the Monmouthshire and Torfaen YOS to reflect anticipated further cost pressures of partners.
- 2.4** That statutory partners maintain existing contributions for 2016/17.
- 2.5** That statutory partners consider their existing contributions and whether or not they satisfy the requirement “to fund services to the extent required in their local area and to ensure that the YOT is adequately resourced.”

### **3. BACKGROUND:**

**3.1** Monmouthshire and Torfaen Youth Offending Service was established in 2000 as a statutory function of the Crime and Disorder Act 1998. The primary purpose of the service is to prevent offending and re-offending by children and young people (aged 10-17 years). The Crime and Disorder Act requires every local authority area to establish a Youth Offending Team (YOT) with the co-operation of Police, Health and Probation. The Act further stipulates that each YOT is to have at least one Social Worker, one Police Officer, one Probation Officer, one Health Worker and one Education Worker.

**3.2** Youth Offending Teams are required to provide the main supervisory elements of statutory youth justice services including:

1. Assessment of young people who have offended and management of risk and safeguarding issues.
2. Supervision of young people who have been remanded to custody and those requiring support in the community, as directed by the Court.
3. Provision of pre-court interventions that divert young people away from the youth justice system.
4. Statutory supervision of young people who have been given Court Orders which are to be managed in the community, including the provision of a lay youth panel to discharge the responsibilities of Referral Orders.
5. Sentence planning for young people in custody and their supervision on release.
6. Planning for reintegration beyond the end of a sentence.

**3.3** YOTs must be made up of nominated and seconded staff from the statutory partners. In terms of partnership funding statutory partners are required to fund services to the extent required in their local area and to ensure that the YOT is adequately resourced. Statutory partners should be actively identifying additional resources where possible to extend the range of services available to target areas of identified need.

**3.4** The Youth Justice Board provides funding to support the development of good practice. The Welsh Government provide additional funding the Promoting Positive Engagement of Young People (at risk of offending) fund (PPEYP), formerly the Youth Crime Prevention Fund (YCPF). The PPEYP fund is distributed to YOTs and community safety partnerships across regional footprints to fund initiatives and projects to reduce and prevent anti-social behaviour, offending and re-offending.

### **4. KEY ISSUES**

**4.1** As a result of a number of reductions in financial contributions to the YOS, the YOS currently has a £153,000 budget deficit moving into 2016/17 which needs to be resolved.



- 4.2** Appendix a) outlines the main sources of YOS income for 2014/15 through to 2016/17 and the reductions therein. The main reductions are:
- A 7.6% reduction to the Youth Justice Good Practice Grant moving into 2015/16 (£22,233), followed by an 'in year' reduction of 10.6% (£28,587).
  - A 33% reduction to the grant funding received from the Office of the Police and Crime Commissioner (£15,000). There will be a further 33% reduction to this grant for 2017/18 and again in 2018/19.
  - A 50% (£26,687) reduction in contribution from the National Probation Service moving into 2016/17. This contribution will further reduce to £5,000 from 2017/18 (see appendix b).
  - A number of the cash contributions for 2016/17 are yet to be confirmed (including the contributions from Gwent Police, Aneurin Bevan University Health Board and grants from the Youth Justice Board and Welsh Government).
- 4.3** In addition to the reductions in cash contributions outlined above, the YOS have lost 50% (2 FTE reduced to 1 FTE) of their officer resource from Gwent Police and will be losing 50% (1 FTE reduced to 0.5 FTE) of their officer resource from the National Probation Service moving into 2016/17.
- 4.4** Prior to understanding the intentions of other partners, Torfaen County Borough Council had advised the LMB that in their budget setting process for 2016/17, anticipating significant cuts to their Revenue Support Grant (RSG), a reduction of £50,000 to their YOS contribution was proposed. The proposed RSG cut to Torfaen CBC was 4.4%. The actual cut was 1.7%. By way of comparison, Monmouthshire County Council had planned for a cut of 4.3% and the actual reduction was 3.0%.
- 4.5** The potential for a £50,000 reduction in contribution from Torfaen County Borough Council was discussed at the LMB on the 15<sup>th</sup> December 2014. Although not formally agreed, discussion took place regarding the possibility of Torfaen using funds due to return to them from the YOS reserve to offset the reduction in contribution for 2015/16 and 2016/17.
- 4.6** The YOS has a three year financial (2015/16 – 2017/18) agreement which has been signed by all statutory partners. The agreement sets out the percentage contributions from each partner and stipulates that "if any level of contribution (% or real amount) is to change in the future this would have to be agreed by LMB (see appendix c, p3)."
- 4.7** The proposed reduction in contribution from Torfaen County Borough Council brings their contribution below that of Monmouthshire County Council. In November 2015 the YOS Service Manager prepared a report for the Chief Executive of Monmouthshire County Council (at the request of the Head of Service) outlining the difference in activity between the two authorities (see appendix d). This report clearly highlights the significantly higher level of activity in Torfaen.
- 4.8** The reduction in contribution from the National Probation Service (NPS) has not been agreed by the LMB but has come about as part of a national funding

formula introduced following a review (by NPS and the YJB) of existing contributions to ensure that the statutory obligations are met nationally in a consistent manner. The NPS representative on the LMB made it clear prior to signing the YOS Agreement that they would have difficulty signing the agreement pending the outcome of the national funding formula. They were advised at the time that the agreement needed to be signed in order to release money from the reserve owed to partners and that, the financial contributions outlined in the agreement reflected the current position.

- 4.9** The YOS currently has a £382,226 reserve and had previously agreed to cap the reserve at £130,000 and redistribute the remaining £252,266 back to partners according to their percentage contributions. This decision was made some two years ago, before the annual budget deficit was known/anticipated. The re-distribution of the reserve is planned to be resolved as part of closing the 2015/16 accounts.

## **5 OPTIONS TO REDUCE DEFICIT**

- 5.1** The YOS Management Team have been working alongside the YOS Accountant to consider the options available to reduce the budget deficit and set a sustainable budget moving forward which will pose the least possible threat to the service.

- 5.2** Appendix e) and f) set out existing partner contributions and the options for consideration to reduce the budget deficit, along with the identified risks and impact upon the service. The options include:

- a reconfiguration of the YOS Information Officer post and administration team amounting to savings of approximately £21,000. This would involve:
  - deleting the existing Senior Admin Officer post (30 hours),
  - deleting the existing Information Officer post (37 hours),
  - creating a new Administration and Information Officer post (37 hours) to assume the existing responsibilities of the above two posts, less the supervisory responsibilities of the existing Senior Admin Officer.
  - Amending the job descriptions and hours of the existing Admin Assistants to absorb some of the basic tasks currently assumed by the Information Officer.
  - The three Operational Team Managers would assume supervisory responsibilities for the Admin Assistants.

- 5.3** The reconfiguration would result in a reduction of 27.5 hours administration time to the service. However, it is felt that this reduction in administration hours could be managed following a change to the YOS database in December 2014 resulting in Prevention and Statutory cases being held on the same system.

- Deleting one Social Worker post amounting to savings of approximately £41,500. This post has been vacant for a considerable period.

- Deleting the two Education posts (currently vacant) in the service and creating one new post amounting to savings of approximately £15,500.
  - Deleting one Reparation Officer post amounting to savings of approximately £29,000.
  - Deleting the Youth Worker post amounting to savings of approximately £27,000.
  - Reduce one Parenting Support Worker (PPEYP fund) post from 30 hours per week to 22 hours per week amounting to savings of approximately £8,500.
  - Delete part time Support Worker (PPEYP fund) post amounting to savings of approximately £12,500.
- 5.4** Other options have been considered to reduce the budget but have not been deemed viable or are considered to present too greater risk to the service. These include:
- 5.5** A reduction in Operational Team Managers from three to two – The Service has already deleted one Operational Team Manager post in 2010 when the Prevention Team were re-located to sit within the Youth Offending Service. The most recent inspection conducted by HMIP (June 2015) recommended that “evidence of the impact on quality of management oversight of cases needed to be better recorded.” The case sample selected for the inspection was from a period when there was a vacancy in the YOS management team.
- 5.6** A further reduction in Social Worker posts – The Service has had one vacant Social Worker post since 2012 and another since December 2015. The Service have struggled to manage caseloads since the second Social Worker post became vacant in December 2015 and there has been a notable increase in sickness levels of Social Workers in the team. The NPS national funding formula will see the YOS losing 0.5 of a Probation Officer as of 1<sup>st</sup> April 2016 which will further impact upon the workload of existing Social Workers in the service.
- 5.7** Re-location of the team to reduce accommodation costs. This was raised at LMB in January 2016. Members were asked to come forward with suggestions for the re-location of the team to reduce accommodation costs. No suggestions have been forthcoming to date. The existing lease at Mamhilad Park Estate expires in April 2018.
- 5.8** If all the changes outlined in 4.2 and 4.3 above were made, the YOS would make full year savings totalling £155,000, satisfying the budget deficit. There would also be a call upon reserves to afford the redundancy and strain costs from the deletion of posts before reserve disaggregation. However, due to the time required to implement these changes, full year savings would not be achieved for 2016/17 which would leave the YOS with a significant overspend and potential risks to the service as outlined in appendix e).
- 5.9** If the LMB reaffirms the level of reserve distribution it agreed previously (see point 3.9 above), and that distribution occurs, this would in theory allow partners to use the reserve returned to them to maintain their current contribution to the YOS whilst a more fundamental review of the service and financial model of the

YOS takes place. However, this would result in an inconsistent approach between partners and would still not satisfy the existing budget deficit for 2016/17 due to reductions in grant income.

- 5.10** The LMB could revise its previous decision and use the reserve to mitigate the savings necessary to meet the budget deficit for 2016/17. This is not a sustainable position as reserves cannot be used to support core service in the longer term. As well as using the reserve to mitigate the savings necessary for 2016/17 the LMB could use the reserve to commission an independent review of the service and the financial options available to set a sustainable budget. This would also allow the time necessary to undertake an exercise to calculate the true redundancy costs for any posts potentially affected by a restructure following the findings / outcome of the independent review. It is estimated that the independent review would cost in the region of £30,000.

## **6 CONSULTTEES**

- 6.1**
- Claire Marchant, Chief Officer Social Care and Health, MCC
  - Rob Long, Children's Services and R&P Accountant, MCC
  - Tyrone Stokes, Finance Manager, MCC
  - Mark Howcroft, Assistant Head of Finance, MCC

## **7. BACKGROUND PAPERS**

- 7.1**
- Appendix a) – breakdown of main YOS income for 2014/15 through to 2016/17
  - Appendix b) – Letter confirming the outcome of the National Probation Service funding formula
  - Appendix c) – copy of YOS Local Management Board financial agreement between statutory partners
  - Appendix d) – report outlining the difference in YOS activity between the two authorities
  - Appendix e) – post considered for deletion along with the identified risks and potential impact upon the service
  - Appendix f) – funding scenarios to meet budget deficit for 2016/17

## **8. AUTHOR**

- 8.1** Jacalyn Richards – Youth Offending Service Manager

## **9. CONTACT DETAILS**

- 9.1** Tel: 01495 768330

- 9.2** Email: [jacalynrichards@monmouthshire.gov.uk](mailto:jacalynrichards@monmouthshire.gov.uk)



## MONMOUTHSHIRE & TORFAEN YOUTH OFFENDING SERVICE

### Actions of Local Management Board held on Tuesday 15<sup>th</sup> March 2016 at The Greenmeadow Golf Club

#### Present:

Keith Rutherford (Chair)	- Deputy Chief Officer, Social Care & Housing, Torfaen CBC
Geraint Spacey	- Operational Manager, YOS (attending on behalf of Jacalyn Richards)
Vicky Nash	- Operational Manager, YOS (attending on behalf of Jacalyn Richards)
Jane Rodgers	- Interim Head of Children's Services (MCC)
Robert Long	- Children's Services and R&P Accountant, Monmouthshire CC
Ngel Spacey	- Wales Probation Services, Team Manager (attending on behalf of Heather Nichols, Deputy ACE)
Sarah Rees	- Careers Wales (attending on behalf of Mikki Down, Area Manager)
Tracey Tucker	- Additional Learning Needs Manager, Torfaen CBC
Claire Kennedy	- Youth Worker, Torfaen CBC (attending on behalf of Barbara Howe, Youth Service Manager)
Tracey Thomas	- Head of Youth Service, Monmouthshire CC
Richard Austin	- Schools Improvement Officer, Monmouthshire CC
Karen Kerlake	- Lead Officer for Community Safety, Torfaen CBC
John O'Sullivan	- Mental Health Advisor, Aneurin Bevan University Health Board

#### Apologies:

Jacalyn Richards	- Service Manager, YOS
Nic Davies	- Assistant Chief Officer, National Probation Service
Will McLean	- Head of Policy and Engagement, Monmouthshire CC
Inspector Stefan Williams	- Heddlu Gwent Police
Chief Inspector Matthew Williams	- Heddlu Gwent Police

AGENDA ITEM	DISCUSSION & AGREED ACTION	ACTION BY:
1. Introductions and apologies	Introductions were made and apologies noted.	
2. Previous minutes – accuracy & matters arising	Minutes of the last LMB meeting held on 5 <sup>th</sup> January 2016 were agreed.	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 72</p> <p>3. Setting a Sustainable Budget</p>	<p>A report outlining options to balance the budget deficit for 2016/17 was considered. The report had been prepared by Jacalyn Richards following discussion with the YOS Management Team, YOS Accountant and other key members of MCC. The following recommendations were agreed:</p> <p>A reconfiguration of the YOS Information Officer post and administration team amounting to a saving of approximately £21,000. This would involve:</p> <ul style="list-style-type: none"> <li>• Deleting the existing Senior Admin Officer post (30 hours)</li> <li>• Deleting the existing Information Officer post (37 hours)</li> <li>• Creating a new Administration and Information Officer Post (37 hours) to assume the existing responsibilities of the above two posts, less the supervisory responsibilities of the existing Senior Admin Officer</li> <li>• Amend the job descriptions and hours of the existing Admin Assistants to absorb some of the basic tasks currently assumed by the Information Officer</li> <li>• The three Operational Team Managers to assume supervisory responsibilities for the Admin Assistants</li> </ul> <p>Further savings to be achieved through the following:</p> <ul style="list-style-type: none"> <li>• Deleting the vacant Social Worker post (saving approximately £41,500). This post has been vacant for a considerable period</li> <li>• The two vacant Education posts to be deleted and one new post created (saving approximately £15,500)</li> <li>• Delete the Reparation Officer post (saving approximately £29,000)</li> <li>• Delete the Youth Worker post (saving approximately £27,000)</li> </ul>	

- Reduce one Parenting Support Worker post from 30 hours to 22 hours per week (saving approximately £8,500)
- Delete the part time Support Worker post – 2 days per week (saving approximately £12,500)

If the above changes are made the YOS would make a full year savings of approximately £155,000, satisfying the budget deficit. Due to the time required to implement the changes, the full year saving would not be achieved for 2016/17.

Following further discussion it was agreed that the reserve be used to afford the redundancy and strain costs from the deletion of the posts. The following was agreed in relation to the reserve:

1. To reduce the level of the YOS Reserve, currently standing at £382,226, to £325,000 This will mean a re-distribution of part of the reserve back to partners amounting to £57,226 as follows:

• Police	£4,288	7.49%
• Probation	£3,406	5.95%
• Health	£4,193	7.33%
• MCC	£22,246	38.87%
• TCBC	<u>£23,093</u>	<u>40.36%</u>
	<b><u>£57,226</u></b>	<b><u>100.00%</u></b>

This re-distribution is significantly smaller than the £252,226 previously agreed by LMB. However, it will still allow TCBC to top up its 2015/16 contribution by using £22,123 of the £23,093 re-distribution allocated to it. Therefore, with this reserve adjustment plus TCBC's proportion of the YOS under spend brought forward from 2014/15 (£27,877) , TCBC will be making the same contribution to the YOS for 2015/16 as it has in the last few years which is also the amount built into our 2015/16 YOS budget (£359.763).

The remaining balance of the reserve (£325,000) will then be available to meet any redundancy costs relating to deleted posts, any revenue overspend which may arise in 2016/17 due to full year savings not being achieved and the cost of any

independent review which may be commissioned. It is intended to revisit the reserve position again in around nine months' time (Dec 2016), at which point a further re-distribution decision may be made by the LMB when it is clearer about the extent of the financial effects of the savings being made in 2016/17 and the redundancy and strain costs associated with them.

Finally, in terms of partner contributions for 2016/17 TCBC agreed that they will be able to maintain its £359,763 contribution to the YOS for next year. Therefore, the only change in partner contributions from those made in 2015/16 should be the £26k reduction by Probation (due to the National Funding Formula involving the Youth Justice Board). No other partner representative at the meeting (MCC / Health) expressed any intent to seek an agreement from the Board to reduce its contribution for 2016/17. Unfortunately, the Police were not represented at the meeting but the budget deficit calculation as per Jacalyn's report does assume the Police will maintain the same level of contribution in 2016/17 as made in 2015/16. To summarise, the expected contributions to the YOS from partners for 2016/17 are as follows:

• Police	£66,791	7.72%
• Probation	£26,687	3.08%
• Health	£65,314	7.55%
• MCC	£346,547	40.06%
• TCBC	<u>£359,763</u>	<u>41.59%</u>
	<b><u>£865,102</u></b>	<b><u>100.00%</u></b>

Consideration was given to the recommendation in the report requesting the LMB to commission an independent review of the service (funded from the reserve). LMB agreed that, as there is currently a national review of youth justice services and consideration of a possible collaboration across Gwent YOS' this should be deferred at this time. The LMB also felt the YOS Manager and her Management Team had the skills and knowledge to conduct this review. The following actions were therefore agreed:

- **The YOS Manager to prepare a paper outlining the scope and focus of the review to be presented to the next meeting of the LMB.**
- **LMB consider the Gwent Collaboration Report at its next meeting. JR to agenda for discussion.**

JR  
JR



	<p>Members requested their thanks be passed to Jacalyn Richards, YOS Manager for providing an excellent report which gave clear information and guidance to members. This assisted the decision making for members of the Board.</p>	
<p><b>4. YOT Management Board Guidance and Terms of Reference</b></p>	<p>The Board discussed the Guidance on effective Youth Offending Team governance in Wales and the YOS Terms of Reference. All elements of the Terms of Reference were agreed and the following additional elements were requested:</p> <p><u>Membership and attendance</u></p> <p>It was agreed that some Board members did not attend meetings regularly and others had not attended for a considerable time. It was accepted this may be due to pressures of work, but agreed that attendance of representatives at an appropriate level was important. It was also noted that it may be a 'daunting' experience for new people to attend meetings initially. The following actions were agreed:</p> <ul style="list-style-type: none"> <li>• <b>Jacalyn to contact Police representatives to ask if they can nominate appropriate cover to enable someone to attend when the representative is not available.</b></li> <li>• <b>Jacalyn to contact Will McLean to ask that he nominate a representative to attend the meeting. Sharran Lloyd was suggested as a suitable person due to her connection to projects and funding.</b></li> <li>• <b>Consideration be given to inviting 'deputy representatives' to a meeting to shadow alongside their representative</b></li> </ul> <p><u>Chairing and Minute Taking</u></p> <p>It was noted the Vice Chair of the Board was the former Head of MCC Children's Services.</p> <p><b>Action – the new Head of Children's Services be invited to take on this position.</b></p> <p><u>Member Roles and Responsibilities</u></p> <p>It was agreed there has been very limited attendance by Elected Members of both</p>	<p>JR</p> <p>JR</p> <p>ALL</p>

	<p>Authorities.</p> <p><b>Action – Jacalyn to contact Monmouthshire to ask who the Elected Member representative is. Keith to contact Torfaen for the name of their Elected Member.</b></p> <p><b>Action – The Terms of Reference Membership to be listed in terms of organisation, position and name of representative.</b></p>	<p>JR KR</p> <p>JR</p>
<b>5. Youth Justice Review – Interim Report</b>	The Youth Justice Review was discussed and noted. Members were keen to see the final report which is due for publication later in the year.	`
<b>6. Performance / Quarterly Report</b>	The YOS Performance report was considered and its content noted.	
<b>7. Next Meeting</b>	<b>Tuesday 21<sup>st</sup> June 2016 – 2.00 p.m., YOS Meeting Room</b>	

<i>To:</i>	Keith Rutherford, Chair of Monmouthshire and Torfaen YOS Management Board
<i>Copy to:</i>	See copy list at end
<i>From:</i>	Helen Mercer, Assistant Chief Inspector (Youth Justice)
<i>Publication date:</i>	29 July 2015

## **Report of Short Quality Screening (SQS) of youth offending work in Monmouthshire and Torfaen**

The inspection was conducted from 22-24 June 2015 as part of our programme of inspection of youth offending work. This report is published on the HMI Probation website. A copy will be provided to partner inspectorates to inform their inspections, and to the Youth Justice Board (YJB).

### **Context**

The aim of the youth justice system is to prevent offending by children and young people. Good quality assessment and planning at the start of a sentence is critical to increasing the likelihood of positive outcomes. We examined 14 cases of children and young people who had recently offended and were supervised by Monmouthshire and Torfaen Youth Offending Service (YOS). Wherever possible, this was undertaken in conjunction with the allocated case manager, thereby offering a learning opportunity for staff.

### **Summary**

The published reoffending rate<sup>1</sup> for Monmouthshire and Torfaen was 42.9%. This was worse than the previous year of 36.3% and worse than the England and Wales average of 36.6%.

Overall, we found that the performance of the Monmouthshire and Torfaen YOS was consistent with our findings from our previous inspection in 2010. Staff were well supported in their work and they engaged positively with children and young people and partner organisations. There is scope for improving the quality of practice by ensuring that all assessments and plans are underpinned by an analysis of relevant case issues and integrate diversity matters when required. Achieving consistency between staff in this respect would help to improve the quality of the services offered by the YOS as a whole.

### **Commentary on the inspection in Monmouthshire and Torfaen**

#### **1. Reducing reoffending**

- 1.1. We found that sufficient advice had been given to courts to assist with sentencing in all cases.

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<sup>1</sup> Published April 2015 based on binary reoffending rates after 12 months for the July 2012 – June 2013 cohort. Source: Ministry of Justice

- 1.2. Assessments and plans form the bedrock of service delivery. In 3 of the 14 cases reviewed the assessments of what was likely to make a child or young person offend were not of good enough quality. This was largely because these assessments were insufficiently analytical. This was reflected in the case plans for those children and young people and it meant that the scope of the work envisaged with them limited the possibilities of positive outcomes being achieved. Assessment and planning was an aspect of practice that was strong for many staff members and there was scope for improving the position of the team overall by ensuring consistency between staff in the quality of assessments and plans produced.
- 1.3. The family and personal circumstances of children and young people can change quickly and can show the need for a change of direction in supervision. As a result, assessments and plans to address offending issues need to be reviewed in order that they keep pace with case developments. Three of the nine assessments that were reviewed had not been done well enough. This was mirrored in the reviews of the associated plans.
- 1.4. Plans of work to address potential reoffending were strengthened by the voluntary resettlement support facility. This supported children and young people who were coming to the end of supervision but needed ongoing support, were coming out of custody, or were in the process of transferring to adult probation supervision. The scheme offered a range of services, including initial transport support for children and young people as they made contact with their probation officers and began supervision in that setting.

## **2. Protecting the public**

- 2.1. A good quality assessment of risk of harm to others was seen in 12 of the 14 cases we reviewed. Where a child or young person may pose a risk of harm to others, we expect to see a plan to minimise the likelihood of this happening. In seven of the nine relevant cases, this was evident and we could see how the risk of harm would be managed. Such planning was satisfactory for two out of the three relevant custodial cases. In the custody case that did not have an adequate plan to address risk of harm issues, the plan for release and to deal with barriers to engagement was insufficient.
- 2.2. In the case of Helen<sup>2</sup>, the YOS case manager was instrumental in mobilising a range of partnership services to address her vulnerabilities and the risk of harm she posed. Helen was vulnerable, at risk of sexual exploitation and her angry outbursts put others at risk of harm. The YOS case manager was at the centre of a process to work with others to create and implement a comprehensive plan which saw Helen living in a supported environment, reflecting on her behaviour and on her future prospects, and accessing education and other developmental services.
- 2.3. Reviews of risk management plans are important as they ensure the work continues to minimise the risk of harm posed to others. In only five of the eight relevant cases, plans to address the risk of harm to others had been reviewed satisfactorily. For one case, the review had not been done. The other two were of insufficient quality because they did not reflect either the changes in the circumstances, or the diversity issues, of the children or young people.
- 2.4. Where there was an identifiable or potential victim, we noted that the risk of harm they faced had been effectively managed in five of the eight relevant cases.
- 2.5. We heard from staff that management oversight of risk of harm work had been provided in almost all of the relevant cases, but this was evident in the case record in under half. Deficiencies in the quality of some assessments and plans had not been addressed.

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<sup>2</sup> The names in this report have been changed to protect the identity of the child or young person

### **3. Protecting the child or young person**

- 3.1. In 12 of the 14 cases, safeguarding and vulnerability needs had been sufficiently assessed at the initial stage, but only half of the eight relevant cases could show that the assessments had been reviewed in the light of changing circumstances.
- 3.2. The case of Alun, aged 17 years, illustrated the value of the YOS involvement with the Torfaen Complex Case Forum. This brought together a range of agencies involved in the care of highly vulnerable children and young people. Through this forum the YOS was able to contribute to the multi-agency assessments of risks and needs, and to coordinate their work with social workers and others. Alun had benefited from these arrangements as the agencies had been able to identify appropriate priorities for his care and, in particular, to focus on his accommodation needs.
- 3.3. In three-quarters of the relevant cases, planning for work to manage and reduce vulnerability was of a good quality. In those that were not, missing relevant diversity factors, insufficient information exchanges with other agencies and not addressing substance misuse had undermined the quality of the work.
- 3.4. In seven out of the ten relevant cases, we found adequate reviews, throughout the sentence, to address safeguarding and vulnerability needs.
- 3.5. In 10 of the 13 relevant cases sufficient attention had been given to addressing the health and well-being needs of the child or young person.
- 3.6. There was evidence of effective management oversight of work to address safeguarding and vulnerability in over half of the cases.

### **4. Ensuring that the sentence is served**

- 4.1. The majority of assessments of diversity factors and barriers to engagement were sufficient and appropriate attention had been given to these issues in almost all of the pre-sentence reports. This work is important as it helps the child or young person to form an effective working relationship with their YOS case managers.
- 4.2. The child or young person or their parents/carers were involved in the preparation of all of the pre-sentence reports. We also found that they had good engagement to carry out further assessments and plans. While we found attention was being paid in most plans to diversity factors and to potential barriers to engagement, it was not always adequately considered in respect of age and maturity and family matters. In some cases, missing these issues limited the ability of the YOS to work towards achieving positive change with the child or young person.
- 4.3. Levels of contact with the children or young people subject to supervision maintained a good balance between promoting compliance, providing interventions to help achieve positive change for the individual and holding them to account. Five of the children or young people fully met the requirements of their sentence. Nine needed work by the case manager to secure their compliance. In all cases where the child or young person had not cooperated as required, the response of the YOS was appropriate. This led to them either re-engaging with the work, or, in two cases, being returned to court for breach proceedings. One inspector noted: *"This case showed creativity and flexibility in seeking to ensure a young person from the travelling community successfully completed his referral order. The young person and his family were reluctant to engage with professionals and put many obstacles in the way of participating in the work. The YOS worker offered flexibility in making appointments. She also used materials that were accessible and engaged the interest of the young person. Simple messages and reminders about appointments, backed by reminders about the consequences of non-compliance,*

*helped the young person to meet his obligations to the order. He had not reoffended or come to the notice of the police throughout the period of supervision".*

## **Operational management**

We found that the YOS had responded to the previous inspection in 2010 by implementing a range of measures aimed at improving the quality of their work. These included establishing a quality assurance process to improve a number of practice areas and rolling out Assessment, Planning, Interventions and Supervision (APIS) training to help with this. More recently, the YOS established a case planning forum to support work in complex cases. Practitioners welcomed these and other practice developments and had incorporated them into their work. In the period leading up to the inspection the YOS faced a number of challenges, including moving to a new case management system and carrying an operational manager vacancy for some time.

Case managers valued management oversight of their practice. Almost all described countersigning and management oversight of work as an effective process. We judged that staff supervision and quality assurance arrangements had made a positive impact in many of the cases inspected, but it was not regularly evidenced in the case files and had not delivered the required quality in all cases. In general, staff said they received effective supervision and that their line managers had the skills and knowledge to help them to improve the quality of their work.

Most staff reported having received recent training to enable them to do their current job, but several said they had not had enough training in delivering interventions and addressing diversity issues, although they valued the recent training in speech, language and communication needs. We found that most practitioners could demonstrate an awareness of the principles of effective practice and local policies and procedures to address compliance, vulnerability and risk of harm practice issues.

## **Key strengths**

- The quality of advice given to the courts.
- The engagement of children and young people and parents/carers in assessments.
- Priority was being given to addressing compliance and non-engagement issues.

## **Areas requiring improvement**

- All assessments and plans are informed by an analysis of relevant issues.
- Diversity issues need to inform relevant assessments and plans.
- Reviews need to reflect any significant changes in the circumstances of children and young people.
- Evidence of the impact on quality of management oversight of cases needs to be better recorded.

We are grateful for the support that we received from staff in the YOS to facilitate and engage with this inspection. Please pass on our thanks, and ensure that they are made fully aware of these inspection findings.

If you have any further questions about the inspection please contact the lead inspector, who was Joseph Simpson. He can be contacted at [joe.simpson@hmiprobation.gsi.gov.uk](mailto:joe.simpson@hmiprobation.gsi.gov.uk) (07917 084764).

Copy to:	
YOT Manager	<i>Jacalyn Richards</i>
Local Authority Chief Executive Monmouthshire County Council	<i>Paul Matthews</i>
Local Authority Chief Executive Torfaen County Council	<i>Alison Ward</i>
Director of Children's Services Monmouthshire County Council	<i>Simon Burch</i>
Director of Children's Services Torfaen County Council	<i>Sue Evans</i>
Lead Elected Member for Children's Services Monmouthshire County Council	<i>Geoff Burrows</i>
Lead Elected Member for Children's Services Torfaen County Council	<i>David Yeowell</i>
Lead Elected Member for Crime Monmouthshire County Council	<i>Bob Greenland</i>
Lead Elected Member for Crime Torfaen County Council	<i>David Daniels</i>
Police and Crime Commissioner for Gwent	<i>Ian Johnston</i>
Chair of Local Safeguarding Children Board	<i>Duncan Forbes</i>
Chair of Youth Court Bench	<i>Diana Hayman Joyce</i>
Head of YJB in Wales	<i>Dusty Kennedy</i>
Head of Oversight and Support for YJB in Wales	<i>Sarah Cooper</i>
YJB link staff	<i>Malcolm Potter, Paula Williams, Linda Paris, Julie Fox</i>
YJB Press Office	<i>Zena Fernandes, Adrian Stretch</i>
Estyn	<i>Alun Connick, Jassa Scott</i>
Care and Social Services Inspectorate Wales	<i>Nigel Brown, Bobbie Jones</i>
Healthcare Inspectorate Wales	<i>Robin Bradfield</i>
HM Inspectorate of Constabulary	<i>Paul Eveleigh</i>
Welsh Audit Office	<i>Huw Rees</i>

Note 1: As an independent inspectorate, HMI Probation provides assurance to Ministers and the public on the effectiveness of work with those who have offended or are likely to offend, promotes continuous improvement by the organisations that we inspect and contributes to the effectiveness of the criminal justice system.

Note 2: We gather evidence against the SQS criteria, which are available on the HMI Probation website - <http://www.justiceinspectors.gov.uk/hmiprobation>.

Note 3: To request a paper copy of this report, please contact HMI Probation Communications at [communications@hmiprobation.gsi.gov.uk](mailto:communications@hmiprobation.gsi.gov.uk) or on 0161 240 5336.

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## ROLE ADVERT

**ROLE TITLE:** Business Support and Information Officer

PERMANENT

**POST ID:** ?

**GRADE:** BAND F SCP 25 (£22,212) – SCP 29 (£25,440)

**HOURS:** 37 hours per week

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

### PURPOSE OF POST:

To ensure high quality administrative support and systems across the Youth Offending Service. To support the Youth Offending Service in their ability to collect, collate, analyse and validate information, using the required Youth Justice information management systems and those of our partner agencies. To ensure that all Youth Offending Service staff are proficient in the use of Youth Justice information management systems via the provision of training, advice and guidance.

**Should you require any further information regarding this post, please contact: Jacalyn Richards, Service Manager Tel: 01495 768300.**

**Closing Date: 12 noon on (Insert Date) 2016**

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

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

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

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

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

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

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. The post is not available for job share.

## ROLE PROFILE

**ROLE TITLE:** Business Support and Information Officer

PERMANENT

**POST ID:** ?

**GRADE:** BAND F SCP 25 (£22,212) – SCP 29 (£25,440)

**HOURS:** 37 hours per week

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

**RESPONSIBLE TO:** Service Manager

### **Monmouthshire & Torfaen Youth Offending Service...Who are we?**

#### **Our Purpose:-**

Monmouthshire and Torfaen Youth Offending Service aims to prevent offending and re-offending by young people within the two local authority areas by providing a high quality needs led service to young people, their families, victims and the communities within which we serve.

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

To ensure high quality administrative support and systems across the Youth Offending Service. To support the Youth Offending Service in their ability to collect, collate, analyse and validate information, using the required Youth Justice information management systems and those of our partner agencies. To ensure that all Youth Offending Service staff are proficient in the use of Youth Justice information management systems via the provision of training, advice and guidance.

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

The post holder is expected to lead and support their administrative team to enable the service to make effective and efficient use of resources available to them.

The office will be well organised with administrative systems in place to support all aspects of the Youth Offending Service.

Case Management systems will be maintained effectively, ensuring that performance information is statistically robust.

Business Support & Information Assistants will feel supported, competent and capable to carry out their role.

**Your responsibilities are to:-**

- To develop and oversee all systems and processes relevant to correspondence and enquiries within the Youth Offending Service operational teams. The post holder would be expected to have good knowledge regarding all administrative tasks that are the responsibility of the operational teams.
- Contribute to the production of the annual Youth Justice Plan and other strategic documents / plans as required by the YOS Service Manager.
- Have a good working knowledge of data recording guidance and any developments impacting upon such.
- Review and validate data integrity, ensuring that data is complete and qualitatively robust.
- Complete statistical performance returns to the Youth Justice Board, Welsh Government and others as requested by the Management Team.
- Build and run reports on Youth Justice databases to assist the Management Team and others to access statistical / performance information as required.
- Interrogate databases to produce management and performance information and statistics as requested.
- Act as the service link with database providers.
- To assist in the development of databases with providers.
- Participate in regional / national groups for Information Officers.
- Provide training, advice and guidance to all YOS staff to ensure competent use in Youth Justice information management and administrative systems specific to their role and responsibilities.
- Supervise and line manage Business Support & Information Assistants in the day to day execution of their work.
- To be responsible for staff development for Business Support & Information Assistants, including annual appraisal.
- Prioritise and allocate work to Business Support & Information Assistants.
- To liaise with service users and other departments to answer queries, providing effective customer service using tact, diplomacy and excellent communication skills.

- To ensure that the needs of the service are met in relation to coordinating, organising and facilitating meetings/activities, producing letters, producing agendas, taking minutes and distributing minutes within set timescales.
- To maintain confidentiality at all times to ensure that personal information is handled appropriately and in line with the Data Protection Act 1998.
- Ensure that the ordering of goods and processing of invoices is done in line with Monmouthshire County Council's financial regulations.
- Be responsible for the management of petty cash systems for the Youth Offending Service in accordance with relevant policies and procedures.
- Be committed to professional development and attend training as required.
- To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

**Here's what we can provide you with:-**

To enable you to achieve we will ensure that you have:

- Regular and effective supervision and support
- A friendly, enthusiastic and skilled multi-disciplinary team of staff
- A range of training opportunities
- Flexible working arrangements

**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

## Person Specification

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

REQUIREMENTS	WEIGHTING HIGH / MEDIUM / LOW	HOW TESTED
<b>1. EDUCATION/QUALIFICATION KNOWLEDGE</b>		
5 GCSE's (A-C) including Maths and English	High	Application form
A high degree of IT literacy and capability, including the ability to use the full range of Microsoft Office applications	High	Application form / Interview
European Computer Driving Licence (ECDL)	Medium	Application form
A relevant qualification in Business Administration	Medium	Application form / Interview
Knowledge and understanding of financial regulations	High	Application form / Interview
Knowledge and understanding of the Data Protection Act 1998	High	Application form / Interview
A good understanding of the organisation	Medium	Application form / Interview
<b>2. EXPERIENCE</b>		
Relevant experience of working in an administrative environment	High	Application form / Interview
Relevant experience of organising and facilitating meetings, including minute taking	High	Application form / Interview
Experience of developing and maintaining administrative systems	High	Application form / Interview
Experience of work allocation / oversight	Medium	Application form / Interview
Experience of multi-agency / partnership working	Medium	Application form / Interview
Experience of delivering training	Medium	Application form / Interview
Experience of maintaining case management systems	Medium	Application form / Interview
Experience of producing Management Information / Performance reports	Medium	Application form / Interview
<b>3. COMMUNICATION / INTERPERSONAL SKILLS</b>		
Ability to liaise effectively with a diverse range of professionals	High	Application form / Interview
Ability to communicate effectively both orally and in writing	High	Application form / Interview

Ability to build effective working relationships with internal and external contacts	High	Application form / Interview
High level of tact, diplomacy and a good understanding of the requirement of confidentiality.	High	Application form / Interview
<b>4. APTITUDE AND SKILLS</b>		
Ability to work on own initiative and as a member of a team	High	Application form / Interview
Ability to produce high quality work under pressure and manage competing demands	High	Application form / Interview
Ability to collect, collate, analyse and present statistical information	High	Application form / Interview
Excellent administrative and organisational skills	High	Application form / Interview
Excellent time management skills	High	Application form / Interview
Ability to organise / prioritise own work and that of others	High	Application form / Interview
Able to demonstrate high level organisational skills and the ability to co-ordinate work and keep to strict deadlines	High	Application form / Interview
Ability to adopt a flexible and problem solving approach to work	High	Application form / Interview
Demonstrate commitment to the improvement and development of own performance and a commitment to developing new skills.	High	Application form / Interview
<b>5. EQUAL OPPORTUNITIES</b>		
Able to demonstrate a commitment to equal opportunities principles and practice.	High	Application form and interview
<b>6. SPECIAL CIRCUMSTANCES</b>		
Appointment to this post will be subject to an Enhanced Disclosure check with the Criminal Records Bureau.		
<b>(Posts that require a social work qualification)</b> Will be required to register with the Care Council prior to appointment.		

**Should you require any further information regarding this post, please contact:  
Jacalyn Richards, Service Manager Tel: 01495 768330**

**Closing Date: 12 Noon on (Insert Date) 2016**

**Additional Information about the (Name of the Team) Team**

**This space can be used for any further or additional information that you feel may be useful for the candidate**



## ROLE ADVERT

**ROLE TITLE:** Business Support and Information Assistant

PERMANENT

**POST ID:** ?

**GRADE:** BAND D SCP 17 (£17,372) – SCP 21 (£19,742)

**HOURS:** 37 hours per week

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

### PURPOSE OF POST:

To contribute to the smooth running and effective provision of high quality administrative support and systems across the Youth Offending Service. To support the Youth Offending Service in their ability to collate performance information, using the required Youth Justice information management systems and those of our partner agencies.

Should you require any further information regarding this post, please contact: ?, Business Support and Information Officer, Tel: 01495 768300.

Closing Date: 12 noon on (Insert Date) 2016

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

Application forms can be completed online or down loaded via:

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

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

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

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

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. The post is not available for job share.

## ROLE PROFILE

**ROLE TITLE:** Business Support and Information Assistant

PERMANENT

**POST ID:** ?

**GRADE:** BAND D SCP 17 (£17,372) – SCP 21 (£19,742)

**HOURS:** 37 hours per week

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

**RESPONSIBLE TO:** Business Support and Information Officer

### **Monmouthshire & Torfaen Youth Offending Service...Who are we?**

#### **Our Purpose:-**

Monmouthshire and Torfaen Youth Offending Service aims to prevent offending and re-offending by young people within the two local authority areas by providing a high quality needs led service to young people, their families, victims and the communities within which we serve.

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

To contribute to the smooth running and effective provision of high quality administrative support and systems across the Youth Offending Service. To support the Youth Offending Service in their ability to collate performance information, using the required Youth Justice information management systems and those of our partner agencies.

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

The post holder is expected to work as part of a team to provide administrative support to the Youth Offending Service operational teams.

Children, young people, parents/carers, victims and members of the community accessing our service will experience a courteous, professional and effective service.

Practitioners throughout the organisation will be supported with the necessary administrative support so that they can make the most effective use of their time and skills.

Case Management systems will be maintained effectively, ensuring that performance information is statistically robust.

## **Your responsibilities are to:-**

- Receive visitors and answer telephone calls with an approach that puts service users first and acknowledges the importance of the first point of contact with our Service.
- To undertake administrative duties to ensure that the various preventative and statutory functions within the service are delivered effectively and efficiently.
- Processing of mail, including electronic mail and secure email to ensure that all documents are dealt with in a timely fashion.
- To contribute to the maintenance of various records and systems, both manual and computerised, to include Court outcomes and other relevant information.
- To assist with the inputting of data, as required.
- Taking of messages for staff, ensuring accurate details are recorded and appropriate action taken when necessary.
- Taking and typing of minutes, letters, reports, breach paperwork and case recording as required and in accordance with YOS processes.
- To work with new technology as introduced including databases and word processing.
- To assist in the processing of invoices and the issuing of cash payments for miscellaneous expenditure within remit of role.
- Contribute to the maintenance of relevant filing systems, either computerised or manual via: filing of case and general papers; checking and maintenance of accurate records; raising and maintaining case files and archiving.
- To use relevant office equipment, including (but not exclusively) FAX, photocopier, paper shredder and to maintain such via the ordering of necessary supplies and equipment and maintenance / repair.
- To assist in payment of sessional staff via input of expenses and associated payment.
- To attend training in line with development of post holder.
- To assist with room booking, travel booking, hotel booking.
- To observe confidentiality in all aspects of work.
- To deal effectively within scope of role with other agencies either verbally or in writing.
- Recording of incoming post / faxes.

- To arrange and participate in meetings where appropriate.
- Contribute to the management of petty cash systems as directed by the Business Support and Information Officer.
- Contribute to the production of performance management information as directed by the Business Support and Information Officer.
- To undertake other such related duties as required from time to time by the Youth Offending Service Manager.
- To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

**Here's what we can provide you with:-**

To enable you to achieve we will ensure that you have:

- Regular and effective supervision and support
- A friendly, enthusiastic and skilled multi-disciplinary team of staff
- A range of training opportunities
- Flexible working arrangements

**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

## Person Specification

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

REQUIREMENT	WEIGHTING	HOW TESTED
<b>1. EDUCATION/QUALIFICATION/ KNOWLEDGE</b>		
1.1 A relevant qualification in Business Administration or equivalent ability. Knowledge, practical experience and understanding of IT applications, e.g. Microsoft, Excel, Word, etc.	High	Application form / Interview
<b>2. EXPERIENCE</b>		
2.1 Relevant experience of working in an administrative environment.	High	Application form
2.2 Have experience of managing systems for record keeping, collation of information and statistics.	Medium	Application form / Interview
<b>3. COMMUNICATION SKILLS</b>		
3.1 To communicate clearly, orally and in writing.	High	Application form / Interview
3.2 To have a good telephone manner, showing a professional and sensitive approach to dealing with people.	High	Application form / Interview
<b>4. APTITUDES AND SKILLS</b>		
4.1 Must possess accurate and quick keyboard skills.	High	Application form / Interview
4.2 Effective organisational skills.	High	Application form / Interview
4.3 Must be able to give examples of working accurately and under pressure, and to deadlines	High	Application form / Interview
4.4 Able to work effectively as part of a team.	High	Application form / Interview
4.5 Able to observe confidentiality in all aspects of work.	High	Application form / Interview
4.6 Possess an adaptable style and be	Medium	Application form / Interview

able to manage change,		
<b>5. EQUAL OPPORTUNITIES</b>		
5.1 Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training.	High	Application form / Interview

**Should you require any further information regarding this post, please contact: ?, Business Support and Information Officer, Tel: 01495 768330**

**Closing Date: 12 Noon on (Insert Date) 2016**

**Additional Information about the (Name of the Team) Team**

**This space can be used for any further or additional information that you feel may be useful for the candidate**

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**ROLE ADVERT**

In order to ensure this  
advert, Role Profile &  
Person Spec is processed

**ROLE TITLE:** Education, Training and Employment Officer

TEMPORARY OR PERMANENT: Permanent

**POST ID:** ?

**GRADE:** BAND G SCP 29 (£25,440) – SCP 33 (£28,746)

**HOURS:** 37 Per Week

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

**PURPOSE OF POST:**

For young people involved in the criminal justice system, engagement in ETE is a key factor in reducing their risks of reoffending, giving them the opportunity to find a positive life path which meets their needs and helps them make a positive contribution to the life of their communities. This post will play a key role in delivering both the hands on support and contributing to the coordination of the multi-agency support needed to ensure that the necessary support is available.

**Should you require any further information regarding this post, please contact:  
Geraint Spacey, Operational Team Manager Tel: 01495 768356**

**Closing Date: 12 noon on (Insert Date) 2015**

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

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

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

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

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

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

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

Monmouthshire County Council operates a Smoke Free Workplace policy.

## ROLE PROFILE

<b>ROLE TITLE:</b>	<b>Education, Training and Employment Officer</b> (Secondment)
<b>POST ID:</b>	<b>?</b>
<b>GRADE:</b>	BAND G SCP 29 (£25,440) – SCP 33 (£28,746)
<b>HOURS:</b>	37 Per Week
<b>LOCATION:</b>	Mamhilad House, Mamhilad Park Estate which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:** Operational Team Manager

**Who are we?** Monmouthshire & Torfaen Youth Offending Service

### **Our Purpose:-**

Monmouthshire and Torfaen Youth Offending Service aims to prevent offending and re-offending by young people within the two local authority areas by providing a high quality needs led service to young people, their families, victims and the communities within which we serve.

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

To ensure that all young people currently working with the Youth Offending Service are in receipt of education, training or employment that meets their needs.

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

To provide support and challenge to the respective Local Education Authorities to ensure that all young people known to the YOS have access to appropriate statutory educational provision including, when appropriate, the provision of individual learning support to young people subject to intensive YOS supervision.

To build and maintain positive relationships with Careers Wales and other relevant partners to ensure that all those above statutory school age have access to appropriate education, training or employment.

### **Your responsibilities are to:-**

Assist in meeting the requirements of the Youth Justice Plan, ensuring that performance targets are met and that quantitative and qualitative information is monitored in order to inform this process.

To establish, record and monitor Education, Training and Employment status for all young people subject to Out of Court Disposals and statutory Court Orders.

Work with partner agencies to ensure all young people currently working with the YOS are in receipt of satisfactory education that meets their needs.

Liaise with schools and other education providers to obtain relevant ETE information on young people known to the YOS as required to meet reporting requirements of the Youth Justice Board and partner agencies and to assist in supporting young people to obtain appropriate education provision.

Co-ordinate the provision of basic skills assessments as required.

Offer advice and support to YOS staff on issues relating to Education, Training and Employment.

Respond to requests from education providers to undertake work on specific issues, particularly where this intervention is aimed at those children and young people at risk of exclusion.

To engage and build a rapport with young people and their families, offering advice and support on issues relating to Education, Training and Employment.

Liaise with education providers within the secure estate to ensure the seamless provision of education to young people moving in and out of the secure estate.

Work collaboratively with Careers Wales regarding service provision to young people who have or are at risk of offending behaviour.

Identify and refer young people eligible for Individual Learning Plans and work collaboratively with the Local Education Authority to agree and monitor the plans.

Link with relevant local initiatives aimed at raising achievement, tackling social exclusion and behaviour support within educational settings.

Maintain links with the Education Department and contribute / participate in relevant meetings and training.

Record all work in line with YOS Case Recording Policy as required to meet reporting requirements of the Youth Justice Board and partner agencies.

Assist with evaluation in line with effective practice.

Develop appropriate accreditation for programmes delivered within the YOS.

To be included on the office duty rota as required.

To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

**Here's what we can provide you with:-**

- Regular and effective supervision and support.
- A friendly, enthusiastic and skilled multi-disciplinary team of staff.
- A range of training opportunities.
- Flexible working arrangements.

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

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

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

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

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

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

**In addition:**

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

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

## Person Specification

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

REQUIREMENTS	WEIGHTING HIGH / MEDIUM / LOW	HOW TESTED
<b>1. EDUCATION/QUALIFICATION KNOWLEDGE</b>		
Recognised qualification relating to education	High	Application form
Knowledge of the Education Service and its range of objectives and responsibilities concerning attendance, pupil welfare and outcomes.	High	Application form and interview
Understanding and knowledge of Inclusion	High	Application form and interview
Thorough knowledge of statutory obligations and responsibilities of local education authorities in respect of the Education Welfare Service.	High	Application form and interview
Knowledge of the youth justice system and the role of the Youth Offending Service.	Medium	Application form and interview
Knowledge of the risk factors relating to disaffection and lack of engagement in education.	High	Interview
<b>2. EXPERIENCE</b>		
Experience of direct working with disaffected young people in mainstream and / or PRU settings.	High	Application form and interview
Experience of multi-agency working.	Medium	Application form and interview
Experience of curriculum delivery	Medium	Application form
<b>3. COMMUNICATION / INTERPERSONAL SKILLS</b>		
To be able to work effectively alone and as part of a team.	High	Application form and interview
To be able to communicate clearly both in writing and orally.	High	Application form and interview

To be able to communicate effectively with young people, their families, colleagues and other professionals.	High	Application form and interview
To be able to collate performance information and provide LEA with outcomes.		
<b>4. APTITUDE AND SKILLS</b>		
To be committed to improving the life chances of young offenders.	High	Application form and interview
To be flexible in approach to work.	High	Application form and interview
To be committed to further training and personal development.	High	Application form and interview
To be in possession of a full clean driving license and have access to a car.	High	Application form
To be computer literate and able to use Word, Excel and Powerpoint.	High	Application form
<b>5. EQUAL OPPORTUNITIES</b>		
Able to demonstrate a commitment to equal opportunities principles and practice.	High	Application form and interview
<b>6. SPECIAL CIRCUMSTANCES</b>		
Appointment to this post will be subject to an Enhanced Disclosure check with the Criminal Records Bureau.		
<b>(Posts that require a social work qualification)</b> Will be required to register with the Care Council prior to appointment.		

- (List all of the knowledge, skills and attributes required to do post. The interview will be based around this Person Spec, so it's important you get all the details you need. Don't put anything in these requirements that you DON'T need. If experience is more important than qualifications then say so.)

Should you require any further information regarding this post, please contact:  
Geraint Spacey (Operational Team Manager) Tel: 01495 768356

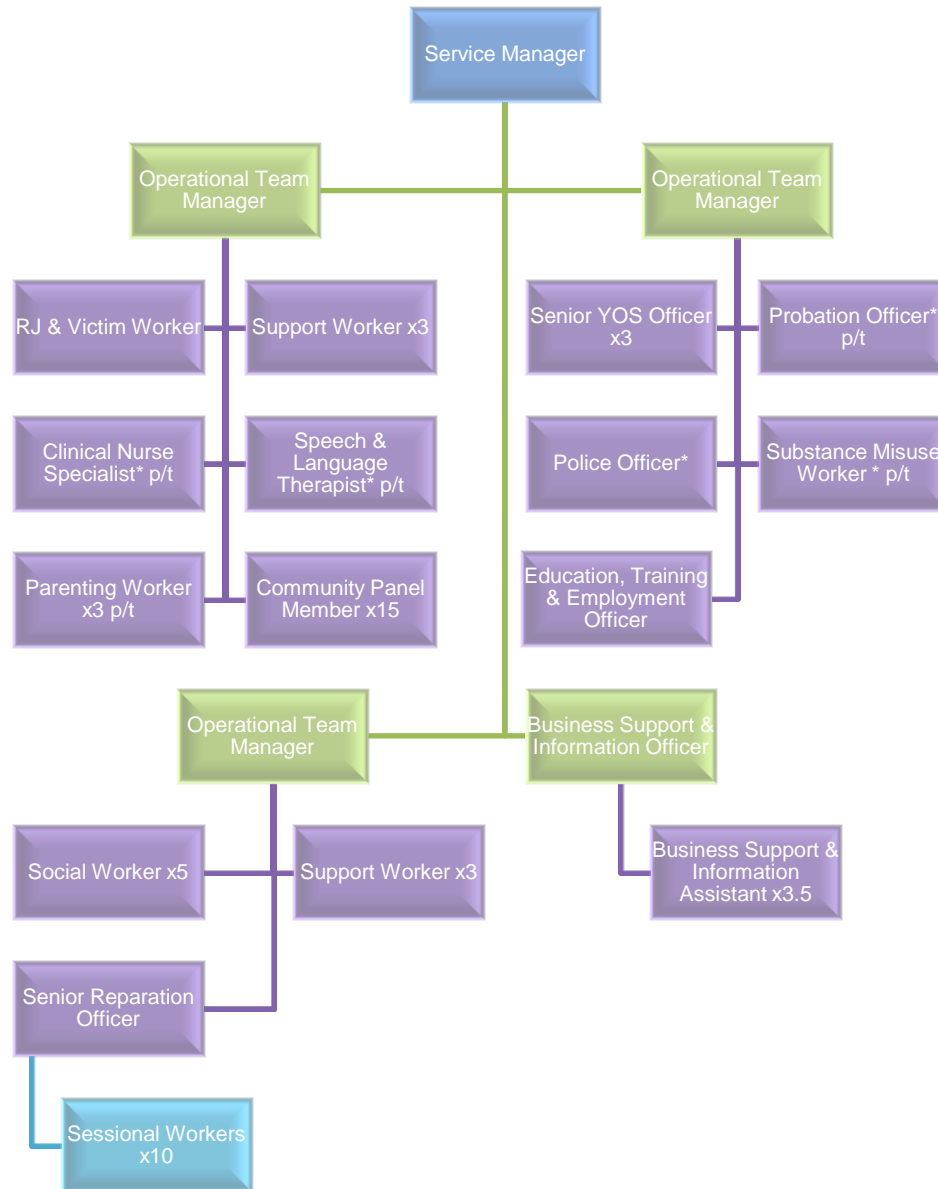
Closing Date: 12 Noon on (Insert Date) 2015

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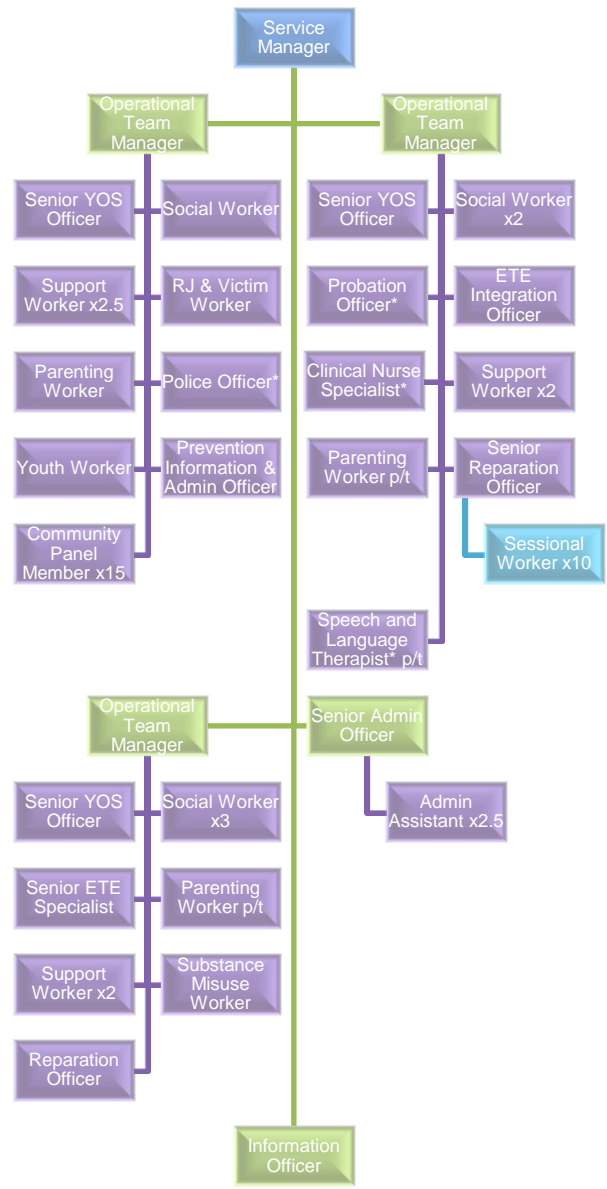
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# Proposed Structure



# Current Structure





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

<p><b>Name of the Officer:</b> Jacalyn Richards</p> <p><b>Phone no:</b> 01495 768330 <b>E-mail:</b> jacalynrichards@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Restructuring of the Service to meet changing demands and budget deficit identified for 2016/17.</p>
<p><b>Name of Service:</b> Youth Offending Service</p>	<p><b>Date Future Generations Evaluation:</b> March 2016</p>

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



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

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The restructure looks to align people’s skills and competencies to increase organisational efficiency and effectiveness in light of reducing budgets.</p>	<p>Identify training/development needs for staff taking on new roles.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Neutral.</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Aneurin Bevan University Health Board are a statutory partner of the Youth Offending Service. A Health Advisor Represents ABUHB on the Local Management Board and a Clinical Nurse Specialist is seconded to the YOS. ABUHB make a financial contribution to the YOS. There is no proposed change to this element of the service.</p>	
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>The Youth Offending Service is a statutory partnership established by the Crime and Disorder Act 1998 with the principle aim of preventing offending and re-offending thus ensuring that communities are safe.</p>	
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>Neutral.</p>	
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>We actively support the Welsh Language measure and will continue to support our staff to engage with welsh language education.</p>	
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>We will ensure that our protection of employment policies are delivered to ensure that equal opportunities are implemented during the restructure.</p>	<p>We will work with our Unions in order to receive feedback to ensure that we continue to work within our policies in relation to equal opportunities.</p>

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

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="147 523 280 555">Long Term</p> <p data-bbox="327 308 510 531">Balancing short term need with long term and planning for the future</p>	<p data-bbox="544 256 1317 587">Long term planning is difficult due to the make-up of the budget and the way within which grant funding to the YOS is confirmed (year on year). The Youth Justice Review (commissioned by the Lord Chancellor and Secretary of State for Youth Justice) is due to be published in July 2016, which may have significant impact on the way within which Youth Offending Teams operate.</p>	
 <p data-bbox="129 1090 293 1121">Collaboration</p> <p data-bbox="333 874 506 1106">Working together with other partners to deliver objectives</p>	<p data-bbox="544 627 1234 699">The Youth Offending Service is multi-disciplinary service made up of staff from:</p> <p data-bbox="544 735 1301 767">Social Services, Health. Police, Probation, Education.</p> <p data-bbox="544 804 1317 882">The YOS is hosted by Monmouthshire County Council. Our statutory partners are:</p> <p data-bbox="544 919 1010 951">Torfaen County Borough Council</p> <p data-bbox="544 987 925 1019">National Probation Service</p> <p data-bbox="544 1056 1099 1088">Aneurin Bevan University Health Board</p> <p data-bbox="544 1125 741 1157">Gwent Police.</p> <p data-bbox="544 1193 1317 1353">The YOS is governed by a Local Management Board made up of representatives from our statutory partners and others. The LMB oversee the implementation of the Youth Justice Plan Cymru.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>	<p>The Local Management Board were presented with an options paper in March 2015 with a view to setting a sustainable budget for the YOS. The current proposals have been agreed by the Local Management Board.</p>	
 <p>Putting resources into preventing problems occurring or getting worse</p> <p><b>Prevention</b></p>	<p>The Youth Offending Service work with young people on a preventative and statutory basis. The preventative work of the Youth Offending Service is largely funded by grant funding from Welsh Government. In 2016/17 bids for two of the existing projects were merged in order to create more flexibility within the service to better manage the demand for preventative services, thus reducing the impact of budget cuts on the preventative work of the service.</p>	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p><b>Integration</b></p>	<p>The overall impact is neutral.</p>	

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

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

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

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

<http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	<b>Describe any positive impacts your proposal has on safeguarding and corporate parenting</b>	<b>Describe any negative impacts your proposal has on safeguarding and corporate parenting</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Safeguarding	Neutral.		
Corporate Parenting	The Youth Offending Service have a Restorative Justice for LAC project aimed at reducing the inappropriate/unnecessary prosecution of Looked After Children. This project is funded by the Welsh Government and will not be affected by the proposed restructure.		

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

- Review of YOS activity
- Baseline position for 16/17
- Performance information
- HMIP SQS Inspection report

**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?**

No significant negative impacts have been identified having completed the Future Generations Evaluation. The restructure looks to align people's skills and competencies to increase organizational efficiency and effectiveness in light of reducing budgets.



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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.

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
	<i>e.g. budget mandate, DMT, SLT, Scrutiny, Cabinetetc</i>		<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

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## Management response to consultation

- Under the proposed restructure the YOS Police Officer will no longer be located in the same team as the Victim Worker. How will this impact upon existing roles and responsibilities?

Management response:

The decision to locate the YOS Police Officer in a team with the Senior Practitioners and Probation Officer has been made in order to support the Police Officer to carry out their responsibilities as outlined in the joint guidance from the National Police Lead and Youth Justice Board. The joint guidance outlines the minimum required standard of delivery and engagement for the YOT Police Officer role. YOT Police Officers possess unique skills and warranted powers that must be utilised to best effect within the teams. The skills and expertise of seconded staff need to be embraced and promoted in order to ensure continued YOT successes. The YOT Police Officer will continue to be the first point of contact with victims of crime but it is anticipated that their co-location in a team with the Senior Practitioners and Probation Officer will support their increased involvement in the management and enforcement of statutory Court Orders.

- Under the proposed restructure the Senior Practitioners will be based in one team with the Police Officer and Probation Officer and the Social Workers will be based in another team. Does this mean that all the high risk / complex cases will be managed by the Senior Practitioners and will this result in the de-skilling of Social Workers in the team?

Management response:

The Senior Practitioners are employed to carry a restricted caseload of the more complex cases and to support the development and ongoing oversight and expansion of specific areas of practice and performance. A 'complex case' is rarely clearly identifiable as such at point of referral to the YOS. Social Workers in the team will continue to have opportunities to work with high risk / complex cases with appropriate support as they do now. The co-location of the Senior Practitioners in one team will support the service to strengthen the role of the Senior Practitioner, particularly in relation to their responsibility to develop and oversee specific areas of practice and performance.

- With less staff in the service, generic responsibilities such as office duty cover will have more of an impact upon staff remaining in the service which takes away capacity from main role.

Management response:

It is acknowledged that a reduction in establishment will increase the time required from staff remaining in the service to undertake generic roles such as office duty. However, it is anticipated that the impact will be minimal as, under the proposed restructure, we will be losing 3 full time posts (one of which has been vacant for some time) and 3 part time posts (two of which have been vacant for some time). We are required by statute to offer an appropriate adult service (covered by Duty Officer).

- What do you consider to be the percentage time split between the three key roles of administration oversight, training and Information Officer duties (in relation to the Business Support and Information Officer role)?

Management response:

It is impossible to determine a percentage split. This will change over time depending upon need/demand. In relation to training there will be an expectation that all new staff recruited to the YOS will receive one to one training as part of their induction tailored to their needs. The amount of ongoing training required will again be based upon need/demand. E.g. the need for training will be more evident following database changes / upgrades. Some of the lower level tasks currently assumed by the Information Officer have been included in the new Business Support & Information Assistant job description to release capacity within the new Business Support and Information Officer role.

- Will my continuous service be affected if I am appointed to a new role in the service as part of the restructure?

Management response:

No.

- If I am appointed to a new role on the same band will I remain on the same SCP?

Management response:

Yes.

- Will my pension be affected?

Management response:

Your pension will be affected if there is a change to your contracted hours and/or a change to your salaried pay. You can contact the pensions to find out how your pension will be affected. Pension forecasts will be formally requested by HR for all staff that sit in posts proposed to be deleted as part of the restructure.

- What hours will I be expected to work?

Management response:

You will be expected to work your contracted hours. The service operates a flexible working policy. The flexi time scheme helps employees' better combine work and private commitments but service needs must be paramount. There will be an expectation that flexible working arrangements are agreed in consultation with management and colleagues, ensuring that there is adequate cover for the service at all times.

- When will my current role cease?

Management response:

If the proposed restructure is approved by Cabinet on the 7<sup>th</sup> September, following the two week 'call in' period there will be a Selection Process for the new and vacant posts in the service (Business Support and Information Officer, Education Training and Employment Officer and Support Worker). Following the Selection Process we will identify those staff who are truly 'at risk' of redundancy. 'At risk' meetings will be conducted with staff as soon as possible. Staff who are 'at risk' of redundancy are placed on the MCC 'at risk' register as part of this process and remain on this list until the date of termination of employment. Your notice period will be determined by your length of service.

- Will there still be a selection process if only one person expresses an interest in a new or vacant post?

Management response:

Yes. There is an expectation that any candidate is able to evidence that they meet the requirements of the role.

- Can I access my redundancy / pension figures?

Management response:

Yes. Redundancy figures will be calculated by Employee Services for all those potentially 'at risk' as a result of the proposed restructure. Staff can also use the 'ready reckoner' in the Employment Protection Policy to get an idea of their redundancy figures. Employee Services will also request pension figures for all those potentially 'at risk' as a result of the proposed restructure. The pension figures will take approximately 4-6 weeks following request. Staff can also access their pension figures from their latest pension statement or via the new online service.

- Will a reduction in contracted hours affect my annual leave and bank holiday entitlement?

Management response:

Yes. Your annual leave and bank holiday entitlement will be calculated on a pro-rata basis. There is an annual leave and bank holiday entitlement calculator available via the Hub.

- Can I express an interest in redundancy?

Management response:

Those staff whose posts are deleted under the proposed restructure may express an interest in redundancy but redundancy is not being offered at this stage.

- Will there be any changes to my current role pending the outcome of the proposed restructure?

Management response:

No.

- I am interested in one of the new posts but I am unsure whether I meet the requirements.

Management response:

The job descriptions and person specifications for the new and vacant posts have been circulated to those staff whose posts are being deleted as part of the proposed restructure. You can discuss the content of the job descriptions with your line manager, Employee Services or your Trade Union Representative.

- How will a reduction in contracted hours affect the number of hours I work each day?

Management response:

Your contracted hours will be divided between the number of days you work. However, the service operates a flexible working policy.

**Redundancy costs**

<b><u>Post</u></b>	<b><u>Enhanced Redundancy Pay</u></b>
Senior Admin Officer	£17,791
Youth Worker	£13,016
Information Officer	£18,848
Reparation Officer	£14,262
<b>Total</b>	<b>£63,917</b>

***N.B the above figures do not include pension costs to the authority. This information has been requested but not received to date.***

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**SUBJECT: EFFECTIVENESS OF COUNCIL SERVICES – QUARTER 1 UPDATE**

**MEETING: Cabinet**

**DATE: 7<sup>th</sup> September 2016**

**DIVISION/WARDS AFFECTED: All**

**1. PURPOSE:**

- 1.1 To provide Cabinet with the latest quarterly update on how the Council is performing against a set of measures that are important when forming an opinion on the current effectiveness of Council services.

**2. RECOMMENDATIONS:**

- 2.1 That Cabinet use this report to help their continuous monitoring and evaluation of the effectiveness of services and the extent to which they are contributing to the council's priorities of the education of children, support for vulnerable people, enterprise and job creation and maintaining locally accessible services.
- 2.2 That Cabinet use this report as an opportunity to identify any action that may need to be taken to drive improvement, ensuring that services are as effective and efficient as possible in the context of current resources.
- 2.3 That Cabinet approve the 2016/17 targets for National Performance indicators set in Appendix 2.
- 2.4 That officers revise the cabinet dashboard to reflect changes to performance indicator requirements set in recent legislation, including the Social Services and Well-being Act and Future Generations Act, and performance issues identified as part of the Future Monmouthshire programme of work as they are identified.

**3. KEY ISSUES:**

- 3.1 This report reflects performance in quarter 1 at 2016/17 as part of cabinet's continued monitoring of performance. Appendix 1 shows a screenshot of the Cabinet dashboard which brings together a range of key measures that show progress against the council's four priorities. Appendix 2 shows the indicators which are part of the national indicator set.

- 3.2 In 2015/16 the authority delivered improvements against nearly half of national performance indicators. Given improvements in performance in recent years some indicators are now at or near the maximum they can be without further investment. Targets are set based on the priorities in the partnership administration's continuance agreement and knowledge of the processes and resources that support each indicator. The future targets shown demonstrate the performance expectations of the agreement and the extent to which the trajectory of past performance will be influenced by resource pressures in some areas, it is expected that performance will be maintained or marginally decline for some indicators. Following the publication of Wales comparative data for 2015/16, in September, some targets may need to be revised to ensure they are sufficiently stretching when compared to the latest performance by other Councils.
- 3.3 The report highlights where performance is being maintained or improved in 2016/17 and some areas where performance has not yet made sufficient improvement or is declining. Based on this information there remain areas where focussed activity through the rest of the year can improve performance. The most recent performance information has been included where available, due to the nature of some indicators data is only produced on a six monthly or annual basis. Some of the key areas for particular consideration by Cabinet are:
- Attainment at key stages of education from the academic year 2015/16 has been included, where currently available. Performance will be reported to Children and Young People Select Committee as part of their regular programmed scrutiny.
  - There was an increase in the number of patients delayed in hospitals for social care reasons (SCA/001) during 2015/16. It was recognised by ABHB that some of these delays were incorrectly identified as Monmouthshire residents. During quarter 1 there were 6 delays and a target of no more than 25 delays during the year has been set.
  - During 2015/16 there was a reduction in performance in Children's services against some key indicators. An improvement programme is underway in Children's Services to develop practice, workforce and the range of services available. Targets have been set to reflect the expected progress. Quarter 1 data shows areas where some progress has been made and others where continued focus will be required during the year to improve performance and meet targets.
  - Following a marked increase in sickness absence in 15/16 (CHR/002), work has been focussed on providing targeted support and reviewing processes around the management of attendance, ensuring we are delivering cost effective solutions to attendance problems. Based on Quarter 1 data average sickness days per employee are projected to decrease, while it should be noted that previous trends indicate this is likely to increase over the winter months.

- The average time taken to process completed Disabled Facilities Grants (PSR/002) in quarter 1 has increased from the 2015/16 average. Work is underway to review the steps in the process and identify any improvements in process that can be made to reduce the time taken nearer to the targeted level.
- Targets for the three economic indicators, wage levels, unemployment rate and Job Seeker Allowance claimants aged 18-24, have been set based on improving on the previous year. While performance on these indicators is influenced by a variety of factors that are not within our control, these still provide an important indication of the economy and labour market in Monmouthshire and the work we are undertaking to support enterprise in the county, for example through the Monmouthshire Business Growth and Enterprise Strategy.
- Monmouthshire residents continue to recycle and compost their waste helping the Council achieve a recycling rate of 70% (Q1 provisional data, WMT/009b). This rate will decrease in the autumn and winter months. The landfill rate (Q1 provisional data, WMT/004b) has continued to decrease due to the use of energy from waste.

- 3.4 Members are reminded that this is a quarter 1 position and will continue to be reported quarterly to cabinet and scrutinised by select committees throughout the year in line with their work programmes.
- 3.5 The Social Services and Well-being Act has led to the introduction of a set of performance indicators the Council needs to monitor which are currently being embedded in our performance processes. This, along with the work being undertaken as part of the Wellbeing of Future generations Act and the Future Monmouthshire programme of work will mean some future changes to the performance indicators will be required on the dashboard to ensure cabinet remain focused on the most important performance issues of the Council. Over the next few months, as these are identified, they will be built into the cabinet dashboard for consideration by cabinet in their programmed quarterly updates. In addition, Welsh Government no longer require local authorities to submit 2016-17 National Strategic Indicator data following a decision to revoke the Local Government (Performance Indicators) (Wales) Order 2012. For 2016/17 the Data Unit Wales will continue to collect the indicators previously collected by Welsh Government alongside the existing national indicator data they collect. Appendix 2 contains the latest set of National Performance indicators for 2016/17.
- 3.6 A substantial range of on-demand performance information is available at all times to members and officers via the Council's intranet site - [The Hub](#). Reports cards covering all areas of council business, including trend data and comparisons with similar organisations continue to be updated regularly and can be accessed as and when needed to evaluate the effectiveness and impact of services, support Chief Officer one-to-ones with their Executive Member and inform policy development and evaluation. A screenshot of the

cabinet level dashboard is shown below. The Cabinet dashboard is also published on the council's website at [www.monmouthshire.gov.uk/improvement](http://www.monmouthshire.gov.uk/improvement)

**4. REASONS**

4.1 To provide Cabinet with timely information to ensure that the authority is well-run and able to maximise its contribution to achieving the vision of building sustainable and resilient communities.

**5. RESOURCE IMPLICATIONS:**

None

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

None - This report does not propose a change of policy or service delivery.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

There are no specific implications. However members will be aware of the importance of key performance indicators that measure the timeliness and efficacy of key processes for looked after children.

**8. CONSULTEES:**

Senior Leadership Team  
Cabinet

**9. BACKGROUND PAPERS:**

None

**10. REPORT AUTHORS**

Sian Schofield, Data Analyst  
Richard Jones, Policy and Performance Officer

**11. CONTACT DETAILS**

E-mail: [richardjones@monmouthshire.gov.uk](mailto:richardjones@monmouthshire.gov.uk) Telephone: 01633 740733

Monmouthshire Summary - Cabinet					Latest Data: Jun '16				
Indicator Name	Source	Reported	Previous	Latest	DoT	Target	RAG	Yearly Trend	
<b>Education</b>									
% KS4 Pupils Achieving Level 2 inc Eng/Welsh & Maths	EDU/017	Ac Year	66.87	N/A		71.90			
KS4 L2T Inc. E/W & M Attainment Gap (FSM:Non FSM)	Local	Ac Year	31.20	N/A		34.70			
% Attendance: Primary Schools	EDU/016a	Ac Year	95.80	N/A		96.00			
% Attendance: Secondary Schools	EDU/016b	Ac Year	94.80	N/A		95.00			
% FP Pupils Achieving Expected Level in Core Subject Indicator	Local	Ac Year	91.80	91.70		91.80	<span style="background-color: yellow;"> </span>		
Foundation Phase Indicator Attainment Gap (FSM:Non FSM)	Local	Ac Year	10.00	17.30		11.80	<span style="background-color: red;"> </span>		
% KS2 Pupils Achieving Expected Level in Core Subject Indicator	EDU/003	Ac Year	92.50	94.10		93.60	<span style="background-color: green;"> </span>		
KS2 CSI Attainment Gap (FSM:Non FSM)	Local	Ac Year	11.90	9.80		5.90	<span style="background-color: red;"> </span>		
% KS3 Pupils Achieving Expected Level in Core Subject Indicator	EDU/004	Ac Year	90.80	91.90		93.30	<span style="background-color: yellow;"> </span>		
KS3 CSI Attainment Gap (FSM:Non FSM)	Local	Ac Year	31.30	21.50		16.40	<span style="background-color: red;"> </span>		
<b>Vulnerable People</b>									
% Adults who are Satisfied with Their Care and Support	Local	Monthly	93.20	86.70		N/A			
% Statutory Visits to LAC Completed in Time	SCC/025	Monthly	84.20	73.50		90.00	<span style="background-color: red;"> </span>		
% Children & Young People with a Current Pathway Plan	SCC/041a	Monthly	100.00	90.90		100.00	<span style="background-color: red;"> </span>		
Avg # Calendar Days Taken to Deliver Disabled Facilities Grant	PSR/002	Quarterly	251.00	352.00		180.00	<span style="background-color: red;"> </span>		
# of Delayed Transfers of Care	Local	Monthly	42.00	6.00		25.00	<span style="background-color: green;"> </span>		
<b>Enterprise &amp; Job Creation</b>									
# New Business Start-ups Assisted by Mon Enterprise	Local	Quarterly	58.00	N/A		75.00			
% Unemployment Among the Economically Active	Local	Quarterly	3.30	N/A		3.30			
Average Wage Level in the County	Local	Yearly	478.00	N/A		478.00			
% 18-24 Year Olds Claiming JSA	Local	Quarterly	2.54	2.23		2.60	<span style="background-color: green;"> </span>		
% Apps for Development Determined During Year Approved	Local	Quarterly	96.00	96.00		94.00	<span style="background-color: green;"> </span>		
<b>Core Services</b>									
% Municipal Waste Prepared for Reuse/Recycled	WMT/009	Quarterly	61.87	70.05		66.00	<span style="background-color: green;"> </span>		
% Reported Flytipping Incidents Cleared in 5 Working Days	STS/006	Quarterly	96.68	99.04		97.50	<span style="background-color: green;"> </span>		
% Roads in Poor Condition	THS/012	Yearly	9.20	N/A		10.50			
<b>Council Effectiveness</b>									
# Days/Shifts Lost Due to Sickness Absence - MCC	CHR/002	Quarterly	11.60	10.17		10.80	<span style="background-color: green;"> </span>		
Revenue Outturn Expenditure Against Budget (£000's)	Local	Quarterly	166.00	2,099		0.00	<span style="background-color: red;"> </span>		
% Budget Savings in MTFP Delivered	Local	Quarterly	89.00	91.00		100.00	<span style="background-color: red;"> </span>		
% New Benefit Claims Decided Within 14 Days	Local	Quarterly	98.00	98.00		95.00	<span style="background-color: green;"> </span>		

National Performance Measures –2016/17 Update

Appendix 2

Index	
Improved or At maximum	Improvement >2.5% or at Maximum
Marginal Improvement	Improvement 0.1% - 2.4%
Unchanged	Unchanged - 0%
Marginal Decline	Marginal Decline - -0.1% - -2.4%
Declined	Declined - >-2.5%
N/A - Not applicable	Trend Not applicable

Ref	Description	2013/14	2014/15	2015/16	2016/17 Q1	Target 16/17	Trend 15/16 - 16/17	Comment
EDU/02i	The percentage of all pupils in local authority schools, aged 15, that leave compulsory education, training or work based learning without an approved external qualification	0.4	0.1	0.1	Not yet available	0	N/A	The target is for no pupils to leave education without a qualification.
EDU/02ii	The percentage of pupils in local authority care, and in local schools, aged 15, that leave compulsory education, training or work based learning without an approved external qualification.	0	0	0	Not yet available	0	N/A	The target is for no pupils to leave education without a qualification.
EDU/03	The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment	89.3	89.5	92.5	94.1	93.6	Marginal Improvement	Education attainment and attendance targets are derived from pupil level targets submitted by schools during the statutory target setting process in autumn 2015. All school targets are linked to targets for individual pupils, a comprehensive challenge process by the EAS Challenge Advisers and quality assurance by Principal Challenge Advisers and Local Authorities including analysis of projected future performance against previous performance, projected Free School Meal benchmark quarters and FFT estimates.

Ref	Description	2013/14	2014/15	2015/16	2016/17 Q1	Target 16/17	Trend 15/16 - 16/17	Comment
EDU/004	The percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment	80.4	84.2	90.8	91.9	93.3	Marginal Improvement	See EDU/003 comment
EDU/006ii	The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of Key Stage 3	0	0	0	N/A	N/A	N/A	The authority has no maintained school offering teacher assessment in Welsh first language therefore this indicator is not applicable and no target is set
EDU/011	The average point score for pupils aged 15 at the preceding 31 August, in schools maintained by the local authority	472.6	525.7	516.4	Not yet available	N/A	N/A	No target is set for uncapped points score
EDU/015a	The percentage of final statements of special education need issued within 26 weeks including exceptions	57.1	64.5	75	Not yet available	Not yet available	N/A	Fewer pupils are being issued with statements of SEN as the authority moves towards issuing SAPRAs instead of Statements.
EDU/015b	The percentage of final statements of special education need issued within 26 weeks excluding exceptions	100	100	100	Not yet available	100	N/A	Fewer pupils are being issued with Statements of SEN as the authority moves towards issuing SAPRAs instead of Statements.
EDU/016a	Percentage of pupil attendance in primary schools	94.4	95.8	95.8	Not yet available	96	N/A	See EDU/003 comment
EDU/016b	Percentage of pupil attendance in secondary schools	93.5	94.6	94.8	Not yet available	95	N/A	See EDU/003 comment
EDU/017	The percentage of pupils aged 15 at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics	57.3	65.6	66.9	Not yet available	71.9	N/A	See EDU/003 comment
SCA/001	The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	1.83	1.38	4.37	0.61	2.55	Improved	Target rate of 2.55 (or 25 delays) which improves on last year performance excluding incorrectly coded delays (30), and is above all Wales median 2014/15 of 3.39
SCA/002a	The rate of older people supported in the community per 1,000 population aged 65 or over at 31 March;	56.56	52.77	53.98	53.86	53.98	Marginal Improvement	Target a reduction on 2015/16 rate, while the total population aged over 65 increases.
SCA/002b	The rate of older people whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March	11.33	11.08	10.96	10.74	10.96	Marginal Improvement	Target a reduction on 2015/16 rate against the pressures of an aging population. 2014/15 comparative data shows this continues to be best in Wales.

Ref	Description	2013/14	2014/15	2015/16	2016/17 Q1	Target 16/17	Trend 15/16 - 16/17	Comment
SCC/002	The percentage of children looked after who have experienced one or more changes of school while being looked after	11.0	21.4	20.5	2.5	14	Improved	Target to improve performance above the Welsh median
SCC/004	The percentage of children looked after on 31 March who have had three or more placements during the year	10.7	1.9	8.5	0.0	6.5	Improved	Target to improve performance and re-enter top quartile. Number of placement moves are likely to increase throughout the year.
STS/005b	The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness	99.4	99.4	99.1	98.3	99	Marginal Decline	The target is to maintain the high level of cleanliness, which Q1 data shows is being achieved.
STS/006	The percentage of reported fly tipping incidents cleared within 5 working days	95.98	97.71	96.68	99.04	97.5	Marginal Improvement	The target is to maintain performance on fly tipping clearance which Q1 data shows is being achieved. (target revised from 95%)
THS/007	The percentage of adults aged 60 or over who hold a concessionary bus pass	77.5	79.2	79.2	Annual	80	N/A	The target has been set to maintain the take up rate of bus passes
THS/012	The percentage of principal (A) roads, non-principal (B) roads and non-principal (C) roads that are in overall poor condition	9.8	9.7	9.2	Annual	10.5	N/A	The highway maintenance programme is delivered by prioritising schemes on the basis of need. The 15/16 performance was better than that projected but with the assessment being based upon 2 and 4 year data (A&B and C roads respectively) the reduction in capital investment will eventually impact upon road condition so an assumed small deterioration in road condition is reasonable
WMT/004b	The percentage of municipal waste collected by local authorities sent to landfill	34.23	18.06	13.15	1.5	6	Improved	(Q1 provisional data). The landfill rate has continued to decrease due to the continued use of energy from waste and the target was set in line with this.
WMT/009b	The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled that are composted or treated biologically in another way	62.94	63.21	61.87	70.05	66	Improved	(Q1 provisional data).The recycling rate and target is significantly higher than the Welsh Government target for 2015/16 of 58% The recycling rate will decrease in the autumn and winter months
PPN/009	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	91.2	93.9	93.8	Six Monthly	93	N/A	Target to maintain the number of broadly compliant food hygiene premises in Monmouthshire.



Ref	Description	2013/14	2014/15	2015/16	2016/17 Q1	Target 16/17	Trend 15/16 - 16/17	Comment
LCL/001b	The number of visits to public libraries during the year, per 1,000 population	7270	7434	7478	Six Monthly	7500	N/A	The target is to maintain this level of visits with the implementation of community hubs likely to increase visits.
LCS/002b	The number of visits to local authority sport and leisure centres during the year per 1,000 population where the visitor will be participating in physical activity	8099	7893	8205	Six Monthly	7800	N/A	The target for the year was set lower based on the impact of the new school rebuilding on Monmouth leisure centre.
CHR/002	Average sickness days per employee (FTE)	N/A	9.8	11.6	10.17	10.8	Improved	There was a marked increase in sickness absence in 15/16. Work has been focussed on providing targeted support and reviewing processes around the management of attendance, ensuring we are delivering cost effective solutions to attendance problems. The target is set reflecting the aim of minimising any further increase in sickness levels and ultimately reducing sickness levels over time. Based on Q1 average sickness days per employee is projected to decrease - trends suggest this is likely to increase over the winter months. (Target revised from indicative 11.6 included in Improvement Plan in May 2016)
CAM/037	The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings over 1,000 square metres	N/A	4.1	3.6	Annual	3	N/A	Data for this indicator is reported a year in arrears as part of the national data return . However as we have provisional data available for 2015/16 we have used it in our local reporting to provide the most up-to-date position on performance. The data shown as 14/15 will be reported as 15/16 in national publications. Latest data shows the average score was 88.3 in 14/15 and 85.1 in 15/16 (an improvement in performance)
PSR/002	The average number of calendar days taken to deliver a Disabled Facilities Grant.	186	213	251	352	180	Declined	The increase in average time taken to process Disabled Facilities Grants is mainly attributable to more complex grants being completed and the availability of capital funding. Work is underway to review the steps in the process and identify any improvements in process that can be made to reduce the time taken nearer to the targeted level.

Ref	Description	2013/14	2014/15	2015/16	2016/17 Q1	Target 16/17	Trend 15/16 - 16/17	Comment
PSR/004	The percentage of private sector homes that had been vacant for more than 6 months that were returned to occupation during the year through direct action by the local authority	4.66	10.27	14.18	Annual	11	N/A	The target is to maintain performance based on continuing the same process from previous years of contacting empty homes to return them to use.
PLA/006b	The percentage of all additional housing units provided during the year that were affordable.	31	53	25	Annual	N/A	N/A	The data that will be used for this indicator is from the previous financial year (2015/16 is 2014/15 data) and is produced by Welsh Government using Council (Housing Service) and external data which records affordable acquisitions, when units are handed over and when registered as completions by Building Control or private inspectors, and therefore a targets is not set. Of more relevance is the Council's own annual Planning Policy data which records all annual housing completions by physical survey and is reported in the required Local Development Plan (LDP) Annual Monitoring Report, the 2015/16 report will be completed in autumn 2016 and will indicate 63 affordable housing completions out of a total of 234 total housing completions for this period.

## MONMOUTHSHIRE COUNTY COUNCIL REPORT

**SUBJECT: ANTI – SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**  
**DIRECTORATE: CHIEF EXECUTIVES**  
**MEETING: CABINET**  
**Date to be considered: 7<sup>th</sup> September 2016**  
**DIVISION/WARDS AFFECTED: All Wards**

### 1. PURPOSE:

1.1 To inform Cabinet of required changes to legal powers and to consider the Council's approach to discharging its responsibilities under the Anti–Social Behaviour, Crime and Policing Act 2014

### 2. RECOMMENDATIONS:

2.1 To amend the Council's constitution to give delegated authority to Officers for enforcement powers introduced under the Act as set out in Appendix 1. The Officers are the Head of Public Protection, the Head of Waste and Street Services and the Head of Governance, Engagement and Improvement.

2.2 To adopt the general approach to serving Fixed Penalty Notices under the provisions of the Act, as set out in the Authority's existing enforcement policy for dog fouling / littering provided in Appendix 2.

2.3 Agree the Fixed Penalty Notice enforcement charges set out in Appendix 3.

### 3. KEY ISSUES

3.1 The Anti-Social Behaviour, Crime and Policing Act 2014 came into force on 20 October 2014.

3.2 The Act has repealed a number of powers and introduced a new range of powers to help tackle anti–social behaviour affecting communities. This report is concerned with three specific areas:

- **Community Protection Notices (CPN)**
- **Public Spaces Protection Orders (PSPOs)**
- **Closure Notices**

3.3 **Community Protection Notices** replace Litter Clearing Notices, Street Litter Control Notices and Graffiti Removal Notices. They are intended to be able to stop a person aged 16 or over, business or organisation committing anti-social behaviour which spoils the community's quality of life. They may be used to tackle a wide range of problem behaviours such as graffiti, litter and noise. The behaviour has to:

- have a detrimental effect on the quality of life of those in the locality;
- be of a persistent or continuing nature; and
- be unreasonable.

3.4 Prior to serving a CPN an initial warning letter must be sent. A CPN must specify the

matter to be resolved and the timescale to achieve it. Non-compliance with a notice is a criminal offence punishable in a magistrates' court by a fine of up to £2500 for individuals, or £20,000 for businesses. Alternatively a Fixed Penalty Notice may be served where a CPN has been breached to give the recipient the opportunity to discharge their liability to conviction for the offence. Remedial work in default of the notice may also be undertaken the cost of which can be recharged.

3.5 The potentially wide ranging application of CPN's means that there are a number of different teams in the Council that may find it appropriate to make use of them, specifically Environmental Health, Waste and Street Services, and Policy and Partnerships. This is reflected in the proposed delegation of powers set out in Appendix 1, Table B.

**3.6 Public Spaces Protection Orders** replace Designated Public Place Orders (DPPO's), Gating Orders and Dog Control Orders, with a three year subsistence period from the commencement of the Act for existing orders in place. There are currently three DPPO's in the County:

- One covering the whole of Monmouth town, including Chippenham Mead and St Thomas' Square, concerned with the consumption of alcohol where related to anti-social behaviour.
- Two in Abergavenny covering Bailey Park and parts of the town centre, again controlling consumption of alcohol related to anti-social behaviour.

These will automatically 'convert' to PSPOs on 20<sup>th</sup> October 2017 although the legislation does allow for these to be reviewed ahead of that transition to simplify the enforcement landscape.

3.7 PSPO's are designed to stop individuals or groups committing anti-social behaviour in a public space and can be potentially used to deal with a wider range of anti-social behaviour issues than current Orders. The behaviour being restricted has to:

- be having, or be likely to have, a detrimental effect on the quality of life of those in the locality;
- be persistent or continuing nature; and
- be unreasonable.

3.8 Before making a PSPO, the Council must consult with the local Police, the Police and Crime Commissioner and appropriate community representatives.

3.9 Breach of a PSPO is criminal offence punishable in a magistrates' court by a fine of up to £1000. Alternatively a fixed penalty notice may be served to give the recipient the opportunity to discharge their liability to conviction for the offence.

3.10 As for CPNs the potentially wide application of PSPOs may make their use appropriate to a number of sections in the Council including Environmental Health, Waste and Street Services and Policy and Partnerships.

3.11 **Closure Notices** may be issued ordering the closure of premises, the use of which has, or is likely to, result in disorder or nuisance to members of the public. They are intended to provide a fast, flexible power and can be issued for 24 or 48 hours in the first instance or otherwise extended from 24 hours to 48 hours. A notice may cover any land or premises including residential or business related and be issued by a designated Local Authority officer or the Police.

3.12 Breach of a Closure Notice is punishable by up to three months in prison or an

unlimited fine.

3.13 The report proposes that the day to day enforcement powers in relation to Community Protection Notices and Public Spaces Protection Orders be delegated to appropriate Officers as set out in Appendix 1 Table B. These include the issue of Fixed Penalty Notices.

3.14 Any proposals for the making, extending, varying and discharging Public Space Protection Orders are to be submitted to Cabinet or Cabinet Member as appropriate for consideration and decision.

3.15 With regard to the issue of a Closure Notice the proposed designations for Officers, as provided in Appendix 1, Table B are:

- Up to 24 hours Head of Public Protection.
- Up to 48 hours Chief Executive Officer or Officers duly designated by the Chief Executive Officer

3.16 **Fixed Penalty Notices (FPNs)** are encouraged by Welsh Government as part of an effective and efficient enforcement approach for dealing with anti- social behaviour and environmental offences. In discharging any enforcement powers it is good regulatory practice for an authority to set out its approach in an 'enforcement policy'. The Authority has a Corporate Enforcement Policy which applies good regulatory principles in line with the Enforcement Concordat and has a specific policy for dog fouling/littering which includes for the service of FPN's.

3.17 The proposed approach for issuing FPN's for a breach of a CPN/ PSPO is to adopt the key principles of the existing fouling/littering policy which is provided in Appendix 2 and specifically:

- A distinction in the approach dependent upon the age of the offender.
  - For persons aged 18 or over a FPN to be issued to give the opportunity to discharge liability to conviction;
  - For persons under 18 the FPN to be commuted to a warning in the first instance. FPNs issued for second offences following a warning, with the intervention of the Council's Youth Offending Service to be invited prior to consideration of any case for prosecution.
- The FPN amount payable within 14 days to reduce if paid within 10 days to encourage early payment.
- Prosecution proceedings to be taken in cases of non-payment by an offender aged 18 or over.

3.18 The proposed FPN levels for a breach of a CPN/ PSPO is £100 to be paid within 14 days reducing to £75 if paid within 10 days, as set out in Appendix 3. This is an increase on the fouling / littering penalty levels (£75 reducing to £50 if paid within 10 days) but in accord with the other Local Authorities in Gwent for offences under the Act.

## 4 REASONS

4.1 To ensure fair, transparent, efficient and effective discharge of the Council's obligations under the Act.

## **5. RESOURCE IMPLICATIONS:**

5.1 None directly arising from the authorisation of Officers under this Act since additional workload will be absorbed within existing staff resources. Any revenue obtained from the payment of FPN's will be very limited which are to be punitive and not of significance in terms of income generation.

## **6. Future Generations Evaluation**

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

## **7. CONSULTEES:**

**SLT**  
**Cabinet Members**  
**Chairs of Select Committees**  
**Monitoring Officer and Head of Legal Services**  
**Head of Finance**  
**Head of Operations**  
**Youth Offending Team Manager (J Richards)**  
**Head of Waste and Street Services**  
**Head of Public Protection**  
**Head of Governance, Engagement and Improvement.**

## **8. BACKGROUND PAPERS:**

None.

## **9. AUTHOR:**

Huw Owen Principal Environmental Health Officer

### **CONTACT DETAILS:**

Tel: 01873 735433

[huwowen@monmouthshire.gov.uk](mailto:huwowen@monmouthshire.gov.uk)

## Appendix 1

### Anti – Social Behaviour, Crime and Policing Act 2014

**Table A – Powers repealed**

Legislation	Power	Current Authorisation
Section 92 Environmental Protection Act 1990 (Part IV)	Litter Abatement Notice	Officers authorised by Head of Democracy and Regulatory Services.
Section 92A Environmental Protection Act 1990 (Part IV)	Litter Clearing Notice	Officers authorised by Head of Democracy and Regulatory Services.
Section 93 Environmental Protection Act 1990 (Part IV)	Street Litter Control Notice	Head of Democracy and Regulatory Services following consultation with appropriate members.
Section 94A Environmental Protection Act 1990 (Part IV)	Fixed penalty notices for breach of Litter Clearing Notice and Street Litter Control Notice	Officers authorised by Head of Democracy and Regulatory Services.
Section 48 Anti - Social Behaviour Act 2003	Graffiti Removal Notice	
Section 55 Clean Neighbourhoods and Environment Act 2005 ( Part VI Chapter 1 Clean Neighbourhoods	Dog Control Order	Officers authorised by Head of Democracy and Regulatory Services.

and Environment Act 2005)		
Section 2 Clean Neighbourhoods and Environment Act 2005	Gating Orders	
Section 13 Criminal Justice and Police Act 2001	Designated Public Place Order	

**Table B – Powers introduced**

Legislation	Power	Proposed Authorisation
Section 43(1) ASB, Crime and Policing Act 2014	To issue a Community Protection Notice <i>‘to an individual aged 16 or over, or a body, if satisfied on reasonable grounds that—</i> <i>(a)the conduct of the individual or body is having a detrimental effect, of a persistent or continuing nature, on the quality of life of those in the locality, and</i> <i>(b)the conduct is unreasonable.</i>	Officers duly authorised by the Head of Public Protection or Head of Waste and Street Services or Head of Governance, Engagement and Improvement.
Section 47 ASB, Crime and Policing Act 2014	To take remedial action in default with requirement(s) of a Community Protection Notice	Officers duly authorised by the Head of Public Protection or Head of Waste and Street Services or Head of Governance, Engagement and Improvement.



Section 52(1) ASB, Crime and Policing Act 2014	To issue a fixed penalty notice for an offence of failing to comply with a Community Protection Notice.	Officers duly authorised by the Head of Public Protection or Head of Waste and Street Services or Head of Governance, Engagement and Improvement.
Section 68(1) ASB, Crime and Policing Act 2014	To issue a fixed penalty notice for an offence under section 63 or 67 in relation to a Public Spaces Protection Order.	Officers duly authorised by the Head of Public Protection or Head of Waste and Street Services or Head of Governance, Engagement and Improvement.
Sections 76 and 77 ASB, Crime and Policing Act 2014	To issue a Closure Notice if satisfied on reasonable grounds:  <i>(a) that the use of particular premises has resulted, or (if the notice is not issued) is likely soon to result, in nuisance to members of the public, or</i>  <i>(b) that there has been, or (if the notice is not issued) is likely soon to be, disorder near those premises associated with the use of those premises,</i>	Closure Notice for up to 24 hrs - Head of Public Protection.  Closure Notice for up to 48hrs in the first instance or extended from 24hrs to 48hrs - Chief Executive officer or officers duly designated by the Chief Executive officer.

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## Appendix 2

### Monmouthshire County Council Enforcement Policy for Dog Fouling and Littering

#### Introduction

- 1.1 This enforcement policy sets out Monmouthshire County Council's approach to discharging its powers in relation to offences of dog fouling and littering. It should be read in conjunction with the Council's Corporate Enforcement Policy which sets out the broader context and the Authority's approach to discharging enforcement responsibilities.
- 1.2 This enforcement policy is intended to guide the enforcement approach of authorised officers of the Council and any other agencies, such as the Police, with whom the Council has entered into an agreement for enforcement purposes.

#### Legislative Framework

- 2.1 The offence of failing to remove dog faeces is created under section 3 of the Dogs (Fouling of Land) Act 1996. Dropping litter is an offence contrary to section 87 of the Environmental Protection Act 1990.
- 2.2 The use of Fixed Penalty Notices (FPNs) is encouraged by the Welsh Assembly Government (WAG) as part of an enforcement approach to dealing with environmental offences. WAG has issued guidance on their use, entitled **Guidance on the Fixed Penalty Notice provisions of the Environmental Protection Act 1990, the Clean Neighbourhood Act 2005 and other legislation.**
- 2.3 Part 1 of Schedule 4 to the Police Reform Act 2002, as amended by section 122 of the Serious Organised Crime and Police Act 2005, creates the power for suitably designated Police Community Support Officers to issue fixed penalty notices (FPNs) for certain relevant offences.

#### General approach to enforcement

- 3.1 This enforcement Policy should be read in conjunction with the Council's Corporate Enforcement Policy, which sets out in greater detail the authority's general approach.

#### Authorised Officers.

- 4.1 Enforcement activities are undertaken by officers authorised in writing for those purposes. The Council has delegated power (26<sup>th</sup> February 2009) to the Corporate Director (RER) to authorise officers for the purpose of enforcement under the Environmental Protection Act 1990 and the Dogs (Fouling of Land) Act 1996, including the issue of FPNs.

Authorised Officers are expected to have regard to the Council's Corporate Enforcement Policy in discharging their powers.

### **Dealing with offences**

- 5.1 The Authority's usual approach to dealing with offences will depend upon the age of the offender as set out below:

#### *For offenders aged eighteen or over*

- 5.2 A Fixed Penalty Notice to be issued to give the offender the opportunity to discharge the liability to conviction for the offence.
- 5.3 The FPN amount of £75 payable within 14 days, to be reduced to £50 if paid within 10 days.
- 5.4 Payment in instalments to be considered and agreed in exceptional circumstances. Payment period by instalments not to exceed 5 months.
- 5.5 Prosecution proceedings to be taken in cases of non payment.
- 5.6 Repeat offenders are to be prosecuted with no opportunity given to pay a Fixed Penalty Fine.

#### *For offenders aged twelve to seventeen*

- 5.7 For first time offences the FPN to be commuted to a 'final warning' to be made in writing and addressed to the young person's parents/guardian.
- 5.8 For a second offence, following a 'final warning', offenders to be issued with a FPN with the option of reduced early repayment and possible payment by instalments as for those aged eighteen or over.
- 5.9 In cases of non payment, the intervention of the police and youth offending service to be invited, to consider the option of Restorative Justice work as an alternative to payment. Restorative Justice means repairing the harm caused whilst accepting responsibility for actions. This may include for example unpaid work in the community, or a piece of educational based work.
- 5.10 Cases of non payment and failure to cooperate in an alternative intervention programme, if offered, to be prosecuted.
- 5.11 Enforcement will be closely linked to an education based approach for this age range, with Enforcement Officers giving presentations and appropriate literature in school assemblies and similar fora.

## **General**

- 6.1 Alleged offenders contesting a FPN to be advised that there is no obligation to pay the penalty issued and that they have the option to plead 'not guilty' at a Magistrates Court on prosecution.

## **Complaints**

- 7.1 Any complaints or comments should be directed to the designated Officer in the Environmental Health Team, via one of the Council's One Stop Shops or by contacting one of the Council's main offices.
- 7.2 Any recipient of a FPN, pleading mitigation or otherwise contesting the FPN, should do so in writing.

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### **Appendix 3**

#### **Anti – Social Behaviour, Crime and Policing Act 2014**

Fixed Penalty Notice Levels for failure to comply with:

- Community Protection Notice
- Public Spaces Protection Order

**Fixed Penalty level of £100 payable within 14 days, reduced to £75 if paid within 10 days.**

Note £100 is maximum permitted by sections 52(7) and 68(6) of the Act.

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

<p><b>Name of the Officer:</b> Huw Owen</p> <p><b>Phone no:</b> 01873 735433 <b>E-mail:</b> huwowen@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To inform Cabinet of required changes to legal powers and to consider the Council's approach to discharging its responsibilities under the Anti-Social Behaviour, Crime and Policing Act 2014</p>
<p><b>Name of Service:</b> Environmental Health</p>	<p><b>Date Future Generations Evaluation form completed:</b> 19<sup>th</sup> August 2016.</p>

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

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


Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Positive: Ensures the appropriate officers in the Council have the powers available to help tackle anti-social behavior. The delegation of powers requested are for the Heads of 3 departments to help maximize the availability and use of the powers where appropriate.</p>	
<p><b>A resilient Wales</b></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)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	Positive: the new powers introduced will help council officers deal with particular ongoing problems or nuisances which negatively affect the community's quality of life by targeting those responsible.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive: the powers will give officers the 'tools' to help deal with anti-social behaviour, the reduction of which can only be positive. Public Spaces Protection Orders for example are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.	An approach to the issuing of fixed penalty notices which recognizes the importance of dealing with offenders below 18 years of age differently to those that are 18 or above.
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive: setting an example for developing communities which are attractive, viable and safe.	
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances		

1999  
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## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The Report takes account of legislation and statutory guidance and proposes a range of delegated powers that will enable Council officers to tackle specific issues in Monmouthshire. Powers such as Public Spaces Protection Orders and Closure Notices have a maximum duration which enable the issues to be revisited and continued use of the powers re-examined.</p>	<p>Any proposals for the making, extending, varying and discharging Public Space Protection Orders are to be submitted to Cabinet or Cabinet Member as appropriate for consideration and decision on a case by case basis.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>Dialogue with police will be essential in the consideration of use of Public Spaces Protection Orders and Closure Notices. Will help facilitate closer working with Registered Social Housing Landlords.</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>Use of the powers driven through engagement with members of our community affected by the problems/nuisances affecting their quality of life.</p>	
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Provides the 'tools' for facilitating early action where anti – social behaviour issues are significantly impacting on quality of life and helping to prevent exacerbation of those problems.</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>Availability and appropriate use of the powers introduced will enable closer working with our communities and other agencies.</p>	

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

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Delegation of powers will have neutral impact on people or groups of people with protected characteristics.		
Disability			
Gender reassignment			
Marriage or civil partnership			

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			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	Bilingual information to be provided on request.		

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

	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	Having the legislative powers available helps protect the public health of all age groups.		

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

- **Anti-Social Behaviour, Crime and Policing Act 2014: Reform of anti-social behaviour powers. Statutory guidance for frontline professionals.**

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

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**The Anti-Social Behaviour, Crime and Policing Act 2014 has introduced a new range of powers to help tackle anti-social behaviour affecting communities. The report is concerned with delegating powers to the appropriate heads of service in three specific areas:**

- **Community Protection Notices - intended to deal with particular, ongoing problems or nuisances which negatively affect the community's quality of life by targeting those responsible.**
- **Public Spaces Protection Orders - intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.**
- **Closure Powers - a fast, flexible power that can be used to protect victims and communities by quickly closing premises that are causing nuisance or disorder.**

**The delegation of powers will give the necessary 'tools' to officers to help deal with anti-social behaviour.**

**Proposals for Public Space Protection Orders to be submitted to Cabinet or Cabinet Member as appropriate for consideration and decision on a case by case basis.**

**Close working essential between the delegated officers/sections to ensure the powers are used in a fair, proportionate and consistent manner.**

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

<b>What are you going to do</b>	<b>When are you going to do it?</b>	<b>Who is responsible</b>	<b>Progress</b>
<b>Heads of Services to delegate powers to appropriate officers in their teams and council's constitution to be amended accordingly.</b>	<b>As and when considered appropriate by the Heads of Services involved.</b>	<b>Heads of Public Protection, Waste and Street Services and Governance, Engagement and Improvement.</b>	

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

<b>The impacts of this proposal will be evaluated on:</b>	<b>Within 12 months to the Head of Public Protection</b>
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**SUBJECT: RECOMMENDATIONS AND OUTCOMES FROM SELECT COMMITTEES (Mid-March – September 2016)**

**MEETING: CABINET**

**DATE: 7<sup>th</sup> September 2016**

**DIVISION/WARDS AFFECTED: All**

## **1. PURPOSE:**

- 1.1** The purpose of the report is to provide the Cabinet with a record of the recommendations and outcomes of the Select Committee meetings during the middle of March to September 2016).

## **2. RECOMMENDATIONS:**

- i) That the Cabinet acknowledge the contribution made by the Council's Select Committees towards policy development and decision-making;
- ii) That Cabinet Members familiarise themselves with the outcomes of the Select Committees to ensure they respond appropriately to recommendations and requests made by the Select Committees, in line with the Council's Scrutiny and Executive Protocol.

## **3. KEY ISSUES:**

### **3.1** Select Committees conduct a variety of important 'critical friend' roles:

- i) Reviewing the appropriateness of existing policy and shaping new policy to ensure 'fitness for purpose';
- ii) Conducting pre-decision scrutiny, by challenging the rationale for proposed decisions with the decision-maker;
- iii) Holding the Cabinet Members and Officers to account for their performance, including their management of budgets and risks;
- iv) Engaging with the public to ensure that the Council is delivering effective services which resonate with needs of the public, their communities and local businesses.

- 3.2** The Select Committees add value by driving improvement in service delivery and through offering constructive challenge to decision makers to ensure decisions are robust. Each Select Committee agrees its forward work programme and undertakes its workload in a flexible manner to ensure diligent scrutiny of key emerging programmes, projects and initiatives. This has led to an increased number of additional Select Committees being called to scrutinise single subjects, sometimes on a recurring basis. The calling of additional meetings is an approach that is favoured over the establishment of numerous task and finish groups, given the ability for

Scrutiny Members to produce quicker outcomes in addition to enabling wider elected Member and public involvement in its meetings.

**3.3** In line with the Council's Scrutiny and Executive Protocol, Cabinet Members are invited to Select Committees to be challenged upon their performance and also their rationale for decisions they may make. Outcomes of Select Committees are formally recorded in the minutes of Select Committees following 'summing up' by the Select Committee Chair, who will (if appropriate) write to the relevant Cabinet Member or Chief Officer to advise the Committee's stance on an issue together with any recommendation the Select Committee wishes to make. Discussions are frequently held between the Select Committee Chairs and the relevant Cabinet Member following the meeting, with further scrutiny and requests for information identified.

**3.3** Following a self-evaluation of the scrutiny function in 2014 and a corporate assessment in 2015, the Scrutiny Chairs agreed a need to formally document outcomes and recommendations made by Select Committees via a regular report to the Council's Cabinet. The purpose of the report is to demonstrate the valuable contribution made by Scrutiny Members and to ensure that Cabinet Members are aware of the outcomes of Select Committees, in order that they may respond appropriately.

**4. REASONS:**

4.1 To implement effective corporate governance and decision-making, through ensuring clarity of role, purpose and mutual expectations of the Select Committees and the Cabinet.

**5. RESOURCE IMPLICATIONS:**

None identified.

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

None identified.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

None identified.

**8. CONSULTEES:**

Not required.

**9. BACKGROUND PAPERS:**

None - Minutes publicly available.

**10. AUTHOR:**

Hazel Ilett, Scrutiny Manager

**11. CONTACT DETAILS:**

Tel: 01633 644233

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

## Record of Recommendations/Outcomes from Select Committees during middle March and September 2016 (18 meetings)

<b>Adults Select Committee – 8<sup>th</sup> March 2016</b>	
<b>Supporting People Programme</b>	<p>The Committee agreed to support the direction of travel and the main proposals for service development.</p> <p>The Committee suggested there is a need to move towards a simpler way of representing outcomes and members supported the development of a system to understand the service user's perspective.</p>
<b>Community Coordination pilot</b>	<p>The Adults Select Committee concluded that the report provided a robust and evidenced based evaluation which would usefully inform the development of future services. Members supported the report being tabled to Cabinet with some additions:</p> <p>The Committee would encourage further work on research and evaluation issues, with either external help or through internal arrangements.</p> <p>The Committee would like to encourage the concept to be expanded further, with thought given to the rural dimension. The Committee offered its assistance wherever possible.</p> <p>The Committee requested that figures/numbers be included in future reporting and noted that the questionnaire would be part of the Cabinet report, which would be emailed to Members for reference.</p>
<b>Disabled Facilities Grants</b>	<p>The Committee considered the options presented in the report and concluded that there should be an increase in available capital funding. The Committee suggested there may be a benefit in coordinating a meeting of the Adults Select Committee and the Planning Committee to discuss the issue with officers from Planning, Housing and Social Services in order to achieve a more joined up approach to independent living in Monmouthshire. The Committee agreed to support the report's recommendation.</p>
<b>Children and Young People's Select Committee – 17<sup>th</sup> March 2016</b>	
<b>Play Sufficiency Assessment</b>	<p>The Committee scrutinised the progress on the review and preparation of a new action plan for 16/17 for submission to Welsh Government and concluded that whilst they agreed with the report's recommendations, their suggestion would be to limit the number of objectives and actions to be taken forward.</p> <p>The Committee recognised the difficulties that officers have experienced in undertaking the work. The Committee encouraged officers to engage with the youth service and Town and Community Councils to seek contributions and ideas.</p> <p>The Committee encouraged officers to engage with the youth service and Town and Community Councils to seek contributions and ideas.</p>
<b>Flying Start</b>	<p>The Committee requested that a report be tabled in advance at future meetings with annual performance data. The Committee were keen not to lose sight of the work that is being undertaken and requested that Flying Start be reported through the future programmes report.</p>

<p><b>Acorn project</b></p>	<p>The Chair reiterated that reports should be presented in advance of the meeting and advised that Members would welcome an annual update on progress and funding. The Committee felt that the importance of the service should be recognised by promoting it to full Council.</p> <p>The Chair agreed to request information from the Cabinet Member regarding proposals for reduced staff and the subsequent impact on the service.</p>
<p><b>Strong Communities Select Committees – 17<sup>th</sup> March 2016</b></p>	
<p><b>People and Organisational Development Strategy</b></p>	<p>The committee were supportive of the strategy and the actions in place to support staff through, training, development opportunities and HR support and welcomed the cohesive approach to supporting employees. Members raised several concerns in terms of sickness absence and staff morale and the Chair advised that there is a working group currently reviewing sickness absence and that the group has been requested to report their findings to the committee in due course. Members welcomed the activities that have been undertaken, such as holding staff conferences and agreed that holding conferences within each directorate may enable a deeper understanding of issues. Members also felt that surveys would enable staff to provide views in an anonymous format, which may assist in highlighting areas of concern. The Committee agreed that the work should continue, with further progress updates brought as appropriate.</p>
<p><b>Volunteer Strategy and Toolkit</b></p>	<p>Members welcomed the strategy and Volunteer Toolkit that has been developed to support volunteers in playing an important role in service delivery in the county. The Committee acknowledged that significant work had been undertaken by the Volunteer Lead to provide a model that has been based on lessons learnt by others and commended the approach that has been adopted. The committee were satisfied that there are appropriate safeguarding measures in place to ensure all volunteers are vetted and were reassured that the volunteer strand of working has been included within the Council's Corporate Safeguarding Group.</p> <p>Members highlighted the need to measure the 'added value' of volunteering through several different perspectives:</p> <ul style="list-style-type: none"> <li>- The monetary value that volunteering offers</li> <li>- The impact of volunteering in terms of projects that have been furthered by volunteers which may not have happened otherwise</li> <li>- The emotional/social value for volunteers, for example, the impact that volunteering has had on their health, happiness and well-being</li> </ul> <p>The committee asked that the Volunteering Lead consider how the added value of volunteering could be usefully measured in these different formats. Members requested future updates from the officer as appropriate, acknowledging that the committee will be inviting Gwent Association of Voluntary organisations (GAVO) to a future meeting to discuss partnership working and that volunteering may be discussed as part of that agenda.</p>
<p><b>Month 9 Budget Monitoring</b></p>	<p>Members reviewed the financial situation at month 9 for projects and programmes within their remit, expressing concern for the budgetary position for the highways division. The committee expressed concern for the Home to School Transport budget and acknowledged that given that</p>

	<p>the Additional Learning Needs transport savings have proven unachievable, it is unlikely that the service is going to be able operate within its existing budget. Members were concerned that the service has requested further funding via the MTFP in 2016-17 and agreed there is a need to review the Home to School Transport Policy and consider the appropriate funding for this service.</p> <p>Members reviewed the financial situation at month 9 for projects and programmes within their remit, expressing concern for the budgetary position for the highways division. The committee expressed concern for the Home to School Transport budget and acknowledged that given that the Additional Learning Needs transport savings have proven unachievable, it is unlikely that the service is going to be able operate within its existing budget. Members were concerned that the service has requested further funding via the MTFP in 2016-17 and agreed there is a need to review the Home to School Transport Policy and consider the appropriate funding for this service.</p>
<b>Strategic Equality Plan and Monitoring Report</b>	The Chair thanked the Officer for the comprehensive update and requested regular updates.
<b>Economy and Development Select Committee – 11<sup>th</sup> April 2016</b>	
<b>i County Strategy and Business Plan 2016/19</b>	The Committee welcomed the report and the views expressed. Members agreed to receive a further report regarding ways to directly work with schools in respect of computer coding for students, as currently the Directorate is having to work around the curriculum with regard to this matter. Also, it was noted that there was scope for further talks with the Children and Young People Directorate and schools regarding the need to create a closer link with the way Maths, IT, and Engineering are taught. These are currently taught under the subject entitled STEM.
<b>Shared Resource Service (SRS)</b>	The Committee welcomed the report and considered that a watching brief be held via the SRS Public Board Meeting minutes with regard to progress being made in respect of the SRS.
<b>Economy and Development Select Committee – 14<sup>th</sup> April 2016</b>	
<b>Broadband and Superfast Business ICT Exploitation Programme</b>	The Chair thanked BT colleagues for their attendance and welcomed the opportunity to engage and stated that the key area for focus should be to ensure ongoing communication with residents and businesses.
<b>Car Parking Charges</b>	<p>The Chair concluded that the focus had been around the blue badge issue, including the stress of the application process, affordability, enforcement.</p> <p>In terms of the wider impact the Committee would welcome a progress report to ensure Members are updated.</p> <p>The Head of Operations agreed to investigate options regarding Station Road, Chepstow to incentivise train users.</p>
<b>Adults Select Committee – 26<sup>th</sup> April 2016</b>	
<b>Common Allocation Policy (Housing)</b>	The Chair concluded that Adults Select Committee would endorse the policy, however, they recommend that the Cabinet hold a Member Seminar to disseminate knowledge.
<b>Older Person's Commissioner Guidance on scrutinising changes to community services</b>	The Chair agreed to work with the Scrutiny Manager on a formal response to the Older Person's Commissioner. It was suggested that an invitation be issued to the Commissioner for a future meeting.

<p><b>and 'Equalities and Human Rights Impact Assessments'</b></p>	<p>Members agreed that officers would be invited to attend a future meeting to discuss partnership arrangements in adult services.</p> <p>The committee discussed how it could embed the principles outlined in Each guidance paper into scrutiny practice and agreed that the Scrutiny Manager would work with the Equalities Officer to develop lines of questioning for future scrutiny activity.</p>
<p><b>Strong Communities Select Committees – 28<sup>th</sup> April 2016</b></p>	
<p><b>Sustainable Development Policy</b></p>	<p>The Committee acknowledged the need for Members to be aware of the Council's responsibilities and to understand the process. The Committee felt that the policy was user friendly and recommended the officer work with the Planning Department to ensure sustainability is built into the Local Development Plan. Members recognised that the Future Generations Act would require the Council to ensure sustainability is built into all future decisions and Members supported the officer in undertaking the work to implement the act's requirements.</p>
<p><b>Partnership Mapping Exercise</b></p>	<p>The Committee accepted the report's recommendations and thanked the officer for providing a clear outline of how the work of partners contributes to delivering the Single Integrated Plan. Members acknowledged the future role for the new Public Service Board Select Committee to scrutinise partnerships at a strategic level by holding the Local Service Board to account.</p>
<p><b>Improvement Plan for 2016-2017</b></p>	<p>The Committee supported the report and requested that the Head of Operations investigate the following issues raised and report back to Select committee Members:</p> <ul style="list-style-type: none"> <li>- The level of recycling generated through incineration</li> <li>- Whether the Authority has a mandate to save £250,000 by removing glass from the comingled recyclates</li> <li>- The cost effectiveness of incineration rather than recycling.</li> </ul>
<p><b>Adults Select Committee – 17<sup>th</sup> May 2016</b></p>	
<p><b>Carers Strategy</b></p>	<p>It was agreed that the strategy would be endorsed and commended to Cabinet, with the appreciation that the programme was living, fluid and constantly evolving. The Committee requested to be updated regularly on progress and acknowledged that there were three areas of notable concern: Respite, Transport and Primary Care.</p> <p>The Committee felt the strategy was an excellent piece of work which had engaged with service users throughout to arrive at a well evaluated strategy.</p>
<p><b>Children and Young People's Select Committee – 19<sup>th</sup> May 2016</b></p>	
<p><b>Poverty in Monmouthshire</b></p>	<p>Members supported the community engagement which would be undertaken through the autumn as part of the well-being assessment led by the Public Service Board. The Committee felt that there was a need to engage with people who were living just above the poverty line and encouraged officers to obtain information from the school community, as well as obtaining children's views.</p>
<p><b>Family Support Programmes</b></p>	<p>The Select Committee agreed they would like to be kept informed of future funding for the Families First Programme. Members recognised that the</p>



	<p>work streams would need to be addressed by both this Committee and the Public Service Board Select Committee.</p> <p>The Select Committee felt that they could help assist in raising awareness of the programme at ward level and agreed that the Scrutiny Manager could provide the Partnership and Engagement JAFF Coordinator with the email addresses of the Select Committee.</p> <p>Members agreed to review progress on the Families First Programme in nine month's time.</p>
<b>Economy and Development Select Committee – 9<sup>th</sup> June 2016</b>	
<b>Circuit of Wales</b>	Circuit of Wales: Members suggested that as the deal moves forward, all relevant information would need to be fed back to Committee for thorough scrutiny to take place.
<b>Skutrade</b>	Skutrade: The Committee agreed to receive an update in September.
<b>Revenue and Capital Outturn report</b>	The Chair reminded officers that in future, in order to provide the necessary context, there is a need for the Chief Officer as well as the Finance Officer to be present for scrutiny of budget reports.
<b>Monmouthshire Business and Enterprise end of year report Update</b>	The Committee welcomed the regular updates on the schemes and requested that the statistics on the broadband roll out be emailed to the Committee.
<b>Economy and Development Select Committee Business Breakfast Feedback</b>	The Committee agreed the findings of the business breakfast and requested that relevant officers are invited to a future meeting to discuss areas that may benefit from further scrutiny.
<b>Verbal Update - Events Strategy</b>	The Committee requested to scrutinise the formal debrief of the Velethon which should be completed by September and agreed to table this to a future meeting.
<b>Adults Select Committee – 21<sup>st</sup> June 2016</b>	
<b>Citizens Advice Bureau: 'Better Advice Better Lives' Report</b>	The Chair concluded that the report would be useful to all members and suggested that the service presented to a full council meeting. The need for further collaboration across agencies was seen as paramount to ensure information was not duplicated and that useful information was easier to disseminate. The Chair thanked both guests for the enlightening report and stressed that the Committee would revisit the issues discussed via regular updates and briefings.
<b>Revenue and Capital Outturn report</b>	The Chair thanked the Finance Manager for another pleasing report and stressed that the Committee appreciated the hard work of the staff. It was recognised by the very nature of the portfolio, there were often things that could not be predicted or controlled. The report was recommended to Cabinet and the Chair looked forward to future updates.
<b>Feedback on Member's Seminars by the Chief Officer</b>	The Head of Officer for Social Care discussed recent Member Seminars, giving special praise to the Dementia Training, commenting on the powerful presentation. The Chief Officer thanked Members as she felt their comments gave officers focus for action plans and helped drive issues forward. Members expressed disappointment at the number of members who did not attend, as they felt the seminars were a valuable tool.

## Public Service Board Select Committee – 28<sup>th</sup> June 2016

### Governance Report for the Public Service Board (PSB) Select Committee

The Committee agreed that the report outlining governance arrangements for the Select Committee would be accepted, subject to the following amendments:

- (i) The Chair would remain in place until the subsequent Select Committee meeting
- (ii) Co-optees would be considered on an 'as and when necessary' basis.

Members agreed that future PSB Select Committee agendas would provide a link to the minutes and agendas of the PSB during each Select Committee meeting period.

The Committee accepted that the draft terms of reference for the Select Committee would be agreed at the next meeting (to feature on the agenda of each PSB Select Committee meeting).

### Public Service Board Working Arrangements and Governance Report for the Public Service Board

The Select Committee agreed that the Chair would write to the Chair of the PSB to:

- (i) reflect the Select Committee's concerns about the capacity of the team to deliver the work on behalf of the PSB;
- (ii) advise that the PSB will not be required to attend all meetings of the PSB Select Committee (invites to be offered as and when required);
- (iii) request that the PSB agrees a brief action list at the close of each of their meetings to assist the Select Committee in monitoring the PSB's progress;
- (iv) request that the PSB's terms of reference be amended to include an expectation that in instances where a PSB partner is unable to attend a PSB meeting, a deputy attends on behalf of the partner to ensure that absence is not detrimental to the board's overall progress.
- (v) invite the Chair of the PSB to attend the PSB Select Committee on 11<sup>th</sup> October (10am) at which, feedback of the community engagement in preparation for the well-being assessment will be presented.

The Chair agreed to write to the Commissioner to communicate the Select Committee's outcomes and to invite her to attend the meeting on 11<sup>th</sup> October (10am) to offer her perspective on the powers offered to both the Commissioner and the Select Committee to ensure the PSB performs effectively.

## Strong Communities Select Committees – 30<sup>th</sup> June 2016

### Revenue and Capital Outturn Report

The Committee was satisfied with the answers to its questions on budget management, however, concerns were raised regarding the delivering of savings on public toilets and it was agreed to table a progress report on the review of public toilets to a future meeting.



	The Chair agreed to write to the Chair of the Economy and Development Select Committee in respect of the new lease for the cattle market in Raglan to request the Committee to scrutinise progress being made.
<b>Future of the Civic Amenity Site Contract</b>	The Committee received a comprehensive report and Members noted the progress that had been made, accepting the report's recommendations. The Committee requested to be kept regularly updated on progress in respect of the Heads of the Valleys Anaerobic Digestion partnership programme.
<b>Recycling Review and Implementation Plans</b>	The Chair thanked the officer for bringing a position update to the Select Committee on the recycling collections pilot planned to commence in September this year. Members commented on the proposals for the trial and remain unconvinced that the black boxes had sufficient benefits over the plastic sacks. The Committee agreed to receive a further update on the results of the pilot in due course.
<b>Managing Public Open Space</b>	The Committee considered the future strategy for managing and maintaining MCC owned public open space. Members agreed with the proposals presented in the report and were content that the report be taken to the next available Cabinet meeting.
<b>Children and Young People's Select Committees – 7<sup>th</sup> July 2016</b>	
<b>Children's Services Improvement Journey:</b> <ul style="list-style-type: none"> <li>- <b>Children's Services Improvement Programme</b></li> <li>- <b>Workforce and Practice Development Plan</b></li> <li>- <b>Commissioning Strategy</b></li> </ul>	<p>The Chair concluded that the Committee recognised that this is the beginning of a journey and acknowledged that officers are taking steps to ensure safety and well-being and requested a report in 12 months' time.</p> <p>The Committee concluded that the workforce development plan was a positive report which reflected the need to get the right people in the right places. It also heightened the need to develop a confident, competent and stable workforce which is fully supported by the Committee. The report identified the key challenges and the changes being addressed. Members signalled their interest in being involved in some of the training sessions and requested that the officer bring the training plan (for children and adults to ascertain progress in developing a competent and able workforce in 9-12 months' time.</p> <p>The Chair thanked Officers for the comprehensive, clear report which had raised some important points. The Committee endorsed the strategy and supported all aspects of the improvement journey as a whole. The Committee recognised that Monmouthshire has an over representation of children who are subject to care orders and hoped that the strategy, when evaluated later this year will prove to be effective. The Committee acknowledged that early intervention and prevention together with family support services may reduce numbers and felt that the report was clear and should be endorsed. They asked to review the strategy in 9-12 months' time.</p>
<b>2015/16 Performance Report: Improvement Objectives and Outcome Agreement</b>	The Committee discussed the report which raised a number of issues that had been discussed in previous agenda items and agreed to keep a watching brief on the progress of children's services.
<b>Revenue and Capital Outturn report</b>	Members raised concern over the ability to achieve the necessary capital receipts in order to fund 21 <sup>st</sup> century schools. The Committee agreed to discuss these concerns at their meeting on 11 <sup>th</sup> July.

**Joint Meeting of the Children and Young People's and Economy and Development Select Committees – 11<sup>th</sup> July 2016**

<p><b>ICT in Schools Investment Programme</b></p>	<p>The Select Committee discussed:</p> <ol style="list-style-type: none"> <li>i. Transition arrangements.</li> <li>ii. The three schools that have not signed up to the SLA but have an opportunity to join.</li> <li>iii. Encourage contractors to commence work over the summer holidays with a view to connecting schools to the 100mb line as soon as possible.</li> <li>iv. The Select Committee will receive a monthly communication regarding schools connections to the 100mb line via newsletter.</li> </ol> <p>The Committees agreed to accept the report and re-visit this matter when the timescales referred to in appendix 2 have been met.</p>
<p><b>Schools curriculum - Digital literacy and within the curriculum</b></p>	<p>The Select Committee discussed the following:</p> <ul style="list-style-type: none"> <li>• Teacher training.</li> <li>• Additional funding for training.</li> <li>• Infrastructure being in place if Estyn should undertake school inspections during September 2016.</li> <li>• Private sector engagement with schools and encouragement of schools to embrace this.</li> </ul> <p>Members agreed to accept the report.</p>
<p><b>21<sup>st</sup> Century Schools</b></p>	<p>The Committee was inquorate and the meeting was adjourned.</p>
<p><b>Adults Select Committee – 12<sup>th</sup> July 2016</b></p>	
<p><b>Partnership framework relating to Adult's Services</b></p>	<p>The Chair summarised that the item had been a helpful insight into the work of partnerships in Monmouthshire adding that although the PSB Select Committee was responsible for the overall scrutiny of the PSB, there were key areas for individual Select Committees to consider specific matters in more depth.</p>
<p><b>Performance Reporting, Outcome Agreements and Improvement Plan</b></p>	<p>The Chair sought and achieved agreement that the Committee had fulfilled the recommendations in the report. The Chair expressed his appreciation for the volume of data and graphs provided and its presentation which has provided greater clarity.</p>
<p><b>Joint Housing Solutions Service Pilot - Joint evaluation of the service</b></p>	<p>The Chair summarised that the pilot had been tried and evaluated, with a proposal to reverse the arrangement which, for a range of reasons hasn't achieved what was intended. He remarked that there is an expectation for authorities to collaborate more. He asked if there were any lessons learnt that could be communicated to other Heads of Service. It was recommended that a lead authority should be appointed instead of a joint approach.</p> <p>The recommendations were unanimously agreed. The Chair emphasised that this decision would not rule out joint working in the future.</p> <p>The Chair expressed his gratitude to the Head of Housing and Regeneration Manager for his report, for providing him with regular updates and invited him to return to report on reintegration.</p>

## Economy and Development Select Committee – 14<sup>th</sup> July 2016

<p><b>Performance Reporting, Outcome Agreements and Improvement Plan</b></p>	<p>The Chair summarised that affordable housing, whole place planning, recycling and Superfast Broadband had been discussed at the meeting. Actions were agreed as follows:</p> <ul style="list-style-type: none"> <li>• An update on whole place planning across the county for all Members was requested;</li> <li>• The Welsh Government to be invited to the meeting regarding scrutiny of the roll out of Superfast Broadband.</li> <li>• A Members Planning seminar on the Local Development Plan to be arranged and also to discuss the LDP at the next meeting as part of the Annual Monitoring Report,</li> <li>• A post-referendum outcomes seminar to be arranged to consider any impact on EU funded projects.</li> </ul>
<p><b>Outcomes of the Business Breakfast</b></p>	<p>The Chair thanked Fiona Wilton for attending and for her contribution to the meeting acknowledging the positive discussion and the identification of areas for closer working. The Chair welcomed her attendance at future meetings.</p> <p>The Chair identified actions from the meeting referring to the Destinations Management Plan which will be available for consultation to Ward Members and Committee Members in the near future.</p> <p>The Chair recognised the strong feelings expressed regarding Chepstow TIC and requested that options similar to the Coleford model are explored.</p> <p>Regarding Brown and white signage, the Chair summarised that the policy should be reviewed and added to the forward work programme.</p> <p>Looking to the future, the Chair stated that the Committee would review Supplementary Planning Guidance on Tourism in February prior to its adoption in April.</p>
<p><b>Cardiff City Region Board</b></p>	<p>The Committee requested an informal visit to Mitel.</p>
<h2>Strong Communities Select Committees – 21<sup>st</sup> July 2016</h2>	
<p><b>Public Protection 2015/16 Performance Report</b></p>	<p>The Chair commended officers for the work that they do, however, there were concerns for public health and aspects of the report. The Committee are keen to review matters in 6 months' time. During the budget setting process, Members would like this dealt with separately due the concerns raised.</p>
<p><b>2015/16 Performance Report: Improvement Objectives and Outcome Agreement</b></p>	<p>The Chair thanked the Officer for the detailed report and looked forward to the next 6 month update in November.</p>
<p><b>People Services Annual Report</b></p>	<p>The Chair thanked the Officer for the report and asked for a copy of the 2014/15 staff survey form. The Committee will look at reviewing this regularly.</p>

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