



<p><b>Name of the Officer</b> completing the evaluation</p> <p>David Jones and Linda O’Gorman  <b>Phone no:</b> x4100  <b>E-mail:</b> <a href="mailto:davidjones3@monmouthshire.ov.uk">davidjones3@monmouthshire.ov.uk</a> and <a href="mailto:lindaogorman@monmouthshire.gov.uk">lindaogorman@monmouthshire.gov.uk</a></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>Restructure of the Licensing section</p>
<p><b>Name of Service:</b> Licensing section, Public Protection,    Social Care, Safeguarding and Health</p>	<p><b>Date Future Generations Evaluation</b> form completed</p> <p>12<sup>th</sup> December 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***




**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>As part of the budget setting programme for the financial year 2017/18, a review of the Licensing Section took place. The team has not been reviewed for over 11 years. It is felt that amalgamation of the Senior and Enforcement Officer posts and a drop of 4.5 to 4.0 Full Time Equivalent Officers will not only</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?
	streamline resources, but will avoid confusion for the public who previously had enquiries and complaints passed between different Officers. The public will now have one single point of contact who deals with the processing and enforcement.	
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)		
<b>A healthier Wales</b> People's physical and mental wellbeing is maximized and health impacts are understood	The proposed Licensing Officers under the new structure will have a clearer understanding of their role.	
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	The public who use the service will be aware that one person will be responsible for the processing of their licence application / enquiry / complaint making it easier for them to contact Licensing. Also provides a simpler connection to Hub Officers, Highways, etc.	
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing		

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>The Licensing Section will continue to provide information / advice application forms in Welsh when requested. All displayed licences /registrations / certificates will be bi-lingual in Welsh and English.</p>	
<p><b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>The new proposal will permit the existing Senior Licensing officers to automatically slot into the post of Licensing Officer. The third Licensing Officer post will be chosen from the remaining Enforcement Officers, (though one has since come forward seeking redundancy). The selection process will include regard to the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership, pregnancy or maternity.</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><b>Long Term</b></p> <p>Balancing short term need with long term and planning for the future</p>	<p>The proposed Licensing restructure is more financially efficient and incorporates longer term improvement.</p>	<p>The slight drop in Officer capacity, at around 10%, will be mitigated by better use of Public Protection support for administrative functions.</p>
 <p><b>Collaboration</b></p> <p>Working together with other partners to deliver objectives</p>	<p>The change in structure will speed up the process and provide a clearer understanding to outside agencies and partners, (for example, Gwent Police, Gambling Commission).</p>	
 <p><b>Involvement</b></p> <p>Involving those with an interest and seeking their views</p>	<p>The Social Care and Health DMT, the budget working group (Head of Finance, etc.) and 'People Too', the external advisers, are in agreement to take forward this proposal, subject to political approval.</p> <p>The proposed structure has been fully discussed with the team and views sought on the revisions. Their comments are referenced in the main report.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The reduction of 0.5 Full Time Equivalent staff within the Licensing section, will require better time management and use of the Support section.</p>	<p>Better use of existing Public Protection support team.</p>
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Better integration with organisations who will have a better understanding of our Licensing services.</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	<p>The selection of Licensing Officers will not discriminate against age and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</p>		
Disability	<p>The selection of Licensing Officers will not discriminate against disability and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</p>		
Gender reassignment	<p>The selection of Licensing Officers will not discriminate against gender reassignment and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</p>		
Marriage or civil partnership	<p>The selection of Licensing Officers will not discriminate against marriage or civil partnerships and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</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?
Pregnancy or maternity	<p>The selection of Licensing Officers will not discriminate against pregnancy and maternity and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</p>		
Race	<p>The selection of Licensing Officers will not discriminate against race and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</p>		
Religion or Belief	<p>The selection of Licensing Officers will not discriminate against religion or belief and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</p>		
Sex	<p>The selection of Licensing Officers will not discriminate against the sex or a person and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</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?
Sexual Orientation	<p>The selection of Licensing Officers will not discriminate against the sexual orientation of a person and training for the post will be provided where applicable.</p> <p>The Licensing Section will provide a service to all members of the public.</p>		
Welsh Language	As above.		

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	<p>Safeguarding children and vulnerable persons will be taken into consideration in conditions, policies and procedures processed within the Licensing Section. Where such policies and conditions are in place enforcement and training will be provided where applicable to the public, licence holders, other agencies and licensing officers.</p>		
Corporate Parenting			



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

The slight drop in capacity of Licensing Officers from 4.5 to 4.0 Full Time Equivalent is manageable. The proposed new structure will simplify workload and speed up the process of applications / enquiries / complaints received by Licensing. Licensing Officers will no longer have to await responses off other Officers within the team, which causes delays to processing and each Officer will have individual accountability. Outside agencies /public will have a single point of contact, which will avoid confusion.

**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?**

Reduces service costs, whilst provides a more efficient, sustainable service. Also easier to understand responsibilities, with two former jobs being amalgamated into one. This makes it easier to contact the Officers, be it internal, (Hub, Highways, etc.) or external (Police, Public Health Wales, etc.).

**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>
Monitor service delivery of the Licensing Section, with a review in 3 and 6 months' time.	3 months/6 months, so first review July 2017.	Linda O’Gorman/David Jones	

**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:	July 2017
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**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
	Cabinet	11 <sup>th</sup> January 2017	