

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

5 SEPTEMBER 2017

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

FORWARD WORK PROGRAMME (FWP)

1. Purpose of Report .

- 1.1 The purpose of this report is to seek Cabinet approval for items to be included on the Forward Work Programme.

2. Connection to Corporate Improvement Objectives.

- 2.1 The active engagement with the public regarding key decisions of the Authority contributes to all of the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background.

- 3.1 The Constitution of the Council explains that the Forward Work Programme will be prepared by the Corporate Director – Operational and Partnership Services to cover a period of four months except when ordinary elections of councillors occur, in which case the forward work programme will cover the period up to the date of the elections.
- 3.2 The forward work programme will contain matters which the Cabinet, Overview and Scrutiny Committees and full Council are likely to consider. It will contain information on:
- (a) the timetable for considering the Budget and any plans, policies or strategies forming part of the Policy Framework and requiring Council approval, and which body is to consider them;

- (b) the timetable for considering any plans, policies or strategies which are the responsibility of the Cabinet;
- (c) any individual matters on which the Cabinet intends to consult in advance of taking a decision, and the timetable for consultation and decision;
- (d) the work programme of the Overview and Scrutiny Committees, to the extent that it is known.

3.3 The forward work programme will be published at least 14 days before the start of the period covered. The authority is required to publish a notice in at least one newspaper circulating in the area, stating that a forward work programme will be published and giving the publication dates for that year.

3.4 The recent Wales Audit Office report also identifies that the Council should improve the availability and accessibility of information relating to decision-making on significant service change.

4. Current situation / proposal.

4.1 The Forward Work Programme will be considered by Cabinet at the meetings listed below and published on the dates shown:

Cabinet Meeting Date		Published by	FWP for Period
05 Sep 17	-	15 Sep 17	01 Oct – 31 Jan 18
28 Nov 17	-	15 Dec 17	01 Jan – 30 Apr 18
27 Feb 18	-	15 Mar 18	01 Apr – 31 July 18
To be confirmed	-	15 Jun 18	01 Jul – 31 Oct 18

4.2 Once approved the schedule of publication will be advertised in the Glamorgan Gazette.

4.3 The proposed Forward Work Programmes (FWPs) are described below:

- Cabinet and Council FWP - Appendix 1
- Overview and Scrutiny FWP - Appendix 2

5. Effect upon Policy Framework and Procedure Rules.

5.1 There are no implications relating to the Policy Framework and Procedure Rules

6. Equality Impact Assessment

6.1 There are no negative equality implications arising from this report.

7. Financial Implications.

7.1 There will be an estimated cost of £400 for the notice being placed in a newspaper and its translation to inform readers of the publication dates of the Forward Work Programme as required in Paragraph 3.3 of the report.

7.2 There will be a translation cost of approximately £60 for each quarterly update of the Forward Work programme when it is published on the Bridgend County Borough Council Website. These will be met from within existing budgets.

8. Recommendation.

8.1 Cabinet is recommended to:

- Approve the Cabinet Forward Work Programme as shown at Appendix 1;
- Note the Council and Scrutiny Forward Work Programme as shown at Appendix 1 and 2 respectively.

P A Jolley
Corporate Director Operational and Partnership Services
10 Aug 2017

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Background documents: None

Cabinet and Council Forward Work Programme for the period 01 October 2017– 31 January 2018

- (a) The timetable for considering the Budget and any plans, policies or strategies forming part of the Policy Framework and requiring Council approval, and which body is to consider them;

Item	Title and Description of Report	Cabinet	Council	Contact Officer
(a)	(b)	(c)	(d)	(e)
1.	<p>Annual Report</p> <p>The purpose of this report is to present the Council's Annual Report 2016-17 as required Under section 15 of the Local Government (Wales) Measure 2009 and in accordance with the related statutory guidance issued by the Welsh Government, the authority must publish its assessment of performance for the previous financial year before 31 October.</p>	3 Oct 17	4 Oct 17	<p>Darren Mepham Chief Executive Tel: 01656642616 Email: Darren.Mepham@bridgend.gov.uk</p>
2.	<p>Healthcare Needs Policy for Bridgend Local Authority</p> <p>To seek Cabinet approval of the Authority's "Healthcare needs" policy in accordance with the "Supporting Learners with Healthcare Needs" guidance. This guidance identifies the requirement for all maintained nursery, primary, secondary and special schools, pupil referral units (PRUs) and local authorities (LAs) in Wales to implement and publish their Healthcare Needs Policy</p>	-	29 Nov 17	<p>Lindsay Harvey Corporate Director – Education and Family Support Tel: 01656 642612 Email: Lindsay.Harvey@bridgend.gov.uk</p>
3.	<p>Council Tax Base 2018-19</p> <p>The purpose of this report is to provide Council with details of the council tax base and estimated collection rate for 2018-19.</p>	-	29 Nov 17	<p>Randal Hemingway Head of Finance & Section 151 Officer Tel: 01656 643302 Email: Randal.Hemingway@bridgend.gov.uk</p>
4.	<p>City Deal Business Plan</p> <p>The Council are asked to approve the City Deal Business Plan that has been developed by the City Deal Regional Joint Cabinet. All ten authorities are required to agree this reserved matter in order to fully establish the authority of the regional cabinet and so allow the UK treasury to release the remainder of UK government allocation of funding to the partnership.</p>	-	29 Nov 17	<p>Darren Mepham Chief Executive Tel: 01656642616 Email: Darren.Mepham@bridgend.gov.uk</p>

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(a)	(b)	(c)	(d)	(e)
5.	<p>The Elected Member Learning and Development Strategy 2017 – 2022</p> <p>A report from the Democratic Services Committee requesting approval of the Elected Member Learning and Development Strategy which sets out the development priorities for the induction of newly Elected Members, the identification of their development needs and the subsequent delivery of development activities throughout their term of office.</p>	-	29 Nov 17	<p>Andrew Jolley Corporate Director Operational and Partnership Services Tel: 01656 643106 Email: Andrew.Jolley@Bridgend.gov.uk</p>

(b) the timetable for considering any plans, policies or strategies which are the responsibility of the Cabinet;

Item	Title and Description of Report	Cabinet	Council	Contact Officer
(a)	(b)	(c)	(d)	(e)
1.	<p>Reviewed Performance Management Framework</p> <p>The report is to ask Cabinet to approve the Council's reviewed Performance Management Framework which defines what performance management is all about within the Council at a time of strategic change; clarifies roles and accountability for everyone in delivering priorities for less; and provides a guide to all those involved in the performance management process. The reviewed Framework ensures that sustainable development and the five ways of working that are provided by the Well-being of Future Generations (Wales) Act 2015 guides the Council's practice at every stage of its performance management process.</p>	3 Oct 17		<p>Darren Mepham Chief Executive Tel: 01656642616 Email: Darren.Mepham@bridgend.gov.uk</p>
2.	<p>Post 16 Education Review</p> <p>The purpose of this report is to present Cabinet with a report from the Post-16 Operational Board which has considered a range of concepts for the future provision of post-16 education across BCBC. This review forms part of the Strategic Review Board's work on reviewing the school estate in Bridgend LA (a report on this is due with Cabinet in September 2017). The Post-16 Board engaged with a range of stakeholders before appraising the range of concepts and thereafter making recommendations for Cabinet to consider.</p>	31 Oct 17		<p>Lindsay Harvey Corporate Director – Education and Family Support Tel: 01656 642612 Email: Lindsay.Harvey@bridgend.gov.uk</p>

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3.	<p>Social Housing Allocation Policy (SHAP)</p> <p>The purpose of this report is to highlight the changes and seek Cabinet approval to the Social Housing Allocation Policy (SHAP)</p>	28 Nov 17		<p>Andrew Jolley Corporate Director Operational and Partnership Services Tel: 01656 643106 Email: Andrew.Jolley@Bridgend.gov.uk</p>
4.	<p>Data Retention Policy</p> <p>The purpose of this report is for Cabinet to approve the Data Retention Policy which will set out the Council's responsibilities and activities in respect to the data it holds with an emphasis on the introduction of a data retention schedule agreed by all Directorates.</p>	28 Nov 17		<p>Andrew Jolley Corporate Director Operational and Partnership Services Tel: 01656 643106 Email: Andrew.Jolley@Bridgend.gov.uk</p>
5.	<p>School Admission Arrangements 2019 – 2020</p> <p>The purpose of this report is to present the draft School Admissions Policy and Arrangement for 2019-2020 and seek Cabinet approval. The report will highlight the outcomes of the consultation process and proposed changes compared to the previous year's policy/arrangements.</p>	30 Jan 18		<p>Lindsay Harvey Corporate Director – Education and Family Support Tel: 01656 642612 Email: Lindsay.Harvey@bridgend.gov.uk</p>

(c) any individual matters on which the Cabinet intends to consult in advance of taking a decision, and the timetable for consultation and decision;

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6.	<p>School Admission Arrangements 2019 – 2020</p> <p>The purpose of this report is to present the draft School Admissions Policy and Arrangement for 2019-2020 and seek Cabinet approval. The report will highlight the outcomes of the consultation process and proposed changes compared to the previous year's policy/arrangements.</p>	3 Oct 17		<p>Lindsay Harvey Corporate Director – Education and Family Support Tel: 01656 642612 Email: Lindsay.Harvey@bridgend.gov.uk</p>

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7.	<p>Public Conveniences</p> <p>The purpose of this report is to seek the approval of Cabinet to consult in regard to a review of Public Conveniences provision in line with required MTFS savings.</p>	3 Oct 17		<p>Mark Shephard Corporate Director – Communities Tel No: 01656 643526 Email: Mark.Shephard@bridgend.gov.uk</p>
8.	<p>Subsidised Bus Services</p> <p>The purpose of this report is to seek the approval of Cabinet to consult in regard to a review of Subsidised Bus Services in line with required MTFS savings.</p>	3 Oct 17		<p>Mark Shephard Corporate Director – Communities Tel No: 01656 643526 Email: Mark.Shephard@bridgend.gov.uk</p>
9.	<p>MTFS 2018-19 to 2021-22</p> <p>The purpose of this report is to present Cabinet with the draft Medium Term Financial Strategy 2018-19 to 2021-22, which sets out the spending priorities of the Council, key investment objectives and budget areas targeted for necessary savings. The strategy includes a financial forecast for 2018-22 and a detailed draft revenue budget for 2018-19</p>	28 Nov 17		<p>Randal Hemingway Head of Finance & Section 151 Officer Tel: 01656 643302 Email: Randal.Hemingway@bridgend.gov.uk</p>

Scrutiny Forward Work Programme for the period 01 October 2017– 31 January 2018

Meeting Date	Corporate Scrutiny Committee	Meeting Date	Subject Scrutiny Committee 1	Meeting Date	Subject Scrutiny Committee 2	Meeting Date	Subject Scrutiny Committee 3
05-Oct	Procurement To provide an update on the progress and outcomes of the various work streams of the procurement project. To include implications of recent legislation such as national living wage.	14-Sep	Additional Learning Needs (ALN) Reform To provide an update on the ALN Reform Bill and its current status. To include developments that are being made by the Local Authority and a Central South Consortium in preparation for its introduction.	18-Sep	Early Help and Safeguarding To provide an update on how the two services are working together and the outcome of the in depth analysis undertaken within the Council. This should include the identification of any impact on the LAC population.	13-Sep	Developing Bridgend as a place to work, live and visit To include information on: <ul style="list-style-type: none"> • Tourism • Events, • Neighbourhoods and cleansing the public realm
	Rationalising the Councils Estate To review the progress of one of the key projects/programmes under Corporate Priority 3 (Smarter use of Resources).						
	2017-2018 Budget Monitoring Quarter 1 - Info Report To review 2017-18 financial performance as at 30 June 2017: forecast out-turn against revenue and capital budget and reasons for variance.						

Meeting Date	Corporate Scrutiny Committee	Meeting Date	Subject Scrutiny Committee 1	Meeting Date	Subject Scrutiny Committee 2	Meeting Date	Subject Scrutiny Committee 3
15-Nov	Digital Transformation Programme The ongoing monitoring of the project including its potential savings and risks	06-Nov	Residential Remodelling – Childrens Services Appraisal of the options and proposed new model for children's residential provision and use of therapeutic interventions. (Pre decision item)	09-Oct	Child and Adolescent Mental Health Services (CAMHS) To receive a report detailing how children and young people with mental health issues are identified and supported by professionals and volunteers. To include how communication and joint working between CAMHS and the YOS has been achieved following staffing related issues.	25-Oct	Waste Services (Operational) To review the implementation and roll-out of the new waste services contract. The review to include the concerns that have been raised by the public and recorded on the Member Referrals system. This meeting is planned to be webcast
	Contract Management including Waste To consider a report which outlines the contract management process and identifies: <ul style="list-style-type: none"> • how is due diligence achieved • How are contracts managed and monitored • How are lessons learned fed back into the process 						

Meeting Date	Corporate Scrutiny Committee	Meeting Date	Subject Scrutiny Committee 1	Meeting Date	Subject Scrutiny Committee 2	Meeting Date	Subject Scrutiny Committee 3
14-Dec	(Provisional) Budget Consultation To consider the budget proposals for the 2018-19 financial year	04-Dec	(Provisional) Budget Consultation To consider the budget proposals for the 2018-19 financial year	07-Dec	(Provisional) Budget Consultation To consider the budget proposals for the 2018-19 financial year	06-Dec	(Provisional) Budget Consultation To consider the budget proposals for the 2018-19 financial year
	2017-2018 Half Year Financial Performance and Half Year Corporate Plan Performance						