

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

28 NOVEMBER 2017

REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

FORWARD WORK PROGRAMME

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 for the period 1 January – 30 April 2018.

2. Connection to Corporate Improvement Objectives.

- 2.1 The active engagement with the public regarding key decisions of the Council 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 proposed Forward Work Programmes are described below:

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

4.2 Following consideration by Cabinet, the Forward Work Programme will be published on 15 December 2017.

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 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 and 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
7 November 2017

Contact Officer: Andrew Rees
Senior Democratic Services Officer
Telephone: (01656) 643147
Email: Andrew.rees@bridgend.gov.uk

Postal address: Democratic Services
Operational & Partnership Services
Civic Offices
Angel Street
Bridgend
CF31 4WB

Background documents: None

Cabinet and Council Forward Work Programme for the period 1 January – 30 April 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.	Local Development Plan Review The purpose of the report is to seek Council's authorisation to formally commence the review of the Bridgend Local Development Plan		31 Jan 18	Mark Shephard Corporate Director – Communities Tel No: 01656 643526 Email: Mark.Shephard@bridgend.gov.uk
2.	Council Tax Reduction Scheme To provide Council with information regarding the implementation of the Council Tax Reduction Scheme, the requirement to adopt a CTR scheme by 31 January 2018, together with the funding implications.		31 Jan 18	Darren Mepham Chief Executive Tel: 01656642616 Email: Darren.mepham@bridgend.gov.uk

- (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
3.	School Admission Arrangements 2019 – 2020 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.	30 Jan 18		Lindsay Harvey Corporate Director – Education and Family Support Tel: 01656 642612 Email: Lindsay.Harvey@bridgend.gov.uk
4.	Data Retention Policy 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.	30 Jan 18		Andrew Jolley Corporate Director Operational and Partnership Services Tel: 01656 643106 Email: Andrew.Jolley@Bridgend.gov.uk

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

Item	Title of Report	Cabinet	Council	Contact Officer
(a)	(b)	(c)	(d)	(e)
5.	<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>	13 Feb 18	28 Feb 18	<p>Darren Mepham Chief Executive Tel: 01656642616 Email: Darren.mepham@bridgend.gov.uk</p>
6.	<p>Corporate Plan 2018-22</p>	13 Feb 18	28 Feb 18	<p>Darren Mepham Chief Executive Tel: 01656642616 Email: Darren.mepham@bridgend.gov.uk</p>

Scrutiny Forward Work Programme for the period 01 November 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
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)	12-Dec	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.	22 - Nov	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
14-Dec	Budget Consultation To consider the budget proposals for the 2018-19 financial year	04-Dec	Budget Consultation To consider the budget proposals for the 2018-19 financial year	07-Dec	Budget Consultation To consider the budget proposals for the 2018-19 financial year	06-Dec	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						

Meeting Date	Corporate Scrutiny Committee	Meeting Date	Subject Scrutiny Committee 1	Meeting Date	Subject Scrutiny Committee 2	Meeting Date	Subject Scrutiny Committee 3
25-Jan	Budget Responses and Budget REP	10-Jan	Schools Strategic Review Post-16 Education – proposals being consulted upon to include the relationships between secondary schools and colleges	8-Jan	Empty Homes A report to inform of the current Welsh Government policy and how BCBC are bringing back into use empty properties across the Borough	17 -Jan	Community Asset Transfer The current position on the Community Asset Transfer policy and how BCBC are engaging with communities to promote the scheme
	Corporate Plan						
21- Feb	20172018 Quarter 3 Financial Performance	8-Feb	School Standards Annual school performance report from CSC	7-Feb	Economic Prosperity of Bridgend County Borough To include areas such as City Deal, Economic Development, Worklessness Programmes, EU Funding for Skills.	12-Feb	Town Centre Regeneration To provide members with information on the responsibilities of the Council and how these are managed and can be developed with reduced resources
	City Deal To receive an update on the current position of City Deal, how BCBC are contributing and the expected outcomes for Bridgend						