

# BRIDGEND COUNTY BOROUGH COUNCIL

## REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

12 SEPTEMBER 2016

### REPORT OF THE CORPORATE DIRECTOR - OPERATIONAL AND PARTNERSHIP SERVICES

#### UPDATE OF THE TOWN & COMMUNITY COUNCILS' (TCCs) CHARTER AND ACTION PLAN

##### 1. Purpose of Report.

- 1.1 The purpose of this report is to provide an update on the development of the Action Plan of the Town and Community Councils (TCCs) Charter's, seek approval for the actions proposed for inclusion in the Action Plan and agree the Action Plan going forward.

##### 2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Charter and its supporting Action Plan will provide the opportunity to assist in the achievement of 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 At the Town & Community Council Forum meeting on 18th July 2016, the Mayors and Chairpersons of each of the Town & Community Councils were invited to sign the new TCC Charter at the official signing ceremony held in the Council Chamber.
- 3.2 During the revision of the Charter, it was agreed that an Action Plan would be reviewed at each meeting of the TCC Forum. This would ensure that priorities could be identified and managed appropriately. All Councils will be able to identify items for inclusion on the Action Plan and monitor the progress made throughout the year.
- 3.3 The TCC Forum has previously agreed that:

- Bridgend CBC will nominate a lead officer for the development and monitoring of the Action Plan.
- The work plans for the relevant service areas in Bridgend CBC will reflect the Action Plan.
- The Action Plan will be discussed and updated at each forum meeting, and the Charter and Action Plan will be reviewed annually in order that it remains a valid tool for the partnership.

3.4 Possible topics for inclusion on the Action Plan were previously identified as follows:

- A list of services to potentially be devolved to TCCs
- SLAs put in place for services transferred supported by a tapering funding scheme from 3 to 5 years
- The Charter should be developed to provide performance/standards of service indicators
- Community Asset Transfer and other programmes and projects

#### **4. Current situation / proposal.**

##### 4.1 Charter Update

4.1.1 The revised Charter has now been officially signed by all Town and Community Councils and Bridgend County Borough Council. The adoption of the new Charter reflects the commitment of all Councils to work in partnership in order to meet the challenges ahead. It is anticipated that the Charter will assist in the ongoing delivery of citizen-focused services and promote Councils working together for the benefit of all of the residents of the County Borough.

4.1.2 Initially the first phase of partnership working will focus on the development of relationships, concentrating on improvements to how the partners communicate with each other and in gaining a greater understanding of the mechanisms involved in partnership working (such as Community Asset Transfers). Work will then follow to develop specific proposals for future service reviews which will be incorporated into the Action Plan.

4.1.3 A Town and Community Council Charter [web page](#) has been created on the BCBC website to explain about the [Charter](#) and [How the Charter is to be reviewed](#).

##### 4.2 Town & Community Clerks Meetings

4.2.1 As part of the agreed revisions to the Charter was the establishment of quarterly meetings with the Town and Community Clerks. The intention of these meetings is to enhance the communication links between all Councils and would provide an opportunity for the clerks to raise issues on behalf of their respective councils.

4.2.2 These meetings would be held a month before the Town and Community Council Forum (TCC) to provide time for BCBC officers to produce the necessary reports to be considered by the TCC Forum.

4.2.3 BCBC and 11 Town and Community Councils were represented at the inaugural TCC Clerks meeting.

4.2.4 At the meeting the following items were discussed:

- Key issues of each Council
  - A selection of key issues included:
    - Dog Fouling
    - Litter and Waste
    - Grass cutting/ overgrown pathways
    - School Crossing patrol
    - Transport
    - Lack of local policing
- Items For Future Meetings Of The Town & Community Council Forum
  - Impact of the Medium Term Financial Strategy(MTFS) on the delivery of services provided by the Council and on Town and Community Council Budgets
  - Community Asset Transfer Update
  - Update of the Town & Community Councils (TCCs) Charter and action plan
- Updates From Democratic Services
  - Modern.gov facilities available on the BCBC website
  - Town & Community Council Contact Details
  - Town and Community Council website grants
  - Scrutiny forward work programme
  - Webcasting of Meetings
  - Improving Communication Between Councils
  - Potential candidate sessions (Local Democracy Week 10-16 October 2016)

4.2.5 Feedback following the meeting was that the meeting was useful and attendees were tentatively positive that progress can continue to be made.

4.2.6 The next meetings of the TCC Forum are 12th December 2016 and 13th March 2017. A TCC Clerks' liaison meeting is scheduled as agreed, one month prior to each forum meeting on 3rd November 2016 and 2nd February 2017.

#### 4.3 Review of the Charter Action Plan.

4.3.1 As outlined above the Charter Action plan is presented to each meeting of the TCC Forum for review.

4.3.2 Members of the Town and Community Council Forum are requested to propose items for inclusion in the action plan on the partnership's objectives and priorities.

#### 4.4 Annual Review of the Charter

4.4.1 The Review of the Charter will be undertaken in July 2017, one year after the date of the signing of the current Charter.

4.4.2 In preparation for the review, legislative changes regarding the Local Service Board becoming a Public Services Board have already been identified for updating. Further legislative changes affecting the Charter document will be identified throughout the year in readiness for the review.

**5. Effect Upon Policy Framework & Procedure Rules.**

5.1 There is no impact on the Council's policy framework or procedure rules.

**6. Equality Impact Assessment**

6.1 There are no equality implications arising from this report.

**7. Financial Implications.**

7.1 There are no financial implications arising directly from this report.

**8. Recommendation.**

8.1 It is recommended that the Town & Community Council Forum:

a. Note:

- the progress made regarding the Charter
- the introduction of TCC Clerks meeting

b. Propose items for inclusion in the action plan

c. Approve the updated Charter Action Plan

**PA Jolley**

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**12 July 2016**

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**Background documents** – None