

AGENDA ITEM 6

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

23rd JUNE, 2016

CABINET WORK PROGRAMME: 2016- 17 MUNICIPAL YEAR.

REPORT OF THE SECRETARY TO THE CABINET IN DISCUSSIONS WITH THE LEADER AND DEPUTY LEADER OF THE COUNCIL.

Author: Emma Wilkins, Cabinet Business Officer (01443 424062)

1. PURPOSE OF THE REPORT

To present, for Cabinet Members' comment and approval (with appropriate amendment where necessary), an overview of the proposed list of matters requiring consideration by Cabinet over the 2016-17 Municipal Year, with the intention of making the Work Programme publicly available, following finalisation. The Work Programme will guide and direct the activities of other arms of the Council, as well as the Cabinet itself.

2. RECOMMENDATIONS

2.1 It is recommended that the Cabinet approve the proposed Work Programme for the 2016-17 Municipal Year (with appropriate amendment where necessary) and receive further updates on a 3 monthly basis.

2.2 Subject to the above, that the work programme be published on the Cabinet page of the website.

3. REASONS FOR RECOMMENDATIONS

3.1 In accordance with paragraph 12.1 (Part 4) of the Council's Constitution, the Cabinet Work Programme should be prepared to cover a period of three months, with an updated version provided at the end of this period.

3.2 Following the amendments to the Leaders Scheme of Delegation at the Council AGM on the 25th May, 2016 it was agreed that going forward a detailed Cabinet Work Programme be published for a 6 month period, allowing sufficient notice and opportunity for consultation and / or pre scrutiny.

- 3.2 The updated Work Programme is attached to this report for Members' consideration.

4. CABINET REPORTS

- 4.1 The proposed work programme is a rolling work programme for the 2016-17 Municipal Year, which will be reported to Cabinet on a 3 month cycle to allow for regular updates and amendments.
- 4.2 In line with the changes made at the Council AGM on the 25th May, 2016 the programme lists the 'Key Decisions' which the Cabinet or Cabinet Member and appropriate Officer (through a Senior Officer Delegated Decision) propose to make.
- 4.3 The format of the work programme is drafted to reflect each of the Directorates.
- 4.4 To further assist in transparency each of the Key Decisions proposed is followed by a brief outline as to the 'purpose of the report', the proposed timescales for Cabinet consideration, the accountable Cabinet Member and Officer, whether the report is considered to be classified and therefore exempt for publication and finally details regarding any proposed consultation (if required).
- 4.5 It is envisaged that reporting of the programme in this manner will make the programme more accessible to members of the public and improve transparency as well as further facilitating the opportunities for pre-scrutiny, to assist Cabinet Members in taking any future decisions on an item.
- 4.6 During the period outlined, the Work Programme may be subject to change to take into account any additional/deletion reports, including any new consultative documents or legislative initiatives from the Welsh Government, which require urgent attention.
- 4.7 In accordance with paragraph 2.5 (Part 4) of the Council's Constitution, any Member of the Council may also request the Leader to put an item on the agenda of a Cabinet meeting. There is also the ability for a resolution to be made by the Overview and Scrutiny Committee or the full Council that an item be considered by the Cabinet, which could alter the forward Work Programme.
- 4.8 The Cabinet Work Programme will be published on the main Cabinet page of the Website to again assist Members of the public, by improving transparency.

5 CONSULTATION

The work programme has been compiled by members of the Senior Leadership Team in discussion with the relevant portfolio holder(s).

6. EQUALITY AND DIVERSITY IMPLICATIONS

An Equality Impact Assessment is not needed because the contents of the report are for information purposes only.

7 FINANCIAL IMPLICATIONS

There are no financial implications aligned to this report.

8 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED.

The report has been prepared in accordance with paragraph 12.1 (Part 4) of the Council's Constitution.

9. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES.

The Cabinet work programme encompasses all of the Council priorities as it indicates reports coming forward across the Directorates which may impact upon the Council's corporate priorities and others.

10 CONCLUSION

The Cabinet work programme for the period the 2016-17 Municipal Year is attached.

Other Information:-

Relevant Scrutiny Committee – Overview & Scrutiny Committee

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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CABINET

23rd JUNE 2016

**REPORT OF THE SECRETARY TO THE CABINET IN DISCUSSIONS WITH
THE LEADER AND DEPUTY LEADER OF THE COUNCIL.**

Item: CABINET WORK PROGRAMME: 2016- 17 MUNICIPAL YEAR.

Background Papers

- Paragraph 12.1 (Part 4) of the Council's Constitution.

Officer to contact: Emma Wilkins, Cabinet Business Officer.



Cabinet Work Programme.

Forward plan of proposed Cabinet Business for the 2016/17 Municipal Year

Specific Period: - June – April 2017.

(Summary of proposed Key Decisions coming forward for Cabinet Members consideration over the next 12 months.)

N.B – The work programme is subject to change to take account of any additional / deletion of reports, including any new consultative documents or legislative initiatives from the Welsh Government, which require urgent attention.

Contact: Emma Wilkins - Principal Cabinet Business Officer (Tel No. 01443 424062)

| Key Decision | Brief Outline | Report Status | Decision Maker (Cabinet / Delegated Decision (DD)) | Proposed Date | Cabinet Member / responsible Officer | Open / Exempt Report | Consultation to be undertaken prior to Decision being made? |
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Chief Executive

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| Cabinet Work Programme | In line with the Council's Constitution the need to advise and publish the Cabinet Work Programme. | Complete | Cabinet | Every 3 months | Leader of the Council, Councillor A Morgan. Secretary to the Cabinet – C Hanagan | Open | <ul style="list-style-type: none"> • Cabinet Members • SLT |
| Proposed changes to Planning Policy Wales – Chapter 6 | To formulate the Council's response to the Welsh Government Consultation - Chapter 6 sets out the current national planning policy for consideration of the historic environment through the planning system | Complete | Delegated Decision | June 2016 | Councillor R Bevan. Chief Executive – C Bradshaw; Director, Regeneration & Planning – J Cook. | Open | <ul style="list-style-type: none"> • Open Welsh Government Consultation. |
| Wales Audit Office – Corporate Reports | To provide Cabinet with the 4 reports issued by the Wales Audit Office and the action to be taken to address them | Complete | Cabinet | June 2016 | Leader of the Council, Councillor A Morgan. Chief Executive – C Bradshaw. | Open | |

| Key Decision | Brief Outline | Report Status | Decision Maker (Cabinet / Delegated Decision (DD)) | Proposed Date | Cabinet Member / responsible Officer | Open / Exempt Report | Consultation to be undertaken prior to Decision being made? |
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| Update on the Cardiff Capital Region City Deal | To advise Cabinet on the progress made in taking forward the provisions of the Cardiff Capital Region City Deal | Complete | Cabinet | June 2016 | Leader of the Council, Councillor A Morgan. Chief Executive – C Bradshaw. | Open | |
| Heritage- Lottery Funding Opportunities | To advise Members of the funding opportunities available within Heritage services | Drafting Phase | Cabinet | July 2016 | Councillor R Bevan. Secretary to the Cabinet – C Hanagan | Open | |
| Local Development Order - consultation responses and adoption | The need to consider the consultation responses received in respect of the order and how the order will be introduced within RCTCBC | Consultation Phase | Cabinet | July 2016 | Councillor R Bevan Director, Regeneration & Planning – J Cook. | Open | <ul style="list-style-type: none"> Open consultation |
| Community infrastructure Levy | The need to advise Cabinet Members on the Community Infrastructure Levy | Being considered by SLT | Cabinet | July 2016 | Councillor R Bevan. Director, Regeneration & Planning – J cook | Open | <ul style="list-style-type: none"> Scrutiny |
| HR Policies Update | To provide Cabinet with an update on the proposed revisions to the Council's policies | | Cabinet | September 2016 | Deputy Leader, Councillor M Webber. Director Human Resources – T Wilkins | Open | <ul style="list-style-type: none"> HR Policy Working Group |

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| Arts Connect | To provide Members with details of Arts Connect | | Cabinet | September 2016 | Councillor A Crimmings Secretary to the Cabinet – C Hanagan | Open | |
| Social Media Policy | To provide Cabinet with an update in respect of the Council's Social Media Policy | | Cabinet | October 2016 | Deputy Leader, Councillor M Webber. Secretary to the Cabinet – C Hanagan. | Open | |
| Amgen | The need for Cabinet Members to be afforded the opportunity of inspecting the financial statements which are presented to the Amgen AGM. | | Cabinet | November, 2016 | Director, Legal & Democratic Services – PJ Lucas | Exempt | |
| Document Management Proposals - Committee Meetings – Update. | The need to advise Cabinet of the outcome of the pilot in respect of 'paperless Cabinet' and to agree a way forward with the approach | Awaiting results of Pilot | Cabinet | January 2017 | Leader of the Council, Councillor A Morgan & Secretary to the Cabinet – C Hanagan | Open | <ul style="list-style-type: none"> • Cabinet Members • SLT • Democratic Services Committee |
| Maximising Attendance | To provide Cabinet with an update on the Maximising Attendance Project. | | Cabinet | January 2017 | Deputy Leader, Councillor M Webber. Director, Human Resources – T Wilkins | | <ul style="list-style-type: none"> • |

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| Annual Equality Monitoring Report | In line with the Council's legal duties and obligations the need to report the progress made on the Council's Strategic Equality Plan and Equality Objectives | | Cabinet | March 2017 | Councillor G Hopkins. Director Human Resources – T Wilkins | Open | <ul style="list-style-type: none"> • Consultation & Engagement Programme • Service Areas |
| Annual Report of Corporate Parenting Board | In accordance with the Leaders Scheme of Delegation the need to report the Annual report of the Corporate Parenting Board to the Cabinet. | | Cabinet | April 2017 | Councillor G Hopkins. Secretary to the Cabinet – C Hanagan | Open | <ul style="list-style-type: none"> • Corporate Parenting Board |
| Regulation of Investigatory Powers Act 2000 ('RIPA') | To enable Members to review the Council's use of RIPA during the period 1 st April 2016 - 31 st March 2017 and to set the Corporate Policies for the continued use of RIPA. | | Cabinet | May 2017 | Councillor M Webber. Director, Legal & Democratic Services – C B Jones | Open | |

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| Cardiff Capitol Region - City Deal | The need to advise Cabinet of the progress being made in respect of the City Deal | | Cabinet | Continuous | Leader of the Council, Councillor A Morgan. Chief Executive - C Bradshaw | Open | |
| Staff Panel Report | To receive details of the proposals put forward by the Council's Staff Panel in respect of efficiency savings and smarter ways of working | | Cabinet | | Deputy Leader, Councillor M Webber. Secretary to the Cabinet – C Hanagan | Open | <ul style="list-style-type: none"> Staff Suggestions already received. |
| Scrutiny Recommendations | To receive any recommendations coming forward following a scrutiny review. | | Cabinet | Continuous | Specific to Scrutiny Review undertaken | Open | <ul style="list-style-type: none"> Scrutiny |

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Corporate & Frontline Services

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| RCT Together | Community Enabling Fund Applications | Drafting Phase | Delegated Decisions | June 2016 (continuous) | Councillor J Rosser. Group Director, Corporate & Frontline Services – C Lee | Exempt | <ul style="list-style-type: none"> Voluntary Sector Liaison Steering Group |
| Corporate Asset Management Plan 2013 – 2019 Biannual Update | Need to brief Members on progress with the implementation of the work plan of the Corporate Asset Management Plan | Drafting Phase | Cabinet | July 2016 | Councillor M Norris Group Director, Corporate & Frontline Services – C Lee | Exempt | |
| Supporting Structures | To advise Members of the work needed to be undertaken in respect of supporting structures. | Drafting Phase | Cabinet | July 2016 | Leader of the Council, Councillor A Morgan. Director, Highways & Streetcare Services – N Wheeler | Open | |
| Council's Performance & Resources Report | To provide Cabinet with an overview of the Council's performance, both from a financial and operational perspective | Drafting Phase | Cabinet | Quarter 4 – July 2016 Quarter 1 – September 2016 Quarter 2 – | Councillor M Norris. Director Financial Services – B Davies | Open | <ul style="list-style-type: none"> Report is presented to Finance & Performance Scrutiny Committee following consideration by cabinet |

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| | | | | November 2017 Quarter 3 – March 2017 | | | |
| Council Tax | Report to formally set the Council Tax Base for the financial year ending 31 st March 2018 for tax setting purposes and to set appropriate levels of discount. | | Cabinet | December 2016 | Leader of the Council, Councillor A Morgan Service Director, Operational Finance – N Jones. | Open | |
| Budget Report | The need to adopt a budget strategy to recommend to Council as the basis of the budget strategy for the financial year ending March 2018, following consideration of the consultation feedback | | Cabinet | February 2017 | Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline Services - C Lee | Open | <ul style="list-style-type: none"> Budget Consultation - Service Users, Road shows, School Budget Forum & Scrutiny. |
| Capital Programme | To propose to Council the three year capital programme | | Cabinet | March 2017 | Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline | Open | |

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| | | | | | Services – C Lee | | |
| Council Fees & Charges | The need to advise Cabinet of the proposed Council Fees and Charges for the financial year 2017/18 | | Cabinet | March 2017 | Leader of the Council, Councillor A Morgan. Group Director, Corporate & Frontline Services – C Lee | Open | |
| Council's Corporate Plan 2016-2020 – Update | To provide Cabinet on a brief update on the Council's Corporate Plan. | | Cabinet | March 2017 | Leader of the Council, Councillor A Morgan. Chief Executive – C Bradshaw | Open | <ul style="list-style-type: none"> Monitoring of the plan by the Finance & Performance Scrutiny Committee |
| Supplementary Capital Programme - Highways, Transportation & Strategic projects | The need to seek Cabinet approval for further detailed investment within the service following Council's approval of the 3 year Capital Programme. | | Cabinet | April 2017 | Leader of the Council, Councillor A Morgan. Director, Highways & Streetcare Services – N Wheeler | Open | |
| Corporate Asset Management Plan 2013 – 2019 Biannual Update | Need to brief Members on the progress with implementation of the work plan of the Corporate Asset Management Plan. | | Cabinet | When Applicable | Councillor Mark Norris. Group Director, Corporate & Frontline Services – C Lee | Exempt | |
| Write off of | Need to provide | | Cabinet | When | Leader of the Council, | Exempt | |

| Key Decision | Brief Outline | Report Status | Decision Maker (Cabinet / Delegated Decision (DD)) | Proposed Date | Cabinet Member / responsible Officer | Open / Exempt Report | Consultation to be undertaken prior to Decision being made? |
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| irrecoverable Debts | Cabinet with a position statement on irrecoverable debts | | | Applicable | Councillor A Morgan & Councillor M Norris. Group Director, Corporate & Frontline Services – C Lee | | |
| Scrutiny Recommendations | To receive any recommendations coming forward following a scrutiny review. | | Cabinet | Continuous / When Applicable | Specific to Scrutiny Review undertaken | | <ul style="list-style-type: none"> • Scrutiny |

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Community & Children's Services

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| Cwm Taf Carers Annual Report | To inform the Committee of the Annual report of the Cwm Taf Carers Information and consultation strategy | Complete | Cabinet | June 2016 | Councillor M Forey. Group Director Community & Children's Services – G Isingrini | Open | <ul style="list-style-type: none"> Carers Measure Steering group - RCT(LA), Merthyr Tydfil (LA), UHB, third Sector & Carers |
| Recommissioning Domiciliary Home Care Services. | To advise Cabinet of the recommissioning of domiciliary care services across the Cwm Taf region. | Complete | Cabinet | June 2016 | Councillor M Forey. Service Director, Adult Services – N Elliot; Group Director, Community & Children's Services - G Isingrini. | Exempt | |
| Play Sufficiency Audit | To advise Cabinet of the current status of play provision across Rhondda Cynon Taf | Complete | Cabinet | June 2016 | Councillor A Crimmings. Service Director, Children's Services; Group Director, Community & children's Services – G Isingrini | Open | |
| Maesyffynon Residential Care Home | To receive details of the results and feedback from the consultation process in respect of Maesyffynon Residential Care | Complete | Cabinet | June 2016 | Councillor M Forey. Service Director, Adult Services – N Elliot. | Open | <ul style="list-style-type: none"> Six week consultation staff, service users, scrutiny. |

| Key Decision | Brief Outline | Report Status | Decision Maker (Cabinet / Delegated Decision (DD)) | Proposed Date | Cabinet Member / responsible Officer | Open / Exempt Report | Consultation to be undertaken prior to Decision being made? |
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| Final Director of Social Services report | The need to publish the Director Social Services Annual Report on the delivery, performance, risks and planned improvements of the Social Services function in the Council | Formal Consultation | Cabinet | July 2016 | Councillor(s) M Forey / G Hopkins. Group Director, Community & Children's Services - G Isingrini | Open | <ul style="list-style-type: none"> Formal consultation undertaken involving scrutiny by staff, service users and carers, partner agencies, partnerships and the Health & Well Being Scrutiny Committee. |
| Learning Disability Commissioning Intent | The need to report to Cabinet on the Learning Disability Commissioning Intent proposed to be taken forward. | Being Considered by SLT | Cabinet | September 2016 | Councillor M Forey. Service Director, Adult Services - N Elliot; Group Director, Community & Children's Services – G Isingrini | Open | |
| Cwm Taf Carers Strategy 2016 – 19 | To seek Cabinet endorsement of the strategy following its consideration by the Social Services and Wellbeing Partnership Board | Consultation | Cabinet | September 2016 | Councillor M Forey. Group Director Community & Children's Services – G Isingrini | Open | <ul style="list-style-type: none"> Social Services & Wellbeing Partnership Board. |
| Social Services Annual Complaints Report | Provide Cabinet with an overview of the operation and effectiveness of the | Being Considered by SLT | Cabinet | September 2016 | Councillor M Forey. Group Director Community & Children's Services – G Isingrini | Open | |

| Key Decision | Brief Outline | Report Status | Decision Maker (Cabinet / Delegated Decision (DD)) | Proposed Date | Cabinet Member / responsible Officer | Open / Exempt Report | Consultation to be undertaken prior to Decision being made? |
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| | Council's Statutory Social Services complaints procedure | | | | | | |
| Extra Care Strategy | To need to present to Cabinet for consideration the Extra Care Strategy | Being Considered by SLT | Cabinet | September 2016 | Councillor M Forey. Group Director Community & Children's Services – G Isingrini | Open | |
| Discretionary Empty Property Grant across RCT – Update | Following the Cabinet decision taken on the 19 th April, 2016 the need to advise Cabinet (if necessary) on whether the Grant is delivering the Council's objectives | | Cabinet | October 2016 | Councillor R Bevan. Service Director, Public Health & Protection – P Mee | Open | |
| Social Services & Wellbeing Act | To provide updates as and when necessary on the Council's duties in respect of the Act | | Cabinet | Continuous / When Applicable | Councillor(s) M Forey /G Hopkins. Group Director Community & Children's Services – G Isingrini | Open | |
| Director Social Services Annual Report (Draft) | Statutory required- Annual report on the delivery, performance, risks & planned improvements to the Social Services | | Cabinet | April 2017 | Councillor M Forey. Group Director Community & Children's Services - G Isingrini | Open | |

| Key Decision | Brief Outline | Report Status | Decision Maker (Cabinet / Delegated Decision (DD)) | Proposed Date | Cabinet Member / responsible Officer | Open / Exempt Report | Consultation to be undertaken prior to Decision being made? |
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| | function of the Council | | | | | | |
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| Cwm Taf Safeguarding Board Annual Report | In accordance with the SSWB Act, the need to report the Cwm Taf Safeguarding Annual Report to the Cabinet, setting out their priorities for the coming year. | | Cabinet | April 2017 | Councillor(s) G Hopkins / M Forey. Group Director Community & Children's Services – G Isingrini | Open | <ul style="list-style-type: none"> • Cwm Taf Adult Safeguarding Board • Cwm Taf Children's Safeguarding Board |
| Scrutiny Recommendations | To receive any recommendations coming forward following a scrutiny review. | | Cabinet | Continuous / When Applicable | Specific to Scrutiny Review undertaken | Open | <ul style="list-style-type: none"> • Scrutiny |

| Key Decision | Brief Outline | Report Status | Decision Maker (Cabinet / Delegated Decision (DD)) | Proposed Date | Cabinet Member / responsible Officer | Open / Exempt Report | Consultation to be undertaken prior to Decision being made? |
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Education & Lifelong Learning

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| Improving Primary Education Provision – Cwmaman | The need to provide Cabinet with the outcome of the consultation in respect of the proposal to close Cwmaman Infants and Glynhafod Junior Schools | Complete | Cabinet | June 2016 | Councillor E Hanagan. Director, Education & Lifelong Learning - E Thomas. | Open | <ul style="list-style-type: none"> Consultation between 1st March – 29th April, 2016 between all stakeholders and interested parties. |
| Welsh Language Standards | The need to advise Cabinet of the outcome of the Council's appeal of certain standards to the Commissioner | Drafting Phase | Cabinet | July 2016 | Councillor G Hopkins. Director, Education & Lifelong Learning - E Thomas. | Open | <ul style="list-style-type: none"> Welsh Language Cabinet Steering Group |
| Standing Advisory Council for Religions Education (SACRE) Constitution Update | Joint report of the Secretary to the Cabinet and Director, Education & Lifelong Learning advising of the amendments to the SACRE Constitution. | Drafting Phase | Cabinet | July 2016 | Councillor E Hanagan Director, Education & Lifelong Learning – E Thomas. | Open | <ul style="list-style-type: none"> SACRE |

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| Welsh In Education Strategic Plan | To provide Cabinet with the Council's Welsh in Education Strategic Plan, prior to its submission to Welsh Government | | Cabinet | November 2016 | Councillor G Hopkins. Director, Education & Lifelong Learning - E Thomas. | Open | <ul style="list-style-type: none"> WESP Group |
| Key Stage 4/ Key Stage 5 Performance 2016 | Report highlights pupil performance at Key Stage 4 and 5 and includes comparative data | | Cabinet | January 2017 | Councillor E Hanagan. Director, Education & Lifelong Learning - E Thomas | Open | |
| Childcare Sufficiency Update | The need to provide Members with details of the Childcare Sufficiency Audit undertaken, in line with Welsh Government Requirements | | Cabinet | March 2017 | Councillor E Hanagan. Director, Education & Lifelong Learning - E Thomas; Childcare Officer - D Humphries | Open | |
| Supplementary Capitol Programme – Education & Lifelong Learning | The need to seek Cabinet approval for further detailed investment within the service following Council's approval of the 3 year Capital Programme. | | Cabinet | April 2017 | Councillor E Hanagan. Director, Education & Lifelong Learning E Thomas | Open | |

| Key Decision | Brief Outline | Report Status | Decision Maker (Cabinet / Delegated Decision (DD)) | Proposed Date | Cabinet Member / responsible Officer | Open / Exempt Report | Consultation to be undertaken prior to Decision being made? |
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| Scrutiny Recommendations | To receive any recommendations coming forward following a scrutiny review. | | Cabinet | Continuous / When Applicable | Specific to Scrutiny Review undertaken | Open | <ul style="list-style-type: none"> Scrutiny |
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