



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COUNCIL

19TH JUNE 2019

COUNCIL WORK PROGRAMME: 2019-2020 MUNICIPAL YEAR

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION.

Author: Emma Wilkins, Council Business Unit (01443 424110)

1. PURPOSE OF THE REPORT

- 1.1 To present, for Members' comment and approval, a draft Work Programme on the proposed list of matters requiring consideration by Council over the 2019-2020 Municipal Year.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Note and comment on the draft Work Programme attached as Appendix 1 to the report; and
- 2.2 Subject to Members' comments, approve the Work Programme for the 2019-2020 Municipal Year (with appropriate amendment where necessary) and thereafter receive further updates as appropriate.

3. REASONS FOR RECOMMENDATIONS

- 3.1 As agreed at the Council AGM on the 23rd May, 2018, a Council Committee Work programme should be provided for Members going forward, to assist Members in viewing items that are coming forward to Council and for other Committees to utilise to prevent duplication of work and assist with pre-scrutiny.
- 3.2 The Work Programme will also be made available in a central location on the Council website to improve transparency and public engagement.

4. COUNCIL REPORTS

- 4.1 The proposed Work Programme is a rolling work programme for the 2019-20 Municipal Year, which would be reported to Council on a frequent basis to allow for regular updates and amendments.

- 4.2 In accordance with Rule 12.2 of the Access to Information Procedure Rules (Part 4 of the Council's Constitution) the Work Programme will contain information in respect of the timetable for considering the budget and any plans forming part of the policy framework and requiring Council approval.
- 4.3 During the period outlined, the Work Programme may be subject to further change to take into account any additional/deleted reports, including any new consultative documents or legislative initiatives from the Welsh Government, which require urgent attention.
- 4.4 The Work Programme will also assist Members if any items have been referred to a Committee or service area for consideration / action and relevant updates are required by Council (e.g. Action required in respect of a Notice of Motion considered by Council).
- 4.5 A draft Work Programme is attached as Appendix 1 to this report for Members' comment.
- 4.6 Subject to agreement, a link to the agreed work programme will be added to every Council meeting agenda for Members information, to allow Members to be kept updated on any amendments to the programme going forward.

5. CONSULTATION / INVOLVEMENT

- 5.1 The Work Programme has been compiled by members of the Senior Leadership Team in discussion with the Chair.

6. EQUALITY AND DIVERSITY IMPLICATIONS

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

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications aligned to this report.

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 8.1 The report has been prepared in accordance with Rule 12.1 of the Access to Information Procedure Rules (found in Part 4 of the Council's Constitution).

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

- 9.1 The Council 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. It also

embraces the Future Generations Act as all future decisions taken by Council seek to improve the social, economic, environmental and cultural well-being of the County Borough.

10. CONCLUSION

- 10.1 The development of a Council Work Programme for the 2019-20 Municipal Year will assist in transparency for both Members and for public engagement.

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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19TH JUNE 2019

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION.

Item: COUNCIL WORK PROGRAMME: 2019- 2020 MUNICIPAL YEAR.

Background Papers

- Rule 12.1 and 12.2 of the Access to Information Procedure Rules (Found in Part 4 of the Council's Constitution.)
- [Council AGM – 23rd May, 2018.](#)

Officer to contact: Emma Wilkins, Council Business Unit



Council Work Programme.

Forward plan of proposed Council Business for the 2019/20 Municipal Year

Specific Period: -May 2019 – April 2020.

(Summary of proposed Key Decisions coming forward for Members consideration.)

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.

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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MAY

15.05.19

Appointments of Committee / Quasi Judicial Bodies / Ad hoc Committees / Standards Committee	To appoint the Council's Committees for the 2019-20 Municipal Year	Service Director, Democratic Services & Communication	Open	
Political Balance of the Council	To advise Members of the outcome of the review of political balance of the Authority	Service Director, Democratic Services & Communication	Open	
Appointment of Chairs & Vice Chairs	To appoint the Chairs and Vice-Chairs for the Council's Committees for the 2019-20 Municipal Year	Service Director, Democratic Services & Communication	Open	
Members Salaries & Allowances	To inform Members of the Independent Remuneration Panel For Wales' latest annual report and seek approval for Members' salaries and allowances for 2019-20 Municipal Year	Service Director, Democratic Services & Communication, Director of Legal Services, Director of Finance & Digital Services	Open	
Calendar of Meetings	To receive the Calendar of meetings schedule for the 2019-20 Municipal Year	Service Director, Democratic Services & Communication	Open	
Annual Reports	To receive the Annual Reports for the 2018-19 Municipal Year for the following Committees: Standards, Audit and Scrutiny	Chairs of Overview & Scrutiny ; Chair of Standards Committee, Chair of Audit Committee	Open	All Scrutiny Committees; Standards Committee Audit Committee
Changes to the Council Constitution	To endorse the proposed Changes to the Council Constitution, as approved by the Councils Corporate Governance & Constitutional Committee at its meeting on the 2nd May, 2019.	Director of Legal Services; Service Director, Democratic Services & Communication		Corporate Governance & Constitution Committee

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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Outside Bodies And Other Committee Appointments	To appoint to the Outside Bodies and Other Committee Appointments for the 2019-20 Municipal Year	Service Director, Democratic Services & Communication	Open	
Presiding Member Report	To consider the recommendation of the Corporate Governance Committee in respect of the appointment of a Presiding Member	Service Director, Democratic Services & Communication	Open	Corporate Governance & Constitution Committee
Overview and Scrutiny 'Fit for the Future' - Proposed Scrutiny Arrangements	To receive the report outlining the proposed arrangements going forward for the Council's Scrutiny arrangements.	Service Director, Democratic Services & Communication	Open	Overview & Scrutiny, Corporate Governance & Constitution Committee.

JUNE

19.06.19 – 4pm

Medium Term Financial Planning	To provide Members with information regarding Medium Term Financial Planning processes.	Director of Finance & Digital Services. Director of Resources, WLGA	Open	
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19.06.19 – 5pm

Invitation to the Cwm Taf University Health Board	To receive representatives from the Cwm Taf University Health Board	Cwm Taf UHB	Open	
Political Balance of the Council	To advise Members of the outcome of the review of political balance of the Authority	Service Director, Democratic Services & Communication. Director of Legal Services	Open	
Council Work Programme	To receive the Draft Council Work Programme for the 2019-20 Municipal Year.	Service Director, Democratic Services & Communication	Open	

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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JULY

31.07.19

Audit Of Financial Statements - Rhondda Cynon Taf CBC And Rhondda Cynon Taf Pension Fund	To receive a presentation/ update from the Wales Audit Office and a report from Director of Finance & Digital Services respect of the audit of the Councils Financial Statements.	External Auditor Director of Finance & Digital Services	Open	Audit Committee
Urgent Executive Decisions	To present, for Members' information an overview of the Urgent Decisions taken forward by the Cabinet Committee and the Urgent Key Officer Delegated Decisions taken forward outside of the Cabinet Committee during the period April – June 2019.	Service Director, Democratic Services & Communication	Open	Cabinet
Annual Treasury Management Review	To provide Members with information on: <ul style="list-style-type: none"> the Council's Treasury Management activity during 2018/19; and the actual Prudential and Treasury Indicators for 2018/19 As statutory required.	Director of Finance & Digital Services.	Open	Finance & Performance Scrutiny
Council's Corporate Performance Report	To provide Members with the Council's Corporate Performance Report.	Chief Executive	Open	Cabinet / Finance & Performance Committee
Medium Term Financial Plan – Update	To provide Members with an update on the Medium Term Financial Plan for 2019/20 – 2022/2023	Director of Finance & Digital Services.	Open	Cabinet
Development Plan & Strategic Development Plan	To consider the next steps to develop a planning policy for the area/region.	Director of Prosperity, Development	Open	Cabinet
A Shared Community –Model Charter Revisions	To advise Members of the revisions made to the Town / Community Charter	Service Director, Democratic Services & Communication	Open	Community Council Liaison Committee

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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AUGUST – RECESS

SEPTEMBER

18.09.19

Annual Improvement Audit	To receive the External Auditors report	External Auditors report	Open	
Local Carbon Vehicle (LCV) infrastructure in Rhondda Cynon Taf – Notice of Motion Update	To receive an update in respect of the Notice of Motion relating to the development of a plan to support Local Carbon Vehicle (LCV) infrastructure in Rhondda Cynon Taf	Service Director, Democratic Services & Communication	Open	Future Generations Scrutiny Working Group.

OCTOBER

23.10.19

Urgent Executive Decisions	To present, for Members' information an overview of the Urgent Decisions taken forward by the Cabinet Committee and the Urgent Key Officer Delegated Decisions taken forward outside of the Cabinet Committee during the period July – September 2019.	Service Director, Democratic Services & Communication	Open	Cabinet
Council's Revenue Budget – Provisional Settlement	To receive the report providing Members with information in respect of the 2020-2021 <u>Provisional</u> Local Government Settlement, and initial comments	Director of Finance & Digital Services.	open	Cabinet

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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	on its likely implications for the delivery of Council services			
Council Tax Discount	To receive the report providing Members with proposals in respect of Council Tax discount	Director of Finance & Digital Services.		
Council Investment Priorities	To consider any potential investment opportunities	Director of Finance & Digital Services.	Open	Cabinet

NOVEMBER

27.11.19

Leaders Annual Debate	To receive & participate in the Leaders Annual Debate	Leader of the Council	Open	
2019-20 Mid-Year Treasury Management Stewardship Report	To provide Members with information on: <ul style="list-style-type: none"> The Council's Treasury Management activity during the first 6 months of 2019-20 and Prudential and Treasury Indicators for the same period. 	Director of Finance & Digital Services.	Open	

DECEMBER

NO MEETING SCHEDULED

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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JANUARY

15.01.20

Welsh Church Act Annual Report	To approve the statement of Accounts for the Welsh Church Act Fund for the financial year ended 31 st March 2019, as statutory required.	Director of Finance & Digital Services.	Open	Audit Committee
Urgent Executive Decisions	To present, for Members' information an overview of the Urgent Decisions taken forward by the Cabinet Committee and the Urgent Key Officer Delegated Decisions taken forward outside of the Cabinet Committee during the period October - December 2019.	Service Director, Democratic Services & Communication	Open	Cabinet
Council Tax Reduction Scheme	The need to consider whether to revise or replace the Council existing Council Tax Reduction Scheme (CTRS) and the requirement to adopt a scheme by 31 st January 2020.	Director of Finance & Digital Services.	Open	

FEBRUARY

12.02.20

The Council's Pay Policy Statement	To provide Members with information in respect of the Council's 2020-2021 Pay Policy Statement	Director of Human Resources Director of Legal Services	Open	
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Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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Council's Corporate Plan 2020-2024	To provide Members with the Council's Corporate Plan 2020 – 2024.	Chief Executive		Scrutiny Committee
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MARCH

04.03.20 & 18.03.20

Revenue Budget Strategy	To provide information to Members in respect of the Council's Revenue Budget, together with the level of Council Tax, for the year ending 31 st March 2021.	Director of Finance & Digital Services.	Open	Finance and Performance Scrutiny Cabinet
Council Tax Resolution	To provide Members with the details of the calculation of the Authority's Council Tax for the financial year ending 31 st March 2021 prior to passing the necessary statutory resolutions	Director of Finance & Digital Services.	Open	Cabinet
Capital Programme	To set out the Council's proposed Capital Programme for 2020-21 to 2022-23, following confirmation of the local government settlement for 2020-21.	Director of Finance & Digital Services.	Open	Cabinet
Treasury Management Strategy	To provide Members with information in respect of treasury Management Strategy, Incorporating Investment Strategy, Treasury Management indicators and minimum revenue provision (&MRP Statement for 2020/21.)	Director of Finance & Digital Services.	Open	Finance & Performance
Capital Strategy 2020/21	To receive the Capital Strategy 2020/21 incorporating prudential indicators.	Director of Finance & Digital Services.	Open	

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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APRIL

01.04.20

Urgent Executive Decisions	To present, for Members' information an overview of the Urgent Decisions taken forward by the Cabinet Committee and the Urgent Key Officer Delegated Decisions taken forward outside of the Cabinet Committee during the period January - March 2020.	Service Director, Democratic Services & Communication	Open	Cabinet

MISCELLANEOUS (the following items to be considered as and when appropriate / necessary during the Municipal Year)

Brexit Update	To receive an update in respect of Brexit	Chief Executive	Open	
Local Democracy and Boundary Commission For Wales review	To consider the response to the Local Democracy and Boundary Commission for Wales review.	Service Director of Democratic Services & Communication Director of Legal Services		
Changes to Committee Membership	To consider the changes to Committee Memberships as advised	Service Director, Democratic Services & Communication	Open	
Welsh Government Consultations	To consider the Council's response to relevant Welsh Government Consultations	Director of Legal Services ; Service Director, Democratic Services & Communication	Open	

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
Public Questions & Presentations	To receive public questions & presentations	Service Director, Democratic Services & Communication		
Wales Audit Office Reports	To consider reports brought forward by the Wales Audit Office	As applicable		
Corporate Plan – the Way Ahead	To receive details of the Councils Corporate Plan and its delivery	Chief Executive	Open	
Freedom of the Borough	To award the Freedom of the Borough following endorsement of the FOB Working Group recommendations	Service Director, Democratic Services & Communication	Open	Freedom of the Borough Working Group.
Notices of Motion	To consider Notices of Motions / Amendments to the Motion as received and in accordance with the Council Constitution. To receive updates in respect of Notices of Motion as appropriate.	Service Director, Democratic Services & Communication	Open	
Members Questions	To consider the Questions put to Members as received and in accordance with the Council Constitution	Service Director, Democratic Services & Communication	Open	
Cardiff Capital Region City Deal	To provide Members with updates / information in respect of the Cardiff Capital Region City Deal.	Chief Executive		
Scrutiny Working Groups	To receive details of Scrutiny Working Group reviews Undertaken.	Service Director, Democratic Services & Communication		

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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Council Work Programme	To receive updates on the 2019-20 Council Work Programme	Service Director, Democratic Services & Communication	Open	
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Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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