



**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**COUNCIL**

**1st JULY 2020**

**COUNCIL WORK PROGRAMME & COUNCIL BUSINESS**

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATIONS**

**1. PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to provide Members with the opportunity to agree the amended Council Work Programme for the 2019/20 Municipal Year (extended for the specific period July-September 2020) ((attached at Appendix A)). The extension reflects the changes necessary following the deferment of the Council's Annual General Meeting from May 2020.

**2. RECOMMENDATIONS**

It is recommended that:

- 2.1 Council acknowledge that in accordance with the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020 and the decision taken by the Council's Presiding Officer that the Council's Annual General Meeting 2020 will be held within a three month period (as set out in paragraph 5 of the report);
- 2.2 Council acknowledge the continuation of the terms of the office of the Council appointees agreed by the Annual General Meeting (as set out in paragraph 6 of the report);
- 2.3 The amended Council Work Programme is agreed in accordance with the reasons identified within section 4 of the report and subject to its approval the relevant Committee work programmes are amended to reflect the extended three month period;
- 2.4 Council request that the Service Director Democratic Services & Communications reports an update to the Council Work Programme in conclusion of the extended three month period.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 The need to advise Members of the amended Council Work Programme for the 2019/20 Municipal Year (extended to cover July -September 2020);
- 3.2 The proposed work programme allows for an element of flexibility and taking into account any additional consultative documents or legislative matters requiring attention;
- 3.3 To advise Members that under the current regulations the current terms of office of roles appointed by Council will remain in place until the rescheduled AGM; and
- 3.4 That Members are notified of the intention to hold the Annual General Meeting (AGM) within a three month period:-

Extra Ordinary Council	1 <sup>st</sup> July 2020
Council	29 <sup>th</sup> July 2020
Council AGM 2020	16 <sup>th</sup> September 2020

### **4. BACKGROUND**

- 4.1 Following the introduction of social distancing measures at the end of March and the suspension of formal committees, the decision making and governance of the Council has continued to operate in compliance with the Council's Constitution to discharge key decisions. This has included undertaking urgent decisions necessary to the Council's service response during this period.
- 4.2 Under statutory powers granted in the Coronavirus Act 2020, Welsh Government issued Regulations, [The Local Authorities \(Coronavirus\) \(Meetings\) \(Wales\) Regulations 2020](#). The Regulations published at the end of April, provided the opportunity for committee functions to operate virtually. ([A report will be presented by the Service Director Democratic Services and Communications at the Council meeting providing an update on the progress and next steps regarding the Council's virtual committee arrangements](#)).
- 4.3 The Council has responded to the virtual abilities provided by these regulations, by taking an incremental approach to resuming committee functions with priority initially being to Cabinet, Planning and Overview & Scrutiny.
- 4.4 During this period it is likely that all Council and Committee work programmes and agendas which will be predominantly framed by the Council's response to the COVID-19 pandemic. Agendas will have a more focussed element and need to be as efficient as possible, concentrating

on fewer matters yet still producing clear outcomes. In these circumstances it will be necessary to provide members with updated information verbally, to ensure timely and accurate details are provided

- 4.5 For that reason, Members are asked to be mindful and prepared to adopt an element of flexibility, when considering the Council work programme up until the end of September 2020, in recognition of the need for the Council to swiftly respond to changing information and guidance from both the Welsh Government and UK Government through this pandemic.

## 5. DEFERRAL OF THE COUNCIL'S ANNUAL GENERAL MEETING

- 5.1 Welsh Government Regulations remove the requirement for the 2020 annual meeting of a principal council to be held before the end of May 2020, and allow for this meeting to be deferred, up until, May 2021. The Presiding Officer has already communicated his intention to hold the Council's Annual Meeting 2020 within the next three months. On this basis the work programme of all Council committees is being extended by a three-month year, and by default extends our current municipal year by this length of time. This time-line is subject to continual review.
- 5.2 On behalf of the Presiding Officer, engagement will continue to take place with Group Leaders around these arrangements.

## 6. TERMS OF OFFICE

- 6.1 The appointment of Members to a number of roles is done on an annual basis at the Annual General Meeting. Appointments to Outside Bodies are also undertaken on this basis, in line with the Council Procedure Rules
- 6.2 The Welsh Government Regulations allows these elections and appointments to be delayed until May 2021 or until such time that an AGM is held by its respective Council.
- 6.3 Where the appointment arrangements of outside bodies do not correspond with our Annual meeting arrangements, as the Proper Officer, I have indicated the extensions of these appointments. **Providing current appointees are content to remain in office, their terms of office will automatically be extended until the re appointments are made.**
- 6.4 Unless there is a subsequent requirement to address these appointments sooner, the positions will remain in place until the rescheduled Annual Meeting.

## **7. WORKING VIRTUALLY**

- 7.1 Over the last few weeks a number of formal Committee meetings have been held virtually to include Cabinet, Planning and Development Committee and more recently an Overview & Scrutiny Committee. Our incremental approach, starting with briefings meetings, have all been supported by constructive engagement by all political groups and this approach continues to support the resumption of our committee functions and working in a virtual way.
- 7.2 Operating on a virtual basis requires a different approach and brings with it a number of unique challenges and limited availability of resources and staff. A package of support has been available to all Members throughout since the publication of the amended regulations, to support members to carry out their democratic role in a new way.
- 7.3 In the current circumstances it is important to stress that remote or virtual meetings require patience from all involved to achieve an effective outcome and Members are encouraged to consider approaches and advice provided by the Welsh Local Government Association and Local Government Association to scrutiny during the COVID-19 pandemic, which can be found at:-

<https://www.wlga.wales/coronavirus-covid-19-information-for-councils>  
<https://www.local.gov.uk/our-support/coronavirus-information-councils>

## **8. EQUALITY AND DIVERSITY IMPLICATIONS**

- 8.1 There are no Equality or Diversity implications aligned to this report

## **9. CONSULTATION**

- 9.1 There are no consultation implications aligned to this report.

## **10. FINANCIAL IMPLICATIONS**

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

## **11. LEGAL IMPLICATIONS**

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

## **12. CONCLUSION**

- 12.1 The Council must now tailor its work programme to reflect the ever changing environment and pressures of the COVID-19 pandemic and Members are asked to recognise that remote meetings require a different

approach to agenda and work programme setting whilst ensuring that decision-making remains as effective and timely as it can be.

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**EXTRA ORDINARY COUNCIL**

**1st JULY 2020**

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES &  
COMMUNICATIONS**

**BACKGROUND PAPERS**



## Council Work Programme. APPENDIX A

Forward plan of proposed Council Business for the Specific Period: July- 2020 – September 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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## JULY (Extra Ordinary Council)

**01.07.20**

Council Work Programme	To receive the Draft Council Work Programme for the 2019-20 Municipal Year.	Service Director, Democratic Services & Communication	Open	
Council's Response to COVID-19	To receive an update in respect of the action taken by the Council as a result of the COVID 19 national emergency.	Chief Executive	Open	
Virtual Meetings Update	To receive an update on the progress and next steps of the Council's virtual committee arrangements.	Service Director, Democratic Services & Communication	Open	
Local Development Plan (LDP) for Rhondda Cynon Taf Update	To receive an update in respect of progress of the Local Development Plan (LDP) for Rhondda Cynon Taf.	Director of Prosperity & Development	Open	
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-June 2020.	Service Director, Democratic Services & Communication	Open	Cabinet

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

**29.07.20**

Council Work Programme	To receive the Draft Council Work Programme for the 2019-20 Municipal Year.	Service Director, Democratic Services & Communication	Open	
Update on the Council's Response to COVID-19	To receive an update in respect of the action taken by the Council as a result of the COVID 19 national emergency.	Chief Executive	Open	
Virtual Meetings Update	To receive an update on the progress of the Council's virtual committee arrangements.	Service Director, Democratic Services & Communication	Open	
Council Priorities (Recovery)	To consider the Council's Priorities for the year including recovery from the current Covid 19 pandemic (in line with the requirements of the Local Government Measure and the WFG Act)	Chief Executive – C Bradshaw	Open	

## SEPTEMBER (AGM)

**16.09.20**

Appointments of Committee / Quasi Judicial Bodies / Ad hoc Committees / Standards Committee	To appoint the Council's Committees for the 2020-21 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	

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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Appointment of Chairs & Vice Chairs	To appoint the Chairs and Vice-Chairs for the Council's Committees for the 2020-21 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 2020-21 Municipal Year	Service Director, Democratic Services & Communication, Director of Legal Services, Director of Finance & Digital Services	Open	
Annual Reports	To receive the Annual Reports for the 2019-20 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
Outside Bodies And Other Committee Appointments	To appoint to the Outside Bodies and Other Committee Appointments for the 2020-21 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	

## ONGOING UPDATES (To the end of September 2020)

Audit Of Financial Statements - Rhondda Cynon Taf CBC And Rhondda Cynon Taf Pension Fund	To receive a presentation/ update from Audit Wales and a report from the Director of Finance & Digital Services in respect of the audits of the Council's Financial Statements and Pension Fund Financial Statements.	External Auditor Director of Finance & Digital Services	Open	
Annual Treasury Management & Capital Strategy Review	To provide Members with information on:	Director of Finance & Digital Services.	Open	

Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
	<ul style="list-style-type: none"> <li>• the Council's Treasury Management activity during 2019/20; and</li> <li>• the actual Prudential and Treasury Indicators for 2019/20</li> </ul> <p>As statutory required.</p>			
Council's Priorities 2020/21	To provide Members with the Council's Priorities for 2020/21 (in line with the requirements of the Local Government Measure and the WFG Act)	Chief Executive	Open	Cabinet
Medium Term Financial Plan – Interim Update	To provide Members with an interim update on the Medium Term Financial Plan for 2020/21 – 2023/2024	Director of Finance & Digital Services.	Open	Cabinet
Financing of the 21st century schools capital programme using prudential borrowing	To consider the report relating to capital investment of the c21st School programme	Director of Finance & Digital Services.		
Audit Wales Annual Improvement Report	To receive the External Auditor's report	External Auditors report	Open	
Council Tax Discounts	To receive the report providing Members with proposals in respect of Council Tax discounts	Director of Finance & Digital Services.		
Council Investment Priorities	To consider any potential investment opportunities	Director of Finance & Digital Services.	Open	Cabinet
Audit Committee Lay Member Appointment	To ratify the decision of the Appointments Committee	Service Director, Democratic Services & Communication	Open	Appointments Committee
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Key Decision	Brief Outline	Responsible Officer	Open / Exempt Report	Consultation undertaken prior to Decision being made?
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