

**REPORT OF THE COUNTY CLERK AND MONITORING OFFICER**

**AGENDA ITEM: 11**

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**FORWARD PLAN 2014/15**

**Reason for this Report**

1. To review the Forward Plan of matters for consideration by the Constitution Committee for the remainder of 2014/15.

**Background**

2. The Constitution Committee is responsible for reviewing the Council's Constitution recommending any changes to Council and/or Cabinet. It has authority (subject to the Monitoring Officer's advice) to make the following changes on behalf of the Council:-
  - (a) Drafting improvements to enhance clarity and remove minor anomalies.
  - (b) Updating to reflect legislative changes and matters of record.
  - (c) Amendments to the Financial, Contracts and Land Procedure Rules (subject to the advice of the S.151 Officer being sought).
3. The work plan was last reviewed by the Committee at its meeting on the 11 June 2015 noting the Organisational Development Programme agreed by Cabinet to achieve the following outcomes:
  - Reduced operating costs, to address rapid fiscal consolidation;
  - Improved outcomes across the Council and in key improvement priorities, to address current performance weakness;
  - Improved demand management & reduced failure demand, to more efficiently address the increasing demand for services;
  - Delivery of key infrastructure projects to accelerate Cardiff's development as a European Capital City.
4. The Committee agreed that improving governance needed to be at the heart of the Programme and the Committee would have a key role to play in supporting this work through its work plan and implementing any required changes to the Constitution.
5. Governance comprises the systems and processes; and culture and values by which the council is directed and controlled and through which it accounts to, engages with

and, where appropriate, leads the community. The Council's ambition is for the governance of the Council to demonstrably improve the quality of policy outcomes, public services, and public spending for Cardiff residents and all who rely on our services. To support this ambition robust governance arrangements are required with opportunities for political, peer and community engagement with the improvement programme.

6. Indicators of success in this area will be improved annual perceptions of Cardiff Citizens, improved performance across a range of services, seeing the Council move out of the bottom quartile in Wales and more public engagement in the running of the Council.

## **Issues**

7. The Improving Governance work stream sets out a number of actions that are relevant to the terms of reference of the Constitution Committee. These are:
  - Define and document the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements
  - Research best practice at major UK cities in relation to effective governance structures
  - Respond to the findings of the WAO Corporate Assessment
  - Respond to the Estyn Monitoring Review
  - Review role and status of the Corporate Parenting Panel
  - Improve arrangements for school governance including appointment of LEA Governors
  - Review and begin to implement improvements to current collaborative scrutiny arrangements with partner organisations including a review of the current Local Service Board Scrutiny Panel.
  - Encourage public participation in council meetings by making meeting more welcoming to the public including developing a public question time at cabinet and committees
  - Refine scrutiny arrangements to strengthen focus on organisational development with improved clarity on role of Scrutiny; more strategic view and focus on key information
  - Implement member development programme to facilitate wide, informed engagement with policy development and performance improvement;

- Work with all Committees to review their objectives and work plans for 2014/15 to focus on impact and outcomes
- Develop mechanism to enable Neighbourhood Partnership lead members to provide structured community perspective to policy and performance debate;
- Develop a concise informative annual public report based on the key questions the public are likely to want answered about the council containing key risk and performance information, plus anything else fundamental to council strategy. A web-based annual report could be a live document, updated after the audit of the accounts.

### **Legal Implications**

8. There are no direct legal implications arising from the content of this report.

### **Financial Implications**

9. There are no direct financial implications arising from this report.

### **RECOMMENDATION**

The Committee is recommended to:

- 1) consider the Forward Plan 2014/15, as set out in **Appendix A**
- 2) advise officers how it wishes to progress the various items in the Forward Plan and the relevant actions summarised above in the Improving Governance Work stream of the Council's Organisation Development Programme.

**Marie Rosenthal**  
**County Clerk and Monitoring Officer**  
9 January 2015

Appendix A – Constitution Committee Forward Plan 2014-2015

## **APPENDIX A**

### **CONSTITUTION COMMITTEE – FORWARD PLAN 2014/15**

The following topics have been prioritised on a Red / Amber/ Green (RAG) basis with Red being the highest priority and include indicative timescales as applicable:

<b>TOPIC</b>	<b>OBJECTIVE/OUTCOME</b>	<b>WHO IS RESPONSIBLE?</b>	<b>PRIORITY</b>
(1) Facilitate greater public participation in council business	Implement recommendations from the Public Engagement with Scrutiny Report April 2013.	Monitoring Officer	<b>AMBER</b> September
(2) Revised Contract procedure Rules	.To ensure Constitution Up to Date with legislation and to align with WLGA Model and best practice	Monitoring Officer , Finance, Procurement and Legal Officers	<b>GREEN</b> September 2015
(3) Facilitate greater public participation in council business	Improve Petition Scheme	Monitoring Officer	<b>AMBER</b> January 2015
(4) Review Corporate Parenting Advisory Committee 1 year after its set up	To ensure new arrangement is contributing to improved outcomes for looked after children	Monitoring officer and Director of Children's services	<b>GREEN</b> September 2015
(5) Review arrangements for appointment of LEA Governors	Improved school performance	Monitoring officer and Director of Education	<b>RED</b> January 2015
(6) Review Scrutiny call in Arrangements	Improved decision making	Monitoring officer	<b>RED</b> January 2015
(7) Review Scrutiny Function and Scrutiny Committees ToR	Refine scrutiny arrangements to strengthen focus on organisational development with improved clarity on role of Scrutiny; more strategic view and focus on key information	Monitoring officer	<b>RED</b> September 2016
(8) Introduce Individual Cabinet member Decision Making	More efficient decision making	Monitoring officer	<b>AMBER</b> March 2015