
REPORT OF THE DIRECTOR GOVERNANCE & LEGAL SERVICES

FORWARD PLAN 2015/16

Reason for this Report

1. To review the Forward Plan of matters for consideration by the Constitution Committee for the remainder of 2015/16.

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 15 January 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 of 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
 - Improve the transparency and efficiency of the Council's decision making processes
 - Review role and status of the Corporate Parenting Panel
 - Improve arrangements for school governance including appointment of LEA Governors
 - Encourage public participation in council meetings by making meetings more welcoming to the public including developing a public question time at cabinet and scrutiny 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

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 2015/16, 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 July 2015
CC/MR/V1.0

Appendix A – Constitution Committee Forward Plan 2015-2016

APPENDIX A

CONSTITUTION COMMITTEE – FORWARD PLAN 2015/16

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:

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY
(1) Facilitate greater public participation in council business	Implement recommendations from the Public Engagement with Scrutiny Report April 2013.	Monitoring Officer	RED July 2015
(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	GREEN September 2015
(3) Facilitate greater public participation in council business	Improve Petition Scheme	Monitoring Officer	AMBER September 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	GREEN September 2015
(5) Review arrangements for appointment of LEA Governors	Improved school performance – New Member Panel agreed	Monitoring officer and Director of Education	COMPLETED
(6) Review Scrutiny call in Arrangements	Improved decision making	Monitoring officer	COMPLETED
(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 – Task & Finish Group in place.	Monitoring officer	RED September 2015

TOPIC	OBJECTIVE/OUTCOME	WHO IS RESPONSIBLE?	PRIORITY
(8) Introduce Individual Cabinet member Decision Making	More efficient decision making	Monitoring officer	GREEN March 2015
(9) Elected Mayor	Review legislative requirements	Monitoring officer	GREEN March 2016