

VALE of GLAMORGAN

Democratic and Scrutiny Services

Team Plan 2013/14



BRO MORGANNWG

Team Manager	Jeff Rees
Service Plan	Resources
Date signed off	29th July 2013
Signed off by	Sian Davies, Director of Resources

Outcome 2	The Vale community benefits from the Council's transparent decision-making and good governance.
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Objective 5	To support and develop the structures, resources and systems needed to deliver and monitor the Council's decision making and governance process.
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Context for this objective:	Reflects the Council's commitment to increase public engagement on its democratic processes and decision making,
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS05/ A038 CL6	1. Assess best practice in Wales and England.	Established practices and procedures identified for consideration / introduction.	H	Jeff Rees	01/04/13	31/10/13	Within existing resources.	
	2. Obtain examples of protocols where they exist within local authorities.	Established practices and procedures identified for consideration /	H	Jeff Rees	01/04/13	31/10/13	Within existing resources.	

		introduction.						
	3. Prepare report for consideration to: <ul style="list-style-type: none"> • CMT • Planning Committee • Cabinet • Relevant Scrutiny Committees. 	Appropriate forms of public engagement approved and piloted.	H	Jeff Rees	01/04/13	31/10/13	Within existing resources.	
	4. Update the Council's Constitution.	The Council's Constitution reflects formal arrangements for public participation and engagement.	H	Jeff Wyatt	01/04/13	31/12/013	Within existing resources.	

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Objective 5	To support and develop the structures, resources and systems needed to deliver and monitor the Council's decision making and governance process.
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Context for this objective:	The Welsh Government is encouraging local authorities to establish joint scrutiny arrangements to support robust governance of the increased range of services delivered in partnership with other Councils or public, third sector or private organisations.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS05/AO39	1. Identify and / or further develop joint working opportunities in the field of Scrutiny (particularly with regard to joint scrutiny of the Central South Joint Education Service)	Potential areas for joint scrutiny are identified.	H	Jeff Rees (including a role as member of JOSEC Project Board)	01/04/13	31/03/14	Within existing resources plus Centre for Public Scrutiny and (subject to successful bid) Scrutiny Development Fund (SDF) support.	
	2. Liaise with	Effective officer	H	Jeff Rees /	01/04/13	31/03/14	Within	

	officers of relevant authorities where joint opportunities are identified.	networking in place.		Jeff Wyatt			existing resources plus Centre for Public Scrutiny support.	
	3. Plan and draw up proposals to establish joint scrutiny arrangements.		H	Jeff Rees	01/04/13	31/07/13	Within existing resources plus Centre for Public Scrutiny support.	
	4. Report progress to relevant Scrutiny Committee and Council.	Member awareness of joint scrutiny arrangements and the relationship with the Council's own related Scrutiny Committee(s)	H	Jeff Wyatt	01/04/13	30/09/13	Within existing resources.	
	5. Prepare, with collaborating Councils, joint Scrutiny Development Fund bid for Welsh	Provision of dedicated support for the Joint Scrutiny Committee	H	Jeff Rees	01/04/13	30/09/13	Within existing resources..	

	Government funding to support joint scrutiny arrangements.							
	6. Facilitate Member Induction / Development regarding joint scrutiny arrangements.	Member awareness of joint scrutiny arrangements and the relationship with the Council's own related Scrutiny Committee(s)	H	Jeff Rees / Jeff Wyatt	01/09/13	31/03/14	Within existing resources plus Scrutiny development Fund and Centre for Public Scrutiny support.	

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Objective 5	To support and develop the structures, resources and systems needed to deliver and monitor the Council's decision making and governance process.
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Context for this objective:	To facilitate the updating of the Council's Constitution, taking into account recent legislative changes and the issuing of a new Model Welsh Constitution
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS05/AO40	1. Review relevant sections of the Constitution and make proposals for revision to the Member Working Party established by Council on 26/06/13.	Revised Constitution, taking account of the new Welsh Model Constitution, submitted to / approved by Council.	M	Jeff Rees, Karen Bowen and Chris Hope.	01/04/13	31/03/14	Within existing resources.	

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Objective 5	To support and develop the structures, resources and systems needed to deliver and monitor the Council's decision making and governance process
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Context for this objective:	<p>The Auditor General in his letter to Chief Executives on 13th March, 2012 stated his intent to conduct a number of all-Wales Improvement Studies each year. The Wales Audit Office (WAO) programme for 2012/13 included a Scrutiny Improvement Study. The WAO is looking to work with the local government sector in a way that provides an opportunity for all involved to further improve scrutiny in a sustainable manner. The Study aims to help achieve this through 'facilitating the gaining of insight, sharing knowledge, developing skills, building and strengthening relationships, and identifying new opportunities for working together with other councils and partners.'</p> <p>In addition to the above, it is also intended that the Study will support the Council's response to the Welsh Government's programme for Scrutiny over the next three years and to shape proposed Key Characteristics of Effective Overview and Scrutiny.</p>
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS05/AO41	1. Implement key recommendations arising out of the WAO Scrutiny		H	Jeff Rees, Karen Bowen and Chris Hope.	01/05/13	30/09/13	Within existing resources.	

	Improvement Study.							
	2. Submit appropriate reports as appropriate on the WAO Study outcome to the Scrutiny Chairmen and Vice-Chairmen Group, Democratic Services Committee and Cabinet.		H	Jeff Rees, Karen Bowen and Chris Hope.	01/09/13	31/03/14	Within existing resources.	
	3. Prepare report to Council in respect of any consequential changes to the Council's Constitution.		H	Jeff Wyatt	01/09/13	31/03/14	Within existing resources.	

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Objective 6	To support members to ensure they are able to effectively undertake their roles and responsibilities.
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Context for this objective:	To ensure that the facility for Member Development Interviews is in place and operational in accordance with the requirements of the Local Government (Wales) Measure 2011 and the criteria for the Welsh Local Government Association Member Development Charter.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS06/AO53	1. Head of Democratic Services to facilitate Personal Development Review (PDR) Interviews for all Members of the Council.	All Members afforded the opportunity of PDR interview.	M	Jeff Wyatt	01/04/13	30/09/13	Within existing resources.	
	2. Prepare a Training Need Analysis (TNA)	TNA reflects development requirements for	M	Jeff Rees / Jeff Wyatt	01/10/13	31/10/13	Within existing resources.	

	following conclusion of Member PDR process.	Members.						
	3. Draft TNA submitted to Democratic Services Committee for approval.	TNA reflects development requirements for Members.	M	Jeff Wyatt	01/11/13	30/11/13	Within existing resources.	
	4. Member Development Programme developed for delivery.	Member Development programme reflects development requirements for Members.	M	Jeff Rees / Jeff Wyatt	01/11/13	31/12/113	Within existing resources.	
	5. Identify appropriate training facilitators.	Ongoing Member Development Programme in place and delivered.	M	Jeff Rees / Jeff Wyatt	01/01/14	31/03/14	Within existing resources.	

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Objective 6	To support members to ensure they are able to effectively undertake their roles and responsibilities.
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Context for this objective:	Section 5 of the Local Government (Wales) Measure 2011 contains a requirement for Local Authorities to make provision, from April 2012, for each Member to make an Annual Report on their activities and for the publication by Members of such Reports.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS06/A0 54	1. Each Elected Member will be afforded the opportunity of producing an Annual Report .	Members are able to take up opportunity to produce their own Annual Reports	H	Jeff Wyatt	01/04/13	30/06/13	Within existing resources.	
	2. Check compliance of Annual Reports produced with Welsh Government (WG) guidance	Annual Reports produced compliant with (WG) guidance & available to increase public awareness of	H	Jeff Wyatt / Paula Westall / Pam Nel	01/04/13	31/07/13	Within existing resources.	

	and publish on the Council's website.	Members activities.						
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Objective 6	To support members to ensure they are able to effectively undertake their roles and responsibilities.
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Context for this objective:	To support Members to ensure they are able to effectively undertake their roles & responsibilities.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS06/AO 55	1. Develop and prepare survey content	Areas for service improvement will be indentified.	H	Jeff Rees	01/09/13	31/10/13	Within existing resources.	
	2. Distribute survey to all Members to establish baseline of Member satisfaction.	Survey findings and areas for improvement identified and reported to the Democratic Services Committee.	H	Pam Nel and Paula Westall	01/11/13	31/12/13	Within existing resources.	
	3. Implement recommendations of Democratic Services	Member requirements reflected in service provision.		Jeff Rees, Karen Bowen and Chris Hope.	01/12/13	31/03/14	Within existing resources.	

	Committee.							
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