

# EXECUTIVE BOARD FORWARD WORK PROGRAMME 2016/17 as at 6th October 2016

## Introduction

This plan is published to encourage and enable greater understanding between the Executive, all Councillors, the public and other stakeholders. It assists the Scrutiny Committees in planning their contribution to policy development and holding the executive to account.

The plan gives the public and stakeholders a chance to see the forthcoming major decisions to be made by the Executive Board and the County Council over the next 12 months. It is reviewed and published bi-annually to take account of changes and additional key decisions.

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2016/17  
as at 6th October 2016**

**CHIEF EXECUTIVES**

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to CMT	Date to PEB	Date to Scrutiny	Date to Executive Board	Date to County Council
SOCIAL MEDIA STRATEGY	Wendy Walters, Assistant Chief Executive/Deina Hockenheim	Cllr Pam Palmer		OCT			
CORPORATE ASSESSMENT ACTION PLAN	Wendy Walters Assistant Chief Executive	Cllr Emlyn Dole		NOV 21 <sup>ST</sup>			
5-YEAR CAPITAL RECEIPT STRATEGY	Wendy Walters, Assistant Chief Executive	Cllr D Jenkins/M. Gravell		23 <sup>RD</sup> Jan	n/a	n/a	n/a
COMMUNICATIONS STRATEGY - UPDATE	Wendy Walters, Assistant Chief Executive	Cllr. Pam Palmer/Cllr Mair Stephens	As and when required	Dec 2016	As and when required	As and when required	As and when required
PAY POLICY STATEMENT	Paul Thomas Assistant Chief Executive	Cllr Mair Stephens	JANUARY	JANUARY /FEBRUARY	N/A	FEBRUARY	MARCH

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QUARTERLY PERFORMANCE REPORT	Wendy Walters Assistant Chief Executive	Cllr. Mair Stephens/ Cllr Pam Palmer		SEPT NOV FEB MAY	P & R Scrutiny SEPT MARCH	N/A	N/A
ARIP ANNUAL REPORT AND IMPROVEMENT PLAN	Wendy Walters Assistant Chief Executive	Cllr Emlyn Dole/Cllr Pam Palmer	MAY	JUNE	JUNE	JULY	JULY 13TH
FORWARD WORK PROGRAMME AND UPDATE BI-ANNUALLY	Gaynor Morgan Democratic Services Manager	Cllr Pam Palmer		MARCH SEPT		APRIL OCT	
ANNUAL REVIEW OF COUNCILLORS' & CO-OPTED MEMBERS' ALLOWANCES SCHEME	Gaynor Morgan Democratic Services	Cllr Mair Stephens	N/A	MARCH	Democratic Services Cttee  MARCH	APRIL	May AGM
ANNUAL REVIEW OF THE CONSTITUTION - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB		MARCH		APRIL	May AGM

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HOW CARMARTHENSHIRE'S RESULTS COMPARE TO OTHER COUNCILS IN WALES	Wendy Walters Assistant Chief Executive	Cllr Pam Palmer/Cllr Mair Stephens	SEPT	SEPT	OCT	NOV	NOV
REVIEW OF THE CONSTITUTION (LEGISLATION CHANGES) - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB	N/A	AS AND WHEN REQUIRED	N/A	AS AND WHEN REQUIRED	AS AND WHEN REQUIRED
CONFERENCE APPLICATIONS/REPORTS	Gaynor Morgan Democratic Services Manager	Leader	N/A	AS AND WHEN REQUIRED	N/A	N/A	N/A
EUROPEAN FUNDING PROGRAMMES AND REGIONAL ENGAGEMENT TEAM PROGRESS	Helen Morgan Interim Economic Dev Manager	Cllr Meryl Gravel			October		
REVIEW OF COMMUNITY COUNCIL BOUNDARIES & ELECTORAL ARRANGEMENTS	Wendy Walters, Assistant Chief Executive	Cllr Pam Palmer	N/A	AS AND WHEN REQUIRED	As and when required		

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<b>COMMUNITY SERVICES</b>							
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ORIEL MYRDDIN (Check if exempt report)	Ian Jones	Cllr. M. Gravell	11/10/16? TBC	17/10/16 ? TBC		7/11/16 TBC	
ALTERNATIVE SERVICE DELIVERY MODELS IN ASC – PROJECT UPDATE	Robin Staines (Gareth Miller)	Cllr. Jane Tremlett	20/09/16	03/10/16 may only be to PEB			
GWENDRAETH SPORTS HALL CLOSURE	Ian Jones	Cllr. M. Gravell	TBC	TBC		TBC	
CARMS CYCLING STRATEGY	Ian Jones	Cllr. M. Gravell	?			21/11/16 or 19/12/16 TBC	
REVIEW OF ACCESS TO SOCIAL HOUSING POLICY (POST CONSULTATION) (ALLOCATIONS POLICY)	Jonathan Willis	Cllr. Linda Evans	04/10/16	17/10/16	03/11/16 Community	21/11/16	14/12/16
PREVENTION STRATEGY	Communities	Cllr. Jane Tremlett	18/10/16	21/11/16		21/11/16	
REVISED CHARGING POLICY (pre consultation)	Lyn Walters/ Rhys Page	Cllr. Jane Tremlett	11/10/16 TBC	17/10/16 TBC		TBC	
CHILD MEASUREMENT PROGRAMME							

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MENTAL HEALTH TRANSFORMATION	Avril Bracey	Cllr. Jane Tremlett					
CHS+ DELIVERING WHAT MATTERS (Previously known as HRA BUSINESS PLAN)	Jonathan Morgan	Cllr. Linda Evans	03/01/17	09/01/17	20/01/17 Communities	06/02/17	22/02/17
REVISED CHARGING POLICY (post consultation)	Lyn Walters / Rhys Page	Cllr. Jane Tremlett	31/01/17 or 21/02/17 TBC		SC&H 06/03/17 TBC	27/03/17 TBC	26/04/17 TBC
TENANT VISION ENGAGEMENT PLAN (PRE CONSULTATION)	Robin Staines (Les James)	Cllr. Linda Evans	31/01/17		30/03/17 Community (as part of consultation)	27/02/17	
MEETING THE REQUIREMENTS OF THE GYPSY & TRAVELLERS ACCOMMODATION NEEDS ASSESSMENT	Robin Staines (Rachel Davies)	Cllr. Linda Evans					
TENANT VISION ENGAGEMENT PLAN (POST CONSULTATION)	Robin Staines (Les James)	Cllr. Linda Evans				Autumn 2017	
ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES 2016-17	Jake Morgan	Cllr. Jane Tremlett	25/04/17	02/05/17	Joint E&CS & SC&H 22/05/17 TBC	26/06/17	19/07/16

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**CORPORATE SERVICES**

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RESERVES STRATEGY	Chris Moore Director of Corporate Services	Cllr. D. Jenkins	Sept 2016	Sept 2016		OCT 2016	N/A
BI-MONTHLY REVENUE AND CAPITAL BUDGET MONITORING REPORTS	Chris Moore Director of Corporate Services	Cllr. D. Jenkins	MARCH MAY JULY SEPT NOVR JAN	APRIL JUNE SEPT NOV JAN MARCH	N/A	APRIL JUNE SEPT NOV JAN MARCH	N/A
QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	Cllr D. Jenkins	JULY OCT JAN	JULY OCT JAN	N/A	JULY OCT JAN	N/A
ANNUAL TREASURY MANAGEMENT & PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	Cllr D. Jenkins	N/A	BEG. JULY	N/A	JULY	FEB
5 YEAR CAPITAL PROGRAMME	Chris Moore Director of Corporate Services	Cllr D. Jenkins	NOV	NOV	ALL DEC/ JAN	NOV	N/A

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PROCUREMENT STRATEGY 2016 – 2020 (Including update on NPS)	Phil Sexton, Head of Audit, Procurement & ICT	Cllr D Jenkins	Dec	Dec	Draft to Scrutiny Jan / Feb	FEB	N/A
5-YEAR CAPITAL RECEIPT STRATEGY	Wendy Walters, Assistant Chief Executive	Cllr D Jenkins	Sept	Oct 17	n/a	n/a	n/a
COUNCIL TAX SETTING REPORT	Chris Moore Director of Corporate Services	Cllr D Jenkins	march	n/a	n/a	n/a	march
COUNCIL TAX BASE	Chris Moore / John Gravelle	Cllr D Jenkins	N/A	N/A	N/A	NOV	MARCH
COUNCIL TAX PREMIUMS	Chris Moore / John Gravelle	Cllr. D Jenkins	N/A	OCT / NOV		√ (date unclear)	√ (date unclear)
Council Tax Reduction Scheme	Chris Moore / John Gravelle	Cllr D Jenkins	N/A	Nov/Dec	N/A	N/A	JAN
BUDGET STRATEGY (Revenue and Capital)	Chris Moore Director of Corporate Services	Cllr D. Jenkins	NOV	NOV	ALL DEC/ JAN	NOV	N/A

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BUDGET OUTLOOK (Revenue and Capital)	Chris Moore Director of Corporate Services	Cllr D. Jenkins	NOV	NOV	ALL DEC/ JAN	NOV	N/A
TREASURY MANAGEMENT POLICY AND STRATEGY	Chris Moore Director of Corporate Services	Cllr D. Jenkins	N/A	END OF JAN	N/A	FEB	FEB
FINAL BUDGET	Chris Moore Director of Corporate Services	Cllr D Jenkins	JAN	END OF JAN	N/A	FEB	FEB
HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING REPORT	Chris Moore Director of Corporate Services	Cllr D Jenkins	JAN	JAN	HOUSING	FEB	FEB
BUDGET OUTLOOK 2017/20	Chris Moore Director of Corporate Services	Cllr D Jenkins	JUN	JULY	N/A	JULY/SEPT	N/A
CORPORATE ASSET MANAGEMENT PLAN 2016 - 2019	Jonathan Fearn, Head of Corporate Prop	Cllr D Jenkins	FEBRUARY	MARCH	APRIL	MAY	N/A

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**EDUCATION & CHILDREN**

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MODERNISING EDUCATION PROGRAMME - QUARTERLY PROGRESS REPORTS	Simon Davies, Schools Modernisation Manager	Cllr Gareth Jones		JAN MARCH JUNE SEPT	N/A	N/A	N/A
PROPOSAL TO DISCONTINUE LLANGENNECH INFANTS AND LLANGENNECH JUNIOR SCHOOL AND CREATE ONE WELSH MEDIUM 3-11 PRIMARY SCHOOL.	Simon Davies, Schools Modernisation Manager	Cllr Gareth Jones	N/A	07/11/2016	21/11/2016	19/12/2016	18/01/2017
ACCOMMODATING LOOKED AFTER CHILDREN – COMMISSIONING & COSTS	Stefan Smith Head of Children's Services	Cllr. G.O. Jones					
CSSIW INSPECTION, EVALUATION & REVIEW OF LOCAL AUTHORITY SERVICES	Stefan Smith – Head of Children's Services	Cllr. G.O. Jones					

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<b>EDUCATION &amp; CHILDREN</b>							
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<b>SCHOOL IMPROVEMENT PANEL ANNUAL REPORT</b>	<b>Gareth Morgans – Head of Education</b>	<b>Cllr. G.O. Jones</b>					
<b>ESTYN REPORT – QUARTERLY SYNOPSIS</b>	<b>Gareth Morgan</b>	<b>Cllr G.O. Jones</b>					
<b>REVIEW OF BEHAVIOUR MANAGEMENT SERVICES</b>	<b>Gareth Morgan</b>	<b>Cllr G.O. Jones</b>	<b>01/07/2017</b>	<b>10/07/2017</b>	<b>TBC</b>	<b>TBC</b>	<b>TBC</b>
<b>WELSH IN EDUCATION STRATEGIC PLAN</b>	<b>Gareth Morgans</b>	<b>Cllr G.O. Jones</b>	<b>11/10/2016 &amp; 20/12/2016</b>	<b>17/10/2016 (draft) &amp; 09/01/2017 (draft)</b>	<b>10/10/2016 &amp; 22/12/2016</b>	<b>23/01/2017</b>	

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**ENVIRONMENT**

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FLOOD RISK MANAGEMENT PLANS	Ruth Mullen Director of Environment /Head of Street Scene	Cllr Hazel Evans	15 <sup>th</sup> Nov 16	5 <sup>th</sup> Dec 16		19 <sup>th</sup> Dec 16	
ROAD SAFETY PRIORITISATION MODEL	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Cllr Hazel Evans	15 <sup>th</sup> Nov 16	21 <sup>st</sup> Nov 16	TBC	December 16	
INTEGRATED PARKING STRATEGY	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Cllr Hazel Evans	16 <sup>th</sup> Jan 17	23 <sup>rd</sup> Jan 17		6 <sup>th</sup> February 17	
LTF Bids 2017/18	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Cllr Hazel Evans	18 <sup>th</sup> Oct	7 <sup>th</sup> Nov		21 <sup>st</sup> Nov	

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<b>WALKING &amp; CYCLING STRATEGY</b>	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Cllr Hazel Evans	11 <sup>th</sup> Oct	7 <sup>th</sup> Nov		21 <sup>st</sup> Nov	
<b>ANNUAL PERFORMANCE REPORT (PLANNING SERVICES)</b>	Ruth Mullen Director of Environment / Llinos Quelch Planning Services	Cllr Mair Stephens	October 16	October 16	November 2016	N/A	N/A
<b>LOCAL DEVELOPMENT PLAN ANNUAL MONITORING REPORT</b>	Ruth Mullen Director of Environment / Llinos Quelch Planning Services	Cllr Mair Stephens	October 16	October 16	November 2016	N/A	N/A
<b>COMMUNITY INFRASTRUCTURE LEVY</b>	Ruth Mullen Director of Environment / Llinos Quelch Planning Services	Cllr Mair Stephens	December 2016	December 2016	TBC	January 2017	February 2017

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SPG (INCL. RENEWABLE ENERGY AND EDUCATION CONTRIBUTIONS)	Ruth Mullen Director of Environment / Llinos Quelch Planning Services	Cllr Mair Stephens	December 2016/January 2017	January 2017		February 2017	March 2017
LOCAL DEVELOPMENT ORDER	Ruth Mullen Director of Environment / Llinos Quelch Planning Services	Cllr Mair Stephens	October / November 2016	November 2016		December 2016	January 2017
CHARGING SCHEDULE FOR PLANNING INPUT REGARDING DEVELOPMENTS OF NATIONAL SIGNIFICANCE	Ruth Mullen Director of Environment / Llinos Quelch Planning Services	Cllr Mair Stephens	TBC	TBC	TBC	TBC	TBC
KERBSIDE GREEN WASTE COLLECTION SERVICE	Ruth Mullen Director of Environment / A Williams Head of Waste & Env. Services	Cllr H Evans	-	-	26 <sup>TH</sup> Sept 16	17 <sup>th</sup> Oct 16	

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WASTE TREATMENT CONTRACT – PROCUREMENT STRATEGY RECOMMENDATION	Ruth Mullen Director of Environment /A Williams Head of Waste & Env. Services	Cllr H Evans	TBC	TBC		TBC	

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